



NATIONAL COMPREHENSIVE CANCER NETWORK

**FOUNDATION**

Guiding Treatment. Changing Lives.

**Request for Proposals (RFP)**

**NCCN Foundation<sup>®</sup>**

**2024 Young Investigator Award (YIA) Program**

**NCCN Foundation<sup>®</sup>**

**3025 Chemical Road, Suite 100**

**Plymouth Meeting, PA 19462**

**October 18, 2023**

**TABLE OF CONTENTS**

**PAGE**

ORGANIZATIONAL BACKGROUND .....3

PROGRAM PURPOSE AND DESCRIPTION..... 3

PROGRAM TIMELINE.....4

ELIGIBILITY REQUIREMENTS.....5

NOMINATION PROCESS.....5

PROPOSAL SUBMISSION PROCESS.....6

BUDGET.....8

SUBMISSION.....9

PAYMENT OF FUNDS.....10

UNSPENT FUNDS.....10

GRANT PERIOD.....10

REPORTING REQUIREMENTS.....10

YIA PROPOSAL REVIEW COMMITTEE.....10

REVIEW COMMITTEE PARTICIPANT.....11

PROPOSAL EVALUATION CRITERIA.....11

AWARD ADMINISTRATION.....11

RESPONSIBLE CONDUCT.....11

HELPFUL RESOURCES.....11

## **ORGANIZATIONAL BACKGROUND**

NCCN Foundation<sup>®</sup> was established in 2009 by the National Comprehensive Cancer Network<sup>®</sup> (NCCN<sup>®</sup>), a Section 501(c)(3) public charity whose mission is to improve and facilitate quality, effective, efficient, and accessible cancer care so patients can live better lives. NCCN operates as a not-for-profit alliance of 33 leading cancer centers devoted to patient care, research, and education (NCCN Member Institutions). Through the leadership and expertise of clinical professionals at NCCN Member Institutions, NCCN develops resources that present valuable information to the numerous stakeholders in the health care delivery system.

NCCN Foundation strives to continue NCCN's mission by seeking philanthropic support to engage in activities including, but not limited to, developing a research grant program to encourage and assist early career physicians, scientists, nurses, and other investigators in conducting innovative and collaborative research in oncology at NCCN Member Institutions. In order to expand upon the body of knowledge available regarding the diagnosis and treatment of cancer, the NCCN Foundation focuses on funding research projects that further its charitable and educational purposes and support researchers in fields for which it is often difficult to obtain funding.

## **PROGRAM PURPOSE AND DESCRIPTION**

Through its Young Investigator Award (YIA) Program, the NCCN Foundation invites proposals from young investigators with innovative ideas and an interest in improving the quality, effectiveness, equity, and accessibility of care provided to patients with cancer. A primary focus of the NCCN Foundation YIA Program is to identify and fund top investigators in the early stages of their careers interested in participating and contributing to cancer research. On average, four to seven grants are awarded per year.

The awards provide two-year grants of \$150,000 for research expenses to promising young investigators across a broad range of oncology specialties and areas of interest. The award may be used to fund salary and benefits of the grant recipient, postdoctoral or clinical research fellows and/or research assistants, data collection and entry, patient costs, analysis, computer costs, necessary purchased services, surveys, and supplies. Within the total budget of \$150,000, indirect expenses will be covered to a maximum of 8%. The award may include funds up to \$3,000 for IRB review and continuing review. In addition to the \$150,000 award, a separate administrative allowance will be provided for travel (up to \$575), lodging, and registration expenses to attend the 2026 NCCN Annual Conference. Attendance at the NCCN Annual Conference is mandatory in order for the awardees to present their research results at the General Poster Session.

The award is open to physicians, scientists, nurses, and others working in an oncology laboratory, clinical research or clinical setting, or cancer control program in one of NCCN's 33 Member Institutions, who:

- Have a first full-time current appointment as an Assistant Professor, Instructor, or equivalent level, and
- Are MDs, DOs, PhDs or, for nurses and others, have an advanced degree.

