2020 Pediatric Oncology Student Training (POST) Program

The opportunity to mentor students through the ALSF POST program is available to past or present ALSF grantees, Advisory Board (SAB) members, and Review Board (SRB) members. Interested grantees and board members are responsible for identifying and selecting the students they would like to mentor. The mentor and student should jointly develop the application for funding.

The POST Program is designed for undergraduate, graduate and medical students interested in pursuing a career in pediatric oncology research. POST provides an opportunity for students to train with a mentor who is conducting research in the field of pediatric oncology during the summer break. A mentor/mentee pair is a prerequisite for applying. Students may join a research project underway in a mentor's lab or begin an original investigation with the mentor. Although the mentor and the student should work together on the application, it should be submitted online by the mentor. Students may train at an institution other than their own college, graduate or medical school.

Program Goals for Students
- Exposure to the field of pediatric oncology research.
- Develop practical research skills.
- Experience a real-time research project.
- Develop a mentoring relationship with a pediatric oncology researcher.

Mentor/Mentee Eligibility
- Mentors must be ALSF grantees (past or present, including those who have previously mentored POST students), Advisory Board, or Review Board members.
- Mentor/mentee pair must be identified prior to submitting an application.
- Mentor must be active in the field of pediatric oncology research.
- Mentor must submit a commitment letter, plan training activities, and provide guidance during the Program period.
- Student must currently be enrolled in an undergraduate, graduate, or medical degree-granting program. Student does not need to be enrolled in classes over the summer.
- Student must be able to dedicate *at least eight full consecutive weeks* to the program, typically between May 1 and August 31 (dates may vary depending on the student's scheduled break).
- ALSF will consider only one application from any one mentor.

 * Students seeking potential mentors may search the following lists but should know that many mentors have limited capacity to support additional students.
   - ALSF Advisory Board members www.AlexsLemonade.org/grants/boards (Click the "plus" sign next to each group to expand the list of names.)
   - ALSF Grantees www.AlexsLemonade.org/grants/search.

Requirements
- The mentor's institution must agree to receive the POST grant and administer the stipend to the student.
- Attendance at seminars and other educational events related to the field, occurring at the mentor's institution, is encouraged.
- Student must submit two final requirements by September 14, 2020:
  o A summary of achievements and accomplishments during the POST Program (2 pages).
  o An online survey (ALSF will email the link).
- Students are expected to attend an ALSF POST Webinar, dates to be to be determined
- Students are expected to respond to occasional follow up surveys in subsequent years.
- Mentor is required to complete a survey at the end of the program (ALSF will email the link).

- Progress: Student is expected to reach program goals and complete the submitted training plan. ALSF expects the student to become productive in their role on a project; however completion of a full research project is *not* required.

Restrictions
- Application deadline is February 10, 2020. No applications will be accepted after the deadline.
- Only ALSF grantees, Advisory or Review Board members may request a POST award, for one student.
- Only one application from any one mentor will be considered.
- Overlap with other funding sources for research or stipend is prohibited.
- Student may not be doing work on a thesis, dissertation, research elective, or curriculum-related activity during POST Program time. The POST research project must be separate from any thesis or dissertation work.
- ALSF does not accept proposals for research utilizing human embryonic stem cells or non-human primates. (Research with human induced pluripotent stem cells is permissible.)
- Institution must be in the U.S. or Canada.
- Applicant does not need to be a U.S. citizen.
- Incomplete applications will not be considered.
- No indirect costs will be paid.
- Students who received a POST Program grant in the past are ineligible.
- If the student withdraws or does not complete the 8 week minimum, remaining funds must be returned to ALSF.

Budget
- The Budget Form must be included in the application (download from https://www.alexslemonade.org/researchers-reviewers/applicants)
- Student Stipend: At least $4,000 must be used for the student stipend over the program period.
- Supplies: A maximum of $1,000 may be designated for supplies associated with the student's work. Supplies should be for consumables during the program time period. (The balance must be used for the stipend.)
  - Excludes equipment/computers/software, service contracts or longer term supplies.
  - Overlap of budgeted supplies among multiple POST students in a lab is prohibited.

