

**2019 St. Baldrick's Foundation Grant Application  
Information and Guidelines for  
Summer Fellowship Awards**

**Full Proposal Due: December 31, 2018 5PM EST**

*There is no Letter of Intent (LOI) for Summer Fellowship awards*

**ABOUT THE ST. BALDRICK'S FOUNDATION**

The St. Baldrick's Foundation is a volunteer and donor powered charity committed to supporting the most promising research to find cures for childhood cancers and give survivors long and healthy lives.

It started with a friendly dare: would you shave your head to raise money for kids' cancer research? What happened next would change the world. This bold act of baldness has gained major momentum, since its start in 2000. Today, we have more than 1,000 head-shaving events taking place around the world at pubs, restaurants, schools, churches, parks, firehouses, military bases – you name it. It is our constituents' way of changing the world, in a meaningful way.

Since the Foundation's first grants as an independent charity in 2005, St. Baldrick's has invested more than \$258 million in childhood cancer research grants worldwide. It's about collaboration. It's about powerful ideas, big and small. It's about never giving up until we have cures for all kids with cancers.

For more information, please visit [StBaldricks.org](http://StBaldricks.org). You can also search current and past grants at [StBaldricks.org/grants](http://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 Research Priorities Summit in 2010, 2012 and 2016 with many of 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:

- 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
- Epidemiology and pediatric cancer predispositions
- Precision medicine
- Alternative & complementary therapies

### *FUNDING CYCLES*

#### Spring Grant Cycle

Letter of Intent (LOI) due by January 31, 2019; applications due by March 29, 2019. Spring cycle grants are funded based on scientific review. The following programs/categories are available in the Spring Cycle:

- St. Baldrick's Scholars
- St. Baldrick's International Scholars
- Consortium Research Grants
- Research Grants
- Supportive Care Research Grants
- St. Baldrick's Summer Fellows (*no LOI, applications due via email by December 31, 2018*)

#### Fall Grant Cycle

Letter of Intent due by July 12, 2019; application due by August 30, 2019. Fellows are funded based on scientific review. Infrastructure grants are funded based on need, expected outcomes, and local St. Baldrick's participation, with a strong priority on geographic areas with no other St. Baldrick's funding. The following programs/categories are available in the Fall Cycle:

- Infrastructure Grants
- St. Baldrick's Fellows

## Summer Fellowship Award: Eligibility Requirements/Qualifications

St. Baldrick's offers Summer Fellowship Awards, funding stipends for students to work in a pediatric oncology setting for a summer. The total award, paid to the institution, is \$5,000.

Applications for summer fellowships must be submitted by the mentor via email (please note award type in subject line of email). Mentors of interested students, please review requirements below and contact [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org) for more information.

- Summer Fellowships are one of many funding categories offered by the St. Baldrick's Foundation; it is possible for a program/institution to receive funding in more than one category. Each program/institution may submit one application in the Summer Fellowship Award category
- **NEW 2019 limited submissions policy exception:** Each program/institution may submit one additional LOI/application in the Spring funding cycle in **one** program/funding category of their choice. This is one additional LOI/application overall for the cycle, *not* one additional LOI/application per program/category.
  - Due to high interest from donors and low numbers of past applications, **the following qualify for the above limited submissions policy exceptions:**
    - Brain tumors – all types, including rare forms
    - Burkitt lymphoma
    - Complementary and alternative therapies
    - Hepatoblastoma
    - Langerhans Cell Histiocytosis
    - Rhabdoid tumors
- During each grant cycle, a researcher can only apply once as the lead Principal Investigator for all *other* grant categories; an additional application *may* be submitted for Summer Fellows.
- Institutions must be located in the United States.
- Applicants need not be American citizens; however, they must work at an academic, medical, or research institution within the United States.
- A program/institution is defined as an entity essentially operating under one management.
  - Any questions or questionable situations will be reviewed by a subset of the Scientific Advisory Board of St. Baldrick's. Questions can be emailed to [Grants@Stbaldricks.org](mailto:Grants@Stbaldricks.org), please include a copy of the applicant's biosketch.
- 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.
- Research projects must have direct applicability and relevance to pediatric cancer. They may be in any discipline of basic, clinical, translational, or epidemiological research.

