



Melanoma Research Foundation Breakthrough Consortium (MRFBC) Team Award Request for Proposals (RFP) 2025

GRANT OVERVIEW:

The Melanoma Research Foundation's Breakthrough Consortium (MRFBC) is releasing this RFP to fund a **two-year team award for \$250,000 to focus on translational melanoma research.**

Successful applications will emphasize novel, innovative proposals designed to address the mission of the MRFBC- to accelerate research and treatment development for melanoma patients. Additional details, including eligibility information, the review process, award administration, application materials, and deadlines are provided below. Please visit www.melanoma.org for additional information on the MRF/ MRFBC and to learn more about our research grant program. All questions or concerns regarding this RFP as well as the rest of the MRF's Research Grant Program can be directed to research@melanoma.org or by calling 800-673-1290.

ELIGIBILITY & REQUIREMENTS:

- Applicants must hold a PhD or MD degree or equivalent at the time of the grant submission.
- In addition to the Principal Investigator (PI), at least one co-Principal Investigators (co-PI)s must be identified.
- The grant PI must be from a MRFBC institution. Additional institutions may include non-MRFBC sites. A list of the MRFBC institutions can be found on the [MRF website](#).
- For this RFP, applicants may be the PI or co-PI on only one submitted application.
- Grant submissions must involve collaborations from at least two different institutions and/or two different disciplines at the same institution. Please note: for the sake of this grant, the Harvard Network (Harvard Medical School, Beth Israel Deaconess Medical Center, Dana-Farber Cancer Institute, Brigham and Women's Hospital, Massachusetts General Hospital, and the Broad Institute) will be considered as one institution. Regarding disciplines, this would include different medical disciplines (e.g. internal medicine vs surgical oncology vs radiation oncology vs dermatology etc.) as well as the inclusion of a basic and clinical researcher.
- Senior investigators are eligible to apply for this grant opportunity; however, at least one co-PI must be a junior faculty member. A faculty member is considered junior if they are either a postdoctoral fellow with less than five years of postdoctoral experience at the time the grant will be awarded or have a title equivalent to a research associate/ scientist, instructor, or assistant professor at the time of the grant submission.
- Applications must be focused on translational melanoma research. With respect to types of melanoma, grants could focus on cutaneous or rare subtypes such as ocular, mucosal, and/or pediatric melanoma.
- Proposed research cannot be identical to a currently awarded MRF grant.
- Applicants are eligible to respond to other MRF RFPs, as long as the research proposals are significantly different.
- Applicants must show evidence of strong department or institutional support and commitment.
- Proposed research must comply with all applicable National Institutes of Health (NIH) animal and human welfare guidelines.
- Applicants are encouraged to discuss any eligibility questions with the MRF prior to submitting an application.

REVIEW PROCESS:

The MRF's Research Grant Program emphasizes research that explores innovative approaches to understanding critical problems pertaining to prevention, diagnosis, staging, and treatment of melanoma. All



proposals undergo rigorous peer review, where reviewers are selected based on their expertise in diverse areas of basic, translational, and clinical melanoma research. Reviewers include members of the MRF's Scientific Advisory Committee, the Breakthrough Consortium, the Community United for Research & Education of Ocular Melanoma (CURE OM), and the Dermatology Advisory Council (DAC) as well as members of the scientific and clinical melanoma community who are not in conflict with the application. Applications with the highest scores will be assessed by a panel of representatives from the initial review group. The top ranked grants are recommended for funding to the MRF Board of Directors. The number of grants selected for funding is determined by the MRF Board of Directors, based on available funds.

AWARD ADMINISTRATION, & REPORTING:

Award decisions will be made by March 15th, 2025. Upon acceptance of the award, the PI and the Institution will be required to sign an award letter accepting all of the MRF's terms and conditions. Only the institution of the primary investigator will be required to sign the award letter, as the MRF contract will be with the lead site only. The lead site will be responsible for dispersing any funds to any participating team sites.

