

# Guidance and Advice R25T Cancer Education And Career Development Program

## I. IMPORTANT ANNOUNCEMENTS:

The guidance and advice offered below are derived from the National Cancer Institute (NCI) Program Announcement (title: Cancer Education and Career Development Program; number: PAR-03-148) issued in the NIH Guide on July 16, 2003. You can access this announcement directly by "clicking on" the following NIH website addresses:

<http://grants.nih.gov/grants/guide/pa-files/PAR-03-148.html>  
(original Program Announcement)

After consulting the official announcement, the information and clarifications provided below together with the Form PHS 398 application kit should be all that you need to prepare and application for the Cancer Education and Career Development Program or **R25T**

## II. BACKGROUND:

The purpose of this specialized Cancer Education and Career Development (**R25T**) Program is to support the development and implementation of curriculum-dependent, team-oriented programs to train predoctoral and postdoctoral candidates in cancer research team settings that are highly inter-disciplinary and collaborative. This specialized Program is particularly applicable to the behavioral, prevention, control, nutrition and population sciences, but should also be considered by other areas of research (viz., imaging, pathology) that will require **sustained leadership, dedicated faculty time, specialized curriculum** development and implementation, **interdisciplinary research** environments, and **more than one mentor per program participant** to achieve their education and research career development objectives.

In many developing and emerging fields of cancer research today, scientists must function within interdisciplinary teams rather than as isolated investigators or in simple collaborative settings. Preparing junior and more experienced basic research scientists and clinicians for this new type of research environment will require education and career development experiences in highly inter-disciplinary and collaborative cancer research team settings that are integrated with a specialized curriculum. These education and career development experiences will have to provide wide access to multiple scientific disciplines and methodologies, involve mentors from more than one discipline, and will have to be tailored to the individual education and training needs of the investigator. Due to the likely breadth of the science involved, these experiences will frequently have to be facilitated and coordinated across departments, schools, centers and institutions. Management of programs with this kind of complexity and diversity will require concerted leadership and dedicated time of interdisciplinary faculty in order to sustain effective interactions within and coordination of the program. Furthermore, for clinicians lacking any prior research training, these experiences may have to include the completion of requirements for an additional degree, viz. M.P.H., and a number of years of research experience beyond the degree to prepare for conducting highly interdisciplinary collaborative research as an independent investigator. Prior NCI experience with other NIH funding mechanisms has shown that it takes a least 5 years of didactic and research training for clinicians to become competitive independent investigators, particularly in the highly interdisciplinary disciplines that are the focus of this grant mechanism.

Recognizing these special issues and needs of certain sectors of the cancer research community and on the experience of the NCI with the pilot R25 education programs in cancer prevention and control initiated in 1992, the NCI has developed this specialized Cancer Education and Career Development (**R25T**) Program. Applicants whose programs cannot meet the Special Requirements stated in these guidelines

should refer to the traditional *National Research Service Institutional Training Grant* (T32) or the *Clinical Oncology Research Career Development Program* (K12) as an alternative source of support.

### III. ELIGIBILITY

1. **Institution(s):** Applications may be submitted on behalf of the principal investigator by domestic, non-Federal organizations, public or private, such as medical, dental, or nursing schools or other institutions of higher education. Applications may include more than one institution to create a Program that includes all of the disciplines, research environments and mentors needed to accomplish all the proposed educational and training objectives. The parent institution to which the grant is awarded can accomplish through routine subcontracting procedures approved by NIH (see the following website for this information: [http://www.nih.gov/grants/policy/nihgps/part\\_iii\\_5.htm#Consortium](http://www.nih.gov/grants/policy/nihgps/part_iii_5.htm#Consortium)). More than one application may be submitted by an institution to support programs in different areas of team-oriented research.
2. **Program Leader/Principal Investigator:** The Program Leader/Principal Investigator must be an established investigator in a field relevant to the objectives and purpose of the Program and able to provide both administrative and scientific leadership to the Program.
3. **Candidates:** In general, candidates may be at the predoctoral or postdoctoral stages of their career. They usually must be (see exception below) U.S. citizens or non-citizen nationals of the United States, or have been lawfully admitted to the United States for permanent residence (i.e., in possession of a currently valid Alien Registration Receipt Card I- 551, or other legal verification of such status). Non-citizen nationals are generally persons born in outlying possessions of the United States (i.e., American Samoa and Swains Island).

