

NEW JERSEY STATE COMMISSION ON CANCER RESEARCH

GRANT APPLICATION

INSTRUCTIONS

Please follow these instructions carefully.

- A. The following pages are to be used for the grant application. Photocopies of the continuation page should be made for the typist. Each page must be numbered manually; narrative sections should be single spaced.
- B. The original (signed) and 8 copies of all sections of the application must be forwarded to:

Executive Director
New Jersey Commission on Cancer Research
3635 Quakerbridge Road
P.O. Box 369
Trenton, NJ 08625-0369
- C. One copy must be emailed to NJCCR@doh.state.nj.us.
- D. Check appropriate grant sections for proprietary information; see Grant Policies and Guidelines.

Be sure to make a photocopy of the grant application for your records.

The Commission wishes to express its appreciation for your interest.

**NEW JERSEY STATE COMMISSION ON CANCER RESEARCH
NJCCR SEED GRANT APPLICATION**

TABLE OF CONTENTS

Number pages consecutively at the bottom throughout the application. Also, insert the application page numbers below. Do not use suffixes such as 5a, 5b. Type the name of the Principal Investigator/Program Director at the top of each printed page and each continuation page.

Check the appropriate sections with proprietary information; see Grant Policies and Guidelines.

Section 1.	Page Numbers (To be completed)	Checked (✓) Pages Have Proprietary Information
Grant Application.....	_____	
Abstract of Research Plan	_____	
Lay Abstract	_____	
Detailed Budget for First 12 Months	_____	
Entire Proposed Budget.....	_____	
Biographical Sketch - Principal Investigator.....	_____	
Program Director - (May attach additional pages, but do not exceed two pages.).....	_____	
Other Support.....	_____	
Established Investigator Justification	_____	
Resources and Environment (not to exceed two pages)	_____	
Certification of Animal Welfare.....	_____	
Certification of Protection of Human Subject/ Recombinant DNA	_____	
Equipment Certification	_____	
List of Suggested Reviewers (one copy)	_____	

Section 2. (Research Plan) Do not exceed 10 typewritten pages for subsections A through D of the Research Plan. For subsection E, there are no page limitations.

A. Specific Aims.....	_____	
B. Significance	_____	
C. Progress Report/Preliminary Studies	_____	
D. Experimental Design and Methods	_____	
E. Literature Cited, Publications, Manuscripts, Graphs, Tables, Appendices.....	_____	
Schedule D, G, H, I (Department of Health and Senior Services requirements - an original and two copies)		

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

ABSTRACT OF RESEARCH PLAN

Key Professional Personnel Engaged on Project

Name	Position Title	Department and Organization

ABSTRACT OF RESEARCH PLAN: State the application's long-term objectives and specific aims, making reference to the cancer relatedness of the project, and describe concisely the methods for achieving these goals. Avoid summaries of past accomplishments and the use of the first person. The abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application. **DO NOT EXCEED THE SPACE PROVIDED ON THIS PAGE.**

Vertebrate Animals Involved? Yes No If "Yes," identify by common names and underline primates.

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

LAY ABSTRACT OF RESEARCH PROJECT

Please describe your research project in simple, non-technical language that is understandable by a person not trained in science. Include in your discussion: 1) the significance of your project to the problem of human cancer; 2) how it might help contribute to the etiology, prevention, early detection, improved treatment or possible cure of cancer; and 3) any special value it might have for the citizens of New Jersey. This abstract is meant to serve as a public description of the proposed research and, should the award be made, it will be used in press releases and various NJCCR publications.

Project Title (Do not exceed 52 spaces)

Please provide a one sentence description of your project

Description (Do not exceed space provided on this page. Type in single spaced format.)