Each NCCN Member Institution can nominate one young investigator who may submit a research proposal. Please note the following:

- **Member Institutions that received an NCCN Young Investigator Award during the 2023 cycle are not eligible to apply for the 2024 cycle; and**
- **Those Member Institutions will still be required to appoint a representative to the Proposal Review Committee for the 2024 cycle.**

A hallmark of NCCN's programs has been strong attention to excellent data collection, analysis, and outcomes measures. Successful YIA proposal submissions will be expected to bring this same high level of rigor to their research and clinical practice programs. Successful candidates will identify and work closely with an appropriate institutional mentor for their two-year YIA. Following completion of research, abstracts will be published in print and online in *JNCCN—Journal of the National Comprehensive Cancer Network*. Awardees will be expected to present their findings within their own Institution through educational opportunities such as grand rounds and tumor boards. Manuscript submission of funded work is required.

## PROGRAM TIMELINE

Date	Description
November 29, 2023	NCCN Member Institution candidate nomination deadline. <ul style="list-style-type: none"> <li>• Member Institutions may only nominate <b>one</b> candidate.</li> <li>• Member Institutions that received an NCCN Young Investigator Award during the 2023 cycle are not eligible to nominate a candidate for the 2024 cycle.</li> </ul>
January 24, 2024	NCCN Member Institution Deadline for mandatory submission of <b>one Proposal Review Committee</b> member. <ul style="list-style-type: none"> <li>• Member Institutions that received an NCCN Young Investigator Award during the 2023 cycle are required to appoint a representative to the Proposal Review Committee for the 2024 cycle.</li> <li>• <i>Proposal Submissions from Member Institutions that do not contribute a Proposal Review Committee member <b>will not be considered for funding.</b></i></li> </ul>
January 24, 2024 - 5:00 PM (ET)	Proposal Submission Deadline within the NCCN research portal iEnvision.
Early March 2024	Proposal Review Committee will meet via a virtual meeting.

<b>End of March 2024</b>	Award Notifications.
<b>July 1, 2024 – June 30, 2026</b>	<p>Award Period:</p> <ul style="list-style-type: none"> <li>• It is anticipated that eighteen months will be used for the implementation of the scope of work (July 1, 2024 – December 31, 2025) and six months will be used to compile and finalize the study data and comply with all reporting requirements (January 1, 2026 – June 30, 2026).</li> <li>• Draft protocol submission is required one month after award notification.</li> <li>• IRB/IACUC approval (if applicable) and study activation required by July 1, 2024.</li> </ul>
<b>November 2025</b>	Abstract Submission for the 2026 NCCN Annual Conference – General Poster Session.
<b>March/April 2026</b>	Presentation of research results will occur at the 2026 NCCN Annual Conference – General Poster Session.

## ELIGIBILITY REQUIREMENTS

Nominees must have:

- Medical degree - MD, DO or international equivalent; **OR**
- Scientific degree - PhD or international equivalent; **OR**
- Nursing degree – Master level and above or international equivalent; **OR**
- Pharmacy degree - PharmD or international equivalent; **AND**
- Primary affiliation/work site at an NCCN Member Institution **for the duration of the award period; AND**
- First full-time appointment at an NCCN Member Institution and remain in good standing for the duration of the award period; **AND**
- Mentor in the proposed research field; **AND**
- Institutional commitment to support the research project.

## NOMINATION PROCESS

Each eligible NCCN Member Institution may nominate one candidate per institution by **Wednesday, November 29, 2023**. Instructions for proposal submissions will be sent directly to nominees by NCCN.

NCCN Member Institutions may submit the nomination of their candidate via email to [foundationproposals@nccnfoundation.org](mailto:foundationproposals@nccnfoundation.org). Please use the subject line: “**NCCN Foundation YIA 2024 - Candidate Nomination.**”

The following information about the nominee is required to be included in the email:

- Name & Degree
- Academic Appointment or Rank
- Institution
- Title
- Email Address

## PROPOSAL SUBMISSION PROCESS

All proposals must be submitted in accordance with the requirements and instructions of this Request for Proposals (RFP). Proposals will provide concise documentation of the research plan and should be no more than the equivalent of 6 pages. The proposal is expected to contain sufficient information for reviewers to fully assess the scientific rigor and feasibility of the proposed study.

