

APPLICATION PACKET FOR
JACKI and BRUCE BARRON
CANCER RESEARCH SCHOLARS' PROGRAM
6-MONTH SABBATICALS IN CANCER RESEARCH
FOR ESTABLISHED SCIENTISTS
(A PARTNERSHIP BETWEEN ICRF AND CITY OF HOPE)

This Packet Contains the Following:

1. General Policies Governing these Grants
2. Instructions for Filling Out the Application
3. Application Cover Page



IMPORTANT!!! PLEASE READ THE FOLLOWING
BEFORE FILLING OUT THE APPLICATION FORM!!!



- ◆ Before any application will be processed or reviewed, all of the required items must be completed exactly as requested. Failure to follow any of the instructions precisely will result in the application not being reviewed.
- ◆ Please note that the application cover page is a one-page form that has been prepared for 8.5" x 11" paper with .25" margins. If, after completing this form, some information spills onto a second page, then you did not fill it out correctly and must reformat. Please view or print the PDF version so that you will see the correct layout. Do not alter the various section sizes or the borderlines on the application cover page.
- ◆ When preparing the rest of your application, please pay particular attention to the page limitations. The required font is Arial 11 point, with half-inch margins. (Figure legends may be smaller.)
- ◆ Please be sure to include a letter of support from the department director or division chair from the home institution, as well as CVs and Publication Lists from both the visiting and collaborating scientists. (The required format is an NIH biosketch. Click [Here](#) for more info.)
- ◆ All institutional approval letters for the use of Animals and/or Human Subjects in your experiments must be written *in English*. No supplemental materials will be accepted after the deadline unless specifically requested by ICRF.
- ◆ Please submit your application as an E-mail attachment to: grants@icrfny.org. Make sure to include all required pages and appended materials. *Printed copies are not necessary*. One PDF file of the full proposal is preferable, but if the file is too large to E-mail, it may be sent in several smaller files.

GENERAL POLICIES GOVERNING
JACKI and BRUCE BARRON
CANCER RESEARCH SCHOLARS' PROGRAM
6-MONTH SABBATICALS IN CANCER RESEARCH
FOR ESTABLISHED SCIENTISTS

The Israel Cancer Research Fund (ICRF) is a voluntary charitable organization that receives its total income from private donations. Its main goals are the advancement of cancer research and the training of Israeli scientists in Israel. To that end, funds for cancer research are available to citizens of Israel, both native-born and those who have settled. Funds are not usually available to visiting scientists. (Proof of Israeli citizenship must be furnished upon request.) Funds may be requested for clinical or basic research or training, which must relate to cancer.

For purposes of this grant category only, two 6-month sabbaticals will be awarded: one for an Israeli scientist to visit a lab at City of Hope (CoH) in Duarte, California, USA, and one for a scientist from CoH to visit a lab at a research institution located in Israel. The application should be submitted by the visiting scientist, with input from the designated collaborator. For a list of participating City of Hope faculty, please visit the following website: <http://www.cityofhope.org/cancer-research-scholars-program>.

Information on applying for ICRF research grants can be downloaded from our website, or obtained from the address above. For any questions or problems, please send an E-mail message to: ellen.rubin@icrfny.org.

Each application is reviewed by a Scientific Review Panel of the Israel Cancer Research Fund (the Fund) and evaluated for its (1) scientific content and rationale; (2) qualifications, experience and productivity of the candidate; (3) facilities and scientific environment available to the candidate. The relationship of the research to cancer must be defined in the application. The rankings and recommendations of the Scientific Review Panels are presented to the International Scientific Council for final consideration. The Board of Trustees of the Fund then approves all awards.

BEFORE ANY APPLICATION WILL BE PROCESSED OR REVIEWED, ALL OF THE REQUIRED ITEMS MUST BE COMPLETED EXACTLY AS REQUESTED; OTHERWISE THE APPLICATION WILL BE REJECTED AUTOMATICALLY.

Timetable for the Awarding of Grants

<i>RECEIVED BY THE FUND IN NEW YORK</i>	<i>NOTIFICATION OF DECISION</i>	<i>ACTIVATION OF AWARD</i>
December 30	July 1	On, or Prior to, March 1, 2019

Purpose and Eligibility

Collaboration and continued learning at all levels of expertise is essential to advancing research. With this in mind, The Jacki and Bruce Barron Cancer Research Scholars' Program has been established as a partnership of the ICRF and City of Hope, as supported by The Harvey L. Miller Family Foundation, to foster outstanding collaborative research and to promote the exchange of ideas between exceptional researchers in the United States and Israel. The overarching goal of this program is to advance our understanding of cancer and to develop life-saving therapies, novel diagnostic approaches, and/or prevention strategies by leveraging the knowledge and expertise of scientists in the two countries.