Unlike other NCI grants that support career development and training, the **R25T** does allow for the training of foreign nationals, who do not have the above residency certifications, under **exceptional circumstances**. These exceptions would require approval of individuals on a case-by-case basis by the NCI and would always depend upon the special international, collaborative nature of the research areas that the **R25T** emphasizes.

### IV. MECHANISM OF SUPPORT

The Cancer Education and Career Development Program uses the **R25T** grant mechanism and provides for up to **five years** of support. Planning, direction and execution of the program is the responsibility of the Program Leader and the Advisory Committee on behalf of the institution. **R25Ts are renewable**.

### V. ALLOWABLE COSTS

NCI Cancer Education and Career Development Programs (**R25Ts**) **cannot exceed \$500,000 in direct costs** without prior written approval from the NCI. The **R25T** provides for the following costs:

1. **Salary:** Salaries are provided for the **Program Leader** to manage, coordinate and evaluate the Program and for **faculty** to design, develop, continually refine and implement the specialized Program curriculum. The program leader and faculty may derive additional salary compensation from other Federal sources or awards as long as the additional compensation does not exceed the current Federal salary rate limitation and their total percent effort on all awards does not exceed 100 per cent.

**Predocctoral** candidates and **postdoctoral** candidates may receive up to \$20,000 per year and \$75,000 per year, respectively, plus fringe benefits and for time and effort commensurate with the institution's full-time salary scale for persons of equivalent qualifications, experience or rank.

2. **Research Development Support:** Up to \$20,000 in direct costs per year per **predoctoral** trainee and up to \$30,000 in direct costs per year per **postdoctoral** trainee, adjusted to the actual percent effort, to provide for the following types of expenses: (a) research expenses, such as supplies, equipment and technical personnel; (b) tuition, fees, and books related to career development; (c) travel to research meetings or training; and (d) statistical services including personnel and computer time. These costs must be **specifically and directly** linked to an individual trainee's research and research-related needs and activities
3. **Advertising and Recruitment Costs:** A small proportion of the budget can be used for advertising and recruitment in order to attract the best possible candidates for the Program. It is assumed that to effect this kind of multi-disciplinary, multi-departmental, multi-institutional approach, a centralized fund for advertising and recruiting will be needed.
4. **Ancillary Personnel Costs:** In general, salaries for mentors, secretaries, administrative assistants and other ancillary personnel and **NOT ALLOWED**.
5. **Facilities and Administrative Costs (formerly called indirect costs):** These costs will be reimbursed at 8 percent of modified total direct costs.

For appropriate advice and specific instruction regarding the above and other budgetary and administrative policies that you must follow in managing this award, please refer to section **XI. INQUIRIES**.

#### **VI. SPECIAL PROVISIONS AND REQUIREMENTS:**

The following Special Requirements **must** be met for all applications:

1. A **specialized curriculum**, not otherwise available within the parent institution or other participating institutions in the Program, must be developed that is linked to the training goals and objectives of the Program.
2. The NCI does **NOT** consider a **change of institution** of an **R25T**.
3. The principal investigator must assemble and chair a permanent **multidisciplinary Advisory Committee (AC)** representing all of the disciplines, departments, schools, institutions etc. involved in this education and career development Program. The AC would be responsible for the recruitment and selection of candidates for the Program; the establishment and review of effectiveness of specialized curriculum; the approval of the education and career development plans (e.g., curriculum, research experiences, mentors) for each candidate; interim monitoring and evaluation of each candidate's progress with recommendations for changes in the plan, if necessary, or termination of a candidate who is not making adequate progress; and monitoring and evaluation of the overall effectiveness of the Program. The AC would provide a summary report with each annual progress report that describes the committee's actions, and discusses progress of the program including evaluation of areas of strengths and weaknesses.
4. A large majority of **mentors** must be involved in **cancer research** or research methodologies clearly important to the cancer focus and objectives of the proposed education and career development Program.
5. The NCI expects that the trainees will have **more than one mentor** during the course of their multi-disciplinary research training.
6. The general expectation of the NCI is that education and career development programs supported by the **R25T** will be **multi-year, long-term experiences for each trainee**. This is not a grant that should be used for short-term experiences in research.
7. **R25T** programs should be **flexible** education and career development instruments that can accommodate multiple disciplines and trainees with different levels of didactic and research experience (see Core Requirements in #8 below).
8. The Program should include Core Requirements that each candidate is expected to complete before meeting the program's training objectives. These requirements should include the following:

