

Letter Of Intent (LOI) Instructions

St. Baldrick's Foundation Infrastructure Awards

Each institution may submit one Infrastructure LOI/application each year. Please review the [Grant Guidelines](#) for eligibility. Only applicants who submit an LOI and are approved may submit a full application. The PI will be notified via email if the LOI is approved or rejected. If approved, the PI will then have access to the full application in ProposalCentral.

An LOI, limited to one page, is required and must be uploaded through [ProposalCentral](#). First time users must register as a new user in ProposalCentral to begin the LOI/application process. The PI who submits the LOI should be the same PI that submits the application. Access can be granted to other users by using the “Enable other users to access this proposal” link.

LOI Guidelines

LOI's can be addressed to the St. Baldrick's Foundation Scientific Advisors. The one-page LOI should briefly describe:

- Area of focus of the research project (childhood cancer type or other research focus)
- Relevance of the proposed research project to the mission of St. Baldrick's; to find cures for childhood cancers and give survivors long and healthy lives
- Brief rationale for the proposed research project
- Brief timeline of the progression of research (gant charts preferred)
- The letter must include a statement that the PI followed institutional limited submissions and is the selected applicant to move forward. The Foundation reserves the right to reject any LOIs not approved by institutional limited submissions personnel.
 - EX: I acknowledge St. Baldrick's Foundation's limited submissions policy and have worked with my institution to submit this Letter of Intent.

In addition to the one-page LOI, applicants are required to complete the following sections in ProposalCentral:

- Enter the project title
- Complete a general audience/lay abstract
- Select research focus keyword(s) and general keywords
- Upload PI Biosketch; please use the current NIH template
- Provide PI demographics

Format/Type Requirements

The LOI must be no more than one page. References cited may be included on a second page.

- Times New Roman font (minimum 11 pt)
- 0.5 inch minimum margin
- Only PDF files are accepted

Contact

ProposalCentral customer support: pcsupport@altum.com (800) 875-2562

St. Baldrick's Foundation: Grants@stbaldricks.org (626) 792-8247



**2025 St. Baldrick's Foundation Grant Application
Information and Guidelines for
Infrastructure Awards**

Letter of Intent (LOI) Due: July 8, 2025 5PM ET

Full Proposal Due: August 28, 2025 5PM ET

Award decisions announced by November 30, 2025

Award begins: December 1, 2025 or January 1, 2026 (applicant choice)

ABOUT THE ST. BALDRICK'S FOUNDATION

The St. Baldrick's Foundation is a volunteer and donor powered charity committed to supporting the most promising research to find cures for childhood cancers and give survivors long and healthy lives.

It started with a friendly dare: would you shave your head to raise money for kids' cancer research? What happened next would change the world. This bold act of baldness has gained major momentum, since its start in 2000. Today, we have more than 1,000 head-shaving events taking place around the world, virtually and at pubs, restaurants, schools, churches, parks, firehouses, military bases – you name it. It is our constituents' way of changing the world, in a meaningful way. Volunteers also raise funds through athletic challenges, livestream fundraisers and many other activities.

Since the Foundation's first grants as an independent charity in 2005, St. Baldrick's has invested more than \$356 million in childhood cancer research grants worldwide. It's about collaboration. It's about powerful ideas, big and small. It's about never giving up until we have cures for all kids with cancers.

For more information, please visit StBaldricks.org. You can also search current and past grants at StBaldricks.org/grants.

FUNDING HIGHLIGHTS

The St. Baldrick's Foundation works hard to be sure that every dollar makes the biggest impact possible in childhood cancer research. The Foundation is proud to have received the National Cancer Institute Peer Review Funder designation for selection of grants. The Foundation has held several Research Priorities Summits with many of the country's leading pediatric oncology researchers participating to advise the staff and board of directors on funding priorities.

The St. Baldrick's team and scientific advisors meet regularly to be sure St. Baldrick's funds make the greatest impact on pediatric cancer research.

