

St. Baldrick's Foundation Infrastructure **Application Information and Guidelines for 2017**

About the St. Baldrick's Foundation

The St. Baldrick's Foundation is a nonprofit organization raising funds for childhood cancer research. The foundation's most well-known method of raising funds is through events at which volunteers' heads are shaved bald in solidarity with children who often lose their hair during cancer treatment.

While the first event was held on St. Patrick's Day in 2000, the St. Baldrick's Foundation has existed since late 2004. In twelve years the foundation has granted more than \$200 million for childhood cancer research – more than \$25 million in new grants in 2016. For more information, please visit www.StBaldricks.org. You may also search current and past grants at <http://www.stbaldricks.org/grants>.

Funding Highlights

The St. Baldrick's Foundation works hard to be sure that every dollar makes the biggest impact possible in childhood cancer research. The Foundation held its first Research Priorities Summit in 2010, its second Research Priorities Summit in 2012, and its third Summit in 2016 with the country's leading pediatric oncology researchers participating to advise the staff and board of directors on funding priorities. The St. Baldrick's team and Scientific Advisors meet regularly to be sure St. Baldrick's funds make the greatest impact on pediatric cancer research.

Current funding priorities are divided into four categories and five focus areas:

- New discovery research
- Translational research and early phase clinical trials
- Phase III clinical trials & infrastructure support of participating institutions (primarily the fall grant cycle)
- Education of new pediatric oncology researchers

In addition to research to understand the biology of childhood cancers and discover leads to more effective treatments, topics of interest include, *but are not limited to*:

- Adolescents & young adults
- Survivorship, outcomes and quality of life
- Supportive care
- Epidemiologic studies
- Alternative Therapies

Fall grant cycle - Letter of Intent due 7/7/2017; applications due by 8/31/2017.

- **Infrastructure grants:** These grants are not for a specific research project, but rather for resources to allow more research to be done. They support institutions with the potential for more participation in childhood cancer clinical trials, but which currently lack necessary resources (primarily support for Clinical Research Associates). Preference is given to institutions with high needs and low philanthropic support, in geographical areas where St. Baldrick's funds are raised. Institutions which do not currently receive other St. Baldrick's grants are also given preference. (Average grant will be \$25,000 - \$50,000.)

Applicable to all funding

- With the following exceptions, each institution may submit only one LOI/application per funding category. Each institution may submit *two* LOI/applications in the Research Grant category. Consortia are considered as separate entities and more than one application may be submitted by an institution acting as lead. It is possible for an institution to receive funding in more than one funding category.
- During each grant cycle, a researcher can only apply once as the lead Principal Investigator.
- Letter of Intent (LOI), application and required documents must be submitted by the Principal Investigator, in English, online through ProposalCENTRAL (proposalcentral.altum.com) before 5 p.m. EASTERN TIME on the deadline.
- Note: Applications for summer fellowships and current St. Baldrick's Fellows or Scholars applying for extended funding must be submitted via email to Grants@StBaldricks.org (please note award type in subject line of email). Summer fellowship applications are due January 29th, and extended funding applications are due before 5 p.m. EASTERN TIME on April 1st.
- Attention: Institutions that are actively involved in (sponsor, promote or participate in) non-St. Baldrick's head-shaving fundraising events are not eligible to apply for St. Baldrick's funding.
- St. Baldrick's funds may not be used for human embryonic stem cell research.
- All application evaluations are considered confidential and are available to scientific reviewers, the Foundation's Board of Directors, and the administrative personnel of the St. Baldrick's Foundation only.
- When a grant is approved for funding the transfer of funds is contingent upon all legal documents being signed and approved by the St. Baldrick's Foundation.