Awards will cover research conducted over a two-year period. Funds are disbursed two times each year for a total of four payments over two years. A no-cost extension of one year may be permitted with sufficient justification from the PI and approval from the MRF. Requests for a no-cost extension must be made within 30 days of the award period expiration.

Awardees will be expected to provide status updates at the biannual MRFBC meetings typically held in conjunction with SMR and ASCO. In addition, interim financial and scientific progress reports are to be submitted to the MRF no later than 30 days prior to the end of the grant's first year. Final financial and scientific reports, detailing all activities during the award period, are to be submitted to the MRF within 60 days of the end of the award period (even if a no-cost extension is requested).

Acknowledgment of support from the MRF must accompany any published report using data or findings from research conducted under this award. Any intellectual property identified pursuant to this work remains solely within the institution.

SCIENTIFIC DATA SHARING:

To expedite melanoma research, the MRF encourages the sharing of data and model organisms/ resources generated from its funded awards whenever possible. The MRF follows the [NIH Policies on Scientific Data Sharing](#) as applicable; specifically:

- A Data Management and Sharing Plan using the NIH DMS Plan format must be submitted as part of the MRF grant application. Information on the format page is available via this link: <https://grants.nih.gov/grants-process/write-application/forms-directory/data-management-and-sharing-plan-format-page>.
- It is anticipated that the Data Management and Sharing Plan will include information on the sharing of scientific and genomic data, as well as model organisms/ resources stemming from MRF funded work.
- The MRF requires journal articles resulting from MRF funding be submitted to PubMed Central immediately upon acceptance for publication. We recommend these manuscripts be published in open-access journals or that they be made freely available.

Costs related to data and specimen sharing (e.g. open-access publication charges, data storage, etc.) can and should be included in the budget of your MRF research grant.

STEP-BY-STEP APPLICATION INSTRUCTIONS:

The MRF will accept applications from November 4th, 2024 – January 15th, 2025 for the 2025 MRFBC Team Award. The deadline is January 15th, 2025 at 5 pm ET. All submissions, notifications and critiques will be completed entirely online through Proposal Central (<https://proposalcentral.altum.com/>).



Please read the instructions carefully prior to beginning the online grant submission process.

NOTE: Applications that represent resubmission of previously proposed studies, in whole or in part, may be submitted for consideration only twice; however, there is no restriction on the timing of the resubmissions. A one-page letter referencing the project title and a summary of changes to the application from the previous submission, plus a one-page response to reviewers' criticisms must be uploaded as an attachment during Step 12: Upload Attachments.

Step 1: Title Page

The project title should not exceed the space provided (75 characters, including spaces).

The research period is for two years. The award period begins April 30th, 2025 and ends April 29th, 2027.

Please specify if this is a new application or a resubmission.

Step 2: Enable Other Users to Access This Proposal

You have the option to allow other individuals access to your application. You can choose from three different levels of permission.

Step 3: Applicant/PI

Profile information is pre-loaded in this section. You may update your profile information here as well.

Step 4: Additional Applicant/PI Information

Additional applicant/PI information is requested in this section. All answers for this step are optional. This information will only be used for internal MRF purposes.

Step 5: Institution and Contacts

Institution information and contact information can be updated and/or changed here.

Step 6: Key Personnel

Key personnel, other than the applicant, who will provide support to the project will be listed here. A NIH Biosketch and Other Support Page (both active and pending) for the PI/co-PI are required to be uploaded in section 12. The Other Support page must include information about all types of available research support (including direct costs and percent effort).

Step 7: Environment

Please provide a description of your institutional environment in which the research will be conducted. Please describe how this environment will contribute to the probability of success (e.g. institutional support, physical resources including laboratory, office space and common use facilities contributing to the proposed work, etc.). Please also provide an overview of the institutional investment in the success of the investigator (e.g. travel, training, collegial support including the availability of organized peer groups, logistical support such as administrative management/oversight and financial support such as protected time for research with salary support). The total length of this section may not exceed 3,000 characters (including spaces).