- a. A core didactic component (the Specialized Curriculum, and other formal courses such as biostatistics, informed consent, lecture and seminar series).
  - b. A core research component defining the different kinds of disciplinary research experiences each candidate must complete to meet the requirements of the Program.
- The expectation of the NCI is that candidates entering the Program with different backgrounds initially will satisfy many of the Core Requirements and that they will be provided with additional didactic and research experiences over different periods of time in order to fully meet the overall training objectives of the Program and be able to conduct research in a highly collaborative research team setting.
9. A **STATEMENT OF APPLICABILITY** must be included clearly noting why the R25 grant mechanism, in contrast to more traditional training mechanisms such as the Institutional National Research Service Award (i.e., T32 grant mechanism) is essential for accomplishing the proposed educational and research career development needs. Applicants can use this website to obtain more information about the *Institutional National Research Service Award(T32)* .
  10. A **separate trainee recruitment plan** for under-served and under-represented minority and ethnic populations is **required**.
  11. As part of the research and career development experience, each postdoctoral candidate who is near the end of his/her tenure must prepare a **mock application to the NIH**, following the instructions provided in the PHS Form 398. The faculty must provide a mock peer review.
  12. An **evaluation plan** must be provided for determining the performance of the processes and outcomes of the Program. This plan should include the parameters and criteria that will be used to evaluate the program.

## VII. APPLICATION PROCEDURES:

### SUBMISSION, REVIEW AND AWARD OF COMPETING APPLICATIONS

#### A. Application Receipt, Review and Award Dates:

The receipt dates for **new** applications are February 1, June 1 and October 1. Receipt dates for **renewal, supplemental and all amended** applications are March 1, July 1 and November 1. Initial review by an NCI peer review groups for the above receipt dates is usually completed in June, October, and February, respectively. Review by the National Cancer Advisory Board (NCAB) is usually completed in October, January and May, respectively. The earliest possible Award dates are December 1, April 1 and July 1, respectively.

#### B. Where to send the application:

An **original** and **three** copies of the application should be submitted to:

Center for Scientific Review  
National Institutes of Health  
6701 Rockledge Drive, Room 1040-MSC 7710  
Bethesda, MD 20892-7710  
Bethesda, MD 20817 (For express/courier service)

To expedite the review process, **two additional** copies should be sent to:

Referral Officer  
Division of Extramural Activities  
National Cancer Institute  
6116 Executive Blvd., Room 8062  
MSC/8329  
Bethesda, MD 20892-8329  
Rockville, MD 20852 (express/courier service);

### C. Format for Submitting the Application:

**R25T** grant applications are to be prepared according to the instructions provided with the Form PHS 398 (last revised 4/98) and the modified instructions provided below. You can obtain application forms by "clicking on" the following NIH website address: <http://grants.nih.gov/grants/funding/phs398/phs398.html>. Also, they are available at most institutional offices of sponsored research, and from the Division of Extramural Outreach and Information Resources, National Institutes of Health, 6701 Rockledge Drive, MSC 7910, Bethesda, MD 20892-7910, Phone (301) 435-0714, FAX: (301) 480-0525, Email: [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov).

#### Note of Caution:

**Type density and size** must conform to the instruction on page 6 of the Form PHS 398 or CSR will return the application.

#### General advice in Preparing an R25 application:

In preparing an application, it is highly recommended that you make regular reference to the **Review Criteria** under Section **VIII. REVIEW PROCEDURES AND CRITERIA**. The success of your application in addressing these criteria will determine its competitiveness for funding.

#### Modified Instructions for Preparing and R25T application:

Use the following instructions which have adapted the Form PHS 398 to the special requirements of the **R25T** grant.

