



American  
Brain Tumor  
Association®

*Providing and pursuing answers®*

The mission of the American Brain Tumor Association is to advance the understanding and treatment of brain tumors with the goals of improving, extending and, ultimately, saving the lives of those impacted by a brain tumor diagnosis.

# Medical Student Summer Fellowship

2018 Request for Applications

**American Brain Tumor Association**  
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## Key Dates

### **Application Portal Opens:**

December 6, 2017

### **Application Deadline:**

January 24, 2018 by 1:00 p.m., Eastern Standard Time.

*Applicants are responsible for completing, reviewing, and submitting their applications by the deadline. Applicants are also encouraged to apply early to allow for technical difficulties, varying time zones, human error, loss of power/internet, sickness, travel, etc. No late applications will be accepted.*

### **Applicant Notification:**

On or around May 15, 2018

### **Earliest Start Date**

June 1, 2018

## ABTA's Research Program

The American Brain Tumor Association (ABTA) was the first non-profit organization dedicated to brain tumor research. For more than 40 years, the ABTA's support of early-career investigators has contributed to populating the modern brain tumor research and scientific community and to advancing the field's scientific understanding and medical treatment of brain tumors. Today, the ABTA's research alumni are leading some of the nation's most prestigious brain tumor centers and are serving as mentors to a new generation of scientists and clinicians.

An independent, multi-level, external review process ensures that ABTA grants are awarded for the most meritorious brain tumor research projects. Our prestigious Scientific Advisory Council and grant reviewers are leaders in the brain tumor community. Through funding of brain tumor research, the ABTA is supporting projects that will change our understanding of the causes, effects, diagnosis and treatment of brain tumors. We fund innovative discovery science that is developing new drugs, new imaging techniques, and advanced methods of diagnosis as well as research that will improve the quality of life of brain tumor patients and their caregivers

## Full Text of the Announcement

### Section I. Funding Opportunity Description

The Medical Student Summer Fellowships are intended to support medical students wishing to spend a summer conducting brain tumor research. The fellowship is to be completed over a 12-week period in a laboratory within a mentorship setting. The goal of this program is to provide an introductory learning experience that will motivate and empower talented medical students by providing them with the skills and knowledge necessary to pursue a career in neuro-oncology research.

We seek to support research projects addressing all types of brain tumors, benign or malignant, primary or secondary (metastatic).

Appropriate research projects include, but are not limited to, the following areas:

- Brain Tumor Biology
- Clinical Trials
- Etiology
- Genetics
- Molecular/genetic epidemiology
- Diagnosis
- Risk assessment
- Biomarkers of risk, disease burden, and/or treatment response
- Novel Therapeutics

ABTA Medical Student Summer Fellowships offer support of \$3,000 in direct costs for a 12-week summer term. No indirect costs are allowed.

## Section II. Eligibility Information

Applicants/PIs, Mentors and Institutions must conform to the eligibility criteria to apply for a Medical Student Summer Fellowship. Eligibility requirements must be met at the time of application submission (January 24, 2018).

Grants will be awarded to a Fellow (designated the Principal Investigator, or PI, of the application), and a Mentor. Co-Principal Investigators (Co-PIs) are not allowed for this mechanism.

The following eligibility guidelines apply to this grant mechanism:

### **Applicant/PI**

- Must be currently enrolled and in good standing at a medical school.
- Must conduct the proposed research and training at the Mentor's institution
- Must not have previously been a fellow on an ABTA Medical Student Summer Fellowship
- Is not required to be enrolled as a student at the Mentor's institution
- Is not required to be a U.S. citizen or resident

### **Research Institution**

- Must be a non-profit institution or organization in the United States or Canada
- Must not be a governmental institution (i.e. NIH, NCI, etc.)
- Must serve as the administrator of the Grant funds and will hold responsibility for the management of the budget and submission of all required documents and reports
- Must agree to adhere to the Policies and Procedures for ABTA Research Grants and Fellowships <http://www.abta.org/resources/abta-policies-and-procedures.PDF>

### **Mentor Requirements**

Lead Mentor (Required):

