

Priority Programme 'Cancer Prevention - Graduate School (CPGS)' Applicants' Guidelines

Introduction

Deutsche Krebshilfe is committed to supporting measures directed at primary cancer prevention, early cancer diagnosis, cancer treatment, follow-up care after cancer treatment, psychosocial care, self-aid, and health promotion. Current increases in cancer incidence stress the urgency of developing substantial prevention efforts to curb this troubling development and improve the health situation.

To further develop the field of cancer prevention, Deutsche Krebshilfe has made significant investments by establishing a new scientific advisory board for 'Cancer Prevention'. In addition, Deutsche Krebshilfe has launched a strategic partnership with the German Cancer Research Center (DKFZ) to create a new National Cancer Prevention Center, and teams up with a number of partners in the National Decade Against Cancer under the auspices of the German Ministry of Research and Education (BMBF).

Progress in the area of cancer prevention and control can be best achieved by an interdisciplinary approach that integrates basic and clinical research, and population-level epidemiologic, behavioural and social science research, accompanied by research on appropriate communication strategies.

With the objectives of supporting research and establishing research networks in the field of cancer prevention, Deutsche Krebshilfe is hereby launching a call for applications within the priority programme 'Cancer Prevention - Graduate School' (CPGS).

By funding innovative projects, Deutsche Krebshilfe aims at fostering multidisciplinary research on cancer prevention in Germany. Additionally, this priority programme has the goal to ensure sustainability of high-quality research by establishing a training programme for graduate students in the field of cancer prevention.

Specifically, Deutsche Krebshilfe is calling for applications for two areas of funding:

Part I: Scientific Trials/Research Projects (CPGS)

To support a linkage between different areas of cancer prevention research, scientific trials/research projects should integrate elements of two or more of the following topics regarding cancer prevention:

- **Public Health and Social Impact Research:**
Examine elements of public health impact of preventive measures: outreach in a population, efficacy of a preventive measure in that population, adoption of the measure in prevention practice, implementation of this measure, and maintenance of the measure as a routine over years. Preventive measures include approaches to change living environments, approaches to change behaviour directly as well as cancer screening measures. Research on or consideration of social eq-

uity aspects, i.e. the effectiveness of intervention measures dependent on socioeconomic factors, particularly education and income, other potential barriers such as immigration background, and gender effects, is particularly welcome.

- **Communication Research:**
Examine how knowledge on cancer determinants (risk and protective factors) can be translated into effective cancer prevention messages and programmes in populations. Research in this area could focus on target groups (general or specific populations and their knowledge, perceptions, barriers), on the supply side (e.g. physicians, patient advocates, health care system, social services, settings), on communication strategies and channels (including social media and apps), and could include the development of specific interventions. Research into the potential of novel digital strategies of communication as well as research on health literacy aspects is particularly welcome.
- **Biological Mechanisms of Carcinogenesis/Genetic Predisposition/Biomarkers**
Examine the relations of genetic and biological factors including the macro- and the microenvironment, the immune system and microbiota to carcinogenesis and vice versa the impact of behavioural/lifestyle changes on cancer incidence. Examine the interactive effects of environmental and biological factors on carcinogenesis. Develop new biology driven strategies for primary prevention as well as personalized early detection techniques and markers.

The programme specifically aims at an inter- and multidisciplinary approach. The scientific trials/research projects must be suitable for obtaining a doctoral degree.

Within the framework of this call, Deutsche Krebshilfe intends to support/initiate a 'Graduate Programme in Cancer Prevention'. This Graduate School will be established through the network of funded research scientific trials/research projects. The Graduate School is intended to be interactive.

Part II: Coordinator of the 'Cancer Prevention - Graduate School'

It is also encouraged to apply as Coordinator for the organizational structure of the 'Cancer Prevention - Graduate School' with its training programme. The Coordinator may but doesn't have to be an applicant of part I. The training and seminar programme should be overarching for the whole Graduate School and address the three research areas of part I. The coordinator will closely collaborate with the National Cancer Prevention Center (NCPC) in Heidelberg since the Graduate School will be part of the prevention outreach programme of the NCPC. Cooperation with universities and other institutions involved in cancer prevention research also outside the Graduate School will be possible and supported. The coordinator is also responsible for preparing an evaluation plan for the Graduate School. Coordination of the Graduate School is funded separately from the projects/studies in part I.

Deutsche Krebshilfe expects high quality applications and internationally competitive and pioneering and sustainable research ideas, following strictly all criteria given in these guidelines. We encourage also projects/studies addressing digital processing/machine learning/artificial intelligence.

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General Comments

Applicants

Applications (part I and/or II) are not accepted from members of profit-making organisations, from persons living and working outside of Germany or from persons not permitted to publish results in a generally accessible form. The Graduate School must consist of a network of universities or equivalent higher education institutions with the **right to confer doctoral degrees**.

Roles/Functions of the involved persons:

Part I: Scientific Trials/Research Projects (CPGS)

- Applicant(s) - Project leader of the scientific trial/research project: responsible for the application and later - in case of approval - trial/project realisation. The Applicant(s) is/are the PhD supervisor of the graduate student(s). The Applicant(s) is/are also part of the teaching body of the Graduate School even if they don't apply for the coordinator's position (for details, refer to section C.2.6). The applicant(s) must ensure that the graduate student(s) can proceed with the trials/projects, that teaching lessons/seminars can be provided also to the other graduate school participants and that cooperations with other departments/institutions/universities are possible.
- Advisor of the graduate student(s): The advisor of the graduate student(s) may be the applicant or a suitable person for this purpose. He or she will develop content of specific teaching and seminars and will therefore also be part of the teaching body of the Cancer Prevention Graduate School.
- Graduate Student(s) conduct the scientific trial/research project, take part in training and teaching sessions and seminars and is/are therefore part of the student body of the Cancer Prevention Graduate School.