Step 8: Abstracts

Scientific Abstract

In the space provided, include a summary of the proposal that gives a brief description of the objectives, rationale, methods and expected results. The total length of the summary may not exceed 3,000 characters (including spaces) and should be written in scientific terms.

Lay Abstract



In the space provided, include a brief (<3,000 characters, including spaces) summary of the proposal. The lay level abstract needs to be written so that the everyday person can understand the significance, impact and innovation of the proposed research.

Summary Quote

In 100 characters or less, please provide up to two sentences that describes the impact of your research on the melanoma community. As this will be used for promotional purposes, please write this so that the lay community can understand.

Keywords

Please select up to six appropriate keywords (from the list provided) that characterize the proposed research project.

If the project is awarded, portions of the abstracts may be used in the MRF's various publications, press releases, fundraisers, and educational events.

Category

Please make one selection for each category that best describes your research proposal.

Step 9: Budget Period Detail

Awards will be made for a two-year period. Please fill out the budget information for **both years**. **Please note:**

Personnel Costs

- Cost of living adjustments for personnel or non-personnel costs are not allowed.
- When calculating salaries, please use actual costs – not the salary allowed by the NIH salary cap. The salary and fringe benefits included in the budget is calculated based on total of salary and fringe benefits multiplied by the % effort. Salary distribution of supporting personnel is up to the discretion of the PI.
- No more than 25% of the grant should go towards the salaries plus fringe benefits of the PI or co-PI.
- Mentors should not be salaried.

Non-Personnel Costs

- All budgeted expenses such as consumable supplies, animal costs, service fees and consultant fees must be itemized.
- Requests for major equipment will be closely scrutinized, should be carefully justified, and should not exceed 15% of the total (two year) budget.
- Indirect institutional costs are not allowed.
- Allowable travel expenses for meetings and research purposes – including to international meetings – are capped at \$2,000 per project year.

As a reminder, the budget should not exceed \$125,000 per year.

Brief justifications must be provided for each budget item

Step 10: Budget Summary

This is a summary of the Budget Period Detail. Also, please give a brief justification for each budget item here.

Step 11: Organization Assurances

Information regarding human subjects, vertebrate animals, and/or recombinant DNA will be entered here (if relevant). If an application has just been submitted, please note that as well.

Step 12: Upload Attachments



All attachments must be in PDF form. Uploaded documents should fall under one of the following descriptions:

Letter of Support – A letter of support from your institution is required; additional letters of support are allowed. This letter should be from the department chair or other leader at the institution with direct knowledge of the applicant's value to the department and institution.

Biosketch- A NIH Biosketch for the PI and co-PI(s) are required to be uploaded.

Other Support– A NIH Other Support Page (both active and pending) for the PI and co-PI(s) is required to be uploaded. The Other Support page must include information about all types of available research support (including direct costs and percent effort).

Data Management and Sharing Plan- A Data Management and Sharing Plan using the NIH DMS Plan format is required to be uploaded. Information on the format page is available via this link: <https://grants.nih.gov/grants-process/write-application/forms-directory/data-management-and-sharing-plan-format-page>.

Resubmission Information- If the application is a resubmission of a previously proposed study, a summary of changes to the application from the previous submission (up to 1-page in length), and responses to reviewers' criticisms (up to 1-page in length) must be uploaded here.

Research Plan – The research plan is limited to **6 pages, Arial font, at least 11pt font with ½ inch margins**. Single line spacing is acceptable. The text of the Research Plan should contain sufficient information for the evaluation by the reviewer panel and should cover:

1. Specific Aims
2. Background, rationale and significance.
3. Preliminary Data
4. Experimental design and procedures
5. References (References ARE NOT counted in the 6-page limit)

Step 13: Validate

Click the 'Validate' button here to check for any missing required information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Step 14: Signature Page(s)

You may print the signature page(s) after you have completed all the proposal sections. Only a signature from the applicant is required.

Step 15: Submit

Submit your application. You will be unable to submit if you have not provided all the required information. We encourage you to submit your application as early as possible so that we can assist you with any issues that may arise. **The deadline is January 15th, 2025 at 5 pm ET.**