- A single program/institution may apply for the grant to cover up to two (2) summer Fellows, splitting up the available \$5,000 award; in such cases, information from both Fellows and mentors (if applicable) will be required.
- In situations with two (2) mentors, due to ProposalCENTRAL system limitations, one mentor will be the main contact on all award documentation.
- While the summer Fellow(s) does not have to be selected prior to applying, the mentor and research plan must already be in place.
- The mentor should currently be working in the field of pediatric oncology research.
- Summer Fellow(s) must be an undergraduate student, medical school student, graduate student, or resident.
- Summer Fellow(s) must not have been a past awardee.
- The grant budget may include salary, stipend, supplies, and other direct costs related to the summer fellowship expenses. Grant funds cannot be used for tuition.
- 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.
- Summer Fellow(s) work must be completed within a year of the funds being awarded, or the funds must be returned.

## Summer Fellowship Award: Application Requirements

- It is the responsibility of the applicant to ensure and to verify that the application is received by the deadline date and that the application is complete and correct prior to submission.
- Applications for summer fellowships must be submitted by the mentor via email (please note award type in subject line of email) to [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org).
- St. Baldrick's Foundation funds biomedical research 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, St. Baldrick's Foundation encourages researchers to share data with the research community in accordance with the NIH policy on data sharing and expects its grantees to publish their findings, including but not limited to publication in peer reviewed journals. Applicants will be asked about data sharing plans as part of the application.
- 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.
- *Summer Fellowship Application Requirements.*
  - RESEARCH PLAN. Brief ½ to 1 page description of the research. If multiple fellows are funded for different projects, a plan is needed for both.
    - This should include a brief statement detailing what data will be generated from this project, if applicable, and how this data will be shared.
  - LAY ABSTRACT(S). No more than 100 word summary for a general audience
  - BIOSKETCH OF THE MENTOR(S). *Please follow the current NIH format and restrictions.*
  - PROPOSED BUDGET (email [Grants@StBadricks.org](mailto:Grants@StBadricks.org) for template).
  - ORGANIZATION ASSURANCES (email [Grants@StBadricks.org](mailto:Grants@StBadricks.org) for template).
  - BIOSKETCH OF THE SUMMER FELLOW(S). *Please follow the current NIH format and restrictions.\**
  - PERSONAL STATEMENT FROM THE SUMMER FELLOW(S).\*
  - LETTER OF SUPPORT/RECOMMENDATION.\* Can be submitted either by the mentor or from the summer fellow's medical school.

\*NOTE: While the summer fellow(s) does not have to be selected prior to applying, the mentor and research plan must already be in place. The Biosketch of the summer fellow, Personal Statement, and Letter of Support are required before the work begins.

## Summer Fellowship Award: Grant Terms

- When an application 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](mailto: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 (email: [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org)) 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. Funds cannot be carried forward between two different award types (i.e. a Fellow to a Scholar award).
- Re-budget requests should be submitted in writing (email: [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org)) with an explanation of each change and a side-by-side comparison between the original budget and revised budget categorical items. Rebudgeting 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 (Hero Funds, major donors, high-ranking fundraising teams, corporate or foundation partners, 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 or communicate with these constituents.
- The institution's public relations staff will ensure all requirements detailed in the Publicity Form are understood and met. This form will be provided with the award acceptance paperwork.
- Grant recipients/Grantee 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, and participating in your favorite activity to raise funds for pediatric cancer research (i.e. running, walking, climbing a mountain, hosting another event, etc.).
- Grantee shall, at all times during the Grant Term and for a period of three years after the Grant Term maintain all records applicable to the research grant, including all records related to use of grant funds and records related to research supported by the grant. The Grantee shall at any time requested by the Foundation, whether during or after

completion of this Grant Term and at Grantee's own expense, make such records available for inspection and audit (including copies and extracts of records as required) by the Foundation, within 30 days of a written request for such records made by the Foundation. Such records shall be made available to the Foundation during normal business hours at the Grantee's office or place of business.

