

## **NCI Guidelines for Administrative Supplement for Recruitment of New Faculty in NCI Designated Cancer Centers (P30) and in Minority Serving Institutions Funded through the U54 Comprehensive Minority Institution/Cancer Center Partnership**

This initiative is one of several being offered by the NCI to help fulfill the goals of the American Recovery and Reinvestment Act (ARRA) to help stimulate the economy through support of biomedical and behavioral research. Additional information on the Recovery Act and related NIH opportunities is available through the [Office of Extramural Research](#)

**Update: May 7, 2009**

Guidelines for this supplement are being amended to allow acceptance of applications proposing a minimum of .5 FTE per year as the research time commitment for these investigators. **Since the primary intent of these awards is to provide significant research time for physician-scientists in early to mid career phase, reduction from the .75 FTE originally required to a lesser time commitment must be strongly justified in the application. Applications proposing the highest research FTE levels will be given priority in review.**

See [P30/U54 Faculty Initiative Frequently Asked Questions](#)

### **Areas of Scientific Priority:**

No specific areas of scientific priority are defined in this announcement, but applications must meet requirements listed below.

### **Funding Priorities:**

The NCI invites applications from all NCI-designated Cancer Center Directors as well as Minority Serving Institution (MSI) Principal Investigators funded through the U54 Comprehensive Minority Institution/Cancer Center Partnership to strengthen cancer research capabilities by recruiting and hiring newly-independent tenure-track and mid-career research faculty. This supplement is limited to physician-scientists with active laboratory based research, patient oriented responsibilities, and the ability to move findings from the basic to the applied or clinical setting. These faculty will be provided appropriate start-up packages, which may include salary support, technical personnel, and necessary equipment, supplies and materials, with the goal of augmenting and expanding the institution's cancer research capacity. *Applicants should assess funding needs carefully, as the Recovery Act legislation requires that all funding be obligated by September 30, 2010.*

Investigators hired through this initiative:

- Must be a physician-scientist with active laboratory-based research, patient oriented responsibilities, and the ability to move findings from basic to the applied or clinical setting.
- Must be hired into an independent tenure track (or equivalent) research position at the Assistant or Associate Professor level.
- Must be new to the position, e.g., a postdoctoral fellow, junior, or mid-career investigator hired from outside the institution, or an individual who is transitioning to independent faculty status within the current institution.
- Must have a track record of research training and career development that complements and expands the breadth of existing Center or MSI research strengths.
- Must be given an initial appointment of two years consisting of salary support and at least 75% protected research time. The first two (2) years of support will be provided by this supplemental award. While not required for application, funding priority will be given to those sponsoring institutions providing a commitment for an additional two (2) years of support beyond the end of the supplemental award.
- In Cancer Centers, must receive joint appointment(s) with other appropriate academic unit(s) at the applicant institution, allowing new faculty to access University-wide research resources and core facilities, and to serve as mentors for graduate programs affiliated with other academic unit(s).
- Must be a U.S. citizen or resident with valid visa at time of appointment.
- Must have a career development plan consistent with the stage of career.

Awardees must provide the names of new faculty hired within 90 days following Notice of Award (NoA) and provide biosketches of the new faculty members and their mentors, as appropriate. This information must be submitted to the Program Director listed in the NoA. NCI program staff will review submitted information to ensure the candidate meets the eligibility criteria listed above.

Inclusion of women and minorities is especially encouraged.

### **Eligible Institutions**

All NCI-designated Cancer Centers, as well as MSIs holding a U54 Comprehensive Minority Cancer Center Partnership Award.

The NCI will accept a maximum of two applications per NCI-designated Cancer Center (P30) or MSI (U54) in response to this announcement.

The P30 Cancer Center Support Grant or U54 Comprehensive Minority Partnership Award PI also will serve as the PI for this supplemental award.

### **Individuals Eligible for Investigator Support**

Individuals meeting the criteria listed above are eligible for investigator support. Support of individuals in underrepresented racial and ethnic groups is especially encouraged.

U.S. citizens or persons with valid visa at the time of appointment are eligible for consideration.

### **Award Information**

The NCI expects to make approximately 35 supplemental awards during FY 2009 with funding of approximately \$25 million in total costs each year for the two year period FY 2009 and FY 2010. Applicants should assess funding needs carefully, since the Recovery Act legislation requires that all funding be obligated by September 30, 2010. A maximum of two awards per institution (P30 Cancer Center or a U54 MSI-CC partnership) will be awarded. While not required for application, funding priority will be given to those sponsoring institutions providing a commitment for an additional two (2) years of support beyond the end of the supplemental award.

