



## Children's Cancer Research Fund Grant Policies

Updated January 2026

### Eligible Individuals (Principal Investigator)

Applicants must be eligible to serve as a Principal Investigator at their sponsoring institution.

Applicants do not need to be United States citizens; however, they must have a paid appointment at an academic, medical, or research institution located in the United States.

### Restrictions:

Anyone serving on the Children's Cancer Research Fund Research Advisory Committee is not eligible to apply for funding or to receive research support from a CCRF grant, for example as co-investigator.

### Number of Applications

Applicant **organizations** may submit more than one application, provided each application is scientifically distinct. However, CCRF will only accept one Letter of Intent from an individual PI each calendar year.

### Multiple Grants and Grant Renewals

- A PI may only hold one active grant from CCRF at a time. However, it is acceptable for a PI to serve as a co-investigator or collaborator on one or more other CCRF grant(s).
- A PI may apply to CCRF for new funding in the final year of a current grant. CCRF must receive the final report on the existing grant before a new award may begin.

### Eligible Institutions and Responsibilities

Any nonprofit research institution based in the United States is eligible to apply. An applicant institution should have the appropriate resources and infrastructure to support the proposed research, including:

- Adequate facilities and services to manage the award.
- Fiscal and grants management infrastructure to support policies including protection for human and animal subjects (e.g. a sponsored projects office or contract with IRB or IACUC).
- Human subjects or IACUC approval is required as a condition of grant funding.

To signify agreement with grant policies, an application must be signed by an authorizing official of the institution. The institution is responsible for verifying that all documentation related to the application and grant is correct, including representations made by any named researcher (e.g., position or title).

The institution is responsible for immediately reporting to CCRF any action including recertification, loss of certification, breach of contract, misconduct, or change in employment status for a named researcher with the institution. This includes PI administrative leave, which may occur during the term of any award pertinent to the work described in the grant application.

Applicants must carefully review the funding announcement instructions and complete all required materials using the specified templates and forms. Non-compliance with the provided instructions may lead to administrative rejection of the application. Additionally, failure to adhere to these terms or any other CCRF policies or procedures may result in the suspension or cancellation of the grant, at CCRF's sole discretion.



## **Data Sharing**

Children's Cancer Research Fund is dedicated to data sharing and interoperability. Full proposals must include a description of the data generated by your research, how it will be FAIR (findable, accessible, interoperable, reusable), and your plan for sharing and dissemination. See Full Application Instructions for more details.

## **Peer Review of Applications**

All LOIs and invited full proposals will be reviewed and scored by peer reviewers. Each peer review committee includes leaders who are appropriate scientific experts. Reviewers will conduct an independent and confidential review. The Research Advisory Committee at CCRF will then evaluate the highest-scoring applications, considering their relative merit, the available funding, and CCRF's objectives, and will provide recommendations. CCRF leaders will use these recommendations to make final decisions.

## **Scientific Merit Score**

CCRF uses the scientific merit categories and rating scale similar to the NIH. Reviewers assign whole-number scores based on their analysis of the proposed research, considering the review criteria. They are instructed to use the full range of scores. Applications are evaluated individually, not compared to one another, with each assessed for its potential to advance knowledge in its field.

## **Progress Reports and Final Reports**

Scientific progress reports should be submitted 12, 18, and 24 months after the grant is awarded. All reports must be received within 30 days of the due date. Grantees should submit reports in a timely fashion or request an exception. Non-compliance may result in withholding of payments or ineligibility for future awards. All reporting questions are available in Proposal Central.

Each interim progress report should focus on the activity from the previous report. All reports must include a report written for the lay public summarizing the progress to date.

Financial reports including expenditures must be submitted with the 12-month and 24-month reports. The final report should include details of all financial expenditures and a scientific report for the full grant period, as well as a lay summary. All narrative and financial reports should be submitted through ProposalCentral.

CCRF may reach out to grant recipients in subsequent years after the conclusion of a grant to gather additional information about how the grant helped shape future work and findings.

## **Expenditures and Indirect Costs**

Our research grants are not intended to cover the total costs of the proposed research. The institution is expected to provide facilities and administrative support. **We allow indirect costs to be calculated as 10% of total direct costs.**

## **Budget Adjustments and Unused Funds**

Up to 25% of budgeted funds may be carried over from year to year in a multi-year grant. CCRF may elect to partially fund or hold new funds if carryover is in excess of 25% without prior approval. Any funds to be



used after the original grant term must be approved via no-cost extension request.

At the conclusion of the approved grant term (including any approved NCE's), unused and remaining funds of \$500 or more must be returned within 60 days following the full grant term.

### **NIH Salary Cap**

Budgets created for CCRF funding should adhere to the NIH salary cap.

### **Grant Transfer**

If a grantee transfers to another institution during the term of the grant, a request for grant transfer must be submitted in writing to CCRF (email: [grants@childrenscancer.org](mailto:grants@childrenscancer.org)). Continuation of funding at the new institution is contingent on approval by CCRF and completion of an amended contract.

### **Recognition of CCRF**

CCRF will work with grant recipients to coordinate a joint press release announcing the grant. Grant recipients are encouraged to give recognition to the Children's Cancer Research Fund where funders are listed on the institution's website, annual report and/or other printed or electronic publications.

All publications or presentations based on the funded project should acknowledge Children's Cancer Research Fund.

### **Publications and Presentations**

CCRF requests that grantees inform us as soon as possible about the acceptance of upcoming publications concerning the research funded by the grant. When a paper has been published, please forward a copy or link to CCRF, both during and after the grant period. Both publications and presentations of CCRF-funded research should be reported in progress/final reports. Publications can be sent to [grants@childrenscancer.org](mailto:grants@childrenscancer.org).

### **No Cost Extension (NCE)**

A no-cost extension (NCE) allows a research project to continue beyond its original end date with no additional funding provided.

Grantees must submit an NCE request using the CCRF-provided template at least 2 months before the project's original end date. Only one NCE may be requested, and the maximum extension period is 12 months.

If there are extraordinary circumstances that necessitate additional time to complete the funded project, they must be fully justified and approved by CCRF at least 2 months prior to the end date of the initial NCE. NCE requests should be emailed to [grants@childrenscancer.org](mailto:grants@childrenscancer.org)

### **Use of Embryonic Stem Cells & Fetal Tissue**

CCRF does not fund research utilizing human embryonic stem cells or fetal tissue.



## Font (size, color, type density) and Line Spacing

Children's Cancer Research Fund follows the NIH guidelines regarding font and line spacing.

Text in your attachments must follow these minimum requirements:

- Font: Recommended fonts are Arial, Georgia, or Helvetica.
- Font size: Must be 11 points or larger. Small text in figures, graphs, diagrams, and charts is acceptable, if it is legible when the page is viewed at 100%.
  - Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
- Type density: Must be no more than 15 characters per linear inch (including characters and spaces).
- Margins: Must be at least .5 inch on standard letter paper size (8.5" x 11").
- Line spacing: Must be no more than six lines per vertical inch.

Text color: No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.