



# Scientific Scholar Award *Guidelines*

# SCIENTIFIC SCHOLAR AWARD GUIDELINES

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## **RIVKIN CENTER SCIENTIFIC SCHOLAR AWARD GUIDELINES**

### **PURPOSE**

The Rivkin Center Scientific Scholar Award is intended to assist promising laboratory and clinical scientists in pursuing a career as an independent investigator in ovarian cancer research. Research funding for ovarian cancer is comparatively low, which discourages talented laboratory scientists and physicians from directing their careers toward ovarian cancer. The Scientific Scholar Award provides the funds for the best and brightest minds to have an opportunity to begin a career in ovarian cancer research.

The program will strive to support the scientific growth and academic success of awardees. The goal is to attract junior investigators as well as established investigators into ovarian cancer research and to develop their potential as leaders. The Scientific Scholar Award program will produce leaders in multiple areas of ovarian cancer research.

Under the guidance of a mentor(s), the Scholar will explore diverse scientific approaches to specific research objectives and develop the skills required of an independent investigator. A successful candidate will provide a convincing argument for why the Scientific Scholar Award will substantially enhance his/her career and development and how the mentor(s) will contribute toward the Scholar's development as an independent researcher in ovarian cancer. The timeline given in the proposed research plan must be sufficient to support completion of a novel or promising study with proven research objectives.

The Scientific Scholar Award program will support opportunities for junior investigators to interact with senior scientists both locally and nationally. Ultimately, awardees are expected to complete the proposed research plan by the end of the award period and to submit an RO1-type grant that builds on the findings of the supported research.

### **OVERVIEW**

#### *Duration of Award*

Scientific Scholar Awards will have a duration of 2 calendar year (24 months) unless otherwise negotiated with and agreed to by the Rivkin Center for Ovarian Cancer.

#### *Amount of Award & Allowable Expenses*

The Scientific Scholar Award will fund multiple awardees per year contingent on funding availability and the scientific merit of applications. The maximum budget for each project is \$120,000 over two years (\$60,000 per year). The funds provided are considered an award and, therefore, institutional overhead and indirect costs will not be funded.

Applicants must budget at least half of each year's award for salary support including fringe benefits. Applicants may budget remaining funds for materials, supplies,

consumables, travel costs for scientific meetings, and other expenses as justified. Budget and budget justifications must be included with the application.

It will be the responsibility of the candidate and mentor(s) to provide laboratory and/or office space and funding to support the proposed research plan.

### *Eligibility*

Potential candidates will have an MD, PhD, or equivalent degree with career goals focused on ovarian cancer. Clinicians will have completed their residency. Candidates should be at the post-doc/fellow, instructor, research assistant, or assistant professor level with no more than 3-4 years in any of these positions. Established, outstanding scientists without prior focus in ovarian cancer but looking to focus in this disease area are also encouraged to apply. Each individual may only submit one Pilot Study or Scientific Scholar Award application to the Rivkin Center per year.

Foreign and non-resident post-docs are not excluded from applying for the Scientific Scholar Award. However, commitment from a mentor for the duration of the project is required to accompany the letter of intent.

A project that has no significant change in specific aims or scope may only be resubmitted once to the Rivkin Center.

### *Mentors*

Successful candidates will need to identify 1-2 research mentors who are willing to dedicate resources to support a proposed research plan and laboratory/office space that fits his/her short- and long-term goals. It is recommended that Scholars present their progress to their mentor(s) on a regular basis.

### *Application Submission*

All application materials should be submitted through proposalCENTRAL (<https://proposalcentral.altum.com/default.asp?GMID=167>) by **the application due date (December 1, 2017, 5 PM Eastern Time)**. Applicants who do not already have an account in proposalCENTRAL must register for an account prior to beginning application. . Once logged into proposalCENTRAL, search for Rivkin Center in the Grant Opportunities tab and select “Scientific Scholar Award.”

The application must be validated to ensure all materials have been submitted. Signature pages must be printed for a wet signature (not an electronic signature) from the named institutional official which can then be uploaded. To ensure a successful submission has taken place, confirm that the status of the application has changed to “Submitted.”

### *Application Format*

The following sections of the application must be completed online (<https://proposalcentral.altum.com/default.asp?GMID=167>):

- **Title Page**—Recommended limit for the project title is 125 character
- **Applicant/PI**—Only one PI can be designated. Co-PIs may be added under Key Personnel.

