

Route 66 Endometrial Cancer SPORÉ: Career Enhancement Program

APPLICATION GUIDELINES

Award Details:

- Up to \$75,000/year in direct costs for one year.
- Project period: November 15, 2023 – October 31, 2024
- Award may be renewed for another year contingent on adequate progress and availability of funds.
- The number of awards and the award amount may increase or decrease depending on funding available. Amount requested should reflect what is needed to achieve study objectives, not to maximize amount awarded.

Eligibility:

- Early career faculty or established investigators who wish to develop or refocus their careers on translational research in endometrial cancer with emphasis on etiology, prevention, diagnosis, early detection, treatment, endometrial cancer disparities, or population science.
- Senior level post-doctoral or clinical fellows who provide a letter from their Department Chair or Division Director stating that candidate will join its faculty by the time of the award.
- Awardees must be faculty members from one of the partner institutions: Washington University, University of New Mexico, University of Oklahoma Health Sciences Center.
- Applications from women, faculty of color, and disabled investigators are specifically encouraged.

FORMAT SPECIFICATIONS

- Use Arial 11 font; minimum 0.5 inch for all margins for all pages. Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes: You may use a smaller type size, but it must be readily legible.
- Include the Principal Investigator's name at the top of each page and consecutively number all pages in the application at the bottom of each page.

GUIDELINES

Please include the following:

- **CEP Application Cover Page**
 - Applicant name, affiliation, contact information, project title, project period dates
- **Lay Summary** (maximum 200 words)
- **NIH-style Biosketch**
- **Career Enhancement Plan** (limited to 1 page)
 - Plan for establishing independent research program in endometrial cancer
 - Plan for didactic training (if applicable)
 - Plan for obtaining extramural funding for endometrial cancer research
 - Clinical duties (if applicable)
- **Research Plan** (limited to 5 pages)
 - Specific aims
 - Significance to endometrial cancer research
 - Innovation
 - Approach
 - Plans for subsequent external funding
 - Description how this work addresses endometrial cancer disparities
- **Budget**

Please use PHS 398 Form Page 4. The form can be found at:
<http://grants.nih.gov/grants/funding/phs398/phs398.html>
NIH salary cap applies. This award does not support equipment purchases with unit value of \$5,000 or more. Allowable expenses:

- Investigator's salary and fringe benefits, up to a maximum of 50% effort per year. Minimum 25% for a new investigator and 15% for an experienced investigator
- Research personal salary support, laboratory supplies, and core service fees
- Tuition for coursework at WUSTL, UNM, or OUHSC
- Travel to one national scientific conference
- **Budget Justification** - describing the use of the funds
- **Appendix**
 - References/Literature cited
 - Mentor letters (for early career candidates): letters from a clinical and a basic science research mentor indicating that they will mentor the applicant in research, manuscript preparation, and grant writing
 - Letter of reference: letter describing the candidate's potential to pursue an independent career in endometrial cancer research
 - Regulatory approvals: project specific but will likely consist of IRB approval for human subjects research, and/or IACUC approval for animal research
 - Letter of support: If the applicant is a postdoctoral fellow or junior faculty member (Instructor level), a departmental letter of support will be necessary to ensure the applicant's eligibility and commitment
 - Authentication of key biological and/or chemical resources

SUBMISSION

Electronic copy of the proposal must be submitted via email as a single .pdf document and sent to Linda Odibo, RN, MN, SPORE Administrator (odibol@wustl.edu) by **October 27, 2023, by 5pm CST.**

REVIEW PROCESS

Awardees will be determined based on application reviews by the Selection Committee. Applicants will be notified of their application status following the Selection Committee review.

Please direct any questions:

Linda Odibo, RN, MN: odibol@wustl.edu

Scientific Leadership:

David Mutch, MD; CEP Co-Director – Washington University

Doris Benbrook, PhD; CEP Co-Director – University of Oklahoma Health Sciences Center

Carolyn Muller, MD; CEP Co-Director – University of New Mexico

TERMS OF AWARD

All CEP awardees will be expected to:

- Devote at least 25% of their time to translational endometrial cancer research (15% for established investigators)
- Provide a written annual progress report
- Present to the SPORE Internal and External Advisory Boards
- Consistently attend SPORE and Endometrial Cancer Working Group meetings
- Attend at least one national SPORE meeting each year, as appropriate
- Present posters at the annual NCI Translational Science Meeting or equivalent
- Make at least one presentation per year at a SPORE or Siteman Cancer Center research meeting
- Fully develop at least one extramural grant application (any level)
- Submit an extramural research grant in endometrial cancer at the end of CEP funding