



WEST CANCER FOUNDATION

West Cancer Foundation Research and Education Grants Guidelines

West Cancer Foundation funds research and clinical training for oncology projects and academic programs that improve cancer outcomes in the Greater Memphis community. Academic institutions and nonprofit organizations are invited to apply. Funding priorities for the Foundation include:

- Early-stage research that may lead to subsequent and expanded support using government agency funding – relevance to adult cancer detection or treatment should be clear.
- Specific research designed to inform adult cancer care, support early detection, enhance access to treatment, and improve outcomes. RFPs will be issued, as needed.
- Oncology curricula and curriculum supplements — including academic lectures, workshops, other — that advance knowledge and skills among emerging and practicing clinicians.
- Academic fellowships for researchers and clinicians in the oncology field.

Ineligible Entities

The Foundation does not fund individuals, national fundraising drives, auctions, outreach ministries, tickets for fundraising events, political organizations, candidates for public office, lobbying activities, recurring budget deficits, tournament fees, travel for athletic competitions, or religious organizations.

Geographic Scope

The Foundation routinely considers funding for organizations and projects serving the Greater Memphis community, including Shelby, Fayette and Tipton Counties in Tennessee, Crittenden County in Arkansas, and Desoto County in Mississippi. However, innovative proposals benefitting the local community submitted by eligible organizations within the contiguous United States are considered.

Nondiscrimination

Organizations must provide a statement of nondiscrimination based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation and military status. The statement should cover all

activities and operations of the organization, including, but not limited to, hiring/firing staff, selection of volunteers and vendors, and services provided.

Intellectual Property and Publications

If patents, copyrights or intellectual property rights result from work supported by the grant, the Foundation will receive a share of any relevant income. Further, any publication resulting from Foundation-supported research must prominently mention West Cancer Foundation in the acknowledgments. At least three copies should be forwarded to the Foundation as part of the reporting process.

Funding Period

Proposed funding periods should be appropriate for the scope of work, typically one to three years.

Funding Timeline

The Foundation accepts applications on a rolling basis for review each quarterly cycle. Applications received after the published deadline will be considered in the next quarterly cycle. The Foundation's Scientific and Grants Subcommittee reviews all applications and provides recommendations to the West Cancer Foundation Board of Directors.

Application Deadline	Review / Recommendation	Board Authorization	Award Notification / Contracting	Funding Period
February 1	February to Mid-March	March	March 31	April 1
May 1	May to Mid-June	June	June 30	July 1
August 1	August to Mid-September	September	September 30	October 1
November 1	November to Mid-December	December	December 31	January 1

Budget Instructions

There are no restrictions on the amount that can be requested; however, the request must be reasonable with all costs supported by the scope of work outlined in the application. Budget information should be presented in a table format with all expenses and revenue associated with the proposal. Include a Personnel section detailing salary, fringe benefits and the percentage of effort dedicated to this grant. Subcontractor fees, supplies, equipment and other items should be itemized. For projects lasting longer than one year, provide separate columns for each year. Overhead is limited to 15%. Essential equipment should not exceed \$10,000.

A budget narrative is required and should describe each expense and the calculation by which it was determined. If the request does not cover all costs associated with the project, explain how the balance will be funded. This may include cash and in-kind, as appropriate, and the status of those funds (pending or secured). The narrative should also include the percentage of the applicant's overall budget represented by this request.

Grant Awards

The Foundation carefully stewards funds and awards grants to only the most promising projects. Applicants are notified of their status (approved or declined) by the end of the month following the quarterly Board of Directors meeting, which stands on the 3rd Tuesday of the respective month. All grantees enter into a contractual agreement with West Cancer Foundation before the release of funds.

Reporting

Grantees are required to provide scheduled written reports with details on the use and progress of the grant. The reporting schedule will be included in the grant agreement. Informal updates are also encouraged.

Declined Proposals

Applicants with proposals that do not advance from the Foundation's Scientific and Grants Subcommittee review process will be notified. Applicants with proposals that are recommended by the subcommittee, but declined because of the availability of Foundation funding, will be notified. If desired by the applicant, such a proposal will be moved into the next funding cycle for reconsideration. If a proposal is of interest but requires the correction of amendable details, the Foundation will notify the applicant, provide support as needed, and authorize a re-submission compliant with the Funding Timeline.