



State of New Jersey

COMMISSION ON CANCER RESEARCH

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[www.nj.gov/health](http://www.nj.gov/health)

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Commissioner

## REQUEST FOR APPLICATION (RFA)

### 2011 SUMMER CANCER RESEARCH FELLOWSHIP MINI GRANT

RFA Available: January 18, 2011

Application Due Date: February 18, 2011

Start Date: June 1, 2011

**NOTE: Awards are made to the institution not individual students.**

#### **PURPOSE:**

The New Jersey Commission on Cancer Research in collaboration with the New Jersey Department of Health & Senior Services provides grants to eligible non-profit research institutions to be used to provide fellowships to undergraduate scientists to engage in full time cancer research during the summer in New Jersey institutions. New Jersey Institutions with formally established and active summer undergraduate research programs are encouraged to apply for funds to cover stipends of students conducting cancer research.

#### **TYPE OF RFA:**

This is an open and competitive cancer research fellowship program, based on a National Institutes of Health (NIH) system of scientific review that is available to all non-profit research institutions, cancer centers, hospitals or scientific agencies in New Jersey who meet the minimum eligibility requirements described below.

#### **BACKGROUND:**

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

## **RESEARCH SCOPE:**

The NJCCR funds fellowship 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.

The purpose of the NJCCR summer fellowship is to provide an opportunity to gain "hands on" laboratory experience for promising students who are interested in pursuing a career as a cancer researcher.

The program is designed to encourage students who have not had significant research experience. Research projects must be specified and should focus on the genetic, biomedical, viral, microbiological, immunological and environmental causes of cancer. Behavioral, epidemiological or clinical/therapeutic research may be considered. However, such studies should focus on malignancies of specific proved or suspected etiologies.

**NOTE: Awards are made to the institution not individual students.**

## **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 institution must 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 NJCCR offices prior to starting any research activities. Modifications, continuation letters and other letters pertinent to the study must also be forwarded to NJCCR offices as part of programmatic progress reports. Failure to comply with these requirements may result in loss of grant funding.

## **REVIEW PROCEDURES AND CRITERIA:**

All proposals are reviewed by a panel of scientific experts who are appointed by the NJCCR. The panel evaluates candidate institutions based on academic qualifications, scientific merit of the proposed research areas, the qualifications of the mentors, the adequacy of facilities, institutional support and the relevance of the work to the causes of cancer or methods of clinical treatment.

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.

**APPLICATION FORMAT:**

An application for the 2011 Summer Cancer Research Fellowship Mini Grant is to be submitted through the Department's System for Administering Grants Electronically (SAGE).

**Applications will be available on SAGE on January 18, 2011 and must be submitted no later than 4:00 p.m., February 18, 2011. The Summer Cancer Research Fellowship Mini Grant will be awarded by June 1, 2011.** Only individuals representing a university/organization may apply for this award, not individual students.

**NEW USER TO SAGE APPLYING FOR THE NJCCR 2011 SUMMER CANCER RESEARCH FELLOWSHIP MINI GRANT:**

1. Individual's representing a university/organization requesting to apply for the NJCCR 2011 Summer Cancer Research Fellowship Mini Grant must register with NJ SAGE on the following website address: [www.sage.nj.gov](http://www.sage.nj.gov) as a 'new user'.
2. **After the individual (Authorized Official) representing the University/organization has registered on SAGE, they must e-mail Anna Battle at: [abattle@doh.state.nj.us](mailto:abattle@doh.state.nj.us) with their name, so they can be validated as a SAGE user.**
3. When the individual representing the University/organization receives an e-mail confirmation of validation from SAGE, they may create the application for the Summer Cancer Research Fellowship Mini Grant.
4. For Technical Assistance regarding SAGE registration or accessing the grant, call SAGE Technical Assistance: Monday through Friday from 9:00 a.m. to 4:00 p.m. at 609-292-7646 or 609-775-5384.
5. For programmatic questions pertaining to the NJCCR Summer Cancer Research Fellowship Mini Grant application, you can send an e-mail to your NJCCR Program Management Officer/Contract Administrator at [njccr@doh.state.nj.us](mailto:njccr@doh.state.nj.us).

**CURRENT SAGE USER APPLYING FOR THE NJCCR 2011 SUMMER CANCER RESEARCH FELLOWSHIP MINI GRANT:**

1. Current SAGE users can log into SAGE using their same username and password. If you cannot access the grant application, you should contact SAGE Technical Assistance from Monday through Friday from 9:00 a.m. to 4:00 p.m. at 609-292-7646 or 609-775-5384.

**ELIGIBILITY:**

Applicants must be New Jersey non-profit research institutions with formally established and active summer undergraduate research programs.

**TYPE OF FUNDING:**

Awards range from \$4,000 to \$20,000 to cover summer stipends of fellows with a stipend rate of \$4,000 per student. No other costs are allowable under this grant.

**TERMS:**

Work must be full time for a period of 9 to 10 weeks during the summer months. All progress reports, expenditure reports and payment vouchers must be submitted through SAGE no later than 30 days after the end of this award period. The New Jersey Commission on Cancer Research must be notified immediately if awards are not accepted or canceled. Unspent funds must be returned within 30 days of cancellation.

**INSTITUTIONAL RESPONSIBILITIES:**

Program administrators and/or grant managers must assure that required progress reports are submitted in a timely and accurate fashion. Failure to submit programmatic reports may delay fellowship payments. All NJCCR summer fellows are encouraged to participate in the Annual Retreat on Cancer Research in New Jersey, which is an approved NJCCR sponsored scientific program. Program administrators should make every effort to assist students in this activity.

Applications may be subject to the Open Public Records Act. Acceptance of this award presumes an understanding of, and agreement with these responsibilities. Failure to comply with these terms may result in grant termination.

**PAYMENTS:**

Two payments will be made to the institution. The first payment will be an advance payment in the amount equal to 50% of the total award. The remaining balance of 50% will be made upon completion of work and the submission of a final progress report with the expenditure report and payment voucher through SAGE.

**FINANCIAL REPORTS AND RECORDS:**

Accurate records, including documentation of all transactions, must be maintained. A final expenditure report must be submitted through SAGE no later than 30 days after the end of the award period. The report must have the signature of the financial officer of the institution. The Commission or its designated representative reserves the right to audit accounts at any time.

**FINAL PROGRESS REPORT:**

A detailed Final Progress report must be completed by the faculty mentor/mentors no later than 30 days after the end of the award period. The Final Progress Report must summarize the outcomes achieved as a result of the Summer Fellowship. The Final Progress Report must also be submitted through SAGE.

**ADDITIONAL INFORMATION:**

Additional information regarding the terms of the 2011 Summer Cancer Research Fellowship Program can be obtained by emailing the NJCCR at [njccr@doh.state.nj.us](mailto:njccr@doh.state.nj.us) or writing to:

**Executive Director  
NJ Commission on Cancer Research  
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