- St. Baldrick's has the right to review the performance of the Grantee and the Institution based on, among other things, the criteria set forth in the agreement, the grant application and budget, and the Institution's governance.
- Misconduct by a Grantee or Institution receiving St. Baldrick's Foundation support is contrary to the interests of the Foundation and its constituents, as well as the integrity of research and stewardship of donor funds. It is the responsibility of the Institution to immediately report to the St. Baldrick's Foundation if it has a reasonable good faith basis to believe there has been Misconduct (as defined below), and to report any Misconduct or change in the funded researcher's employment status with the Institution, including administrative leave, which may occur during the Grant Term of any award that is pertinent related to the work described in the grant application. Failure to abide by the terms above, or any other St. Baldrick's Foundation policies and procedures in connection the application and/or grant, may result in SBF suspending grant funding or canceling the grant, to be decided by the St. Baldrick's Foundation in its sole discretion. If a grant is discontinued, the Grantee shall receive a 30-day written notice. Any funds unspent at the time the notice is issued shall be returned to the St. Baldrick's Foundation.
- "Misconduct" is defined as: acts by the Grantee or Institution, including its employees performing work directly relevant to this grant (to the extent the act relates to the employees employment) relating to any (i) fraud, embezzlement, theft or other felonious conduct; (ii) willful or negligent acts damaging to the reputation of the Grantee; (iii) intentional violation of any law or regulation; (iv) failure to adhere to ethical research/medical standards; (v) financial mismanagement; or (vi) loss of certification.
- If requested, upon 30 days written notice, but no more than once every six months, Institution representative agrees to meet with the Foundation (via phone conference, video conference, or in person subject to St. Baldrick's preference), to discuss any concerns the Foundation may have with respect to use of grant funds or Grantee's operations or any allegations of Misconduct.
- If awarded, funds will be released upon receipt and sufficiency of all paperwork by the St. Baldrick's Foundation. Any inconsistency noted relative to the award shall be resolved by giving precedence in the following order: The signed award acceptance form; and, The St. Baldrick's Foundation Grant Application Information and Guidelines.
- Only Infrastructure grants are influenced by local St. Baldrick's participation. All other grants are funded based on scientific review.

### *IDENTIFICATION*

The St. Baldrick's Foundation shall be identified as a funding source in all printed and/or electronic publications regarding the research project. Identification with the Foundation shall also be made in any news released pertaining to the research project by the public relations department or its equivalent at the sponsoring institution.

### *FINAL REPORTS*

Within thirty (30) days of the summer fellowship end date, the Fellow shall submit a final progress report, using the templates provided on ProposalCENTRAL. The Foundation will continue to stay in touch with each Summer 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.

### *PUBLICATIONS*

Please notify the St. Baldrick's Foundation (email: [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org)) as soon as you know of a publication's acceptance, to allow time for preparation for any publicity, blog stories, etc., to be coordinated between St. Baldrick's and your institution. Grant recipients must submit publications online via ProposalCENTRAL prior to or within thirty (30) days of publication date.

### *EXPENDITURE REPORTS*

The grantee must 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 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*

During the application process, the institution shall submit an acknowledgment of potential biohazards involved and provide an institutional statement of assurances regarding potential biohazards and safeguards pertaining to this aspect of the research 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. Prior to award of the grant, 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.