- Must have a doctoral degree, including MD, PhD, DrPH, DO, or equivalent
- Must hold a full-time faculty appointment with the institution where the applicant proposes to conduct the research project
- Must currently conduct brain tumor research
- Must make a specific time commitment (the level of effort cannot be zero-0%) to supervise the training and advancement of the Applicant/PI (Medical Student)
- Can be a Lead Mentor on only ONE Medical Student Summer Fellowship application submitted in this cycle
- Is not required to be a U.S. citizen or resident

Co-Mentor (if applicable):

- An Applicant/PI may elect to include a Co-Mentor in their application, though it is not required for submission of the application
- Must hold a faculty appointment with an accredited institution, but is not required to be at the same institution as the PI
- Is not required to currently conduct brain tumor research, but should add complimentary expertise to support the project
- Is not required to be a U.S. Citizen or resident

### Section III. Application Information

The following information is required to submit a complete application. All applications for Medical Student Summer Fellowship Grants must be completed online through the proposalCENTRAL website <https://proposalcentral.altum.com/default.asp?GMID=159>.

#### Application Components:

- 1) **Title Page:** Enter the title of the research project directly into the proposalCENTRAL system. The title is limited to 81 characters in length (including spaces). Do not use abbreviations or all capital letters. A project title must be entered and saved before additional sections may be accessed.
- 2) **Download Templates & Instructions:** The Request for Applications, the ABTA Policies and Procedures for Research Grants, and available templates can be downloaded from this section.
- 3) **Enable Other Users to Access this Proposal:** This is completely optional
- 4) **Applicant/PI:** Please enter Applicant/Principal Investigator contact information directly into the proposalCENTRAL system.
- 5) **Institution & Contacts:** The Lead Institution is the institution where the Research Project will be performed. Enter primary institution information directly into the proposalCENTRAL system.
- 6) **Key Personnel:** Key Personnel include mentors, major contributors, and collaborators who are integral to the research plan. Add key personnel by entering the email address of the person you wish to add. Select the appropriate Role for that person from the available drop down menu. Also enter in the proposed level of effort on this project. The PI does not need to be listed as a Key Person in this section; however, the lead mentor and co-mentor (if applicable) should be included.
- 7) **Abstracts:** Applicants are required to provide both a lay and scientific abstract of the research project. Abstracts are limited to 1,500 characters, including spaces. Note: If more than the allowed characters are entered, the content will be truncated upon saving the application.
  - **Lay Summary:** A publishable summary of the research project and impact for a non-scientific audience. A text box is provided in the portal to input the summary.
  - **Scientific Abstract:** A scientific summary of the proposed research plan, including hypothesis and specific aims. A text box is provided.
  - **Research Focus Area:** Please select the primary area of research, tumor type, and target population for the research proposed from the dropdown menus.
  - **Common Scientific Outline (CSO) Code:** Please select the most appropriate primary (required) and secondary (if applicable) CSO codes for this project from the available CSO code list. You may indicate the percentage weight for each code as it applies to your project. The primary CSO code weight and the secondary CSO code weight should add up to 100% total.
- 8) **Budget Period Detail:** Budget amounts must be entered in the Budget Period Detail section of proposalCENTRAL. Your budget entries will automatically populate the table in the Budget Summary section. Applicants may request \$3,000 (direct costs only) for a 12-week period. Please note the following:
  - Supplies and equipment are allowed.
  - Salary/stipend support is allowed only for the Applicant/PI; salary support for the Lead Mentor, Co-Mentor, or other personnel is not allowed
  - Travel costs are allowed for purposes specifically related to the proposed research project.

