



A MEMBERSHIP ORGANISATION  
**FIGHTING CANCER TOGETHER**

# YY Study Grants: eligibility and application guidelines



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UICC wishes to thank its partner, the Japan National Committee for UICC for its continued generous support for the YY Study Grant Programme



# 1. Application Guidelines: general conditions

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## UICC's Mission

UICC's mission is to unite the cancer community, to reduce the global cancer burden, to promote greater equity, and to integrate cancer control into the world health and development agenda.

Founded in 1933, UICC has provided fellowships to more than 6,000 cancer professionals to obtain new skills and knowledge in cancer control, prevention and early detection, research, education, advocacy and community outreach. For more information about UICC fellowships, please visit <http://www.uicc.org/capacity-building/grants/fellowships>.

## Objectives of the YY Study Grants

The [Yamagiwa-Yoshida International Memorial \(YY\) Study Grant programme](#) is an important part of UICC's International Fellowship portfolio and aims specifically at supporting established cancer investigators from any country to:

- initiate, set up or pursue bilateral cancer research projects with collaborating investigators abroad
- exchange complementary skills and materials
- receive training in advanced experimental cancer research methods and techniques

## Duration of Funding

YY Study Grants are for 3 months' duration

## Call for proposals

In 2018, in contrast to previous years, there will be **one single call for proposals in 2018**.

The call will open on **15 June 2018** and will close on **15 September 2018** with notification of results to candidates before the end of the year. The 2018 YY study grants will therefore take place in 2019.

## Available

10 -12 study grants

## Average value

US\$ 10,000 each

## Application Review Criteria

Applications are evaluated by an independent Scientific Review Board according to a peer-review process. Applications not meeting UICC's funding guidelines set out in this document will not be considered by the panel. The competitive selection is made on the basis of expert evaluation of the application and the proposed course as set out by the applicant in the project description. Reviewers of the highest international standing in their respective fields carry out this task. Their assessments are strictly confidential and cannot be divulged outside of UICC and its selection committees, or to the applicants themselves. The reviewers' decisions are final and cannot be appealed.

All applications are reviewed for their completeness and compliance with the guidelines described here. Any incomplete application or non-compliant with stated guidelines will be disqualified. The Programme chair will determine if an application does not qualify as content of the proposal is too basic.

## Target candidates and Eligibility

The target candidates of the YY Study grants are established cancer investigators, clinicians, epidemiologists, and/or public health professionals.

- **Applicants must have been awarded their PhD (or equivalent degree\*) at least 2 years prior to the publication date of the call for proposals**
- A list of frequently awarded research doctorate degree titles accepted as representing degrees equivalent in content and level to the Doctor of Philosophy (PhD) degree can be found below. First-professional degrees will not be considered in themselves as PhD-equivalent, even if recipients carry the title "Doctor".

Doctor of Arts (D.A.); Doctor of Business Administration (D.B.A.); Doctor of Church Music (D.C.M.); Doctor of Canon Law (J.C.D./D.C.L.); Doctor of Design (D.Des.); Doctor of Education (Ed.D.); Doctor of Engineering (D.Eng./D.E.Sc./D.E.S.); Doctor of Fine Arts (D.F.A.); Doctor of Hebrew Letters (D.H.L.); Doctor of Industrial Technology (D.I.T.); Doctor of Juridical Science (J.S.D./S.J.D.); Doctor of Music (D.M.); Doctor of Musical/Music Arts (D.M.A.); Doctor of Music Education (D.M.E.); Doctor of Modern Languages (D.M.L.); Doctor of Nursing Science (D.N.Sc.); Doctor of Philosophy (Ph.D.); Doctor of Philosophy (D.Phil); Doctor of Public Administration (D.P.A.); Doctor of Physical Education (D.P.E.); Doctor of Public Health (D.P.H.); Doctor of Sacred Theology (S.T.D.); Doctor of Science (D.Sc./Sc.D.); Doctor of Social Work (D.S.W.); Doctor of Theology (Th.D.)