### *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/benefits are allowed for up to 30% of the salary requested per individual, 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 when 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 (i.e., 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%, regardless of how the effort/salary is being supported or funded.
- Situations may occur when an applicant has similar applications 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, all grantees must be forthright regarding their support and notify the foundation within 30 days by emailing [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org). Adjustments will be considered on a case-by-case basis.
- Reasonable travel costs are allowable on Summer Fellowship awards.
- Publication and meeting-related poster printing costs are allowable on Summer Fellowship Awards.
- All equipment purchases must be included in the original budget; re-budgets for additional equipment will not be considered.
- Unused and remaining amounts of \$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.

- Expenditure reports are expected to follow approved budgets. Any budget line item that changes more than 25% from approved budget to expenditure report (without an approved Carry Forward on file) will result in follow up from the Foundation for explanation. Explanations will be reviewed for approval.
- 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.
  - Scientific publication subscriptions.

#### **SUMMER FELLOWSHIP AWARD APPLICATION AND AWARD TIMELINE**

Application submission deadline: December 31, 2018

Award Announcements by: March 31, 2019

## USING ProposalCENTRAL

*Summer Fellowship awards do not have an LOI and are submitted to [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org), please see Summer Fellowship submission specific instructions in above guidelines.*

The St. Baldrick's Foundation uses ProposalCENTRAL ([proposalcentral.altum.com](http://proposalcentral.altum.com)) for electronic submission of all LOIs and Full Applications. Fax, email, or hard copy submissions will not be accepted. See "How to Create an Application using proposalCENTRAL" at [proposalcentral.altum.com/docs/CreateApp.pdf](http://proposalcentral.altum.com/docs/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 "How to Register as a ProposalCENTRAL User" at [proposalcentral.altum.com/docs/RegUser.pdf](http://proposalcentral.altum.com/docs/RegUser.pdf) for more information).

### *Submitting the LOI/Application*

1. LOG-IN & BEGIN AN LOI/APPLICATION. To start a new LOI/application, login 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 Grant Maker." Find the program for which you wish to apply, and click "Apply Now" to begin the proposal.
2. COMPLETE AN APPLICATION AFTER LOI APPROVAL. Login as an Applicant, and select the Proposals tab. Select the "In Progress" status from the drop-down menu. Find the LOI that was approved, and click the "Edit" button to access and complete your application.
3. ENABLE ACCESS FOR OTHER USERS. The Principal Investigator must start the LOI or Application. However, once an application 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 application 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. Applications 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 email will confirm your submission. Once your application is submitted, you may view it by accessing the "Submitted" status under the "Proposals" tab.

It is the responsibility of the applicant to ensure and verify that the application is received by the deadline date, before 5 p.m. EST 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 "Instructions for Navigating Your Awarded Grant" at [https://proposalcentral.altum.com/docs/Instructions\\_Award\\_Info.pdf](https://proposalcentral.altum.com/docs/Instructions_Award_Info.pdf) for more information.

### *Uploading Award Deliverables*

1. Login to ProposalCENTRAL under the "Applicant Login" section: [proposalcentral.altum.com](https://proposalcentral.altum.com).
2. Click the "Awards" tab.
3. Click the blue Identifier number 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.
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):  
[proposalcentral.altum.com/docs/RegInst.pdf](https://proposalcentral.altum.com/docs/RegInst.pdf)
- How to register as a ProposalCENTRAL user:  
[proposalcentral.altum.com/docs/RegUser.pdf](https://proposalcentral.altum.com/docs/RegUser.pdf)
- How to create an application using ProposalCENTRAL:  
[proposalcentral.altum.com/docs/CreateApp.pdf](https://proposalcentral.altum.com/docs/CreateApp.pdf)
- Grantee instructions to access award information:  
[https://proposalcentral.altum.com/docs/Instructions\\_Award\\_Info.pdf](https://proposalcentral.altum.com/docs/Instructions_Award_Info.pdf)

*Contact*

For help using the online application system:  
ProposalCENTRAL Customer Support  
[pcsupport@altum.com](mailto:pcsupport@altum.com)  
800.875.2562