DAMON RUNYON
CANCER RESEARCH
FOUNDATION

Damon Runyon Postdoctoral Fellowship Award
Award Statement

Please note: The Damon Runyon Cancer Research Foundation will not modify the terms of this policy at the request of individual institutions. The policy has been approved by our Board of Directors, and we do not have the resources to negotiate separately with the many institutions that receive our support.

Fellowship Award

A. Please contact the Damon Runyon Cancer Research Foundation at kirsten.gottlieb@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, include the ORCID iD numbers of the Awardee and Sponsor(s) (https://orcid.org/register) and return it to the Foundation **within ten (10) working days** following notification.

C. The fellowship recipient must email (kirsten.gottlieb@damonrunyon.org)

- 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**.
- Two digital color photographs (at least 3 square inches, 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.
- A personal statement, to include:
    - a biography (where awardee was born and raised, any relevant family history, where they attended college, *etc*.)
    - personal motivations for pursuing cancer research
    - other awards received, both scientific and non-scientific
    - outside interests (*e.g.* sports, clubs, hobbies) and community involvement
- Completed Expense Allowance Usage Form
- If the awardee would like to have a media release announcing the award sent to a local and/or hometown newspaper, please include the name 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 their 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 they would like to spend the money with approval from their sponsor**. 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. **Pre-award and/or pre-fellowship award year spending is not allowed.** 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.

G. Supplementation of stipends is permitted from either the host institution or sponsor's grants, but not by any other fellowship award or grant.

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. Budgetary overlap 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:

Application Due by:	FAC Meeting:	Award Begins the First Day of:
August 14	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.

Reporting

A. Scientific Progress Reports: Second-, third- and fourth-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, 23rd and 35th 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 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. 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 request for Open Access fee reimbursement, if applicable.
5. A list of conferences and seminars attended and presentations given during the award year.
6. A brief description of collaborations and partnerships related to the Damon Runyon-funded research, with either academic and/or industry scientists. Please identify your collaborator(s) and their academic/ industrial affiliation(s).
7. A brief description of your participation in any community-based educational mentorship initiatives or STEM outreach.
8. A brief letter, **from the Sponsor**, assessing the Fellow's scientific progress and professional development.
9. A completed intellectual property disclosure form.
10. 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 their accomplishments over the term of the award.
3. A bibliography of all publications resulting from the research (submit pdf copies of publications).
4. A request for Open Access fee reimbursement, if applicable.
5. A list of conferences and seminars attended and presentations given during the award year.
6. A brief description of collaborations and partnerships related to the Damon Runyon-funded research, with either academic and/or industry scientists. Please identify your collaborator(s) and their academic/ industrial affiliation(s).
7. A brief description of your participation in any community-based educational mentorship initiatives or STEM outreach.
8. A statement indicating how the Damon Runyon award made a difference to the Fellow.
9. A statement of future plans.
10. An up-to-date *curriculum vitae.*
11. A brief letter, **from the Sponsor**, assessing the Fellow's scientific progress and professional development.
12. 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 60 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. Pre-award and/or pre-fellowship award year spending is not allowed**. Upon termination or expiration of the fellowship, a final report of expenditures, with the refund of any unexpended balance, must also be submitted within 60 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).
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. Please Note: Equipment purchased with Damon Runyon funds becomes the property of the Damon Runyon Awardee, not the Institution or Damon Runyon.
5. The only allowable purchases that may be listed in the "other" category are:
   a. health insurance (if requested by the Fellow, see above)
   b. scientific subscriptions
   c. contact our office for approval of any items not listed here
6. The Foundation requires that the Dependent Child Allowance be reported as received in the annual financial report but does not require reporting on how the allowance is spent.

Confidentiality Agreements
Fellows may not enter into confidentiality agreements that prevent or delay them from publishing and/or presenting their Damon Runyon-supported research.

Relationship of Parties
Awards are made to the institutions to support the Fellow and the project set forth in their application. 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.

Intellectual Property Policy

Please note: The Damon Runyon Cancer Research Foundation will not modify the terms of this policy at the request of individual institutions. The policy has been approved by our Board of Directors, and we do not have the resources to negotiate separately with the many institutions that receive our support.

All research grants, fellowships and other awards made by the Damon Runyon Cancer Research Foundation ("DRCRF") are subject to this policy. By accepting an award from DRCRF for a research project, the grantee and the institution(s) agree to be bound by the terms and conditions of this policy.