Current funding priorities are divided into four categories:

- New discovery research
- Translational research and early phase clinical trials
- Phase III clinical trials & infrastructure support of participating institutions (primarily the fall grant cycle)
- Education of new pediatric oncology researchers

In addition to research to understand the biology of childhood cancers and discover leads to more effective treatments, topics of interest include, but are not limited to:

- Adolescents & young adults
- Survivorship, outcomes, and quality of life
- Supportive care
- Epidemiology and pediatric cancer predispositions
- Precision medicine
- Alternative & complementary therapies

FUNDING CYCLES

Spring Grant Cycle

Spring cycle grants are funded based on scientific review. The following programs/categories are available in the Spring Cycle:

- St. Baldrick's Scholars
- St. Baldrick's International Scholars
- Research Grants
- St. Baldrick's Summer Fellows (*no LOI, applications due early February*)

Fall Grant Cycle

Fellows are funded based on scientific review. Infrastructure grants are funded based on need, expected outcomes, and local St. Baldrick's participation, with a strong priority on geographic areas with no other St. Baldrick's funding. The following programs/categories are available in the Fall Cycle:

- Infrastructure Grants

- St. Baldrick's Fellows

Grants will be made according to revenues available.

Infrastructure Grant Award: Eligibility Requirements/Qualifications

These grants are not for a specific research project, but rather for personnel (i.e., a clinical research associate) or resources to allow more research to be done. These grants are intended for institutions with the potential to participate significantly more in childhood cancer clinical trials, but which are smaller or have barriers to greater participation due to a lack of resources. Applications to support Clinical Research Associate (CRA) type positions are preferred. Preference is given to institutions with high needs and low philanthropic support in geographical areas where St. Baldrick's funds are raised. Institutions which do not currently receive other St. Baldrick's grants are also given preference. (Grant will be \$25,000–\$50,000.)

- During each grant cycle, an applicant can only apply once as the lead Principal Investigator.
- Institutions must be located in the United States.
- Applicants need not be American citizens; however, they must work at an academic, medical, or non-profit research institution within the United States.
- Institutions may submit only one (1) new Infrastructure application per year.
 - *Note: The limited submissions policy exception detailed in other program guidelines is not applicable for Infrastructure awards.*
- A program/institution is defined as an entity essentially operating under one management.
- Institutions that are actively involved in (sponsor, promote, or participate in) non-St. Baldrick's head-shaving fundraising events are not eligible to apply for St. Baldrick's funding.
 - St. Baldrick's understands that hospitals and their fundraising agents and organizations cannot control what their many *volunteers* do. Some may undertake head-shaving fundraisers that hospital/agent/organization is not aware of and does not sanction or promote. These activities would not prevent the hospital's researchers from applying for St. Baldrick's grants.
 - The following applies to hospitals, their fundraising agents and organizations as *institutions*. Researchers from hospitals would be ineligible to apply for St. Baldrick's grants if the hospital/agent/organization promotes (advertises, emails, blogs, media stories, social media posts, shares, reshares, likes, tweets, re-tweets or hosts web pages) a non-St. Baldrick's head-shaving fundraiser through any type of marketing, advertising, outreach or public-facing collateral or ancillary materials, or on any channel (television, radio, print, social media, website, etc.), using any content that sponsors, highlights, advocates or recommends a head-shaving event other than St. Baldrick's.
- St. Baldrick's Foundation funds may not be used for human embryonic stem cell research.
- All awards will be payable to the research institution (or to its foundation or funding arm) to administer for the purposes of this grant only.

- All qualified applicants will receive consideration for funding without regard to race, color, ethnicity/national origin, sex, sexual orientation, gender identity or expression, pregnancy, religion, belief and spirituality, age disability status, protected veteran status, or any other characteristic protected by law.
- Applicants should hold at least an M.D./D.O or Ph.D. degree by the date the award becomes effective.
- Applicants must be at Children's Oncology Group Institutions in the U.S. (Exceptions may be made for institutions applying for COG membership.)
- These grants are intended for institutions with the potential to participate significantly more in childhood cancer clinical trials, but which are smaller or have barriers to greater participation due to a lack of resources.
- Infrastructure grants are designed to provide an infusion of funds to enable an institution to acquire the personnel (i.e., a clinical research associate) or resources it needs to reach its potential in broader clinical trial participation. The applicant should indicate how ongoing personnel costs will be funded in future years.
- Preference is given to institutions with high needs and low philanthropic support in areas where St. Baldrick's funds are raised, especially with institutional involvement.
- Preference is given to institutions that serve populations which have limited access to participation in clinical trials.
- Preference is given to institutions which have not received other SBF funding for at least one (1) year.
- St. Baldrick's participation is one factor that influences funding decisions for this grant category only. Participation may include speaking at an event or to the media on behalf of St. Baldrick's, helping identify volunteers or families of kids with cancer to honor, hosting a group of volunteers to learn more about the cause, participating in a favorite activity to raise funds for pediatric cancer research (i.e. running, walking, climbing a mountain, hosting another event, etc.), head-shaving, and more.
- Applications for personnel to help increase clinical trial participation (ex: clinical research associates) are preferred.