1. **Face Page:** Use page AA of the form PHS 398. On Line 1 include the title that best represents the nature of your education and career development program. On line 2, provide the number of the NCI Program Announcement (PAR 99-095) that encourages applications under the title: " NCI Cancer Education and Career Development Program".
2. **Description, Performance Site(s), Key Personnel:** ((Page BB) of the form PHS 398): complete as directed in the form PHS 398 instruction package; this should include the Program Leader, Advisory Committee Members, Mentors and other faculty participating in the program. Please make sure that you denote each individual's degree and departmental affiliation (or equivalent) AND, if a consortia of institutions, institutional affiliation.
3. **Table of Contents** to be organized as follows:

<u>Content</u>	<u>Page Number</u>
a. Face Page	
b. Description, Performance Site(s), Key Personnel	
c. Table of Contents	
d. Detailed Budget Page for First Year	
e. Budget for Entire Proposed Period of Support	
f. Budgets pertaining to Consortium/ Contractual Arrangements	
g. Other sources of Institutional Training, Education, and Career Development Support	
h. Biographical Sketches (not to exceed 2 pages per individual):	
• Program Leader/Principal Investigator	
• Advisory Committee Members	
• Mentors	
• Other Participating Faculty	
• Trainees (if known at the time of application)	
i. <u>Other Research Support of the Principal Investigator and the Mentors</u> that is specifically relevant to this Education and Career Development Program	
j. <b>Statement of Applicability</b>	
k. Education and Career Development Plan ( <b>Should not exceed 25 pages; tables should be included in the text, not as appendices</b> )	
l. (If applicable) Introduction to Revised Application ( <b>Not to exceed 3 pages</b> )	

- m. Purpose and Objectives
- n. Core Requirements
  - specialized curriculum
  - other didactic experiences
  - research experiences
- o. Research Base/Resources and Facilities/Mentors
- p. Program Leadership/Management
  - Program Leader
  - Advisory Committee
  - Recruitment Strategies
    - for candidates in general
    - for minority candidates
  - Individual Candidate Training Plans
  - Evaluation Plan
- q. **(For competing renewal applications only)** Progress Report\*\*
- r. Human Subjects
- s. Vertebrate Animals
- t. Checklist
- u. Appendices

\*\* Suggested tabular formats for presenting data on trainees are provided for your convenience. "Click on" [TABLES \(Word for Windows\)](#) or [TABLES \(Word Perfect\)](#), which ever you prefer, to download this information.

4. **Detailed Budget for the First Year:** Use Form Page 4 (or DD) of the Form PHS 398 and use only the following two categories: PERSONNEL and OTHER COSTS.

Under PERSONNEL break out the individuals as follows with percent effort salary and fringe benefits:

- a. The Program Leader
- b. The Faculty being paid from the Grant
- c. Predoctoral Candidates by:
  - Name
  - Position (when position is not filled)
- d. Postdoctoral Candidates by:
  - Name
  - Position (when position is not filled)

Under OTHER COSTS, list expenses as follows:

- e. Research and Development Costs (for each individual trainee):
  - Predoctoral trainees: by name or position when the position is not filled.
  - Postdoctoral trainees: by name or position when the position is not filled.
- f. Ancillary Costs for Advertising and Recruitment (specify)

5. **Budget for the Entire Proposed Project Period** of Support: Use Form Page 5 (or EE) of the Form PHS 398 and provide projected, future year, consolidated budgets in the PERSONNEL and OTHER COST categories for the first through fifth years of requested support.
6. In a table, list **all current and pending institutional cancer-related training**, education and career development support available to the participating faculty, department(s), institution(s). Examples could include T32, R25 or K12 grants. Include funding source, compete identifying number, title of the program, name of the program director, project period, number of training positions (predoctoral, postdoctoral), and the amount of the award. **For each grant listed, name only those participating faculty members who are also named in this application, and indicate their percent effort in those programs.**

