Lymphoma Clinical Research Mentoring Program
A Training Program for Hematology/Oncology Fellows and Junior Faculty with a focus on Clinical Research in Lymphoma

Program Overview, Guidelines and Instructions for Application

The Lymphoma Research Foundation (LRF) Lymphoma Clinical Research Mentoring Program (LCRMP) is an education and mentoring program for fellows and junior faculty with a focus in clinical research in the field of non-Hodgkin and Hodgkin lymphoma. The program is two years in length and offers a broad education on clinical research and career development as well as managing career and quality of life issues. The goals of the LCRMP include:

• Provide mentoring and education to hematology/oncology fellows and junior faculty. The program will emphasize training in clinical research methods and design, statistical analysis, pathology, incorporating and interpreting correlative studies into clinical trials, and grant submission and funding. The program also aims to foster mentorship and research collaboration among experts and trainees in the field.

• Assist in the development of a specific clinical trial in patients with lymphoma and to set the foundation for grant development to support the trial. Study design and implementation will be discussed in a small group setting consisting of experts in the field, statisticians, and other trainees in the program, where information, ideas, guidance, support and connections are shared, and where mentoring relationships can be developed.

• Provide continuing training, career development advice, and mentorship among trainees and experts in the field and to foster future participation and collaboration within the LRF through follow-up programming and activities.

TIMELINE

Application Release Date: June 4, 2014
Application Receipt Date: Wednesday, September 3, 2014 at 5:00 pm ET
Peer Review Process: September 2014 – October 2014
Applicant Notification Date: November 2014
Program Dates: February 24-28, 2015
PROGRAM OVERVIEW AND FORMAT

The LRF Scientific Advisory Board will select up to 10 applicants to become LRF Scholars and participate in the Lymphoma Clinical Research Mentoring Program. LRF Scholars attend an initial LCRMP workshop which is four days in length. The dates and location are tentatively scheduled for February 24-28, 2015 at the Scottsdale Resort and Conference Center in Scottsdale, AZ.

LRF will convene a faculty of experts in lymphoma clinical research who will share their experience and knowledge throughout the program with the Scholars as a group and in small breakout groups. Faculty participating in the small groups and serving as mentors for the program will remain for the entirety of the program. In addition, faculty not only mentor Scholars at the workshop but will also be available to Scholars post-workshop. In addition, a handful of select presenters with specific knowledge for the didactic sessions or who have successfully obtained LRF grants will attend at least a portion of the program to present selected topics or to provide training in grant development and submission.

The workshop will consist of Scholars presenting their proposed clinical research projects, attending the content sessions, working with Mentors including a statistician, revising their proposed clinical studies and developing Specific Aims for a future grant submission, and presenting the revised protocol and Specific Aims of future grants at the completion of the workshop.

PROGRAM CURRICULUM

The focus of the Lymphoma Clinical Research Mentoring Program is to enhance the ability of LRF Scholars to successfully design and administer clinical research studies and apply for grants to support related lymphoma research. The initial workshop curriculum supports this focus through:

- Formal didactic sessions
- Small group sessions with expert faculty
- The building of long-term mentoring relationships with appropriate experts
- The development of peer-to-peer relationships

Small group activities and didactic coursework will focus on clinical research design, implementation, and analysis and grant writing tips and strategies. In addition, there will be an emphasis on skills and relationship building among program Mentors and Scholars. Content will include:

- Protocol writing
- Formulating and expressing project aims
- Statistical design and interpretation of results
- Collaboration with translational and bench researchers
- Grant writing and grant opportunities
• Working with CTEP, the Cooperative Groups, pharmaceutical companies, and managing conflicts of interest
• Career development planning
• Protocol approval/ IRB interaction
• Clinical trial development and management
• Genomic research

Scholars are expected to present their initial trial at the start of the training and development meeting and present the revised trial at the end of the workshop. In addition, scholars will develop and submit a specific aims page for a career development grant in lymphomas.

