

**NEW JERSEY COMMISSION ON CANCER RESEARCH**  
**Policies Governing Cancer Investigator Bridging Grant Awards**

**OVERVIEW:**

The New Jersey Commission on Cancer Research in collaboration with the New Jersey Department of Health & Senior Services seeks to fund interim support for promising cancer-related investigator-initiated research projects that have been highly rated in competitive merit review of major cancer funding organizations including the National Cancer Institute (NCI), the Department of Defense (DOD), and the American Cancer Society (ACS), but were not funded due to budgetary constraints.

**TYPE OF RFA:**

This is an open and competitive grant program, based on a National Institutes of Health (NIH), American Cancer Society or United States Department of Defense scientific peer review ratings, that is available to all non-profit research institutions, cancer centers, or scientific agencies in New Jersey who meet the minimum eligibility requirements described in that section below.

**BACKGROUND:**

The New Jersey State Commission on Cancer Research (NJCCR), whose members are appointed by the Governor, was established on January 17, 1983, with the passage of the "Cancer Research Act" by the New Jersey State Legislature. The NJCCR promotes significant and original research in New Jersey into the causes, prevention and treatment of cancer and serves as a resource to providers and consumers of cancer services. By means of this promotion and funding, the NJCCR expects to establish the foundations for the kind of cancer research that will place New Jersey at the cutting edge in the fight against cancer. It also administers the New Jersey Breast and Prostate Cancer Research Funds that are fueled by donations given through check-off boxes on the New Jersey State Income Tax forms as well as proceeds from the specialty conquer cancer license plate available from the New Jersey Motor Vehicles Commission. In addition, the NJCCR may accept gifts, grants and bequests of funds from individuals, foundations, corporations, government agencies and other organizations.

The Governor's FY 2009 State Budget included an additional \$17 million for cancer research, treatment and prevention as a line item under the New Jersey Department of Health and Senior Services (DHSS) Grants – In – Aid section. The NJCCR in collaboration with the DHSS is administering a portion of these funds for cancer research grants, fellowships and research development awards.

## **PROGRAM PURPOSE AND GOALS:**

State funds appropriated for cancer research are directed towards the following goals:

- ◆ Increasing the number of new investigators, new grants and new products in New Jersey.
- ◆ Increasing national research dollars brought into New Jersey.
- ◆ Supporting state capacity to rapidly translate discovery to clinical care.
- ◆ Expanding strategically important shared resources.

As research dollars have shrunk in recent years, the NJCCR and the DHSS have determined that bridging grants represent a significant need for cancer researchers in New Jersey. Providing short-term support to strengthen the competitiveness of proposals that are just below funding lines will increase national research dollars returned to the State and help promising scientists launch their careers within New Jersey.

## **RESEARCH SCOPE:**

The intent of this grant mechanism is to provide interim support for promising cancer-related investigator-initiated research projects that have been highly rated by national panels of peer reviewers in recent federal competitions but were not funded due to budgetary constraints. Allowable national competitions include those conducted by the National Cancer Institute, the Department of Defense Congressionally Directed Medical Research Programs for Breast Cancer Research or Prostate Cancer Research and the American Cancer Society.

## **REVIEW PROCEDURES AND CRITERIA:**

Proposals received under this announcement will be reviewed for technical compliance and cancer relevancy by a peer review panel consisting of established researchers from outside the state, or New Jersey scientists who are employed by a for profit pharmaceutical/biotechnology company. Applications will be ranked according to priority rating and Initial Review Group (IRG) percentiles and awards will be made based upon this ranking from highest to lowest. Certified documentation from national funding agencies should include cover, abstract and budget pages from original applications, a summary review including priority rating and funding percentile must be submitted as part of the application. The New Jersey Commission on Cancer Research shall be responsible for convening this panel and assuring that it functions in a fair and equitable manner in all of its deliberations and decisions. The NJCCR reserves the right to consider other contributing factors such as programmatic, geographic and relevancy factors in making decisions among applications that have comparable scientific merit based upon review panel recommendations.

