



# Hope Funds for Cancer Research

## AWARD STATEMENT

### I. Fellowship Award

- A. Please call the Hope Funds for Cancer Research ("HFCR") at 401-847-3286 or e-mail, grants@hope-funds.org as soon as possible to accept or decline the award and confirm the start date.
- B. The sponsoring investigator, institutional representative and Fellow ("Fellow") must sign the attached award acceptance form and return it to HFCR within ten (10) working days following notification.
- C. The Fellow must include a brief paragraph describing in layman's terms how the project is relevant to difficult-to-treat cancers and to how it is innovative and challenges existing paradigms. (Also e-mail a copy to grants@hope-funds.org) Send two digital color photographs (jpg at 300 dpi) of the Fellow in a laboratory setting, which may be used for fundraising purposes to publicize the HFCR's outstanding postdoctoral cancer research program. If you would like to have a media release announcing the award sent to your local and/or hometown newspaper, please include the name, address, fax number and e-mail address of the newspaper.
- D. The award in the form of a Fellowship Stipend may be used solely for the salary support of the Fellow. In addition an expense allowance in the sum of \$1,500 is awarded each year to the Fellow and can be used by the Fellow for his/her educational and scientific expenses. With a written request to the Foundation from the Fellow, the expense allowance may be used to defray the cost of health benefits. The Fellow determines how he/she would like to spend the money with approval from his/her mentor. Institutions may not automatically deduct any fees from this allowance without the HFCR's approval. If you have any questions on how the money may be spent, please contact the HFCR. The HFCR does not withhold any amount from the Fellowship Stipend or the additional expense award for income tax purposes. The award of the Fellowship Stipend does not in any way create an employer-employee relationship between the HFCR and the Fellow.
- E. Supplementation of the Fellowship Stipend is permitted from either the host institution or sponsor's grants, but not by any other fellowship awards or grants. The total stipends, including the Fellowship Stipend, should not exceed the level of support for other professionals at the same level of training in that institution.
- Fellows are permitted to obtain additional awards or grants to **cover research expenses only**. Fellows are not generally permitted to hold any other named award or grant that supplements their Fellowship Stipend. Fellows are required to seek prior written approval from the HFCR before applying for any other award or grant.

Activation of a fellowship award is as follows:

Application Due By:	Notification Date:	Award Begins
January 14, 2016	April 15, 2016	the 1st Day of As early as July 2016 and no later than July 2017

*The Hope Funds for Cancer Research will consider requests to revise the activation date of a fellowship within the timetable above. Contact the HFCR well in advance of the proposed start date to receive approval. All awards are activated on the first of the month.*

### II. Progress Reports

**A. Scientific:** Second- and third-year funding of awards is contingent upon submission to HFCR and satisfactory review of annual progress reports. In addition, interim six-month progress reports are to be provided to HFCR. All reports are kept strictly confidential. The goal of the reports is two-fold. First, the reports serve as an auditing tool to monitor research progress and assure that the Fellow's research is on target with the funded project. Second, the reports allow the HFCR to identify common topics of interest among the Fellows as well as keep track of who is attending what conferences so that networking opportunities may be arranged to foster social interactions.

At the end of months 5, 17 and 29 of funding, Fellows must submit an informal progress report, via email, that includes:

1. A summary of research performed during the 6-month period.
2. A bibliography of publications, or submissions, during the period.
3. Intellectual property disclosures filed with the institution's technology transfer office, if any patents have been filed or granted.

At the end of the 11<sup>th</sup> and 23<sup>rd</sup> months of funding, Fellows must submit a detailed progress report, not to exceed five pages, single spaced in a 12 point font that includes:

1. A summary of research performed during the award year and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award year are clearly articulated. Figures and references may be included if appropriate (as additional pages). The report must be signed by both the Fellow and Sponsor.
2. A brief, lay abstract of research performed during the award year, including how the research is innovative and relevant to difficult-to-treat cancers. The lay summary should not exceed 300 words.
3. A bibliography of submitted or published papers from the award year (submit pdf copies of papers).
4. A list of conference and seminars to be attended and presentations to be given during the year.
5. A list of conferences and seminars attended and presentations given during the award year.
6. A brief summary, from the Sponsor, assessing the Fellow's scientific progress and professional development.
7. A completed grantee intellectual property disclosure form.
8. A completed expense allowance usage form.

Prior to the completion of the fellowship, Fellows must submit:

1. A summary of research performed during the period of the Fellowship and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award period are clearly articulated. Figures and references may be included if appropriate. The report must be signed by both the Fellow and Sponsor.
2. Two abstracts (one lay and one scientific) of their accomplishments over the term of the award.
3. A bibliography of all publications resulting from the research (submit pdf copies of publications).
4. A list of conferences and seminars attended and presentations given during the award year.
5. A statement indicating how the HFCR award made a difference to the Fellow.
6. A statement of future plans.
7. An up-to-date curriculum vitae.
8. A brief summary, from the Sponsor, assessing the Fellow's scientific progress and professional development.
9. A completed intellectual property disclosure form.

**B. Financial:** The institution's financial officer must maintain a separate account including receipts for each fellowship, and this account must be available for audit by representatives of the HFCR. Financial reports (Annual Financial Report) and reports of expenditures (Expenditure Report) on forms provided by the HFCR must be submitted within 30 days of the end of each award year. Any unexpended expense allowance may be carried over to the next award year, but any unexpended stipend must be returned to the HFCR at the end of each fellowship year. Upon termination or expiration of the fellowship, a final report of expenditures, with the refund of any unexpended balance, must also be submitted within 30 days.

