



**AMERICAN CANCER SOCIETY**

**EDS ACCELERATOR AWARD**

**Instructions for Submitting an EDS Accelerator Award Application**

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**AMERICAN CANCER SOCIETY, INC.**

**Extramural Discovery Science Department**

**Website:** <http://www.cancer.org>

**MISSION**

The **American Cancer Society's** mission is to improve the lives of people with cancer and their families through advocacy, research, and patient support, to ensure everyone has an opportunity to prevent, detect, treat, and survive cancer.

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## INSTRUCTIONS FOR PREPARING THE APPLICATION

### 1. GENERAL INFORMATION

- a. **Applicant use of generative AI tools:** An applicant is responsible for all content in their application, including any content generated using an AI tool or large language model. The applicant should appropriately credit an AI tool used in the development of their application and appropriately cite the source of the content whenever possible. Applicants should follow any guidelines or regulations in place at their institution, and the use of AI tools cannot conflict with the ACS Guidelines for Research and Peer Review Integrity in the Grant Policies.
- Application materials are available in [ProposalCentral](#) after selecting the EDS Accelerator Award.
- Follow instructions for login/register, completion, and submission.
- Key steps:
  - Filter on the “Grant Opportunities” Tab > “Choose American Cancer Society” > “Review Grant Types” > “Select Grant” > Apply Now”
  - Enter Project Title (unless already displayed) > SAVE. This permits access to other application components.
  - Saved applications are stored under “Proposals”.
- See ProposalCentral login page for tutorials and additional details about the grant application process.
- b. **Enable Other Users to Access this Proposal:** To assist in the development and submission of the application, applicants may allow others (e.g., institutional administrators, collaborators, etc.) to view, edit, or submit the proposals by following these steps in ProposalCentral:
  - Click the “Enable Other Users to Access this Proposal” section in the menu on the left.
  - Add the e-mail address of the User at the bottom and click the Find User button.
  - Select the appropriate access level from the drop down in the “Permissions” column and click the “Accept Changes” button. The possible access levels are:
    - **View:** View only; cannot change any details.
    - **Edit:** Can view and change information in the application; cannot submit the application or view the “Enable Other Users to Access this Proposal” screen.
    - **Administrator:** Can view, edit, and submit the application; can give access rights to others on the “Enable Other Users to Access this Proposal” section.
- c. **Technical Assistance:** Detailed information is available through tutorials provided on the ProposalCentral login page. If you have problems accessing or using the electronic application process, click on “Help” or contact ALTUM Customer Service at [pcsupport@altum.com](mailto:pcsupport@altum.com) or 1-800-875-2562.

### 2. FORMATTING THE APPLICATION

Applicants must adhere to the following instructions:

- Insert Principal Investigator (PI) name in the header for each template of the application.
- Type size: Use 12-point Times New Roman or 11-point Arial as the minimum font size for the text of the application. A 10-point Times New Roman or 9-point Arial font type may be used for figures, legends, and tables.

- Application documents may be single- or double-spaced (if single spacing, enter a space between paragraphs).
- Margins:  $\geq 0.5$  inches all around unless a form with different margins is supplied in the Application Templates.

### 3. REQUIRED INFORMATION

**Project Title:** Do not exceed 150 characters, including spaces. The title should be brief but informative, indicating both the technology or reagents sought and disease, pathway, or model system under study.

**Note:** The title will truncate after 81 characters on the title page.

**Project Budget and Project Period:** Applicants may request up to \$75,000 for a 1-year project period. Indirect costs cannot be claimed.

Applications submitted through June 1, 2025, should use a start date of September 1, 2025. Applications submitted after June 1, 2025, should use a start date of April 1, 2026.

**Principal Investigator/Applicant Information:** Some (or all) of the required information from your Professional Profile may already be displayed. If any information is outdated, **stop** and update the Professional Profile before completing this section and submitting an application. Please keep all contact information current.

- **Citizenship Status (mandatory):** On ProposalCentral under “Professional Profile”, indicate your current citizenship status and country of citizenship.
- **Degree and Independent Position Dates:** Under Professional Profile, indicate the date (months and year) your terminal degree was awarded and when your first independent faculty position (or equivalent) began, if applicable.
- **Space:** If applicable, indicate the approximate area of independent research space provided by your institution to support your research program, along with the name of the department head who can verify this commitment. You must insert a value for square footage under Professional Profile, even if that number is zero.
- **ORCID Identifier:** ORCID provides a persistent digital number that you own and control, and that identifies you from every other researcher. Please provide an ORCID identifier if you have one. To add the ORCID ID, click Professional Profile and connect/register for an ID. Once connected, return to your proposal, and click Save.

