

**2022 St. Baldrick's Foundation Grant Application  
Information and Guidelines for  
Fellowship Awards**

**Letter of Intent (LOI) Due: July 9, 2021 5PM EST**

**Full Proposal Due: August 27, 2021 5PM EST**

*Award decisions announced by March 1, 2022*

*Fellowship begins: July 1, 2022*

**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 \$306 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 has held several Research Priorities Summits 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

Spring cycle grants are funded based on scientific review. The following programs/categories are typically 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 early January*)

#### Fall Grant Cycle

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

Grants will be made according to revenues available

## Fellowship Award: Eligibility Requirement/Qualifications

*Note: New deadlines for 2018 and beyond!* St. Baldrick's Fellowships are granted for two (2) years of pediatric oncology fellowship training, with an opportunity for one (1) additional year of funding based upon need, significant accomplishment, and approved application.

- During each grant cycle, an applicant can only apply once as the lead Principal Investigator.
- Institutions must be located in the United States.
- Applicants need not be American citizens; however, they must work at an academic, medical, or non-profit research institution within the United States.
- Institutions may submit only one (1) new fellowship application per year. (Concurrent fellows with different funding periods are allowed.)
  - *Note: The limited submissions policy exception detailed in other program guidelines is only applicable to the SPRING cycle, not the Fall cycle.*
- For Fellowship Awards, a program/institution is defined by the institution's American Board of Pediatrics approved fellowship program in Pediatric Hematology/Oncology.
  - 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 potential Fellow'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.
- All awards will be payable to the Fellow's academic institution, non-profit research institution, or laboratory.
- All qualified applicants will receive consideration for funding without regard to race, color, ethnicity/national origin, sex, sexual orientation, gender identity or expression, pregnancy, religion, belief and spirituality, age disability status, protected veteran status, or any other characteristic protected by law.
- 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.
- Applicant should be in their 2<sup>nd</sup> or 3<sup>rd</sup> year of pediatric oncology fellowship at the LOI due date.
- Applicants may not hold an appointment of assistant professor or above.
- 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.

## **Fellowship Award: Conditions of Award**

- Award is for two (2) years of fellowship training, with a possible additional year of funding based upon the demonstration of need and significant accomplishment.
- Fellows will be awarded the normal PGY-level salary for their institution. Fringe rates should follow institutional policy. Total award capped at \$97,500 per year. 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. See Budget Guidance section for more details.
- Expenditures for laboratory costs/equipment and travel are not considered fringe benefits. See Budget Guidance section for more details.
- No institutional overhead or indirect funding is provided under the terms of the grant. See Budget Guidance section for more details.
- Fellowship funding is limited to cover the Fellow's research time, not clinical time.
- If awarded, in July 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](mailto: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.
- In the event of receiving overlapping funding, R01, or K award funding, independent of the St. Baldrick's Fellowship award, after the LOI has been approved the Fellowship award can be rebudgeted for supplies or technical assistance, with approval by the St. Baldrick's Foundation. A budget justification should include detail regarding the use of such funds. The Fellow must notify the St. Baldrick's Foundation of the additional funding.
  - In the event the above happens in year 1–2 of the St. Baldrick's Fellowship, the Fellow will become ineligible to apply for the optional 3rd year of funding.

## **Fellowship Award: LOI/Application Requirements**

- Category/Cycle specific LOI Instructions/Requirements are available in ProposalCENTRAL upon starting the LOI and on the St. Baldrick's website ([stbaldricks.org/for-researchers](http://stbaldricks.org/for-researchers)).
- LOI, application, and required documents must be submitted by the Principal Investigator, in English, online through ProposalCENTRAL ([proposalcentral.com](http://proposalcentral.com)) before 5 p.m. EST on the deadline.

St. Baldrick's Foundation 1333 South Mayflower Ave Suite 400 Monrovia CA 91016  
Ph. (626) 792-8247 [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org)

- All application instructions and templates/requirements will be available in ProposalCENTRAL upon approval of an LOI.
- Applicants can enable other users to access their proposal (e.g., department or grants administrators) in the full proposal section of ProposalCENTRAL.
- 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.
- Eligible current St. Baldrick's Fellows applying for extended funding will be contacted by the St. Baldrick's Foundation Grants Administration staff with instructions for applying. Applications will be submitted via ProposalCENTRAL and reviewed for progress. Grantees can email [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org) with further questions about the optional funding.
- 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. Data sharing plans are reviewed but not scored.
- 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. Reviewer comments will be made available to applicants after funding decisions are made.
- *Resubmissions:* Applicants with resubmissions have the option to check a box in ProposalCENTRAL on the title page of the application stating that it is a resubmission. Resubmissions are not marked in the Letter of Intent stage. Applicants may mention it is a resubmission in the LOI. Applicants with a resubmission are asked to address the reviewer comments in the appendix. Be sure that the document addressing previous reviewer comments is listed in the table of contents for your appendix. Resubmission applicants will not have all three of the same reviewers. St. Baldrick's does ask at least one of the previous reviewers to re-review the resubmission. Once marked as a resubmission in ProposalCENTRAL, new reviewers will have access to the past reviewer comments. Resubmissions are still required to go through limited submission decisions per the institution.

