



New Jersey Commission on Cancer Research
New Jersey Department of Health

Request for Applications (RFA) for
Bridge and Pilot Cancer Research Grants
Pre and Postdoctoral Fellowship
Grants & Pediatric Cancer Research
Grants
2024

Important Dates:

RFA Release	December 1, 2022
Mandatory Letter of Intent *	February 9, 2023
Application Due in SAGE 4:00p.m.	March 16, 2023
Notice of Grant Award	June 30, 2023
Project Start Date	July 1, 2023

*To prequalify for a grant, a Letter of Intent (LOI) MUST be submitted to the New Jersey Department of Health via the New Jersey System for Administering Grants Electronically (SAGE). See RFA for details.

A **mandatory** Technical Assistance and Orientation meeting will be held on January 26, 2023 (9:00 AM – 11:00 AM) for all organizations that have submitted a Letter of Intent (February 9, 2023). This technical assistance meeting will provide an opportunity for potential applicants to review, clarify and ask questions about the RFA and SAGE. Details will be announced on the NJCCR website found at: <http://www.state.nj.us/health/ces/cancer-researchers/njccr>.

NJCCR Contact:

*Lisa H. Cummings, RN MS
Executive Director - NJCCR
Office of Research Initiatives
25 S. Stockton Street
Trenton, NJ 08625
(609) 913-5008
Email: njccr@doh.nj.gov*

Table of Contents

Introduction: New Jersey Commission on Cancer Research	2
Background	2
Program Description & Guidelines	3
NJCCR Research Bridge Grant	3
Qualifying Individuals.....	4
Qualifying Entities.....	4
NJCCR Pediatric Research Grant	4
Qualifying Individuals.....	5
Qualifying Entities.....	5
NJCCR Pilot Program Research Grant	5
Qualifying Individuals.....	6
Qualifying Entities.....	6
NJCCR Postdoctoral Fellowship Grant	6
Qualifying Individuals.....	6
Qualifying Entities.....	7
NJCCR Predoctoral Fellowship Grant	7
Qualifying Individuals.....	7
Qualifying Entities.....	7
Protection of Human Subjects & Genomics Information.....	8
Funding Availability, Obligations, and Deadlines.....	8
Compliance Requirements.....	8
Letters of Intent.....	9
Application, Submission, Funding Dates and Times	9
SAGE Registration.....	10
Notification of Funding Award	11
Funding Restrictions	12
Use of Funds	12
Progress Reports.....	12
Financial Reports.....	12
Evaluation Form	13
Publications and Patents	13
Appendix I. NJCCR Research Bridge Grant & Criteria (COCR24RBG).....	14
Appendix II. NJCCR Pediatric Research Grant & Criteria (COCR24PRG)	16
Appendix III. NJCCR Pilot Program Research Grant (COCR24PPR)	17
Appendix IV. NJCCR Post-doctoral Fellowships (COCR24PDF).....	18
Appendix V. NJCCR Pre-doctoral Fellowships (COCR24PRF)	19
Appendix VI. NJCCR Principal Investigator and Mentor Requirements.....	20
Appendix VII. Page Limits and Requirements	21
Appendix VIII. Travel.....	22

Introduction



The mission of the New Jersey Commission on Cancer Research (NJCCR) is to: ensure that the citizens of New Jersey receive the fullest benefit of our nation's fight against cancer through the promotion and funding of research into the causes, prevention, survival, and treatment of cancer.

The NJCCR is pleased to announce the availability of approximately \$4 million to fund cancer research grants.

The 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. Its central mission is to promote significant and original research in New Jersey into the causes, prevention, and treatment of cancer. The NJCCR functions as an independent body and serves as an important resource to providers and consumers of cancer services in the State.

Each fiscal year the NJCCR receives a state appropriation to facilitate its mission of advancing cancer research in New Jersey. To learn more about the work of the NJCCR visit <https://www.nj.gov/health/ces/cancer-researchers/njccr/>. Additionally, funding of the NJCCR research grants is provided by revenue generated from the check-off-boxes on the New Jersey State Individual Tax forms at: <https://www.nj.gov/treasury/taxation/pdf/current/1040.pdf> Line #71; as well as proceeds from the specialty Conquer Cancer license plates. Details on these specialized license plates can be found at <https://www.state.nj.us/mvc/vehicles/conquer.htm>.

Background

The New Jersey Department of Health (NJDOH) promotes the application of all *Health in All Policies* to ensure the best outcomes for New Jersey residents. As described by the Centers for Disease Control and Prevention (CDC), Health in All Policies applies health consideration into policymaking processes outside the health sector and where people live, work and play. The NJDOH focus is on improving health outcomes for New Jersey residents at all life stages. Core activities include using data to drive measurable health improvements, identifying, and targeting vulnerable populations for interventions, eliminating health disparities, and promoting collaboration across sectors to develop health policies and achieve health equity.

Cancer is the third leading cause of death in New Jersey, with 16,495 cancer deaths reported in 2019, with heart disease and COVID-19 remaining at the top. Cancer remains the leading cause of death among persons 45 to 64 years of age, as well as the leading cause of death among Asians in New Jersey. According to the American Cancer

Society's report "Cancer Facts & Figures 2022", an estimated 55,730 new cases of cancer will be diagnosed in New Jersey and 15,710 individuals will succumb to the disease.