## GENERAL INSTRUCTIONS:

Application forms for this RFA and NJCCR Policies and Guidelines Governing Cancer Investigator Bridging Grant Awards may be obtained by logging onto our website [www.njccr.com](http://www.njccr.com) or emailing [njccr@doh.state.nj.us](mailto:njccr@doh.state.nj.us) or writing to the address listed below:

**Executive Director  
New Jersey Commission on Cancer Research  
3635 Quakerbridge Road  
PO Box 369  
Trenton, NJ 08625-0369**

## DEADLINES

<b><u>Hard Copy and E-mailed Copy</u></b>	<b><u>Due Date:</u></b>	<b><u>Activation Date:</u></b>
<b>Application</b>	<b>November 5, 2008</b>	<b>February 5, 2009</b>
<b>Application</b>	<b>April 6, 2009</b>	<b>June 5, 2009</b>

*The original application, 5 hard copies and an e-mailed copy of the application must be received in the NJCCR Office no later than 4:00 p.m. on the application due date of November 5, 2008 or April 6, 2009. Late applications will not be accepted.*

## ELIGIBILITY:

New Jersey researchers who have applied to the National Cancer Institute (NCI), American Cancer Society (ACS) or Department of Defense (DOD) for cancer grants and received scores that fall within the 25% percentile of applicants for their assigned Initial Review Group (IRG) section as demonstrated by summary evaluation from the participating institutions, and have less than \$350,000 in other grant support, may apply for a short term bridging grant designed to allow the investigator to strengthen proposals for resubmission within 12 months of completion.

Applicants must have submitted a multi-year investigator-initiated research application to the agencies above and have received a peer review summary statement dated on or after January 1, 2008 indicating high scientific merit. K type career development grants are not eligible. For purposes of this competition, "high scientific merit" is a percentile ranking of 25<sup>th</sup> or better. Competing renewals will be favored under this program. Only one bridge grant proposal can be submitted for funding by an investigator.

Principal Investigators must be full time tenured faculty at non-profit New Jersey scientific organizations, academic institutions, cancer research centers, and approved hospitals holding American College of Surgeon's NCI-designated, Teaching Hospital Accreditation, headquartered and operating in New Jersey, that actively engage in trans-disciplinary research to reduce cancer incidence, morbidity, and mortality are eligible for this program.

- Adequate institutional support
  - Core/shared facilities and equipment
  - Administrative and supportive staff
  - Fiscal oversight
- Core Research Capacity
  - Specialized research space
  - Institutional Review Boards
  - Scientific Monitoring
  - Oversight
  - Database and Informatics
- Access to cancer populations
  - Patients
  - Tissues
  - Cell lines
- Supportive Research Environment
  - Multidisciplinary collaborations
  - Mentoring and training capacity
  - other institutional support (IT, meeting space etc)
- Commission on Cancer Accreditation (required for hospitals and clinical programs only)

Non-profit organizations are defined as any college/university or an organization that is owned and operated exclusively for scientific or educational purposes, and for which no part of the net earnings benefits any private shareholder or individual.

#### **TYPE OF FUNDING:**

Funds of up to 50% of original direct cost budget plus NJDHSS established indirect cost rates (11.4%) will be considered up to a maximum of \$150,000. Salary support including fringe benefits is limited to 20% of institutional salary for principal and co-investigators.

Administrative and general operational costs must be specifically and directly related to the project, necessary for the project's completion, and adequately justified. Accordingly, support for the following will not be allowed in the application:

- Management & administrative salaries
- Secretarial, office expenses and telephone services
- Clinical care or treatment services not directly related to the project or shared resource
- General IT and computer services not related to the project
- Facility leasing or rentals unless directly related to the shared resource, equipment or project
- Library services including the purchasing and binding of books and periodicals
- Furniture for laboratories and office equipment and supplies
- Dues for membership and registration fees in scientific societies or at professional meetings
- Recruitment and relocation expenses

- Facility construction, building maintenance or major alterations

Upon acceptance of a grant award, the applicant's organization assumes legal and financial responsibility for awarded funds and the conduct of supported activities. It is the responsibility of the applicant's institution and principal investigator to assure the accuracy and validity of all fiscal scientific and administrative information pertaining to the awarded grant.

Bridge Grant awardees will be required to resubmit their proposal to national funding agencies prior to December 31, 2009 for awards made on February 5, 2009 and April 30, 2010 for awards made on June 5, 2009.

### **PRINCIPAL INVESTIGATOR'S RESPONSIBILITIES:**

The principal investigator is fully responsible for all aspects of the research and must be in compliance with all NJCCR, DHSS, State and Federal regulations and laws related to the project. Violations or failure to comply may result in grant termination.