Part II: Coordinator of the 'Cancer Prevention - Graduate School (CPGS)'

- Applicant - Coordinator of the Graduate School: The Coordinator may but does not have to be an applicant of part I. The Coordinator develops the training and seminar programme, which should be overarching for the whole Graduate School and address the three research areas of part I. The coordinator will closely collaborate with the National Cancer Prevention Center (NCPC) in Heidelberg since the Graduate School will be part of the prevention outreach programme of the NCPC. Cooperation with universities and other institutions involved in cancer prevention research also outside the Graduate School will be possible and supported. The coordinator is also responsible for preparing an evaluation plan for the Graduate School.

Funding

Funding is provided for the graduate's scientific trials/research projects (part I). A total of up to 15 graduate projects/studies can be funded. The funding includes the financing of one or more doctoral positions and adequate material/consumables. Funding by Deutsche Krebshilfe covers three years. However, the financing of a fourth year as an own contribution of the applying institution is expected. Separate funding is provided for the coordination of the Graduate Programme (part II).

Evaluation Procedure

The procedure for application and evaluation consists of three steps. Prospective applicants must submit a letter of intent to Deutsche Krebshilfe by **15 Feb 2021**, 13:00. Project outlines must be submitted by **15 Mar 2021**, 13:00. If the evaluation of the project outline is favourable, full applications must be submitted by **30 Aug 2021**, 13:00 to Deutsche Krebshilfe.

The project outlines and applications submitted will be evaluated by an international committee of experts. For this reason, all project outlines and applications must be written in English. However, we ask you to submit the 'Project Title', the 'Summary', the 'Summary of requested funding' and the name of institutions of all applicants **also** in German. The requirements for project outlines and full applications are described in detail within the following sections.

Note: Contacting members of the reviewer committee in the context of the evaluation of the application, can be interpreted as an attempt to influence their decisions and will lead to termination of the evaluation process.

The Letter of Intent (LOI) is to be sent as a pdf per email. All other required documents must be sent with the post to the Geschäftsstelle (headquarter) of the Deutsche Krebshilfe at the following address:

Stiftung Deutsche Krebshilfe
Abteilung Förderung
Buschstraße 32
53113 Bonn

Within two weeks of receipt of the letters of intent, project outlines and full applications by the Deutsche Krebshilfe, the lead applicant will receive a written confirmation of receipt. If you fail to receive confirmation of receipt, please send an email to the Bereich Förderung (Funding Department) of the Deutsche Krebshilfe (foerderung@krebshilfe.de), giving the full trial/project title and your telephone number.

Information on the processing of your personal data

Information on the processing of your personal data can be found on our homepage at www.krebshilfe.de/datenschutz and in the corresponding form attached to this guideline. The form - signed by all applicants - must be enclosed with the application documents. You will also find the form in electronic form on our homepage (<https://www.krebshilfe.de/forschen/formulare-merkblaetter/antrag-stellen/>.)

If you have any questions, please contact:

Andrea Klein, 0228 / 72990-206, e-mail: andrea.klein@krebshilfe.de

Tatiana Hesse, 0228 / 72990-209, e-mail: hesse@krebshilfe.de

A. Guideline for Letter of Intent (LOI)

You are requested to notify Deutsche Krebshilfe of your intent to submit an application. This notification has to be provided by a letter in pdf format no later than **15 Feb 2021, 13:00**. Deutsche Krebshilfe office acknowledges receipt of every Letter of Intent (LOI) by email within two weeks.

The Letter of Intent (LOI) should be sent by email to:

foerderung@krebshilfe.de

Subject: 'Cancer Prevention - Graduate School (CPGS) - LOI'

If your application involves several applicants, please indicate the lead applicant. Deutsche Krebshilfe will regard the lead applicant as the person assigned for corresponding with Deutsche Krebshilfe on behalf of all applicants.

The Letter of Intent (LOI) must include:

1. Contact information on the lead applicant: full name, academic degree, institution (in German), full address, phone, fax and email-address
2. Information on all remaining applicants: full name, institution (in German), place

Part I: Scientific Trials/Research Projects (CPGS)

3. The trial/project title in English
4. The trial/project title in German
5. Concerning topics (at least two):
 1. Public Health and Social Impact Research
 2. Communication Research
 3. Biological Mechanisms of Carcinogenesis/Genetic Predisposition/Biomarkers

Part II: Coordinator of the 'Cancer Prevention - Graduate School'

Please state if you apply for the position of the Coordinator of the Graduate School. The Coordinator may but doesn't have to be an applicant of part I.

Each scientific trial/research project within the Graduate School (part I) should consist on an interdisciplinary approach that addresses at least two of the above mentioned research fields in an innovative way.

The Letter of Intent (LOI) must be signed by the lead applicant.

Please note that this Letter of Intent (LOI) is a **prerequisite for submission of an application**, i. e. project outlines will only be accepted from applicants who submitted a Letter of Intent earlier.

Information on the processing of your personal data

Information on the processing of your personal data can be found on our homepage at www.krebshilfe.de/datenschutz and in the corresponding form attached to this guideline. The form - signed

by all applicants - must be enclosed with all application documents (LOI, project outline, full application). You will also find the form in electronic form on our homepage (<https://www.krebshilfe.de/forschen/formulare-merkblaetter/antrag-stellen/>).

No legal claim for funding can be derived from the submission of an application. The applicant has no claim that a submitted application should be returned.

B. Guideline for Project Outlines

Please submit **2 copies** of the project outline (one unbound version with original signatures and one bound copy) no later than **15 Mar 2021, 13:00** to the office of Deutsche Krebshilfe (e-mails and faxes are NOT accepted). Deutsche Krebshilfe reserves the right to refuse and send back incomplete applications or applications, which have not been prepared according to the guidelines. Therefore, we urge you to address all points in the guidelines. Please use the section numbers as below, with the corresponding titles. If a section or point is not applicable, please designate it with 'not applicable', adding a brief explanation if necessary.