According to the State Cancer Profiles¹, the incidence rate for childhood (<15 y/o) cancer in New Jersey was 17.5% for the period between 2014-2018 with the rate stable. Although mortality rates for cancer within this group have declined (due to major advances in treatment modalities), it is still the second leading cause of death in children under the age of 15 years old, behind accidents.

Program Description & Guidelines

To advance its mission, the NJCCR is offering five (5) types of cancer research grant awards that include the following:

- 1) NJCCR Research Bridge Grants (COCR24RBG)
- 2) NJCCR Pediatric Research Grants (COCR24PRG)
- 3) NJCCR Pilot Program Research Grants (COCR24PPR)
- 4) NJCCR Postdoctoral Fellowship Grants (COCR24PDF)
- 5) NJCCR Predoctoral Fellowship Grants (COCR24PRF)

These grant-funded opportunities intend to facilitate original basic, biomedical, behavioral, or clinical science research related to the causes, prevention, survival, and treatment of cancer. Moreover, NJCCR is looking for translational studies that are trans-disciplinary, novel, and have the potential to evolve rapidly into innovative treatments and therapeutics.

Note:

- Non-funded grant applicants from a prior NJCCR grant cycle may resubmit. However, the applicant **MUST** revise the non-funded application based on reviewer feedback from the previous Peer Review Summary. The resubmitted application will be reviewed as a new research proposal.

1) NJCCR Research Bridge Grant (for all types of cancer): (COCR24RBG)

The NJCCR Research Bridge Grant Award will support two-year research projects up to a maximum of \$400,000. This award is designed to enhance cancer-related research at New Jersey institutions by providing funding to motivated and productive investigators who anticipate a short-term interruption in funding for research projects focused on cancer prevention, diagnosis, treatment, and survivorship. The goal of the program is to strengthen the competitive position of a faculty member whose extramural grant application was reviewed and scored highly but not funded. It is anticipated that this funding will position New Jersey investigators to compete for future National Institutes of Health (NIH) grant awards and/or R01 funding. Applicants for the NJCCR Research Bridge Grants can request additional funds for the continuation of current research.

Note: If a revised grant application is submitted to an external sponsor before or shortly after the Bridge Grant funding period, the Principal Investigator (PI) must promptly notify the NJCCR who may require the PI to relinquish all unobligated funds.

Qualifying Individuals

The applicant must have submitted a major federal grant that was scored (and greater than \$150,000 per year in direct costs) in the 18 months preceding this application. Triaged proposals will not be considered. Applicants must have a full-time faculty appointment (tenure track and non-tenure-track faculty) and be affiliated with a New Jersey State Medical School, a New Jersey State academic institution, a New Jersey State research organization, or a New Jersey State public or a New Jersey private entity with a demonstrated capability to conduct grant-funded cancer research. The NJCCR will not award grants to individuals that are not affiliated with one of these entities. In the event the research project receives funding from another organization after submission to the NJCCR grant award program, the applicant must notify the NJCCR Program Management Officer (PMO), and the submission must be withdrawn immediately.

Qualifying Entities

Public and private entities in the State of New Jersey may apply for an NJCCR Research Bridge Grant under this RFA. A “Qualifying Research Institution” (QRI) shall mean an academic institution, research organization, public or private institution, or other entity located in the State of New Jersey, with a demonstrated ability to conduct grant-funded cancer research and specifically approved by the Commission. The qualifying entity shall have established procedures to receive and administer Federal and State grants, including a Grant Administration Office (or equivalent) that is responsible for overseeing grant programs and procedures for the protection of human subjects and an Institutional Review Board (IRB) that will approve the proposed activities.

Note: NJCCR Research Bridge Grant requirements are identified in **Appendix I**.

2) NJCCR Pediatric Research Grant: (COCR24PRG)

NJCCR Pediatric Research Grants will support two-year research projects up to a maximum of \$400,000. These pediatric research projects shall focus on the causes, prevention, education, treatment, or cure of pediatric cancer, or the symptoms or effects experienced by patients following the completion of a course of treatment for pediatric cancer. The research may include, but shall not be limited to basic, clinical, and epidemiologic research. In addition, the funds may be used to facilitate behavioral, psycho-social, or clinical science research related to the causes, prevention, survival, treatment of pediatric cancer, and care for pediatric cancer patients.

The NJCCR Pediatric Research grants are intended to encourage and support projects by public or private organizations, federally qualified healthcare centers, State, and local governments that address prevention, education, scientific ideas, models, qualitative, and quantifiable research.

Examples of research topics could include:

- Basic and early translational research into the cause, prevention, and treatment of pediatric cancers.
- Disparities in the effect of environmental factors or social determinants of health on cancer outcomes
- Strategies to prevent diagnostic or treatment delays regardless of health insurance or socioeconomic status, geographic location, age, race, ethnicity, gender, gender identity, or sexual orientation.
- Research designed to support palliative care and caregivers of pediatric cancer patients. Special consideration will be given to research projects targeting medically underserved and underrepresented populations.
- Research designed to identify or test strategies to reduce the adverse effects of cancer treatment.

