

Technical Assistance Meeting

December 9, 2025

9:00 am to 11:00 am (ET)



Office of Research Initiatives
New Jersey Commission on
Cancer Research (NJCCR)





STAFF CONTACT INFORMATION

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Agenda

- I. Due Dates
- II. Eligibility by Type of Grant
- III. Application Requirements
- IV. Attachments / Supplemental Documents
- V. Proposal Format
- VI. Grantee's GMO responsibilities
- VII. Funding Allocations
- VIII. Schedule A and B
- IX. Cost Allocation
- X. Funding Restrictions
- XI. FAQ

Due Dates

Important dates to be mindful of as you complete each phase of the application process.

RFA Release	November 7, 2025
Mandatory Technical Assistance meeting (9:00 AM-11:00 AM)	December 9, 2025
Mandatory Letter of Intent * (Fill online form or email: njccr@doh.nj.gov)	December 19, 2025
Application Due in SAGE (4:00 PM)	March 4, 2026
Notice of Grant Award	June 30, 2026
Project Start Date	July 1, 2026

Eligibility by Type of Grant

NJCCR Postdoctoral Fellowship Grant

- Hold a doctoral degree prior to activation of the award.
- Accepted for postdoctoral training at QRI.
- No More Than Five (5) Years since receiving doctoral degree (June 30, 2021).
- This fellowship may not overlap with any other training fellowships.
- Applicants who have previously completed a postdoctoral fellowship are not eligible.

NJCCR Predoctoral Fellowship Grant

- U.S. Citizenship/Legal Resident.
- Full-time graduate students enrolled in a study related to cancer research.

Continued...Eligibility by Type of Grant

NJCCR Research Bridge Grant

- Submitted and funded a major federal grant (over \$150K per year in direct costs) within past 18 months.
- A full-time faculty appointment (Tenure Track or Non-Tenure-Track Faculty).

NJCCR Pilot Program Research Grant

- Priority areas (Cancer Health Disparities, Palliative Care, Pain Management, Survivorship, Psychosocial effects of cancer, Immunotherapy/biologics for cancer, and Advancing artificial intelligence (AI) for cancer research)
- U.S. Citizenship/Legal Resident.
- Hold a M.S., Ph.D., M.D., D.O., or an equivalent graduate degree, or be a full-time graduate student.

Application Requirements



LOI SUBMISSION
REQUIRED VIA MS-
FORM OR EMAIL TO
NJCCR@DOH.NJ.GOV
(DEC 19, 2025)



CHECK APPENDIX 7 FOR
REQUIREMENT/FORMAT



ADDITIONAL FILE
SUBMIT IN ENGLISH,
PDF AND LABEL
PROPERLY (EG:
COCR27XXX###_REFE
RENCE FORM)



MUST SUBMIT ADDITIONAL
ATTACHMENTS/SUPPLEMENTAL
DOCUMENTS LISTED IN RFA

Attachments / Supplemental Documents

Must be uploaded in SAGE under Shared Documents:

- Letter of Intent (LOI)
- Budget Justification (Align with Schedule A and B costs)
- Tax Exempt Status
- Annual Audit Report/Audit Engagement Letter (Most Current)
- Tax Clearance Certificate
- NJ Charities Registration
- Organizational Letter of Support
- Board of Directors/Trustees
- Proof of Non-Profit Status (501C3)
- Salary Policy
- Copy of Summary Statement from NIH review (for bridge grant only)

Attachments / Supplemental Documents

Only if your proposal contains these elements:

- Travel Policy
- Telephone Policy
- Computer Security Policy
- Policy on Protecting Human Subjects and Genomics
- IRB Policy
- Animal Care and Use Committee
- Statement of Local Governmental Public Health Partnership

Proposal Format

The applications and attachments must follow these minimum requirements:

- **Text Color:** Black or high contrast
- **Font size:** 11 or higher
- **Font Type:** Arial, Calibri, Helvetica
- **Format:** All files **MUST** be formatted in **Adobe PDF (not doc or any other format)** and concatenated.



Any questions

Grantee's Grant Management Officer (GMO) Responsibilities

- Ensure Grantee compliance to Terms and Conditions of grant administrations (funds management) and Applicable Federal Cost Principles:
 - https://nj.gov/health/grants/documents/terms_conditions.pdf
 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>
- Serves as the focal point for the business management aspects of Grant Administration:
 - ❖ Receipt of mandatory reports
 - ❖ Quarterly Expenditure Reports
 - ❖ Final Expenditure Report
 - ❖ Approval of payment vouchers
 - ❖ Questions concerning the interpretation and applicability of policies
 - ❖ Questions concerning costs/ budget

Funding Allocations



SALARY/STIPEND
(UP TO 12% FRINGE BENEFITS)



EQUIPMENT,
SUPPLIES, OR EDUCATIONAL
MATERIALS TO CONDUCT
CANCER RESEARCH



TRAVEL COST TO CONFERENCES
AND TRAININGS NOT TO EXCEED
\$1,500 ANNUALLY

Schedule A

- Budget Items in SAGE
- Personnel cost - Salary/Stipend

Title: Dynamics of EGFR Mutations in ctDNA of Patients L
50 of 50

Activity Code: 26PPR BY1 - Budget Year 1

Salaries/Wages & Fringe Benefits List employees whose pay is a direct cost for this project (or project component).