We ask you to also include an electronic data medium (CD-ROM, USB-Stick) with the following files:

- The complete application as **one single** pdf-file, including signatures and attachments (maximum 8 MB) Please note, that the hard copy application must match the application you submit electronically word-for-word.
- Information on sections C.1.2, C.2.1 and C.2.4 ('Address Information', 'Title' and 'Summary') as a Word- or RTF-document

Please submit all required documents in writing by post to the office of Deutsche Krebshilfe:

Stiftung Deutsche Krebshilfe
Abteilung Förderung
Buschstraße 32
53113 Bonn

Within two weeks of receipt of the documents by the Deutsche Krebshilfe, the lead applicant will receive a written confirmation of receipt, together with a reference number. If you fail to receive confirmation of receipt, please send an e-mail to the Bereich Förderung (Funding Department) of Deutsche Krebshilfe (foerderung@krebshilfe.de), giving the full trial/project title and your telephone number.

Deutsche Krebshilfe retains the right to check for duplicate funding by providing other external funding organisations with the applicant's information (name, theme and objective of the scientific trial/research project).

Keep your application short and concise. Observe all given page limits (1 page corresponds to: 1 DIN A 4 page, single spaced, equivalent font to Arial, size 11pt).

No legal claim for funding can be derived from the submission of an application. The applicant has no claim that a submitted application should be returned.

Based in part on the Applicants' Guidelines for Full Applications (section C), we ask you to arrange the project outline as follows, using the given reference numbers:

1. General information

Include all information from section C.1 of the guidelines for full applications.

2. Part I: Scientific Trial/Research Project (CPGS)

Funding is provided for scientific trials/research projects that are suitable for obtaining a doctoral degree.

Title of the scientific trial/research project in English and German
(not more than 160 characters, including commas and spaces).

2.1 Concerning topics

1. Public Health and Social Impact Research
2. Communication Research
3. Biological Mechanisms of Carcinogenesis/Genetic Predisposition/Biomarkers

Each scientific trial/research project within the Graduate School should consist on an interdisciplinary approach that addresses at least two of the above mentioned research fields in an innovative way.

2.2 Trial/Project summaries in English and German

(max. 1/2 page)

Summary of the planned scientific trial/research project stating the main objectives of the trial/project. Please do not insert any figures, graphs, footnotes or references to other sections of the application or the list of publications in the summary.

2.3 Study synopsis (if applicable)

In case your project is a scientific trial, we ask you for a tabular study synopsis. Include all information from section C.2.3.

2.4 Concise description of the proposed graduate's project/trial

(max. 4 pages)

Provide information on background, preliminary work, expected results/benefit, plan of investigation (study design, target population etc.).

Provide also the name of the advisor(s) of the graduate student(s), including the following signed statement: "In case of a favourable evaluation of this project outline, I would fully support a full application and my commitment as an advisor within the Graduate School according to the terms of the Applicants' Guidelines." The applicant may assume the role of advisor or nominate a suitable person for this purpose.

If statistical analyses are planned in the context of the trial/project, professional statistical expertise should be included. Please provide information from section C.2.8.4 of the guidelines for full application at this point.

2.5 Financial summary

In case of approval the funding includes the financing of one or more doctoral position(s) and adequate consumables required to conduct the trial/project. Funding by Deutsche Krebshilfe covers three years. However, the financing of a fourth year as an own contribution of the applying institution is expected.

Funds that go beyond this envisaged amount can be applied for in principle, but must be justified in detail and are only approved in exceptional cases.

Travel costs within the framework of the Graduate School (exchange programme, meetings, courses) are financed separately and should not be applied for here.

Please give a rough estimate of the costs for the entire trial/project (staff, consumables etc.) (max. ½ page).

3. Part II: Coordinator of the 'Cancer Prevention - Graduate School'

It is also encouraged to apply as Coordinator for the organizational structure of the 'Cancer Prevention - Graduate School ' with its training programme. The Coordinator may but does not have to be an applicant of part I.

Participants of the Graduate School will be graduate students (student body of the Graduate School) as well as the applicants and advisors who are part of the funded research teams (part I) and others (teaching body of the Graduate School). The student body will have an interactive exchange. Project leaders are expected to host graduate students of the School from other projects funded in part I for special training e.g. in the methodology or cooperative projects for a certain period of time. It is also intended that the teaching body being formed by the project leaders, advisors and others builds a network via an exchange platform to support interactivity.

The Coordinator of the Graduate School is expected to organize the student exchange programme as well as to develop an overarching training and seminar programme for the Graduate School. The coordinator will closely collaborate with the National Cancer Prevention Center (NCPC) in Heidelberg since the Graduate School will be part of the prevention outreach programme of the NCPC. Cooperation with universities and other institutions involved in cancer prevention research also outside the Graduate School will be possible. The coordinator is also responsible for preparing an evaluation plan of the Graduate School.

As a rough guideline, the programme should span 4 years, include a maximum of 15 graduate students and about the same number of advisors from different institutions.

By being part of the Graduate School, graduate students will have the chance to gain an overview of the field of cancer prevention that goes beyond their respective core research topics. Thereby they should be able to obtain a broader professional qualification. **The curriculum must therefore cover all areas in the field of cancer prevention research.**

If you apply for the position of the coordinator of the Graduate School, please note, that the coordinator must occupy a permanent position as full-time professor at an university or equivalent higher education institution with the right to confer doctoral degrees.

In your vision for the Graduate School please give brief statements on the following points:

3.1 Curriculum and qualification programme based on this curriculum

(brief overview on the sections in the field of cancer prevention that will be addressed)

3.2 Teaching methods

(blended learning, e-learning, face-to-face-events, summer schools, etc.)

3.3 Concept

(centralized/decentralized concept, location(s) of the Graduate School, etc.)

