

# Route 66 Endometrial Cancer SPORE: Career Enhancement Program

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## APPLICATION GUIDELINES – CYCLE 2 – 2024-2025

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The Career Enhancement Program within the Route 66 Endometrial Cancer SPORE seeks applications from early career faculty or established investigators seeking to develop a translational research program in endometrial cancer.

### Award Details:

- Award amount up to \$50,000 in direct costs for one year. Budget requests up to \$75,000 will be considered only with a unique scope of work and a strong budget justification.
- Project period: August 1, 2024 – July 31, 2025
- Award may be renewed for another year contingent on adequate progress, availability of funds, and strategic priorities. Maximum award duration is limited to 2 years.
- 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.
- Faculty from NIH-defined minorities underrepresented in biomedical research are specifically encouraged to apply. Details: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-031.html>

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## FORMAT SPECIFICATIONS

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- 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.

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## GUIDELINES

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Please include the following:

### 1. NEW APPLICATIONS:

- **CEP Application Cover Page**
  - Please use PHS 398 Form Page 1. The form can be found at: <http://grants.nih.gov/grants/funding/phs398/phs398.html>
- **Lay Summary Intended for a Community Reviewer** (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, 6 pages for resubmissions)

- Introduction to application (for resubmissions only, optional and limited to 1 page): Summarizes substantial additions, deletions, or changes to the application. Responds to issues or criticisms raised in previous cycle review
- Specific aims
- Significance to endometrial cancer research
- Innovation
- Approach
- Plans for subsequent external funding
- Description of 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 and/or SPORRE-related meeting
- **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

## 2. RENEWAL APPLICATIONS

- **CEP Application Cover Page**
  - Please use PHS 398 Form Page 1. The form can be found at: <http://grants.nih.gov/grants/funding/phs398/phs398.html>
- **Updated NIH-style Biosketch**
- **Lay Summary Intended for a Community Reviewer** (maximum 200 words)
- **Career Enhancement Plan** (limited to 1 page)
  - Summary of career development activities during award period
  - Plan for establishing independent research program in endometrial cancer
  - Explanation of significant changes in Career Enhancement Plan (if applicable)
- **Research Plan** (limited to 5 pages)
  - Progress report on specific aims
  - Explanation of significant changes in the research plan (if applicable)
  - Future directions
  - List of abstracts, presentations, or publications supported by this award
  - List of grant applications related to this award and plans for subsequent funding
- **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 and/or SPORE-related meeting
- **Budget Justification** - describing the use of the funds
  - **Appendix**
    - References/literature cited

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### **SUBMISSION**

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Electronic copy of the proposal must be submitted via email as a single .pdf document and sent to Veronica Davé, PhD, SPORE Administrator ([vdave@wustl.edu](mailto:vdave@wustl.edu)) by **May 15, 2024, by 5pm CST.**

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### **REVIEW PROCESS**

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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:

Veronica Davé, PhD ([vdave@wustl.edu](mailto:vdave@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

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### **TERMS OF AWARD**

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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