- Applicants may be of any nationality and may reside in any country in the world at the time of the application.
- Applicants must have track record in cancer research
- To permit effective communication at the host institute, applicants and host supervisors must have adequate fluency in a common language.
- Candidates attached to commercial entities or have associations with the tobacco industry are not eligible.

- Only one UICC fellowship scheme can be applied to at one time.
- Candidates who have already obtained a UICC fellowship in the past may apply for further UICC awards only if they are Members of the **Association of UICC Fellows** and at least one year has passed since their previous fellowship.
- The applicant must be engaged in an area of cancer research listed below\*

| <b>*Area of interest in cancer research</b>                |  |
|--|--|
| <b>Biology</b>   | Research included in this category looks at the biology of how cancer starts and progresses as well as normal biology relevant to these processes  |
| <b>Etiology</b>  | Research included in this category aims to identify the causes or origins of cancer - genetic, environmental, and lifestyle, and the interactions between these factors  |
| <b>Prevention</b>  | Research included in this category looks at identifying interventions which reduce cancer risk by reducing exposure to cancer risks and increasing protective factors. Interventions may target lifestyle or may involve drugs or vaccines   |
| <b>Early Detection, Diagnosis, and Prognosis</b>           | Research included in this category focuses on identifying and testing cancer markers and imaging methods that are helpful in detecting and/or diagnosing cancer as well as predicting the outcome or chance of recurrence  |
| <b>Treatment</b>   | Research included in this category focuses on identifying and testing treatments administered locally (such as radiotherapy and surgery) and systemically (treatments like chemotherapy which are administered throughout the body) as well as non-traditional (complementary/alternative) treatments (such as supplements, herbs). Research into the prevention of recurrence is also included here                 |
| <b>Cancer Control, Survivorship, and Outcomes Research</b> | Research included in this category includes a broad range of areas: patient care and pain management; tracking cancer cases in the population; beliefs and attitudes that affect behaviour regarding cancer control; ethics, education and communication approaches for patients and health care professionals; supportive and end-of-life care; and health care delivery in terms of quality and cost effectiveness |

## Finding a host supervisor and institution

It is the responsibility of applicants to identify a suitable host supervisor, to make contact with them and obtain their agreement to host them for 3 months. An invitation letter from the host supervisor and a host supervisor attestation form signed by them must be uploaded as part of the application in order to be eligible. For examples of host institutions, applicants are encouraged to visit the [YY Study Grants](#) website, where there is a list of the previous years' awardees and the institutions they visited. In addition, applicants should look at the [Map of UICC member organizations](#) for potential hosts, where they can search by country or discipline.



## Research plan

- Basic, translational, implementation, clinical or applied cancer research projects are encouraged

Note: This is not a clinical training fellowship, clinical observerships are not eligible applications; please refer to the Technical Fellowship programme for such projects.

## UICC Fellowship Conditions

UICC Fellowships (including YY Study Grants) are conditional on awarded Fellows returning to the home institutes/country at the end of the fellowship period. Fellowships are not granted for basic training, courses, lectures, meetings, conferences, congresses, etc. or for visiting institutes. They are granted subject to adequate funds being available. Fellowships cannot be granted to candidates who are already physically present at the proposed host institute whilst their applications are under consideration ie the period between the application closing date and receipt of the countersigned Letter of Award by the UICC.

The original Fellowships cannot be prolonged, or run concurrently with other awards, even those funded by other agencies. They can however, be extended after the original 1 month by a maximum of 2 months subject to the written approval of home and host supervisors and at no additional cost to UICC. These Fellowships may not be financially supplemented by agencies other than the home or host institutes or the Fellows themselves. Should return of the Fellow to their home country be delayed past these three months, 50 per cent of the travel award must be reimbursed to UICC.