In addition to the workshop, scholars will be supported throughout the following year by program faculty and LRF staff. In addition, scholars will attend two meetings (one in fall 2015 and one in spring 2016) in order to participate in LRF scientific meetings and mock grant review exercises.

ADDITIONAL SCHOLAR ACTIVITIES AND OPPORTUNITIES

1. **Fall 2015 Follow Up Meeting** – LRF Scholars will meet with the LCRMP Chair and Faculty for a follow-up meeting held in conjunction with the fall meeting of LRF’s Scientific Advisory Board (SAB). Scholars will also attend a portion of the SAB meeting to observe the grant review process and participate in a practice grant review. This meeting will take place in October or early November 2015.

2. **Spring 2016 Follow Up Meeting** – LRF Scholars will attend a scientific meeting facilitated by LRF (such as the annual Mantle Cell Lymphoma Workshop) and present on the progress of their research projects at the spring SAB meeting. This meeting will take place in March or April 2016.

3. **Scholar Grants** – Grants in the amount of $5,000 will be provided to scholars, each year over two years\(^1\), to cover educational support such as tuition, registration fees, and travel for courses and meetings that are integral to their Career Development Plan, as well as supplies (such as computer hardware or software) or clinical trial expenses that will aid in professional development and/or project completion.

4. **Reporting and Evaluation** – Scholars will be asked to report on their progress at six months, one year and two years. They will also be asked to provide input and evaluation to the initial workshop and the follow-up meetings. Scholars may be contacted by LRF staff or program leaders for input and advice in improving the program in future years.

5. **Communications** – Scholars may be interviewed or be asked to provide content for Foundation communications, including but not limited to the website, newsletters, etc.

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\(^1\) Assumes a two-year project.
ELIGIBILITY REQUIREMENTS

1) Applicants must demonstrate a clear interest and commitment to a career in lymphoma clinical research. This commitment to a career focused on lymphoma-related research should be reflected in the applicant’s career development plan and in the letter of support provided by their mentor.

2) Applicants for this award must be a junior faculty member in their first three years of a faculty position or trainees who are at least in their second year of one of the following ACGME accredited sub-specialty fellowship programs: Hematology/Oncology, Hematology, Medical Oncology, Radiation Oncology, or Hematopathology.

3) Selected applicants are required to attend and participate in all LCRMP programs, in their entirety, including the February 2015 workshop, follow-up programming during LRF SAB meetings (October/November 2015 and March/April 2016), and LRF required communication, reporting, and evaluation.

4) Fluency in English.

5) Studies or proposals that are exclusively laboratory based are not appropriate for the LRF LCRMP. Proposals must involve clinical observation of human subjects and may include study or development of new diagnostic methods, therapies, and/or outcome measurements directed to patients with lymphoma are required.

6) All applicants must have an identified mentor at their home institution who is willing and able to provide financial support for the project and demonstrate a commitment to completing the proposal in order to ensure feasibility of the proposal is required.

7) LCRMP applications are self-initiated. LRF does not invite applications from selected individuals, institutions, or laboratories.

EVALUATION CRITERIA

Applications will be reviewed by members of the LRF Scientific Advisory Board (SAB). All projects must be focused on a proposed hypothesis-driven clinical research project in lymphoma. The project concept should be developed by the applicant and clearly supported by a local research mentor. Only one individual per program or division within an institution will be accepted (for example, two fellows within the same Hematology/Oncology fellowship program will not be accepted, but a fellow within a Hematology Fellowship and a fellow within a Radiation Oncology fellowship in the same institution could be accepted).

The review of applications will be based upon, but not be limited to, the following factors. Each factor will be judged in reference to its relevance to clinical research in lymphoma.

**Applicant Factors**

- Qualifications and demonstrated interest in lymphoma clinical research.
Clinical research goals and objectives over and above the proposed project.

Plans for two years immediately after the workshop to further the applicant’s Career Development Plans.

