

## DAMON RUNYON-RACHLEFF INNOVATION 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.

### I. Innovation Award

- A. Please contact the Damon Runyon Cancer Research Foundation as soon as possible at [tara.jackson@damonrunyon.org](mailto:tara.jackson@damonrunyon.org) to accept or decline the award.
- B. The **grantee institution** and **Innovation Award recipient** must sign the attached award acceptance form, include the Awardee's ORCID iD (<https://orcid.org/register>) and return it to the Foundation within ten (10) working days following notification. 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.
- C. The Innovation Award recipient must email ([tara.jackson@damonrunyon.org](mailto:tara.jackson@damonrunyon.org))
1. 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.
  2. Two 3x5 inch digital photographs (jpg at 300 dpi) of the recipient in a research setting, which may be used for fundraising purposes or to publicize the Foundation's programs.
- D. **Percent Effort:** The Investigator is expected to commit at least 80% of their full-time professional effort to research activities.
- E. **Usage of Funds:** At the beginning of each award year a budget is required from the Investigator. Awards to individuals are in the amount of \$400,000 for direct research costs over two years with the opportunity for up to two additional years of funding (up to four years total for \$800,000). Awards to collaborators are in the amount of \$200,000 each for direct research costs over two years with the opportunity for up to two additional years of funding (up to four years total for \$400,000 each). No indirect costs or institutional overhead are covered. The Innovation Award funds are intended to be flexible and can be used for a variety of scientific needs, including the Investigator's salary, salaries for professional and technical personnel, special equipment, supplies and other miscellaneous items required to conduct the proposed research. The submitted budgets should be realistic estimates of the funds required for the proposed research and should be itemized by category according to the instructions on the budget form (available at [www.damonrunyon.org](http://www.damonrunyon.org)). **Pre-award and/or pre-award year spending is not allowed.**

### II. Reporting

#### A. Scientific:

The Investigator must submit signed annual progress reports due on the 15<sup>th</sup> day of the final month of each year of funding and a signed final progress report at the completion of the award. In addition to written reports, the Investigator will present an oral progress report during the fall of the second year.

All reports are kept strictly confidential. The goal of the reports is three-fold. First, the reports serve as an auditing tool to monitor research progress and assure that the research is on target with the funded project. Second, the reports allow the Foundation to perform regular program evaluations including issues related to areas of study, concurrent funding, networking opportunities, career development and award impact. Third, the reports provide an opportunity to identify specific part(s) of the Investigator's research (e.g., fundamental advance, clinical trial development, patient-related anecdote, publications) that the Foundation may highlight in various media outlets. We would appreciate Investigators contacting the Award Programs at any time to share such information.

### **Annual Progress Report Instructions**

The Investigator's annual report 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. The summary should be sufficiently detailed such that the Investigator's research activities over the award year are clearly described. Figures and references can be included if appropriate. If the research differs from the originally funded proposal, please provide an explanation. The report must be signed by the Investigator and should not exceed four pages.
2. A one-paragraph **lay summary**, for the public, detailing the research performed over the award year.
3. 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).
4. A brief **description of participation** in any community-based educational mentorship program (e.g. STEM or Diversity, Equity and Inclusion initiatives).
5. An up-to-date **NIH biosketch** including:
  - a. a bibliography of publications from the award year (please submit pdf copies of reprints)
  - b. an updated list of current and pending funding
  - c. a list of conferences and seminars attended and presentations given during the award year
  - d. changes in the Investigator's responsibilities or title (tenure/promotion, leadership positions, consultant work, etc.)
6. Brief **comments on the most important accomplishment** over the past year – please address any issues or concerns regarding obstacles to your success to which the Foundation might respond.
7. A brief description of the Investigator's current **research and office space allocation**.
8. A **budget** for the next year of funding.
9. A completed **intellectual property disclosure** form.
10. Are there any **plans to share data**, either before or after its publication in a peer reviewed journal?  
If so:
  - a. What type of data is it (genome/exome sequence, images, structures, statistical software or algorithms, etc.)?
  - b. Where will it be shared (such as Figshare, Dataverse or Open Science Framework (OSF))?
  - c. Who will be in charge of preparing the data to share?
  - d. What are the expected costs of preparing and sharing this data?