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

DETAILED BUDGET FOR FIRST 12 MONTH BUDGET PERIOD

From	Through	Dollar Amount Requested (omit cents)		
		\$		
Personnel (Applicant Organization Only)				
Name	Position Title	Time %	Effort Hours Per Week	Total Salary Plus Fringe Benefits
	Principal Investigator			
Sub-Total				
Equipment (Itemize)				
Supplies (Itemize by category)				
Travel				
Other Expenses (Itemize by category)				
Total Direct Costs				\$
Total Indirect Costs (11.3% of Direct Costs)				\$
Total Direct and Indirect Costs for the First Year				\$

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD

Budget Category Totals	First Budget Period (From Previous Page)	Additional Year of Support Requested 2nd
Personnel (Salary and Fringe Benefits)		
Equipment		
Supplies		
Travel		
Other Expenses		
Total Direct Costs		
Indirect Costs (11.3% of Direct Costs)		
Total for Entire Proposed Project Period (Direct and Indirect Costs) (Also enter on Page 2, Item 11)		

Justification:

Describe the specific functions of the personnel. If a recurring annual increase in personnel costs is anticipated, give the percentage. For both years, justify any costs for which the need may not be obvious. For any additional years of support requested, justify any significant increases in any category over the first 12-month budget period. (Limit to one continuation page)

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

BIOGRAPHICAL SKETCH

Give the following information for key professional personnel listed on the
Abstract of Research Plan, beginning with the Principal Investigator/Principal Director.

Name	Title	Birthdate (Mo./Day/Year)	
Education (Begin with baccalaureate or other initial professional education and include postdoctoral training)			
Institution and Location	Degree	Year Conferred	Field of Study

Research and/or Professional Experience

Concluding with present position, list in chronological order previous employment, experience, and honors. List in chronological order, the titles and complete references to all relevant publications.

For additional personnel, please paste CV's into the space provided and continue onto more pages as necessary. Please use only two pages per person.

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

OTHER SUPPORT

For each of the professionals named in the Abstract of Research Plan, list, in three separate groups: (1) active support; (2) applications and proposals pending review or funding; (3) applications and proposals planned or being prepared for submission. Include all Federal, non-Federal, and institutional grant and contract support. If none, state "None." For each item, give the source of support, identifying number, project title, name of principal investigator/program director, time or percent of effort on the project by professional named, annual direct costs, and entire period of support. (If part of a larger project, provide the titles of both the parent project and the subproject and give the annual direct costs for each.) Describe the contents of each item listed. If any of these overlap, duplicate, or are being replaced or supplemented by the present application, delineate and justify the nature and extent of the scientific and budgetary overlaps or boundaries. . Continue onto more pages as necessary.

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

ESTABLISHED INVESTIGATOR JUSTIFICATION

If you are an Established New Jersey Investigator wishing to explore new avenues of cancer investigation, use this area of the grant application to answer the three following questions:

- 1) How have you leveraged your previous grant support?
- 2) What is the difference between this project and your older projects?
- 3) How is this a new area of investigation for you?

Continue onto more pages as necessary.

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

RESOURCES AND ENVIRONMENT

FACILITIES: Mark the facilities to be used at the applicant organization and briefly indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Use "other" to describe the facilities at any other performance sites, and at sites for field studies. Use one continuation page if necessary.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other: (____)

MAJOR EQUIPMENT: List the most important equipment items already available for this project, noting the location and pertinent capabilities of each.

ADDITIONAL INFORMATION: Provide any other information describing the environment for the project. Identify support services such as consultants, secretarial, machine shop and electronics shop, and the extent to which they will be available to the project.

New Jersey State Commission on Cancer Research
CERTIFICATION FOR THE
CARE AND TREATMENT OF LABORATORY ANIMALS

Principal Investigator/Program Director or Award Candidate (Last, First, Middle)

Title

It is the responsibility of the research institution as the awardee of an NJCCR grant to assure proper care and treatment of all laboratory animals used in any NJCCR sponsored research. Any applications involving laboratory animals must be reviewed and approved by an appropriate institutional committee.

Please check the appropriate statement:

- No laboratory animals will be used in any of the proposed activities planned in this application.
- Laboratory animals will be used in the proposed activities planned in this application. (If marked, you must complete all information below.)

If laboratory animals are to be used, list the species and number.

This is to certify that the proposed experiments on laboratory animals have been reviewed by an institutional review committee (IRB) on (date) _____, and found to be in accordance with current NIH policy.