Mentor Factors

- The Mentor’s support and commitment to assisting the applicant in development and conduct of the proposed clinical research project, ensuring feasibility and commitment to completion of the study.
- The Mentor’s support and commitment to the applicant, providing assistance and direction in the applicant’s career development.

Project Factors

- Proposed project’s research aims and their possible relevance and impact on the future of lymphoma treatment.

APPLICATIONS PROCESS AND DEADLINES

The Lymphoma Research Foundation uses an electronic grants submission process. All interested grant applicants must submit their applications online through proposalCENTRAL (https://proposalcentral.altum.com). Only the signed LRF Waiver and Signature Page (items 2 and 12 on the list below) should be mailed to LRF, postmarked by the deadline.

REGISTRATION AND PROFILE SUBMISSION: APPLICANT AND APPLICANT INSTITUTION

To avoid being rushed at deadline time, applicants are encouraged to register and complete a professional profile at proposalCENTRAL now. Applicants should make sure their grants and contracts office has registered their institution and signing officials with proposalCENTRAL.

Applications that do not meet requirements, or that exceed page limitations, will not be reviewed.

A complete application includes the following:

1) **Application Cover Sheet:** Please fill out the requested information as completely as possible.

2) **LRF Waiver:** the original of the Waiver must be signed by the applicant, and the authorized official of the sponsoring institution. Original signatures in ink are required. A scan of the signed page should be uploaded as a PDF, and the original should be sent (along with item 12, the signature page) to the address on page 9.

3) **Non-Technical Abstract:** This is a brief description (100 words or less) of the proposed research plan presented in terminology for the general public. It should be in language understandable to the average reader of a daily newspaper but still convey the purpose of the project.
4) **Technical Abstract**: In addition to describing the project using technical language, the Technical Abstract should explain (in 100 words or less) the significance of the research plan to the field of lymphoma. (Note: The non-technical and technical abstracts should explain the significance of the proposed work for patient treatment in lymphoma.)

5) **Applicant’s Biographical Sketch**: Limit to two pages with legible 11 point type and 1 inch margins. Use the template supplied by PC and upload as a PDF.

6) **Individual/Career Development Plan**: Limit to three pages with legible 12 point type and 1 inch margins. Use the template supplied by PC, and upload as a PDF. The Career Development Plan should describe the course of action the Applicant will take over two-three years immediately after the training program. The Plan should provide sufficient detail to demonstrate that, at the conclusion of this award, the Applicant will have acquired a high level of knowledge, skills, and experience in lymphoma clinical research. The Plan should include how the Applicant intends to participate in advanced courses, seminars, research meetings, and other educational activities at the sponsoring or an affiliated institution, or how such clinical research training will be otherwise acquired.

An Individual/Career Development Plan is recommended to help the applicants formulate appropriate objectives and plans. To learn more about creating an IDP for yourself, one resource is at [http://myidp.sciencecareers.org/](http://myidp.sciencecareers.org/).

7) **Research Proposal**: Limit to five pages with legible 11 point type and 1 inch margins. Tables and figures may take up to an additional two pages. Use the template supplied by PC and upload as a PDF. The Research Aims description should discuss the nature of the proposed research plan and include the following: Brief Background, Preliminary data and Relevance to Lymphoma, Research design/methods (i.e. study and statistical design), Timeline for Completion and Data analysis.

8) **Mentor’s NIH Biosketch**: Limit to four pages with legible 11 point type and one inch margins. Use the template supplied by PC and upload as a PDF.

9) **Mentor’s Letter and Statement of Support**: Limit to two pages. The mentor’s letter and statement of support should outline the mentor’s experience with the applicant, the mentor’s qualifications and prior experience in lymphoma, plans to assist and support the applicant, including a mention of any funding necessary to support the described proposal, and a commitment to aid in the applicant’s future development. The Mentor’s letter should also estimate the amount of time (in percentages) the applicant will spend on research, clinical duties, and other activities that may be a part of their current position.