**Proposals are required to be submitted electronically to the NCCN research portal at [https://nccn.envisionpharma.com/ienv\\_nccn](https://nccn.envisionpharma.com/ienv_nccn).**

The proposal should contain detail regarding the following areas:

### A. Study Information

1. General Information: Title/Type of Support/Subsite(s)
  - Select “**No**” for Letter of Intent
  - Select “**YI24**” for RFPID
  - Select “**Funding**” for Type of Support
2. Personnel name and institutional affiliations; including academic title and rank for each of the following:
  - Principal Investigator (Primary Investigator - **current CV required**)
  - Statistical Co-Investigator/Biostatistician
  - Mentor (other - **current CV required**)
  - Institutional Office of Sponsored Research/Contract Personnel (other)
3. Site Information
  - Institution name and address
  - Contact information
  - Subsite information as applicable
4. Concept Information
  - Enrollment Target (if not applicable please leave blank or enter 0)
  - Estimated time of completion (no more than 24 months total)
  - Trial Design and Study Phase – proposals for projects being performed within a larger basket/umbrella study, or as a correlative/substudy of an

ongoing, separately funded project, **must be clearly identified at time of submission**

- Study Type (Clinical will select “other”)
- Overview/Hypothesis/Abstract
- Background/Rationale
- Overall Goals & Objectives
- Current Assessment of Need in Target Area
- Target Audience
- Project Design and Methods
- Innovation
- Evaluation and Outcomes
- Anticipated Project Timeline
- Organizational Detail
- Detailed Work Plan
- Evaluation Design
- References
- Additional information to align with current iEnvision page

5. Oncology Analysis

- Tumor Type/Malignancy Stage
- Body Systems
- Correlative study information
- Budget Justification
- Feasibility Letter/Document must include the following information (required):
  - For Clinical Trials:
    - Project completion in time limit specified above (2 years)
    - Projected Accrual Dates (Month/Year)
    - Previous experience with trials in a similar tumor type, phase of study or prior therapy
    - Collaborators’ experience, including affiliates
    - Competing trials - List all active, approved or in-review studies at your institution for which the same patient population is eligible
  - For Outcomes/Translational and Correlative/Pre-clinical Studies:
    - Project completion in time limit specified above
    - Specimen acquisition
    - As applicable, collaborators’ experience
    - As applicable, previous experience with studies in a similar tumor type, phase of study, or therapy.
    - As applicable, competing projects for which the same patient population is eligible.
- Department Chair or Division Letter of Support (required)

## B. Requested Funding Information

### 1. Full Budget and Budget Justification

- Nominees must complete and submit the budget in the separate **NCCN budget template** format via **the attachments folder (node) in iEnvision**. (see User Manual for additional instructions)
- Nominees are required to disclose additional sources of funding for this research and demonstrate that funding does not overlap with this award.
- The following information is required:
  - Breakdown by major cost categories
  - Indirect Costs capped at 8%
  - Justification of major costs with enough detail to demonstrate how funding for major elements in the study will be allocated
  - For combined clinical and correlative studies, separate budgets for each component should be submitted
  - Salaries, which are capped at the current NIH salary cap, fringe benefits, % effort, and responsibilities for each team member
  - Budget justification to include base salary, % effort, and study responsibilities for each team member
  - No travel above the Annual NCCN Conference attendance fees included in the Terms & Conditions.
  - No publication assistance costs will be covered unless pre-approved by NCCN

### 2. Complete the remainder of the page:

- Enter the total direct and indirect costs related to your proposed project in iEnvision.
  - Enter one line item for each by selecting “+ Add Line” and selecting “Direct” or “Indirect” from the dropdown list and completing the information as appropriate.
- Requested currency (US Dollar)
- Overhead %
- Amount Requested (Cannot be more than \$150,000)
- Upload Budget Review and Approval Letter
- Additional sources of funding, if applicable

## C. Ancillary Documentation

1. Supportive literature may be provided.
2. If support will be sought/provided by other sources, please identify all sources of additional support and provide documentation of commitment.



**D. Required Letters of Support from governing groups of the institution verifying:**

1. Office of Sponsored Research approval
2. Department Chair/Division approval
3. Institutional budgetary review and approval
4. Mentor's Letter of Support

Letters should be addressed to:

Crystal Denlinger, MD, CEO  
National Comprehensive Cancer Network  
3025 Chemical Road, Suite 100  
Plymouth Meeting, PA 19462

**SUBMISSION**

All proposals must be submitted electronically using the directions below and are due by **Wednesday, January 24, 2024 at 5:00 PM (ET)**.

