

# **Native American Center for Cancer Health Excellence (NACCHE)**

## **Improving Cancer Outcomes in Native American Communities (ICON)**

### **Year 2 Pilot Grant Program**

#### **Call for Proposals**

**APPLICATION DEADLINE: Friday, October 31, 2025**

#### **I. Objectives**

The Native American Center for Cancer Health Excellence (NACCHE) at the Stephenson Cancer Center (SCC) is soliciting applications for its “Improving Cancer Outcomes in Native American Communities” (ICON) Year 2 Pilot Grant Program.

The goal of this program is to support research conducted in collaboration with tribal partners that address cancer and cancer-related issues affecting Tribal Nations and their members. The purpose of the Pilot grants is to support preliminary research that will lead to future grant submissions and publications.

#### **II. Eligibility**

Applicants are encouraged to be or to become members of the Native American Center for Cancer Health Excellence (NACCHE) at the time of the award. Information about NACCHE membership can be found at [nacche.ouhsc.edu](http://nacche.ouhsc.edu).

**Eligible applicants include OU Norman and OU Health Sciences Center faculty members and collaborating community organizations within the ICON grant project.** Students, residents, and fellows are not eligible to apply.

**Preference** will be given to proposals that involve one or more of the following ICON priorities:

- Cancers and risk factors highly prevalent in Native American communities
- Environmental health as it relates to cancer risk and cancer prevention
- Cancer screening
- Cancer care coordination or access
- Cancer biology, including ethical use of biological data
- A Principal Investigator (PI) who is an Early-Stage Investigator (ESI)  
(for ESI criteria see <https://grants.nih.gov/grants/esi-status.pdf>)

- Note: Proposals with an ESI as PI should include one or more mentor(s) and a mentorship plan. Mentors are encouraged to participate in mentor training through the Oklahoma Center for Mentoring Excellence (<https://facdev.ouhsc.edu>) or similar program.
- Collaboration with one or more Native American Tribal Nations or organizations.
- A PI and/or Co-I(s) who have demonstrated experience working with Tribal Nations or communities.
- Investigators involved with the NIMHD “Improving Cancer Outcomes in Native American Communities (ICON)” grant (1U19MD020537) are especially encouraged to apply.

### III. Award Funding Details

- Awards are up to \$50,000 each (direct costs) per year, for one-year (\$50,000 total) or two-year (\$100,000 total) projects. *Note: Justification for a second year of funding should be presented in the application. Second year funding is subject to demonstrated progress.*
- No Indirect Costs are associated with this award.
- NACCHE ICON leadership has the discretion to allocate pilot funding in amounts that best advance the Center’s vision and mission. See [nacche.ouhsc.edu](http://nacche.ouhsc.edu)
- **All projects that include interaction with community organizations must provide letters of support with the submission**

### IV. Application Process

#### Submission Timeline

- Opening date for submission: Tuesday, September 30, 2025.
- Deadline for submission: 11:59 p.m. Central, Friday, October 31, 2025.
- Earliest start date: January 1, 2026.
- Applicants with community organizations may require additional Tribal review and Tribal or Indian Health Service IRB and should plan accordingly.

**Application should be submitted as a single PDF through this portal:**  
[SCC Internal Grant Form](#).

Please upload all documents in a single PDF file named:  
 Year2\_NACCHE-Pilot-App\_Last Name-First Name

#### Full Proposal Submission

##### Format for Full Proposal:

Applications should be prepared using Arial (11 point, 10 pitch font), single spaced, with minimum 0.5 inch margins and should not exceed the page limits indicated below.

*The submission must be on current NIH PHS 398 forms and follow PHS 398 instructions*

The forms and instructions found at the NIH website:  
<https://grants.nih.gov/grants/funding/phs398/phs398.html>

1. NIH Form page 1 (NIH grant application face page)

- a. A signature is not required for OUHSC applicants. It is required for OU Norman and external organizations.
2. NIH Form page 2 (Project summary and key personnel)
3. NIH Form page 3 (Table of contents)
4. NIH Form page 4 (Detailed budget for initial period)
  - a. Include budgets pertaining to any contractual agreements (subcontract or sub-recipients)
  - b. Budget justification (on NIH PHS398 continuation pages)
  - c. Funds may not be requested for clerical support, office supplies, purchase of books and periodicals, foreign travel, equipment or travel
5. NIH Biographical sketch for the PIs and Mentors
  - a. Please use the current NIH format found here:  
<https://grants.nih.gov/grants/forms/biosketch.htm>
6. Research Plan (single document containing the following)
  - a. Specific Aims (1 page maximum)
  - b. Research strategy (3 pages maximum)
    - i. Significance
    - ii. Innovation
    - iii. Approach (including supporting preliminary data, expected outcomes, potential problems and alternate experiments)
    - iv. Relevance (potential impact on public health issues)
  - c. Bibliography and references cited (no page limit)
  - d. Protection of Human subjects (no page limit)
  - e. Inclusion of Women and minorities (no page limit)
  - f. Targeted/planned enrollment table (PHS398 form)
  - g. Inclusion of children (no page limit)
  - h. Vertebrate animals (no page limit)
  - i. Select agent research (no page limit)
  - j. Consortium/contractual arrangements (Letter of intent to subcontract or similar notice)
  - k. Resource sharing plan (no page limit)
  - l. A statement of work (1 page)  
 (List a detailed timeframe for completion of work on the project. Include your future plans for how you plan to pursue the results to expand the study and continue the project. Include your future grant submission plans.)
7. IRB, IACUC or IBC letters (if research already approved)
8. If partnering with a Tribal Nation or other organization, include a signed Letter of Support.