### *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 the 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, email, or by phone. All rankings and evaluations are considered confidential.

Applications are evaluated using the NIH 1-9 scale on the following criteria:

- The applicant's background and preparation to undertake the proposed project
- The quality of the sponsor/mentor (experience, publication record, ability to train the applicant, etc.)
- The institutional resources and facilities available for the proposed research
- The quality and scientific rigor along with importance of the proposed research
- How well the proposed project fulfills the research goals of the St. Baldrick's Foundation. In no priority order, these goals are: Phase III Trials/infrastructure, education of new researchers, translational research, new discovery, adolescents & young adults, survivorship, supportive care research.

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

Laura Chung  
Director of Grants Administration  
[Laura@StBaldricks.org](mailto:Laura@StBaldricks.org)  
626.792.8247, ext. 236

### **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 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 (1) 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 AWARD*

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*

Fellows must submit reports of their 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 that 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*

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. The Fellow must submit publications related to this funding online via ProposalCENTRAL.

#### *FINAL REPORTS*

Within thirty (30) days of the fellowship end, the Fellow shall submit a recapitulation written by the Fellow, a lay report, as well as copies of all publications concerning the project. The final report should cover the entire grant period. Again, a report of the research project must be included for the lay public. The final report should be accompanied by an evaluation report from the Mentor directly responsible for the Fellow's work. Receipt by the Foundation of a satisfactory final research report and a satisfactory final expenditure report will determine the Fellow's ability to apply for future awards. Reports are submitted online via ProposalCENTRAL, using the templates provided. The Foundation will continue to stay in touch with each Fellow to determine how Foundation funding has influenced their 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 three-year award, the report for year three should only cover expenses in that year.) These reports must be submitted online via ProposalCENTRAL.

### *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 (IRB), 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.

### *BUDGET GUIDANCE*

- Fellowship Awards are limited to salary and fringe benefits for the Fellow
- 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 rates should follow institutional policy.
- 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 by emailing [Grants@StBaldricks.org](mailto:Grants@StBaldricks.org). Adjustments will be considered on a case-by-case basis.
- Travel costs are not allowable on Fellowship Awards. Fellowship Awards are limited to salary and fringe benefits.
- Publication and meeting-related poster printing costs are not allowable on Fellowship Awards. Fellowship Awards are limited to salary/benefits.
- Equipment purchases are not allowable on Fellowship Awards. Fellowship Awards are limited to salary and fringe benefits.
- 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.
- Applicable to all awards, 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.

**FELLOWSHIP APPLICATION AND AWARD TIMELINE**

Letter of Intent due by: July 9, 2021

Application submission deadline: August 27, 2021

Award announcements by: March 1, 2022

Fellowship begins: July 1, 2022

## **USING ProposalCENTRAL**

The St. Baldrick's Foundation uses ProposalCENTRAL (proposalcentral.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 <https://docs.proposalcentral.com/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 <https://docs.proposalcentral.com/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://docs.proposalcentral.com/Instructions\\_Award\\_Info.pdf](https://docs.proposalcentral.com/Instructions_Award_Info.pdf) for more information.

### *Uploading Award Deliverables*

1. Login to ProposalCENTRAL under the “Applicant Login” section: <https://proposalcentral.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.
  - When completing the Publications Webform, click the blue plus icon to enter information on publications related to your SBF award
    - If there are no publications to report, click the “No publications to report” checkbox
  - When completing the Budget Webform, click the blue plus icon to be able to enter your expenses in the Expenditure column on the right
    - Please note, only contacts who have Administrative and/or Edit access to the award are able to electronically sign and submit this webform. If there are others who may need to sign and submit the budget, please let us know so we can grant them access to do so.
    - Instructions on using the budget webform can be found at the ProposalCENTRAL link, starting at the bottom of Page 11: [https://docs.proposalcentral.com/Instructions\\_Award\\_Info.pdf?version=20.12.25.227](https://docs.proposalcentral.com/Instructions_Award_Info.pdf?version=20.12.25.227)



### *Submitting Publications*

Copies of printed and/or electronic publications related to the work done using St. Baldrick's funds can 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):  
<https://docs.proposalcentral.com/RegInst.pdf>
- How to register as a ProposalCENTRAL user:  
<https://docs.proposalcentral.com/RegUser.pdf>
- How to create an application using ProposalCENTRAL:  
<https://docs.proposalcentral.com/CreateApp.pdf>
- Grantee instructions to access award information:  
[https://docs.proposalcentral.com/Instructions\\_Award\\_Info.pdf](https://docs.proposalcentral.com/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