10) **Letters of Support**: List two additional individuals which should include your fellowship program director and/or division director who are familiar with your past work and/or training and who are providing letters of support. The PC application manager will notify these individuals, and their (blinded) letters of support will automatically be included with your submission. Please be sure to list the names of your letter writers early enough so that they have adequate time to
submit a letter. Letters must be submitted by the deadline of 5 PM, Wednesday, September 3, 2014 or you will not be able to submit your application.

11) **Budget:** Enter a budget in the proposalCENTRAL template outlining the planned expenses for the grant ($5,000 each in Year 1 and Year 2). Allowable expenses include professional development expenses (travel and registration fees for relevant conferences, tuition for a course), a computer for your use in research, and expenses relevant to the research project. Lab equipment for the institution or personnel expenses of any kind are not allowable expenses. Institutional overhead is also not permitted. The start date for Year 1 should be no earlier than January 15, 2015.

12) **Signature Page:** proposalCENTRAL will prompt you to generate a printable version of this page when you have completed your application. Original signatures from the applicant, sponsor, and institutional official are required. The signed original should be sent along with the LRF Waiver to the address on page nine.

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**PLEASE NOTE--About attachments/appendices:**

When uploading documents to proposalCENTRAL in the appendices, please be sure to follow the guidelines below in order to ensure that your attachments will be viewed by the reviewers as you intended.

- Ensure that all electronic signatures in your PDF attachment have been validated.
- Review the permissions and security settings in the PDF attachment and be sure that the file is not password protected or locked for editing so that it can merge properly with the rest of the application when downloaded.
- Check all merged documents created in Adobe PDF to make sure that each page is merged properly.

It is important to view the application as a whole as well as each individual attachment before it is submitted. Some unresolved issues above can create problems with the download for reviewers and the application may be missing pages. To check that the whole application is correct and in the proper order, please select the blue hyperlink “Signature Page(s)” in the left menu tab. Then, click the red button “Print Signature Pages and Attached PDF Files.” This will create a merged PDF of your application, which includes the attachments that you uploaded. If any pages are missing, please contact PC customer support for further assistance.

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**FURTHER INFORMATION**

Questions concerning use of the proposalCENTRAL electronic submission system should be directed to the proposalCENTRAL helpline, which is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 p.m.), Monday-Friday, EST. Phone: 1-800-875-2562 (toll free) or 703-964-5840, E-mail: pcsupport@altum.com.

Questions concerning eligibility or the LCRMP format should be directed to researchgrants@lymphoma.org.
FOUNDATION CONTACTS

Meghan Gutierrez
Chief Program, Policy and Communications Officer
mgutierrez@lymphoma.org, Telephone: 212-349-2910

Max Mulcahy, MPA
Director, Clinical and Scientific Programs
mmulcahy@lymphoma.org, Telephone: 646-465-9107

Whitney Steen, MFA
Manager, Research Grants and Communications
wsteen@lymphoma.org, Telephone: 646-465-9120

HELPLINE

A proposalCENTRAL helpline is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 p.m.), Monday-Friday, EST.
Phone: 800-875-2562 (Toll free) or 703-964-5840
E-mail: pcsupport@altum.com

APPLICATION DEADLINES AND TIMETABLE

Application

Submission Deadline: 5:00 PM, Wednesday, September 3, 2014.

Review

September/October 2014: All applications will be reviewed by a committee of the LRF Scientific Advisory Board (SAB).

Notification

October/November 2014: Applicants will receive notification of funding decision no later than November 30, 2013. Individuals selected as LRF LCRMP Scholars will receive with their notification an LRF Clinical Grant Agreement and Policy, Terms and Conditions for signature by the LRF Scholar and the Sponsoring Institution.

