



State of New Jersey
COMMISSION ON CANCER RESEARCH
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www.nj.gov/health

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Lt. Governor

CATHLEEN D. BENNETT
Commissioner

New Jersey Commission on Cancer Research (NJCCR)

Notice of Funding Opportunity

2018 Pre- and Post-Doctoral Cancer Research Fellowship Awards and the 2018 NJCCR Bridge Funding Award

RFA Release Date: **October 13, 2017**
Submission Date for Letter of Intent: **October 27, 2017**
Bidder's Conference: **October 31, 2017**
Application Open Date: **November 1, 2017**
Application Closeout Date: **November 22, 2017**
Notification of Award: **January 1, 2018**

COMPONENT I

2018 Pre- and Post-Doctoral Cancer Research Fellowship Awards

Executive Summary

The New Jersey Department of Health – New Jersey Commission on Cancer Research (NJDOH-NJCCR) announces the availability of Fiscal Year (FY) 2018 funds to support pre- and post-doctoral fellows who will conduct original basic, biomedical, behavioral or clinical science research related to the causes, prevention, survival and treatment of cancer.

Applications will be reviewed and scored objectively by a committee of experts. (See page 10 for Review Information.) The total project period is 24 months with a 24-month budget period and an anticipated award date of January 1, 2018.

A Technical Assistance Meeting will be held in October 31, 2017 for all fellows and research institutions that have submitted a Letter of Intent by October 27, 2017. This technical assistance meeting will provide the opportunity for potential fellows to review, clarify and ask questions about the information presented in this RFA. No further technical assistance on the RFA will be provided after this meeting.

The NJCCR funds research projects that 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 aspects of cancer, but these must include biologic systems, tissues, cells, human subjects and/or other materials that have a direct relationship to cancer.

NJCCR seeks to stimulate fundamental research by early-career scientists and scholars of outstanding promise. These two-year fellowships are awarded to scientists and scholars in recognition of their distinguished performance and unique potential to make substantial contributions to their field.

PURPOSE

The purpose of this granting vehicle is to lessen the burden of cancer in New Jersey. A total of 49,506 cases of invasive cancer diagnosed in 2014 among New Jersey residents were reported to the New Jersey State Cancer Registry (NJSCR), which is slightly lower compared to 50,254 reported cases diagnosed in 2013. During the period 2010-2014, a total of 248,205 cases of invasive cancer were diagnosed among New Jersey residents, comprised of 50.5% women and 49.5% men, which included 82.4% whites, 11.1% blacks, and 3.9% Asians and Pacific Islanders (API). Hispanics of any race accounted for 9.0% of the total cancer cases.

BACKGROUND

The 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. A central mission of the NJCCR is to promote significant and original research in New Jersey into the causes, prevention and treatment of cancer. The NJCCR also serves as an important resource to providers and consumers of cancer services in the State.

Funding for the NJCCR fellowships is fueled by revenue generated from the check-off boxes on the New Jersey State Individual Income Tax forms as well as proceeds from the specialty conquer cancer license plate available from the New Jersey Motor Vehicles Commission. The Governor's FY 2018 State Budget included an allocation of \$2 million for cancer research.

Administered through the NJDOH, the NJCCR provides fellowship awards to attract and retain talented young scientists who wish to pursue a career in cancer research in New Jersey. An independent evaluation of the NJCCR Pre- and Post-Doctoral awards programs has indicated that award recipients contribute significantly to their laboratories by identifying new research directions of relevance to cancer and improve opportunities for grants and contracts. Additionally, almost 70% of NJCCR post-doctoral fellows go on to pursue successful research careers in academia and the private sector.

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 organizations in New Jersey who meet the minimum eligibility requirements described in the section below. Graduate and postdoctoral candidates must apply for this award through an authorized individual at their University or Institution. Applications sent directly from candidates will not be accepted.

Each application must be identified as intended for either a Pre- or Post-Doctoral Cancer Research Scholar Award.