Qualifying Individuals

Candidates MUST hold a Ph.D., M.D., Dr.PH., D.O., or equivalent graduate degree, and must fulfill the 2-year project period. Not eligible to apply includes postdoctoral associates, teaching and research assistants, coadjutant appointees, clinical and adjunct faculty defined as part-time positions, and visiting faculty.

Qualifying Entities

Under this RFA, (NJCCR Pediatric Research Grants) a “Qualifying Research Institution” (QRI) shall mean the Coriell Institute for Medical Research in Camden, New Jersey, Rutgers, The State University, Rowan University, Princeton University, and any other institution approved by the NJCCR. A QRI may include academic medical institutions, hospitals, State, or local government agencies, public or private organizations performing pediatric cancer research within New Jersey, and any other institution approved by the NJCCR.

Note: NJCCR Pediatric Research Grant requirements are identified in **Appendix II**.

Institutions targeting the National Institute of Health (NIH) directed research referencing the Childhood Cancer STAR (Survivorship, Treatment, Access, Research) Act (Public Law No. 115-180), Childhood Cancer Data Initiative (CCDI), or other broad range cancer research targeted to this population will be given preference.

3) NJCCR Pilot Program Research Grant: (COCR24PPR)

The NJCCR Pilot Program Research Grants are designed to support cancer research projects that address current priority areas related to:

- Impact of COVID-19 on access, disease progression, treatment, and outcomes of persons with cancer
- Cancer Health Disparities (No Clinical Trials) e.g., the disparity in adult cancer rates among ethnic minorities
- Palliative Care, Pain Management (e.g., medical marijuana)
- Psychosocial Effects of Cancer (e.g., social determinants of health, effects on

caregivers, and mental health)

The NJCCR Pilot Program Research Grant funding will support research projects up to \$200,000 for no more than two (2) years. The goal of the program is to provide funding for fundamentally sound research proposals.

Qualifying Individuals

Candidates MUST hold a Ph.D., M.D., Dr.PH., D.O., or equivalent graduate degree, and must fulfill the 2-year project period. Not eligible to apply includes postdoctoral associates, teaching and research assistants, coadjutant appointees, clinical and adjunct faculty defined as part-time positions, and visiting faculty.

Qualifying Entities

Under this RFA, (NJCCR Pilot Program Research Grants) a “Qualifying Research Institution” (QRI) shall mean the Coriell Institute for Medical Research in Camden, New Jersey, Rutgers, The State University, Rowan University, Princeton University, and any other institution approved by the NJCCR. A QRI may include academic medical institutions, State, or local government agencies, public or private research organizations performing cancer research within New Jersey, and any other institution approved by the NJCCR.

Note: NJCCR Pilot Program Research Grant requirements are identified in **Appendix III**.

4) NJCCR Postdoctoral Fellowship Grant: (COCR24PDF)

The NJCCR Postdoctoral Fellowship Grant provides fellowship awards, to retain scientists who wish to devote their careers to cancer research within New Jersey. The NJCCR Postdoctoral Fellowship Grant funding will support research projects up to a total of \$200,000 for *no more than two (2) years*. A stipend of \$50,000 per annum will be awarded to Postdoctoral candidates for salary. The remainder of the dollars is for research-related expenses. However, institutions may supplement stipends, but not with other full-time fellowship awards or NJCCR funding. Awards are made to institutions for the support of the Fellow under the direct supervision of a Sponsor. Candidates who have already accepted another postdoctoral research fellowship award are not eligible.

Qualifying Individuals

- Candidates MUST hold a Ph.D., M.D., Dr.PH., D.O., or equivalent graduate degree.
- Appropriate degrees must be awarded before activation of the award.
- Candidate must be accepted for postdoctoral training under the supervision of an appropriate sponsor at a research institution in New Jersey.
- Applicants must fulfill the 2-year project period.
- Very senior postdoctoral fellows, or candidates pursuing second training fellowships, will NOT be supported under this award.

Qualifying Entities

For purposes of the NJCCR Postdoctoral Fellowship Grants, a “Qualifying Research Institution” (QRI) shall mean the Coriell Institute for Medical Research in Camden, New Jersey, Rutgers, The State University, Rowan University, Princeton University, and any other

institution approved by the NJCCR. A QRI may include academic medical institutions, State, or local government agencies, public or private research organizations performing cancer research within New Jersey, and any other institution approved by the NJCCR.

Note: NJCCR Postdoctoral Fellowship Grant Requirements are identified in **Appendix IV**.