Workshop

Tuesday evening, February 24th through 12:30 pm on Saturday, February 28th, 2015 at the Scottsdale Conference Center in Scottsdale, AZ.
GENERAL INSTRUCTIONS FOR COMPLETING THE APPLICATION

Please follow the instructions on the proposalCENTRAL(PC) website. You do not need to complete the application all at once; your application will be saved on the PC server until completed. Incomplete applications cannot be submitted. A complete application must include all of the items listed in the checklist below. All applications must be submitted in English.

PC will enable the Applicant to print out all or part of the application. The LRF Waiver and signature pages must be printed out, and both must be signed in ink by the Applicant, the Mentor(s), and the Sponsoring Institution’s authorized official. Proxy signatures are not acceptable. The signed original of each document must be mailed to LRF at the following address:

Lymphoma Research Foundation

115 Broadway, Suite 1301

New York, NY 10006

Attn: Research Department/LCRMP

You may also wish to review the Policy, Terms and Conditions for the LCRMP, which is available on the LRF website. (Visit www.lymphoma.org and select “Research ->Resources for Researchers ->Grant Applicants from the top menu; scroll down to “Mentoring Program Terms & Conditions.”) All chosen LRF Scholars must adhere to all requirements as stated in the P,T & C.

After a successful submission of an application, applicants will receive a confirmation email from proposalCENTRAL.

If selected for award, payments will be made to the comptroller or other financial officer of the Institution as indicated on the cover page of the application form. The Institution will be responsible for disbursing funds to the LRF Scholar in accordance with the budget submitted with the application.

All LRF applications, application evaluations, and priority scores are considered confidential and are made available only to the SAB, the Board of Directors (BOD), LRF and PC administrative staff and other LRF representatives involved in the application process. Written critiques of applications and priority scores are not made available to Applicants. Although LRF and PC endeavor to protect the confidentiality of proposal and evaluation materials, confidentiality cannot be guaranteed.
Checklist for Applicants
Lymphoma Clinical Research Mentoring Program 2015

Use this checklist as a tool to help in preparing your submission. Ensure that you allow enough time to complete the application process to meet the deadline of 5:00 pm (EST) 09.03.14, as late applications will not be accepted.

Application and Submission Checklist

- Register and complete a professional profile at proposalCENTRAL (https://proposalcentral.altum.com).
- Ensure that your grants and contracts office has registered your institution and signing officials with proposalCENTRAL.
- Two (2) letters of support in addition to your Mentor’s letter, are required, please request early in the process. Make sure your letters of support writers know and can comply with the deadline.
- Begin the application process on the proposalCENTRAL system. You do not need to complete the application all at once; your application will be saved on the server until completed. Remember, incomplete applications cannot be submitted. See more on required Application parts below.
- Download and review the “Lymphoma Clinical Research Mentoring Program Policy Statement, Terms and Conditions.” All Applicants must adhere to all requirements as stated in the “Terms and Conditions.”
- Print the Waiver & Signature pages and provide signatures (in ink) by the Applicant and the Sponsoring Institution’s authorized official. Upload a scanned version of each signed page as a PDF. The signed original of each document must be mailed to the address below, postmarked by the application deadline:

  Lymphoma Research Foundation
  Research Grants
  115 Broadway, Suite 1301
  New York, NY 10006
  Attn: Research Grants/LCRMP

- Prepare the Application Cover Sheet (3 pages) and upload to Proposal Central as a PDF.

In addition note the following required application parts:

- Applicant Biosketch
- Applicant Career Development Plan
☐ Mentor Biosketch

☐ Mentor Letter of Support

☐ Two general letters of Support

☐ Non-Technical Abstract

☐ Technical Abstract

☐ Areas of Study – fill out through proposalCENTRAL.

☐ Research Proposal – Limit 5 pages, 11 pt type, and 1 inch margins, up to 2 additional pages allowed for tables and figures.

☐ Budget—Fill out through proposalCENTRAL.

☐ Appendix – other items required to support the application – limit 30 pages.