- Graduate Students and Postdoctoral Fellow tuition costs are not allowed.
  - Visa costs are not allowed
  - Indirect costs are not allowed
  - Professional membership dues are not allowed.
  - **Budget Justification:** Sufficient justification of proposed expenditures must be included using the Budget Justification Template in the Proposal Attachments section of proposalCENTRAL. Exact amounts should be indicated in the Budget Justification and should match the amounts in the Budget Period Detail section. A completed budget justification should be uploaded as a PDF document in the Proposal Attachments section of the application
- 9) **Budget Summary:** This tab will be populated with the information provided in the Budget Period Detail.
- 10) **Organizational Assurances:** The assurances/certifications in this section are made and verified by the institutional official signing the application. If the application is selected for funding, IRB and IACUC approvals (as applicable) must be submitted to ABTA prior to contracting
- 11) **Proposal Attachments: Completed templates and required documents must be saved in PDF format before uploading to proposalCENTRAL.**
- **Biosketches:** Research biosketches are required for the Applicant/PI, Lead Mentor and Co-Mentor (if applicable) named in the application. Biosketches must be no longer than 5 pages each and in NIH standard format. The biosketch should include all current, pending and completed research funding within the past three years.
  - **Letters of Support:**
    - Letter of Support from Lead Mentor: A signed Letter of Support must be submitted by the Lead Mentor, on institutional letterhead, describing their role in the research project, detailing their commitment to the applicant's training, and their experience mentoring other students, postdoctoral fellows, or junior faculty level researchers.
    - Letter of Support from Co-Mentor (if applicable): A signed, separate letter of support must be submitted by the Co-Mentor (if a Co-Mentor is on the application), on institutional letterhead, describing their role and commitment to advancing the career of the applicant.
    - Letter of Support from Research Institution: A letter of support must be submitted by the Department Head, Dean or Chair, on institutional letterhead, and include additional institutional support the mentor and applicant are receiving to successfully conduct the proposed research.
  - **Project Narrative (not to exceed 3 pages, including figures and tables):** The project narrative must adhere to the following formatting requirements. Applications not adhering to all format requirements will be administratively withdrawn and will not be peer reviewed.
  - **Document Format:** Please follow the formatting requirements below. Applications not adhering to these format requirements will be administratively withdrawn prior to review.
    - Must be written in English
    - Must be in Portable Document Format (.pdf)
    - Font size: 12 point or larger. Figure legends may be 9 point or larger
    - Font type: **Times New Roman**. Biosketches using the NIH template can use Arial
    - Spacing: No more than six lines of type within a vertical inch
    - Page Size: No larger than 8.5 inches x 11.0 inches

- Margins: at least 0.5 inch in all directions
- Print Area: 7.5 inches x 10.0 inches
- **Project Narrative Content (3 page limit):**
  - Research Project Plan: The Applicant/PI must propose a succinct project that clearly outlines the background, hypothesis(es), specific aims, and scientific approach that will be taken to address each specific aim. An impact statement should also be included that describes the importance of the research to brain tumor patients.
  - Career Development Plan: The Applicant/PI should describe their career goals and how this opportunity will allow them to develop the skills and experience necessary to achieve career advancement during the grant term. The Applicant/PI should also describe their interaction with the lead mentor and co-mentor (if applicable).
  - Cited Publications: List of publications cited in the application narrative. Citations are not included in the Project Narrative page limit and there is no limit to the number of publications that can be cited. Interim research products such as preprints can be included in references cited and must include the Digital Object Identifier, the object type (e.g. preprint, protocol, etc.), and document version/most recent modified date. Please refer to the NIH guidelines on Interim Research Products for more information: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-050.html>.

**Please check all uploaded documents for completeness by clicking the “view” button next to each document listed.**

- 12) **ORCID Identifier:** ORCID (Open Researcher and Contributor ID) is an alphanumeric code to uniquely identify scientific and other academic authors. Registration is free and you can register at any time using the following URL: <http://orcid.org/>. The ORCID identifier should be added directly to your proposalCENTRAL profile and will then be pulled into the application from your profile. **Please note: An ORCID identifier is strongly encouraged for the Mentor(s) on the grant. ORCID identifiers for mentors can be added in to their professional profiles or in the Key Personnel Section of the grant application.**

