

NEW JERSEY COMMISSION ON CANCER RESEARCH

Policies Governing Cancer Research Seed Grants

OVERVIEW:

The New Jersey 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.

GRANT AWARDS:

The purpose of this award is to support new investigators seeking to become established in New Jersey; assist established scientists looking for new directions in cancer research; and encourage promising, novel translational, epidemiologic and clinical studies. New investigators must have a tenured track position within the institution. Research Associates, Adjunct Assistant Professors and other non-permanent staff are not eligible to apply. Established investigators are those who have a funded track record in their area of expertise. Changes in direction must be substantial and justification provided within applications. Translational, epidemiologic and clinical studies must be novel and have the potential to translate rapidly to new products, innovative treatments or improved cancer prevention and control.

The NJCCR funds approved research projects which focus on the genetic, biochemical, viral, microbiological, environmental, behavioral, socioeconomic, demographic and psychosocial aspects of cancer prevention, causes, development, treatment and palliation. Such research may include studies that relate to fundamental issues of cancer, but these must use biologic systems, tissues, cells, human subjects or other materials that have a direct relationship to cancer. A relevancy rating will be included as part of the evaluation process for all applications.

Grants are awarded to non-profit institutions located in the State of New Jersey and not individual investigators. Applications must be signed by the official head of the applicant's institution or an official designee.

RESOURCES AND SUPPORT:

The availability of funds for this program is contingent on appropriation for cancer, established by Chapter 6, PL 1983, Title 52:9U-1, et al and P.L. 2009 C.35:46, to effectuate the purpose of the NJCCR and support competitive cancer research awards. Approximately \$1.8 million will be available for one to two year awards. A portion of sales of the Conquer Cancer License Plate is also directed to the Cancer Research Fund. In addition, the NJCCR may accept gifts, grants and bequests of funds from individuals, foundations, corporations, government agencies and other organizations. However, continuation of multiyear awards are conditional upon satisfactory progress and availability of state appropriated funding.

REVIEW PROCESS:

All proposals are reviewed by a panel of scientific experts who are appointed by the NJCCR. The panel evaluates the scientific merit and feasibility of each proposal. Cancer advocates/patient consumers are included as members of all NJCCR review panels. It is expected that the advocate's role would be to help evaluate the relevancy of applications to cancer. Therefore, serious consideration should be given to the lay abstract and relevancy section of proposals. The reviews and recommendations of the scientific panel are provided to the Commissioners who make the final decision on all awards. 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:

The following outline describes the policies, which govern research awards made by the NJCCR.

Application forms may be obtained by logging on to our web site at <http://www.njccr.com>, e-mailing njccr@doh.state.nj.us, or writing to:

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

DEADLINES

<u>Hard Copy and E-mailed Copy</u>	<u>Due Date:</u>	<u>Activation Date:</u>
Grants (General, Breast, Prostate)	November 14, 2008	April 1, 2009

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 14, 2008. Late applications will not be accepted.

ELIGIBILITY:

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. Research Associates, Adjunct Assistant Professors and other non-permanent staff are not eligible to apply. Established investigators are those who have a funded track record in their area of expertise. Changes in direction must be substantial and justification provided within applications. Translational studies should be trans-disciplinary, novel and have the potential to translate rapidly to new products, innovative treatments or improved cancer prevention and control. These research projects should be at a start up phase and have not been previously funded by major national organizations.

Other eligibility standards include:

- 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.

NATURE AND DURATION OF GRANTS:

Grant awards may be made for a maximum of \$150,000 per year in direct and indirect costs. Indirect costs are allowed to the institution for up to 11.4 percent of direct costs. The NJCCR does not fund studies that overlap with projects funded by other agencies. A request for funds to expand an ongoing project will be considered if the enlarged work has separate and identifiable boundaries.

Awards should be accepted by the activation date. No investigator may carry more than two NJCCR grants or fellowships at any given time.

- **Budget:** NJCCR maximum grant levels are \$150,000 in direct and indirect costs per annum for up to two years. The indirect cost rates may only be 11.4 % of direct costs excluding equipment purchases. Salary support for the principal investigator or co-investigators are permitted up to 20% of their total institutional earnings. Major equipment purchases exceeding \$10,000 must be fully justified.
- **Duration:** Grants may be awarded for up to two years. Upon completion of the grant period, any residual, unexpended funds must be returned to the NJCCR within 60 days of termination date.
- **Extension with No Additional Funding:** Grants may be extended without additional funds for up to one year with appropriate justification and upon written request of the principal investigator and approval by the NJCCR. Request must be made 30 days prior to the termination date. Please note that mini-grant awards of \$25,000 or less may not be extended.
- **Application For Renewal:** Grant renewals are made only under special circumstances and only for one additional year. Applications for renewal may be requested from the Executive Director. Deadlines for receipt of renewals are identified to the deadlines for receipt of new applications.

INSTITUTIONAL RESPONSIBILITIES:

Grants awarded by the New Jersey Commission on Cancer Research are not intended to cover the total costs of the research described in the grant proposal. The applicant's institution is expected to take responsibility for providing adequate facilities and basic administrative services. Accordingly, support for the following will not be allowed in the application.

- Constructions, building maintenance or major alterations
- Secretarial and telephone services
- 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
- Foreign travel
- Recruiting and relocation expenses
- Tuition Remission for graduate students

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.

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 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."

Please indicate the percent of time and effort dedicated to each activity. It is important to note that the sum of all the percentages must not exceed 100 percent. When applicable, a letter assuring that duplicate funding sources will not be accepted by the principal investigator must be

included in the proposal. 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:

A detailed interim progress report of 1 to 3 pages is to be completed by the principle investigator no later than 30 days prior to the end of the 1st year of the grant. A final comprehensive progress report of 3 to 5 pages is due 60 days after the completion of the award. 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).