All NJCCR awardees are required to participate at least once during the grant period in an approved NJCCR sponsored scientific program. NJCCR investigators are expected to serve as spokespersons on the importance of cancer research to New Jersey. Award recipients may be called upon for public speaking, presentations at scientific meetings, and interaction with the media and government officials. Please note, all applications may be subject to the Open Public Records Act. The NJCCR requires progress reports and research updates for up to 5 years after completion of grants. Acceptance of this award presumes an understanding of, and agreement with, these responsibilities. Failure to comply with these terms may result in grant termination.

### **SCIENTIFIC AND BUDGETARY OVERLAPS:**

The NJCCR does not fund studies that have scientific and/or budgetary overlap with grants supported by other agencies. Accurate and complete information on actively funded, pending and planned proposals for each professional must be provided on the application form entitled "Other Support." Should funding be accepted from another agency, it is the responsibility of the principal investigator to notify the NJCCR immediately. The NJCCR is in communication with other funding agencies and reserves the right to investigate any possible overlaps.

### **BUDGET:**

Budgets included in the grant application must accurately reflect the requirements of the proposed project. The following information should be listed in the areas provided.

1. **Personnel:** List the names and positions of all personnel who will be connected with the work and the percentage of the time devoted to the project by each. Co-Investigators are considered to be equivalent in status to Principal Investigators. As such, support for their salary may not exceed 20% of total salary. All personnel must be listed even though they might not receive salary support. Arrangements for consultants should be verified with a letter of intent. Salaries and fringe benefits of all personnel supported by grant awards must be clearly indicated and reflect the proportion of time dedicated to the project.

Persons compensated by grant funds are not considered employees of the New Jersey Commission on Cancer Research, or the New Jersey Department of Health & Senior Services.

2. **Equipment:** The NJCCR does not support large equipment expenditures. Requests in excess of \$2500 must be itemized and specific justification of items in excess of \$10,000 must be included. Equipment costs should not be included in calculations for indirect costs.
3. **Supplies:** The type and cost of consumable good must be listed in the appropriate category.
4. **Travel:** The NJCCR limits travel to a ceiling of \$2,500 per grant except in extraordinary circumstances. International travel is not permitted.
5. **Miscellaneous Expenses:** This may include any other anticipated expenditure not falling within the categories listed above.
6. **Indirect Costs:** Indirect costs will be allowed to a maximum of 11.4 percent of the total costs of the budget. Equipment costs may not be applied to indirect costs.

#### **EXPENDITURES:**

Minor reassignments of funds may be made by the principal investigator of up to 10 percent of the total annual budget. Any changes which exceed 10 percent require approval by the NJCCR.

#### **PAYMENTS:**

Four equal payments will be made on a quarterly basis to begin the first fiscal quarter after the grant activation date. **Payments will be withheld if financial or progress reports are outstanding.**

#### **FINANCIAL REPORTS AND RECORDS:**

Individual accounts must be established for each grant. Accurate records, including documentation of all transactions must be maintained. Financial expenditure reports on the form provided by the NJCCR must be submitted semi-annually during each grant year. All financial reports must have the signature of the financial officer of the institution. The NJCCR or its designated representative reserves the right to audit accounts at any time. **Payments will be held for outstanding financial expenditure reports.**

Over expenditures, commitments not paid within 60 days of termination, or expenditures made prior to the activation date are not the responsibility of the NJCCR.

A final financial report, together with a refund of any unexpended funds, must be made within 60 days of termination date. This report should be reviewed and signed by the principal investigator and the financial officer of the institution. All records must be retained for 3 years

from the date of the final financial report. In the case of an audit or litigation, this period may be extended until the completion of said action.

### **REPORTS OF PROGRESS:**

An interim report of progress of 1 to 3 pages is required on a semiannual basis. A final comprehensive progress report of 3 to 5 pages is required within 60 days of termination of the grant. Unpublished research results are considered confidential.

Progress reports must include the specific aims, progress made toward the specific aims, modifications to the specific aims, results and outcomes. If applicable, a significant discovery/outcome section should be provided in laymen's terms that describe how any discoveries or research outcomes could benefit the people of New Jersey.

Progress reports must also include any new grants that have been applied for or awarded to the principal investigator as a result of their NJCCR grant.