7. **Biographical Sketches and Other Support:** Provide biographical sketches using the forms provided in the PHS Form 398 package for the Program Leader, Advisory Committee Members, Mentors, other participating faculty, and trainees (for those that are available). Immediately following the biographical sketch for an individual, provide a listing of their OTHER SUPPORT, using Form Page GG and the corresponding instructions on page 14 of PHS Form 398.
8. **Statement of Applicability:** Provide a clear, substantive statement indicating why the use of the **R25T** grant mechanism and these guidelines, in contrast to the other education/ training support mechanisms (viz., NRSA Institutional Training Grants) **uniquely** allows for the success of the proposed education and training program.
9. **Education and Career Development Plan:**
  - a. (If applicable) **Introduction to Revised Application:** If this is a revised application, in **no more than three pages** summarize how you have addressed the previous concerns of the reviewers and what new information is available that might be important for the reviewers to evaluate. Additionally, highlight (bold, italics, etc.) in the text of the plan changes made in response to the concerns of the previous review of the application.
  - b. **Purpose and Objectives:** In this section provide background, purpose and objectives of the Program;
  - c. **Core Requirements.** Describe the core requirements of this Program that **each** candidate is expected to complete based on prior experience and the training experiences to be provided within this Program in the following areas:
    1. **Specialized Curriculum:** Describe the proposed core education curriculum. Explain how the development and implementation of this curriculum is critically linked to the purpose and objectives of the Program and to the research career development of individual candidates. Explain how this curriculum is distinguished from other curricula within the existing educational infrastructure and framework of the applicant/ participating institution(s);
    2. **Other Didactic Experiences:** utilization of any existing curriculum within the institution(s).
    3. **Research Experiences:** Outline briefly the kinds of research experiences each candidate should have, either from prior experience, or from the mentors of this Program that will prepare them as independent scientists who can function in complex team settings and highly multidisciplinary team research settings.
  - d. **Research Base/Resources and Facilities/Mentors:**

**Research:** Generally describe the funded research activities and methodologies offered by the mentors participating in the Program and how the interactive nature of the research environment will meet and sustain the needs and objectives of this Program.

**Resources and Facilities:** Briefly describe the research infrastructure, access to patient populations, community populations etc., and facilities that are available and accessible to this Program.

**Mentors:** Describe the track record in training cancer scientists of each mentor participating in the Program.
  - e. **Program Leadership/Management:**
    1. **Program Leader:** Describe the qualifications and role of the Program Leader to provide leadership and coordination of the Program.
    2. **Recruitment Strategies:** Within the multi-disciplinary research environments of this education and career development Program, describe the characteristics of candidates who will be selected for participation at the predoctoral level and placed in the existing degree awarding units of the institution(s) (e.g., Ph.Ds , DPHs) and how the mix of postdoctoral candidates (e.g., Ph.D.s, M.D.s and DPHs) will be prioritized to achieve the multi-disciplinary education and career development objectives of the Program. Describe any advertising strategies. Comment on the size of the candidate pool expected, note any other institutional programs that might compete for this pool, and describe strategies for addressing this competition.

**Separately describe the strategies for recruiting minority candidates.**

3. **Advisory Committee:** Describe how the AC will function in providing oversight of the development, implementation and evaluation of recruitment strategies; recruitment and selection of candidates for the Program; establishment, implementation and evaluation of the core/specialized curriculum; approval of **individual** education and career development plans (e.g., curriculum, research/methodology experiences, mentors); interim monitoring and evaluation of each candidate's progress, including a determination of when a candidate has successfully completed the program, with recommendations for changes in the plan and, if necessary, termination of a candidate not making adequate progress; and in **monitoring of the overall effectiveness of the Program;**
  4. **Individual Candidate Training Plans:** Provide actual or examples of individual plans that the Program will employ or has been able to achieve that allow it to provide a unique education and career development experience for candidates, preparing them to design, implement and participate in highly inter-disciplinary, collaborative cancer research. Provide plans for conducting the required mock grant application and review process for each postdoctoral candidate;
  5. **Evaluation Plan:** Describe the information that will be used in, the periods for, and criteria to be used in evaluating this Program
  - f. **Progress Report (for competing renewal applications):** Describe progress made toward achieving the objectives of this program and the intent of the NCI.
10. Human Subjects: follow instructions provided in the PHS Form 398 application package;
  11. Vertebrate Animals: follow instructions provided in the PHS Form 398 application package;
  12. Consortium/Contractual Arrangements: Refer to the following the following website for guidelines on these agreements: [http://www.nih.gov/grants/policy/nihgps/part\\_iii\\_5.htm#Consortium](http://www.nih.gov/grants/policy/nihgps/part_iii_5.htm#Consortium)
  13. Appendices: follow instructions provided in the PHS Form 398 application package.