5) NJCCR Predoctoral Fellowship Grant: (COCR24PRF)

The NJCCR Predoctoral Fellowship Grant provides fellowship awards, to attract and retain talented scientists who wish to pursue a career in cancer research in New Jersey. The NJCCR Predoctoral Fellowship Grant funding will support research projects up to a total of \$100,000 for *no more than two (2) years*. Awards are made to institutions for the support of the Fellow under the direct supervision of a Sponsor. Candidates who have already accepted another predoctoral or postdoctoral research fellowship award are not eligible. Predoctoral Fellowships provide a stipend of \$30,000 each year for salary plus an additional \$3,000 for fringe may be allocated. *Non-research activities, such as teaching may not exceed 20% of an applicant's time without permission from the NJCCR.*

Qualifying Individuals

- Applicants must be a U.S. citizen or legal resident of the USA (green card holder), and full-time graduate students enrolled in a proposed course of study directly related to cancer.
- Candidate must be accepted for training under the supervision of an appropriate sponsor at an NJ state academic institution or research facility in New Jersey.
- Applicants must fulfill the 2-year project period.
- Applicants may not serve as teaching assistants while holding an NJCCR fellowship without special permission.
- Candidates pursuing second training fellowships, will not be supported under this award.
- The NJCCR prefers to support predoctoral candidates who have almost completed coursework and are concentrating on research projects at least 80% of their time.

Qualifying Entities

For purposes of the Predoctoral Fellowship Grants, a “Qualifying Research Institution” (QRI) shall mean the Coriell Institute for Medical Research in Camden, New Jersey, Rutgers, The State University, Rowan University, Princeton University, and any other institution approved by the NJCCR. A QRI may include academic medical institutions, State, or local government agencies, public or private research organizations performing cancer research within New Jersey, and any other institution approved by the NJCCR.

Note: NJCCR Predoctoral Fellowship Grant Requirements are identified in **Appendix V**.

Protection of Human Subjects and Genomics Information

Compliance with National Institutes of Health (NIH) regulations for the protection of human subjects and the inclusion of women, children, and minorities in clinical studies is required for all grantees.

The NJCCR requires compliance with the NIH, the [HHS Office for Human Research Protections](#), and institutional guidelines defined for the protection of human subjects in research. Violations of these regulations and guidelines must be reported and reviewed by the appropriate institutions and the NJCCR, including but not limited to the Institutional Review Board (IRB) overseeing the research, the associated institution, and the laboratory's senior scientist.

The NJCCR shall have the right to arrange for observation and/or auditing without prior notice of any research activity and research records associated with research funded by the NJCCR. It is the responsibility of the applicant as a potential recipient of an NJCCR grant to ensure that the rights and welfare of all human subjects used in any NJCCR-sponsored research are protected. Any application involving human subjects must be reviewed and approved by the appropriate IRB. The IRB must approve before patient enrollment. Grantees are strongly encouraged to share human data with the National Health Data Archive (NHDA) if it is compatible with the design of the pilot project. The NHDA has sample language for informed consent, as well as other resources that may be utilized.

Funding Availability, Obligations, and Deadlines

Approximately \$4,000,000 will be made available for all five (5) types of grants described herein. These grants are two-year awards ranging from \$100,000 to \$400,000 inclusive of a stipend, research allowance, and in-state travel; no part of the award may be used for institutional overhead.

Eligibility requirements are stated in the eligibility section above. Multi-year awards are made through one-year contracts. **Each funding award within the funded period will be contingent upon the availability of funds.**

Compliance Requirements

Successful applicants MUST abide by all programmatic and fiscal requirements of the New Jersey Department of Health (NJDOH), including:

1. Terms and Conditions for the Administration of Grants can be found at: https://nj.gov/health/grants/documents/terms_conditions.pdf
2. General and specific grant compliance requirements issued by the granting agency.
3. Applicable Federal Cost Principles – State and Local Governments, Hospitals, and Educational Institutions – (copy available from the NJCCR office upon request)
4. Return of unspent grant funds *within 30 days* of cancellation.
5. Immediate notification if the grant award is not accepted or if it is canceled before the expenditure of funds.

Letters of Intent

A Letter of Intent (LOI) is required and **MUST** be submitted on or before **February 9, 2023**,

and sent via email to NJCCR before accessing SAGE; with a “***Notice of Intent to Apply***” on the email’s Subject Line and formatted in PDF. The LOI form can be downloaded from the NJCCR website at: <https://www.state.nj.us/health/ces/cancer-researchers/njccr/grants.shtml>

The LOI will facilitate the recruitment of appropriate peer review groups for the evaluation and assessment of the research grant applications.

The LOI should be emailed to: njccr@doh.nj.gov. If you do not receive an acknowledgment of receipt within 2 business days, please call (609) 913-5015.

Application Submission, Funding Dates, and Times

NJCCR will **ONLY** accept applications submitted electronically through SAGE, which can be found at: <https://njsage.intelligrants.com/Login2.aspx?APPTHEME=SAGE>. The detailed narrative questions for each grant program are described hereto in Appendices I to VIII.

Paper submissions will not be accepted. Applications that do not meet the above criteria will be disqualified. Successful applicants will be notified of funding decisions on or about **June 10, 2023**.

For grant applications, character limits for the proposal, abstract and narrative are included in SAGE. The character limits do not represent the expected length of the response. They are the maximum lengths allowed in the online form. **See Appendix VII.**

Applicants should be cautious while utilizing the cut-and-paste functions of Word processing programs when transferring text into the narrative boxes in SAGE. SAGE does not recognize certain formatting, including some scientific notations, bullets, tables, graphs, and photographs. In addition, when completing the text boxes in SAGE, it is required to attach the full proposal (abstracts and narrative) with tables, charts, and illustrations as a PDF document, uploaded in the “***Attachments***” section.