Infrastructure Grant Award: Conditions of Award

- Award is for one (1) year of Infrastructure support.
- Grants will be \$25,000-\$50,000.
- Fringe benefits are generally defined as medical and dental insurance, life insurance, and retirement benefits and are payable only for eligible participation in such programs. See Budget Guidance section for more details.
- Expenditures for laboratory costs/equipment and travel are not considered fringe benefits. See Budget Guidance section for more details.
- No institutional overhead or indirect funding is provided under the terms of the grant. See Budget Guidance section for more details.
- The grant recipient will include a year-round link to the St. Baldrick's website (StBaldricks.org) where appropriate and will announce the grant in newsletters or other publications as appropriate.

Infrastructure Grant Award: LOI/Application Requirements

- LOI, application, and required documents must be submitted by the Principal Investigator, in English, online through ProposalCentral (proposalcentral.com) before 5 p.m. ET on the deadline.

LOI INSTRUCTIONS

- Category and cycle specific LOI Instructions/Requirements are available in ProposalCentral upon starting the LOI and on the St. Baldrick's website (stbaldricks.org/for-researchers) under frequently asked questions.
- Infrastructure LOI Instructions: <https://www.stbaldricks.org/file/Research/LOI-Instructions-Infra.pdf>

APPLICATION INSTRUCTIONS AND DESCRIPTION

- All application instructions and templates/requirements will be available in ProposalCentral upon approval of an LOI.
- It is the responsibility of the applicant to ensure and to verify that the application is received by the deadline and that the application is complete and correct prior to submission.
- E-signatures are required from the PI and an Institutional Official to submit the application.
- Required Application Sections (please see full requirements in ProposalCentral):
 - General Information
 - Title, Applicant Information, Organization, Abstracts and Keywords
 - Biosketch – Applicant
 - Budget
 - Budget Justification
 - Institution Description

- Need for Funding
- Program Details and Goals
- Resource Sharing Plan
 - Resource sharing is an expected outcome of all St. Baldrick's Foundation (SBF) supported grants. Grantees are expected to encourage and facilitate resource sharing. Sharing research outputs increases access to scientific information, promotes collaboration, accelerates discovery, and improves the reproducibility of research. The goal of the [SBF Resource Sharing Statement](#) is to enable the faster translation of research discoveries into cures for children with cancer. This is achieved through a policy that encourages article sharing, data sharing, early sharing, and methods sharing. Research outputs may include (but are not limited to); peer-reviewed publications and preprints, datasets, code, software, protocols, research materials, inventions, patents, and commercial activity. We expect grantees to use recognized, openly accessible public repositories where available. This statement is effective for awards starting July 1, 2023, and beyond. Applicants will be asked about data sharing plans as part of the application. Data sharing plans are reviewed but not scored.
- Applicants can enable other users to access their proposal (e.g., department or grants administrators) in the full proposal section of ProposalCentral.
- All application evaluations are considered confidential and are available to scientific reviewers, the Foundation's Board of Directors, and the administrative personnel of the St. Baldrick's Foundation only.

REVIEW AND SELECTION PROCESS

The St. Baldrick's Foundation will review applications received by the due date. The number of awards is determined based on the funds available. The St. Baldrick's Foundation Board of Directors will make all final decisions.

Applicants selected for funding will be notified as soon as possible. Funding status shall be relayed through ProposalCentral, by mail, email, or by phone. All rankings and evaluations are considered confidential.