**ANNUAL PROGRESS REPORTS / APPLICATION FOR CONTINUATION**

The NIH Center for Scientific Review will automatically notify you and give you preliminary instructions **four months** before the next anniversary award date that your application for continuation is due. Look for this notification; if you do not receive it, call the NIH Data Management Branch at (301) 453-0896. You must submit the application for continuation at least **two months** prior to the anniversary date of the grant. If for some reason time becomes an issue, contact the NCI (see XI. INQUIRIES). We will have to adapt the Form PHS 2590 (Application for Continuation of a Public Health Service Grant) to the special needs of your program in a way that is consistent with your competing application above. You can obtain this form directly by "clicking on the following NIH website address: <http://grants.nih.gov/grants/funding/2590/2590.htm>. Also, forms are available from the same sources noted above for competing applications. Your application must contain the following for the NCI to assess progress and make a continuation award:

- Appropriate Face Page as instructed in the Form PHS 2590
- Use Budget Page B in the Form PHS 2590 with costs delineated in the same way with the same detail and specificity as instructed for the competing application **noted above**.
- A Brief description of the Objectives and Goals of the Program
- A brief summary indicating which faculty, mentors and Advisory Committee members have left the program the names of the new individuals who are taking their place. Include for each new person, their degree and department and, if a multi-institutional consortium, their institutional affiliation.
- Biographical sketches of
  - New faculty
  - New mentors



- New Advisory Committee Members
- New Trainees
- Progress of Individual Trainees: A brief paragraph for each trainee describing the research and didactic experiences that they are engaged in or have completed, as well as the specific future plans for each trainee in order to satisfy the Core Requirements of the Program.
- List of publications for each trainee resulting from their training experiences in the Program
- Summary Information of Program. A sample tabular formats are provided for your convenience. "Click on" [TABLES \(Word for Windows\)](#) or [TABLES \(Word Perfect\)](#), which ever you prefer, to download this information.
- A **Report** from the Advisory Committee that is separately attached and evaluates the following: the effectiveness of the specialized curriculum developed for the Program and recommended changes; the effectiveness of the overall performance of the Program in satisfying its training and career development objectives with recommendations for changes that might improve the program (e.g., modifications in Core Requirements, addition of new mentors with needed expertise etc.); AND the effectiveness of the minority recruitment efforts.

## VIII. REVIEW PROCEDURES AND CRITERIA

### A. Review Procedure:

Upon receipt, applications will be reviewed initially by both the Center for Scientific Review (CSR) and the NCI for completeness and for conformance to all eligibility requirements (see section **II. ELIGIBILITY** above) and special provisions and requirements (see section **VI. SPECIAL PROVISIONS AND REQUIREMENTS** above). Applications that are incomplete or ineligible or that obviously do not meet the special provisions and requirements of the Cancer Education and Career Development Program will be returned without further consideration.

Those applications judged to be both complete and responsive will be further evaluated according to the review criteria stated below for scientific and technical merit by a qualified peer review group convened by the *Division of Extramural Activities* ( <http://deainfo.nci.nih.gov/extra/dea.htm>) in the NCI. Applications will receive a second level review by the National Cancer Advisory Board (NCAB) to determine if the application meets the broad program needs and priorities of the NCI and the National Cancer Program.

### B. Review Criteria:

1. Adequacy of the Statement of Applicability justifying the unique use of this specialized R25 mechanism instead of traditional education/ training mechanisms such as the NRSA Institutional Training Grant, for achieving the education and career development objectives of the proposed program.
2. Adequacy of the justification provided of the need for the proposed Program relative to other ongoing education, and training/career development activities being sponsored within the institution(s).
3. Education Career Development Plan:
  - a. (If applicable) the degree to which the revisions of the Program take into account the weakness identified during the previous peer review evaluation.
  - b. Purpose and Objectives:
    - clarity and importance of the Program's purpose and objectives
    - adequacy in meeting the NCI's intent of supporting education and career development programs that prepare candidates to participate as independent investigators in highly multidisciplinary, collaborative, team research.
  - c. Core Requirements:
    - degree to which all of the core requirements combined satisfy the training and career development objectives of the Program
    - quality of the process for evaluating each candidate's needs relative to the core requirements of the Program.

