

2-year (2007-2008)

Mantle Cell Lymphoma Consortium (MCLC) Correlative Clinical Studies

Request for Applications

Guidelines & General Instructions for Application

PURPOSE OF AWARD

In 2005 the Lymphoma Research Foundation (LRF) founded the Mantle Cell Lymphoma Consortium (MCLC), an international research network comprised of MCL-Initiative funded investigators and additionally, clinical and laboratory researchers contributing to MCL research. Through the MCLC, LRF has funded 24 major, innovative research projects totaling \$17 million.

Innovative research by definition may uncover new questions and new areas requiring investigation. Basic funding often does not allow for additional, correlative studies to explore these areas. The intention of the current request for proposals is to fund such adjunct studies to complement and synergize with ongoing MCL trials within the NCI Cancer Cooperative Groups and/or the LRF-funded clinical projects, or comparable studies. **The applications should clearly focus on MCL and have a high degree of relevance to research questions pertinent to MCL.**

ELIGIBILITY

You may submit an application if your institution is a:

- Non-profit organization
- Public or private institution such as a university, college, hospital and/or laboratory
- Domestic or foreign institutions/organizations are eligible

For-profit entities are *not* eligible to apply for LRF funds, however, should a for-profit institution have a relevant therapeutic or research project, they should contact LRF management to discuss possible public-private partnerships.

Any individual with the skills, knowledge and resources necessary to carry out the proposed research is invited to work with their (eligible) institution to develop an application for support. Applications are encouraged from qualified individuals without regard to age, race, religion, sex, creed, national origin, or any other characteristics protected by law.

All LRF applications are self-initiated. LRF does not invite applications from selected individuals, institutions, or laboratories

PEER REVIEW PROCESS:

Applications to this RFA will be assigned, based on keywords selected by the applicant, to the three most qualified reviewers among the LRF's Scientific Advisory Board, comprised of leading experts in lymphoma research. The SAB will discuss those applications deemed to have the highest scientific merit, and assign each a priority score. The LRF Scientific Advisory Board will

then 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 of funding decisions in May, 2007.

REVIEW AND AWARD CRITERIA:

The goals of LRF-supported research are to advance the understanding of the biological systems underlying MCL 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:

- Applicant qualifications and research experience;
- Innovation of proposed research strategy and objectives;
- Quality and impact of previous work in Mantle Cell Lymphoma and lymphoma in general;
- Clinical application to advancing treatment of MCL patients;
- Reviewers estimation of likely success and impact of the project;
- 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:

- Relationship of the study to a larger project, and degree to which it will contribute to the outcome of this larger project;
- Budget: the reasonableness of the proposed budget and the requested period of support in relation to the proposed research;
- Adequacy of proposed statistical analysis.

MECHANISM OF SUPPORT:

Applicants may request a project period of 1-2 years as deemed necessary by the requesting Principal Investigator. Applications under this RFA may not exceed \$75,000 per year in direct costs plus up to 25% indirect costs will be allowed.

Payments will be made quarterly to the comptroller or other financial officer of the Institution as indicated on the cover page of the application form. The Institution will be responsible for disbursing funds to the LRF Principal Investigator in accordance with the budget submitted with the application. Other support for the project should be listed under "Current and Pending Research Support".

APPLICATION TIMELINE

- December 5, 2006 – LRF announces Requests for Proposals
- February 16, 2007 – Application Due Date
- February 20 through March 12, 2007 – Peer Reviews
- March 23, 2007 – Selection Meeting
- April 2007 – Funding Decisions

- May 2007 – Notifications
- June 2007 -- Project Start Date

SUBMISSION OF THE APPLICATION

The application is to be completed in two sections. Each of the two sections must be sent to LRF both in hardcopy and by email.

- 1) The Application Form (comprising the face or cover pages) should be downloaded and completed electronically.
- 2) The Content Section and Appendices should be assembled in a separate document(s) according to the instructions below.

Hard Copy: The 4 page Application Form should then be printed out, and the signed original, plus 3 copies, together with the 4 hard copies of the Content Section, should be mailed to:

Lymphoma Research Foundation
111 Broadway, 19th Floor
New York, NY 10006
Attn: Research Grants

E-mail: The content matter of the application, as listed below in “General Instructions”, should be collated in MS Word or PDF format and emailed, TOGETHER with the electronically completed Application Form, to: researchgrants@lymphoma.org

REVIEW PROCESS, AWARD ANNOUNCEMENTS, AND FUNDING

- The LRF Scientific Advisory Board (SAB) will review all applications by mid-March, 2007.
- A Selection meeting will take place in late March, 2007.
- Applicants will receive notification of funding decision in May, 2007.
- Individuals selected as LRF Grantees will receive with their notification a LRF Mantle Cell Lymphoma Clinical Studies Correlative Grant Agreement for signature by the LRF Grantee, and the Sponsoring Institution.
- Commencement of funding will be in June/July 2007. Payments will be made quarterly to the comptroller or other financial officer of the Institution as indicated on cover sheet of the application form. The Institution will be responsible for disbursing funds to the LRF Grantee.

