



NATIONAL COMPREHENSIVE CANCER NETWORK

FOUNDATION

Guiding Treatment. Changing Lives.

NCCN Foundation – Young Investigator Award (YIA) Submissions Frequently Asked Questions

PROPOSAL SUBMISSION QUESTIONS:

Question: Are proposal submissions due by a certain time on the due date?

Answer: Yes, proposal submissions are due on the due date by 5:00 pm ET.

Question: Does the NCCN Member Institution need to submit the name of the nominee in advance?

Answer: Yes, the name of the nominee must be submitted to the NCCN Foundation in advance of the nominee applying for the YIA.

Question: Is a representative from each Member Institution present at the YIA Review Meeting?

Answer: In order for a nominee's proposal to be considered, a reviewer from their institution must participate in the review process and be present at the YIA Review Meeting. In addition, Member Institutions with an active YIA will also be required to have a reviewer from their institution participate in the review process.

Question: If the nominee has additional mentors from other institutions, should these mentors be listed?

Answer: All mentors can be included and should list the name of the institution they are affiliated with.

Question: If the nominee's study is focused on more than one disease jointly, should they enter just one tumor type on the proposal or list all tumor types?

Answer: All tumor types should be listed.

Question: If the nominee's study is part of an overarching study (umbrella, bucket, etc.), does it need to be disclosed at the proposal stage?

Answer: Yes, it must be disclosed within the proposal. Note that individual IRB approval of the sub-study (if applicable) will be required prior to activation.

Question: Does the six-page limit include references, the budget/budget justification, or supporting documentation?

Answer: No; the six-page limit applies only to the content of the proposal, not including references or supporting documentation like the budget, budget justification, CVs, or letters of support.

Question: Is the six-page limit single or double spaced? Is there a word or character limit?

Answer: The page limit is single spaced. There are text boxes in iEnvision for each major section with 100,000-character limits per box, so the page limit is provided as guidance.

Question: What should be included under "Oncology Analysis?"

Answer: Oncology Analysis is a nodule within iEnvision where applicants will enter details including tumor

type, the body system(s)/organ(s) being studied, malignancy stage, and correlative study details. Please feel free to enter N/A or leave blank sections of the oncology analysis nodule that are not applicable to the proposed study.

Question: What should be included under “Evaluation Design?”

Answer: Evaluation design encompasses details of how the project will be conducted. This might include aims or objectives, sample size, recruitment strategies, and the experimental project plan.

Question: How is “Evaluation Design” different from “Evaluation and Outcomes” or “Project Design and Methods?”

Answer: Many investigators find these sections of the proposal overlap. Please feel free to include details regarding the study design and proposed statistical analysis within any of these categories and refer to the appropriate section as needed. For example, if relevant details are included under “Evaluation and Outcomes,” a statement to the effect of “Please refer to evaluation and outcomes for evaluation design details” can be included under evaluation design.

Question: The proposed project is not a clinical trial, so a section of the proposal (for example, target audience) is not applicable. What should I do?

Answer: Please feel free to respond “N/A” for any sections of the proposal which are not applicable to the project.

SUPPORTING DOCUMENT QUESTIONS:

Question: Can the letter of support be written by a Division Chief as opposed to the Cancer Center Director, Department Head, or Dean?

Answer: Yes.

Question: Is there a page limitation for the Mentor’s letter of support?

Answer: No, there is no page limitation for any supporting documents, including the Mentor’s letter of support.

Question: Where in the proposal submission should the supporting documents be included?

Answer: Upload all supporting documents directly into the NCCN iEnvision platform. Additional information can be uploaded into the “Attachments Node.” Please see iEnvision User Manual for further instruction.

Question: Will an Institutional Facepage that contains the signature of the institutional signing official suffice for the budgetary approval?

Answer: Only if it clearly states that the budget has been reviewed and approved. Otherwise, a separate letter is required.

Question: How is the Office of Sponsored Research (OSR) Letter of Support letter different from the Department Chair Letter of Support?

Answer: Each letter identifies a different area of institutional support. A single letter may be submitted but must clearly state that the proposal has support from both the Department Chair and the OSR. If one letter is being used to fulfill multiple requirements, please upload a copy of the letter in each relevant section of iEnvision to satisfy the system requirements.

Question: Who should be named as the “Contract Personnel” in the Contact Information section?

Answer: Please provide the contact information for the institutional contract personnel that should receive and negotiate the Terms and Conditions agreement if you are awarded funding.

Question: Who should provide the feasibility letter and what should it encompass?

Answer: The feasibility document is a letter from the institution confirming they’ve reviewed the project plan and believe it can be successfully completed on time with the proposed budget and available resources. This letter usually speaks to the ability to accrue patients if applicable, existing institutional infrastructure (such as lab equipment, biorepositories, databases, etc.), an assessment of the applicant’s strengths and previous

experience with similar trials, competing trials if applicable, and a discussion regarding the quality of collaboration between the applicant, mentor(s), and sub-investigators. This should come from the Office of Sponsored research, a director, dean, or department chair as appropriate depending on the proposed project. Please refer to the RFP for additional details required in the feasibility letter.