Position Title	Post-Doctoral Fellow		Grant Funds Requested From State		Cost Share or Match	
	20 of 100					
First Name	TBD		Salary/Wage	Fringe	Salary/Wage	Fringe
	3 of 100					
Last Name	TBD		\$ 3,736	\$ 448	\$	\$
	3 of 100					
Annual Salary/Wages	% of Time on Project	Cost Estimate (Salary/Wages)	Fringe Benefit Rate (%)	Cost Estimate (Fringe)	Total Cost Estimate	Source for Cost-sharing/Matching Funds
\$ 63,968	5.84 %	\$3,736	12.00 %	\$448	\$4,184	
Standard Weekly Work Hours	Weekly Work Hours on Project	Weeks on Project	Role & Responsibilities		Minimum Qualifications (Education and Experience)	
37.50	2.19	52.00	TBD, Post-Doctoral Fellow (0.70 Calendar Months (5.84% effort) in Years 01-02) This individual will work in Dr. Kramer-			
			200 of 500		0 of 500	

Schedule B

- Budget Items in SAGE other than personnel cost
- Expenses listed under **"Professional Services Agreement (PSA)"** must be supported by a contract/service agreement/quote to justify the service rendered

Title: Dissecting the role of Dishevelled in
Activity Code: 24PDF BY1 - Budget Year 1 ▼

Other Direct Costs

List other direct costs for this project (or project comp
(To generate additional lines, click SAVE above.)

Cost Category
<div>Animal Care ▼</div> <div><div>Animal Care</div><div>Equipment</div><div>Facility Cost</div><div>Professional Service Agreements</div><div>Subaward</div></div>

Cost Allocations

Indirect Cost 15% of Total
Direct Cost (Inclusive)

Grant Value	Indirect Cost %	Direct Costs	Indirect Cost
200,000.00	15%	173,913	26,087
100,000.00	15%	86,957	13,043

Examples of Funding Restrictions



Publications



Construction



Professional Memberships



Student Fees and Tuition
Reimbursement

FAQ: Budget Related

1. What rate of Indirect Cost is allowed? Inclusive or Exclusive?

- Up to a 15% Indirect Cost rate is permitted in all categories.
- Indirect cost is Inclusive.

2. Are there any limitations on stipends/salaries?

- Yes, there are limitations as follow:
 - Pre-doctoral stipends are capped at \$40,000 (includes fringe up to 12%).
 - Post-doctoral stipends are capped at \$65,000 (includes fringe up to 12%).
 - For the Bridge grant, no salaries or fringe benefits are permitted for PI.
 - Pilot Grants: No specific salary caps, but budget must remain balanced across supplies, equipment, services etc.

FAQ: Budget Related

3. Are there NJCCR guidelines for expenditure and budget planning?

- Yes.
 - After a grant is approved, reallocation between categories is permitted up to 10% (net 5%) of the total budget.
 - Grantees have flexibility in the timing of expenditures.
 - Funds may be spent according to the research needs and project timeline, as long as the spending remains within the approved overall budget and aligns with NJCCR guidelines.

FAQ: Program Eligibility

4. Is multiple applications by the same PI allowed?

- Due to the competitive nature of these grants, each applicant shall submit only one well-developed application rather than multiple submissions.

5. Is a grantee allowed to submit an application if they were funded in the past?

- Prior grantees may apply again, provided the funding periods do not overlap

FAQ: Required Documents

6. Is there list for the required documents?

- All required documents are listed in the NJCCR RFA 2027, Appendix 7

7. When can grantee have access to SAGE to submit the application?

- Applicant should have access to SAGE by mid February. SAGE account for each applicants will be created after LOI submission.

8. Is there specific form for letter of intent? Where do I submit letter of Intent?

- The letter of intent (LOI) is required for all grant applications. LOI form is provided in the Appendix 8 of the NJCCR RFA 2027. LOI needs to be submitted through the link or sent to the NJCCR email: njccr@doh.nj.gov by December 19, 2025. Please See NJCCR RFA 2027 for details.

THANK YOU!

QUESTIONS/COMMENTS

Contact:

[Email: NJCCR@doh.nj.gov](mailto:NJCCR@doh.nj.gov)

Phone: 609-913-5015



NJCCR
NEW JERSEY
COMMISSION ON
CANCER RESEARCH