Because the nature and scope of the proposed faculty appointment will vary from application to application, it is anticipated that the size and duration of each award will also vary. Awards pursuant to this funding opportunity are contingent upon the availability of funds and the receipt of a sufficient number of meritorious applications.

### **Budget and Project Period**

Budgets for direct costs of up to \$500,000 per year and project duration of up to two years may be requested, for a maximum of \$1,000,000 direct costs over the two-year period. In addition, facilities and administrative costs may be requested.

### **Allowable Costs**

- Salaries and fringe benefits for newly-hired/promoted investigators.
- Start up costs, which may include equipment, supplies, salary support for technical personnel and support for core/shared services. New investigators should make use of existing shared equipment cores whenever possible. New equipment should be limited to items not available through such cores and necessary to the research agenda of the investigator; costs for new equipment should generally not exceed \$100,000.

Costs **not** allowed include administrative support costs or salary, support costs for the P30 or U54 PI or faculty mentor, recruitment costs (advertising, travel, etc.), costs for construction or renovation, and salaries for teaching or other non-research activities.

### **Letters of Intent**

Letters of Intent (LOIs) are encouraged but not required. LOIs should indicate the research expertise of the proposed recruitment and timeline for hire. These should be sent by May 1, 2009 to the program contact listed below either by email (preferable) or regular mail.

## Application and Submission Information

### Cover Letter

A cover letter should accompany each application and include: 1) request for the new faculty supplemental award; 2) the P30 or U54 grant number; 3) contact information for the P30 or U54 PI; 4) signatures of the P30 or U54 PI and the authorized organization representative of the institution.

### Application

- Use the standard **face page** of the PHS 398 (11/2007) form and follow instructions accordingly. For Item 2, Check “yes” and provide the title “Administrative Supplemental Awards for Recruitment of New Faculty.” In Items 7A through 8B, denote the direct and total costs for the first year, as well as for the entire period of support. Total costs should not exceed those stated under Allowable Costs above. The authorized organization representative of the institution must sign the face page.
- To meet the various transparency, accountability, and reporting requirements of the Recovery Act, all applications must include detailed budgets on the [PHS 398 Form Pages 4 and 5](#). Provide a budget justification for personnel, supplies, other expenses.
- Include a brief statement of compliance with NIH policy for gender and minority inclusion and accrual.
- Continuing with the PHS 398 (11/2007), in **8 pages or less (no appendices)**, provide a summary that includes the following:
  - Description of the existing research infrastructure and environment at the Cancer Center or MSI, including human resources (e.g., research and support personnel), equipment, physical structure, space layout, and shared resources, and how this award would help improve the Center’s and MSI’s overall research capacity.
  - The specific area(s) of research or research expertise to be enhanced by this award and the rationale for its selection. Describe the general qualifications of the new investigator who would be recruited, and how their qualifications are likely to help to strengthen or expand scientific capacity in the identified area(s). MSI applicants should explain how the expertise of the newly hired/ promoted investigator will be relevant and will enhance the goals of the U54 partnership.
  - The plan, including timeline, for recruiting new faculty within the specified area(s) of research or for promoting non-tenured postdoctoral fellow/faculty to tenure-track faculty positions. Include strategies for recruiting faculty from diverse populations.
  - Describe the career development plans for the newly hired/promoted tenure-track investigator, where appropriate, including detailed plans for assessing and monitoring the annual progress of the newly hired faculty

and for ensuring the success and retention, of new faculty as productive, independent investigators. The career development plan must include a mentor(s), who will be a senior investigator with expertise mentoring junior faculty.

- The application must include letters of commitment from appropriate institutional officials detailing the specific resources the institution will provide during the award period and plans for ensuring success and retention of new faculty. A commitment to two (2) years of salary support and at least 75% protected research time should be specifically stated in this letter. (Note: Applications lacking letters of commitment will be returned as non-responsive). If the institution will provide support for two additional years following the end of the supplemental award period, that should be included in the letter of commitment as well.
- A separate application is required for each individual investigator to be recruited.
- Describe the plan for evaluating the overall success of the program, including:
  - Reporting the numbers of people hired, both new tenure-track faculty and support personnel/technicians employed as part of the start-up package,
  - Tracking faculty development activities, publications, independent research funding for new faculty members hired,
  - Documenting improvements in overall institutional research capacity and inter-institutional linkages made possible by the new faculty hires,
  - Describing each new faculty member's use of existing institutional resources, (e.g., core facilities, shared resources), to provide cost savings for the investigator as well as promoting collaborative efforts.

