St. Baldrick’s Foundation Fellowship Awards
Application Information and Guidelines for 2018

*These guidelines supersede all other guidelines in circulation prior to 5/15/17

NOTE: The schedule for Fellowship Awards is earlier than in past years, in order for the St. Baldrick’s Foundation to notify Fellows of their award status earlier in the year:

Fellowship Application and Award Timeline

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<td>July 7, 2017</td>
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<td>Application submission deadline</td>
<td>August 31, 2017</td>
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<td>Award announcements by</td>
<td>March 1, 2018</td>
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<td>Fellowship begins</td>
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The schedule above applies also to Infrastructure Grant applications. For timelines for other grant types, please see https://www.stbaldricks.org/for-researchers.

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. Since 2005, the foundation has granted more than $200 million for childhood cancer research – more than $25 million in new grants in 2016 alone. 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 has held several Research Priorities Summits, with the country’s leading pediatric oncology researchers participating to advise the staff and board of directors. The St. Baldrick’s team and Scientific Advisors meet regularly to be sure St. Baldrick’s funds are granted effectively.

Current funding priorities, in a number of grant types, are divided into four categories:

- New discovery research
- Translational research and early phase clinical trials
- Phase III clinical trials & infrastructure support of participating institutions (fall 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.

- **St. Baldrick’s Fellows:** The Foundation funds years 3-5 of a pediatric oncology research fellowship, with an opportunity for one additional year of funding. This mechanism is designed to support a Fellow’s salary & benefits only. The foundation encourages applications from institutions with fellowship programs which have not previously received St. Baldrick’s funding for this grant mechanism.

**FELLOWSHIPS:**

St. Baldrick’s Fellowships are granted for 3rd and 4th, or 4th and 5th years of pediatric oncology research, with an opportunity for one additional year of funding based upon need, significant accomplishment and approved application.

**Fellowship Requirements/Qualifications**

- Institutions must be located in the United States.
- Institutions may submit only one new fellowship application per year. Institutions under the same Pediatric Hematology/Oncology Fellowship program will be considered as a single institution with regard to limited submissions. (Concurrent fellows with different funding periods are allowed.)
- All awards will be payable to the Fellow’s academic institution, nonprofit research institution or laboratory.
- Applicants should hold an M.D. or D.O. degree by the date the grant becomes effective.
- Applicants must be employed by an academic or non-profit research institution or laboratory.
- Fellows must have completed at least two years of fellowship training prior to becoming a St. Baldrick’s Fellow.
- Award is for two years of fellowship training, with a possible additional year of funding based upon the demonstration of need and significant accomplishment.
- Applicants must have a fellowship mentor who provides supervision, facilities and research support at an American Board of Pediatrics approved fellowship program in Pediatric Hematology/Oncology.
- Applicants need not be American citizens; however, they must be associated with an American Board of Pediatrics approved fellowship program, or equivalent training.
- See page 6 for additional requirements of all St. Baldrick’s funding recipients.
Conditions of Award

- Fellows will be awarded the normal PGY-level salary for their institution, capped at $75,000 per year, with up to an additional 30% of the salary amount for fringe benefits. (Total yearly maximum is $97,500.) All Fellow awards are to cover salary and benefits only.
- 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. (Laboratory costs/equipment and travel are not considered fringe benefits.)
- Fellowship funding is limited to cover the Fellow’s research time, not clinical time.
- If awarded, in May of the Fellows’ 2nd year of funding the St. Baldrick’s Foundation Grants Administration staff will reach out to grantees with instructions on applying for the optional 3rd year of funding. Applications will be submitted via ProposalCENTRAL and reviewed for progress. Grantees can email Grants@StBaldricks.org for further questions about the optional 3rd year of funding.
- If a Fellow accepts a faculty appointment during the award period, the Fellow is able to maintain their current award, however they become ineligible to apply for the optional 3rd year Fellowship. The Fellow must notify the St. Baldrick’s Foundation of the faculty appointment. Adjunct faculty (Instructors) are still eligible to apply for the 3rd year of funding.
- See page 6 for additional conditions for all St. Baldrick’s funding recipients.

Review and Selection Process

Each application is scientifically reviewed by qualified pediatric oncology research experts. Recommendations for funding are made to the St. Baldrick's Foundation Board of Directors which makes final decisions. The total funds granted are determined based on the funds available and the scientific quality of the applications.

Applicants selected for funding will be notified as soon as possible. Funding status shall be relayed through ProposalCENTRAL, by mail or email. All rankings and evaluations are considered confidential.

Fellowships commence on July 1 with the funding period beginning July 1 and ending June 30.

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

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
**Fellowship Application and Award Timeline**

- **Letter of Intent due by**: July 7, 2017
- **Application submission deadline**: August 31, 2017
- **Award announcements by**: March 1, 2018
- **Fellowship begins**: July 1, 2018

The schedule above applies also to Infrastructure Grant applications. For timelines for other grant types, please see [https://www.stbaldricks.org/for-researchers](https://www.stbaldricks.org/for-researchers).