3.4 Evaluation of the Graduate School

3.5 Financial Summary

You can apply for funding in order to receive administrative support for the coordination of the graduate programme. Please give a rough estimate of the costs for establishing and organizing the Graduate School (staff, consumables etc.) (max. ½ page).

Travel costs within the framework of the Graduate School (exchange programme, meetings, courses) are financed separately and should not be applied for here.

4. Signatures and attachments

4.1 Signatures of all applicants

4.2 CVs and publications

Curriculum Vitae (max. 1 page of each applicant) and list of most relevant publications (max. 10 publications of each applicant).

4.3 Collaboration partners

List of all collaboration partners (name, institution, place) and a letter of intent from each collaboration partner (digital signatures are sufficient for project outlines). If the collaborations are related to the recruitment of probands, please provide the case number estimates for each cooperation partner in addition to a promise of cooperation.

4.4 Information on the processing of your personal data

The data protection information sheet (attachment) must be signed by each applicant. You will also find the form in electronic form on our homepage (<https://www.krebshilfe.de/forschen/formulare-merkblaetter/antrag-stellen/>.)

C. Guideline for Full Applications

If the evaluation of the project outline is favourable, full applications must be submitted by **30 Aug 2021**, 13:00 to Deutsche Krebshilfe.

Keep your application short and concise. Observe all given page limits (1 page corresponds to: 1 DIN A 4 page, single spaced, equivalent font to Arial, size 11pt).

Please submit **2 copies** of the application (one unbound version with original signatures and one bound copy) no later than **30 Aug July 2021**, 13:00 to the office of Deutsche Krebshilfe (e-mails and faxes are NOT accepted). Deutsche Krebshilfe reserves the right to refuse and send back incomplete applications or applications, which have not been prepared according to the guidelines. Therefore, we urge you to address all points in the guidelines. Please use the section numbers as below, with the corresponding titles. If a section or point is not applicable, please designate it with 'not applicable', adding a brief explanation if necessary.

We ask you to also include an electronic data medium (CD-ROM, USB-Stick) with the following files:

- The complete application as **one single** pdf-file, including signatures and attachments (maximum 8 MB) Please note, that the hard copy application must match the application you submit electronically word-for-word.
- Information on sections C.1.2, C.2.1 and C.2.4 ('Address Information', 'Title' and 'Summary') as a Word- or RTF-document.

Please submit all required documents in writing by post to the office of Deutsche Krebshilfe:

Stiftung Deutsche Krebshilfe
Abteilung Förderung
Buschstraße 32
53113 Bonn

Within two weeks of receipt of the documents by the Deutsche Krebshilfe, the applicant/principal investigator will receive a written confirmation of receipt, together with a reference number. If you fail to receive confirmation of receipt, please send an e-mail to the Bereich Förderung (Funding Department) of Deutsche Krebshilfe (andrea.klein@krebshilfe.de), giving the full trial/project title and your telephone number.

No legal claim for funding can be derived from the submission of an application. The applicant has no claim that a submitted application should be returned.

1. General Information

1.1 Table of contents with page numbers

Please indicate each section with page numbers, using all reference numbers and corresponding titles as given in these guidelines.

1.2 Information on applicant(s)

PLEASE NOTE:

- Applications are not accepted from members of profit-making organisations, from persons living and working outside of Germany or from persons not permitted to publish results in a generally accessible form.
- If your application involves several applicants, please indicate the lead applicant. Deutsche Krebshilfe will regard the lead applicant as the person assigned for corresponding with Deutsche Krebshilfe on behalf of all applicants.

1.2.1 Address Information in English

All applicants are expected to provide the following information:

- First name, surname, academic degree, date of birth
- Full name of the institution/organisation
- Postal address
- Telephone and fax numbers, e-mail address
- Reference numbers of all previous applications to Deutsche Krebshilfe for project funding

If you apply for the position of the coordinator of the Graduate School, please note, that the coordinator must occupy a permanent position as full-time professor at a university or equivalent higher education institution with the right to confer doctoral degrees.

Please inform us at once if you change your address.

1.2.2 Address Information in German

Provide the full name of the institution/organisation of each applicant also in German.

2. Part I: Scientific Trials/Research Projects (CPGS)

2.1 Title of the scientific trial/research project in English and German

(not more than 160 characters, including commas and spaces)

2.2 Key words

Please indicate at least the main areas of content and if applicable entity(ies) to be investigated as well as the methodology to be used.

2.3 Study synopsis (if applicable)

Principal Investigator	Name, Institution
Trial/Project title in English	(max. 160 characters)
Trial/Project title in German	(max. 160 characters)
Objective(s)/Hypotheses	Which principal research questions are to be addressed? Clearly specify the primary hypotheses of the trial.
Outcome(s)	<ul style="list-style-type: none"> • Primary endpoint(s) • Key secondary endpoint(s)
Study/Target population	<ul style="list-style-type: none"> • Key inclusion criteria • Key exclusion criteria
Sample size	Specify the sample size and its rationale.
Data collection	<ul style="list-style-type: none"> • Type of data • Main instruments/methods for data collection • Explanatory/main response variables
Study design	e.g. experimental, observational (case-control, cohort, ecological ...)
Statistical analysis	<ul style="list-style-type: none"> • Main procedures/analytical tools • Possible confounders/effect modifiers
Main benefit/output	Expected result in terms of main benefit for cancer patients
Participating centres/collaborators and participating cancer registries	Brief list of all involved collaborators (name of institution, place)

2.4 Scientific Trial/Research Project Summary

2.4.1 Scientific Trial/Research Project summary in English

Please give a short description of the whole scientific trial/research, including the aims and objectives. The summary must not be longer than 1 page. It will be included in the submissions for the expert committees and advisory boards. The summary should therefore be understandable even without knowledge of the entire application.

2.4.2 Scientific Trial/Research Project summary in German

(German translation of the above)

2.5 Information on the proposed scientific trial/research project

This section must not exceed 12 pages.