### **Application Review Information**

Applications will be administratively reviewed for responsiveness by NCI Program staff.

### **Review and Selection Process**

Reviewers will consider each of the questions below in the determination of responsiveness and merit:

- 1) Do the proposed recruitments meet the criteria for having both laboratory based research and clinical responsibilities?
- 2) Will the proposed recruitments have a significant positive impact upon the overall research capacity of the academic institution?
- 3) Are the proposed recruitments well suited to the strategic planning and recruitment goals of the Center or MSI?

- 4) If Early Stage Investigators or New Investigators, do they have appropriate experience and training?
- 5) If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)?
- 6) Does the application identify critical research program needs and seek creative ways to incorporate new tenure-track faculty into the research infrastructure of the institution?
- 7) Will the recruitment and hiring of new tenure-track faculty strengthen and broaden the interdisciplinary research capacity in the specified area of science?
- 8) Will the new faculty assist in the development and strengthening of intra- and inter-institutional relationships across the academic health center, or with other institutions?
- 9) Will the career development, mentoring, and other support activities for newly independent investigators foster their independent research careers?
- 10) Is there evidence of an institutional plan and commitment of salary and 75% protected time for at least two years, ensuring the support and retention of the hired individual?
- 11) Does the application include a commitment to additional support after the award period has ended?
- 12) Will new faculty have appropriate joint appointment(s) and access to facilities, resources, and graduate students from other components in the academic health center?
- 13) Are shared institutional resources being made available to the newly hired investigators?
- 14) Is the timeline for recruitment appropriate to the goals of the Recovery Act?

### **Award Administration Information**

A formal notification in the form of a Notice of Award (NoA) will be provided to the applicant organization. The NoA signed by the grants management officer is the authorizing document. Once all administrative and programmatic issues have been resolved, the NoA will be generated via email notification from the awarding component to the grantee business official (designated in item 14 on the Application Face Page).

The terms of the NoA will reference the requirements of the Recovery Act.

Selection of an application for award is not an authorization to begin performance. Any costs incurred before receipt of the NoA are at the recipient's risk. These costs may be reimbursed only to the extent considered allowable pre-award costs. See [NIH Grants Policy Statement](#)

## **Reporting**

In addition to the standard NIH terms of award, all funding provided under the Recovery Act will be subject to the HHS Standard Terms and Conditions for American Recovery and Reinvestment Act of 2009 (Recovery Act or ARRA). The full text of these terms approved for NIH awards can be found in the following document: [\*Standard Terms and Conditions for ARRA Awards\*](#).

In addition, recipients of Recovery Act funds are reminded that such funds must be separately tracked and monitored independently of any non-Recovery Act funding. Awarded administrative supplements that include a commitment for funding in FY2010 will be required to submit a separate Non-Competing Continuation Grant Progress Report (PHS 2590) and financial statement as required in the NIH Grants Policy Statement. **This will be in addition to any annual progress report required for the parent grant (format and instructions for the annual progress report will be provided at a later date).** The funded Recovery Act administrative supplement will also require separate closeout reports. Recovery Act-related reporting requirements will be incorporated as a special term of the award.

Awardees will be required to submit the Non-Competing Continuation Grant Progress Report (PHS 2590) annually and financial statements as required in the [NIH Grants Policy Statement](#). In addition, grantees must comply with the requirements set forth in the Recovery Act, including, but not limited to, the reporting requirements described in Section 1512 as well as applicable OMB guidance regarding the use of Recovery Act funds.

A final progress report, invention statement, and Financial Status Report are required when an award is relinquished when a recipient changes institutions or when an award is terminated.

### **Application Receipt Date:**

May 15, 2009

### **Address:**

The cover letter and five (5) copies of each application should be sent to:

Cancer Centers Branch  
National Cancer Institute  
Suite 700  
6116 Executive Boulevard  
Bethesda, MD 20892-8345 (for U.S. Postal Service)  
Rockville, MD 20852 (For Express or Courier Service)

### **Timeline for Administrative Supplements:**

Letter of Intent Receipt Date: May 1, 2009  
Application Receipt Date: May 15, 2009  
Earliest Anticipated Start Date: August 2009

Awardees must provide the names of new faculty hired within 90 days following Notice of Award (NoA) and provide biosketches of the new faculty members and their mentors, as appropriate. This information must be submitted to the Program Director listed in the NoA. NCI will review submitted information to ensure the candidate meets the eligibility criteria listed above.

**Contact Information:**

Scientific/Program Contacts:

For Cancer Centers (P30)

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For MSIs (U54)

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**Grants Management Contact:**

Crystal Wolfrey  
Branch Chief  
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