**Institution and Contacts:** Provide the required information for the PI’s sponsoring institution and institution officials.

**MSI Designation:** Indicate using the radio buttons whether the PI’s institution is a US Department of Education designated Minority Serving Institution (MSI). If yes, then select the type of MSI from the dropdown list. Some common MSI combinations are provided in the dropdown menu, but the list is not exhaustive. Use the text box to enter the type if your institution’s MSI or combination is not in the list.

MSIs and Abbreviations:

- ANNH: Alaska Native and Native Hawaiian
- AANAPISI: Asian American and Native American Pacific Island Serving Institution
- HSI: Hispanic Serving Institution
- HBCU: Historically Black Colleges and Universities
- NASNTI: Native American Indian Serving Non-Tribal Institution
- PBI: Predominantly Black Institution

- TCU: Tribal Colleges and Universities

**Institutional Official:** Indicate the name and address of the official authorized to sign for the institution. Institutional Officials may electronically sign the application if required by the institution, but this is not required by ACS for submission. The PI must give the Institutional Official access to the application for e-signing to be completed. Provide a mailing address for disbursement of funds, in the event that your grant is awarded funding.

**Technology Transfer Officer (TTO):** Indicate the name and email address of the TTO. The TTO is responsible for **technology** transfer and other aspects of the commercialization of research that takes place at a **university**. The TTO will be responsible for reporting all IP updates to the ACS should the project be awarded funding.

**Department Chair:** Indicate the name, department, and email address of the Department Chair. The electronic signature of the Department Chair is not required by the ACS.

**Key Personnel:** Defined as individuals who contribute to the scientific development or execution of a project in a substantive and measurable way (whether or not they receive salaries or compensation under the grant). Key Personnel are personnel that give >0% effort to the project, even if they are not being compensated. Enter the required information for each Key Person, including their designated role. **The PI is always considered Key Personnel, but do not list them under key personnel on ProposalCentral.**

Key Personnel can include individuals at the doctorate, master's, or baccalaureate level (such as postdoctoral fellows, graduate students, and research assistants) if they meet this definition.

Key Personnel are required to designate >0% effort, even if they are not being compensated.

### **Key Personnel Roles and Definitions**

The **Principal Investigator** assumes the authority and responsibility to direct the project. The ACS does not permit applications to be directed by multiple Principal Investigators.

A **Co-Investigator** is a vital scientific contributor (at the same or a different institution), often bringing a needed expertise to the research team. This person commits some level of measurable effort to the project and is therefore Key Personnel, whether compensated or not.

A **Collaborator** plays a lesser role in the thinking and logistics of the project than co-investigator. Depending on the role and effort, a collaborator may be designated as Key Personnel and may be compensated.

A **Consultant** provides expert advice, most often for a fee. If the consultant contributes to the scientific development or execution of a project substantively and measurably, he or she should be designated as Key Personnel.

**Other** is defined as individuals who are compensated for their contribution to the project but are not considered Key Personnel (e.g., student assistants, technical staff).

*The table below provides information about the documents required for each personnel class.*

## REQUIRED SUPPORTING DOCUMENTS FOR NAMED PERSONNEL

Personnel	Designated “Key”	Biosketch	“Other Support” Documentation	Included in Budget & Justification	Letters
Principal Investigator	Yes <sup>a</sup>	Yes	Yes	Yes	N/A
Co-Investigator	Yes	Yes	Yes <sup>b</sup>	Yes <sup>c</sup>	Letter of Agreement/Support <sup>b</sup>
Collaborator	Yes	Yes	Yes <sup>b</sup>	Yes <sup>c</sup>	Letter of Agreement/Support <sup>b</sup>
	No	No	No	No	
Consultant	Yes	Yes	Yes, if paid <sup>b</sup>	Yes, if paid <sup>c</sup>	Letter of Agreement/Support <sup>b</sup>
	No	No	No	Yes, if paid	
Other	No	No	No	Yes	No

<sup>a</sup> The PI is always considered Key Personnel but supporting documents should **not** be duplicated in the Key Personnel section on ProposalCentral.