APPLICATION FORMAT

Letter of Intent

A Letter of Intent MUST be submitted via email to NJCCR prior to accessing the System for Administering Grants Electronically (SAGE). "*Notice of Intent to Apply*" should be the Subject Line of the email. It must be sent no later than the close of business on **October 27, 2017**. The Letter of Intent should include the name of the fellow, institution, title of the research project, name of the sponsoring researcher, hypothesis, aim/goal of the research and a brief description (about 1 paragraph) of the research.

The Letter of Intent should be emailed to: **njccr@doh.nj.gov**

A Technical Assistance Meeting will be held on **October 31, 2017**. The location and time of the Technical Assistance Meeting will be announced on the NJCCR website at (<http://www.nj.gov/health/ces/cancer-researchers/njccr.shtml>). This meeting will be used to review any questions and concerns about the application and the SAGE process. The Date for the applications to be available on SAGE will be announced at the Technical Assistance Meeting.

APPLICATION CRITERIA

Fellows must submit a detailed project narrative, describing how the research will be conducted during the funding period. It should be succinct, self-explanatory and organized in the order outlined in this section so reviewers can understand the proposed project. The narrative should include the following:

Lay Abstract

An abstract written and easily understood by individuals who do not conduct cancer research.

Abstract of Research Planning

The official abstract describing the hypothesis, goals and significance of the cancer research.

Specific Aims

These are broad statements of desired outcomes of the research, or the general intentions of the research, that 'paint a picture' of your research project.

Significance

This section describes the importance or rationale for conducting the research. Overall, this section answers several questions: Why is this work important? What are the implications of doing this work? How does this work link to other knowledge?

Progress Report/Preliminary Studies

This section should describe any preliminary studies that act or serve as the foundation for the proposed study.

Experimental Design

Describe the strategy that will be used to direct the planning of the research and support the specific aims.

In addition, the fellow will need to include:

- Biographical Sketch
- Research Funding Support of Sponsor
- Resources and Environment
- Comments from Sponsor

Use of Funds

Upon award, the recipient shall ensure that funds are immediately accessible and used for activities described in the approved narrative.

Funds may be used to support:

- Equipment, supplies, or educational materials for the purpose of conducting cancer research.
- In state travel to meetings/events relevant to the study.
- Costs associated with cancer research.

Funding Restrictions

Please refer to Appendix A* for the Cost Controlling Initiatives that must be considered while planning the research and writing the budget:

- Recipient may not use funds for purchasing vehicles.
- Recipient may not use funds for travel outside of the state of New Jersey.
- Recipient may not use funds for food or refreshments.
- Recipient may not use funds for interest on loans for the acquisition and/or modernization of an existing building.
- Recipient may only expend funds for reasonable program purposes, including travel and supplies.
- Recipient may not use funds for tuition reimbursement.

*(See NJSAGE system for Appendix A)

Submission and Funding Dates and Times

Applications must be submitted via the NJSAGE system at: (https://njsage.intelligrants.com/Login2.aspx?APPTHEME=NJSAGE&ReturnURL=/Module/NJSAGE/Menu_Person.aspx) no later than **4:00 p.m. on November 22, 2017**.

Paper submissions will not be considered. Incomplete grant applications will not be considered and will be disqualified. Applications that do not meet the above criteria will not be considered and will be rejected. Selected applicants will be notified of funding decisions on or about **January 1, 2018**.

Your research institution MUST be registered in NJSAGE

Applicants are required to submit financial documents in accordance with the NJDOH Cost Controlling Initiatives. Failure to provide required documentation by the date of application submission will result in the application being deemed non-responsive. Please attach the requested documents in word or PDF to your application through the NJDOH System for Administering Grants Electronically (SAGE):

1. Valid Internal Revenue Services (IRS) 501(c) (3) tax exempt status.
2. Statement of Total Gross Revenue and/or Annual Report (if applicable). If grant is less than \$100,000 and agency doesn't receive any other funds from the state or federal government an audit report is not required. Agency should submit the Statement of Total Gross Revenue to determine if an audit report is required.
3. Tax Clearance Certificate is to be submitted – Application for Tax Clearance can be obtained at <http://www.state.nj.us/treasury/taxation/busasst.shtml> (fee of \$75.00 or \$200.00).