- **Institution & Contacts**—Information for institution and authorized grants office official
- **Key Personnel**—Indicate Key Personnel on project and respective roles
- **Scientific Abstract** (3000 character max including spaces)—A description of the proposed project for scientific audiences
- **Lay Abstract** (1500 character max including spaces)—A description of the proposed project for non-scientific audiences
- **Budget Period Detail and Budget Summary**—Detailed budget and justification for salary support, materials, supplies, consumables, travel costs for scientific meetings, and other expenses as justified. Specify budget for both 12-month periods with start date of each year as April 1 and end date as March 31 of the following year.
- **Other Support**—Current support for the PI must be filled out on the Applicant Professional Profile. Applicant may indicate overlap with current project.
- **Organizational Assurances**—Projects that include human subjects or vertebrate animal research must fill out this section. Additionally, any human subjects or vertebrate animal approval forms may be also be uploaded.

The following sections of the application must be uploaded as PDFs to proposalCENTRAL:

- **Cover Letter** should include:
  - Name of candidate, current title, and institution
  - Prior training/experience in ovarian cancer
  - Short- and long- term research and career goals
  - Name(s) of mentor(s)
- **Mentor's Statement(s)**—A letter(s) of support from the selected mentor(s) including information on his/her relevant experience, commitment to the applicant's research plan, and nature of the supervision that will occur during the award period
- **Career Development Plan**—Closely evaluated and strongly weighed in the review process, the career development plan must be specifically tailored to the applicant's needs and with the ultimate goal of achieving independence as a researcher. Describe how the award will contribute to the applicant's ability to fulfill both short-term and long-term goals. A systematic plan should be presented for obtaining the necessary research experiences to launch an independent ovarian cancer research career.

The plan must detail additional training and/or classes needed to meet goals. The plan should identify 1-2 mentors and include a justification for one year of mentored research experience. Describe each mentor's areas of expertise and responsibilities as well as the rationale for the applicant's choice of mentors. A convincing case must be presented to demonstrate that the support of the

mentor(s) will substantially enhance the applicant's career and/or will allow the pursuit of a novel or promising study with research objectives.

The following sections of the applications must be uploaded as PDFs to proposalCENTRAL:

- **Biographical Sketch for PI and Key Personnel** using template on proposalCENTRAL (2-page limit per person)
- **The Scientific Proposal** should be no more than five pages in length addressing each of the following areas: Specific Aims, Background and Significance, Preliminary Results (if available), and Research Design and Methods (Arial or other acceptable font, 11 point minimum, 8.5" x 11" paper, 0.5" margins). All tables, figures, and images must fit within the five-page limit and be legible. References should be included and are not counted as part of the five-page limit. Additional materials (e.g. published papers, submitted manuscripts, letters of support, summary of facilities and resources, etc.) will not be considered. *Mentors should participate in the development of the scientific proposal. Please include sources of funding that can be used to cover research costs, outside of the salary support needed to conduct the research.*
- **Signature Page (face page) signed**—Signature pages must be printed for a wet signature (not an electronic signature) by the authorized institutional official. The signed Signature Page must then be uploaded on proposalCENTRAL.

## REVIEW OF APPLICATIONS

### *Process of Review*

Scientific Scholar Award applications will undergo initial review by the 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. Reviewers will use the 9-point National Institutes of Health scoring system to review proposals. Reviewers will abstain from reviewing or scoring any proposal that presents a conflict of interest.

Applicants may request a copy of the reviewers' comments at the completion of the grant competition.

### *Evaluation*

The following review criteria will be applied during the evaluation.

### Candidate

Reviewers will evaluate the strength of the candidate in terms of his/her prior training and scientific accomplishments and potential for research leadership. Outstanding scientists who have demonstrated leadership qualities but who have minimal research experience in ovarian cancer will be given high priority.

### Career Development Plan

The reviewers will comment on the appropriateness of the content, phasing, and the proposed duration of the career development plan for achieving scientific independence and leadership. They will also consider consistency of the career development plan with the candidate's career goals and the likelihood that the plan will contribute substantially to the achievement of goals. In addition, the reviewers will evaluate the candidate's commitment to a career in ovarian cancer research.

### Scientific Proposal

Reviewers will evaluate the scientific and technical merit of the research question and its relevance to the candidate's career objectives. They will also comment on the appropriateness of the research plan as a vehicle for developing the research skills described in the career development plan.

### Mentor(s)

The reviewers will evaluate the appropriateness of each mentor's research qualifications in the areas related to this application as well as the quality and extent of each mentor's proposed role in providing guidance and advice to the candidate.

