

# Damon Runyon Cancer Research Foundation

## AWARD STATEMENT

### I. FELLOWSHIP AWARD

A. Please call the Damon Runyon Cancer Research Foundation at 212.455.0520 or email [awards@damonrunyon.org](mailto:awards@damonrunyon.org) as soon as possible to accept or decline the award and to confirm the start date.

B. The sponsoring investigator, institutional representative and fellowship recipient must sign the attached award acceptance form and return it to the Foundation **within ten (10) working days** following notification.

C. The fellowship recipient must include 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**. (Also email a copy to [awards@damonrunyon.org](mailto:awards@damonrunyon.org).) Send two digital color photographs (jpg at 300 dpi) of the recipient in a laboratory setting, which may be used for fundraising purposes to publicize the Foundation's outstanding postdoctoral cancer research program. If you would like to have a media release announcing the award sent to your local and/or hometown newspaper, please include the name, address, fax number and email address of the newspaper.

D. The award may not be used for institutional overhead or indirect costs.

E. In addition to the fellowship stipend, a sum of \$2,000 is awarded each year to the laboratory in which the Fellow is working and can be used by the Fellow for his/her educational and scientific expenses. **With a written request to the Foundation from the Fellow, the expense allowance may be used to defray the cost of health benefits.** The Fellow determines how he/she would like to spend the money with approval from his/her mentor. **It is not an allowance for institutional overhead, postdoctoral scholar registration fees or postdoctoral fellowship taxes. Institutions may not automatically deduct any fees from this allowance without the Fellow's approval.** Any unexpended expense allowance may be carried over to the next award year, but any **unexpended stipend must be returned to the Foundation** at the end of each fellowship year. If you have any questions on how the money may be spent, please contact the Foundation.

F. The Foundation also provides a Dependent Child Allowance of \$1,000 per child per year. (There is no allowance for a spouse.) Eligible Fellows must provide a copy of the birth or adoption certificate for each child. Payment of this allowance will be included in the first payment to the host institution and annually thereafter on the anniversary of the Fellowship's activation date. In the event a new baby is born, the allowance will be included in the payment that falls 60 days after the baby's birth.

G. Supplementation of stipends is permitted from either the host institution or sponsor's grants, but not by any other fellowship award or grant. The total stipend should not exceed the level of support for other professionals at the same level of training in that institution.

Fellows are permitted to obtain additional awards or grants to **cover research expenses only**. Fellows are not permitted to hold any other award or grant that supplements their stipend. Fellows are required to seek approval from the Foundation before applying for any other award or grant. Scientific or budgetary

overlap with other funded projects is **not allowed**. Therefore, it is critical that all current and pending grant support for your research be reported to the Foundation and the relationship of that support to the Damon Runyon funded project be explained.

Activation of a fellowship award is as follows:

<u>Application Due by:</u>	<u>FAC Meeting:</u>	<u>Award Begins the First Day of:</u>
August 15	November	January, February, March or April
March 15	May	July, August, September or October

*The Damon Runyon Cancer Research Foundation will consider requests to revise the activation date of a fellowship within the timetable above. Contact the Foundation well in advance of the proposed start date to receive approval. All awards are activated on the first of the month.*

## II. REPORTING

**A. Scientific Progress Reports:** Second- and third-year funding of awards is contingent upon satisfactory review of the annual progress reports. All reports are kept strictly confidential. The reports serve as an auditing tool to monitor research progress and assure that the Fellow's research is on target with the funded project.

At the end of the 11th and 23rd months of funding, the Fellow must submit a detailed progress report that 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. It should be sufficiently detailed such that the Fellow's research activities over the award year are clearly articulated. Figures and reference may be included if appropriate. The report must be signed by both the Fellow and the Sponsor. The report should not exceed three pages.
2. A brief, lay abstract of research performed during the award year, including how the research is relevant to cancer. The lay summary should not exceed one page.
3. A bibliography of publications from the award year (submit pdf copies of publications).
4. A list of conferences and seminars attended and presentations given during the award year.
5. A brief summary, **from the Sponsor**, assessing the Fellow's scientific progress and professional development.
6. A completed intellectual property disclosure form.
7. A completed expense allowance usage form.