2.5.1 Background/State of the art

Give a brief description of the primary research focus or foci of the host institutes, in order to illustrate the setting in which the research will take place. Summarise the relevant literature, from which the research question for the current application emerges. Which oncological/preventional problem is to be addressed? What is the novel aspect of the proposed scientific trial/research project? Which principal research questions are to be addressed? Bring them into order indicating major and minor motivations/starting hypotheses of the investigation planned.

Please also set your scientific trial/research project into a broader context. Which studies have already been conducted and what is the relevance of their results? Give references to any relevant systematic review(s) and/or feasibility studies, relevant previous/ongoing research. However, the text should be comprehensible without reading the cited articles.

2.5.2 Own preliminary work

Preliminary work of the applicants should be specified completely, including a description of expertise and capacities in managing scientific trials/research projects.

You might also like to refer to the most important publications of the applicant(s) which are specifically related to the subject or methods of the proposed scientific trial/research project. However, a complete list of the current publications of the applicant(s) should be added as an attachment to your proposal (see section C.5.2).

2.5.3 Expected results / main benefit of the scientific trial/research project

Present a brief description of the objectives, hypotheses as well as the outcomes of the planned scientific trial/research project and give statements on the following: Are the chosen endpoints/outcome measures suitable? What is the perspective after your scientific trial/research project is finished?

2.5.4 Plan of investigation/work programme

The work programme describes the planned scientific trial/research project in detail. It is to be divided into sub-projects, which are necessary to achieve the objectives of the project.

The work programme should also address the risks involved in achieving the objectives and the corresponding possible consequences/alternative strategies (e.g. "modification of the work programme" or "discontinuation of the trial/project").

All methods used in the scientific trial/research project must be mentioned and - except standard methods - briefly described (reference to publications where appropriate). It should also be made clear why the methods used (quantitative, qualitative, mixed-methods) were chosen and to what extent they are suitable for adequately answering the question posed. Explain also which methods are already available, which ones are to be developed and which help is needed outside the own working group.

Give detailed information on the following criteria (if applicable):

- Study population
- Study design
- Data collection
- Outcome measures
- Sample size calculation
- Statistical analyses
- Possible bias/confounders
- Quality assurance within the study

If statistical analyses are planned in the context of the scientific trial/research project, professional statistical expertise should be included. Please refer to point C.2.8.4 of this guideline.

Each scientific trial/research project within the Graduate School (part I) should consist on an interdisciplinary approach that addresses at least two of the above mentioned research fields in an innovative way.

Please note: The quality of this part of your application is of critical importance in deciding whether the project deserves funding.

2.5.5 Time schedule and milestones

Present a time-table/flow chart/Gantt-chart of the scientific trial/research project. Comprehensible, measurable milestones must be defined within this time-table, especially, if the following work is based on the results of a subproject. The Deutsche Krebshilfe reserves the right - in case of approval - to make funding for individual project phases dependent on the successful achievement of defined milestones (e.g. recruitment target).

2.6 Obligatory information on participation in the Graduate School

As stated in the call for application, Deutsche Krebshilfe intends to initiate a 'Cancer Prevention Graduate School'. This Graduate School will be established through the network of funded trials/projects (Part I of this call). Participants of the Graduate School will be graduate students (student body) as well as the project leaders and the advisors of the graduates, if not the same person (teaching body).

Therefore, each application must contain the following information/statements:

- a) Provide also the name of the advisor of the graduate student, including the following signed statement: "In case of a favourable evaluation of this project outline, I would fully support a full application and my commitment as an advisor within the Graduate School according to the terms of the Applicants' Guidelines." The applicant may assume the role of advisor or nominate a suitable person for this purpose.
- b) A support concept of the advisor for the graduate student. Note that a framework must be established that enables the doctoral researcher to produce independent research findings with international visibility and to obtain a doctoral degree.
- c) The previous training experience of the advisor as well as the applicant if not the same person (number of PhD students, diploma students).

- d) Following statements/declarations of the advisor respectively the applicant:
- A declaration of the applicant(s) that the graduate student will be able to spend in total 3 months (2 x 6 weeks or 1 x 3 months) at another institution within the framework of the Graduate School or at a partner institution abroad during the training period.
 - A declaration of the applicant(s) that the graduate student will participate in the modules of the Graduate School.
 - A declaration that the applicant(s) will participate in one annual retreat and one annual scientific meeting of the Graduate School.
 - A declaration that the advisor and the applicant(s) are prepared to act as mentors for the graduate student of another institution and are prepared to host a graduate student at their institution for a period up to 3 months.
 - A declaration that the applicant(s) is/are prepared to teach within the Graduate School (please indicate your preferred teaching area(s) within cancer prevention).
 - A statement whether the applicant(s) is/are interested in participating in the governing board of the Graduate School.
- e) Signature of the advisor.

2.7 Requested Funding

The funding per scientific trial/research project includes the financing of one or more doctoral position(s) (funded as a 65 %-position (TV-L E13)) and adequate material/consumables. Funding by Deutsche Krebshilfe covers three years. However, the financing of a fourth year as an own contribution of the applying institution is expected.

Travel costs within the framework of the Graduate School (exchange programme, meetings, courses) are financed separately and should not be applied for here.

2.7.1 Graduate's position(s)

PLEASE NOTE: The graduate's position(s) will be funded as 65 %-position(s) (TV-L E13).

2.7.2 Funds for consumables

Please describe the consumables, with the total costs in € of each item requested.

Funds that go beyond this envisaged amount can be applied for in principle, but must be justified in detail and are only approved in exceptional cases.