**Identification**

The title "St. Baldrick's Foundation Fellow" as applicable shall be used in all printed and/or electronic publications during the period of the fellowship. (For named grants, the designated title must be used instead.) Identification with the Foundation shall also be made in any news released about the fellowship or the fellow's research project by the public relations department or its equivalent at the sponsoring institution.

**Transfer**

Requests for transfers by a Fellow to another institution while the fellowship is in effect will be considered on a case-by-case basis and will require justification of an urgent need for the transfer as well as written approvals. Continuation of funding at the new institution is contingent on prior written approval from the Foundation after its review of the written request. The Fellow must submit a request for transfer and appropriate documentation of justification accompanied by a letter of support from both the current and future mentor, and a letter of support from the new institution at least forty-five (45) days prior to the date of transfer. Notification of approval or denial of the transfer shall be in writing.

**Leave of Absence**

If a fellowship is interrupted for any reason, written permission must be obtained from the Foundation if the fellowship is to be continued at a later date. Leaves of absence are limited to not more than one year. In the event a fellowship is not completed due to incapacitating illness or death of the Fellow, the prorated, unexpended funds must be returned to the Foundation. Requests for a leave of absence from the Foundation should be submitted in writing thirty (30) days before the date of commencement for the leave of absence.

**Reinstatement of Fellowships**

Funds will not be reinstated after the Foundation has received written notification from the Fellow detailing the intent to terminate a fellowship. Those wishing to resume funding may submit a new application, which will compete on an equal basis with all others during the subsequent funding cycle.

**Progress Reports**

The Fellow must submit reports of his/her annual research progress, online via ProposalCENTRAL, by the dates specified in ProposalCENTRAL. In addition to the
scientific report, this includes a lay report written for the general public. The progress report shall be accompanied by an evaluation report from the Mentor directly responsible for the Fellow's work. A brief Interim Update verifying receipt of funds and usage is due after the first three (3) months of each grant year. 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. These reports shall be reviewed by the Foundation to evaluate the research progress of each Fellow. The Foundation reserves the right to terminate any fellowship if it determines that there has been inadequate research progress or a failure to adhere to the original proposal submitted with the application.

Publications
The Fellow must submit any publications resulting from this funding, online via ProposalCENTRAL, prior to or within thirty (30) days of publication date.

Final Reports
Within thirty (30) days of the fellowship end, the Fellow shall submit a final progress report of the research conducted which shall include a recapitulation written by the Fellow, a lay report, as well as copies of all publications concerning the project. The final report should be accompanied by an evaluation report from the Mentor directly responsible for the Fellow’s work. These reports must be submitted online via ProposalCENTRAL, using the templates provided. Receipt by the Foundation of a satisfactory final research report and a satisfactory final expenditure report will influence the Principal Investigator’s ability to apply for future fellowship and grant awards.

The Foundation will continue to stay in touch with each Fellow to determine how Foundation funding has influenced his/her career and how it has contributed to finding a cure and/or better treatments for childhood cancer.

Expenditure Reports
The Fellow must annually submit a report of expenditures, due within sixty (60) days of the end of each grant year. All expenditures are expected to follow the approved budget. Expenditure reports should separate the costs for each year and not be cumulative. (For a 3-year award, the report for year three should only cover expenses in that year.) These reports must be submitted online via ProposalCENTRAL, and should include the Fellow name, 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 will be asked to submit documentation of approval of the study by his or her Institutional Review Board, along with the Institution’s Human Subjects Assurance Number. Approval is not required at the application stage but will be required prior to issuing funds. 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**

As part of the application, the Fellow and institution shall submit an acknowledgment that potential biohazards are involved and provide an institutional statement of assurances regarding such potential biohazards and safeguards pertaining to this aspect of the research proposed in the application. Projects which do not involve biohazards must so state. The 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. As part of the application, the Fellow must submit a statement that the institution meets and adheres to these policies. Failure to notify the Foundation of compliance with these guidelines or the improper use of laboratory animals may result in termination of the fellowship.

**Applicable to all funding types**

- 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 Foundation funds biomedical research in order to better understand the causes of pediatric cancers and to advance its prevention, treatment, and cure. The main output of this research is new knowledge. To ensure this knowledge can be accessed, read, applied, and built upon in fulfillment of our goals, the St. Baldrick’s Foundation expects its researchers to publish their findings in peer-reviewed journals.

• In each grant application, the researcher must incorporate a plan for sharing the data to be generated from the work if funded. This plan will be part of the grant review process.

• Each application must also include a statement about how the researcher will ensure scientific rigor and transparency, briefly describing methods to ensure the identity and validity of key biological and/or chemical resources to be used.

• 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, hosting another event, etc.).

• Grants are funded based on scientific review except fall infrastructure grants, which are also 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.
  
  o **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.

  o **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.

  o **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

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