# **DF/HCC K12 Clinical Oncology Development Program (K12CA087723)**

#### APPLICATION INSTRUCTIONS

#### Deadline: Friday September 15, 2023

The DF/HCC K12 Internal Advisory Committee is currently seeking applicants for the K12 Paul Calabresi Award for Clinical Oncology, entitled “Dana Farber/Harvard Cancer Consortium Career Development Program in Clinical Oncology.” Funding for up to 5 new Scholars will be available, retroactive to September 1, 2023.  The deadline for applications is Friday September 15, 2023. Funding decisions will be communicated by October 15, 2023. The Program provide support for up to 3 years (contingent on available funds, continued Scholar eligibility, and review of annual progress reports).

**Eligibility:**

1. Eligible appointees must be physicians (MD or MD/PhD) who have completed subspecialty training in adult or pediatric hematology/oncology or radiation oncology. Junior faculty members (Instructor or Assistant Professor) must be within 3 years of their first faculty appointment. Senior fellows must be within one year of faculty appointment (must be documented in institutional letter of support).
2. Candidates must be able to spend a minimum of 75 percent effort conducting research and research career development including courses during the period of the award.
3. All candidates must be U.S. citizens, naturalized citizens, or permanent residents. Individuals on temporary or student visas are not eligible.
4. Individuals who are currently or previously a PI of an NIH R03 or R21 grant or a PHS or non-Federal award that duplicates the provisions of an R03 or R21 grant remain eligible for an NCI K12 appointment.
5. Individuals ***NOT*** eligible:

* Current or former PI on an NIH individual mentored career development career, e.g., K01, K07, K08, K23 award; an NCI Transition Career Award (K22); the Pathway to Independence (K99/R00) award; or non-PHS equivalent
* Current or former PI on NIH research grants (such as R01, Program Project (P01) or Cancer Center (P50) grants or subprojects of such grants)
* Current or former PI on peer-reviewed non-NIH research grants or contracts of at least 3 years in duration and at least $150,000 in direct costs per year

**Selection Process:**

The DF/HCC K12 Internal Advisory Committee will review all applications and prioritize based on the following criteria:

1. A record of outstanding scholarship in biomedical research and in related post-graduate work.
2. Training in a clinical subspecialty of cancer medicine, including radiation oncology, medical or pediatric hematology/oncology, and excellence in the practice of his/her specialty.
3. Demonstrated commitment to, and proficiency in cancer research, as evidenced by an initial successful completion of high-quality research project(s), and a preliminary record of high quality publication.
4. A proposal for a multi-year research program in translational research that, if successful, will include performance of a prospective clinical trial, and an independent career in clinical investigation.
5. A plan for mentorship and formal training in laboratory (“wet” or “dry”) and clinical aspects of translational research. The training experience should be designed to enhance the candidate’s research capabilities. Mentors will include both laboratory and clinical faculty members; however, it will be required that at least one of the mentors have a broad background in clinical trials design and evaluation. The candidate will actively participate in a clinical subspecialty as a basic component of the research plan. Formal training should include course work in clinical trial design, responsible conduct of research, biostatistics, and regulatory medicine, unless those courses have already been completed as part of the candidate’s fellowship or post-graduate training. Additional courses relevant to the candidate’s research interests, including hands-on training in laboratory methods and translational research, may be included in the candidate’s research plan.
6. Special attention will be given to recruitment of candidates representing diverse background and under-represented groups, including minorities and women.

**Application Format:**

A formal application is required, which must include the following items in Arial size 11 (figure legends at a minimum of 9), with 0.5” margins:

1. K12 Application Cover Page (use attached form)
2. Budget and Justification (use attached form)
3. NIH biosketch for applicant and mentors (at least one basic science and one clinical science)
4. A proposal for a multiyear research project in clinical or translational cancer research. This should be organized as follows (maximum length: 5 pages): Introduction, Specific Aims, Background and Rationale, Preliminary Findings, Experimental Plan, Timetable for completion of project and references. References are not included within the 5-page limit.
5. A plan for didactic coursework (maximum length: one page). The plan should timelines for completion of required and optional training (see K12 Scholar Program Requirements).
6. A plan for mentorship (maximum length: one page). Include role and expected contributions of basic and clinical science mentors towards the Scholar’s career development and completion of the research project. Describe planned frequency of meetings with each mentor.
7. Attestation of support from both the institution and the proposed mentor(s), in letter format. A total of three letters of recommendation must accompany applications. This includes a letter from the candidate’s Chief of Service, in which the institution’s commitment to the long-term development of the candidate’s career is stated. The Chief’s letter must acknowledge that the Scholar will have at least 75% protected time for research and must indicate how this effort will be supported if budgeted funds from the K12 fall short of this threshold. If the candidate is not already in a faculty position, the institution should provide evidence of intent to support promotion of the candidate to faculty status in a clinical oncology department (Radiation Oncology, Medical Hematology/Oncology, or Pediatric Hematology/Oncology) in the next 12 months.

Please do not include copies of IRB protocols. An institutional statement of intent for a subcontract is not required at this stage but will be requested if awarded. No authorized representative signature is required. All reference letters must signed on letterhead. Assemble all documents into a single PDF in the order outlined above and submit by email to Kelsey Laning at [klaning@mgh.harvard.edu](mailto:klaning@mgh.harvard.edu) before 5pm on Friday September 15, 2023.