## V. Grant Routing Requirements

All applications will be administratively reviewed prior to award to ensure compliance with OUHSC and NIH requirements. Awarded grants will be submitted to the OUHSC Office of Research Administration.

- OUHSC faculty must submit their grants to the Office of Cancer Research Proposal Services Team for review prior to submission to SCC. Please reach out to Proposal Services at [SCC-ProposalServices@ouhsc.edu](mailto:SCC-ProposalServices@ouhsc.edu) for assistance with the preparation of your application packet and development of your budget and other components; or you can complete a Proposal Request form at this link: [Proposal Request Form](#)
- OU Norman requires OU Norman faculty to route applications and subcontract budgets through the Office of Research Services (ORS) prior to submission to SCC. OU Norman budgets that

include OUHSC PI should have the OUHSC budget reviewed by the Office of Cancer Research Proposal Services Team prior to inclusion in the submitted application.

- For organizations outside of The University of Oklahoma system, please follow your normal grant proposal processes set by your institution's policies.

## VI. Institutional Assurances

Proof of approval of IRB and other regulatory requirements are not required at time of submission. However, proof of approval must be submitted to the SCC Office of Cancer Research before conducting research on any items that require approval. Applications that include an NIH-defined Clinical Trial or involve greater than minimal risk to human subjects. Applicants will be required to provide IRB approval letters and PHS Study Records.

## VII. Terms of Award

1. Project Period: All funds are required to be expended by its end date. Requests to continue the project past the current end date may be considered under limited circumstances. All requests must be submitted to SCC at least 45 calendar days prior to the end date. **Please work with your post-award grant manager to close out the balance of the existing account. A new account will be issued if the request is approved, and the remaining balance will be carried forward to the new period.**
  - a. Requests should be submitted to [SCC-InternalGrants@ouhsc.edu](mailto:SCC-InternalGrants@ouhsc.edu) and must include a timeline for completion, an anticipated budget for the extended period, and progress report. Please submit all documents in a single PDF file named: <Grant ID>\_NACCHE-Request\_2025-MM\_<PI Name>.
2. Spending flexibility is allowable up to 25% between budget categories. If a budget modification exceeds this threshold or does not meet this threshold but results in a change of scope, please work with your Grant Manager for the current remaining balance and provide the revised budget and justification of change to [SCC-InternalGrants@ouhsc.edu](mailto:SCC-InternalGrants@ouhsc.edu).
3. No Indirect Costs are allowed.
4. Documented verification of all institutional assurances are required before commencement of any work on the project.
5. Please notify [SCC-InternalGrants@ouhsc.edu](mailto:SCC-InternalGrants@ouhsc.edu) if funding is received from another source to support any portion of the proposed research or if any of the key personnel accepts a position at another institution. The award will not transfer to another institution if the PI leaves the University.
6. The applicant will be required to provide a short update of their progress within 6 months from their start date. A final progress report will be due 30 days after conclusion of the project. Please use the NIH progress report format and forms.
  - a. Summary of the work accomplished.
  - b. Identify any significant problems.

- c. Provide any publications, meeting presentations, abstracts, news highlights.
  - d. Provide a list of grant submissions/planned submissions.
- 7. Publications and meeting abstracts should acknowledge the Native American Center for Cancer Health Excellence (NACCHE) and the NIMHD “Improving Cancer Outcomes in Native American Communities (ICON)” grant (1U19MD020537)
  - 8. A completed annual impact survey form (and interim progress report for active grants) will be required from each funded PI or MPI for 5 years following the completion of the project.
  - 9. The National Institutes of Health (NIH) Policy on Dissemination of NIH-funded Clinical Trial Information establishes the expectation that all NIH-funded awardees and investigators conducting clinical trials, funded in whole or in part by the NIH, will ensure that their NIH-funded clinical trials are registered at, and that summary results information is submitted to, ClinicalTrials.gov for public posting. More information can be found at NOT-OD-16-149.
    - a. Note: Good clinical practice certification may be required and should be completed prior to the earliest start date.
    - b. Registration required no later than 21 days after first patient enrollment.
    - c. Results reporting required not later than one year after the trial’s primary completion date.

## VIII. Questions

If you have any technical questions about the grant submission process, please contact the SCC Office of Cancer Research at [SCC-InternalGrants@ouhsc.edu](mailto:SCC-InternalGrants@ouhsc.edu) or call 405-271-1878.

If you have any questions about pilot grant research scope and focus, tribal collaboration, mentorship plan (if applicable), etc., please contact [NACCHE@ou.edu](mailto:NACCHE@ou.edu)