Applications are evaluated on the following criteria:

- Need of the institution
- Expected results/impact of the grant
- Previous and current institutional funding from SBF
- Local participation in SBF events

Any questions following the notification of awards should be addressed in writing to:

Laura Chung
Director of Grants Administration
Laura@StBaldricks.org
626.792.8247, ext. 236

Infrastructure Grant Award: Grant Terms

- When an application is approved for funding the transfer of funds is contingent upon all legal documents being signed and approved by the St. Baldrick's Foundation.
- No Cost Extensions must be requested and approved by email: Grants@StBaldricks.org. Email Grants@StBaldricks.org for a template. Requests should include the amount of funds remaining, a brief report of progress, an explanation of why the extension is necessary, and the length of time requested.
- Re-budget requests should be submitted in writing (email: Grants@StBaldricks.org) with an explanation of each change and a side-by-side comparison between the original budget and revised budget categorical items. Rebudgeting that results in expansion of scope will be reviewed by St. Baldrick's scientific advisors for approval.
- Some grants will be "named" for significant St. Baldrick's constituents (Hero Funds, major donors, high-ranking fundraising teams, corporate or foundation partners, etc.). Recipients of named grants must use the title designated by the Foundation whenever referring to the grant (example: The ABC Company St. Baldrick's Scholar or the Team Courtney St. Baldrick's Fellow). These grant recipients may also be asked to meet or communicate with these constituents.
- The institution's public relations staff will ensure all requirements detailed in the Publicity Form are understood and met. This form will be provided with the award acceptance paperwork. PR questions can be addressed to: media@stbaldricks.org.
- Grant recipients/Grantee will work with the Foundation to coordinate a joint press release to announce the grant and will give recognition to the St. Baldrick's Foundation where funders are listed on the institution's website and in its annual report.
- Grant recipients will become familiar with the St. Baldrick's Foundation and be prepared to speak publicly about its work, when appropriate. The Foundation encourages participation by grant recipients in St. Baldrick's events held in the geographic vicinity of their institution. Shaving one's head is not required; there are many ways to participate, including speaking at the event, helping to connect patients or survivors and their families to the Foundation to be honored, and participating in your favorite activity to raise funds for pediatric cancer research (i.e. running, walking, climbing a mountain, hosting another event, etc.).
- Grantee shall, at all times during the Grant Term and for a period of three years after the Grant Term maintain all records applicable to the research grant,

including all records related to use of grant funds and records related to research supported by the grant. The Grantee shall at any time requested by the Foundation, whether during or after completion of this Grant Term and at Grantee's own expense, make such records available for inspection and audit (including copies and extracts of records as required) by the Foundation, within 30 days of a written request for such records made by the Foundation. Such records shall be made available to the Foundation during normal business hours at the Grantee's office or place of business.

- St. Baldrick's has the right to review the performance of the Grantee and the Institution based on, among other things, the criteria set forth in the agreement, the grant application and budget, and the Institution's governance.
- Research Misconduct by a Grantee or Institution receiving SBF support is contrary to the interests of the Foundation and its constituents, as well as the integrity of research and stewardship of donor funds. It is the responsibility of the Institution to immediately report to SBF if it has determined that investigation into Research Misconduct (as defined below) has been made, and to report any Research Misconduct or change in the funded researcher's employment status with the Institution, including administrative leave, which may occur during the Grant Term of any award that is pertinent related to the work described in the grant application. Failure to abide by the terms above, or any other SBF policies and procedures in connection with the application and/or grant, may result in SBF suspending grant funding or canceling the grant, to be decided by SBF in its sole discretion. If a grant is discontinued, the PI shall receive a 30-day written notice. Any funds unspent at the time the notice is issued shall be returned to the SBF.
- "Research Misconduct" is defined as: fabrication, falsification and plagiarism in proposing, performing, or reviewing research, or in reporting research results, and does not include honest error or differences of opinion.
- If requested, upon 30 days written notice, but no more than once every six months, Institution representative agrees to meet with the Foundation (via phone conference, video conference, or in person subject to St. Baldrick's preference), to discuss any concerns the Foundation may have with respect to use of grant funds or Grantee's operations or any allegations of Research Misconduct.
- If awarded, funds will be released upon receipt and sufficiency of all paperwork by the St. Baldrick's Foundation. Any inconsistency noted relative to the award shall be resolved by giving precedence in the following order: The signed award acceptance form; and, The St. Baldrick's Foundation Grant Application Information and Guidelines.
- Infrastructure grants and Summer Fellow grants are influenced by local St. Baldrick's participation. All other grants are funded based on scientific review.