###### Application Checklist

* K12 Application Cover sheet
* NIH biosketches for Applicant and Mentors (Basic, Clinical)
* Proposal for a multiyear research project (five page maximum, excluding references)
* Didactic coursework (one page maximum)
* Plan for mentorship (one page maximum)
* Three letters of support (Institution, Basic Mentor, Clinical Mentor)
* Budget and Justification

##### **DF/HCC K12 Career Development in Clinical Oncology Award Application Cover Sheet**

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| --- |
| **Project Title:** |

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| **Candidate Name, Degree(s):** |  | |
| Academic Title: |  | |
| Institution: |  | |
| Institutional Address: |  | |
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| Phone Number: |  | |
| Email Address: |  | |
|  | | |
|  | **Mentor #1 - Laboratory** | **Mentor #2 - Clinical** |
| Name, Degree(s): |  |  |
| Academic Title: |  |  |
| Institutional Address: |  |  |
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| Phone Number: |  |  |
| Email Address: |  |  |
| Admin Name: |  |  |
| Admin Phone Number: |  |  |
| Admin Email Address: |  |  |

**BUDGET INSTRUCTIONS**

*Please fill out the following budget and justification templates while complying with the following limitations:*

* Support should be requested for 3 years
* Budgets cannot exceed $138,888 annual direct costs ($150,000 total costs annually).
* Scholar salary request:
  + Up to $100,000 in direct salary support per year. Fringe benefits are allowable at your organization’s rate and are not included in the $100,000 maximum.
  + The NIH salary cap applies to Scholars with a base salary greater than $212,100.
  + Fringe benefits must be applied at the rate consistent with the Scholar’s institutional rate agreement.
  + The Scholar must commit and maintain 75% effort (9 calendar months) throughout the appointment.
  + If 9 calendar months are committed, but less than 75% salary support is requested then an explanation must be provided at the time of submission justifying how the remaining balance will be otherwise funded.
    - Complementary effort is acceptable if pre-approved by the active project’s sponsor. Please reference [NOT-OD-17-094](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-094.html) for more information.
* Up to $30,000 annual direct costs are allowed for non-personnel expenditures.
* Facilities & Administrative (“Indirect”) costs are fixed at a rate of 8% of modified total direct costs
* All costs must be reasonable, allocable, and consistent with the regulations, policies, and procedures outlined in the [NIH Grants Policy Statement](https://grants.nih.gov/policy/nihgps/index.htm). A selection of allowable and unallowable costs are depicted below for reference.

Allowable costs include:

* Salary support for the scholar up to $100,000
* Fringe benefits
* Travel
* Materials and Supplies
* Capital or non-capital equipment
* Tuition or training costs
* Salary support for technical staff
* Computational services
* Publication costs

Unallowable costs include:

* Salary support for the mentor(s)
* Graduate student stipends
* Salary support for administrative staff
* Membership dues
* Patient care costs
* Furniture or office supplies
* Construction/renovation costs

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILED BUDGET FOR INITIAL BUDGET PERIOD** | | | | FROM | | | | THROUGH | | | |
| 09/01/2023 | | | | 08/31/2024 | | | |
| ***PERSONNEL*** | | | | | | | | | | | |
| **NAME** | **ROLE** | | **CAL. MONTHS** | | **BASE SALARY** | | **SALARY REQUESTED** | | **FRINGE BENEFITS** | | **TOTAL** |
|  | Scholar | | 9.0 | |  | | 100,000 | |  | |  |
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| **SUBTOTALS** | | | | | | |  | |  | |  |
| ***NON-PERSONNEL*** | | | | | | | | | | | |
| **EQUIPMENT (ITEMIZE & ATTACH QUOTE)** | | | | | | | | | | | **TOTAL** |
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| **SUPPLIES (ITEMIZE)** | | | | | | | | | | | **TOTAL** |
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| **TRAVEL** | | | | | | | | | | | **TOTAL** |
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| **OTHER EXPENSES (ITEMIZE)** | | | | | | | | | | | **TOTAL** |
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| **SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD** | | | | | | | | | | |  |
| **FACILITIES AND ADMINISTRATIVE COSTS (8%)** | | | | | | | | | | |  |
| **TOTAL COSTS FOR INITIAL BUDGET PERIOD** | | | | | | | | | | | $150,000 |
|  | | | | | | | | | | |  |
| **BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD** | | | | FROM | | | | THROUGH | | | |
|  | | | |  | | | |
| **BUDGET CATEGORY** | | **YEAR 1** | | | | **YEAR 2** | | | | **YEAR 3** | |
| **PERSONNEL (SALARY + FRINGE)** | |  | | | |  | | | |  | |
| **EQUIPMENT** | |  | | | |  | | | |  | |
| **SUPPLIES** | |  | | | |  | | | |  | |
| **TRAVEL** | |  | | | |  | | | |  | |
| **OTHER** | |  | | | |  | | | |  | |
| **SUBTOTAL DIRECT COSTS** | | $138,888 | | | | $138,888 | | | | $138,888 | |
| **F&A COSTS (8%)** | | $11,112 | | | | $11,112 | | | | $11,112 | |
| **TOTAL COSTS** | | $150,000 | | | | $150,000 | | | | $150,000 | |

**BUDGET JUSTIFICATION**

**Project Description**

**Plan for Didactic Coursework**

**Plan for Mentorship**