One component of this program is to offer a sabbatical of 6 months at CoH for established (mid-career and/or senior level) Israeli scientists, as well as the same for an established CoH scientist at an Israeli institution. Candidates are required to provide recommendations by their institutional leadership, a defined research plan, and to identify a collaborator. The selected scientists will receive funds to cover the costs of travel, housing, lab supplies, conference attendance, and incidental expenses. The awarded sabbatical leaves will be granted in accordance with the academic policies and procedures of both the host institution and the home institution.

Duration and Amount of the Award

This sabbaticals will be awarded, contingent upon the availability of funds, for six (6) months at a maximum stipend of \$62,000 each. This stipend will cover housing, travel, supplies, etc. The sabbatical may begin at any time between September 1, 2018, and March 1, 2019; but, must be completed by August 31, 2019. (It is expected that upon completion of this grant, the scientists will return to their home institution for a period of at least two years, unless prior arrangements have been made and agreed to *in writing* between the scientists and the ICRF and/or CoH. Failure of the scientists to abide by these terms will allow the ICRF and CoH to recover funds in toto.)

Fiscal Requirements for Institution

A separate account must be maintained for each award. This account must be available for audit at any time by representatives of the ICRF and CoH.

The funds are to be used for actual direct expenses connected with the project. No overhead, clerical or other administrative charges can be made by the institution against the award funds. Funds may not be used for the visiting scientists' salaries.

Reporting

At the end of the sabbatical, a narrative and financial report detailing the progress made and allocation of funds will be required 30 days after the completion of the funding period. ICRF will send the necessary forms in advance of the due date. Reports will be shared with City of Hope.

Special Conditions

Should the awardee, or the sponsoring institution specified by our award, vacate the project, the ICRF and/or CoH will automatically void the award and terminate funding. Failure of the institution to notify the ICRF and/or CoH of such vacancy will allow the ICRF and/or CoH to recover funds in toto.

Biohazards and Protection of Human Subjects and/or Animals

Safeguarding the rights and welfare of human subjects and/or animals involved in activities supported by the ICRF and CoH as well as consideration of potential biohazards is the responsibility of the institution that receives the award. Awards for projects involving human subjects and/or animals require prior review and approval by the appropriate institutional committee. That written approval must be submitted along with the application. The review date should be recent; certification is invalid if the review date precedes the submission date by more than one year. These approval letters must be written *in English*.

Publications

Publications resulting from projects supported by the ICRF and/or CoH must contain the following acknowledgment:

"This study was supported by a Sabbatical Grant from the Jacki and Bruce Barron Cancer Research Scholars' Program, a partnership of the ICRF and City of Hope, as supported by The Harvey L. Miller Family Foundation"

Awardees should send electronic copies of publications carrying the above credit line to the ICRF International Executive Office in New York as soon as possible after publication. These will be shared with CoH.

Patents

Any decisions concerning intellectual property created or developed under the Jacki and Bruce Barron Cancer Research Scholars' Program Grant and pursuant to joint research activities between City of Hope and ICRF, including but not limited to ownership, responsibility for patent prosecution or other statutory protection, and if applicable, commercialization, will be reviewed in consultation between City of Hope and ICRF.

Changes and Amendments

Any changes or amendments to the original award must be approved in writing by the ICRF and City of Hope.

**ONLY ONE (1) GRANT APPLICATION PER PERSON
WILL BE ACCEPTED FOR EACH SUBMISSION DEADLINE**

(If you already hold an ICRF grant, or are currently applying for a grant in another category, you may also apply for a Sabbatical under this special program.)

INSTRUCTIONS FOR FILLING OUT THE
JACKI and BRUCE BARRON
CANCER RESEARCH SCHOLARS' PROGRAM
6-MONTH SABBATICALS IN CANCER RESEARCH
FOR ESTABLISHED SCIENTISTS

GENERAL INSTRUCTIONS - Please read the following carefully:

