



Challenge Grant *Guidelines*

CHALLENGE GRANT PROGRAM GUIDELINES

TABLE OF CONTENTS

PURPOSE	3
OVERVIEW	3
<i>Eligibility.....</i>	<i>3</i>
<i>Duration of Award</i>	<i>3</i>
<i>Amount of Award & Allowable Expenses</i>	<i>3</i>
<i>Letter of Intent.....</i>	<i>3</i>
<i>Application Format.....</i>	<i>4</i>
<i>Application Submission.....</i>	<i>4</i>
REVIEW OF APPLICATIONS	4
<i>Process of Review</i>	<i>4</i>
<i>Evaluation.....</i>	<i>4</i>
CONDITIONS OF AWARD.....	5
<i>Start Date</i>	<i>5</i>
<i>Carry Forward.....</i>	<i>5</i>
<i>Reporting.....</i>	<i>5</i>
<i>Presentation of Work to the Marsha Rivkin Center.....</i>	<i>5</i>
<i>Publications and Presentations</i>	<i>5</i>
<i>Additional Recognition</i>	<i>6</i>
<i>Transfers</i>	<i>6</i>
Change of Institution.....	6
Change of Principal Investigator	6
<i>Termination.....</i>	<i>6</i>
MISCELLANEOUS.....	7
<i>Website & Newsletter.....</i>	<i>7</i>
<i>Post-Funding Monitoring</i>	<i>7</i>
<i>Non-discrimination policy</i>	<i>7</i>

Marsha Rivkin Center Pilot Study Program Guidelines

PURPOSE

The mission of the Marsha Rivkin Center (MRC) is to save lives and reduce suffering through improved treatment, early detection, and prevention of ovarian cancer. To this end, the MRC seeks to stimulate and bolster early detection research by funding a focused project on the origins of ovarian cancer with *the goal of accelerating the early detection of ovarian cancer*. Research grant applications may be directed toward but are not limited to the investigation of (1) cell types giving rise to ovarian cancer and (2) genetic disruptions and molecular pathways involved in the earliest neoplastic changes that give rise to ovarian cancer. Priority will be given to projects that focus on leveraging the most current understanding of the diverse tissues involved in the origin of the disease.

OVERVIEW

Eligibility

Investigators at all levels are encouraged to apply, subject to guidelines of the applicant's home institution. Applicants from institutions within the U.S. and from institutions outside of the U.S. are eligible and encouraged to apply.

Duration of Award

The Challenge Grant will have a duration of 2 calendar years (24 months) unless otherwise negotiated with and agreed to by the Marsha Rivkin Center.

Amount of Award & Allowable Expenses

We expect to fund one project in 2011. The maximum budget per year is \$75,000 for a total of \$150,000 over two years. The funds provided are considered an award, and therefore institutional overhead and indirect costs will not be funded.

Applicants may budget for salary support, materials, supplies, consumables, travel costs for scientific meetings, and other expenses as justified. Budget and budget justification must be included with the application.

Letter of Intent

A letter of intent is required from every applicant interested in submitting a full application for consideration. The letter should include a descriptive title of the proposed project; the name, institution, street address, email, and telephone number of the PI; and no more than 300 words describing the basic premise of the proposed study. Letters of intent must be *received* via email by **the published due date** for review. Letters will be reviewed by the Marsha Rivkin Center Directors, and invitations for full proposals will be sent to a select group of applicants.

Application Format

Applicants who have been invited to submit full proposals should submit their proposals to the Marsha Rivkin Center (MRC) including a scientific plan, budget and budget justification, CV (biosketch), other support, and a 100-word lay abstract.

Applications should be submitted using MRC-modified PHS 398 forms found on our website (Arial or other acceptable font, 11 point minimum, 8.5" x 11" paper, 0.5" margins). Required forms, downloadable from the Marsha Rivkin Center website www.rivkin.org, include Face Page, Table of Contents, Detailed Budget, Entire Budget with Budget Justification, Biosketch (2-page limit per individual), Other Support, and Continuation pages for the scientific plan and lay abstract. The scientific plan should be no more than 5 pages in length addressing each of the following areas: Specific Aims, Background and Significance, Preliminary Results (if available), and Research Design and Methods. All tables, figures, and images must fit within the five-page limit, and the font size should not be smaller than 9 point. References, human subjects approval, and vertebrate animals approval should be included as necessary and are not included in the 5-page limit. Additional materials (e.g. published papers, submitted manuscripts, etc.) will not be considered.

Application Submission

Do not submit a full application unless you have been invited to do so. Four hard copies of all application materials must be *received* by **the application due date** to the address indicated on the invitation letter requesting your submission of a full application. One of the four hard copies should have original signatures on the Face Page while the other three hard copies may be photocopies of the original. In addition, one electronic copy (Adobe PDF) of the application must be *received* via email to the address indicated on the invitation letter by **the application due date**.