2.7.3 Further Personnel resources

The following information is needed:

- Designation of the requested position (e.g. 'Scientific Assistant', 'Technician', 'Doctoral Student', 'Physician')
- The requested duration of employment (e.g. 'for 3 years')
- The salary grade according to the Wage Agreements for Public Employees (TVöD, TV-L, TV-Ä; please do **not** give payments in Euros for staff members, Cancer Aid Office will calculate the necessary personnel funds)
- An exact description of the duties of each position requested (a reference to the work schedule is not sufficient)

2.7.4 Funds for equipment/non-recurring investments

In particular, this includes scientific instrumentation. The following information is required:

- The name of the equipment or instrument
- Purchasing price in € including VAT, deducting discounts, together with a current tender or cost estimate from a possible supplier (copies of company catalogues or an Internet page are not accepted)
- A detailed explanation of why you need the requested instruments to perform the scientific trial/research project, with reference to currently available equipment

Please bear in mind that Deutsche Krebshilfe does not in principle fund instruments which are part of the basic equipment of an institute or hospital (e.g. computers, printers, office software etc.).

2.7.5 Travel expenses

Funds can be requested for travel which is absolutely essential for the successful completion of the scientific trial/research project. If you are applying for travel expenses, please state the amount and rationale (number of persons, estimated amount each way etc.) on each position and justify the necessity. Travel costs within the framework of the Graduate School (exchange programme, meetings, courses) are financed separately and should not be applied for here.

2.7.6 Other costs

These include, for example, commissions to third parties. In these cases, include an offer of the third party with detailed descriptions of tasks carried out.

2.7.7 Summary of requested funding (in English)

Application period: x years

Personnel:

1 Doctoral Student, TV-L 13 (65 %), for x years

Equipment (non-recurring):

1	<u> </u> Instrument	€	<u> </u>
1	<u> </u> Instrument	€	<u> </u>
		€	<u> </u> TOTAL

Consumables:

- For	€	<u> </u>
- For	€	<u> </u>
	€	<u> </u> TOTAL

Travel expenses:

- For travels to collaboration partners	€	<u> </u>
	€	<u> </u> TOTAL

Other costs:

- For	€	<u> </u>
	€	<u> </u> TOTAL

2.7.8 Summary of requested funding (in German)

Beantragte Förderungsdauer: x Jahre

Personalmittel

1 Wiss. Mitarbeiter/in (Doktorand/in), TV-L 13 (65 %-Stelle), für x Jahre

Investitionsmittel (einmalig)

1	Gerät	€	
1	Gerät	€	
		€	TOTAL

Mittel für Verbrauchsmaterialien

- Für	€	
- Für	€	
	€	TOTAL

Reisemittel

- Für Reisen zu Kooperationspartnern	€	
	€	TOTAL

Mittel für Sonstiges

- Für	€	
	€	TOTAL

2.8 Prerequisites for carrying out the scientific trial/research project

2.8.1 Your team

Please indicate name, academic degree and professional position of all participants (scientists, assistants, employees) who may work on the planned scientific trial/research project. Please give a short and well-defined description of the duties of each project participant. Indicate the contribution of each project participant to the project, including applicant(s), as percentage of their working hours.

2.8.2 Collaborations

Please only name those scientists, physicians, health insurance companies or other collaboration partners with whom you have or have agreed on specific collaboration in the scientific trial/research project. Include a signed statement of intent of each collaboration partner in section C.5.5.

2.8.3 Collaboration with companies

Please state whether you are cooperating with an industrial partner as part of the planned scientific trial/research project and, if so, to what extent. Written agreements with industrial partners must be attached to the application documents in section C.5.5. Please note, that the project management must have exclusive ownership of all data. The design, conduct, recording and reporting of the scientific trial/research project has to be under the control of the project management. Please see also our Conditions for Cooperation with Industry in section D.3.

2.8.4 Statistical expertise

A statistician, biometrician or scientist with corresponding qualifications must be closely involved where necessary. Please state the name, institution and qualification of the responsible statistician/scientist. In case he/she is not an applicant, please include a signed statement in section C.5.5.

2.8.5 External data sources

In case you plan to include external data sources for your scientific trial/research project, please give written proof that they are available for the scientific trial/research project. If applicable, include the statement of the collaborators in section C.5.5.

2.8.6 Your institution's contribution to basic equipment

Please indicate the contribution of the participating institution(s) to the basic equipment (e.g. provision of personnel, of funds for consumables or of equipment for the planned scientific trial/research project).

In this context, the application must be accompanied by a confirmation that the institution will finance a 4th year of the scientific trial/research project in own contribution.

2.8.7 Contribution of the applicant(s) to the scientific trial/research project (in percent of working time)

2.9 Further particulars

2.9.1 Statement of the ethics committee (if necessary)

A statement on the planned scientific trial/research project from the ethics committee of your institution is necessary, if investigations are to be performed in individual persons (e.g. qualitative interviews, if individual personal data are involved), or if human material (e.g. blood or tissue sample) is used. The statement of the ethics committee must make it clear that there are no reservations about conducting the scientific trial/research project applied for funding by Deutsche Krebshilfe. Include the statement of the ethics committee as an attachment or, if applicable, write that the ethics committee statement will be submitted subsequently. Approval of the scientific trial/research project by the ethics committee must be available before the start of the project funding.

If several sites are involved in the scientific trial/research project for which funding is requested, corresponding statements from the responsible ethics committees may have to be presented.

2.9.2 Third party funding

A list of all third party funding for other **current** projects which the applicants receive at the time of the application (containing each project title, the source of funding, the duration, start and end date of funding). Please also list all planned projects for which you have applied for funding, each with the project title and the funding organisation to which you have applied. In case of a potential overlap with the current application, please give a short explanation (two sentences) how the projects differ from each other.

3. Part II: Coordinator of the 'Cancer Prevention - Graduate School'

The Coordinator may but does not have to be an applicant of part I.

3.1 General information and statement

- Indicate the name and institution of the applicant who is applying for the coordinator position. Please note, that the coordinator of the Graduate School must occupy a permanent position as full-time professor at a university or equivalent higher education institution with the right to confer doctoral degrees.
- Provide reasons (e.g., qualification, motivation) for applying for this position and how much of your working time (in %) you will be able to invest in the coordination of the programme.