<sup>b</sup> For postdoctoral fellows, technicians, and graduate students, supporting documents are not required.

<sup>c</sup> If Key Personnel are not being paid, enter \$0 for the amount requested; percent effort is required. Note that the percent effort indicated on the budget tool in ProposalCentral can be different than the requested compensation.

### 4. PROJECT CODING

Red asterisks in ProposalCentral indicate required fields.

**Selection of Research Priorities:** Select the research priority or priorities to which your proposed project most strongly aligns and indicate the percent alignment. If multiple priorities are selected, the total should equal 100%. You are required to select a research priority area. Descriptions of the research priorities can be found in the [Standard Grants Policies document](#) (pages 3-5).

**Justification of Project Alignment to Research Priorities:** Explain how your proposed project aligns to the selected research priority/priorities. If your project aligns to multiple priority areas, provide additional justification of the alignment to those areas in this section as well. Please make sure that the priority area or areas are noted in the statement. Note: This form is limited to 1,500 characters, including spaces. If the character limit is exceeded in this section, which is evaluated, it will be truncated.

**Statement of Cancer Relevance and Impact:** Write this statement for a non-scientific audience. Avoid the use of technical jargon. This form is limited to 1,500 characters including spaces and will truncate at that point.

Describe how the project may ultimately contribute to the control of cancer. Explain how the successful completion of the proposed work will lead to a better understanding of the disease or improve our ability to prevent, detect, and treat cancer. Where applicable, explain how this work may inform public health recommendations, policy, and/or clinical care guidelines.

**Areas of Research and Types of Cancer:** Donors often have interests in funding specific types of cancer research. Your selection of project codes permits identification of proposals for consideration of donor-driven special funding. This information also assists the Society in communicating our research portfolio to the public.

Select the most appropriate Areas of Research (Common Scientific Outline—CSO) and Types of Cancer. Note that relevant items may be included under Resources and Infrastructure Related to [specific area]. See Appendix D of the [ACS Standard Application Instructions](#) for specific terms and examples.

Note: The selected Areas of Research are not considered during peer review.

## 5. ASSURANCES AND CERTIFICATIONS

All activities involving human subjects and vertebrate animals must be approved by the appropriate institutional committee before the application can be funded. Compliance with current US Department of Health and Human Services and ACS guidelines for conflict of interest, recombinant DNA, and scientific misconduct is also required.

**Vertebrate Animals:** Every proposal involving vertebrate animals must be approved by an Institutional Animal Care and Use Committee (IACUC), in accordance with Public Health Service Policy on Humane Care and Use of Laboratory Animals before the grant can be activated. Enter the date of the most recent IACUC approval in the space provided.

All research supported by the ACS (including subcontracted activities) involving vertebrate animals must be conducted at performance sites covered under an approved Animal Welfare Assurance. It is the responsibility of the institution to immediately report to the ACS any action, including recertification or loss of IACUC approval, that is pertinent to the work described in the grant application.

**Human Subjects:** All proposed research projects involving human subjects must be approved by an Institutional Review Board (IRB) at an institution approved by the Office for Human Research Protections (OHRP) of the US Department of Health and Human Services (DHHS). Enter the institution's Assurance of Compliance number(s). Copies of the DHHS policy, assured status, and assurance numbers may be obtained from OHRP. Definitions and further clarification can be found at the NIH Office of Extramural Research website.

**Submission of Approval Documentation:** If institutional review of human or vertebrate-animal subjects has not been finalized before the submission date of the application, you must indicate that approval is pending on the certification page and give the appropriate institutional reference numbers, if available. The Institution Official who signs during the grant activation process is responsible for confirming that approval has been granted for the research to begin. Failure to comply may result in withholding of payments and/or cancellation of funding. In addition, certification of the approval, clearly labeled with the assigned ACS application number, must be uploaded to ProposalCentral within 3 months of grant activation.

If a grant is funded, it is the responsibility of the institution to immediately report to the ACS any action, including recertification or loss of IRB approval, which occurs during the term of the award that is related to the work described in the grant application.