4. NJ Charities Registration - If your organization is registered with the NJ Charities Registration, then each year a "Letter of Compliance" from the Division of Consumer Affairs must be obtained. All registered charities must renew their registration yearly. For more information contact the Division of Consumer Affairs. Forms can be found at:
<http://www.njpublicsafety.com/ca/charity/charfrm.htm>

Research Scholars must register with NJSAGE as a "New User" at the following website address: www.sage.nj.gov.

Instructions for each applicant to set up a user account on NJSAGE must be followed below and completed on SAGE in order to be considered for the grant award.

Set-up New User NJSAGE Account

At the login screen, click on the New User link. Complete the **Contact Registration Information** form and click **SAVE**. All fields marked with an asterisk (*) are mandatory.

Username: Letters and numbers - 5 to 20 characters (*example: abattle1, alb12*)

Password: Letters and numbers - 7 to 20 characters

New User Validation

When the form is completed, you will be returned to the login screen. Notify your organization's Agency Administrator or Authorized Official so they can validate you as a new user for your agency. Please note you will not be able to log into NJSAGE until you are validated by your organization.

Validating Users (for Agency Administrators and Authorized Officials)

An organization's Agency Administrator (AA) or Authorized Official (AO) must give new users access in NJDOH SAGE. The following instructions are for AAs and AOs only.

Log into NJDOH SAGE, scroll below **My Information** to **My Organization** and click on the name of your agency. Your agency's information will appear. Find and click on the **Members** tab. In the **Search** field, enter the name of the person you wish to add to your agency. When you locate the correct person check the box next to their name, select a **Security Role** from the dropdown menu, and enter a **Start Date**. Click **SAVE** to associate the user with your agency and validate them.

Instructions for New Agencies: Contact Cynthia Satchell-Gore at (609) 633-8009.

1. Complete the [FORM for Adding Agency Organizations Into NJSAGE](#).
2. Identify your validated Authorized Official, or if none, have the Authorized Official register as a new user. The new user (Authorized Official) will be validated when the organization is validated and assigned to the organization.

3. Sign a **hard copy** of the FORM for Adding Agency Organizations Into NJSAGE and submit it via FAX or as an email attachment to Cynthia Satchell-Gore at:
 - a. FAX number: (609) 633-1705; or
 - b. Email address: Cynthia.Satchell-Gore@doh.nj.gov.

NOTE - If you have previously established a user account in NJSAGE, please do not complete this process again. Your Organization information has already been established.

For assistance in NJSAGE you may also email OIT-SAGEhelpdesk@oit.nj.gov

ELIGIBILITY CRITERIA

Candidates must apply for the fellowship under the guidance of a Sponsor—a scientist (tenured, tenure-track or equivalent position) capable of providing mentorship to the Fellow. In addition to aiding in the planning, execution and supervision of the proposed research, the Sponsor’s role is to foster the development of the Fellow’s overall knowledge, technical and analytical skills, and capacity for scientific inquiry. The Sponsor is also expected to assist the Fellow in attaining his/her career goals.

Awards are made to institutions for the support of the Fellow under direct supervision of the Sponsor. Candidates who have already accepted another pre or postdoctoral research fellowship award are not eligible.

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

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. It is expected that applicants will not be less than two years from their expected completion of their thesis work.
- Teaching and other non-research responsibilities should not exceed 20% of an applicant’s time without permission from the NJCCR.

POST-DOCTORAL:

- Candidates of outstanding quality must hold a PhD, MD, DrPH, DO or equivalent graduate degree.
- Appropriate degrees must be awarded prior to activation of award.
- Candidate must be accepted for postdoctoral training under the supervision of an appropriate sponsor 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.

Three (3) letters of recommendation and a recent transcript (an unofficial transcript is fine) must be included in the application packet. The letters of recommendation are to be emailed separately with the name of the applying fellow in the subject line. The transcript can be uploaded into Misc. Attachments in SAGE. Letters and transcript are to be received in the NJCCR office no later than 4:00 p.m. on the application due date – **November 22, 2017**.

It is the responsibility of the candidate to make sure letters of recommendation and transcript arrive at the NJCCR Office on time since these letters must remain confidential. **Late letters of recommendation and transcripts will not be accepted.** The fellow's name must be included in the Subject line of all correspondence.