Fellowships that are terminated prematurely must be notified promptly to UICC and appropriate funds reimbursed. The UICC requires an end-of-project report in English within 1 month of the end of the project.

## Awards

The YY study grant awards are based on candidates' estimates for travel and living costs, published fares and UICC scales but are only a contribution towards least expensive international travel and living costs. They are not intended to completely cover all travel or normal salary or income levels. They are for the initial travel from home to host countries but do not include internal travel within the home and/or host countries. Costs for visa, passports, airport taxes etc. are the responsibility of the Fellows. The awards do not cover medical care, insurances or taxes; none of which UICC or the Sponsors are liable for. They also do not provide support for accompanying dependents. Stipends are limited to 3 months.

## End of project reports

Within one month of the end of the project, a report describing the work undertaken and the results achieved must be submitted to the UICC. To enhance the presentation of your report, please send us several high resolution photos of yourself in your host institution, preferably with your host supervisor.

This report must be approved and the performance during the fellowship evaluated by the host supervisor. Please use the end of project report template provided by the time of the award for the report and return by email. Failure to comply by completing an end of project report may result in the request for the return of UICC funds. Your home and host supervisors will be notified should this occur. Please note that applicants may not apply for another UICC Fellowship until they have become members of the **Association of UICC Fellows (AUF)** and one year has passed since their previous fellowship is completed.

## Evaluation after 1 year survey

Approximately 1 year after completion of the fellowship and the return of the applicant to her/his home institute/hospital an online **Evaluation after 1 year survey** will be sent to them to complete.

## Association of UICC Fellows (AUF)

Upon successful completion of a UICC fellowship, i.e. submission of the endorsed end-of-project report to UICC, Fellows are invited to join the **Association of UICC Fellows (AUF)**. Only Association Members are eligible to submit further applications for any UICC fellowship scheme. New members who work in developing countries or in Eastern Europe may benefit from a one-year complimentary subscription to the UICC International Journal of Cancer, a generous offer made by its Publishers, Wiley & Son Inc., New York. Life-time Membership carries a subscription fee of **USD 50**. No distinction will be made among candidates on the basis of gender, ethnic origin, religious or political beliefs. Any infringement of these conditions will result in the withdrawal of an application from the selection process or the cancellation of an award already made.



## 2. Application Process

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The completed application along with all documents must be submitted online in English and should be submitted prior to the published deadline (call closure). Electronic signatures are acceptable.

Applications will be acknowledged by an email from proposalCENTRAL and if items are missing, applications will be unsubmitted by the UICC fellowships team and candidates will be advised to resubmit after uploading the relevant documents.

For any questions regarding the application process please contact [fellows@uicc.org](mailto:fellows@uicc.org)

### Electronic Submission

- Applicants must submit proposals electronically through proposalCENTRAL, <https://proposalcentral.altum.com>. Please use the left hand side of the screen: Application Login
- If you are a new user of proposalCENTRAL, please click the 'Create one now!' button and complete the registration process.
- If you are already registered in proposalCENTRAL access the site and log in with your user ID or e-mail address. If you have forgotten your password, click on the 'Forgot Password?' link. Supply your e-mail address or your user ID in the space provided; your password will be sent to you by e-mail.
- After you log in, first complete your **Professional Profile** (second tab from the top left) before starting an application.
- To start an application, select the **Grant Opportunities** tab (tab furthest to the top right). A list of grant makers will be displayed, please select **UICC**. Select the **YY Study Grant call** that you wish to apply for and click the 'Apply Now' link (second to last column) to 'create' your application.
- If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately: phone: 1-800-875-2562 or (703) 964-5840, and/or e-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com). You can also email UICC directly at [fellows@uicc.org](mailto:fellows@uicc.org)

### Application Submission

The application process is conducted online only. In addition, several documents are to be uploaded as appendix to the application form:

- **A Biosketch of the applicant** (Word template provided online, please download and use it)
- **An Attestation on Headed Paper from Home Supervisor** (Word template provided online, please ask your home supervisor to complete and sign it, then upload a scan)

- **Hand-Signed Host Attestation** (Word template provided online, please ask your host supervisor to complete and sign it, then upload a scan)
- **Hand-Signed Letter of Invitation on Headed Paper from Host Supervisor**
- **One-Page Resume of the Host Supervisor's Project-Related Activities**
- **Host Supervisor's Project-Related Publications**
- **Applicant's Project-Related Publications**

## Overview of the Application Form

The application process is comprised of 13 steps:

- 1) Fellowship Summary
- 2) Download Templates & Instructions
- 3) Enable Other Users to Access this Proposal
- 4) Applicant
- 5) Host Location
- 6) Supervisors
- 7) Project Description
- 8) Disciplines & Keywords
- 9) Attestations, Invitation letter, Publications and Biosketch
- 10) Certification
- 11) Validate
- 12) Signature Page(s)
- 13) Submit

### 1. YY Study Grant Summary

#### a. Title of proposed Project

Enter a concise caption, no longer than 80 characters.

#### b. Proposed start and finish dates of your project

These dates should fall within the specified minimum/maximum duration of the fellowship (i.e. 3 months). They should allow sufficient time after the expected date of the funding decision for you to complete travel, visa, and passport formalities.

Application deadline:

- **15 September**, with a notification of results in **December 2018**.
- **The earliest an applicant may start their project is 1 January 2019**.

#### c. Funding

Travel cost estimates should be obtained from a reputable travel agent and should cover the least expensive international two-way air fare from gateway to gateway, or other appropriate form of transport. Living stipend estimates should be established in consultation with the host supervisor.

Once awarded, the funding cannot be increased.

#### d. Other funding

Please inform us if you are receiving funding from other sources and if so, how much.

**e. How did you learn about our fellowship program?** Please specify (e.g. UICC website, UICC Capacity building or Members Newsletters, LinkedIn, a colleague at your home or host institution, a conference etc.)

## 2. Download Templates

**Three templates are provided:**

**a. The Biosketch**

Use the template provided for the biosketch.

**b. A hand-signed home supervisor attestation on headed paper from the home supervisor**

Use the template provided for Hand-Signed Home Attestation on Headed Paper from Home Supervisor. Electronic signatures are also accepted.

**c. A Hand-Signed Host Attestation**

Use this template form for the attestation of the host supervisor.

## 3. Enable Other Users to Access this Proposal

***This is an optional Functionality.***

This screen allows you to give other users access to your grant application. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- **View** (View only. Cannot change any details.)
- **Edit** (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- **Administrator** (Can view, edit and submit the application. Can give access rights to others.)

*Steps to Give Another Person Access to Your Grant Application:*

Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.

Enter the "user id" of the person you wish to give access to in the "User ID/E-Mail" field of the "Proposal Access User Selector" section at the bottom of the screen then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."

Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Accept Changes" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.

*Auto Notify:* To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least "View" access below and check the box "Auto Notify".

## 4. Personal Details of Applicant

This section resumes the information of the applicant, which should be fully completed for the proposal to be valid. Please ensure that all personal information including numbers and address entered are correct.

- You can edit your personal details by clicking on the **'Edit Professional Profile'** Button
- Ensure you enter your professional information and contact details and not your personal details.

## 5. Host Location

In this section you have to provide details about the host institution you are applying for. You may select the institution in the list and edit its profile.

If your institution does not exist in the system, you have to create it. To do this, you should go to the institution profile tab and create a profile for the host organization.

It is important to complete as many fields as possible, particularly the institution officials. If the Grants and Contracts Office, Sponsored Programs Office, or similar office is not able to provide certain information, it is ok to enter 'None' in the fields. This certainly applies for non-US host locations.