Award Disbursement
- A maximum of $5,000 will be awarded. *Funds must be sent to and administered by the mentor's institution.* A specific lab may be designated.
- No indirect costs will be paid.

Important Dates
- Applications Due: **February 10, 2020**
- Acceptance Notification: **Before March 2, 2020**
- Final Report & Surveys**: September 14, 2020**
- *(ALSF will email survey links to students and mentors)

POST Program Application

Part I: Online Form
Submission: POST Program will open for applications November 22, 2019 and must be submitted by the mentor. Instructions for submission will be posted on the website and an email notification will be sent to all of our eligible researchers.

A. Contact Information
The applicant (mentor) will provide basic contact information for themselves, the student, and a grant manager.

B. Project Overview and Student Statement
The applicant (mentor) will provide project details such as project title, request amount, type of childhood cancer being studied. The student should prepare a personal statement for the form and outline and will be asked to release this statement for use at ALSF's discretion e.g. for a media spotlight.

Part II: Application Outline
The order of the application should follow the outline below, adhering to the maximum number of pages allowed for each subsection indicated in parentheses. Applications should follow NIH format guidelines: Use Arial, Helvetica, Palatino Linotype, or Georgia font type with a font size of 11 points or larger and a minimum of half inch margins. All pages of the application should be numbered and the name of the student should appear in the upper right-hand corner of each page. *Please note, applications should be uploaded as one PDF, and should not exceed 20MB.*

Cover Page: ALSF Cover Page must be signed by the POST mentor and mentor's institution. (Please download at https://www.alexslemonade.org/researchers-reviewers/applicants).

A. *Student Personal Statement* - Please describe what you hope to get out of the POST Program and how it would impact you as a future researcher. Describe research interests in pediatric oncology and any additional pertinent information. (Half page)
B. *Project Summary* - Describe the project the student will be working on, in layman terms. (Half page)
C. *Role and Training Plan* – Describe the student's goals for the Program and the role on the research project. Outline how the student and mentor will work together to reach the goals. Include the start/end dates of the period dedicated to the Program. (One page)
D. *Letter of commitment from POST Program Mentor* - Letter should confirm mentorship role with the student and describe activities. Briefly address the research project and expectations for the student. (Two pages)
E. *Student's Resume or Biosketch* - Please include other research or stipend support. (Two pages)
F. *POST Program Mentor's Biosketch* (NIH 5 page format)
G. *Budget:* Include the budget form outlining how ALSF funds will be used for student's stipend and supplies. A maximum budget of $5,000 may be requested. The minimum student stipend is $4,000. Up to $1,000 may be designated for supplies (see above restrictions). Please note any other stipends associated with the student's time in the summer mentor's lab.

Application Submission Instructions
Applications <u>must</u> be submitted through ALSF's online portal.

1. Go to ALSFgrants.org and click the "Applicants" button.
2. Under "Resources for Applicants," download *Application Cover Page* and *Budget Form - Standard*.
3. To start an online application, Click "Get Started" to access the portal at ALSFapps.force.com.
   <u>Returning applicant:</u> login with your username and password.
   <u>First time applicants:</u> click the "New User?" link and complete your one-time registration and then login. If you are new to ALSF's portal, here is a step-by-step guide with screen shots!

4. After you've logged in, select appropriate grant type to submit application. Complete the online form with applicant contact and project information. *Make sure information is correct before next step!*
5. Uploading application document must be done as one PDF (maximum of 10 MB)
6. You may **SAVE application to finish later.** Go to ALSFapps.force.com and login again. You will land on your dashboard. Click "Applications" to edit your application in progress.
7. Once completed, **SUBMIT application** by clicking Review & Submit. You will see error messages for any required fields that need to be completed.
8. After your application has been successfully submitted an *email confirmation will be sent.* **You will not be able to amend the application after submission**.

Please contact Gina Abrevaya Dyer at (610) 649-3034 if you have any questions, or send an email to Grants@AlexsLemonade.org