3.2 Outline of the Graduate School

The coordinator of the graduate programme will be responsible to establish the organisation and content of the programme in collaboration with the (yet unknown) network of funded project teams (from part I). Each project team will contribute to the programme with graduate students, advisors and project leaders (see also section C.2.6). As a rough guideline, the programme should span 4 years, include a maximum of 15 graduate students and about the same amount of project leaders from different institutions.

By being part of the Graduate School, graduate students will have the chance to gain an overview of the field of cancer prevention that goes beyond their respective core research topics. Thereby they should be able to obtain a broader professional qualification. **The curriculum must therefore cover all requested areas in the field of cancer prevention research.**

3.2.1 Establishing the programme

State how you would coordinate the process of establishing the programme in collaboration with the project leaders/supervisors from the (yet unknown) network of project teams.

3.2.2 Curriculum

Give your brief vision and an idea for the teaching curriculum as well as a qualification programme based on this curriculum (max. 4 pages)

3.2.3 Concept

Describe the concept of the graduate programme in general (e.g. centralized/decentralized)

3.2.4 Methods of learning

Describe the methods of learning (e.g. blended learning/e-learning/summer schools)

3.2.5 Mentoring programme

Describe a mentoring programme (if planned)

3.2.6 Networks

State how to develop a network of graduate students with regular contact and exchange. Please give also information on how to develop a network of participants of the teaching body of the Graduate School (exchange platform to support interactivity).

3.2.7 Participation of the Graduate Students

Describe the opportunities for graduate students to participate in the design and organization of the graduate school.

3.2.8 Collaborations

Give a statement on possible collaborations with the National Cancer Prevention Center (NCPC) in Heidelberg and Cooperations with universities and other institutions, which might be outside the graduate school (e.g. integration of (international) visiting researchers). Includes signed statements of intent of each collaboration partner in section C.5.5.

3.2.9 Future Vision

Give a future vision for the Graduate School - How could sustainability of the Graduate School and of the developed networks be achieved after funding of Deutsche Krebshilfe?

3.2.10 Exemplary implementation plan

Although the participating project teams are not yet known, we ask you to work out an exemplary table listing courses, including type, duration, frequency, contents and location, which fits to your vision and statements above and gives the reviewers an idea how you will realise the implementation of the graduate school.

3.3 Evaluation of the graduate school

The coordinator of the graduate school is also the responsible for preparing the evaluation of the Programme. Please comment on the criteria that will be used to evaluate the success of the graduate school (e.g. scientific success within an international context and the career development of researchers who have completed their degrees within the graduate programme) and on the standards of comparison. How will relevant data for the evaluation be collected and documented?

3.4 Requested funding for coordination of the graduate programme

You can apply for funding in order to receive administrative support for the coordination of the graduate programme. State a summary in German and English of requested funding in line with the formal instructions in section C.2.7. Furthermore, give for each requested position (staff, consumables, travel etc.) a detailed justification. If you require administrative personnel, provide a detailed description of tasks.

Travel costs within the framework of the Graduate Programme (exchange programme, meetings, courses) are financed separately and should not be applied for here.

4. Declaration and Signatures

4.1 Declaration

The following declaration must be made:

'No equivalent or thematically similar application has been submitted to any other funding organisation or has already been processed and advocated by any other funding organisation. During the processing of this application by the Deutsche Krebshilfe, I will not submit

any equivalent or thematically similar application to any other funding organisation. Deutsche Krebshilfe reserves the right to inquire at other funding organisations about the submission of this or a similar application and to request further information hereof.'

4.2 Signature(s)

Place, date and original signatures of all applicants.

5. Attachments

The following attachments are to be included with the application.

Please remember to include the attachments with each hard copy of the application as well as within the pdf-version. Regarding the pdf-version, take care to compile one single file, including the whole application, signatures and all attachments.

5.1 Curriculum vitae

Curricula vitae of all applicants, emphasising their scientific careers (table format).

5.2 Current list of publications

Please give a list of all articles published by the applicants within the last five years. Publications which have not yet appeared should be designated as 'in print in...', 'accepted by...' or 'submitted to...'. Manuscripts may be included as an attachment. Please do not include any publications which are still in preparation.

5.3 Approval of the application by the head of the institution

Please attach a signed approval from the director or head of the institution/organisation at which the scientific trial/research project in the application is to be performed. This should clarify that the director or head of the unit has been informed of the application and agrees that the scientific trial/research project can be conducted with participation of the applicant. This approval must not be submitted if the director or head of the unit is himself the applicant. If the scientific trial/research project is to be performed at several institutions/organisations, equivalent approvals may have to be submitted by the heads of all units involved.

5.4 Statement(s) of the ethics committee(s) (if necessary)

These can be submitted later, see section C.2.9.1.

5.5 Letters of Intent by Collaborating Parties

Attach all Letters of Intent by collaboration partners, see sections C.2.8.2, C.2.8.3, C.2.8.4 and C.2.8.5.

5.6 Information on the processing of your personal data

The data protection information sheet (attachment) must be signed by each applicant. You will also find the form in electronic form on our homepage (<https://www.krebshilfe.de/forschen/formulare-merkblaetter/antrag-stellen/>.)

5.7 The fully completed and signed form 'Genetic engineering work at safety levels 1 and 2', if applicable

If genetic engineering work is envisaged, please enclose the fully completed and signed form 'Genetic engineering work at safety levels 1 and 2' as an appendix to the application.