Name of Authorized Institutional Official (Print)	Title
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Signature	Date
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New Jersey State Commission on Cancer Research
CERTIFICATION FOR THE PROTECTION OF HUMAN SUBJECTS
AND
CERTIFICATION FOR CONTAINMENT OF RECOMBINANT DNA RESEARCH

Principal Investigator/Program Director or Award Candidate (Last, First, Middle)

Title

CERTIFICATION FOR THE PROTECTION OF HUMAN SUBJECTS

It is the responsibility of the research institution as the awardee of an NJCCR grant to assure that the rights and welfare of all human subjects used in any NJCCR sponsored research are protected. Any applications involving human subjects must be reviewed and approved by an appropriate institutional committee.

Please check the appropriate statement:

- No human subjects will be used in any of the proposed activities planned in this application.
- Human subjects will be used in the proposed activities planned in this application. (If marked, you must complete all information below.)

This is to certify that the proposed activities on human subjects have been reviewed by an institutional committee (IRB) on _____ (date) and found to be in accordance with current New Jersey Department of Health and Senior Services policy. Review must be within the year preceding application activation date.

CERTIFICATION FOR CONTAINMENT OF RECOMBINANT DNA RESEARCH

It is the responsibility of the research institution as an NJCCR grant awardee to assure that the physical and biological containment needed for research involving any recombinant DNA molecules is within policies set out in the current "NIH Guidelines for Research Involving Recombinant DNA Molecules."

Please check the appropriate statement:

- This application does not involve any use of recombinant DNA molecules as defined by current NIH guidelines.
- This application involves the use of recombinant DNA molecules as defined by current NIH guidelines.

This is to certify that the proposed activities involving recombinant DNA molecules have been reviewed by the appropriate institutional committee (IRB) on (date) _____ and found to be in accordance with current NIH guidelines.

Name of Authorized Institutional Official (Print)	Title
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Signature	Date
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**New Jersey State Commission on Cancer Research
CERTIFICATION OF EQUIPMENT NEEDS**

Name of Institution	
Principal Investigator/Program Director or Award Candidate (Last, First, Middle)	
Grant Title	
Cost	
Equipment Description and Justification (Include Model Number and Manufacturer)	
CERTIFICATION BY PRINCIPAL INVESTIGATOR	
<input type="checkbox"/> No comparable item exists in the department.	
<input type="checkbox"/> Comparable item exists in the department but is unavailable or unsuitable for the present need because: lacks particular capability; is already fully utilized; is too far away; etc. List reason below.	
Signature of Principal Investigator	Date

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

LIST OF SUGGESTED REVIEWERS

Name of Applicant

Title of Proposed Project

In order to assure the strongest possible evaluation of this application, the NJCCR is offering the opportunity to list suggested scientific peers who would be able to provide a fair and equitable review of this proposal. Please list the name, address and telephone number of at least two, but no more than four, experts in this area of study. Nominees may not be employed in any non-profit research institute in New Jersey.

Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:
Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:

Certification by Applicant

I hereby assure that I know of no conflict of interest involving the above-mentioned individuals pertaining to the information provided in this application.

Signature of Applicant

Date

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

SECTION 2

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:
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SCHEDULE D - OFFICERS AND DIRECTORS LIST

Name of Applicant	
Title of Proposed Project	Date of Application

List below the name and title of all officers and board members of applicant. Attach additional sheets if needed.

Name	Name
Title	Title
Name	Name
Title	Title
Name	Name
Title	Title
Name	Name
Title	Title
Name	Name
Title	Title
Name	Name
Title	Title

New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued

SCHEDULE G

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

In accordance to Federal Executive Order 12549, "Debarment and Suspension," the undersigned certifies, to the best of his or her knowledge that as an applicant, this agency or its key employees:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal Department or agency, or by the State of New Jersey;
- b. have not within a 3-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense, in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transportation; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- d. have not within a 3-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default.

The applicant agrees that by submitting this application, it will obtain from all its subgrantees a certification that includes without modification paragraphs (a), (b), (c), and (d) of this certification in accordance with Federal Executive Order 12549.

Name of Agency	
Name and Title of Official Signing for Agency	
Signature of Above Official	Date Signed

NOTE: The following document related to Debarment and Suspension as required by Federal regulations will be used as the basis for completion of this certification:

List of *parties excluded* from Federal Procurement or Non-Procurement Programs. This document is distributed by U.S. General Services Administration, U. S. Printing Office, Washington, D.C. This document can be acquired from the Superintendent of Documents by calling (202) 783-3238.