- No Cost Extensions must be requested and approved by email: Grants@StBaldricks.org. Requests must be submitted; stating the amount of funds remaining, a brief report of progress, an explanation of why the extension is necessary, and the length of time requested.
- For multi-year awards, the Principal Investigator may request that funds be moved from a previous or current period into a future period. Carry-forward requests should be submitted in writing with an explanation for the unexpended balance, a plan for the use of funds, and a side-by-side comparison between the original budget and future budget categorical items.
- Re-budget requests should be submitted in writing with an explanation of each change and a side-by-side comparison between the original budget and revised budget categorical items. Re-budgeting that results in expansion of scope will be reviewed by St. Baldrick's Scientific advisors for approval.
- Some grants will be "named" for significant St. Baldrick's constituents (high-ranking fundraising teams, corporate partners, donors, etc.). Recipients of named grants must use the title designated by the Foundation whenever referring to the grant (example: *The ABC Company St. Baldrick's Scholar* or the *Team Courtney St. Baldrick's Fellow*). These grant recipients may also be asked to meet with the constituents.
- Grant recipients will work with the Foundation to coordinate a joint press release to announce the grant and will give recognition to the St. Baldrick's Foundation where funders are listed on the institution's website and in its annual report.
- Grant recipients will become familiar with the St. Baldrick's Foundation and be prepared to speak publicly about its work, when appropriate. The Foundation encourages participation by grant recipients in St. Baldrick's events held in the geographic vicinity of their institution. Shaving one's head is *not* required; there are many ways to participate, including speaking at the event, helping to connect patients or survivors and their families to the Foundation to be honored, participating in your favorite activity to raise funds for pediatric cancer research (i.e. running, walking, climbing a mountain, hosting another event, etc.), etc...
- All spring cycle grants are funded based on scientific review. Only fall cycle grants are influenced by local St. Baldrick's participation.

Budget Guidance

- All budgets must be justified, meet the test of reasonableness, and be consistent with institutional policy.
- No institutional overhead or indirect funding is provided under the terms of the grant.
- Fringe is allowed for up to 30% of the salary requested on all grants.

- Fringe benefits are generally defined as medical and dental insurance, life insurance and retirement benefits and are payable only for eligible participation in such programs.
- Overlap in funding is not permitted. St. Baldrick's policy on overlap applies to Scientific, Budget, and Commitment Overlap as defined by the NIH.
 - Scientific Overlap: Scientific overlap occurs when substantially the same research is proposed in more than one application; or is submitted to two or more different funding sources for review and funding consideration; or a specific research objective and the experimental design for accomplishing that objective are the same or closely related in two or more pending applications or awards, regardless of funding source.
 - Budget Overlap: Budgetary overlap occurs when duplicate or equivalent budgetary items (e.g., equipment, salary) are requested in an application but are already funded by another source.
 - Commitment Overlap: Commitment overlap occurs when any project-supported personnel has time commitments (i.e., percent effort) exceeding 100 percent, regardless of how the effort/salary is being supported or funded.
- Situations may occur when a PI has similar proposals pending with different agencies that, if all funded, will present overlap issues. If an overlap occurs before award is accepted, it must be addressed with the St. Baldrick's Foundation before the new award can be accepted, and will be considered on a case-by-case basis.
- If overlap occurs during an award, the St. Baldrick's Foundation asks that all recipients be forthright regarding their support and notify the foundation by emailing Grants@StBaldricks.org. This will be considered on a case-by-case basis.
- Reasonable travel costs are allowable (excluding Fellowship and Scholar awards, which are limited to salary/benefits).
- Publication and meeting-related poster printing costs are allowable (excluding Fellowship and Scholar awards, which are limited to salary/benefits).
- Unused and remaining amounts \$100 and over must be returned to the Foundation at the end of each grant year, unless an approved carry forward or No Cost Extension is on file.
- All budgets and expenditure reports must be submitted in USD.
- The Foundation does not provide funds for items such as:
 - Secretarial/administrative salaries.
 - Student tuition (tuition is allowable for *International Scholar* awards).
 - Office and laboratory furniture.
 - Office equipment and supplies.
 - Recruiting and relocation expenses.

- Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses).
- Construction, renovation, or maintenance of buildings/laboratories.
- Professional association membership dues

Contacts

For help using the online application system:

ProposalCENTRAL Customer Support

pcsupport@altum.com

(800) 875-2562

For grants inquiries:

St. Baldrick's Foundation

Department of Grants Administration

Grants@StBaldricks.org

(626) 792-8247

INFRASTRUCTURE GRANTS – *Note: Fall cycle, Letter of Intent due by 7/7/2017; application due by 8/31/2017.*

Award Requirements/Qualifications

- Institutions must be located in the United States.
- These grants are intended for institutions with the potential to participate significantly more in childhood cancer clinical trials, but which are smaller or have barriers to greater participation due to a lack of resources.
- Infrastructure grants are designed to provide an infusion of funds to enable an institution to acquire the personnel (i.e., a clinical research associate) or resources it needs to reach its potential in broader clinical trial participation. The applicant should indicate how ongoing personnel costs will be funded in future years.
- Grants average \$50,000; exceptions may be made for proposals with budgets documenting a need for more.
- Preference is given to institutions with high needs and low philanthropic support, in areas where St. Baldrick's funds are raised, especially with institutional involvement.
- Preference is given to institutions that serve populations which have limited access to participation in clinical trials.
- Preference is given to institutions which have not received other SBF funding for at least one year.
- St. Baldrick's participation is one factor that influences funding decisions for this grant category only. Participation may include speaking at an event or to the media on behalf of St. Baldrick's, helping identify volunteers or families of kids with cancer to honor, hosting a group of volunteers to learn more about the cause, participating in your favorite activity to raise funds for pediatric cancer research (i.e. running, walking, climbing a mountain, hosting another event, etc.), head-shaving and more.
- *See page 3 for additional requirements of all St. Baldrick's funding recipients.*

Infrastructure Grant Award, continued

Review and Selection Process

The St. Baldrick's Foundation will review applications received by the due date. Review factors include the need of the institution and local patient population, expected results of the grant, and local participation in St. Baldrick's events. The number of awards is determined based on the funds available. The St. Baldrick's Foundation Board of Directors will make all final decisions.

Applicants selected for funding will be notified as soon as possible after selection. Grant rankings are confidential.

Any questions following the notification of awards should be addressed in writing to:

Liz M. Jackson, Director of Grants Administration

Liz.Jackson@StBaldricks.org

(626) 792-8247, ext. 262

Conditions of the Award

- All awards will be payable to the research institution (or to its foundation or funding arm) to administer for the purposes of this grant only.
- No institutional overhead or indirect funding is allowed.
- Up to 30% of the salary amounts can be budgeted for fringe benefits.
- Fringe benefits are generally defined as medical and dental insurance, life insurance and retirement benefits and are payable only for eligible participation in such programs.
- St. Baldrick's Foundation funds may not be used for human embryonic stem cell research.
- Applicants must be at Children's Oncology Group Institutions in the U.S. (Exceptions may be made for institutions applying for COG membership).
- The grant recipient will include a year-round link to the St. Baldrick's website (www.StBaldricks.org) where appropriate and will announce the grant in newsletters or other publications as appropriate.
- The grant recipient will work with the Foundation to coordinate the issue of a joint press release to announce the grant. This may be done at a small event at the institution with key St. Baldrick's volunteers, donors, and media invited. This is an opportunity to showcase your work on behalf of children with cancer to the St. Baldrick's community, thus generating more support for both the institution and St. Baldrick's.
- Grant recipients will become familiar with the St. Baldrick's Foundation and be prepared to speak to others about its work, as appropriate.
- *See page 3 for additional requirements of all St. Baldrick's funding recipients.*

Identification

The St. Baldrick's Foundation shall be identified as a funding source in all appropriate printed and/or electronic publications.

