

2009-2012 Follicular Lymphoma Correlative Clinical Studies Award

Guidelines and General Instructions for Application

KEY DATES:

Application Release Date: June 2, 2008
Letter-of-Intent Receipt Date: August 1, 2008
Application Receipt Date: September 10, 2008
Peer Review Dates: September 19 – Oct 17, 2008
Applicant Notification Date: March 2009
Earliest Project Start Date: July 1, 2009

SUMMARY:

The Lymphoma Research Foundation (LRF) Follicular Lymphoma Consortium seeks proposals for correlative clinical studies in follicular lymphoma (FL). **Applications to this initiative must be an adjunct to a major FL research project and work in the clinical setting or with primary FL patient samples.** Applications may be for a time frame of up to 3 years duration for a budget of up to \$125,000 per year in total.

RESEARCH OBJECTIVES:

To be considered for funding, an adjunct study should be:

1. Associated with an ongoing, clinical research project focused specifically on follicular lymphoma and funded by LRF or the NCI.
2. Intended to test a new hypothesis based on preliminary findings in the major study.
3. Capable of furthering the understanding of follicular lymphoma and/or its diagnosis and treatment.

Examples of eligible projects include, but are not limited to,

- Molecular and/or genetic profiling of patient-derived samples,
- Identification of biomarkers,
- Immunological studies,
- Establishment of tissue arrays and other archival resources.

In our efforts to improve our grant process, LRF will be using an electronic grants submission process. **All interested grant applicants must submit their applications online through proposalCENTRAL (<https://proposalcentral.altum.com>).**

Our online applications for Lymphoma Research Foundation will be available for preparation and submission by June 2, 2008.

To avoid being rushed at deadline time, applicants are encouraged to register and complete a professional profile at proposalCENTRAL now. Applicants should make sure their grants and contracts office has registered their institution and signing officials with proposalCENTRAL.

Applications to this initiative must work in the clinical setting or with primary FL patient samples.

ELIGIBILITY:

All principal investigators holding an academic faculty appointment, at non-profit organizations, or public or private institutions such as universities, colleges, hospitals, and laboratories, may apply for funding through the *LRF Follicular Lymphoma Correlative Clinical Studies Award*. For-profit entities are not eligible to apply for LRF funds, however, should one of these types of institutions have a relevant therapeutic or research project, they should contact LRF management to discuss possible public-private partnerships.

APPLICATION PROCESS:

LRF **requires** prospective applicants to submit a letter of intent (LOI) in order to be eligible to submit a full proposal. Proposals submitted without an LOI will not be reviewed. The LOI should include the following:

- Cover letter including name, address, and telephone number of the PI, other key personnel, and participating institutions;
- Abstract of proposed project, including descriptive title (please do not exceed 350 words);
- Applicant's biosketch.

LRF will perform a preliminary review of these materials to confirm eligibility and the appropriateness of the proposed research project.

All interested applicants must submit their LOIs online through proposalCENTRAL (<https://proposalcentral.altum.com>) by August 1, 2008.

The full LRF application will be available in early August only for those individuals who successfully submit a letter of intent by the deadline and are confirmed to be eligible.

MECHANISM OF SUPPORT:

Applicants may request a project period of up to three years as deemed necessary by the requesting Principal Investigator. Applications under this RFA may not exceed \$125,000 per year in total. The LRF will fund up to 2 applications for this special research initiative.

CONTENT AND PROPOSAL FORMAT:

Proposals should include a 7-10 page narrative that consists of:

1. Scientific abstract,
2. Lay abstract,
3. Short background section,
4. Research plan,
5. Specific aims to be accomplished within duration of requested award,
6. Quantitative milestones for both the middle and end of the project period.

In addition to this narrative, you should attach additional appendices including a list of references cited in the narrative and a 2-page NIH-format biographical sketch of the project principal investigator (PI). The appendices should also include a listing of all other funding the PI has and highlighting any funding in lymphoma and follicular lymphoma.

REVIEW AND SELECTION PROCESS:

Applications will be reviewed by a panel of experts in lymphoma research from the LRF Scientific Advisory Board who will make recommendations on applications to the LRF Board of Directors. The LRF Board of Directors will make final funding decisions based on available funds and program priorities. Applicants will be notified by March 1, 2009 of funding decisions.

