

NEW JERSEY COMMISSION ON CANCER RESEARCH

Policies Governing Pre-Doctoral and Post-Doctoral Fellowship Awards

OVERVIEW:

The New Jersey 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.

PROGRAM PURPOSE AND GOALS:

State funds appropriated for cancer research are directed towards the following 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.

FELLOWSHIP AWARDS:

The purpose of the fellowship awards is to attract and retain talented young scientists who wish to pursue a career in cancer research in New Jersey non-profit research institutions. An independent evaluation of the NJCCR fellowship program indicates that award recipients contribute significantly to their laboratories by identifying new research directions that improve opportunities for grants and contracts. Additionally, almost 70% of postdoctoral fellows go on to pursue successful research careers in academia and the private sector.

The NJCCR funds approved 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. A relevancy rating will be included as part of the evaluation process for all applications.

Awards are made in the name of the fellow to the institution. Applications must be signed by the official head of the applicant's institution or an official designee.

RESOURCES AND SUPPORT:

The availability of funds for this program is contingent on appropriation to the Cancer Research Fund, established by Chapter 6, PL 1983, Title 52:9U-1, et al, and P.L. 2009, C.35 to effectuate the purpose of the NJCCR and support competitive cancer research awards. Approximately \$800,000 will be available for one to two year awards. A portion of sales of the Conquer Cancer License Plate is also directed to the Cancer Research Fund. In addition, the NJCCR may accept gifts, grants and bequests of funds from individuals, foundations, corporations, government agencies and other organizations. However, continuation of multiyear awards are conditional upon satisfactory progress and availability of state appropriated funding.

REVIEW PROCESS:

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

Cancer advocates/patient consumers are included as members of all NJCCR review panels. It is expected that the advocate's role would be to help evaluate the relevancy of applications to cancer as described in paragraph 1. Therefore, serious consideration should be given to the lay abstract and relevancy section of proposals. 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

GENERAL INSTRUCTIONS:

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

Application forms may be obtained by logging on to our web site at <http://www.njccr.com>, e-mailing njccr@doh.state.nj.us, or writing to:

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

Hard Copy and E-mailed Copy Deadlines Due Date: Activation Date:

Pre-Doctoral and Post-Doctoral Fellowships November 14, 2008 April 1, 2009

The original application, 5 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 November 14, 2008. Late applications will not be accepted.

Additionally, **letters of recommendation and transcripts** must be received in the NJCCR office no later than 4:00 p.m. on the application due date. It is the responsibility of the candidate to make sure letters of recommendation and transcripts arrive at the NJCCR Office on time. **Late letters of recommendation and transcripts will not be accepted.**

ELIGIBILITY:

PRE-DOCTORAL:

- Applicants must be United States citizens or have permanent residency status.
- New Jersey residents who meet other qualification standards will have priority (Proof of residency, including New Jersey driver's license, voter registration card or other acceptable evidence, may be required).
- Applicants must be full time graduate students in residence in a proposed course of study directly related to cancer.
- The NJCCR prefers to support pre-doctoral candidates who have completed most of their course work and are concentrating on research projects at least 80% of their time. Teaching and other non-research responsibilities should not exceed 20% of time without permission from the NJCCR.

POST-DOCTORAL:

- Candidates of outstanding quality must hold a Ph.D., M.D., Dr. P.H., D.O. or equivalent graduate degree.
- Appropriate degrees must be awarded prior to activation of award.
- Candidate must be accepted for post-doctoral training under the supervision of an appropriate mentor at a non-profit research institution in New Jersey.
- Very senior postdoctoral fellows or candidates pursuing second training fellowships will not be supported under this award.

- The NJCCR prefers to support post-doctoral candidates who are devoting all their time to research projects. However, teaching and other non-research responsibilities may be approved for up to 20% time upon written request to the NJCCR.

FUNDING OF AWARDS:

PRE-DOCTORAL:

A stipend of \$22,500 per annum will be awarded plus an additional \$2,500 for health insurance and other research related expenses for a total of \$25,000. The New Jersey Commission on Cancer Research considers the cost of tuition to be the responsibility of the academic institution. Institutions who accept New Jersey Commission on Cancer Research fellowships must provide tuition remission for the awardee.