- Applications must be completed in standard American or British English. If English is not your first language, we strongly urge that the application be reviewed and corrected by someone perfectly fluent in grammatical, idiomatic English. Stated simply, this means that your chances of having your application understood will be greatly increased if you follow the suggested approach. Do not use abbreviations without definition, unless they are obvious to all (e.g., M.D., DNA).
- Before filling out the application, read the “General Policies Governing the Jacki and Bruce Barron Cancer Research Scholars’ Program.” Follow all directions carefully.
- Fill out each item in each section completely. Make sure that your name appears on the upper right-hand corner of every page.
- The entire text of the application should be in the Arial font. On the application cover page, the font size must not be smaller than Arial 10 point, 6 lines per vertical inch. For the attached narrative, the font size must not be smaller than Arial 11 point with half-inch margins all around, prepared for 8.5” by 11” paper. (Only figure legends may be in a different font and/or smaller point size.)
- Do not alter the borderlines on the application cover page, which has been prepared for 8.5” x 11” paper with .25” margins). (Please view or print the PDF version of the application cover page so that you will see the correct layout.)
- Please submit your application as an E-mail attachment to: grants@icrfny.org. Make sure to include all required pages and appended materials. *Printed copies are not necessary*. One PDF file of the full proposal is preferable, but if the file is too large to send in one E-mail, it may be sent in several smaller files. No supplemental materials will be accepted after the deadline unless requested by ICRF.

FAILURE TO FOLLOW ANY OF THESE INSTRUCTIONS PRECISELY WILL RESULT IN REJECTION OF THE APPLICATION PRIOR TO SCIENTIFIC REVIEW AND FORFEIT OF A CHANCE TO COMPETE FOR AN AWARD IN THE CURRENT YEAR.

SPECIFIC INSTRUCTIONS

These must be followed precisely. Read these instructions, item by item, as you fill in each section of the application. If you have any questions, telephone us or send an E-mail message to: ellen.rubin@icrfny.org

Application Cover Page

1. Date of application: Self-explanatory.

2. Name of Applicant: Last name first in CAPITAL LETTERS, first and middle names in Upper and lower case letters. Indicate degree (e.g., M.D., Ph.D., etc.).
 - 2a. Your Signature is required in addition to your printed name. Your signature indicates your agreement to abide by ICRF's and CoH's rules and regulations, if an award is made to you.

3. Name of Collaborator: Last name first in CAPITAL LETTERS, first and middle names in Upper and lower case letters. Indicate degree (e.g., M.D., Ph.D., etc.).
 - 3a. Your Collaborator's Signature is required in addition to the printed name. This signature indicates that your collaborator is aware of the nature of your proposal.

4. Address at Home Institution: Self-explanatory. Include Telephone, Fax number, and E-mail Address.

5. Location of Proposed Project: Self-explanatory. Include Telephone, Fax number, and E-mail Address.

6. Title of Project: Do not exceed the space provided – Maximum 90 characters, including spaces and punctuation. Do not use a font size smaller than Arial 10 point.

7. This Project Involves the Following: Put an "X" in the appropriate box(es). Attach appropriate assurances of compliance from the institutional authorities (*which must be written in English!*). The review date should be recent; certification is invalid if the review date precedes the submission date by more than one year.

8. Period of Award: Please enter the start and end date as MO/DAY/YR. (The sabbaticals may begin at any time between September 1, 2018, and March 1, 2019; but, must be completed by August 31, 2019).

9. Person Authorized to Sign for Home Institution: This should be the president, director, or other in authority. This signature indicates willingness of the institution to abide by all of the rules and regulations of the ICRF and/or CoH.

10. Person Authorized to Sign for Collaborating Institution: Same as No. 9 above.

Narrative Attachments

The following sections should be attached as additional pages. Text should be single-spaced using the Arial 11 point font, 6 lines per vertical inch, with a minimum of half-inch margins, formatted for 8.5" x 11" paper size. (You may use a larger point size, if desired, but the preferred font is Arial.)

DO NOT EXCEED THE NUMBER OF WORDS &/OR PAGES DESIGNATED FOR EACH SECTION. Failure to conform to the guidelines may impact unfavorably on the priority score, or result in the application being returned to the applicant without review.

Please adhere to the following format:

- A. Overview: Briefly describe the research to be conducted during the sabbatical leave and any significant contributions already made in the course of the activity concerning the project.
DO NOT EXCEED 300 WORDS.
- B. Relevance to Cancer: On the same page as the Overview above, please provide a short paragraph, in non-technical language, explaining how your work is relevant to the clinical problem of cancer. (The ICRF recognizes that cancer research encompasses a very broad spectrum and that progress in cancer control will, therefore, come from taking the broadest possible view, consistent with our mission, of what constitutes cancer research.)
DO NOT EXCEED 200 WORDS.
- C. Present Research Support Available: This item must be completed carefully and fully.