Progress reports upon request may be required for up to five successive years following termination date. At this time, additional progress derived from the funded proposal should be noted as well as any major grants.

**The final payment of the grant will be held until the final comprehensive progress report is received.**

### **PUBLICATIONS AND PATENTS:**

Publications resulting from research supported by the NJCCR should contain an acknowledgment such as: "Assisted by grant # ... from the New Jersey State Commission on Cancer Research." Grantees should provide 3 reprints of any such article to the Executive Director of the NJCCR.

Decisions and dispositions regarding patents on discoveries made while under a grant from the NJCCR must be made with the approval of the NJCCR.

### **PROTECTION OF HUMAN SUBJECTS, ANIMAL WELFARE AND RECOMBINANT DNA:**

Compliance with US Department of Health and Human Services (HHS) regulations for the protection of human subjects, animal welfare, recombinant DNA, and inclusion of women and minorities in clinical research is required for all NJCCR grants.

The applicant's institution is responsible to assure compliance with all HHS' regulations. Certification of compliance is mandatory as part of the application and appropriate approval letters from applicant institutional review boards, and animal protection/DNA safety committees must be sent to the NJCCR office prior to starting any research activities. Modifications, continuation letters and other letters pertinent to the study must also be forwarded to the NJCCR office as part of programmatic progress reports. Failure to comply with these requirements may result in loss of grant funding.

### **OWNERSHIP OF EQUIPMENT:**

Equipment purchased for the purpose of research covered in grants from the NJCCR is for the use of the principal investigator and collaborators. However, title of such equipment shall be vested in the institution. Transfer of a grant to another New Jersey institution will not be allowed without written permission from the NJCCR.

### **CANCELLATION AND TRANSFER:**

The NJCCR is not responsible for expenses incurred after cancellation of grant. All unexpended funds must be returned to the NJCCR. Upon written approval from the NJCCR, grants may be transferred from one institution to another within the State of New Jersey.

### **COMPLIANCE WITH EXISTING LAW:**

The applicant's institution, as grantee, agrees to assure that all activities in the performance of the grant are in compliance with state, federal, or municipal laws. Failure to comply with such laws is grounds for termination of the grant.

### **OPEN PUBLIC RECORDS ACT:**

All Grants will be subject to the New Jersey Open Public Records Act (P.L. 2001, CHAPTER 404 N.J.S. 47:1A-1 et seq.)

- “government records shall be readily accessible for inspection, copying, or examination by the citizens of this State, with certain exceptions, for the protection of the public interest, and any limitations on the right of access accorded by P.L.1963, c.73 (C.47:1A-1 et seq.) as amended and supplemented, shall be construed in favor of the public's right of access;”
- “all government records shall be subject to public access unless exempt from such access by: P.L.1963, c.73 (C.47:1A-1 et seq.) as amended and supplemented; any other statute; resolution of either or both houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Rules of Court; any federal law, federal regulation, or federal order ;”
- “a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy; and nothing contained in P.L.1963, c.73 (C.47:1A-1 et seq.), as amended and supplemented, shall be construed as affecting in any way the common law right of access to any record, including but not limited to criminal investigator records of a law enforcement agency.”

- “When federal law or regulation requires the submission of biotechnology trade secrets and related confidential information, a public agency shall not have access to this information except as allowed by federal law.”
- “A public agency shall not make any biotechnology trade secrets and related confidential information it has access to under this act available to any other public agency, or to the general public, except as allowed pursuant to federal law.”

In accordance with these rules the NJCCR discourages the submission of information considered proprietary unless it is essential for proper evaluation of the application. The NJCCR would like to assure all applicants that any proprietary information will be used or disclosed only for evaluation of the application.

**However, if the application does contain proprietary information it should be identified as such on the Table of Contents page of the grant (the second page).**

#### **INDEMNIFICATION:**

The applicant’s institution is solely responsible to keep, save, and hold the State of New Jersey and the New Jersey State Commission on Cancer Research harmless from all claims, losses, liabilities, expenses or damages.

#### **COMPLIANCE REQUIREMENTS:**

Funding Authorization Number 46.99448.

Terms and conditions for Administration of Health Services Grant (copy available from the NJCCR office upon request).

Applicable Cost Principles - State and Local Governments, Non-Profit Agencies, Hospitals and Educational Institutions - (copy available from the NJCCR office upon request).