With SAGE, a “View PDF” button is available to automatically create a PDF. These PDF files can be printed or saved to your computer. It is useful to review the PDF for accuracy before applying electronically.

SAGE Registration

Applicants are required to submit financial documents following the NJDOH Cost Controlling Initiatives. Failure to provide required documentation by the date of application submission will result in the application being deemed ineligible. Applicants must attach the requested documents below (in PDF format) to the application through SAGE:

1. Valid Internal Revenue Services (IRS) 501(c) (3) tax-exempt status from the organization.
2. Statement of Total Gross Revenue and/or Annual Report (if applicable). If the grant is less than \$100,000 and the organization does not receive any other

funds from the state or federal government an audit report is not required. Organization should submit the Statement of Total Gross Revenue to determine if an audit report is required.

3. Tax Clearance Certificate is to be submitted – Application for Tax Clearance can be obtained at <http://www.state.nj.us/treasury/taxation/busasst.shtml> (fee of \$75.00 or \$200.00).
4. NJ Charities Registration - If your organization is registered with the NJ Charities Registration, then each year a “Letter of Compliance” from the Division of Consumer Affairs MUST be obtained. All registered charities MUST renew their registration yearly. For more information contact the Division of Consumer Affairs. Forms can be found at: <https://www.njconsumeraffairs.gov/charities/Pages/default.aspx>
5. Indirect Cost Rate (<=15%); Proof of Indirect Rate
6. Policy on Protecting Human Subjects and Genomics
7. IRB Policy
8. Salary Policy
9. Travel Policy
10. Telephone Policy
11. Computer Security Policy

Applicants MUST register with SAGE as a “New User” at the following website address www.sage.nj.gov. Instructions for each applicant to set up a user account on SAGE MUST be followed as noted below and completed to be considered for the grant award.

Set up New User SAGE Account

At the login screen, click on the New User link. Complete the **Contact Registration Information** form and click **SAVE**. All fields marked with an asterisk (*) are mandatory.

Username: Letters and numbers - 5 to 20 characters (*example: abattle1, alb12*)

Password: Letters and numbers - 7 to 20 characters (no special characters e.g., !@#% are allowed).

New User Validation

When the form is completed, you will be returned to the login screen. Notify your organization’s Grant Administrator or Authorized Official so they can validate you as a new user for your organization. *Please note you will not be able to log into SAGE until you are validated by your organization.*

Validating Users (for Agency Administrators and Authorized Officials)

An organization’s Grant Administrator (GA) or Authorized Official (AO) MUST give new users access to SAGE. The following instructions are for AAs and AOs only.

Log into SAGE, scroll below **My Information** to **My Organization** and click on the name of your organization. Your organization’s information will appear. Find and click on the

Members tab. In the **Search** field, enter the name of the person you wish to add to your organization. When you locate the correct person check the box next to their name, select a **Security Role** from the dropdown menu, and enter a **Start Date**. Click **SAVE** to associate the user with your organization and validate them.

SAGE Help Desk

Technical support is available Monday-Friday, 9:00 AM to 4:00 PM.
(609) 376-8508 or njdoh.grants@doh.nj.gov

1. Complete the [FORM for Adding Organizations Into NJSAGE](#).
2. Identify your validated Authorized Official, or if none, have the Authorized Official register as a new user. The new user (Authorized Official) will be validated when the organization is validated and assigned to the organization.
3. Sign a **hard copy** of the FORM for Adding Organizations into NJSAGE and submit it via FAX (609); 633-1705 or as an email attachment to njdoh.grants@doh.nj.gov.

NOTE: If you have previously established a user account in SAGE, please do not complete this process again. Your organization information has already been established.

Notification of Funding Award

All applicants including Principal Investigators and organizations/institutions will be formally notified on the outcome of his/her application. This notification is anticipated to be **no later than June 10, 2023**. At that time, formal notification will be made to the institutions of successful applicants. Contracts will be initiated shortly thereafter by the NJCCR and NJDOH. Non-funded applicants will also be notified. Anonymous reviews will be provided to both funded and non-funded applicants; no further information shall be provided.

Funding Restrictions

Please refer to Subpart H* for Allowability of Cost, which **MUST** be considered while planning and writing the research and budget development. Recipients may **NOT** use funds for the following:

- Purchasing vehicles
- Travel outside of New Jersey
- Food or refreshments
- Interest on loans for the acquisition and/or modernization of an existing building
- Tuition reimbursement for students
- Construction

Use of Funds

Upon award, the recipient institution shall ensure that funds are immediately accessible and used for activities described in the approved application. Funds may be used to support:

- Equipment, supplies, or educational materials to conduct cancer research.
- In-state travel to meetings/events relevant to the study (with prior approval from the NJCCR Program Management Officer)
- Salary support for research personnel ; Bridge Grant does NOT support PI salary.
- A 15% Indirect Cost (IC) is allowed; Indirect Cost for the Bridge Grants is NOT applicable.