Please Note: *Providing this information will not necessarily preclude you from receiving an award, but failure to include it may result in rejection of your application.*

- First, indicate and list each grant of which you are *Principal Investigator* as (PI). State funding organization, grant title, % full time equivalents (FTE) of your time, total amount in US Dollars (\$), total duration of awards, in that order. Example: (PI) NIH, Cholesterol levels in blood of fatted calves, 20%, \$125,000 12/01/16-11/30/19 (MO/DAY/YR).
- Next, indicate and list each grant of which you are a *Co-Investigator* as (CI). State funding organization, grant title, principle investigator, %FTE of your time, total amount in dollars (\$), total duration of award. Example: (CI) Volkswagen Stiftung, Molecular biology of ugly ducklings. Leshek Walenza, PI, 15%, \$300,000. 01/02/16-12/31/18 (MO/DAY/YR).
- Then, indicate and list, in the same format, all applications currently under consideration as (Submitted).

If you have no current support and/or submitted applications, please indicate "none" where appropriate.

If there is room, you may begin this section on the same page as the Overview and Relevance to Cancer sections, but please try not to exceed one (1) additional page.

- D. *Project Description*: Discuss in detail the experimental design and the procedures to be used to accomplish the specific aims of the project. Describe the protocols to be used and provide a tentative sequence or timetable for the investigation. (The time estimated should not exceed the term for which support is requested.) Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches for achieving the aims. In a separate subsection, point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. DO NOT EXCEED TWO (2) PAGES.
- E. *Collaboration Synergies*: Use this section to outline how the investigators will integrate their respective contributions to the proposed research project and what value will be added by the visiting scientist. DO NOT EXCEED ONE (1) PAGE.
- F. *Long-Term Goals*: Describe how this project fits in with your long-term research goals, as well as your plans for ongoing collaboration. DO NOT EXCEED ONE (1) PAGE.
- G. *Career Value*: Describe why the timing for the sabbatical is right for you, why the selected lab will help to advance your career, what you intend to do upon return to your home institution, and how the sabbatical will benefit your ongoing career. DO NOT EXCEED ONE (1) PAGE.
- H. *Appendix*: Appended materials should include:
- a) A letter of support from the department director or division chair from the home institution;
 - b) CVs and Publication Lists from both the visiting and collaborating scientists (the required format is an NIH biosketch);
 - c) Figures, if any. (Do not exceed 2 pages of figures, and do not use this section to bypass the page limitations);
 - d) Committee approval letters for the use of human subjects and/or animals. (These letters must be written *in English*).

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6-MONTH SABBATICAL GRANTS

This application should be submitted by the visiting scientist, with input from his or her designated collaborator. For a list of participating City of Hope faculty, please visit the following website: <http://www.cityofhope.org/cancer-research-scholars-program>

1. Date of Application (mo/day/yr): _____

2. Name of Applicant: _____
 LAST (IN CAPITAL LETTERS), First, Middle; Degree

2a. Signature: _____

3. Name of Collaborator: _____
 LAST (IN CAPITAL LETTERS), First, Middle; Degree

3a. Signature: _____

4. Address at Home Institution:

 Tel. No.: _____ Fax No.: _____
 E-mail Address: _____

5. Location of Proposed Project:

 Tel. No.: _____ Fax No.: _____
 E-mail Address: _____

6. Title of Proposed Research Project (Do Not Exceed This Space – Maximum 90 Characters, including spaces and punctuation):

7. This Project Involves the Following:	<i>(Check <u>All</u> that Apply)</i>	
<input type="checkbox"/> Immunology and Immunotherapy	<input type="checkbox"/> Cancer Stem Cells	<input type="checkbox"/> RNA Metabolism <input type="checkbox"/> Human Subjects*
<input type="checkbox"/> Proteomics and Protein Structures	<input type="checkbox"/> Intracellular Trafficking	<input type="checkbox"/> Animals* (<i>*Attach Institutional Approval</i>)
<input type="checkbox"/> Clinical and Translational Research	<input type="checkbox"/> Membrane Biology	<input type="checkbox"/> Other (<i>please fill in</i>)
<input type="checkbox"/> Genetics and Genomics	<input type="checkbox"/> Metabolism and Cancer	_____
<input type="checkbox"/> Model Organisms	<input type="checkbox"/> Cell Signaling	_____

8. Period of Award: from (mo/day/yr): _____ to (mo/day/yr): _____

9. Person Authorized to Sign for Home Institution
 Name: _____
 Title/Position: _____ Signature: _____
 Address: _____

 Tel. No.: _____ Fax No.: _____ E-mail Address: _____

10. Person Authorized to Sign for Collaborating Institution
 Name: _____
 Title/Position: _____ Signature: _____
 Address: _____

 Tel. No.: _____ Fax No.: _____ E-mail Address: _____