Progress Reports

Grant recipients must submit reports of his/her research progress, online via ProposalCENTRAL, by the dates specified in ProposalCENTRAL, using the template provided. The report will detail funds expended to date, plans for any unspent funds, and a summary of accomplishments with this grant. Included will be a brief lay report of the importance of the grant to the institution and to childhood cancer research. The grant recipient shall forward copies of all publications concerning this grant, both during and after the grant period. A brief Interim Update verifying receipt of funds and usage is due after the first three (3) months of the grant. These reports must be completed using the templates available on ProposalCENTRAL.

Progress reports which are more than thirty (30) days late will impact the Primary Investigator's consideration and release of future awards.

Publications

Grant recipients must submit publications, online via ProposalCENTRAL prior to or within thirty (30) days of publication date.

Expenditure Reports

The Principal Investigator must annually submit a report of expenditures, due within sixty (60) days of the grant end date. All expenditures are expected to follow the approved budget. This report must be submitted online via ProposalCENTRAL, and should include the reporting period and breakdown of expenditures by budget categorical items.

Human Investigation

All human subject research or research on human tissue which is supported by St. Baldrick's must comply with the regulations applicable to that supported by the National Institutes of Health. As part of the application, the applicant must submit documentation of approval of the study by his or her Institutional Review Board, along with the Institution's Human Subjects Assurance Number. If the grantee's research plan changes after the award to include human subjects or tissue, the grantee must submit proper documentation of IRB approval to St. Baldrick's.

Biohazards

During the application process, the institution shall submit an acknowledgment if potential biohazards are involved and provide an institutional statement of assurances regarding such potential biohazards and safeguards pertaining to this aspect of the project proposed in the application to the Foundation. Projects which do not involve biohazards must so state. The St. Baldrick's Foundation assumes no responsibility or liability for any such biohazard and shall be held harmless from the results of the use of any such biohazard.

Laboratory Animals

The Foundation adheres to the most current guidelines applicable to the care and treatment of animals used in laboratory work as outlined by the National Institutes of

Health. During the application process, the institution must submit a statement that the institution meets and adheres to these policies. Failure to notify the St. Baldrick's Foundation of compliance with these guidelines or the use of laboratory animals may result in termination of the grant.

Grant Application and Award Timeline

Letter of Intent deadline	July 7, 2017
Application submission deadline	August 31, 2017
Award announcements by	November 30, 2017
Award period begins	Dec. 1, 2017 or Jan. 1, 2018 (applicant's choice)

Contacts

For help using the online application system:
ProposalCENTRAL Customer Support
pcsupport@altum.com
(800) 875-2562

For grants inquiries:
St. Baldrick's Foundation
Department of Grants Administration
Grants@StBaldricks.org
(626) 792-8247

USING ProposalCENTRAL

The St. Baldrick's Foundation uses ProposalCENTRAL (proposalcentral.altum.com) for electronic submission of all LOIs and Full Applications. Fax, email or hard copy submissions will not be accepted. See "Prepare and Submit a Proposal" at <https://proposalcentral.altum.com/review/CreateApp.pdf> for more information.

Registration

First time users must register and fill out a Professional Profile in ProposalCENTRAL to begin the LOI/Application process (see "Registering and Completing Your Professional Profile" at <https://proposalcentral.altum.com/review/RegUser.pdf> for more information).