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

SCHEDULE H

CERTIFICATION REGARDING LOBBYING

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:
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The undersigned certifies, to the best of his/her knowledge that:

- a. No grant funds awarded from federal appropriations have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the grantee shall complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Contact the federal agency awarding the funds for a copy of form.

- c. The grantee shall require that the language of this compliance requirement (certification) be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This requirement (certification) is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Agency	
Name and Title of Official Signing for Agency	
Signature of Above Official	Date Signed

**New Jersey State Commission on Cancer Research
GRANT APPLICATION, Continued**

**SCHEDULE I
CERTIFICATION SHEET**

NAME OF PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR:

INITIALS

I certify that this agency is in possession of and will comply with the Terms and Conditions for Administration of Grants and the applicable Cost Principles.

I have read the Certification Regarding Debarment and Suspension and certify to the best of my knowledge that as an applicant this agency and its key employees are in compliance with this requirement. I will also obtain such certification from all subgrantees in accordance with Federal Executive Order 12549. This form will be maintained on file.

I have read the Certification Regarding Lobbying and, to the best of my knowledge, certify that this agency is in compliance. This form will be maintained on file.

I have read the Certification Regarding Environmental Tobacco Smoke and have determined that the provisions of the Pro-Children Act of 1994 apply to this agency and to the best of my knowledge, certify that this agency is in compliance with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. This form will be maintained on file in the agency's office.

I understand that my payments will depend on timely submission of all reports.

I have submitted a listing of the Officers and Directors and their addresses and will notify you in writing within ten days of any changes as they occur. For renewal applications, I have submitted only changes from the original submission.

I have previously completed and submitted the Agency Minority Profile.

The Statement of Local Health Officer has been sent to the Local Health Officer for signature on the date of our submission of the application to the New Jersey Department of Health and Senior Services.

N/A

I certify that this agency is not delinquent on any Federal or State debt.

As a non-profit corporation, I certify that this agency has 501(c)(3) status as required by the Internal Revenue Service and is registered as a charitable organization in accordance with N.J.S.A. 45:17A-18 et seq.

I have read, understand, and will comply with the instructions received with the grant application package.

Name of Agency

Name and Title of Official Signing for Agency

Signature of Above Official

Date Signed

**New Jersey Commission on Cancer Research
REPORT OF GRANT EXPENDITURES**

Reporting Agency	Grant Number	Reporting Period From: To:	Report Number
Address	Grantee Account/Fund Number	Budget Period From: To:	Revision of Report No.
City, State, Zip	NJDHSS Account Number(s)		
Grant Title		Basis of Report <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	<input type="checkbox"/> FINAL

ROUND OFF TO NEAREST DOLLAR

BUDGET CATEGORIES	APPROVED BUDGET		PERIOD EXPENDITURES		CUMULATIVE EXPENDITURES	
	Grant Funds	Other Funds	Grant Funds	Other Funds	Grant Funds	Other Funds
A. PERSONNEL COST						
Salaries / Wages						
Fringe Benefits						
Total						
B. CONSULTANT / PROFESSIONAL SERVICES COST						
C. OTHER COST CATEGORIES						
Equipment						
Supplies						
Program Expense and Related Cost						
Staff Training and Education Cost						
Travel						
Facility Cost						
Sub-Grants						
Total						
Total Direct Cost						
Indirect Cost						
Total Cost						
Less Program Income						
NET TOTAL COST						

<p>I certify this report is true and correct and all expenditures reported herein have been made in accordance with the terms and conditions of this grant and are properly reflected in the grantee's accounting records.</p>	<p align="center">Accepted By Grants Management Officer</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p align="center">_____</p> <p align="center"><i>(Signature)</i></p> <p align="center">_____</p> <p align="center"><i>(Date)</i></p>	<p>Status of Funds</p> <p>Cash Received to Date \$ _____</p> <p>Less Cash Disbursements</p> <p>As of _____ \$ _____</p> <p align="right"><i>(Date)</i></p> <p>Cash Balance</p> <p>As of _____ \$ _____</p> <p align="right"><i>(Date)</i></p>
Name of Certifying Representative		
Title		
Signature	Date	