IDENTIFICATION

The St. Baldrick's Foundation shall be identified as a funding source in all printed and/or electronic publications regarding the research project. Identification with the

Foundation shall also be made in any news released pertaining to the research project by the public relations department or its equivalent at the sponsoring institution.

TRANSFER

Requests for transfers by a grantee to another institution while the research grant is in effect will be considered on a case-by-case basis and will require justification of an urgent need for the transfer as well as written approvals. Continuation of funding at the new institution is contingent on prior written approval from the Foundation after its review of the written request. The grantee must submit a request for transfer and appropriate documentation of justification accompanied by a letter of support from the new institution at least forty-five (45) days prior to the date of transfer. Notification of approval or denial of the transfer shall be in writing.

LEAVE OF ABSENCE

If the grantee's funding period is interrupted for any reason, written permission must be obtained from the Foundation if the grantee's term is to be continued at a later date. Leaves of absence are limited to not more than one year. In the event a grantee's term is not completed due to incapacitating illness or death, the prorated, unexpended funds must be returned to the Foundation. Requests for a leave of absence from the Foundation should be submitted in writing thirty (30) days before the date of commencement for the leave of absence.

REINSTATEMENT OF AWARD

Funds will not be reinstated after the Foundation has received notification in writing from the grantee of the intent to terminate research. Those wishing to resume funding are welcome to submit a new application, which will compete on an equal basis with all others during the subsequent funding cycle.

PROGRESS REPORTS

Grant recipients must submit reports of their annual research progress online via ProposalCentral by the dates specified in ProposalCentral, using the template provided. This report includes a report written for the lay public. The grant recipient shall forward copies of all publications concerning the research funded by the grant, both during and after the grant period. A brief Interim Update verifying receipt of funds and usage is due after the first three (3) months of each grant year. These reports must be completed using the templates available on ProposalCentral. Progress reports that are more than thirty (30) days late will impact the Primary Investigator's consideration and release of future awards.

PUBLICATIONS

Please notify the St. Baldrick's Foundation (email: Grants@StBaldricks.org) as soon as you know of a publication's acceptance, to allow time for preparation for any publicity,

blog stories, etc., to be coordinated between St. Baldrick's and your institution. Grant recipients must submit publications online via ProposalCentral.

EXPENDITURE REPORTS

The grantee must annually submit a report of expenditures, due within sixty (60) days of the end of each grant year. All expenditures are expected to follow the approved budget. Expenditure reports should separate the costs for each year and not be cumulative. (For a three-year award, the report for year three should only cover expenses in that year.) The expenditure reports must be submitted as a budget webform via ProposalCentral. Instructions on how to complete and submit the budget deliverables can be found on page 11 here:

https://docs.proposalcentral.com/Instructions_Award_Info.pdf

HUMAN INVESTIGATION

All human subject research or research on human tissue which is supported by St. Baldrick's must comply with the regulations applicable to that supported by the National Institutes of Health. As part of the application, the applicant will be asked to submit documentation of approval of the study by their Institutional Review Board, along with the Institution's Human Subjects Assurance Number. Approval is not required at the application stage but will be required prior to issuing funds. If the grantee's research plan changes after the award to include human subjects or tissue, the grantee must submit proper documentation of IRB approval to St. Baldrick's.

BIOHAZARDS

During the application process, the institution shall submit an acknowledgment of potential biohazards involved and provide an institutional statement of assurances regarding potential biohazards and safeguards pertaining to this aspect of the research proposed in the application to the Foundation. Projects which do not involve biohazards must so state. The St. Baldrick's Foundation assumes no responsibility or liability for any such biohazard and shall be held harmless from the results of the use of any such biohazard.

LABORATORY ANIMALS

The Foundation adheres to the most current guidelines applicable to the care and treatment of animals used in laboratory work as outlined by the National Institutes of Health. Prior to award of the grant, the institution must submit a statement that the institution meets and adheres to these policies. Failure to notify the St. Baldrick's Foundation of compliance with these guidelines or the use of laboratory animals may result in termination of the grant.

