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INSTRUCTIONS FOR PREPARING THE APPLICATION

1. GENERAL INFORMATION

- a. **Applicant use of generative AI tools:** An applicant is responsible for all content in their application, including any content generated using an AI tool or large language model. The applicant should appropriately credit an AI tool used in the development of their application and appropriately cite the source of the content whenever possible. Applicants should follow any guidelines or regulations in place at their institution, and the use of AI tools cannot conflict with the ACS Guidelines for Research and Peer Review Integrity in the Grant Policies.
- Application materials are available in [ProposalCentral](#) after selecting the EDS Accelerator Award.
- Follow instructions for login/register, completion, and submission.
- Key steps:
 - Filter on the “Grant Opportunities” Tab > “Choose American Cancer Society” > “Review Grant Types” > “Select Grant” > Apply Now”
 - Enter Project Title (unless already displayed) > SAVE. This permits access to other application components.
 - Saved applications are stored under “Proposals”.
- See ProposalCentral login page for tutorials and additional details about the grant application process.
- b. **Enable Other Users to Access this Proposal:** To assist in the development and submission of the application, applicants may allow others (e.g., institutional administrators, collaborators, etc.) to view, edit, or submit the proposals by following these steps in ProposalCentral:
 - Click the “Enable Other Users to Access this Proposal” section in the menu on the left.
 - Add the e-mail address of the User at the bottom and click the Find User button.
 - Select the appropriate access level from the drop down in the “Permissions” column and click the “Accept Changes” button. The possible access levels are:
 - **View:** View only; cannot change any details.
 - **Edit:** Can view and change information in the application; cannot submit the application or view the “Enable Other Users to Access this Proposal” screen.
 - **Administrator:** Can view, edit, and submit the application; can give access rights to others on the “Enable Other Users to Access this Proposal” section.
- c. **Technical Assistance:** Detailed information is available through tutorials provided on the ProposalCentral login page. If you have problems accessing or using the electronic application process, click on “Help” or contact ALTUM Customer Service at pcsupport@altum.com or 1-800-875-2562.

2. FORMATTING THE APPLICATION

Applicants must adhere to the following instructions:

- Insert Principal Investigator (PI) name in the header for each template of the application.
- Type size: Use 12-point Times New Roman or 11-point Arial as the minimum font size for the text of the application. A 10-point Times New Roman or 9-point Arial font type may be used for figures, legends, and tables.

- Application documents may be single- or double-spaced (if single spacing, enter a space between paragraphs).
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Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds \$5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. Note: the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.
- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than \$5,000 and/or that has a short service life (<1 year). Note: Equipment that equals or exceeds \$5,000 with a useful life of more than one year is not included in the direct cost total used to calculate indirect costs.
- **General purpose equipment.** Equipment such as computers used primarily or exclusively in the actual conduct of the proposed scientific project are considered direct costs and may be included in the direct cost total used to calculate indirect costs. Computers or other general-purpose equipment that will be used on multiple projects or for personal use are not allowable expenditures.

