



Application Instructions

AACI requires applicants submit an on-line application. All documents should be combined in one electronic PDF and submitted to kate@aac-cancer.org. The subject line should read: 2012 AACI Translational Cancer Research Fellowship Application – *name of AACI member institution*

The required documents are:

- **Cover letter:** Include title of project, original signatures of the applicant, the mentor, and institutional signing official, contact information for applicant, mentor and institution. Signature of the institutional signing official verifies all assurances/certifications. One page limit, 12 point, Word document.
- **Abstract:** Provide a clear, concise and comprehensive overview of the proposed work, including the background, objective or hypothesis and supporting rationale, specific aims of the study, study design, and translational relevance to cancer. One page, 12 point, Word document.
- **Research project proposal:** Include project title; hypothesis, background and rationale; specific aims; research design and methods; significance to translational cancer research; description of the research facilities (resources, and equipment to allow implementation of the research program). Five pages, 12 point, Word document.
- **Budget:** Fellowship supports the salary, benefits and/or stipend of the Fellow. Up to 25% of the total budget may be designated for direct research expenses. Limit to one page, 12 point, Excel document.
- **Budget justification:** Detail and explain the allocation of the grant funds. Justify salary, benefits and stipend and direct research expenses (if requested). Limit to one page, 12 point, Word document.
- **Applicant's curriculum vitae:** include publications. The NIH Biographical Sketch is accepted. Two page limit. Include no more than 15 publications included for recency and relevancy.
- **Letter from mentor:** Confirm applicant's eligibility, the degree to which the applicant participated in idea development and proposal preparation, and confirming that the abstract and proposal were written by the applicant. The letter should be addressed to the AACI Fellowship Review Committee and must critically evaluate the scientific merit and novelty of the proposed research, describe the likelihood of the applicant's continued contribution to translational cancer research, and address the applicant's ability to execute the proposal, if funded. The relationship between the applicant and his or her scientific mentor should be detailed as well as the support and guidance to be provided by the mentor. The letter should also explain the applicant's relationship with the institution, and the nature and extent of support for the proposed research available from the institution. Limit three pages, 12 point, Word document.



- **Mentor's curriculum vitae:** May use the NIH Biographical Sketch form. Limit four pages.
- **References:** List as full citations. One page limit, 12 point, Word document.
- **Other support:** If applicable, should list all existing and pending support (institutional, federal, etc.) that will be used during the term of this grant (July 1, 2012 to June 30, 2013). Include name of grant, title of project, funding agency, grant term, amount of funding, percent effort, and list of specific aims. One page limit.

Changes to your Application

Withdrawal of application: Please advise the AACI in writing should you decide to withdraw your application for any reason. Your letter should include your name, the title of the proposal, and the reason for the withdrawal.

Questions

Questions regarding the application guidelines and process should be directed to:

Kate Burroughs
Association of American Cancer Institutes
Phone: 412.647.3844
E-mail: kate@aac-cancer.org