- adequacy of the subject matter and design of specialized curriculum; adequacy of the linkage of the specialized curriculum to the research training of the candidates; uniqueness of the specialized curriculum relative to other curriculum available at the institution (s); adequacy of the faculty responsible for the specialized curriculum
  - strength and availability of other didactic experiences available for each candidate's education and career development
  - adequacy of the breadth and depth of research experiences available to candidates to achieve their multidisciplinary training objectives.
- d. Research Base/Resources and Facilities/Mentors:
- Adequacy of the **funded** research environments in the Program to support the proposed education and career development.
  - Adequacy of the multidisciplinary interactions present in the institution (s) to set the appropriate example for the training of candidates expected to function well in highly multidisciplinary, team research settings.
  - Adequacy of the availability of the research infrastructure, patients, populations etc. to support the Program.
  - Quality of the mentors' research experience and productivity and their track records in training cancer scientists.
- e. Program Leadership/Management:
- Adequacy of the Program Leader's experience and qualifications to lead and coordinate the Program.
  - Recruitment:
    - Adequacy of the pool of candidates
    - Adequacy of the criteria for selecting high quality candidates.
    - Adequacy of the strategies for recruiting minorities to the Program.
  - Advisory Committee:
    - Appropriateness and experience of the membership
    - Adequacy of the AC's involvement as a quality control in
      - selecting candidates for the Program
      - establishing appropriate training plans for each candidate based on their individual needs and the Program Core Requirements
      - monitoring the progress of candidates and making midcourse corrections to improve the quality and effectiveness of each candidate's experiences.
      - terminating candidates for evident lack of performance or potential
      - monitoring and evaluating the overall performance and effectiveness of the Program
  - Individual Candidate Training Plans: Quality and completeness of the individual training plans relative to the purpose and objectives and core requirements of the Program.
  - Evaluation Plan: Adequacy of the criteria and process for evaluating the performance of the Program.
- f. Progress: Based on previous objectives and past performance, adequacy of the progress in achieving the objectives of this Program and meeting the intent of the NCI.

## IX. AWARD CRITERIA

Applications will compete for available funds with all other applications submitted in response to this PA. Soon after the National Cancer Advisory Board approves of the initial review results, NCI staff will notify the applicant of his/her funding status. Awards are made based on the availability of funds each Fiscal Year, the scientific merit of the application as judged by peer reviewers, and the program priorities of the NCI.

## X. COMMON QUESTIONS AND ANSWERS:

1. How many trainees can be supported by an R25T grant?

As many as can be accommodated by the \$500,000 cap on the R25T grant and the resources available to the program. However, you do want to have at least 3 trainees, since less than this number will not support a viable training program.

2. Can the support provided for OTHER EXPENSES be used to offset costs incurred in advertising and recruiting for the program?

Yes. A **small proportion** of the budget can be used for advertising and recruiting the best candidates for the program. This kind of expense is usually not allowed on grants devoted to education, training and career development. However, we expect that many of the programs supported by the R25T will involve multiple departments and schools and that recruitment to these very special programs will require additional efforts that are not part of the usual business of an institution.

3. Who should be on the Advisory Committee?

The individual members of the committee should be R25T program faculty, preferably with well-established grant supported programs and with a substantial track record in training the types of individuals who will be appointed to the R25T program.

4. Since human subjects may be involved in the R25T program, must each trainee obtain his/her own IRB approval?

No, if the trainee will be participating in a larger research program with an approved IRB. Yes, if the research proposed is not part of an ongoing research project with an approved IRB.

5. Is there a preference in the disciplines represented in the R25T program?

No. The only requirement is that the disciplines represented will be adequate to achieve the research training and career development objectives of the proposed program.

