

**AMERICAN CANCER SOCIETY
RESEARCH SCHOLAR GRANTS APPLICATION INSTRUCTIONS**

Research Scholar Grants for Beginning Investigators

**Research Scholar Grants in Health Services and Health Policy and Outcomes Research
for Beginning and Senior Investigators**

**Research Scholar Grants in Psychosocial and Behavioral Research
for Beginning and Senior Investigators**

**IMPORTANT POLICY CHANGE: INDIRECT COST RATE REDUCED TO 20 %
(See Section 4.2, page 7 and Section 7.2G, page 10)**

January 2002

This revision supercedes all previous Research Scholar Grant Application Instructions

AMERICAN CANCER SOCIETY, INC.

Extramural Grants Department

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MISSION

The American Cancer Society is the nationwide, community-based, voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering from cancer through research, education, advocacy, and service.

7.0 PROJECT DETAILS AND RESEARCH PLAN

Detailed below are the instructions for completing the individual parts of the **Project Details and Research Plan** section.

7.1 TABLE OF CONTENTS (PAGE 6)

Complete the Table of Contents by indicating the appropriate page numbers for each Section; do not exceed one page.

7.2 DETAILED BUDGET (PAGE 7)

A. Personnel. Names and positions of all personnel must be individually listed and the percentage of time to be devoted to the project by each person should be noted, even when salary is not requested. If the individual has not been selected, please list as "vacancy."

The costs to the institution of employee fringe benefits should be indicated as a percent of the employee's salary. The amount of fringe benefits requested must be prorated to the salary requested. (For example, if 50 percent of an individual's annual salary is requested then no more than 50 percent of that individual's annual cost for fringe benefits can be requested.)

List all collaborators (defined as individuals who will participate actively in the design and execution of the studies) and consultants (defined as individuals who will provide any combination of advice, guidance, and reagents without "hands on" involvement in the project). Include letters of intent to collaborate or consult in the Appendix. Details of contractual arrangements with collaborators or consultants should be provided in the **Justification of Budget**.

B. Permanent Equipment. Defined as all items costing over \$500 with a useful life of 2 or more years. List separately and justify the need for each item of equipment.

C. Supplies. Group into major categories (glassware, chemicals, radioisotopes, survey materials, animals, etc.)

D. Travel. Domestic travel only: special consideration will be given for attendance at scientific meetings held in Canada.

E. Miscellaneous Expenditures. List specific amounts for each item; examples of expenditures allowed include: publication costs, special fees (e.g., publication costs, pathology), computer time and scientific software, and equipment maintenance).

F. Subcontracts. If any portion of the proposed research is to be carried out at another institution, enter the total costs and provide a categorical breakdown on a continuation budget page. Administrative pages pertaining to the subcontract should be included in the Appendix. Note: indirect costs for the subcontract budget may be claimed by either the primary or the secondary institution, but not both.

G. Indirect Costs. To help the institution provide proper laboratory and clinical investigation facilities, the Society will permit an indirect cost allowance of up to 20% of the direct costs, excluding permanent equipment. Indirect costs for a subcontract budget may be claimed by either the primary or the secondary institution, but not both.

H. Total Amount Requested. Enter the sum of all years of requested support including indirect costs, and round to the nearest thousand dollars. Transfer this figure to the title page of the application.