At the completion of the fellowship, the Fellow must submit a detailed progress report that includes:

1. A summary of research performed during the period of the Fellowship and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. It should be sufficiently detailed such that the Fellow's research activities over the award period are clearly articulated. Figures and references may be included if appropriate. The report must be signed by both the Fellow and the Sponsor. The report should not exceed three pages.
2. Two abstracts (one lay and one scientific) of his/her accomplishments over the term of the award.
3. A bibliography of all publications resulting from the research (submit pdf copies of publications).
4. A list of conferences and seminars attended and presentations given during the award year.
5. A statement indicating how the Damon Runyon award made a difference to the Fellow.
6. A statement of future plans.
7. An up-to-date *curriculum vitae*.
8. A brief summary, **from the Sponsor**, assessing the Fellow's scientific progress and professional development.

9. A completed intellectual property disclosure form.

**B. Financial Expenditure Reports:** The institution's financial officer must maintain a separate account including receipts for each fellowship, and this account must be available for audit by representatives of the Foundation. Reports of expenditures on forms provided by the Foundation must be submitted within 30 days of the end of each award year. Any unexpended **expense allowance may be carried over to the next award year**, but any **unexpended stipend must be returned to the Foundation at the end of each fellowship year**. Upon termination or expiration of the fellowship, a final report of expenditures, with the refund of any unexpended balance, must also be submitted within 30 days.

**Financial Expenditure Report Preparation Guidelines:**

1. Please use the form provided by the foundation (it is available on our website or can be requested from [awards@damonrunyon.org](mailto:awards@damonrunyon.org)).
2. Indicate any carry-over of the previous year's expense allowance in the second row as an amount received in addition to the current year's \$2,000 allowance.
3. If the expense allowance was used for travel, please provide the following details:
  - a. name and location of scientific meeting or conference attended
  - b. dates of meeting/conference
  - c. use of funds; restricted to registration fee, lodging, meals, transportation (if by train or plane, must be coach class ticket only).
4. If the expense allowance was used for supplies, please provide a list of the general categories of the supplies. If any one piece of equipment purchased costs \$1,500 or more, please provide the name of the item, date of purchase, and price.
5. The only allowable purchases that may be listed in the "other" category are:
  - a. health insurance (if requested by the Fellow- see section I.B. above)
  - b. scientific subscriptions
  - c. contact our office for approval of any items not listed here
6. If applicable, any Dependant Child Allowance received need not be denoted on the financial report.

### **III. INVENTION POLICY AND PROCEDURE**

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**

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 Fellow supported by the Damon Runyon Cancer Research Foundation (DRG-[\_\_]).” Awardees should identify themselves as Damon Runyon Fellows, particularly when presenting their work at professional conferences.

#### **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 Fellow.” 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 FELLOWSHIPS**

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 for fellowship support. Any questions relating to the tax status of the fellowship should be discussed by the Fellow with their personal tax advisor.

#### **VII. FELLOWS’ RETREAT**

The Damon Runyon Cancer Research Foundation hosts an annual scientific retreat. First- and third-year Fellows are required to attend. Fellows in their first year present a poster, while third-year Fellows present an oral presentation of their work. Travel expenses will be paid by the Foundation and need not come out of the \$2,000 expense allowance.

## VIII. TERMINATION

Upon premature termination of a fellowship, the Foundation must be notified immediately. A final report of expenditures (using the form provided) must be submitted within thirty days, along with the refund of any unexpended balance. A final progress report must be submitted at this time including a statement as to whether or not a patent has been filed. (See II.A.)

## IX. TRANSFER

Transfers must be approved by the Fellowship Award Committee (FAC). If the Fellow is moving with his/her Sponsor to another institution, letters from both the Sponsor and Fellow must be submitted to the Foundation three months before the transfer takes place. If the Fellow is moving to a different Sponsor's laboratory, the Fellow is required to submit: a full description of the proposed project – 5 pages, single-spaced, 12-point type (go to [www.damonrunyon.org](http://www.damonrunyon.org) for details); an application cover sheet with appropriate signatures; a letter explaining the reasons for the transfer; a letter from the proposed Sponsor with a copy of his/her *curriculum vitae* and a reference from the Fellow's original Sponsor. The transfer request will be reviewed by FAC at its next meeting.

## X. 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 must be notified in advance of the leave.

## XI. UPDATING INFORMATION

To maintain an up-to-date registry of former Damon Runyon Fellows we ask that you notify the Foundation immediately when you accept another position. Please supply your professional title, address, contact numbers and email address.

## XII. VISA STATUS

It is the responsibility of the host institution to make every effort to ensure that awardees comply with federal immigration policy.

***Should the Fellow and/or Sponsor wish to discontinue the project, leave the designated institution, take a leave of absence for any reason or modify any aspect of the award, he or she must seek approval from the Damon Runyon Cancer Research Foundation in advance. Failure to comply with this requirement may jeopardize the award and any future awards to the institution and/or Sponsor by the Foundation.***