Progress Reports

Program Management Officers (PMO) and/or Grant Management Officers (GMO) must ensure that required progress reports are submitted in a timely and accurate fashion. Failure to submit programmatic reports may delay payments. Applicants are required to submit a Progress Report (PR) annually. Annual reports are due ten (10) business days from June 30, 2025, and should be technical but targeted to a general scientific audience. It should be succinctly detailed to ensure that the research activities over the award are clearly articulated. Figures and references may be included if appropriate. A Final Progress Report (FPR) is due 30 days from the end of the grant.

Financial Reports

Applicants are required to submit an Expense Report quarterly. Quarterly reports are due ten (10) business days from the end of the quarter.

Final expenditure report MUST be submitted through SAGE no later than 30 days after the conclusion of the award. This report MUST have the signature of the financial officer of the institution. All progress reports, expenditure reports, and payment vouchers MUST be submitted through SAGE as dictated in the Contract Agreement.

Evaluation Form

An Evaluation Form is required before termination of a grant award. Your post-termination grant evaluation is due to the New Jersey Commission on Cancer Research office ten (10) business days from June 30, 2025. The Evaluation Form is available in SAGE or at: <https://www.nj.gov/health/ces/cancer-researchers/njccr/>.

Publications and Patents

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

Appendix I: NJCCR Research Bridge Grant & Criteria (COCR24RBG)

Candidates **MUST** have submitted a major federal grant (over 150K per year in direct costs) in the 18 months preceding this application, and that grant **MUST** have received a score (triaged proposals will not be considered for bridging).

Candidates **MUST** have a full-time faculty appointment (Tenure Track or NTT Faculty).

If the submitted project has been funded by another organization after submission to this program, the applicant **MUST** notify the program administrator and the submission withdrawn. Individuals are permitted to submit only one application per cycle.

Not eligible to apply: Postdoctoral associates, teaching and research assistants, co-adjutant appointees, clinical and adjunct faculty defined as part-time positions, and visiting faculty members.

The applicant **MUST** upload each required document separately into the submission website (SAGE). Required documents are as follows:

1. NIH Bio-sketch for PI and key personnel.
2. A copy of the grant application that was scored but not funded, for which bridge support is requested
3. The Summary statement or review sheet.
4. One (1) page description of how reviewer comments will be addressed, and how the funding will be used to enhance competitiveness at resubmission.
5. Budget and Budget Justification – Allowable costs:
 - a. Research supplies and other expenses, such as fees for specific core services.
6. Other Support – List all external and internal research support regardless of relevance to this application, including pending applications. The following must be provided as listed:
 - a. Grant numbers
 - b. Title
 - c. Duration
 - d. Amount for the current year
 - e. Total value of the award
 - f. Source of support

NOTE: Primary Investigator shall attend the NJCCR Annual Symposium to be held in November.

Bridge Grant Page Limits & Requirements

Section of Application	Page Limits
Project Summary/Abstract	30 lines of text
Project Narrative	Three (3) sentences
Resubmission or Revision Application (when applicable)	One (1)
Applicant's Background and Goals	6
Specific Aims	One (1)
Research Strategy	6
Biographical Sketch	5
Progress Reports	5

Criteria:

The review criteria for the NJCCR Research Bridge Grants include research topic, prior scores, and comments as well as the extent to which reviewer comments will be addressed by the studies supported by NJCCR Bridge Funding.

The grant proposal will be evaluated using the following criteria:

1. Potential impact of the proposed research and hypothesis.
2. Scientific evidence supporting the hypothesis to be tested.
3. Feasibility and adequacy of the procedures to be used in the research.
4. An explicit statement of the relevance of the proposed study to cancer prevention, diagnosis, treatment, or survivorship.
5. Evidence of research experience of the PI and staff in the proposed research area.
6. Reasonableness of the budget about the objectives, methods, approach, procedures, and data analysis proposed.
7. Evidence that support has led or will likely lead to successful external funding.
8. Previous reviewer's comments have been addressed satisfactorily such that requested bridge funding would enhance the competitiveness of the application upon resubmission.

Applications will be reviewed by NJCCR staff and/or independent peer review to ensure accuracy and relevance to the mission of the NJCCR.

Appendix II: NJCCR Pediatric Research Grant & Criteria (COCR24PRG)

Application Criteria: Researchers **MUST** submit a detailed project narrative, describing how the research will be conducted during the funding period. It should be succinct, self-explanatory, and organized in the order outlined in this section below.

Lay Abstract: Describe your research project in simple, non-technical language that is understandable by a person not trained in science and cancer. This abstract **MUST** be a public description of the proposed cancer research and, should the award be made, it will be used in press releases, public announcements, and various publications. (1 page maximum).

Abstract of Research Plan: The official abstract shall describe the hypothesis, goals and significance of the research to cancer.

Proposal Narrative:

A. **Specific Aims:** These are broad statements of the focus and desired outcomes of the research, or the general intentions of the research, that “paint a concise picture” of the research project.

B. **Significance:** This section describes the rationale for conducting the research. Overall, this section answers several questions: Why is this work important to the field of cancer? What are the implications of doing this work? Translational opportunities? How does this work link to other knowledge?