You are also required to mention the working language at the work institute and state your knowledge of that language. UICC is entitled to withdraw an award and claim funds back in the case the applicant is not proficient in the working language and cannot effectively take up the training at the host institute.

## 6. Supervisors

Provide information for your home and host supervisor in this section. You must first insert and confirm the email address, and then select whether it is the home or host supervisor. Once you have entered the information, you may wish to invite them to complete their profiles.

## 7. Project Description

This is the most important component of your application. It should be prepared by yourself and have the approval of your home and host supervisors. The description must include sufficient scientific,

medical and/or technical detail to allow evaluation of the significance of the problem and the likelihood that the project will have a successful outcome. You are asked to describe:

- **The Purpose** (include specific objectives)
- **The Background** (Summary of the current situation)
- **A detailed work plan** (details of how the specific objectives will be achieved). Please write at least one full page of text in this section.
- **Expected transferable skills** (please provide details of the specific technologies, skills or new knowledge that will be gained during your visit)
- **Sustainability** (Please detail specific resources, facilities and equipment that will be available at your home institution on return to enable you to transfer the skills and training that you have gained at the host institution. Fellowships are intended to develop into a sustainable programme of research. Please provide details of the prospects for future sustainability. For example, facilities available to continue to the work, apply and disseminate newly acquired skills; opportunities for funding; how the project meets strategic research goals of your institution)
- **Relevance in your country** (please provide information on why this project is relevant to the situation in your home country)
- **Reason(s) for choice of host institute**
- **References to recent publications in the project field**
- **Justification of project duration**

## 8. Disciplines and Key Words

a. **CSO classification:** The Common Scientific Outline or 'CSO' is a classification system organized into seven broad areas of scientific interest in cancer research. The CSO is complemented by a standard cancer type coding scheme. Together, these tools lay a framework to improve coordination among research organisations, making it possible to compare and contrast the research portfolios of public, non-profit, and governmental research agencies.

The **Common Scientific Outline**, or CSO, is a classification system organized around six broad areas of scientific interest in cancer research:

- Biology
- Etiology (causes of cancer)
- Prevention
- Early Detection, Diagnosis, and Prognosis
- Treatment
- Cancer Control, Survivorship, and Outcomes Research

### b. Key Words

Please mention up to 5 Key words that will help us identify the proper expert reviewers to assess this proposal.

## 9. Attachments

This is the section where you are asked to upload the following pdf documents:

- The Biosketch or CV (please use the template provided)
- The Hand-Signed Home Attestation on Headed Paper from Home Supervisor
- Hand-Signed Letter of Invitation on Headed Paper from Host Supervisor
- The Hand-Signed Host Attestation from Host Supervisor
- One-Page Resume of the Host Supervisor's Project-Related Activities
- Host Supervisor's Project-Related Publications
- Applicant's Project-Related Publications

## 10. Certification

By submitting a grant request to UICC, if this application is successful, you agree to return to your home institute at the end of the fellowship and certify that the foregoing statements are true and complete to the best of your knowledge. You understand that any false statement is sufficient cause for rejection of this application or for cancellation of a fellowship already awarded.

### **Authorisation**

Funding of a proposal authorises UICC to use the applicant's name and proposal in soliciting contributions to fund its cancer research and training programs.

## 11. Validate

The system checks that all parts of the application are in order, and highlights any empty fields that need to be completed before you submit.

## 12. Signature Page(s)

Allows you to print a pdf of your application.

## 13. Submit

Once you press submit, your application is submitted and you will receive a confirmation email from ProposalCentral.

## Contact Information

All email communications regarding the UICC Fellowship Programme should be directed to the following address: [fellows@uicc.org](mailto:fellows@uicc.org)

If you need help with the online application system contact proposalCENTRAL at 1-800-875-2562 or 001 (703) 964-5840. You may also email Customer Support at [pcsupport@altum.com](mailto:pcsupport@altum.com).





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