

# Damon Runyon Cancer Research Foundation

## DAMON RUNYON-RACHLEFF INNOVATION AWARD STATEMENT

### I. INNOVATION AWARD

- A. Please call the Damon Runyon Cancer Research Foundation at 212.455.0520 or e-mail [awards@damonrunyon.org](mailto:awards@damonrunyon.org) to accept or decline the award.
- B. The **grantee institution** and **Innovation Award recipient** must sign the attached award acceptance form and return it to the Foundation within ten (10) working days following notification. It is understood by all parties that this award in no way constitutes an employer-employee relationship between the Damon Runyon Cancer Research Foundation and the recipient.
- C. The Innovation Award recipient must send the Foundation:
1. A brief paragraph describing in layman's terms how the project is relevant to cancer and to which specific types of cancer the work relates. (Please e-mail an additional copy to [awards@damonrunyon.org](mailto:awards@damonrunyon.org).)
  2. Two 3x5 inch digital photographs (jpgs at 300 dpi) of the recipient in a research setting, which may be used for fundraising purposes or to publicize the Foundation's programs.
- D. **Percent Effort:** The Investigator is expected to commit at least 80% of his/her full-time professional effort to research activities.
- E. **Usage of Funds:** At the beginning of each award year a budget is required from the Investigator. Awards to individuals are in the amount of \$450,000 for direct research costs over three years. Awards to collaborators are in the amount of \$225,000 each for direct research costs over three years. No indirect costs or institutional overhead are covered. Budget requests in excess of \$150,000 for an individual awardee or \$75,000 for a collaborator in any one year must include a special justification and are subject to approval by the Foundation. The Innovation Award funds are intended to be flexible and can be used for a variety of scientific needs, including the Investigator's salary, salaries for professional and technical personnel, special equipment, supplies and other miscellaneous items required to conduct the proposed research. The submitted budgets should be realistic estimates of the funds required for the proposed research and should be itemized by category according to the instructions on the budget form (available at [www.damonrunyon.org](http://www.damonrunyon.org)).

### II. REPORTING

#### A. Scientific:

The Investigator must submit signed annual progress reports due on the 15<sup>th</sup> day of the final month of each year of funding and a signed final progress report at the completion of the award. In addition to written reports, the Investigator will present an oral progress report during the fall of the second year.

All reports are kept strictly confidential. The goal of the reports is three-fold. First, the reports serve as an auditing tool to monitor research progress and assure that the research is on target with the funded project. Second, the reports allow the Foundation to perform regular program evaluations including issues related to areas of study, concurrent funding, networking opportunities, career development and

award impact. Third, the reports provide an opportunity to identify specific part(s) of the Investigator's research (e.g., fundamental advance, clinical trial development, patient-related anecdote, publications) that the Foundation may highlight in various media outlets. We would appreciate Investigators contacting the Award Programs at any time to share such information.

### **Annual Progress Report Instructions**

The Investigator's annual report includes:

1. A **summary of research** performed during the award year and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. The summary should be sufficiently detailed such that the Investigator's research activities over the award year are clearly described. Figures and references can be included if appropriate. If the research differs from the originally funded proposal, please provide an explanation. The report must be signed by the Investigator and should not exceed four pages.
2. A one-paragraph **lay summary**, for the public, detailing the research performed over the award year.
3. An up-to-date *curriculum vitae* including:
  - a. A bibliography of publications from the award year (please submit pdf copies of reprints).
  - b. An updated list of current and pending funding.
  - c. A list of conferences and seminars attended and presentations given during the award year.
  - d. Changes in the Investigator's responsibilities or title (tenure/promotion, leadership positions, consultant work, etc.).
4. **Brief comments on the most important accomplishment** over the past year. Also, please address any issues or concerns regarding obstacles to your success to which the Foundation might respond.
5. A brief description of the Investigator's current **research and office space allocation**.
6. A completed **intellectual property disclosure** form.

### **Final Progress Report Instructions**

The Investigator's final report includes:

1. A **summary of research** performed during the award and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. The summary should be sufficiently detailed such that the Investigator's research activities are clearly described. Figures and references can be included if appropriate. If the research differs from the originally funded proposal, please provide an explanation. The report must be signed by the Investigator and should not exceed four pages.
2. A one-paragraph **lay summary**, for the public, detailing the accomplishments over the term of the award, including how the research has impacted the cancer field.
3. An up-to-date *curriculum vitae* including:
  - a. A bibliography of all publications resulting from the Investigator's research (please submit pdf copies of reprints).
  - b. An updated list of current and pending funding.
  - c. A list of conferences and seminars attended and presentations given during the award year.
  - d. Changes in the Investigator's responsibilities or title (tenure/promotion, leadership positions, consultant work, etc.).

4. A **statement indicating how the award made a difference in the Investigator's career.**
5. **Brief comments on the most important accomplishment** over the award term. Please address any issues or concerns regarding obstacles to success to which the Foundation might respond.
6. A completed **intellectual property disclosure** form.

## **B. Financial**

The institution's financial officer must maintain a separate account for the Investigator and this account must be available for audit by representatives of the Damon Runyon Cancer Research Foundation. None of the funds awarded can be used for indirect costs or institutional overhead. Reports of expenditures must be submitted to the Foundation within 30 days of the end of each award year. Upon termination or expiration of the Award, a final report of expenditures with the refund of any unexpended balance must be submitted within 30 days.

