

## **NEW JERSEY COMMISSION ON CANCER RESEARCH**

### **Policies Governing Cancer Research Development Awards (NJCRDA)**

#### **OVERVIEW:**

The New Jersey Department of Health & Senior Services, in collaboration with the New Jersey Commission on Cancer Research, seeks to support and promote high impact and innovative cancer research that is directed towards strengthening the New Jersey cancer research infrastructure strategically through institutional support aimed at fostering interactions between basic laboratory, clinical, and population scientists; expanding access for investigators to shared services and technologies that are necessary to their research efforts; and other scientific infrastructure or program development projects with significant potential to advance cancer research in New Jersey.

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

Successful cancer research depends upon the availability of shared resources, the most modern technology and multidisciplinary research teams. Such resources have high costs but represent fundamental infrastructure needs that are critical to successful research. This RFA provides funding to support these strategically important resources where there is a demonstrated need, a potential for significant scientific advancement, and an opportunity to develop new and innovative technologies critical to cancer research in New Jersey.

In addition, all applications should address at least one or more of the following State-level program 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.

#### **RESEARCH SCOPE:**

This award is designed to strengthen New Jersey cancer research infrastructure strategically through the support of shared resources, state of the art equipment or instrumentation upgrades and newly created multidisciplinary research networks with high potential for federal funding opportunities. As such, the focus of this program is the “seeding and nurturing” of new and promising initiatives that are in their formative or early stages of development. Support for established and ongoing research programs or projects are not a priority.

Possible areas of support, might include, but are not limited to:

- ◆ Shared resources that support promising new technologies, tissue or cell repositories, bio- or public health informatics, animal models, biologic assays, clinical or health delivery data systems or other shared resources that would be utilized by a minimum of 3 federally funded researchers and 3 junior scientists, while contributing to at least one or more of the State research goals listed above.
- ◆ “State of the art” technology or instrumentation that would modernize existing facilities or support a new scientific focus, where research capacity would be substantially enhanced from this investment and contribute to funding goals listed above (at least 3 core researchers are required for this proposal).
- ◆ Multidisciplinary research networks with potential for making New Jersey more competitive for certain federal funding opportunities (SPORES, Clinical Networks, Community Based Research Partnerships or Specialized Centers of Excellence).

### **RESOURCES AND SUPPORT:**

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.

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.

### **REVIEW PROCEDURES AND CRITERIA:**

Proposals received under this announcement will be reviewed for scientific and technical merit by a peer review panel consisting of established researchers from outside the state, or New Jersey scientists who are employed by a for profit pharmaceutical/biotechnology company. The New Jersey Commission on Cancer Research shall be responsible for convening this panel and assuring that it functions in a fair and equitable manner in all of its deliberations and decisions.

In addition, the following criteria will be used to evaluate all proposals:

1. The significance of the proposed resource or program to institutional scientific needs and objectives as well as the goals of this funding mechanism.
2. Program use and facilities management.
3. Impact on research capacity or the value added to institutional research capability by the proposed resource or program.
4. The quality of the core research team including at least 3 members with demonstrated competitive funding from NIH, ACS, DOD or other approved entity.
5. The uniqueness or innovativeness that the resource or program brings to the institution.
6. The reasonableness of the conceptual framework and integration design behind the resource or program.
7. A written plan and rationale for resource sharing, equipment or program development that includes anticipated efficiencies and measurable outcomes.
8. Effect of resource on stimulating scientific interactions & future directions of the institution.
9. The relevancy of the resource, equipment or program to cancer and cancer research including Healthy New Jersey 2010 and the New Jersey Comprehensive Cancer Plan (<http://nj.gov/health/ccp/index.shtml>).
10. Documentation of matching funds.

Applicants are reminded that the NJCCR approved the participation of patient consumers as part of the NJCCR review process. Advocates will help evaluate the appropriateness of proposals to the requirements of this RFA. The Commissioners, based upon the decisions of the review panel, will make funding recommendations on awards.

#### **GENERAL INSTRUCTIONS:**

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

Application forms for this RFA and NJCCR Policies and Guidelines Governing New Jersey Cancer Research Development Awards may be obtained by logging onto our website [www.njccr.com](http://www.njccr.com) or emailing [njccr@doh.state.nj.us](mailto:njccr@doh.state.nj.us) or writing to the address listed below:

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

**Note: The NJCCR mailing address listed above may change in November or December 2009, please log on to our website at [www.njccr.com](http://www.njccr.com) or email us at [njccr@doh.state.nj.us](mailto:njccr@doh.state.nj.us) to verify our address.**

## DEADLINES

<u>Hard Copy and E-mailed Copy</u>	<u>Due Date:</u>	<u>Activation Date:</u>
<b>Letter of Intent</b>	<b>December 4, 2009</b>	
<b>Application</b>	<b>January 4, 2010</b>	<b>April 30, 2010</b>

Prospective applicants are asked to submit an original letter of intent (and an e-mailed copy) no later than **December 4, 2009** that includes a descriptive title, the name, address, phone number and email address of the Principal Investigator, the identities of other key investigators, a 1 to 2 page description of the project, its purpose, how it will be used and why it is needed.