POST-DOCTORAL:

- Due to budget reductions, only two years of support will be available to postdoctoral candidates.
- NJCCR postdoctoral fellowship stipends are awarded based upon their years of experience in the Post Doctoral Program: \$37,000 (Year 1), \$39,167 (Year 2), \$41,334 (Year 3), and \$43,500 (Year 4). Applicants in the 3rd and 4th years of their fellowship studies must include institutional confirmation of this status to receive higher stipends. An additional \$7,800 will be awarded per annum for fringe benefits and other grant related expenses.
- Institutions may supplement stipends, but not with other full time fellowship awards or other New Jersey Commission on Cancer Research monies.
- Indirect costs are not allowed in this program.
- NJCCR fellows should be aware that tax reform includes stipends and other portions of fellowships as taxable income.

TERMS:

Pre-doctoral and Postdoctoral fellowships may run for one, or two academic years. Multi-year awards must be renewed annually under the following conditions.

- A detailed progress report of 1 to 3 pages is to be completed by the fellow no later than 30 days prior to the end of the 1st fellowship year.
- A satisfactory performance report and recommendation by the sponsor is due 30 days prior to the end of the 1st fellowship year.
- A final comprehensive progress report of 3 to 5 pages is due 60 days after the completion of the award.

- 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.
- The progress report must also include any new grants that have been applied for or awarded to the fellow as a result of their NJCCR fellowship.
- Fellowships must be activated no later than 3 months after awarded. The NJCCR office must be notified in writing of exact activation date if it differs from award document.
- Brief leaves of absence (1 year or less) may be approved by the New Jersey Commission on Cancer Research if extenuating circumstances exist and the success of the work will not be seriously diminished. However, in accordance with the continuous attendance requirement, the NJCCR requires documented personal or educational reasons.
- Participation in the "Annual Retreat on Cancer Research in New Jersey" at least once during the fellowship period is required.

BUDGETARY OVERLAP:

The NJCCR does not fund studies that have budgetary overlap with research awards supported by other agencies. Accurate and complete information on actively funded, pending and planned proposals must be provided on the application form entitled "Application for Other Concurrent Support."

Should funding be accepted from another agency, it is the responsibility of the fellow or sponsor to notify the NJCCR immediately. The NJCCR is in communication with other funding agencies and reserves the right to investigate any possible overlaps.

STUDENT'S RESPONSIBILITIES:

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 fellowship period in an approved NJCCR sponsored scientific program. NJCCR fellows 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.

The NJCCR requires the fellows who have completed the awards provide follow-up information annually for 5 years following completion of awards. Periodic updates may be required on a long term basis.

Failure to comply with these terms may result in grant termination.

SPONSOR'S RESPONSIBILITIES:

- The sponsor must assure that the fellows training plans and specific aims of the proposal are followed successfully.
- Any changes in research scope or responsibility must be reported to the NJCCR by the sponsor.
- The sponsor is responsible for reporting the career path and research track of the fellow for 5 years after the award.
- The first year and final progress report must be reviewed, approved and signed by the sponsor.

The NJCCR reserves the right to limit the number of fellowships awarded under the supervision of an individual sponsor.

FINANCIAL REPORTS AND RECORDS:

Individual accounts must be established for each fellow. Accurate records, including documentation of all transactions must be maintained. Financial reports on the forms provided by the NJCCR must be submitted at the end of each 6 month period. 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.

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 the 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.

PAYMENTS:

A lump sum payment for one full year will be made in advance to the institution in the student's name. **Payments will be withheld if financial or progress reports are outstanding.**

CANCELLATION:

The New Jersey Commission on Cancer Research must be notified at least 30 days prior to cancellation of award due to withdrawal of fellow or sponsor. A transfer of fellowship to another qualified lab will only be considered under special circumstances.

PUBLICATIONS AND PATENTS:

Publications resulting from research supported by the NJCCR should contain an acknowledgment such as: "Assisted by fellowship # ... 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, 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 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 applicants 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 a loss of grant funding.

COMPLIANCE WITH EXISTING LAW:

The applicant and the sponsoring institution agree to assure that all activities in the performance of this fellowship 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 investigatory 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 top of each page that contains the information (see the fellowship application first page).

INDEMNIFICATION:

The application and the sponsoring institution are solely responsible to keep, save, and hold the State of New Jersey and the New Jersey State Commission on Cancer Research harmless of 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).