C. **Preliminary Studies/Data:** This section should describe any preliminary studies that serve as the foundation for the proposed study; however, preliminary studies are not required.

D. **Research Design:** Describe the strategy that will be used to direct the research and address the specific aims. In addition, the applicant will need to include:

- i. List the biographical sketches of all key personnel using the standard NIH format.
- ii. List current and relevant past research funding of the PI.

Requirement: Bio-sketch for PI and key personnel. Primary Investigator shall attend the NJCCR Annual Symposium to be held in November.

Pediatric Grant Page Limits & Requirements

Section of Application	Page Limits
Project Summary/Abstract	30 lines of text
Project Narrative	Three (3) sentences
Resubmission or Revision Application (when applicable)	One (1)
Applicant's Background and Goals	6
Specific Aims	One (1)
Research Strategy/Program Plan	6
Method/s for Enhancing Reproducibility	3
Biographical Sketch	5
Progress Reports	5

Appendix III: NJCCR Pilot Program Research Grant (COCR24PPR)

Summary: The purpose of this grant program is to support pilot cancer research projects that address current priority areas related to:

- Cancer Health Disparities.
- Psychosocial Effects of Cancer (e.g., mental, health, financial toxicity) in persons and their families.
- Pain Management (e.g., substance use or medical marijuana)

Application Criteria: Researchers **MUST** submit a detailed project narrative, describing how the research will be conducted during the funding period. It should be succinct, self-explanatory, and organized in the order outlined in this section below.

Lay Abstract: Describe your research project in simple, non-technical language that is understandable by a person not trained in science and cancer. This abstract **MUST** reflect a public description of the proposed cancer research and, should the award be made, it will be used in press releases, public announcements, and various publications. (1 page maximum).

Abstract of Research Plan: The official abstract shall describe the hypothesis, goals and significance of the research to cancer.

Proposal Narrative:

A. **Specific Aims:** These are broad statements of the focus and desired outcomes of the research, or the general intentions of the research, that “paint a concise picture” of the research project.

B. **Significance:** This section describes the rationale for conducting the research. Overall, this section answers several questions: Why is this work important to the field of cancer? What are the implications of doing this work? Translational opportunities? How does this work link to other research?

C. **Preliminary Studies/Data:** This section should describe any preliminary studies that serve as the foundation for the proposed study; however, preliminary studies are not required.

D. **Research Design:** Describe the strategy that will be used to direct the research and address the specific aims. In addition, the applicant will need to include:

- i. List the biographical sketches of all key personnel using the standard NIH format.
- ii. List current and relevant past research funding of the PI.

Requirement: Bio-sketch for PI and key personnel.

Appendix IV: NJCCR Post-doctoral Fellowship (COCR24PDF)

Application Criteria: Researchers **MUST** submit a detailed project narrative, describing how the research will be conducted during the funding period. It should be succinct, self-explanatory, and organized in the order outlined in this section below.

Lay Abstract: Describe your research project in simple, non-technical language that is understandable by a person not trained in science and cancer. This abstract **MUST** be a public description of the proposed cancer research and, should the award be made, it will be used in press releases, public announcements, and various publications. (1 page maximum).

Abstract of Research Plan: The official abstract shall describe the hypothesis, goals and significance of the research to cancer.

Proposal Narrative:

A. **Specific Aims:** These are broad statements of the focus and desired outcomes of the research, or the general intentions of the research, that “paint a concise picture” of the research project.

B. **Significance:** This section describes the rationale for conducting the research. Overall, this section answers several questions: Why is this work important to the field of cancer? What are the implications of doing this work? Translational opportunities? How does this work link to other research?

C. **Preliminary Studies/Data:** This section should describe any preliminary studies that serve as the foundation for the proposed study; however, preliminary studies are not required.

D. **Experimental Design:** Is the strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the proposed research project? In addition, the fellow will include:

- Biographical Sketch using the standard NIH format
- Research Funding and Support of Mentor
- Comments from the Mentor

Requirement: The RFA, requires “three (3) Letters of Reference/Recommendation” (LOR) from individuals other than the sponsor/mentor; to be attached to the application, and must be uploaded to the “References” section in the SAGE and labeled accordingly starting with the grant number followed by the name of the document e.g., COCR24PDF###_Reference form.

Appendix V: NJCCR Predoctoral Fellowship (COCR24PRF)

Application Criteria: Researchers **MUST** submit a detailed project narrative, describing how the research will be conducted during the funding period. It should be succinct, self-explanatory, and organized in the order outlined in this section below.

Lay Abstract: Describe your research project in simple, non-technical language that is understandable by a person not trained in science and cancer. This abstract **MUST** be a public description of the proposed cancer research and, should the award be made, it will be used in press releases, public announcements, and various publications. (1 page maximum).

Abstract of Research Plan: The official abstract shall describe the hypothesis, goals and significance of the research to cancer.

Proposal Narrative:

A. **Specific Aims:** These are broad statements of the focus and desired outcomes of the research, or the general intentions of the research, that “paint a concise picture” of the research project.

B. **Significance:** This section describes the rationale for conducting the research. Overall, this section answers several questions: Why is this work important to the field of cancer? What are the implications of doing this work? Translational opportunities? How does this work link to other research?

