Full Application Instructions

Full Application (Required, if invited)

Applicants must submit a full application online through the CARE Fund's online grants system. The Shared Resources and Infrastructure full grant application will be available to applicants after their LOI has been approved by the CARE Fund. The full application must be submitted by **Thursday, January 5, 2023, 5:00 p.m. (PT)**. The online application form will include the prompts and questions listed below. [NOTE: Applicants should consider protecting any potential intellectual property or confidential information before disclosing it in the application. Proprietary, privileged, confidential commercial, patentable ideas, trade secrets, etc. should only be included in the application to the extent necessary to convey an understanding of the project proposal. Such information should be **clearly marked** in the application materials as confidential, proprietary, or privileged information.[1]]

Please respond to the following prompts and questions in the online application. (Application uploads should follow NIH font and line spacing guidelines https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm#font.)

1. **Applicant Organization Type**
2. **Applicant Organization Corporate Status**
3. **WA State OMWBE Certified Business.** Is the applicant organization a Washington State certified minority-, women-, or veteran-owned business?
4. **WA State Presence.** Does the Applicant Organization have a substantial presence in Washington State?
5. **Project Title.** (250 characters or less)

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[1] All applicants to CARE Fund Grant Programs are advised that information provided to the CARE Fund, including an applicant's proprietary and confidential information, are considered public records under Washington's Public Records Act, Chapter 42.56 RCW. Generally, public records are subject to disclosure unless an exemption to disclosure applies. Certain information provided to the CARE Fund may be protected from potential Public Records request disclosure to the extent provided under RCW 42.56.270(29). RCW 42.56.270(29) is an exemption in the Public Records Act that may apply to "Financial, commercial, operations, and technical and research information and data submitted to or obtained by the Andy Hill Cancer Research Endowment program in applications for, or delivery of, grants under Chapter 43.348 RCW, to the extent that such information, if revealed, would reasonably be expected to result in private loss to providers of this information." However, applicants should be aware that their information will be subject to disclosure unless this or another exemption applies.

The applicant may be notified of any public records request regarding their application and be given an opportunity to provide further information specifying why the information should be exempt from disclosure, and an opportunity to assert objections to disclosure and seek a protective order. The CARE Fund will determine, in its sole discretion, whether to assert RCW 42.56.270(29) or any other available public records exemption.

6. **Contact Person for this Application** (Enter First Name, Last Name, Position, Email)
7. **Principal Investigator** (Enter First Name, Last Name, Title, Institution, Email)
8. **Project Summary.** Provide a brief summary of the proposed project, including but not limited to the overall goal of the project, the area of cancer research or care, and how the project responds to the funding opportunity. (2000 characters or less)
9. **Project Performance Site(s).** Provide the primary performance site for this proposal, and any other performance site(s). For each site, provide the organization's legal name and location (city and state).
10. **Proprietary/Privileged Information.** Applicants should consider protecting any potential intellectual property or confidential information before disclosing it in the application. Proprietary, privileged, confidential commercial, patentable ideas, trade secrets, etc. should only be included in the application to the extent necessary to convey an understanding of the project proposal. Such information should be *clearly marked* in the application materials as confidential, proprietary, or privileged information.
11. **Human Subjects.** Does the proposed project involve Human Subjects?
    a. If yes, Institutional Review Board (IRB) status. (Approved/Pending/Exempt/Not Applicable)
    b. IRB Approval Date
    c. Human Subjects Assurance Number
    d. Human Subjects Assurance. If applicable, describe the strategy for protection of human subjects (2000 characters or less)
12. **Project Work Plan.** The project proposal should address the Review Criteria as outlined in the Funding Opportunity and include: (Upload, Limit 8 pages, including figures. References not included in page limit.)
    - **Significance and Impact.** Identify the significance and feasibility of the proposed project. Identify the anticipated short-and long-term impacts including the potential to drive economic growth.
        o Projects proposing a shared resource: discuss a sustainability plan for how multiple users will benefit beyond the grant period and how the resource will be sustained financially.
        o Projects proposing an intervention to improve inclusion and diversity in cancer clinical trials: discuss the degree to which there will be an extended impact and be sustained beyond the grant period.
    - **Innovation.** Discuss the degree to which the proposed project is innovative and the potential to be transformational in the cancer research field.
    - **Scientific and Technical Merit of Approach.** Discuss the scientific premise, approach, methodologies, and potential barriers to success.
    - **Investigators and Environment.** Discuss key collaborations and those that may need to be developed.
13. **Facilities and Other Resources.** Describe how the applicant organization's infrastructure (e.g., instrumentation, facilities, financial support, and other resources) and environment will contribute to the success of the proposed project. (Upload, Limit 1 page)

14. **Project Milestones and Timeline.** Use the [Project Milestones and Timeline Guidance](#) as a template to describe the project's milestones, deliverables/outcomes, and completion dates. (Upload, Limit 4 page)

15. **Key Project Personnel.** Use the [Project Key Personnel Form](#) to upload a list of key personnel including each person's project role, name, position, and organization name.

16. **Biosketches** for Principal Investigator and Key Personnel (Upload. NIH format, Limit 5 pages per biosketch)

17. **Project Support Period** (Enter Start and End Dates). The earliest start date may not be before July 1, 2023. The end date may not be more than 24 months after the project support start date.

18. **Budget Narrative Justification.** Use the [Project Budget Narrative Justification Guidance](#) as a template to create the budget narrative justification. (Upload, Limit 4 pages)

19. **Project Budget Direct Costs.** For each budget category, enter the direct costs for the project across the entire project period into the table (i.e., months 1–12, months 13–24, and total). Please see the [Project Budget Narrative Justification Guidance](#) for a description of the direct cost budget categories.

20. **Project Budget Summary.** Enter total direct, indirect and project costs across the entire project period, regardless of funding source into the table.

21. **Project Funding by Source.** Enter the amounts of all funds from all sources for the entire project period into the table.

22. **Financial Commitment (Other Sources).** If the total project budget exceeds the CARE Fund grant request, submit evidence that additional sources of funding (non-state funds or other funds) have been secured. If these funds have not yet been secured at the time of application, provide the plan for securing the other funds prior to the project start. (Upload)

23. **Project Team Interaction with End Users.** Will the principal investigator or the project team interact with end-users (as defined by the researcher) of their research, resource, or product before, during, or after the proposed project?
    a. Select all that apply
        i. Before project commencement
        ii. During the project
        iii. After project completion
    b. If yes to any of the above, please describe. (1500 characters or less)

24. **Other Supporting Information** (Optional). Previous results, letters of commitment, and other documents to strengthen the application may be submitted. (Upload, Limit 5 pages, not including cover page)

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