- Please use the link below to register in the system:
  - [https://nccn.envisionpharma.com/ienv\\_nccn](https://nccn.envisionpharma.com/ienv_nccn)
- Select "Register for New Account" in the upper right corner of the page, above the "Log In" button.
- Complete all fields (Note: Fields with an asterisk are required)
- You will receive a confirmation email. Click on the link in the email to activate your account.
- Enter your username and password (Note: Your username is your email address. Do not copy and paste).
- Set up your security questions.
- Submit your study under the "**Non-Clinical Research**" Application Type:
  - Select "**No**" for Letter of Intent
  - Select "**YI24**" for RFPID
  - Select "**Funding**" for Type of Support

For technical assistance with the iEnvision system, please contact [iEnvision\\_general\\_request@envisionpharmagroup.com](mailto:iEnvision_general_request@envisionpharmagroup.com).

For questions or issues, please e-mail Nye Smith at [nsmith@nccn.org](mailto:nsmith@nccn.org) with the subject line "**2024 NCCN Foundation YIA**".

## **PAYMENT OF FUNDS**

The Award total of \$150,000 will be disbursed as follows:

- First payment of \$50,000 will be paid on or after July 1, 2024, subject to receipt by NCCN of all required items, which will be identified in the Study Start-up Letter.
- Second payment of \$50,000 will be paid subject to satisfactory progress and submission of satisfactory finance and progress reports, at the end of the first year.
- Final payment of \$50,000 will be paid upon submission of a final study report, manuscript, and final expenditure report.

## **UNSPENT FUNDS**

Any unspent portion of the grant funds must be returned to the NCCN Foundation within sixty (60) days of the expiration of grant end date.

## **GRANT PERIOD**

Whereas the NCCN Foundation is subject to the terms and conditions of the funders' agreements supporting this program, funded projects are required to be completed within two years from July 1, 2024.

## **REPORTING REQUIREMENTS**

Awardees are required to submit an annual financial report for each year of the grant funding and quarterly progress reports. The reporting schedule will be stipulated upon NCCN's notification of the activation of the study.

## **YIA PROPOSAL REVIEW COMMITTEE**

All NCCN Member Institutions, with either an active YIA in 2023 or that nominates a candidate to apply for 2024 YIA funding, must provide the name of a YIA Proposal Review Committee participant by **January 24, 2024**. YIA Proposal submissions from Member Institutions that do not contribute a Review Committee participant **will not be considered for funding**. **The Review Committee participant must attend the YIA Review Meeting in order for the YIA nominee from their institution to be considered.**

The YIA Proposal Review Committee participants must have expertise in oncology with a broad spectrum of research knowledge (clinical, pre-clinical, quality, health equity, etc.) and types of cancer. **Please note that reviewers may be asked to review proposals outside of their area of expertise.** Individual Review Committee participants will be recused from reviewing/discussing proposal submissions from their own institutions.

## **REVIEW COMMITTEE PARTICIPANT:**

The following information regarding the YIA Review Committee participant must be submitted by the Member Institution to: [FoundationProposals@nccnfoundation.org](mailto:FoundationProposals@nccnfoundation.org) using the subject line NCCN Foundation YIA 2024 - Review Committee.

Review Committee Participant:

- Name & Degree
- Academic Appointment or Rank
- Area of Expertise
- Address, cell phone number, email address

## **PROPOSAL EVALUATION CRITERIA**

The YIA Proposal Review Committee will select recipients for YIAs based on the following criteria:

- Scientific Soundness
- Study Design
- Feasibility
- Statistics
- Budget
- Timeline – work **must** be finalized and final reporting submitted within the 2-year grant period

## **AWARD ADMINISTRATION**

The NCCN Oncology Research Program (ORP) will provide oversight for the review, selection, and awarding of the YIAs. ORP standards will be used by the YIA Grants Proposal Review Committee to review and score proposals received in response to this RFP.

## **RESPONSIBLE CONDUCT**

During the Award period, the Investigator must not be absent from participation in the Project or from the Institution for extended periods of time during the Award Period, such as for a sabbatical leave or leave of absence, without prior written approval from the NCCN Foundation.

## **HELPFUL RESOURCES**

- Frequently Asked Questions (attached)
- iEnvision User Manual (attached)