BUDGET GUIDANCE

- All budgets must be justified, meet the test of reasonableness, and be consistent with institutional policy.

- No institutional overhead or indirect funding is provided under the terms of the grant.
- Fringe rates should follow institutional policy.
- Fringe benefits are generally defined as medical and dental insurance, life insurance, and retirement benefits and are payable only for eligible participation in such programs.
- Overlap in funding is not permitted. St. Baldrick's policy on overlap applies to Scientific, Budget, and Commitment Overlap as defined by the NIH.
 - Scientific Overlap: Scientific overlap occurs when substantially the same research is proposed in more than one application or is submitted to two or more different funding sources for review and funding consideration; or when a specific research objective and the experimental design for accomplishing that objective are the same or closely related in two or more pending applications or awards, regardless of funding source.
 - Budget Overlap: Budgetary overlap occurs when duplicate or equivalent budgetary items (i.e., equipment, salary) are requested in an application but are already funded by another source.
 - Commitment Overlap: Commitment overlap occurs when any project-supported personnel has time commitments (i.e., percent effort) exceeding 100%, regardless of how the effort/salary is being supported or funded.
- Situations may occur when an applicant has similar applications pending with different agencies that, if all funded, will present overlap issues. If an overlap occurs before award is accepted, it must be addressed with the St. Baldrick's Foundation before the new award can be accepted and will be considered on a case-by-case basis.
- If overlap occurs during an award, all grantees must be forthright regarding their support and notify the foundation within 30 days by emailing Grants@StBaldricks.org. Adjustments will be considered on a case-by-case basis.
- Reasonable travel costs are allowable on Infrastructure Grant awards.
- Publication and meeting-related poster printing costs are allowable on Infrastructure Grant Awards.
- All equipment purchases must be included in the original budget; re-budgets for additional equipment will not be considered.
- Unused and remaining amounts of \$100 and over must be returned to the Foundation at the end of each grant year, unless an approved carry forward or No Cost Extension is on file.
- All budgets and expenditure reports must be submitted in USD.
- Expenditure reports are expected to follow approved budgets. Any budget line item that changes more than 25% from approved budget to expenditure report (without an approved Carry Forward on file) will result in follow up from the Foundation for explanation. Explanations will be reviewed for approval.
- The Foundation does not provide funds for items such as:
 - Secretarial/administrative salaries.

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- Student tuition (tuition is allowable for International Scholar awards).
- Office and laboratory furniture.
- Office equipment and supplies.
- Recruiting and relocation expenses.
- Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses).
- Construction, renovation, or maintenance of buildings/laboratories.
- Professional association membership dues.
- Scientific publication subscriptions.

INFRASTRUCTURE GRANT APPLICATION AND AWARD TIMELINE

Letter of Intent deadline: July 8, 2025

Application submission deadline: August 28, 2025

Award announcements by: November 30, 2025

Award period begins: December 1, 2025 or January 1, 2026 (applicant's choice)

USING ProposalCentral

The St. Baldrick's Foundation uses ProposalCentral (proposalcentral.com) for electronic submission of all LOIs and Full Applications. Fax, email, or hard copy submissions will not be accepted. See "How to Create an Application using ProposalCentral" at <https://docs.proposalcentral.com/CreateApp.pdf> for more information.

Registration

First-time users must register and fill out a Professional Profile in ProposalCentral to begin the LOI/Application process (see "How to Register as a ProposalCentral User" at <https://docs.proposalcentral.com/RegUser.pdf> for more information).