**Letters of Recommendation and Transcripts can be emailed to:
njccr@doh.nj.gov**

Or mailed to:
**NJ Commission on Cancer Research
50 East State St. 6th Floor
PO Box 369
Trenton, NJ 08625-0369**

***Please note regular mail may be delayed by several days. Send overnight mail or regular mail with advance time to reach the NJCCR office on time.**

TYPE OF FUNDING

PRE-DOCTORAL SCHOLAR:

- Pre-Doctoral Scholar Awards will be given at \$50,000 over two years.
- Pre-doctoral fellowships are for two years only, based on availability of funding.

- A stipend of \$22,000 per annum will be awarded for salary plus an additional \$2,200 for fringe. The remainder of the dollars are for research related expenses.
- The New Jersey Commission on Cancer Research considers the cost of tuition to be the responsibility of the academic institution. Institutions that accept New Jersey Commission on Cancer Research fellowships must provide tuition remission for the approved fellow.
- Institutions may supplement stipends, but not with other full time fellowship awards or other NJCCR monies.
- Indirect costs are not allowed in this program.
- NJCCR Pre-Doctoral Scholars should be aware that tax reform includes stipends and other portions of these awards as taxable income.

POST-DOCTORAL SCHOLAR:

- Post-Doctoral Awards will be given at \$100,000 over two years.
- All NJCCR Post-Doctoral Scholar Awards are for two years, based on availability of funding.
- A stipend of \$40,000 per annum will be awarded to postdoctoral candidates for salary. The remainder of the dollars are for research related expenses.
- Institutions may supplement stipends, but not with other full time fellowship awards or other NJCCR monies.
- Indirect costs are not allowed in this program.
- NJCCR Post-Doctoral Scholars should be aware that tax reform includes stipends and other portions of these awards as taxable income.

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." NJCCR does not fund multiple fellows with the same sponsor.

Should funding be accepted from another agency, it is the responsibility of the Scholar 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.

COMPLIANCE REQUIREMENTS

Funding Authorization Number 46.99448.

Terms and Conditions for Administration of Health Services Grant.

Applicable Cost Principles - State and Local Governments, Non-Profit Agencies, Hospitals and Educational Institutions - (copy available from the NJCCR office upon request).

TERMS

All progress reports, expenditure reports and payment vouchers must be submitted through SAGE as dictated in the Contract Agreement. The NJCCR must be notified immediately if awards are not accepted or cancelled. 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 Scholar payments. All NJCCR Scholars are expected to participate in a Scholars Meeting (time and place to be announced) as well as 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 Scholars in this activity.

All publications and presentations made by the applicant on the funded project should include the statement "Funded by the New Jersey Commission on Cancer Research."

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

Payments will be made quarterly after the submission and approval of quarterly expense report. All reports are submitted through the SAGE system. All expenditure reports must be submitted through SAGE. **A final expenditure report must be submitted through SAGE no later than 60 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.

PROGRESS REPORT

Progress reports must be submitted every six (6) months for the entirety of the fellowship. The due dates will be provided at a later date and will coincide with the expenditure report due dates. The progress reports are a summary of research performed during the reporting period. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award

year are clearly articulated. Figures and references may be included if appropriate. The report should not exceed three (3) pages.

A detailed Final Progress Report must be completed by the faculty mentor/mentors no later than 60 days after the end of the award period. The Final Progress Report must summarize the outcomes achieved as a result of the 2018 Pre-Doctoral and Post-Doctoral Cancer Research Scholars Award. The Final Progress Report must also be submitted through SAGE.

REVIEW PROCEDURES AND CRITERIA

All proposals are reviewed by a panel of external scientific experts who are appointed by the NJCCR. The panel evaluates candidates 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 diversity and relevancy factors in making decisions among applications that have comparable scientific merit based upon the review panel recommendations.