## 6. PI DATA SHEET

The PI demographic information is for use by the Extramural Discovery Science department. While “prefer not to disclose” is an option, we **strongly encourage** all applicants to specify their gender, race, ethnicity, and sexual orientation. We use this information for statistical purposes to understand the diversity of our applicant pool. We are committed to investing in a diverse research workforce and this data enhances our ability to develop inclusive policies and new funding opportunities to address current limitations. This information is not considered at during review.

By sharing this information with us, you help the American Cancer Society track our progress in DEI and identify areas that need improvement.

## 7. APPLICATION SUBMISSION AND REQUIRED E-SIGNATURES

- All application attachments, including the Appendix, **must be uploaded as .pdf documents**.
- Validate the application on ProposalCentral. An application that has not been validated cannot be electronically submitted.
- Applicants will have 1-month from starting the application to submit it in ProposalCentral. If the application is not submitted within 1-month, the applicant will have to start a new application.
- Applications will be accepted on a rolling basis.
- The applicant's electronic signature is required on the Signature Page. The e-signature of the Institution Official and the Department Head **are optional** but available for use should the institution require them. To e-sign an application, the signees must be included in the application Contacts in ProposalCentral.
- Technical questions regarding the electronic application process should be directed to Altum at <https://ProposalCentral.com/> or 1-800-875-2562.

**Note:** After submission, you will not be able to make any changes to the forms or upload any modifications to the files.

## APPLICATION MATERIALS

### 1. RESEARCH PLAN

Briefly describe the project's background, significance, overall aims, and any key preliminary data. Discuss how this project builds from your overall research program. Explain the proposed experimental design, highlight how the experiment(s) for which you are requesting support will advance the project goals and will validate and de-risk the technology. If alternative approaches are possible, please indicate the advantages of the proposed approach(es). Accurately assess the potential impact of this project, and, if successful, describe the plans for commercialization (licensing, company formation). Please note that a plan for commercialization is required. Is the proposed research likely to produce key insights on particularly difficult or important problems or contribute to the development of new diagnostics or therapeutics? Please indicate major collaborators and their roles. *This section is limited to 3-pages.*

References, if included, are not part of the 3-page limit.

### 2. BUDGET

Budget categories are provided below. Use the budget form in ProposalCentral to complete your budget. Applications submitted through June 1, 2025, should use a start date of September 1 and applications submitted after June 1, 2025, should use a start date of April 1, 2026.

**Personnel.** Names and positions of all Key Personnel must be individually listed, and the percent effort for all key persons should be entered. Details of contractual arrangements with Key Personnel should be provided in the Budget Justification section.

The costs to the institution of employee fringe benefits should be indicated as a percent of the employee's salary. The amount of fringe benefits requested must be prorated to the salary requested. For example, if 10 percent of an individual's annual salary is requested, then no more than 10 percent of that individual's annual cost for fringe benefits can be requested.



## Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds \$5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. Note: the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.
- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than \$5,000 and/or that has a short service life (<1 year). Note: Equipment that equals or exceeds \$5,000 with a useful life of more than one year is not included in the direct cost total used to calculate indirect costs.
- **General purpose equipment.** Equipment such as computers used primarily or exclusively in the actual conduct of the proposed scientific project are considered direct costs and may be included in the direct cost total used to calculate indirect costs. Computers or other general-purpose equipment that will be used on multiple projects or for personal use are not allowable expenditures.

**Supplies.** List any materials or supplies that might be needed for the planned activities. Group supplies into major categories.

**Travel.** List expenses related to travel costs. Travel expenses should be appropriate and related to the ACS research award.

**Miscellaneous Expenditures.** List specific amounts for each item. Examples of allowed expenditures include publication costs and special fees (e.g., pathology, computer time and scientific software, and equipment maintenance).

**Subcontracts.** If any portion of the proposed research is to be carried out at another institution, enter the total direct costs on the budget template. Each subcontract should be listed separately. Then provide a categorical breakdown of costs using the Subcontractor Budget and Justification form, using one form per subcontractor. Upload the form(s) when complete, entering the subcontractor's name in the "describe attachment" field. Subcontracts for the research project may be with public or private institutions, provided they do not violate ACS policies. Subcontracts involving a contractor residing outside the borders of the United States are not permitted, unless the applicant can document that it is not feasible to have the work performed within the United States.

Administrative pages: A Letter of Agreement between institutions pertaining to the subcontract should be included in the Appendix.