Submitting the LOI/Application

1. **LOG-IN & BEGIN AN LOI/APPLICATION.** To start a new LOI/application, login as an Applicant, and select the Grant Opportunities tab (grey tab on the top right). Find St. Baldrick's Foundation in the drop-down list and select "Filter List by Grant Maker." Find the program for which you wish to apply, and click "Apply Now" to begin the proposal.
2. **COMPLETE AN APPLICATION AFTER LOI APPROVAL.** Login as an Applicant, and select the Proposals tab. Select the "In Progress" status from the "Proposal Status" drop-down menu. Find the LOI that was approved, and click the "Edit" button to access and complete your application.
3. **ENABLE ACCESS FOR OTHER USERS.** The Principal Investigator must start the LOI or Application. However, once an application is begun, access for application submittal can be given to other users, such as collaborators, assistants, or grants and contracts staff.
4. **SAVE.** Applicants do not need to complete the LOI/Application in one session; a partially completed application can be saved and completed at any time prior to the deadline.
5. **NOTIFICATION OF LOI APPROVAL.** The system will notify you when the LOI has been approved, and you will be asked to login to the ProposalCentral website to access and submit the full application by the application deadline.
6. **VALIDATE.** Applications that have not been validated cannot be submitted. "Validate" checks for required items and attachments, and you will not be able to submit if required items and/or attachments are missing.
7. **SUBMIT.** After successfully passing the validate check and providing the required E-signatures, click the "Submit" link. An email will confirm your submission. Once your application is submitted, you may view it by accessing the "Submitted" proposal status under the "Proposals" tab.

It is the responsibility of the applicant to ensure and verify that the application is received by the deadline date, before 5 p.m. EST and that the application is complete and correct prior to submission.

Instructions for Submitting Deliverables

The ProposalCentral system is designed to collect and manage all grant information. Grantees must keep their ProposalCentral profile current for the duration of the grant. ProposalCentral should be used to upload all required reports (deliverables) and publications related to the grant. Report templates and deadlines can be found on the site, as well. Grantees may provide access to others at their institution (e.g. grants officers) to access and upload deliverables.

See "Instructions for Navigating Your Awarded Grant" at https://docs.proposalcentral.com/Instructions_Award_Info.pdf for more information.

Uploading Award Deliverables

1. Login to ProposalCentral under the "Applicant Login" section:
<https://proposalcentral.com/>.
2. Click the "Awards" tab.
3. Click the blue Identifier number link.
4. Click the blue "Deliverables" link.
5. On this page you will see a table which lists all of the deliverables that are scheduled for your grant. The templates for these deliverables are at the bottom of this page.
6. To upload completed deliverables, click the blue "Upload" link next to the appropriate deliverable. If you have a pop-up blocker turned on, make sure you disable it for this site as the deliverable upload feature is a pop-up.
7. In the deliverable pop-up window, click the "Browse" button to select the file. You can add a description in the "Deliverable Description" if you choose. When finished, click the "Save" button, and it will upload your deliverable.
 - When completing the Publications Webform, click the blue plus icon to enter information on publications related to your SBF award
 - If there are no publications to report, click the "No publications to report" checkbox
 - When completing the Budget Webform, click the blue plus icon to be able to enter your expenses in the Expenditure column on the right
 - Please note, only contacts who have Administrative and/or Edit access to the award are able to electronically sign and submit this webform. If there are others who may need to sign and submit the budget, please let us know so we can grant them access to do so.
 - Instructions on using the budget webform can be found at the ProposalCentral link, starting at the bottom of Page 11:
https://docs.proposalcentral.com/Instructions_Award_Info.pdf

Submitting Publications

Copies of printed and/or electronic publications related to the work done using St. Baldrick's funds can be uploaded to ProposalCentral on a continual basis. Publications must be manually entered by selecting the "Add Deliverable" option in the deliverables section of the award.

1. To add a deliverable, click the blue "Add Deliverable" link at the top left of the deliverable table. If you have a pop-up blocker turned on, make sure you disable it for this site as the deliverable upload feature is a pop-up.
2. In the deliverable pop-up window, choose Publications from the drop-down menu, "Select Deliverable Type."
3. Click the "Browse" button to select the file. You can add a description in the "Deliverable Description" if you choose. When finished, click the "Save" button, and it will upload your deliverable.

Useful Resources for ProposalCentral

- How to register your institution (grants and contracts personnel only):
<https://docs.proposalcentral.com/RegInst.pdf>
- How to register as a ProposalCentral user:
<https://docs.proposalcentral.com/RegUser.pdf>
- How to create an application using ProposalCentral:
<https://docs.proposalcentral.com/CreateApp.pdf>
- Grantee instructions to access award information:
https://docs.proposalcentral.com/Instructions_Award_Info.pdf

Contact

For help using the online application system:
ProposalCentral Customer Support
pcsupport@altum.com
800.875.2562