Submitting the LOI/Application

1. **LOG-IN & BEGIN AN LOI/APPLICATION.** To start a new LOI/application, log-in as an Applicant, and select the Grant Opportunities tab (grey tab on the top right). Find St. Baldrick's Foundation in the drop-down list and select "Filter List by GrantMaker." Find the program for which you wish to apply, and click "Apply Now" to begin the proposal.
2. **COMPLETE AN APPLICATION AFTER LOI APPROVAL.** Log-in as an Applicant and select the Manage Proposals tab. Select the "In Progress" link. Find the LOI that was approved, and select the "Edit" link to access and complete your application.
3. **ENABLE ACCESS FOR OTHER USERS.** The Principal Investigator must start the LOI or Application. However once a proposal is begun, access for application submittal can be given to other users, such as collaborators, assistants or grants and contracts staff.
4. **SAVE.** Applicants do not need to complete the LOI/Application in one session; a partially completed proposal can be saved and completed at any time prior to the deadline.
5. **NOTIFICATION OF LOI APPROVAL.** The system will notify you when the LOI has been approved, and you will be asked to login to the ProposalCENTRAL website to access and submit the full application by the application deadline.
6. **VALIDATE.** Proposals that have not been validated cannot be submitted. "Validate" checks for required items and attachments, and you will not be able to submit if required items and/or attachments are missing.
7. **SUBMIT.** After successfully passing the validate check and uploading your signature page, click the "Submit" link. An e-mail will confirm your submission. Once your application is submitted you may view it by accessing the "Submitted" link under the "Manage Proposals" tab.

It is the responsibility of the applicant to ensure and to verify that the online proposal is received before 5:00 p.m. EASTERN TIME by the deadline date and that the application is complete and correct prior to submission.

Instructions for Submitting Deliverables

The ProposalCENTRAL system is designed to collect and manage all grant information. Grantees must keep their ProposalCENTRAL profile current for the duration of the grant. ProposalCENTRAL should be used to upload all required reports (deliverables) and publications related to the grant. Report templates and deadlines can be found on the site, as well. Grantees may provide access to others at their institution (e.g. grants officers) to access and upload deliverables.

See “Access to Award Information in ProposalCENTRAL” at https://proposalcentral.altum.com/review/Instructions_Award_Info.pdf for more information.

Uploading Award Deliverables

1. Login to ProposalCENTRAL under the "Applicant Login" section: proposalcentral.altum.com.
2. Click the blue Manage Proposals tab and then the black Awarded link.
3. Click the blue Award Details link.
4. Click the blue Deliverables link.
5. On this page you will see a table which lists all of the deliverables that are scheduled for your grant. The templates for these deliverables are at the bottom of this page.
6. To upload completed deliverables, click the blue “Upload” link next to the appropriate deliverable. If you have a pop-up blocker turned on, make sure you disable it for this site as the deliverable upload feature is a pop-up.
7. In the deliverable pop-up window, click the Browse button to select the file. You can add a description in the "Deliverable Description" if you choose. When finished, click the Save button and it will upload your deliverable.

Submitting Publications

All printed and/or electronic publications related to the work done using St. Baldrick’s funds must be uploaded to ProposalCENTRAL on a continual basis. Publications must be manually entered by selecting the “Add Deliverable” option in the deliverables section of the award.

1. To add a deliverable, click the blue “Add Deliverable” link at the top left of the deliverable table. If you have a pop-up blocker turned on, make sure you disable it for this site as the deliverable upload feature is a pop-up.

Using ProposalCENTRAL, continued

2. In the deliverable pop-up window, choose Publications from the drop-down menu, "Select Deliverable Type."
3. Click the Browse button to select the file. You can add a description in the "Deliverable Description" if you choose. When finished, click the Save button and it will upload your deliverable.

Useful resources for ProposalCENTRAL

- How to register your institution (grants and contracts personnel only):
 - <https://proposalcentral.altum.com/review/RegInst.pdf>
- How to register as a ProposalCENTRAL user:
 - <https://proposalcentral.altum.com/review/RegUser.pdf>
- How to create an application using ProposalCENTRAL :
 - <https://proposalcentral.altum.com/review/CreateApp.pdf>
- Grantee instructions to access award information:
 - https://proposalcentral.altum.com/review/Instructions_Award_Info.pdf

Contacts

For help using the online application system:

ProposalCENTRAL Customer Support

pcsupport@altum.com

(800) 875-2562

For grants inquiries:

St. Baldrick's Foundation

Department of Grants Administration

Grants@StBaldricks.org

(626) 792-8247