## Final Progress Report Instructions

The Investigator's final report includes:

1. A **summary of research** performed during the award and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. The summary should be sufficiently detailed such that the Investigator's research activities are clearly described. Figures and references can be included if appropriate. If the research differs from the originally funded proposal, please provide an explanation. The report must be signed by the Investigator and should not exceed four pages.
2. A one-paragraph **lay summary**, for the public, detailing the accomplishments over the term of the award, including how the research has impacted the cancer field.
3. 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).
4. A brief **description of participation** in any community-based educational mentorship program (e.g. STEM or Diversity, Equity and Inclusion initiatives).
5. An up-to-date **NIH biosketch** including:
  - a. a bibliography of all publications resulting from the Investigator's research (please submit pdf copies of reprints)
  - b. an updated list of current and pending funding
  - c. a list of conferences and seminars attended and presentations given during the award year
  - d. changes in the Investigator's responsibilities or title (tenure/promotion, leadership positions, consultant work, etc.)
6. A statement indicating **how the award made a difference** in the Investigator's career.
7. **Brief comments on the most important accomplishment** over the award term – please address any issues or concerns regarding obstacles to success to which the Foundation might respond.
8. A completed **intellectual property disclosure** form.
9. Are there any **plans to share data**, either before or after its publication in a peer reviewed journal?  
If so:
  - a. What type of data is it (genome/exome sequence, images, structures, statistical software or algorithms, etc.)?
  - b. Where will it be shared (such as Figshare, Dataverse or Open Science Framework (OSF))?
  - c. Who will be in charge of preparing the data to share?
  - d. What are the expected costs of preparing and sharing this data?

### B. Financial:

The institution's financial officer must maintain a separate account for the Investigator and this account must be available for audit by representatives of the Damon Runyon Cancer Research Foundation. None of the funds awarded can be used for indirect costs or institutional overhead. Reports of expenditures must be submitted to the Foundation within 60 days of the end of each award year. **Pre-award and/or pre-award year spending is not allowed.** Upon termination or expiration of the Award, a final report of expenditures with the refund of any unexpended balance must be submitted within 60 days.

### NO-COST EXTENSIONS

The Foundation may allow no-cost extensions for up to six months after the expiration of the Award. A financial report must be submitted to the Foundation 60 days after the completion of the Award. If there is an unexpended balance, the Investigator may submit a written request to allow a no-cost

extension for the Award. If the no cost extension is approved, at the end of the six-month period, a final financial report is due with the return of any unexpended balance.

### **III. Confidentiality Agreement**

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

### **IV. 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.

#### **V. Publications/Presentations/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-Rachleff Innovator supported (in part) by the Damon Runyon Cancer Research Foundation (DRR- [ ]).” Awardees are also strongly encouraged to identify themselves as a Damon Runyon-Rachleff Innovator when presenting their work at scientific conferences or accepting professional honors or awards, and on their websites.

#### **VI. 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. This requirement applies to all Damon Runyon grants awarded after July 1, 2013.

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.

## **VII. 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-Rachleff Innovator supported by the Damon Runyon Cancer Research Foundation (DRR-\_\_\_).”
- 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.
- 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.

## **VIII. Publicity**

Publicity is to the advantage of both the Damon Runyon-Rachleff Innovator’s institution and the Damon Runyon Cancer Research Foundation. A media release announcing your award will be sent to your institution. Please inform media of your title (Damon Runyon-Rachleff Innovator) and ask them to include it when your name is mentioned in any press releases. The Foundation is prepared to assist in any publicity related to the award. If you have any questions, please contact the Foundation.

## **IX. Tax Status of Innovation Awards**

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 of Investigator support. Any questions related to the tax status of the Damon Runyon-Rachleff Innovation Award should be discussed by the Investigator with their personal tax advisor.

## **X. Termination**

Upon premature termination of a Damon Runyon-Rachleff Innovation Award, the Foundation should be notified immediately. A final report of expenditures must be submitted within 60 days, along with the refund of any unexpended balance. (No-cost extensions do not apply to early terminated awards.) A final progress report is required within 60 days of terminating the Award.

Should the Investigator wish to discontinue the project, leave the designated institution, 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 grantee institution by the Foundation.

## **XI. 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.

## **XII. 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 should be notified of the leave.

## **XIII. 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).

## **XIV. Updating Information**

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