GENERAL INSTRUCTIONS FOR COMPLETING THE APPLICATION

- 1) All applications must be submitted in English. MS Word or PDF format may be used. The type must be single-spaced. The typeface (font) must be no smaller than 11 point and must be either proportionally spaced or no more than 12 characters per inch. Leave at least ¾-inch margins on all sides.
- 2) Please download and complete the Application Form (face or cover pages). Please also download or request the LRF MCLC Correlative Clinical Studies Policy and Terms and Conditions. ALL Applicants must adhere to ALL requirements as stated in the “Terms and Conditions.”
- 3) Receipt of each application will be confirmed via e-mail sent to the Applicant.

- 4) All LRF applications, application evaluations, and priority scores are considered confidential and are made available only to the SAB, the Board of Directors (BOD), administrative staff and other LRF representatives involved in the application process. Written critiques of applications and priority scores are not made available to Applicants. Although LRF endeavors to protect the confidentiality of proposal and evaluation materials, confidentiality cannot be guaranteed. Submitted proposals become the property of LRF and will not be returned.
- 5) Applications that exceed page limits, that are incomplete, or that are received late will not be reviewed.
- 6) A COMPLETE application includes the following and MUST be collated in the following order:
 - a) **Application Form / Cover Sheet:** The cover sheet must be signed by the applicant (lead investigator of the proposed project), and the authorized official of the sponsoring institution. Original signatures in ink are required. **Please double-check e-mail addresses for accuracy**, since they will be used to acknowledge receipt of proposals. The signed original should be mailed to LRF. The electronic version of the Application Form must accompany the content of the application when emailed.
- 7) **Content Section**: The following should be collated into a single document:
 - a) The first page should state “MCLC Correlative Clinical Study Application 2007”, and note the project title and the name of the applicant.
 - b) **Table of Contents:** Provide the actual page number for each application and appendix item (including those sent as a separate file). All pages of the application and appendices (exclusive of publication reprints) should be consecutively numbered.
 - c) **List of Co-Investigators, Collaborators and Consortia:** Please list all the senior level researchers who will be collaborating in the project, at your own institution or at an institution with which you have a contractual or consortium relationship. Please state their role in the project, and give full contact information including email address. Please also attach a Biographical Sketch for each named collaborator, see 8(b) below.
 - d) **Non-Technical Abstract:** This is a brief description (100 words or less) of the proposed research plan presented in terminology for the general public. It should be understandable to the average reader of a daily newspaper.
 - e) **Technical Abstract:** In addition to describing the project using technical language, the Technical Abstract should explain (in 100 words or less) the significance of the research plan to the field of lymphoma. (*Note: The non-technical and technical abstracts should explain the significance of the proposed work for patient treatment in lymphoma.*)
 - f) **Description of the Project:** please follow the NIH format. The description should be no longer than 10 pages, including tables and figures. Please limit bibliography to an additional 3 pages.
 - g) **Budget and Budget Justification:** A budget must be submitted which shows clearly how this amount will be allocated, for each year of the project. If personnel expenses are included, please list staff by name, with role, percent effort and base salary plus fringe benefits. Any non-personnel expenses should be itemized. The Budget Justification should reflect the expenses listed in the budget and the rationale for

charging them to the project. Subsequent budget changes should be submitted in writing, with a similar breakdown and justification.

- h) **Current and Pending Research Support:** List all active and pending research support for the applicant. Include all individual and institutional support available for the proposed work during its duration. For each item, provide a source of support, identifying number, project title, name of Principal Investigator/Program Director, annual direct costs, and total period of support.
- 8) Appendices:** The following may be attached as one or more separate documents if necessary. Please identify each appendix file clearly with project title and applicant's name.
- a) **Applicant's Biographical Sketch:** Please follow NIH format, but limit to 2 pages only. List only the most recent and/or relevant publications.
 - b) **Collaborator(s)' Biographical Sketch(es):** Please follow NIH format, but limit to 2 pages only. List only the most recent and/or relevant publications
 - c) **Vertebrate Animals Certification or Statement of Exemption:** See *LRF Terms and Conditions*, #12a for direction.
 - d) **Human Subjects Certification or Statement of Exemption:** See *LRF Terms and Conditions*, #12b for direction.
 - e) **Biohazards Certification or Statement of Exemption:** See *LRF Terms and Conditions*, #12c for direction.
 - f) **Publications:** Each application is LIMITED TO FIVE (5) PUBLICATIONS, collated with each proposal.
 - g) **Protocol Summary** of the major study to which the proposed study correlates. This should be an ongoing study funded by LRF or by the Cancer Cooperatives. Please limit to 5 pages.
 - h) **Any preliminary data** from the above study that supports the hypothesis of the proposed correlative study. In the case of an ongoing LRF study, please attach your most recent progress report. Please limit to 5 pages.

FURTHER INFORMATION

E-mail researchgrants@lymphoma.org with any questions regarding applications.