An essential part of DRCRF's mission is to accelerate the translation of scientific breakthroughs into new diagnostic tools and treatments for cancer, and DRCRF recognizes that discoveries having commercial application or value may arise out of research supported by DRCRF. It is DRCRF's intent that these discoveries are widely disseminated and become available for the public benefit at the earliest possible time. This policy sets forth DRCRF's rights with respect to discoveries funded, in whole or in part, by DRCRF that have commercial application or value.

For purposes of this policy, "Intellectual Property" is defined as any invention, data, material, method, product, process, program, discovery, improvement, copyrightable work (excluding scientific publications) or other work product resulting from the performance of any research funded, in whole or in part, by DRCRF.

1. Unless otherwise agreed, title to Intellectual Property will reside with the grantee institution pursuant to the grantee institution's intellectual property policies.

2. The grantee institution will, at its own expense, use diligent efforts to obtain patent and/or copyright protection, as applicable, for the Intellectual Property and to grant licensees under such Intellectual Property to third parties to commercialize the discoveries disclosed or claimed in the Intellectual Property in a thorough and diligent manner.

3. The grantee institution will inform DRCRF in writing promptly upon the filing of any patent application constituting Intellectual Property and the execution of any license agreement under which rights to practice such Intellectual Property commercially are granted to a third party. In addition, the grantee institution will provide DRCRF, on an annual basis, a written report describing the status of all patent rights constituting Intellectual Property, information regarding any licenses to commercialize the discoveries disclosed or claimed in the Intellectual Property, including consideration received under such licenses, and status of efforts by any licensees to commercialize the discoveries.

4. DRCRF will be entitled to receive a portion of all consideration, in any form, received by the grantee institution that arise out of the licensing or other exploitation of Intellectual Property, after amounts are distributed to individual inventors (but not distributions to institutional departments or laboratories) in accordance with the grantee institution's written policies. The portion of such consideration to which DRCRF will be entitled will be equal to the quotient obtained by dividing (a) the amount of the award made by DRCRF for the research that resulted in the Intellectual Property by (b) all direct costs provided by funding sources,

including DRCRF, for the research that resulted in the Intellectual Property, but in no event will Damon Runyon's portion exceed 50%. For clarity, costs associated with the recruiting of scientific staff, laboratory start-up costs and other infrastructure costs may not be included in the foregoing calculation.

5. The grantee institution will be entitled to credit the following against any amounts due to DRCRF under this policy:

(a) an amount equal to the product obtained by multiplying (a) the amount of the award made by DRCRF for the research that resulted in the Intellectual Property and (b) the grantee institution's approved NIH indirect cost rate at the time the award was made; and

(b) the reasonable, out-of-pocket costs incurred by the grantee institution for the preparation, filing and prosecution of patent rights included in the Intellectual Property that have not been reimbursed by a third party.

6. DRCRF and the grantee institution will negotiate in good faith and execute a royalty-sharing agreement consistent with the terms of this policy promptly following the filing of any patent application constituting Intellectual Property, and before any rights are granted to a third party to commercialize the discoveries disclosed or claimed in the Intellectual Property.

7. All information of a confidential nature disclosed to DRCRF pursuant to this policy will be maintained in confidence by DRCRF and will not be disclosed to any third party without the prior written consent of the grantee institution.

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.

Publications/Website

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, and on their websites.

Public Access Policy

Damon Runyon Cancer Research Foundation ("Damon Runyon") funds biomedical research in order to better understand the causes of cancer and to advance its prevention, diagnosis and treatment. The main output of this research is new knowledge. To ensure this knowledge can be accessed, read, applied, and built upon in fulfillment of our goals, Damon Runyon expects its researchers to disseminate their findings, including publishing in peer-reviewed journals.

In addition, it is a condition of Damon Runyon funding that all peer-reviewed articles supported in whole or in part by its grants must be made available in the PubMed Central online archive. PubMed Central is a database of full-text biomedical journal articles available online without a fee, hosted by the National Library of Medicine in the National Institutes of Health. Once posted in PubMed Central, results of research become more accessible, prominent, and integrated, making it easier for scientists worldwide to pursue biomedical research. It

also makes this information accessible to Damon Runyon and its donors, as well as patients, clinicians, educators, students and others.