**Indirect Costs.** Indirect costs are not allowed.

**Total Amount Requested.** The amount on the title page should match the total costs in the detailed budget section. The total amount cannot exceed \$75,000.

**Note:** For budgets that do not request the maximum allowable amount, if the grant is funded, the ACS will round the total to the nearest thousand dollars.

## 3. BUDGET JUSTIFICATION

Use the budget justification field in ProposalCentral under "Budget Detail" to enter the budget justification. Justify all items costing over \$5,000, as well as your needs for personnel, supplies, travel, and other miscellaneous items. If the budget includes a request for funds to be expended outside the United States or its territories, include an explanation of why such costs are essential

for the successful conduct of the project, and why there are no alternatives. Provide details of contractual arrangements with key personnel in this section.

#### 4. COMPLIANCE STATEMENTS

For applicants performing research with non-human subjects/exempt, check the box that most appropriately describes your research.

##### Human Subjects

**Selection of study population.** When conducting research on humans, provide the rationale for selecting your target population. Include the involvement of children, minorities, and especially vulnerable populations such as neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations or others who may be considered vulnerable populations. The institution is required to ensure IRB approval is obtained for the grant to start, and the approval documentation is uploaded into ProposalCentral within 3 months of grant activation.

On the planned enrollment form, estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable), and gender. Include a rationale for excluding any population. Estimate the planned enrollment based on these calculations.

Also include estimates of the sample distribution by gender, race, and ethnicity (if available). For example, if your sample size is 200, to complete the *total number of subjects* column by race (based on what you know about the population demographics or the existing dataset you plan to analyze), multiply by the estimated percentage.

Estimated percentage of the population by race	Estimated total number of subjects
50% White	100 (200 x 0.50)
49% AA	98 (200 x 0.49)
1% Asian	2 (200 x 0.01)

**Potential benefits, risks, and knowledge gained.** Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Explain why the risks are reasonable in relation to the anticipated benefits, both to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits to participants.

**Research specimens and data.** If the proposed research involves biospecimens, explain how the research material will be obtained from living subjects and what materials will be collected. List any specific non-biological data, such as demographic information, and how it will be collected, managed, and protected. Specify who will have access to such data and what measures you will maintain to keep personally identifiable private information confidential.

**Collaborating sites.** Where appropriate, list any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data from the site(s) will be obtained, managed, and protected.

**Note:** See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations.

<http://www.hhs.gov/ohrp/policy/populations/index.html>.

### **Vertebrate Animals**

IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval.

Provide your rationale for using live vertebrate animals including the:

1. Necessity for using the animals and species proposed;
2. Appropriateness of the strains, ages, genders of the animals to be used;
3. Justifications for, and appropriateness of, the numbers of animals proposed. When completing the Targeted Enrollment Table, select non-human subjects research and check the box that most appropriately describes your research.

### **Biohazards**

Briefly describe whether any materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment. What protections will mitigate such risks? Include biological and chemical hazards, if applicable.

### **Authentication of Key Biological and/or Chemical Resources**

Briefly describe methods to ensure the identity and validity of key biological and/or chemical resources to be used in the proposed studies. These resources may or may not be generated with ACS funds and:

- may differ from laboratory to laboratory or over time;
- may have qualities and/or qualifications that could influence the research data; and
- must be integral to the proposed research.

These may include, but are not limited to, cell lines, specialty chemicals, antibodies, and other biologics. Researchers should transparently report how they have authenticated key resources, so consensus can emerge.

Standard laboratory reagents that are not expected to vary do not need to be included in the plan (e.g., buffers and other common biologicals or chemicals). After reviewers assess the information you provide in this Section, their questions will need to be addressed prior to an award.

In this section, focus only on authentication and/or validation of key resources not described in the parent grant and/or proposed in a new way in the supplement request.

## **5. LETTER OF INSTITUTIONAL SUPPORT**

Upload a letter from the applicant's Department Chair, or equivalent, with details regarding the institutional commitment to support the applicant and the project. There is no required template provided for this section; please use a template with the institution's letterhead.

## **6. APPLICANT BIOSKETCH**

Include the applicant's NIH biosketch. Do not exceed 5 pages. Use the NIH template.

## **7. APPENDIX**

Include any other documentation or information here, including Key Personnel Biosketches, Other Support documentation, and Letters of Support/Agreement from collaborators.