REVIEW OF APPLICATIONS

Process of Review

Challenge grant applications will undergo initial review by the Marsha Rivkin Center Directors to confirm that the applications are complete and to assign appropriate and qualified reviewers. Each application will be assigned a minimum of two reviewers with applicable expertise who will each provide anonymous written reviews. All reviewers will meet to evaluate proposals and provide recommendations for funding.

Reviewers will use the NCI scoring system to review proposals. Reviewers will abstain from reviewing or scoring any proposal that presents a conflict of interest.

Evaluation

The following review criteria will be applied during the evaluation:

- Hypothesis rationale and research strategy
- Demonstration of independence and originality
- Scientific relevance and impacts of the research outcomes

- Innovation and importance of research problem proposed
- Adherence to principles of ethical research

CONDITIONS OF AWARD

Start Date

The annual start date will be July 1 unless otherwise specified by the Marsha Rivkin Center.

Carry Forward

Carry forward of funds is not available. However, a written request for a no-cost extension period may be sent to the Marsha Rivkin Center 30 days prior to the completion of the funding period.

Reporting

An interim scientific and financial progress report must be provided within 60 days following the first anniversary of the start date.

A final report, final financial report, and lay abstract must be provided within 90 days after the completion of the funding period. Forms may be found on the Rivkin website at www.rivkin.org or from the Director of Scientific Programs. Any unexpended funds must be returned with the final reports to the Marsha Rivkin Center unless otherwise directed by the Center. A letter of reminder will be sent 60 days prior to the completion of the funding period.

Presentation of Work to the Marsha Rivkin Center

In addition to all annual and/or final reports, award recipients will be required to present at the next forthcoming MRC Symposium following the completion of funding. The Marsha Rivkin Center will provide a travel stipend in addition to challenge grant funding unless travel funds remain as part of the award.

Publications and Presentations

Award recipients are highly encouraged to publish and present the results of their Rivkin-funded projects. Recipients are required to acknowledge funding support by the Marsha Rivkin Center for Ovarian Cancer Research in all papers, presentations, exhibits, press releases and/or proposals that reference pilot study work using the following statement or its equivalent: "This research was supported (in part) by a grant(s) from the Marsha Rivkin Center for Ovarian Cancer Research."

Copies of publications, news releases, articles, and other published materials which are developed in connection with the award must be provided to the Center prior to publication, or as soon after as is practical.

Award recipients are also encouraged to leverage study results into further funding applications to outside agencies such as the National Institutes of Health and the Department of Defense.

Additional Recognition

The Marsha Rivkin Center should be recognized as an award-granting organization in public documents such as annual reports and websites, where applicable.

Transfers

Change of Institution

If the principal investigator moves institutions, a request to transfer the grant must be submitted in writing. The request should include the following:

- Reason for departure
- Effective date and period of change
- Plans for the continuation of the project
- Letter from the current institution stating its willingness to relinquish the grant.
- Name of new institution along with letter stating its willingness to accept the grant and conditions of the award

The funds may be transferred only after approval of the Center. Otherwise, funds must be returned to the Center with a final accounting within 30 days of the principal investigator leaving the institution.

Change of Principal Investigator

In most cases a grant will terminate when the principal investigator is unable to oversee the grant. However, the investigator of original institution may request in writing that the grant be continued under a new principal investigator. Requests must include the following:

- Reason of change of principal investigator
- Qualifications and appropriateness of new investigator
- Plans for the continuation of the project
- Letter from initial investigator stating willingness to transfer grant (if possible)
- Letter from new investigator stating willing to accept the grant and conditions of the award

The funds may be transferred only after approval of the Center. Otherwise, funds must be returned to the Center with a final accounting within 30 days of the departure of the principal investigator from the grant.

Termination

Awards may be terminated before the end of the project based on any of the following:

- Principal investigator requests in writing that the award be terminated
- Principal investigator is unable to carry out the research

- Principal investigator changes significant aspects of the award from its original intent without prior approval from the Center
- Annual report/final report not received in timely manner as specified in conditions of award
- Principal investigator or associates found to have committed scientific misconduct or fraud

MISCELLANEOUS

Website & Newsletter

The Marsha Rivkin Center retains the right to feature challenge grant recipients and funded challenge grant studies on its website and in related newsletters.

Post-Funding Monitoring

The Marsha Rivkin Center retains the right to follow-up with award recipients once a year for 3 years after funding is complete to request a brief update on outside funding received as a result of challenge grant findings. This mechanism will help the Marsha Rivkin Center monitor its own success of the Challenge Grant Program.

Non-Discrimination Policy

The Marsha Rivkin Center does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, or sexual orientation in administering its scientific, research, and educational programs.