Damon Runyon award recipients are required to deposit an electronic copy of their final peer-reviewed manuscripts in PubMed Central immediately upon acceptance for journal publication and take the steps necessary to link that manuscript to the appropriate Damon Runyon grant. The manuscript is to be made publicly available in PubMed Central no later than 12 months after the official date of journal publication.

It is the responsibility of the awardee to ensure journal articles are deposited into PubMed Central. As a member of the Health Research Alliance (HRA), Damon Runyon has adopted the procedures established by HRA which has partnered with the National Library of Medicine (NLM) to enable HRA member-funded awardees to deposit their publications into PubMed Central with an embargo no longer than 12 months. The first step involves linking award information to the awardee profile in the HRA Open system. Please refer to the HRA Open User Guide for Awardees and follow the instructions provided.

Damon Runyon award recipients must acknowledge Damon Runyon support in every article arising from such funding. The acknowledgement statement must include the applicable Damon Runyon grant number. This will enable Damon Runyon to link the published outputs of research to the support it has provided.

Damon Runyon also encourages award recipients to publish in peer-reviewed open access journals with a policy of immediate availability of the published version without restriction, and permits use of non-salary/stipend grant funds to pay associated publication fees.

Open Access Fee Reimbursement Policy

Damon Runyon encourages and enables our scientists to publish in open access journals, which facilitates more rapid dissemination and broad use of their publications. To do so, **we have established an annual fund of $25,000 that is available on a first-come, first-served basis to current awardees to pay fees incurred by publishing in open access journals**.

- The publication must be based on Damon Runyon-funded research.
- Publications 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-___)."
- Requests must be submitted within 6 months of the publication date and within 18 months of the award end date.
- There is an annual $5,000 reimbursement cap for each Damon Runyon Awardee. Reimbursements will only be given to the Awardee. Damon Runyon will not reimburse collaborators, sponsors, mentors, or institutions.
- Scientists should submit a written request with 1) a copy of the invoice or receipt for publication fees from the journal, 2) PDF copy of the accepted publication, and 3) active URL link to the publication.

All requests will be reviewed. If approved and there is money remaining in the fund, the Foundation will reimburse you for these fees.

Medical School Loan Repayment Program for Physician-Scientists

The Damon Runyon Cancer Research Foundation (the "Foundation") encourages more physicians to pursue research careers. As part of this award program, the Foundation will pay up to $100,000 of outstanding medical school loans of Damon Runyon Fellowship Award recipients pursuant to the below policy.

Note: Qualified candidates must first apply to the NIH Loan Repayment Program in order to be eligible for loan repayment from Damon Runyon.

Qualifying loans: Debt incurred for tuition and direct educational expenses during medical school and any interest thereon. (Loans for general items or living expenses [*e.g.*, housing, transportation, and consumables] do not qualify for this program.) Loans must be from a government entity, academic institution, or commercial or chartered lending institution. Qualifying medical school loans, which have been combined or refinanced with non-qualifying loans, will be partially eligible based on the ratio of eligible and ineligible expenses included.

Eligibility and amount of support: Up to $100,000 debt will be paid in the aggregate over the four-year award period not to exceed $25,000 in any one-year period, if the following conditions are met:

(i) Participants in this program must submit documentation regarding the loans (*e.g.*, receipts and supporting documents for tuition and directly related expenses, loan agreements, and payment information) to the Foundation within one month of acceptance of a Fellowship Award to determine whether they qualify for this program. Documentation of loan status and payment information must be provided to the Foundation annually, no later than one month prior to the award renewal date, as a condition of continued participation.

(ii) Participants enrolled in NIH-sponsored loan repayment programs or any other debt relief programs must disclose the details of such agreements to the Foundation.

(iii) Participants must agree to refund all amounts paid under this loan repayment program if they terminate the Fellowship Award prior to completion of the four-year term.

Payments: For each year of eligibility, the Foundation will pay directly to each lender an amount representing the total payments owed by the participant for all qualifying loans for that year up to an aggregate maximum of $25,000 ("Annual Debt Payments"). If the participant has qualifying loans with annual payments in excess of $25,000, the Foundation, in its discretion, will determine which loans it will pay.

Consolidated loans: Participants must submit the loan agreement for consolidated loans as well as loan agreements for each of the underlying loans.

Leave without pay: Loan repayments will not be made during leaves of absence unless written permission is granted by the Foundation.

