

## **YALE Head and Neck SPORE Career Enhancement Program Award**

The goal of the Career Enhancement Program (CEP) of the Yale Head and Neck SPORE (YHN-SPORE) is to educate the next generation of investigators committed to translational research in head and neck cancer. The CEP will provide support to promising junior investigators and/or establish investigators who have not previously conducted head and neck cancer focused research. Awardees will be mentored by experts in the field, and will have full access to the cores, networking and training opportunities of the YHN-SPORE. Proposed pilot projects should be innovative and be focused on a broad spectrum of research, and/or technology development applicable to human head and neck cancer risk, prevention, diagnosis, prognosis, or treatment.

**Award Amounts:** Up to \$ 50,000 for 12 months commencing July 1, 2024. Awardees may be eligible for a second year of funding contingent on progress during year 1.

**Purpose:** To provide support to foster the development of the next generation of head and neck cancer translational researchers. The aims of the CEP are to support promising early career stage head and neck cancer investigators and to enhance the careers of established investigators who have newly defined interests in pursuing translational research in head and neck cancer. The purpose is also to generate preliminary data or evidence of collaboration for new NCI or NIDCR grant applications.

**Eligibility:** Open to investigators at a YHN-SPORE affiliated academic institution (Yale University, University of North Carolina, Fox Chase Cancer Center and Temple University) who can be described by one of the following categories:

- 1) Junior faculty holding appointments
- 2) Candidates with confirmed junior faculty appointments (e.g., advanced fellows)
- 3) Established investigators, who are committed to re-focusing a substantial component of her/his research on head and neck cancer and the study of risk prevention, diagnosis, prognosis or treatment of human head and neck cancer malignancies

**Women and minority investigators are strongly encouraged to apply.**

**Requirements:** If a grant is awarded, the P.I. and mentors must agree to abide by the attached Grant Guidelines (page 4) and to participate in the YHN-SPORE DRP/CEP Symposium to be held at Yale (or virtually) in June 2025.

### **Application Timeline:**

Letters of Intent (optional) are due: **March 22, 2024**

Full applications are due: **Friday May 24, 2024**

Letters of Intent and applications should be submitted at

[https://yalesurvey.ca1.qualtrics.com/jfe/form/SV\\_1GqOYSPS0iznEai](https://yalesurvey.ca1.qualtrics.com/jfe/form/SV_1GqOYSPS0iznEai)

**Please contact Dr. Kathryn Ferguson (CEP Co-Director) at [kathryn.ferguson@yale.edu](mailto:kathryn.ferguson@yale.edu) or Curtis Pickering (CEP Co-Director) at [curtis.pickering@yale.edu](mailto:curtis.pickering@yale.edu) with any questions, including eligibility and mentor selection.**

Incomplete applications or those received after the deadline will not be considered.

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## Review Criteria and Process

These awards are intended to provide support that will lead to the generation of more head and neck cancer translational researchers. Projects should be innovative with a significant translational research component focused on a broad spectrum of areas applicable to human head and neck cancers. Data or evidence of collaboration generated from these pilot projects should be used for new, peer-reviewed grant applications. The major review criteria will be the research potential of the candidate for a future career in head and neck cancer translational research, and how this will be enriched by mentorship, the translational potential and scientific excellence of the project, and the likelihood of submission of an external grant application, such as a K-award, R21, or R01, at the conclusion of the CEP award funding period. Proposed projects should meet the NCI/NIDCR's definition of translational research as follows: **translational research uses knowledge of human biology to develop and test the feasibility of cancer-relevant interventions in humans and/or determines the biological basis for observations made in individuals with cancer or in populations at risk for cancer.** Applications will be subjected to a study section-style review by the executive committee of the YHN-SPORE and the YHN-SPORE advisory boards.

## Types of Expenditure Allowed

- Salary support for investigators, lab personnel (No more than 25% effort (salary and fringe) for the principal investigator. No restriction for the other personnel working on this project)
- Contracted services
- Laboratory supplies and expenses, including animal costs and patient-related lab-tests
- Costs associated with use of YHN-SPORE Biospecimen Core and/or Biostatistics/Bioinformatics Core
- Publication costs

## Types of Expenditures NOT Allowed

- Secretarial/administrative personnel
- Office equipment and supplies; Office and laboratory furniture
- Tuition
- Registration fees for scientific meetings
- Purchasing or binding of periodicals and books
- Dues and membership fees in scientific societies
- Purchasing equipment
- Travel expenses

APPLICATIONS FOR THIS GRANT DO NOT NEED TO BE SENT TO  
THE OFFICE OF SPONSORED PROJECTS

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## **LOI (optional, but recommended) to include:**

A one-page letter of intent comprising: (i) a biographical statement with career goals, (ii) a description of the project including the rationale, specific aims, and impact of the proposed study, (iii) names of mentors and how they will enhance the applicant's research and career goals (at least one mentor required, however, two mentors are preferred), and (iv) a description of the need to collaborate with the SPORE Cores (Biostatistics & Bioinformatics, and Biospecimen Core).