Review and Selection Process

- 1. Phase I Review:** All eligible applications will be initially reviewed for completeness by the NJDOH staff. Incomplete applications and applications that are non-responsive to the eligibility criteria will not advance to the Phase II review. Applicants will be notified, via email, or SAGE that the application did not meet the eligibility requirements.
- 2. Phase II Review:** An objective external review panel will evaluate complete and responsive applications according to the criteria listed in the criteria section of the RFA. Each application will be reviewed and scored by a minimum of two (2) reviewers.
- 3. Phase III Review:** Scored applications will be ranked **according to the reviews** and award recommendations will be presented to NJDOH **by the NJCCR.**

Anticipated Announcement and Award Dates

Successful applicants should anticipate notice of award on or about **January 1, 2018.**

Agency Contacts

NJDOH encourages inquiries concerning this announcement.

ADDITIONAL INFORMATION

Additional information regarding the terms of the 2018 Pre-Doctoral and Post-Doctoral Cancer Research Scholar Awards can be obtained by emailing the NJCCR at njccr@doh.nj.gov or writing to:

**NJ Commission on Cancer Research
50 East State St., 6th Floor
PO Box 369
Trenton, NJ 08625-0369**

COMPONENT II

2018 NJCCR Bridge Funding Award

PROGRAM OVERVIEW

The NJCCR Bridge Award Program is designed to enhance cancer-related research at New Jersey institutions by providing funding to promising and productive investigators who anticipate a short-term interruption in funding for research projects focused on cancer prevention, diagnosis, treatment and survivorship. The goal of the program is to strengthen the competitive position of faculty members whose extramural competitive grant applications were reviewed and scored highly, but were not funded.

Letter of Intent

A Letter of Intent MUST be submitted via email to NJCCR prior to accessing the System for Administering Grants Electronically (SAGE). "*Notice of Intent to Apply*" should be the Subject Line of the email. It must be sent no later than the close of business on **October 27, 2017**. The Letter of Intent should include the name of the fellow, institution, title of the research project, name of the sponsoring researcher, hypothesis, aim/goal of the research and brief description (about 1 paragraph) of the research.

The Letter of Intent should be emailed to: **njccr@doh.nj.gov**

A Technical Assistance Meeting will be held on **October 31, 2017**. The location and time of the Technical Assistance Meeting will be announced on the NJCCR website (<http://www.state.nj.us/health/ces/cancer-researchers/njccr.shtml>). This meeting will be used to review any questions and concerns about the application and SAGE process. The Date for the applications to be available on SAGE will be announced at the Technical Assistance Meeting.

AWARD

The NJCCR Bridge Funding Award will support research projects up to \$200,000 total for up to 2 years. An approximate total of 5-6 highly meritorious projects are expected to be funded.

ELIGIBILITY

The applicant **MUST** have submitted a major federal grant (over 150K per year in direct costs) in the 12 months preceding this application, and that grant must have received a score (triaged proposals will not be considered for bridging).

Applicants **MUST** have a Full-Time Faculty appointment (Tenure Track and NTT Faculty).

If the submitted project has been funded by another organization after submission to this program, you **MUST** notify the program administrator and the submission must be withdrawn.

Current total annual extramural support (federal and private) as principal investigator cannot be greater than \$150,000 of direct costs at the time of application.

Individuals are permitted to submit only one application per cycle.

Applications **MUST** be accompanied by:

- a. A copy of the extramural competitive renewal grant application (e.g. NIH, NSF, etc.) to be bridged;
- b. A copy of the summary statement indicating the score received; and
- c. A one (1) page narrative describing how the bridging funds will be used to specifically address concerns raised by previous review panels.

Not eligible to apply: postdoctoral associates, teaching and research assistants, coadjutant appointees, clinical and adjunct faculty defined as part-time positions and visiting faculty members.

OVERALL REVIEW CRITERIA

Review criteria for Bridging grants includes research topic, prior scores and comments as well as the extent to which reviewer comments will be addressed by the studies supported by NJCCR Bridge Funding.

The proposal will be evaluated using the following criteria:

1. Significance of the proposed research and hypothesis.
2. Scientific evidence supporting the hypothesis to be tested.

3. Feasibility and adequacy of the procedures to be used in the research.
4. An explicit statement of the significance of the proposed study to cancer prevention, diagnosis, treatment or survivorship.
5. Evidence of research experience of the PI and staff in the proposed research area.
6. Reasonableness of the budget in relation to the objectives, methods, approach, procedures and data analysis proposed.
7. Evidence that support has led or will likely lead to successful external funding.