## **CONDITIONS OF AWARD**

### *Start Date*

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

### *Management of Funds*

A maximum of \$60,000 will be issued to the grantee institution per funding year. Funding for Year 2 will not be released until interim scientific and financial reports have been submitted and reviewed by the Rivkin Center. See section below on "Reporting."

### *Request for Carryover of Funds*

If unexpended funds are anticipated to remain in the budget at the end of Year 1, a request to carry forward unexpended funds from Year 1 to Year 2 must be made to the Rivkin Center via proposalCENTRAL at least 30 days prior to the end of Year 1 and be submitted along with the required scientific and financial progress reports due in Year 1. Otherwise, unexpended funds from Year 1 must be returned to the Rivkin Center within 60 days of the end of Year 1.

### *No-Cost Extension*

If unexpended funds remain in the budget at the end of the funding period, a request for a no-cost extension period may be sent via proposalCENTRAL to the Rivkin Center 30 days prior to the completion of the funding period. Otherwise, all unexpended funds must be returned to the Rivkin Center within 90 days of the close of the funding period.

### *Changes to a Funded Scientific Plan and/or Budget*

Substantial changes made to a scientific plan and/or budget on a grant that has already been funded must be made via proposalCENTRAL to the Rivkin Center before any

changes are implemented. Changes to any budget line item of 20% or more must be requested via proposalCENTRAL by the awardee and approved by the Rivkin Center before changes are made.

### *Reporting*

Interim scientific and financial progress reports must be provided within 30 days following the first anniversary of the start date. Funds for Year 2 will be issued upon satisfactory progress during Year 1, as determined by review of Interim progress reports.

A final scientific report, final financial report, and lay abstract must be provided within 90 days after the completion of the funding period via proposalCENTRAL. Any unexpended funds must be returned with the final reports to the 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 Rivkin Center*

In addition to all annual and/or final reports, award recipients will be required to present results from the funded project at the next forthcoming Rivkin Center Ovarian Cancer Research Symposium following the completion of funding. Substitution of speakers is rarely allowed. The Rivkin Center will provide a travel stipend in addition to Scholar Award 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 Rivkin Center for Ovarian Cancer in all papers, presentations, exhibits, press releases and/or proposals that reference Scientific Scholar-funded work using the following statement or its equivalent: "This research was supported (in part) by a grant(s) from the Rivkin Center for Ovarian Cancer."

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

Award recipients are also encouraged to use research study results into full-scale funding applications to outside agencies such as the National Institutes of Health and the Department of Defense.

### *Additional Recognition*

The Rivkin Center for Ovarian Cancer 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 Scientific Scholar moves institutions, a request to transfer the grant must be submitted to the Rivkin Center via proposalCENTRAL. The request should include the following:



- Reason for departure
- Effective date and period of change
- Plans for the continuation of the project
- Letter(s) from the new mentor(s) stating their commitment
- 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 Rivkin Center. Otherwise, funds must be returned to the Rivkin Center with a final accounting within 30 days of the principal investigator leaving the institution.

#### Change of Principal Investigator

As the Scientific Scholar program makes awards on the basis of the individual candidate, the grant will terminate if the Scholar is unable to continue the work or can no longer be mentored by the named mentor(s). Requests for changes in mentor(s) may be submitted via proposalCENTRAL to the Rivkin Center.

#### *Termination*

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

- Scholar requests in writing that the award be terminated
- Scholar is unable to carry out the research
- Scholar changes significant aspects of the award from its original intent without prior approval from the Rivkin Center
- Annual report/final report not received in timely manner as specified in conditions of award
- Scholar or associates found to have committed scientific misconduct or fraud

### **MISCELLANEOUS**

#### *Website & Newsletter*

The Rivkin Center retains the right to feature Scientific Scholar Award recipients and their funded studies on its website, related newsletters and social media channels.

#### *Post-Funding Monitoring*

The Rivkin Center retains the right to follow-up with award recipients once a year for 5 years after funding is complete to request a brief annual report on outside funding received as a result of pilot study findings. Final and annual reports will help the Rivkin Center monitor its own success of the Scientific Scholar Award.

#### *Impact on Future Applications*

Failure to submit final report, annual reports, or written requests in a timely manner or failure to present at a Rivkin Symposium on the funded project can adversely impact future chances of receiving funding.

*Non-Discrimination Policy*

The 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.