*The original application, 8 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 January 4, 2010. Late applications will not be accepted.*

### ELIGIBILITY:

All non-profit New Jersey scientific organizations, academic institutions, cancer research centers, and approved hospitals holding American College of Surgeon's NCI-designated or Teaching Hospital Accreditation, headquartered and operating in New Jersey, that actively engage in trans-disciplinary research to reduce cancer incidence, morbidity, and mortality are eligible for this program. In addition, applicants must demonstrate strong organizational and research administrative capabilities, institutional commitment to cancer research, and trans-disciplinary, cancer-focused science.

- 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 Information
- 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.

Institutions must appoint a principal investigator to be the individual designated by the applicant institution to direct the project that is supported by the grant. The Principal Investigator/Project Director is responsible and accountable to applicant institution officials for the proper conduct of the project.

Applicants who are willing to open the use of shared resources to a larger number of users and other partnering New Jersey institutions will be given priority to funding.

**TYPE OF FUNDING:**

Under this program, a total of \$2.25 million is available for 4 to 5 awards of no more than \$500,000 including indirect costs. These monies may be used for start up projects, program development, or infrastructure expansion, but general operational, new construction, renovation expenses for existing laboratories or shared resources that are already being supported by the institution or another outside agency will not be allowed. Funds requested must be based on the requirements of the project and fully justified.

While there is no restriction on the number of applications submitted by an institution or agency, the NJCCR, in partnership with the DHSS, 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.

A matching requirement of 20% of total costs is required by the applicant institution for this program and must be fully described in the application (a certification letter from the institution appropriating 20% of total costs must be provided upon award). Gifts, donations, income derived from outside programs, federal grant dollar awarded for the same purpose, and in kind contributions that are given outside the normal scope of business of the applicant or its employees may count towards the matching requirement. Principle Investigator salaries supported under other grants or tuition remission, health benefits or other standard personnel costs are not allowable for matching purposes. Other state appropriated funds, no matter what source, do not count towards the match.

Although grant awards are only for one year, competing renewal applications may be allowed for up to an additional two years under this program. However, significant justification and a strong performance review will be required. This funding mechanism is designed to support

developmental projects and resources that must be self sustaining within a 2-3 year period. Applicants will be expected to provide a detailed plan discussing strategies to assure future independent support or new funding streams in their proposals.

### **INSTITUTIONAL RESPONSIBILITIES:**

Salary support including fringe benefits is limited to 20% of institutional salary for principal and co-investigators. Indirect costs may not exceed the DHSS approved level of 11.3%. Equipment expenses may not be applied to indirect costs. Administrative and general operational costs must be specifically and directly related to the project, necessary for the project's completion, and adequately justified. Accordingly, support for the following will not be allowed in the application:

- Management & administrative salaries
- Secretarial, office expenses and telephone services
- Clinical care or treatment services not directly related to the project or shared resource
- General IT and computer services not related to the project
- Facility leasing or rentals unless directly related to the shared resource, equipment or project
- 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
- Recruitment and relocation expenses
- Facility construction, building maintenance or major alterations

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.

A lay abstract is required as part of the application process. The abstract must be clear, simple and understandable by the public.

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. 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 if applicable.

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. Salary support for the Principal Investigator is permitted up to 20% of their total institutional earnings. 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 funds are not considered employees of the New Jersey Commission on Cancer Research.
2. **Equipment/Shared Resource:** Detailed cost estimates should be provided.
3. **Supplies:** The type and cost of consumable goods must be listed in the appropriate category.
4. **Travel:** 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 11.3% 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% of the total annual budget. Any changes which exceed 10% require approval by the NJCCR.

#### **PAYMENTS:**

Four equal payments will be made on a quarterly basis to begin the first fiscal quarter after 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 report of progress of 1 to 3 pages is required on a semi-annual basis. A final comprehensive progress report of 3 to 5 pages is required within 60 days of termination of the grant. 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.

**The final payment of the grant will be held until the final comprehensive progress report is received.**

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.

## **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 articles 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 & 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).