1. Please use the expenditure report form provided by the Hope Funds for Cancer Research. The form can be requested electronically at [accounting@hope-funds.org](mailto:accounting@hope-funds.org).
2. Indicate any carry-over of the previous year's expense allowance in the second row as an amount received in addition to the current year's \$1,500 allowance.
3. If the expense was used for travel, please provide the following details:
  - a. name and location of scientific meeting or conference attended
  - b. dates of meeting/conference
  - c. use of funds: restricted to registration fee, lodging, meals, transportation (if by train or plane, must be coach class ticket only).
4. If the expense allowance was used for supplies, please provide a list of the general categories of the supplies. If any one piece of equipment purchased costs \$1,500 or more, please provide the name of the item, date of purchase and price.
5. The only allowable purchases that may be listed in the "other" category are:
  - a. health insurance (if requested by the Fellow – see Section 1D)
  - b. scientific subscriptions
  - c. contact HFCR's office for approval of any items not listed here

### III. Invention Policy and Procedure

HFCR encourages the rapid development and commercialization of innovative new biomedical technologies for the public benefit. In furtherance of HFCR's mission of supporting innovative cancer research, HFCR requires that each Sponsor, Fellow and Sponsoring Institution receiving grant funds from HFCR agree to the terms regarding patent and intellectual property rights and licenses resulting or stemming from research funded in whole or part by HFCR, as set forth in that certain Hope Fund For Cancer Research Patent and Intellectual Property Agreement attached hereto and incorporated herein by reference.

### IV. Publications

Publications (including abstracts of presentations at scientific or clinical meetings) resulting from projects supported by the HFCR must carry the following acknowledgment: "\_\_\_\_\_ is a Hope Funds for Cancer Research Fellow supported by the Hope Funds for Cancer Research (HFCR-\_\_\_\_)". Awardees are also encouraged to identify themselves as Hope Funds for Cancer Research Fellows when presenting their work at professional conferences.

### V. Publicity

Publicity is to the advantage of both the Hope Funds for Cancer Research Fellow's institution and the HFCR. A media release announcing your award will be sent to your institution. HFCR is prepared to assist in any publicity related to the award. If you have any questions, please contact the HFCR.

### VI. Tax Status of Fellowships

Hope Funds for Cancer Research is a tax-exempt, non-profit corporation, and was founded for, and continues to retain as its sole purpose, the advancement of innovative cancer research. No other benefit to, or service for, the HFCR is expected or sought in return for fellowship support. Any questions relating to the tax status of the fellowship should be discussed by the Fellow with their personal tax advisor.

### VII. Scientific Presentation

If the Hope Funds for Cancer Research hosts an opportunity for Fellows to give an oral presentation of their work, the travel expenses will be paid separately by HFCR.

### VIII. Other projects

HFCR awards are intended for full-time research. The candidates must devote their principal time and effort (at least 80 percent) to Hope Funds-supported research activities. Activities constituting the remaining 20

percent of time and effort should be disclosed annual report. HFCR Fellows are not permitted to pursue additional degrees during the course of their fellowship.

#### **IX. Termination**

Upon premature termination of a fellowship, the HFCR must be notified immediately. A final report of expenditures (using the form provided) must be submitted within thirty (30) days, along with the refund of any unexpended balance. A final progress report must be submitted at this time including a statement as to whether or not an invention disclosure and/or a patent application has been filed. (See III)

#### **X. Transfer**

Transfers must be approved by the HFCR Board. If the Fellow is moving with his/her Sponsor to another institution, letters from both the Sponsor and Fellow must be submitted to the HFCR three months before the transfer takes place. If the Fellow is moving to a different Sponsor's laboratory, the Fellow is required to submit: a full description of the proposed project--5 pages, single-spaced, 12-point type (go to [www.hope-funds.org](http://www.hope-funds.org) for details); an application cover sheet with appropriate signatures; a letter explaining the reasons for the transfer; a letter from the proposed Sponsor with a copy of his/her curriculum vitae and a reference from the Fellow's original Sponsor. The transfer request will be reviewed by HFCR Board at its next meeting to determine continuation of funding. It will evaluate: 1) the reason(s) for the transfer; 2) the training potential of the new environment; and 3) the new project, within the overall scope of other HFCR Fellowship supported research. To initiate the transfer process, please call the Foundation at 401-847-3286 or email at [grants@hope-funds.org](mailto:grants@hope-funds.org).

#### **XI. Updating Information**

To maintain an up-to-date registry of former Hope Funds for Cancer Research Fellows we ask that you notify the HFCR immediately when you accept another position. Please supply your professional title, address, contact numbers and e-mail address.

#### **XII. Visa Status**

It is the responsibility of the host institution to make every effort to ensure that awardees comply with federal immigration policy.

Should the Fellow and/or Sponsor wish to discontinue the project, leave the designated institution, take a leave of absence for any reason or modify any aspect of the award, he or she must seek approval from the Hope Funds for Cancer Research in advance. Failure to comply with this requirement may jeopardize any future awards to the institution and/or Sponsor by the HFCR.