C. **Preliminary Studies/Data:** This section should describe any preliminary studies that serve as the foundation for the proposed study; however, preliminary studies are not required.

D. **Experimental Design:** Is the strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the proposed research project? In addition, the fellow will include:

- Biographical Sketch using the standard NIH format
- Research Funding and Support of Mentor
- Comments from the Mentor

Requirement: The RFA, requires “three (3) Letters of Reference/Recommendation” (LOR) from individuals other than the sponsor/mentor; to be attached to the application, and must be uploaded to the “References” section in the SAGE and labeled accordingly starting with the grant number followed by the name of the document e.g., COCR24PRF###_Reference form.

Appendix VI: Principal Investigator and Mentor Requirements

Principal Investigator:

- Principal Investigators shall comply with the submission of required progress and expenditure reports.
- Principal Investigators should use the National Institutes of Health, “*Guidelines and Policies for the “Conduct of Research in the Intramural Research Program at NIH”*” to serve as a reference for fellows and trainees. These Guidelines and Policies can be found at:
https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf
- All Principal Investigators must commit to fulfilling a two-year research period.
- All Principal Investigators shall notify and make available publication of their research in peer-reviewed journals and any pending patents to the NJCCR.
- All Principal Investigators are required to participate in the NJCCR Annual Symposium to be held in November.

Mentor/Sponsor Requirements (Comments of Sponsor in the SAGE):

- All mentors/sponsors MUST be established, and they are expected to advance the applicant’s career and project with evidence of a strong mentorship relationship.
- All mentors/sponsors MUST provide an *individualized training* plan on how they will support and assist the Principal Investigator, assistant, and/or fellow (1 to 2 paragraphs).
- All mentors/sponsors must ensure that the *mentee is able to fulfill a two-year research period prior to accepting a grant award.*
- All mentors/sponsors MUST include their Bio sketch.
- All mentors/sponsors should use the National Institutes of Health, “*Guidelines and Policies for the “Conduct of Research in the Intramural Research Program at NIH”*” to serve as a reference for fellows and trainees. These Guidelines and Policies can be found at:
https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-conduct_research.pdf.
- All mentors/sponsors are strongly encouraged to participate in the NJCCR Annual Symposium to be held in November.

Appendix VII: Page Limits & Requirements

Follow the page limits specified below for the body of the research, progress reports, and attachments in your grant application, unless otherwise specified in the request for applications (RFA) or related guide notice. If no page limit is listed in the table below, you can assume the attachment does not have a limit.

The applications and attachments **MUST** follow these minimum requirements:

- **Text Color:** No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- **Font size:** Must be 11 points or larger. Smaller text in figures, graphs, diagrams, and charts is acceptable, as long as it is legible when the page is viewed at 100%.
- **Font Type:** Arial, Calibri, Helvetica
- **Type density:** Must be no more than 15 characters per linear inch (including characters and spaces).
- **Line spacing:** Must be no more than six lines per vertical inch.
- **Format:** All files **MUST** be formatted in Adobe PDF and concatenated.

Predocutorial and Postdoctoral Fellowship:

Section of Application	Page Limits
Project Summary/Abstract	30 lines of text
Project Narrative	Three (3) sentences
Resubmission or Revision Application (when applicable)	One (1)
Applicant's Background and Goals for Fellowship Training	6
Specific Aims	One (1)
Research Strategy	6
Sponsor and Co-Sponsor Statements	6
Letters of Support from Collaborators, Contributors, and Consultants	6
Description of Institutional Environment and Commitment to Training	2
Biographical Sketch	5
Progress Reports	5

Pilot Grants:

Section of Application	Page Limits
Project Summary/Abstract	30 lines of text
Project Narrative	Three (3) sentences
Resubmission or Revision Application (when applicable)	One (1)
Applicant's Background and Goals	6
Specific Aims	One (1)
Research Strategy/Program Plan	6
Method/s for Enhancing Reproducibility	3
Biographical Sketch	5
Progress Reports	5

Information relevant to the application e.g., tables or graphs must be concatenated to the body of the application. Any additional information must be uploaded to the "Attachment" section in the SAGE and labeled accordingly e.g., COCR24xxxXXX_Table1.

Appendix VIII: Travel

Travel to conferences (in or out of state) need prior approval from the NJCCR Program Management Officer (PMO). A Letter of Request to travel must include the following information.

1. Conference agenda
2. Abstract to be presented
3. Conference registration receipt
4. Number of attendees
5. Total cost (transportation, hotel, gratuities, etc.), not to exceed \$1,500 annually

Acknowledgment of Support

All print, video, website, and audio materials related to the research grant or program (publications, conference presentations or patents filed) must identify and credit the New Jersey Commission on Cancer Research for its support indicating “This research has been funded (or funded in part) by a grant from the NJCCR. Copies or descriptions of all materials (publications, conference presentations or patents filed) arising from the NJCCR **MUST** be submitted to the NJCCR. Please notify the NJCCR by emailing njccr@doh.nj.gov when posting material.

Indemnification

The applicant 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.

NOTE:

1. <https://statecancerprofiles.cancer.gov/index.html>