

Damon Runyon-Scholars Program for Advancing Research and Knowledge (SPARK)

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.

SPARK AWARD

- A. Please contact the Damon Runyon Cancer Research Foundation at sara.jorde@damonrunyon.org as soon as possible to accept or decline the award and to confirm the start date.
- B. The sponsoring institutional representative, mentor, and award recipient (SPARK Scholar) must sign the attached award acceptance form and return it to Damon Runyon within ten (10) working days following notification.
- C. The SPARK Scholar must email (sara.jorde@damonrunyon.org)
- Two digital color photographs (at least 3 square inches, jpg at 300 dpi) of the recipient, which may be used for fundraising purposes to publicize the SPARK award 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
 - If the Scholar would like to have a media release announcing the award sent to a local and/or hometown newspaper, please include the name, address, and email address of the newspaper.

Terms of Award

All SPARK Scholars must adhere to the terms of our award statement.

All awards are made to the host institution for support of the designated SPARK Scholar. An award does not constitute an employer-employee relationship between Damon Runyon and the recipient.

Damon Runyon SPARK awards are intended for full-time research.

Damon Runyon SPARK Scholars are not permitted to hold another position or pursue additional degrees during the award period.

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

Funding to Scholar dispersed through the partnering institution:

Annual Stipend	Up to \$50,000
Travel to Scientific Meetings and Damon Runyon Annual Fellows' Retreat	Up to \$2,500

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.

Funding to program director of post-baccalaureate research:

Community Building Allowance	Up to \$1,500
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Funding directly to Scholar from Damon Runyon:

Annual Living Allowance	Up to \$8,500
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No part of this award can be used for indirect costs or institutional overhead.

Awards (Stipend/Travel allowance) are made to the host institution in support of the designated Scholar.

Scholars should consult the institution about tax liability. The total stipend should not exceed the level of support for other individuals at the same level of training in that institution. If the full \$50,000 is not to be expended as salary, the balance may be applied to Fringe Benefits.

Damon Runyon will forward any qualified living allowance directly to the Scholar. Damon Runyon will withhold the required taxes on the living allowance and remit to the IRS.

An award/living allowance does not constitute an employer-employee relationship between Damon Runyon and the recipient.

An additional allowance of \$1,500 will be given to the Institutional program director of post-baccalaureate training and is to be used for community building events.

Activation of an award is as follows:

Application Opens	Application Deadline	Selection Meeting (Zoom)	Finalist Interviews (Zoom)	Scholar and Mentor Matchmaking	Program Start Dates*
November 2023	February 2024	March 2024	April 2024	April 2024	Summer or Fall 2024

**Start dates are contingent upon the post-baccalaureate program timeline at the host institution.*

Reporting

At the completion of SPARK, the Scholar must submit a detailed progress report that includes:

1. A summary of research performed during the period of the program 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 Scholar'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 Scholar and the Mentor. 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. If applicable, a bibliography of all publications resulting from the research (submit pdf copies of publications).
4. A list of conferences and seminars attended, and presentations given during the award year.
5. 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).
6. A brief description of your participation in any community-based educational mentorship program (e.g., STEM or Diversity, Equity, and Inclusion initiatives).
7. A statement indicating how SPARK made a difference to the Scholar.
8. A statement of future plans.
9. An up-to-date curriculum vitae.
10. A letter from the Mentor assessing the Scholar's scientific progress and professional development.
11. A list of Living Allowance expenses including amounts, use of funds, and dates.

Financial Reporting

The institution's financial officer must maintain a separate account including receipts for each award, and this account must be available for audit by representatives of Damon Runyon. Upon termination or expiration of the award, a final report of expenditures (using the form provided), with the refund of any unexpended balance, must be submitted within 60 days. Pre-award spending is not allowed.

Financial Expenditure Report Preparation Guidelines:

Please use the Damon Runyon SPARK Scholar Financial Expenditure Report form.

To report travel expenses, 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).

To report community building event expenses, please provide the following details:

- a. name and location of event.
- b. date of event.
- c. use of funds.
- d. number of attendees.

Publications, Presentations, and Websites

Publications (including abstracts of presentations at scientific or clinical meetings) resulting from projects supported by Damon Runyon must carry the following acknowledgment: "[Name of Awardee] is a Damon Runyon SPARK Scholar supported by the Damon Runyon Cancer Research Foundation and [Name of partnering institution] (SPK-# [____])." Contact awards@damonrunyon.org if you do not know your SPK #.

Awardees should identify themselves as Damon Runyon SPARK Scholars, particularly when presenting their work at professional conferences and on their websites. [Download a copy](#) of the Damon Runyon Cancer Research Foundation logo for inclusion in Power Point presentations, posters, and on your website.

Confidentiality Agreements

SPARK Scholars 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 SPARK Scholar. 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.

Fellows' Retreat

The Damon Runyon Cancer Research Foundation hosts an annual scientific retreat. First- and third-year Fellows attend. Fellows in their first year present a poster, while third-year Fellows present an oral presentation of their work. Scholars are expected to attend the three-day Retreat. Each Scholar will present a poster at the Retreat and network with current Fellows. SPARK Mentors will receive an invitation to attend.

Termination

Upon premature termination of an award, Damon Runyon must be notified immediately. A final report of expenditures (using the form provided) must be submitted within 60 days, along with the refund of any unexpended balance. A final progress report must be submitted at this time.

Updating Information

Damon Runyon requests the most current information pertaining to change of address or position of the Scholar, Mentor, executive or fiscal officers of the institution in order to maintain an up-to-date database.

DACA Status

It is the responsibility of the host institution to make every effort to ensure that all awardees are in compliance with federal immigration policy.