6. Can the trainee's salary be supplemented?

Yes, but only from non-PHS sources for work that is the same as being supported by the R25T. A trainee can be compensated for work while receiving salary from the R25T grant from any source as long as his/her total percent effort does not exceed 100% and the work is unrelated to the work being supported by the R25T.

7. Will my grant application be reviewed by a CSR peer review group?

No. Applications for the NCI Cancer Education and Career Program (R25T) are reviewed by an NCI initial review group that is composed specially to review multidisciplinary training and career development needs.

8. If we have existing curriculum that will serve the R25T program, can we still apply?

No. One of the main premises of this award is that there are not sufficient curriculum available to compliment the research training experiences of and R25T program.

9. Can an R25T grant be awarded for less than 5 years?

Yes. If the peer reviewer cut the length of the award. But this is unlikely for programs of this complexity. **All applications should be for 5 years.**

10. What are the R25T requirements for training in responsible conduct of research?

R25T grants do not have any mandatory requirements. However, it is strongly recommended that trainees deficient in this area who will be conducting clinical research with human subjects during their appointment obtain training in the responsible conduct of research.

11. Are there preferred formats for the tables requested in the grant application?

Yes. The NCI Cancer Training Branch has made available on this website suggested formats for organizing the requested data. Use of these formats will facilitate the review of the R25T grants. ("Click on" [TABLES \(Word for Windows\)](#) or [TABLES \(Word Perfect\)](#), which ever you prefer, to download this information.

12. Does the NCI R25T grant operate under Expanded Authority?

Yes. However, except in one area. Automatic carryover of unexpended funds is not permitted. If there is a need for carryover prior approval by the Grants Administration Staff of the NCI is required. Under most circumstances, each R25T is fully funded each year and there is little need for carry-overs.

13. Is it possible to provide an additional position to an R25T grant for a member of an ethnic group that is underrepresented in biomedical research ?

Yes. The Principal Investigator may apply for a minority supplement to the R25T grant. The Program Director of the R25T grant should contact the NCI Comprehensive Minority Biomedical Program Branch (<http://deainfo.nci.nih.gov/cmbs/index.htm>) for information on these supplements. Sample tabular formats are provided for your convenience. "Click on" [TABLES \(Word for Windows\)](#) or [TABLES \(Word Perfect\)](#), which ever you prefer, to download this information.

14. How many faculty should I have in the program?

You should have a sufficient number to adequately address the proposed education and research training needs of the program. Trainees need multiple mentors, so the mentor participation in an R25T would be large. In addition, some faculty might participate in the design and implementation of specialized curriculum but not serve as mentors. The number of faculty involved could be very large and diversified.

15. Should the mentors be mostly more senior individuals?

Yes. The multi-disciplinary, multiple mentor emphasis of the program will require the participation of mentors with substantial training experience and experience in establishing and maintaining collaborative arrangements with scientists from multiple disciplines. These are attributes that more junior faculty are not likely to possess.

16. If I have a R25T award and I would like to ask for post award changes? How do I go about this?

You must contact the NCI Grants Administration official to determine the appropriate procedures to use in making a request for post award changes in your grant. This also applies to any of your needs that require a prior approval from the NCI. In general, you will have to make a request that is signed by you and a business official of your institution. After receiving the request, the Grants Administration official will consult with the NCI scientific program staff as necessary to determine whether the request can be approved.

## **X. INQUIRIES (R25T):**

We have tried to provide you with the most complete information possible about the **R25T**, as well as answer the most frequently asked questions. If you need information and explanation concerning the **R25T**, please make your inquiries as follows:

### **A. Programmatic or scientific issues:**

If you need more information and/or advice about the objectives and scope of this award, eligibility requirements, structure and organization of grant applications and peer review trends, please contact us by "clicking on" the INQUIRIES link directly below. You will be contacted promptly by one of the scientific professionals of the Cancer Training Branch of the NCI.

### **B. Fiscal Issues:**

If you need information about the appropriate procedures for dealing with issues that involve changes in the sponsoring institution, the scope of the project as awarded, budget and period of support of the award or that involve any other issues requiring approval by the NCI or post award actions, please contact us by "clicking on" the INQUIRIES link directly below. You will be contacted promptly by one of the Grants Administration officials of the NCI.