Applicants who submit an LOI will receive feedback on whether their application is likely to be competitive and, if necessary, guidance on mentor selection.

## **Full Application to include:**

1. A face page including the name and title of the P.I., institution, department, contact information, and title of the application. In addition, list mentors and their titles and contact information. At least one mentor is required. It is recommended that one mentor should have expertise in head and neck cancer.
2. A one-half page technical abstract of the proposed research (500 words maximum).
3. An NIH-style narrative description of the project (6-page limit for Specific Aims, Rationale, Preliminary Results (not required), and Research Strategy).
4. Literature cited.
5. *If applicant holds a faculty appointment*, letter of support from the candidate's departmental/section chair.
6. *If applicant is currently a fellow*, letter of support from candidate's future departmental/section chair that indicates that the candidate will join their faculty within the year of award start date.
7. A letter from the candidate (1-page maximum) including a brief summary of training/career to date, her/his long-term career goals, proposed career development activities (e.g., formal coursework), including a plan for integrating these activities with their ongoing research/clinical obligations.
8. Letter of support from at least one proposed mentor including a **detailed mentorship plan covering the frequency and nature of mentor-mentee interactions and how the mentor will support the research and career development of the candidate by, for example, providing feedback and advice on presentations, manuscripts, clinical protocols and grant applications.**
9. NIH-style biosketches for (i) the P.I., (ii) mentor(s) and (iii) other co-investigators (if applicable).
10. Other Support page for the P.I., including all active and pending support, and calendar months.
11. A detailed budget and budget justification for proposed work (attached, page 5). This page must be signed by the P.I.'s business office.
12. Human Subject protocols information (if applicable). Protocols need not be approved prior to submission, but funding may not be made available until they are. Provide protocol number, approval date, approval period, and title.
13. Vertebrate Animal protocols information (if applicable). Protocols need not be approved prior to submission, but funding may not be made available until they are. Provide protocol number, approval date, approval period, and title.
14. Identification of any proposed or potential collaborative associations with YHN-SPORE investigators, including anticipated utilization of YHN-SPORE Core Resources.

15. Identification of any links of participating investigators to commercial entities; if such associations exist, the individuals involved must provide written assurance that these interactions will uphold the principles of academic freedom, including their ability (and the ability of those associated with this work) to freely collaborate, including unrestricted exchange of research materials, and also that they will adhere to the intellectual property rights of the YHN-SPORE under NIH funding agreements and Bayh-Dole Act requirements.

Application should be assembled into one pdf with items in the order listed above. NIH format restrictions apply (Arial 11 font; margins one-half inch all around). References are not included in the page limit. Supplementary appendix material will not be accepted.

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## **Grant guidelines**

In order to responsibly manage funds, we have instituted the following guidelines regarding our grant programs. **Acceptance of an award indicates agreement to abide by these guidelines.** Failure to abide by these guidelines will jeopardize eligibility for future grants.

- 1. All publications resulting from research supported by this grant should contain an acknowledgement such as, “This research was supported in part by a Career Enhancement Program Grant from the Yale Head and Neck SPORE, P50 DE030707.”**
2. Written progress reports are required and must be provided by the specified deadline(s). Grantees will be notified of the progress report deadline with notice of award. In addition, all awardees are required to participate in YHN-SPORE DRP/CEP Symposium to be held at Yale in June 2025.
3. In addition to submission of progress reports, any publications or grants resulting from the award must be reported to the YHN-SPORE administration within 30 days.
4. It is expected that the funds will be expended in full during the term of the grant. Carry forward of unspent funds may be permitted after review of any justification for the delay.
5. No cost extensions are not encouraged; however, a single extension of up to 1 year without additional funds will be considered on a case-by-case basis upon written request with justification from the P.I. All such requests must be received no less than 30 days before the original end date of the grant.
6. All grant recipients must respond promptly to requests for information about their grant from the YHN-SPORE scientific leadership and administrative staff.
7. During the funding period, recipients may be asked to participate in a progress update meeting to describe their research and are expected to accommodate these requests.
8. Subject to review of progress, and report from mentors, awardees may be invited to apply for a second year of funding. Full details of required renewal materials will be provided at that time.

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<b>COMPOSITE BUDGET FOR INITIAL BUDGET PERIOD</b>	FROM 7/1/2024	THROUGH 6/30/2025
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List PERSONNEL (*Applicant organization only*)  
 Use Cal, Acad, or Summer to Enter Months Devoted to Project  
 Enter Dollar Amounts Requested (*omit cents*) for Salary Requested and Fringe Benefits

NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths	INST.BASE SALARY	SALARY REQUESTED	FRINGE BENEFITS	TOTAL
	PD/PI							

<b>SUBTOTALS</b> →			
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CONSULTANT COSTS

EQUIPMENT (*Itemize*)

SUPPLIES (*Itemize by category*)

OTHER EXPENSES (*Itemize by category*)

SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD	\$
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TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD	\$
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Print & Sign, Dept. Business Manager: \_\_\_\_\_