APPLICATION REQUIREMENTS & FORMAT (Bridging)

You will be required to upload each required document separately into the submission website. Required documents are as follows (*Use format currently required by NIH*):

1. NIH Bio-sketch for PI and key personnel.
2. Other Support – List all external and internal research support regardless of relevance to this application, including pending applications.
 - a. Give grant number.
 - b. Title.
 - c. Duration.
 - d. Amount for current year.
 - e. Total valued of award.
 - f. Source of support.
3. PDF of prior NIH or NSF submission that was scored but not funded.
4. Summary statement or review sheet.
5. One (1) page description of how reviewer comments will be addressed, and how the bridge funding will be used to enhance competitiveness of resubmission.
6. Budget – Allowable costs:
 - a. Salary and benefits for research staff.
 - b. Research supplies and other expenses, such as fees for core services.
7. Budget justification.

REVIEW PROCESS

Applications will be reviewed by a subset of the NJCCR membership and ranked based on the aforementioned criteria as well as the priorities of NJCCR.

SUBMISSION INSTRUCTIONS

Hard copy applications will not be accepted. Late applications will not be accepted. Please visit the NJCCR website for additional information:

<http://www.nj.gov/health/ces/cancer-researchers/njccr.shtml>

Funding Restrictions

Please refer to Appendix A* for Cost Controlling Initiatives, which must be taken into account while planning the research and writing the budget:

- Recipient may not use funds for purchasing vehicles.
- Recipient may not use funds for travel outside of the state of New Jersey.
- Recipient may not use funds for food or refreshments.
- Recipient may not use funds for interest on loans for the acquisition and/or modernization of an existing building.
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*(See NJSAGE system for Appendix A)

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1. Valid Internal Revenue Services (IRS) 501(c) (3) tax exempt status.
2. Statement of Total Gross Revenue and/or Annual Report (if applicable). If grant is less than \$100,000 and agency doesn't receive any other funds from the state or federal government an audit report is not required. Agency should submit the Statement of Total Gross Revenue to determine if an audit report is required.
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Instructions for New Agencies: Contact Cynthia Satchell-Gore at 609-633-8009

1. Complete the FORM for Adding Agency Organizations Into NJSAGE.
2. Identify your validated Authorized Official, or if none, have the Authorized Official register as a new user. The new user (Authorized Official) will be validated when the organization is validated and assigned to the organization.
3. Sign a **hard copy** of the FORM for Adding Agency Organizations Into NJSAGE and submit it via FAX or as an email attachment to Cynthia Satchell-Gore at:
 - a. FAX number: (609) 633-1705; or
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Payments will be made quarterly after the submission and approval of quarterly expense report. All reports are submitted through the SAGE system. All expenditure reports must be submitted through SAGE. **A final expenditure report must be submitted through SAGE no later than 60 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.

PROGRESS REPORT

Progress reports must be submitted every six (6) months for the entirety of the fellowship. The due dates will be provided at a later date and will coincide with the expenditure report due dates. The progress reports are a summary of research performed during the reporting period. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award year are clearly articulated. Figures and references may be included if appropriate. The report should not exceed three (3) pages

A detailed Final Progress report must be completed by the faculty mentor/mentors no later than 60 days after the end of the award period. The Final Progress Report must summarize the outcomes achieved as a result of the 2018 Pre-Doctoral and Post-Doctoral Cancer Research Scholars Award. The Final Progress Report must also be submitted through SAGE.

IMPORTANT DATES: ·

RFA Release Date: October 13, 2017

Submission Date for Letter of Intent: October 27, 2017

Bidder's Conference: October 31, 2017

Application Open Date: November 1, 2017

Application Closeout Date: November 22, 2017

Notification of Award: January 1, 2018

Please note:

- A. If you experience problems with the electronic submission website (SAGE), please contact **Cynthia Satchell-Gore at (609) 633-8009.**
- B. If you have additional inquiries on the application, please contact **Candido.Africa@doh.nj.gov.**