## Section IV. Application Submission Instructions

- 13) **Validate:** Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. “Validate” checks for required data and attachments. You will not be able to submit if all the required data and attachments have not been provided.
- 14) **Signature Pages:** Print signature pages after successfully validating your application using the “Print Signature Pages” button. Once printed, obtain the appropriate institution signatures and save the signature pages as a PDF file and upload it to your application in the “Proposal Attachments” section.
- **Required Signatures for the Medical Student Summer Fellowship application signature page:**
    1. PI/Applicant
    2. Lead Mentor
    3. Signing Official (designated by the Lead Institution)
- 15) **Application Submission Instructions:** After passing the validate check and uploading the signed signature pages, click on the “Submit” button. By clicking “Submit”, you are confirming that all the information is accurate and all documents uploaded correctly,



including a fully-executed signature page. After submitting, an email will be sent to you to confirm submission of your application. Once you have submitted, you may view it using the “Submitted” link under the Manage Proposals tab.

## Section V. Application Review Process

All Applications undergo a two-step review process. Applications first undergo administrative review where each Application is reviewed for adherence to formatting requirements, completeness, responsiveness to the research focus and eligibility. Applications that do not meet these requirements will be administratively withdrawn and will not undergo scientific review.

During the second step, all eligible Applications are reviewed by an external committee of scientific reviewers with appropriate expertise. This committee will assess the strengths and weaknesses of each application. Only applications deemed most meritorious and aligned with the ABTA’s research mission will proceed to discussion and final scoring by the peer review committee, facilitated by the Chairperson. After discussion, the final grant slate will be recommended to the board of directors for funding.

## Section VI. Review Criteria

The Applications will be reviewed using the following criteria:

- **Research Question and Significance:** Does the project address an important problem or a critical barrier to progress in the field of brain tumor research? If the aims of the project are achieved, how will scientific knowledge, technical capability and/or clinical practice be improved?
- **Applicant:** Is the Applicant/PI well suited to the project? Does the Applicant/PI present clear, feasible goals for developing the necessary research skills needed?
- **Training Environment:** Is there an adequate description of the research institution in which the Applicant/PI training will be integrated? Are the institutional support, equipment, and other resources necessary for the successful conduct of the proposed research clearly available to the Applicant/PI?
- **Mentor(s):** Do(es) the proposed mentor(s) possess the research and training expertise and the time needed to develop and successfully implement the summer research experience proposed?
- **Grantsmanship:** Is the project narrative specific to the role the PI will take on in the mentor’s lab? Is the application well-focused, clear, well organized and accurate?

### American Brain Tumor Association Lucien Rubinstein Award

At the conclusion of their fellowship, each fellowship recipient may apply for the Lucien Rubinstein award. The application includes the approved final progress report that is submitted at the conclusion of the Medical Student Summer Fellowship and a concluding letter from the lead mentor on the project. A panel of ABTA Scientific Reviewers assesses these final reports and Mentor letters, and based on the highest review scores, an “outstanding medical student” is selected to receive the annual ABTA Lucien Rubinstein Award. In addition to recognition for their outstanding work, recipients of this award receive an additional \$1,000.

The award is named in honor of Lucien Rubinstein, MD, a professor of neuropathology at the University of Virginia and a world-renowned brain tumor researcher. In the spirit of his legacy, the ABTA aims to seed the field with talented, bright young investigators who have the potential

to change our understanding of the causes, effects, diagnosis and treatment of brain tumors through the funding of early career scientists.

## Section VII. General Requirements

Please refer to the Policies and Procedures for ABTA Research Grants and Fellowships <http://www.abta.org/resources/abta-policies-and-procedures.PDF> for all requirements and take note of the following:

- Grants are payable to the institution only.
- Grant recipients are required to complete the fellowship over a 12 week period.
- Publishing history and follow-on funding are reportable for a five year period following the conclusion of the award

## Section VIII. Contacts

*For technical questions related to the Application Portal (including questions related to system access, navigation, document uploads, etc.):*

### **Altum/proposalCENTRAL**

Email: [pcsupport@altum.com](mailto:pcsupport@altum.com)

Phone: 800-875-2562 (Toll-free U.S. and Canada) or 703-964-5840 (Direct Dial International)

*For programmatic questions (questions related to eligibility, program requirements, etc.):*

### **ABTA Research Programs Department**

Email: [grants@abta.org](mailto:grants@abta.org)

Phone: 773-577-8742