

Application Instructions

(Please see the MCW Cancer Center website here for additional information and forms.)

NOTE: All required components of the application MUST be submitted to MCW Cancer Center Research Program staff by the application deadline. If components are missing at the submission deadline or do not adhere to the page limits listed in the RFA, investigators will be given 24 hours to respond. Otherwise, the application will be disqualified and will not undergo the formal review process.

Application Format: Use standard 11-point font, single space, and half-inch margins throughout the application. Consecutively number all pages.

Please include the following:

- Cover Page: To initiate, please <u>click here</u>. This will take you to the Faculty Collaboration Database to sign in so that certain fields can be auto populated. Include project title, investigators and affiliations. After completion, a PDF of the Cover Sheet will be emailed to you. Combine (concatenate) the cover page produced with the remainder of your application for submission (see below).
- **Scientific Abstract:** Provide a summary of the project. (250-word limit)
- Lay Abstract: Provide a brief summary of the proposed research project in terms that people who do not have prior knowledge about the subject can understand. If funded, this abstract will be distributed to the funding source and can be used in written correspondence with donors and interested parties. (200-word limit)
- **Response to Reviewers:** (If applicable) For previously submitted proposals, please include reviewer comments and describe key changes that have been made in response. (1-page limit)
- **Specific Aims:** State concisely the hypothesis to be tested and the specific aim(s) to be achieved during the one-year project period. (1-page limit)
- Research Strategy:
 - a. Background-Significance-Innovation (1-page limit)
 - b. Approach including relevant preliminary data (3-page limit)
- Future Funding Plan (Mandatory): Awardees are required to submit a timeline for a NCI R01 or equivalent cancer-relevant grant submission. State the agencies, mechanisms and timing of planned future grant applications that will utilize the preliminary data produced under this Idea Award. State how data from this application will be used to support extramural proposals. Extramural proposals that utilize the preliminary data produced under this award must be submitted through MCW. (200-word limit)
- **Budget:** Use budget template found on the Cancer Center webpage followed by a Budget Justification. Budget cap is \$50,000 direct costs. There are no indirect costs allowed. No faculty salaries, student tuition and fees, or equipment should be included. F

- Form D: Return on Investment. Previous Cancer Center Pilot Grant recipients must complete this form.
- Letters of Support: Include letters of support from the appropriate individuals, which may include your-reeIncl