The goals of LRF-supported research are to advance the understanding of the biological systems underlying FL and improve treatment of the disease. Reviewers will be asked to evaluate the application in order to judge the likelihood that the proposed research will have a substantial impact on the pursuit of these goals. The Scientific Advisory Board will then consider each of these criteria in assigning the application's final ranking:

1. Applicant qualifications and research experience;
2. Innovation of proposed research strategy and objectives;
3. Quality and impact of previous work in Follicular Lymphoma and lymphoma in general;
4. Clinical application to advancing treatment of FL patients;
5. Reviewers estimation of likely success and impact of the project;
6. Resources, such as facilities and patient study group, available to support the project.

The application does not need to be strong in all categories to be judged as likely to have major scientific impact and thus be worthy of a high ranking. Ranking will be assigned based on the overall merit of the proposal.

Additional Review Considerations:

1. Relationship of the study to a larger project, and degree to which it will contribute to the outcome of this larger project;

2. Feasibility of research protocol, applicable patient accrual, and other methodological considerations;
3. Budget: the reasonableness of the proposed budget and the requested period of support in relation to the proposed research;
4. Adequacy of proposed statistical analysis.

AGENCY CONTACTS:

LRF Leadership:

Kathy Brown

Director of Research

kbrown@lymphoma.org, Telephone: 212-349-2910

LRF Scientific Contact:

Kristofer Prepelica, PhD

Scientific Programs Manager

krepelica@lymphoma.org, Telephone: 212-349-2910

TO APPLY – PROCESS AND DEADLINES:

The Lymphoma Research Foundation will be using an electronic grants submission process. All interested grant applicants must submit their applications online through **proposalCENTRAL** (<https://proposalcentral.altum.com>).

Our online applications are expected to be available for preparation and submission by June 2, 2008.

To avoid being rushed at deadline time, applicants are encouraged to register and complete a professional profile at proposalCENTRAL now. Applicants should make sure their grants and contracts office has registered their institution and signing officials with proposalCENTRAL.

A proposalCENTRAL helpline is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 p.m.), Monday-Friday, EST.

Phone: 1-800-875-2562 (toll free) or 703-964-5840

E-mail: pcsupport@support.com

Grant applicants will find many benefits to this new e-grant application process, including:

- Easy-to-complete applications that can be developed, stored, revised, and submitted on-line;
- Paper copies of the application will no longer be required;
- Immediate confirmation of application submission and status updates throughout the process
- Toll-free (1-800-875-2562) and e-mail (pcsupport@altum.com) technical and customer support;

- On-line tutorials available for preparing your proposal online;

Important: Please Read!

Lymphoma Research Foundation will require that applicants submit portions of their proposal (e.g., research plan, biosketches) in portable document format (.pdf). Unlike MS Word or other word processors, the PDF format preserves the formatting of your document: what you see/submit is what reviewers see.

In order to save your documents as PDFs, you will need to use PDF generator software. There are a number of software products available for both PCs and Macs that will convert your documents to PDFs. There are also websites that will do the conversion for you.

Below is a sampling of some of the PDF generators on the market (list provided from the website of the National Endowment for Humanities <http://www.neh.gov/grants/grantsgov/pdf.html>).

Please consult vendor websites for additional information. Lymphoma Research Foundation and proposalCENTRAL do not endorse any particular software.

The vendor websites are listed in alphabetical order:

Adobe: <http://www.adobe.com/products/acrobatstd/main.html>
Print driver that will work with any application. For PC or Mac.

BLC Technologies: <http://www.gohtm.com/>
Web-based converter. Can be used by PC or Mac. Vendor e-mails PDF back to you.

Blue Squirrel: <http://www.bluesquirrel.com/products/Click2PDF/>
Print driver that will work with any application. For PC.

Create Adobe PDF Online: <http://createpdf.adobe.com/>
Web-based converter. Can be used by PC or Mac. Vendor e-mails PDF back to you.

CutePDF: <http://www.cutepdf.com>
Print driver that will work with any application. For PC.

Go2PDF: <http://www.go2pdf.com>
Print driver that will work with any application. For PC.

PdfF995: <http://site4.pdf995.com/>
Print driver that will work with any application. For PC.

Win2PDF: <http://www.win2pdf.com/>
Print driver that will work with any application. For PC.

Zeon Corporation: <http://www.pdfwizard.com/>

Print driver that will work with any application. For PC.