

Instructions for Submitting CCR FLEX Award Letters of Intent via Proposal Central

1. Read the full CCR FLEX Program Announcement:

<https://ccrod.cancer.gov/confluence/display/OSD/FLEX+FUNDING>

Visit the FLEX FAQs section for more information on the LOI format:

<https://ccrod.cancer.gov/confluence/display/OSD/FAQs>

2. Log in to proposalCENTRAL (<https://proposalcentral.altum.com/default.asp?GMID=130>) or register for a new account if you are a first-time user.
For technical questions about proposal CENTRAL call 800-875-2562 or email pcsupport@altum.com.
For questions on submitting FLEX LOIs via PC, contact Diana Linnekin, linnekdi@mail.nih.gov
3. Link your professional profile, located under the green tab, to the following institution: *National Cancer Institute, Center for Cancer Research*. Once you complete the link to Institution, you will see your Professional Profile. Fill in the Position Title and Phone number fields, the others are not required. Enter your degrees on the next page, skip the next sections, and click on the Grant Opportunities tab on the top right to proceed to the next required section.
4. Under the Grant Opportunities tab, use the “Filter List by GrantMaker” dropdown menu near the top of the page to select “National Cancer Institute – FLEX Program,” and click “Filter.” You should then see one entry. Click on “Apply Now” on the far right of this entry to proceed to the title page. Now you are in the main section for entering your Letter of Intent (LOI). You will see a grey box on the left for navigating through the steps of submitting your LOI. The first page is the Title Page.
5. Title Page:
 - a. Enter a succinct and informative proposal title. Please do not use all caps.
 - b. Select your Lab/Branch affiliation (note that the submitting PI MUST be affiliated with CCR.)
 - c. Select the appropriate subprogram: Tech Dev, Synergy, New Directions, Basic/Translational/Clinical Axis, Health Disparities or CCR-DCEG Collaboration.
 - d. Click “Save” and then “Next.”
6. Enable Other Users to Access this Proposal: You may add others whom you wish to have view, edit, or admin rights for your proposal. As the applicant, you are an Administrator for your proposal, which means you can edit and submit. Create additional Administrators for your application only if you want someone besides you to be able to submit on your behalf. Then click “Next.”
7. Applicant PI Page: everything should auto-populate except for your email; please enter it here. If the other fields are not correct, please edit your profession profile (see step 2 above.) Click “Save” & “Next.”
*****Note that for both the Synergy and the Basic/Translational/Clinical Axis Awards, the Applicant PI should be the Team Coordinator. Similarly, for a Health Disparity Team Award, the Applicant PI should be the Team Coordinator.**
***** Note that for the CCR-DCEG Award, the Applicant PI should be the CCR PI.**

8. Key Personnel: For Synergy Awards and Basic/Translational/Clinical Axis Awards, list all team members; For CCR-DCEG awards, list the DCEG co-PI(s); for all awards, list any non-funded co-PIs (such as extramural contributors). Initiate a new key personnel entry by entering that person's email address. For a Health Disparity Team award, list all team members.
9. Proposal Narrative: Upload your Letter of Intent (LOI) as a pdf, not to exceed 2 pages. LOIs must include each of the sections below:

LOI FORMAT. Prepare your LOI using the instructions below. The LOI should be no longer than 2 pages. References are not required. If included, they do not contribute to the page limit.

Please use no smaller than 11 pt and single space the document.

A. Project Title, Award Category and PIs

B. Project Description

C. Specific Aims

D. Impact Statement that specifically addresses how this is a high risk/high impact project

E. Award-Specific Elements:

Synergy Award: include a statement of synergy that describes the distinct contributions of each team member and how the team will synergize.

New Directions Award: include justification for how the proposed project is a clear departure from PI's core projects. There will be particular emphasis on the requirement that the proposed work for these projects be high risk/high impact.

Technology Development Award: include a statement that addresses how the project will lead to development of transformational new technologies for application in any area of basic research; or high-impact diagnostic or prognostic methods; or ground-breaking clinical technology.

Basic/Translational/Clinical Axis Award: Include a statement indicating how the team of PIs bring the necessary expertise in basic, translational and clinical areas to perform the proposed work?

CCR-DCEG Award: include a statement describing the distinct contribution of each team member. Highlight the CCR- and DCEG-specific expertise of team members.

Health Disparities Award: Include a statement that describes how the project addresses any aspect of health disparities/inequities. Also, if submitting this as a team project, please include an additional statement that describes the distinct contributions of each team member.

10. Validate your application, make any needed corrections, print a copy, and click "Submit." You should get an email of confirmation and see a confirmation screen.