### **NO-COST EXTENSIONS**

The Foundation may allow no-cost extensions for up to six months after the expiration of the Award. A financial report must be submitted to the Foundation 30 days after the completion of the Award. If there is an unexpended balance, the Investigator may submit a written request to allow a no-cost extension for the Award. If the no cost extension is approved, at the end of the six-month period, a final financial report is due with the return of any unexpended balance.

## **III. INVENTION POLICY**

The Damon Runyon Cancer Research Foundation ("DRCRF") encourages the rapid development and commercialization of promising new biomedical technologies for the public benefit. In furtherance of DRCRF's mission of supporting high quality cancer research, DRCRF requires that revenue derived from Intellectual Property be shared with DRCRF in accordance with this policy. "Intellectual Property" is defined as any invention, discovery, improvement, work of authorship (excluding books or chapters of books) or other work product resulting from the performance of any research funded, in whole or in part, by DRCRF.

Unless otherwise agreed, title to Intellectual Property shall reside with the grantee institution pursuant to the grantee institution's intellectual property ownership and licensing policies. DRCRF will be entitled to share in any revenues, including consideration in any form ("revenues"), arising out of the licensing or other exploitation of Intellectual Property. DRCRF's share of revenues will be determined as a share of "Distributable Net Income," in accordance with the following:

DRCRF's share of Distributable Net Income will be a percentage calculated by dividing (a) the amount of costs paid by DRCRF for the research that resulted in the Intellectual Property, by (b) the aggregate amount of costs provided by all funders (including DRCRF). For the purposes of determining Distributable Net Income, the grantee institution may include overhead for which it has not received funding from other sources using its current approved NIH indirect cost rate. It will not include any out-of-pocket expenses taken into account in determining "Net Income."

"Net Income" is defined as gross revenues resulting from any licensing, assignment or other commercialization agreement or arrangement involving to any extent the Intellectual Property, less any non-reimbursed out-of-pocket expenses incurred by the grantee institution in protecting or marketing the Intellectual Property.

"Distributable Net Income" is defined as Net Income, less distributions to inventors in accordance with the grantee institution's policies.

Upon the expiration of a DRCRF award, the grantee institution shall, or shall cause the Awardee and, where applicable, the Sponsor or Mentor, to complete DRCRF's standard Intellectual Property Disclosure Form to indicate whether any Intellectual Property was developed in the performance of the relevant DRCRF-funded research. If Intellectual Property was so developed, the grantee institution shall thereafter complete DRCRF's standard Intellectual Property Annual Update form to indicate the status of any patents and copyrights and applications therefore, licensing, assignment or other commercialization of the Intellectual Property. Prior to generation of Net Income from any Intellectual Property, DRCRF and the grantee institution will enter into a revenue sharing agreement in a timely fashion.

All information of a confidential nature disclosed to the DRCRF will be held in strict confidence and will not be disclosed to any third party without the prior written consent of the grantee institution. The grantee institution agrees to use diligent efforts in obtaining patent and/or copyright protection, as applicable, and in commercializing the Intellectual Property.

#### **IV. PUBLICATIONS/PRESENTATIONS**

Publications (including abstracts of presentations at scientific or clinical meetings) resulting from projects supported by the Foundation must carry the following acknowledgment: "Name of Awardee is a Damon Runyon-Rachleff Innovator supported (in part) by the Damon Runyon Cancer Research Foundation (DRR-\_\_\_\_)." Awardees are also strongly encouraged to identify themselves as a Damon Runyon-Rachleff Innovator when presenting his/her work at scientific conferences or accepting professional honors or awards.

#### **V. PUBLICITY**

Media coverage is to the advantage of both the host institution and the Damon Runyon Cancer Research Foundation. In media releases resulting from projects supported by the Foundation, identify yourself as "Name of Awardee, Damon Runyon-Rachleff Innovator." Please notify the Foundation as soon as possible of all media releases. The Foundation is willing and able to assist in any publicity related to the award.

#### **VI. TAX STATUS OF INNOVATION AWARDS**

The Damon Runyon Cancer Research Foundation, a tax-exempt, non-profit corporation, was founded for, and continues to retain as its sole purpose, the advancement of cancer research. No other benefit to, or service for, the Foundation is expected or sought in return of Investigator support. Any questions related to the tax status of the Damon Runyon-Rachleff Innovation Award should be discussed by the Investigator with his/her personal tax advisor.

#### **VII. TERMINATION**

Upon premature termination of a Damon Runyon-Rachleff Innovation Award, the Foundation should be notified immediately. A final report of expenditures must be submitted within 30 days, along with the refund of any unexpended balance. (No-cost extensions do not apply to early terminated awards.) A final progress report is required within 30 days of terminating the Award.

Should the Investigator wish to discontinue the project, leave the designated institution, or modify any agreement of the award letter, he or she must seek approval from the Damon Runyon Cancer Research Foundation in advance. Failure to comply with this requirement may result in immediate termination of the Award and may jeopardize any future awards to the grantee institution by the Foundation.

### **VIII. PARENTAL LEAVE POLICY**

The Damon Runyon Foundation will allow up to 12 weeks of paid parental leave for birth/adoptive parents consistent with their institution's policy. The Foundation should be notified of the leave.

### **IX. UPDATING INFORMATION**

The Foundation requests the most current information pertaining to change of address or position of the Investigator and executive or fiscal officers of the institution in order to maintain an up-to-date database.