Question: Is a formal mentorship plan required and what details should it include?

Answer: A formal mentorship plan is required. It should include the frequency of meetings with the mentor, objectives of the mentorship relationship, and how the mentor will support the applicant's growth and success.

BUDGET QUESTIONS:

Question: Is it possible to budget a salary for a co-investigator, in addition to the grant recipient, postdoctoral or clinical research Fellows, associates and assistants?

Answer: Yes, co-investigators involved in the study may be included in the budget; all salaries must adhere to the current NIH salary cap.

Question: If funding is already coming from another grant related to the research, but the NCCN Foundation YIA proposal has a different focus, is it possible to apply for the YIA?

Answer: Yes, as long as the focus of the project is different than the funding of the other grant, you may apply for the YIA. Overlapping funding is not allowed and all funding sources must be disclosed at the time of application.

Question: What type of expenses fall under the "clinical budget" category and which expenses should go in the "correlative budget"?

Answer: All costs associated with running the clinical study, i.e. PI cost, IRB and pharmacy fees, patient costs and any costs that are associated with the clinical study should be on the clinical budget. For the correlative studies, there may be PI staff costs as well as research assistant costs if someone other than the PI is performing the tests. Also, include cost of laboratory supplies, reagents, assays, and all costs associated with performing the correlative studies.

Question: What is considered a "non-research related expense"?

Answer: Non-research related expenses are considered indirect costs or funds that are not used directly for research. Within the total YIA budget of \$150,000, non-research related expenses will be covered to a maximum of 8%.

Question: Can a standard budget worksheet be submitted with the proposal?

Answer: No, the NCCN Budget template is required.

Question: What is the total amount of the grant?

Answer: The total amount of the grant is not to exceed \$150,000 or \$75,000 per year for 2 years.

Question: Per the RFP, travel is not an eligible expense for the project. Can mileage reimbursement for the Project Investigator to travel to the study sites be included in the budget?

Answer: Mileage reimbursement for the Principal Investigator to travel to study sites cannot be included in the budget. The Foundation will provide a one-time travel allowance up to \$575 for PIs to attend and present their data at the NCCN Annual Conference. These arrangements and travel allowance for the annual conference will be handled separately from the grant.

Question: Will NCCN cover the cost of poster printing when investigators present their poster at the NCCN Annual Conference?

Answer: No, investigators are responsible for covering the cost of poster printing. This expense is not eligible for reimbursement and cannot be included in the overall study budget.

TECHNICAL QUESTIONS:

Question: Who should I contact if I have issues in iEnvision?

Answer: For RFP process related questions, please contact Nye Smith: nsmith@nccn.org or Nicole Zion: zion@nccn.org. For technical support, and system access support, contact the Envision Pharma Helpdesk: helpdesk@envisionpharmasupport.com

ELIGIBILITY QUESTIONS:

Question: What is meant by “first full-time appointment”?

Answer: The NCCN Foundation defers to each institution’s Office of Sponsored Research to make eligibility determinations regarding “first full-time appointments” for their nominees. Interested young investigators should work with their Office of Sponsored Research to determine if they are eligible to receive a nomination based on prior appointments.

Question: Is a nominee who will begin his/her first full-time appointment by the award start date eligible?

Answer: Yes.

Question: Would a project be considered eligible for funding if the protocol is in the beginning stages and the IND is being prepared for submission?

Answer: Yes, the project will be considered for funding as long as the investigator will be able to meet the timeline required for the project.

Question: Is there a limit to the number of years a nominee can be in their first full-time appointment?

Answer: If the institution considers the investigator to be early in his/her career he/she is eligible for this program.

Question: If your institution was granted a YIA in 2024, are you eligible to nominate a YIA for the upcoming 2025 cycle?

Answer: No, for those institutions with an active YIA initiated in 2024 they will not be able to apply the next year (2025). However, they will again be eligible the following year (2026). This will allow more Member Institutions to have an opportunity to receive a Young Investigator Award.

Question: If an investigator receives a YIA grant and leaves their institution during the grant award period, can they continue receiving the grant funding at their new institution or transfer the study to a new principal investigator at the original institution?

Answer: No; YIA grants cannot be transferred to a new institution or a new principal investigator, and study funding cannot extend beyond the investigator’s date of departure.

REVIEW COMMITTEE QUESTIONS:

Question: What attributes are required to participate in the YIA Proposal Review Committee?

Answer: Review Committee participants should have the following attributes: they should be an Associate Professor or higher, they must be able to review any/all proposals, even if the assigned proposals are outside the scope of their expertise, they may not be a YIA grant recipient with an active YIA project, and they must be available to review applications, submit feedback by the identified deadline, and actively participate in the Selection Committee meeting. Additionally, previous grant review experience and experience working with NCCN is strongly preferred.

Question: Can NCCN Clinical Guideline Panel members participate in the YIA Proposal Review Committee?

Answer: Yes! NCCN Clinical Guideline Panel members are welcome and encouraged to participate in the YIA Proposal Review Committee.