Obligations not qualifying for repayment: (i) Loans not obtained from a government entity, academic institution, or a commercial or other chartered lending institution such as loans from friends, relatives, or other individuals. (ii) Delinquent loans, loans in default, loans not current in their payment schedule, or loans already repaid. (iii) Late fees, penalty fees, additional interest charges, or collection costs.

Reimbursement for increased income tax liabilities: Loan repayments made to lenders represent taxable income to program participants. This income will be reported annually to the IRS and may result in an increase in participants' Federal, State, and Local tax liabilities. To offset tax liability increases, the Foundation will approximate the added liability using the applicable tax rates each year and pay this amount directly to the participant at the time of each repayment ("Additional Tax Payment"). For purposes of the foregoing, the assumed tax rate shall be determined by the Foundation, in its sole discretion, and may or may not equal the tax rate that actually applies to the participant.

Payback Agreement: If a participant in this program terminates their Fellowship Award prior to the end of the award term, the Foundation shall, in its sole discretion, be entitled to require repayment by the participant of all Annual Debt Payments and Additional Tax Payments. The Foundation reserves the right to waive this payback requirement if the participant continues to conduct cancer research after early termination of the Fellowship

Award. This payback will be paid over the same period of time and in the same amounts as the initial payments by the Foundation.

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.

Jake Wetchler Award for Pediatric Innovation

Third-year Damon Runyon Fellows are eligible to apply for the Jake Wetchler Award for Pediatric Innovation. The award is named in honor of Jake Wetchler, who died at age 20 after a heroic fight against two different cancers. The Damon Runyon Fellow whose research has the greatest potential to impact the prevention, diagnosis, or treatment of one or more forms of pediatric cancer will receive this $10,000 prize. The winner will be announced at the Fellows' Annual Retreat.

Dale F. Frey Award for Breakthrough Scientists

Fourth-year Damon Runyon Fellows are eligible to apply for the Dale F. Frey Award for Breakthrough Scientists. Outstanding Damon Runyon Fellows are awarded $100,000 each year. This award, named in honor of the former Chairman of the Board of Directors, is designed to be catalytic, accelerating the awardees' path to independence and encouraging them to strive for the next breakthroughs against cancer faster.

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 sixty days, along with the refund of any unexpended balance. A final progress report must be submitted at this time including a completed intellectual property form.

Transfer

Transfers must be approved by the Fellowship Award Committee (FAC). If the Fellow is moving with their 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 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 their NIH Biosketch and a reference from the Fellow's original Sponsor or a senior member of the original institution who is familiar with the Fellow's work. The transfer request will be reviewed by FAC. It will evaluate: 1) the reason(s) for the transfer; 2) the training potential of the new environment; and 3) the new project, within the overall scope of other Damon Runyon Fellowship supported research. To initiate the transfer process, please call the Foundation.

Medical and Family Emergency Leave Policy

The Damon Runyon Foundation will allow up to 12 weeks of unpaid leave for illness or a family emergency consistent with their institution's policy. The Foundation must be notified in advance of the leave. The scientist's Damon Runyon Award will be extended to compensate for the time on leave. For example, if an unpaid leave of absence for 3 months is taken, the award will be extended for 3 months in the award year the leave is taken.

Please contact your Institution's Human Resources Department to find information on Short-Term Disability, State Paid Family and Medical Leave, and/or other resources.

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.

Sharing Award Information

The Damon Runyon Cancer Research Foundation ("Damon Runyon") is committed to transparency and sharing information about the scientists and research that it funds. This sharing may include providing award information on its website and to third parties that are aligned with the Foundation's mission (such as the Health Research Alliance (HRA)). The following examples of grant information may be used by Damon Runyon freely: awardee name and degrees, institution, project title, award start date and duration, award amount, lay abstract, Open Researcher and Contributor ID (ORCID).

Updating Information

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

Visa Status

It is the responsibility of the host institution to make every effort to ensure that awardees are in compliance with federal immigration policy. If a Fellow's visa status changes and/or expires, preventing the Fellow from working at their designated institution, Damon Runyon must be notified **immediately**. **Failure to comply with this requirement may result in immediate termination of the award and may jeopardize any future awards to the institution and/or Sponsor by the Foundation.**

Modification to the Award

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 agreement of the award letter, they 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 institution and/or Sponsor by the Foundation.**

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