5.8 Further attachments

E.g., reprints and manuscripts, information for study participants, questionnaires

6. Further information

We wish to point out that the acceptance of funding obligates the recipient(s) to comply with the rules of good scientific practice. The rules of good scientific practice are described in detail in the User guidelines of research funds from the German Research Foundation (DFG reprints 2.01 and 2.02). In the event of scientific misbehaviour, sanctions may be taken. In particular, scientific misbehaviour is present when false information is supplied in a scientific context, either deliberately or as the result of gross negligence, the intellectual property of others is violated or their research work is impaired. The circumstances of the individual case are decisive.

Deutsche Krebshilfe retains the right to check for duplicate funding by providing other external funding organisations with the applicant's information (name, theme and objective of the project).

No legal claim for funding can be derived from the submission of an application. The applicant has no claim that a submitted application should be returned.

Status: 19.11.2020

D. Attachments

1. Hinweise zur Verarbeitung Ihrer personenbezogenen Daten

Die Stiftung Deutsche Krebshilfe nimmt den Schutz Ihrer personenbezogenen Daten sehr ernst. Deshalb möchten wir Sie darüber informieren, welche personenbezogenen Daten wir nach der jeweiligen Zweckbestimmung erheben und verarbeiten werden.

Was versteht man unter personenbezogene Daten?

"Personenbezogene Daten sind alle Informationen, die sich auf eine identifizierte oder identifizierbare natürliche Person beziehen. Als identifizierbar wird eine natürliche Person angesehen, die direkt oder indirekt, insbesondere mittels Zuordnung zu einer Kennung wie einem Namen, zu einer Kennnummer, zu Standortdaten, zu einer Online-Kennung oder zu einem oder mehreren besonderen Merkmalen, die Ausdruck der physischen, physiologischen, genetischen, psychischen, wirtschaftlichen, kulturellen oder sozialen Identität dieser natürlichen Person sind, identifiziert werden kann." (DSGVO Artikel 4 – Begriffsbestimmungen 1.

Im Rahmen der Antragsbearbeitung verarbeiten wir Ihre Daten nach Artikel 5 und Artikel 6 Abs. 1 (a, f); Abs. 4 DSGVO. Dabei handelt es sich zum Beispiel um:

- Vorname, Name akademischer Grad, Geburtsdatum
- Vollständige Bezeichnung der Institution
- Postanschrift
- Telefon- und Faxnummer, E-Mail-Adresse usw.

Wir möchten Sie ausdrücklich darauf hinweisen, dass Ihre personenbezogenen Daten für wissenschaftliche und historische Forschungszwecke oder für statistische Zwecke gespeichert werden. Außerdem werden Ihre Unterlagen an externe Gutachterinnen und Gutachter zur Prüfung weitergeleitet. Um eine mögliche Doppelförderung auszuschließen, behält sich die Stiftung Deutsche Krebshilfe das Recht vor, Anfragen an andere Fördereinrichtungen unter Angabe der Namen der Antragstellenden und des Projekttitels zu stellen. Weiterhin möchten wir Sie darüber informieren, dass wir über bewilligte Förderprojekte sowohl in unserem Jahresbericht als auch auf unserer Homepage Auskunft geben werden. Hierfür ist es wichtig, dass Sie uns am Ende dieses Merkblattes mit Ihrer Unterschrift auch Ihre Einwilligung bekunden. (DSGVO Art. 6 Abs. 1 und Abs. 4; BDSG § 49).

Wir möchten Sie ebenfalls auf Ihr Widerspruchsrecht hinweisen gemäß DSGVO Art. 21 Abs. 4 und Abs. 6.

Verantwortliche Stelle im Sinne des Datenschutzrechts ist die Stiftung Deutsche Krebshilfe, Buschstr. 32, 53113 Bonn. Dort erreichen Sie auch unseren Datenschutzbeauftragten. Weitere Informationen u. a. zu Ihren Rechten auf Auskunft, Berichtigungen und Beschwerden erhalten Sie unter www.krebshilfe.de/datenschutz.

Ort, Datum

Unterschrift aller Antragstellenden

2. Genetic Engineering Studies at Safety levels 1 and 2

Project Title: _____

Applicant: _____

I/we confirm that - in case of the approval of the application - the regulations of the Law on the Regulation of Genetic Engineering (Law on Genetic Engineering - GenTG) and the relevant ordinances that have been passed will be complied with during the performance of the planned genetic engineering studies and when working with genetically modified organisms, as planned in the context of the above project. I/ we declare that the genetic engineering studies will only be performed when the official approvals are available, as required in this law and in the relevant ordinances that have been passed. If demanded, these must be presented to the Deutsche Krebshilfe. I/we declare that no genetic engineering studies of safety levels 3 or 4 will be performed. The responsible project manager - in accordance with GenTG - will be informed of the planned genetic engineering studies.

Date	Name	Applicant's Signature	Signature of Cooperation Partner
_____	_____	_____	_____
-	-	-	_____
_____	_____	_____	_____
-	-	-	_____
_____	_____	_____	_____
-	-	-	_____
_____	_____	_____	_____
-	-	-	_____
_____	_____	_____	_____
-	-	-	_____
_____	_____	_____	_____
-	-	-	_____
_____	_____	_____	_____
-	-	-	_____

3. Cooperation with Industries

Conditions, which must be fulfilled, when the execution of the scientific trial/research project is essentially dependent on a substance or service produced and provided by a company:

1. Scientific trials/research projects, which are the focus and interest of the industry (e.g. pharmaceutical industry, manufacturers of medical products), are excluded from funding.
2. It must be clearly shown, that the scientific trial/research project could not be executed without the support of the Deutsche Krebshilfe (sole financing by company not possible).
3. During the entire trial/project, the management must be prepared to reveal the complete project financing to the Deutsche Krebshilfe at any time (transparency).
4. Industrial partners are not allowed to influence the trial/project design or execution (no contract research). Nor are they to influence the evaluation and publication of the study results (publication rights).
5. The trial/project management must have data sovereignty.

Please note: Written agreements with industrial partners (e.g. Material Transfer Agreement) must be attached to full applications **not** to project outlines.