

## **NExT Application Submission – Detailed Instructions:**

### **A Step-By-Step Instruction Guide to completing and submitting a NExT Application:**

*The detailed step-by-step instructions outlined here follows the Quick Guide and assumes that applicants will have their supporting documentation (attachments) prepared in advance for upload completed at the time of employing these instructions. Attachments (i.e. supporting documentation) includes those listed under the [NExT Application Submission - Quick Guide](https://next.cancer.gov) found on the <https://next.cancer.gov> website.*

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## Accessing and Creating a New Proposal

- 1) Sign into ProposalCentral using your login credentials that were created when you registered. You will need to register with ProposalCentral to submit a NExT Application, which can be done by following the ProposalCentral [Registration link](#).
- 2) Please sign onto Proposal Central as an Applicant or Awardee following the link: <https://proposalcentral.com/>.
- 3) Click the Create New Proposal button, which directs you to the current Grant Opportunities (NOTE: The NExT Program will only show when the application period is open as stated on the <https://next.cancer.gov> and [NExT Application Submission – Quick Guide](#)):

The screenshot displays the ProposalCentral web application interface. At the top, there is a navigation bar with the 'proposalcentral' logo and links for 'Review Module', 'Post Award', 'Membership', and 'Help'. Below this is a secondary navigation bar with tabs for 'Home', 'Proposals', 'Awards', 'Professional Profile', 'Institution Profile', and 'Grant Opportunities'. A red 'Create New Proposal' button is visible on the left. The main content area is divided into three sections:

- Proposals Due:** A section with a 'Show 10 entries' dropdown and a table with columns: Identifier, Title, Grant Maker, Program, Type, Investigator, and Due Date. The table currently displays 'No proposals available'.
- Deliverables 180 days overdue or due in the next 60 days:** A section with a 'Show 10 entries' dropdown and a table with the same columns as above. It displays 'No deliverables available'.
- My unread Messages:** A section with a 'Show 10 entries' dropdown and a table with the same columns as above.

At the bottom of the page, there is a footer with the Altum logo, copyright information '©2007-2023 Altum, Inc. All rights reserved v2023.3.24.10', and links for 'Terms of Service' and 'Acceptable'.

- 4) Search for the NExT Program using either the search (highlighted in screenshot below), or by scrolling through the open opportunities and click Apply Now. Note, the program is only visible during the 3 open application cycle periods.

## Application/Proposal Dashboard

- 1) After creating a new proposal, you will be directed to the Proposal “Dashboard” which allows applicants to navigate through the different proposal sections (A) as well as edit each section (B) Sections page as shown in the screenshot below.









- 2) On the left-hand part of the page, applicants have the option to click through the different proposal sections (1-11) from 1: Title Page through 11: Submit.
- 3) On the remainder of the page, applicants will enter the information into the different fields for each of the proposal sections; this will be discussed in further detail in the next section.

## Completing the Proposal Sections (step-by-step guide)

### 1) Title Page (red asterisk marks denote a required field)

- a. Enter the **Project Title** of your proposal. This should be the same title that is included in your 5-page concept.
- b. In the **Affiliations** (dropdown), select the most appropriate affiliation type associated with your institute.
- c. Please indicate if this proposal is a **resubmission**. See section on [resubmissions](#) in the next.cancer.gov website to determine whether the proposal should be a resubmission or not.
- d. For the **Phase**, please indicate if the application is Discovery, Development, or a CTEP proposal (seeking clinical collaboration).
- e. Next, please indicate the oncology **Target**
- f. Please indicate the **Agent Class** from the dropdown: Small Molecule, Biologic or Imaging.
- g. If the **Agent Name** is known, please indicate the name in the next space.
- h. If the application is marked as a resubmission from c) above, please select the prior application from the dropdown to link the original submission to this current submission.
- i. Click “Save”, then click “Next>>”

### 2) Download Template & Instructions

Download Templates & Instructions				
<input type="button" value=" &lt;&lt;Previous"/> <input type="button" value=" Next&gt;&gt;"/> <input type="button" value=" Cancel"/> <input type="button" value=" Exit"/>				
Please refer to the NExT Program website for INSTRUCTIONS .				
Download	Template Type	Description	File Type	File Size
	NExT Application Acceptance Policy	NExT Application Acceptance Policy	.PDF	91,493.00
	NExT Application Submission – Detailed Instructions	NExT Application Submission – Detailed Instructions	.PDF	902,146.00
	Program Guidelines	NExT Application Submission – Quick Guide	.PDF	202,309.00
	a. NExT Concept Proposal	Required for New and Resubmitted Applications (Do Not Use for Multi-Agent Applications)	.DOC	60,416.00
	a. NExT Concept Proposal	NExT Application Template for Multiple Agents for NCI-Sponsored Clinical Development in NCI’s Experimental Therapeutics Clinical Trials Network (ETCTN)	.DOC	56,320.00
	d- Resubmission Summary and Original Concept (required only for resubmissions)	Required for Resubmitted Application	.DOC	45,568.00
	e- Principal Investigator Biosketch (required)	NIH biosketch-blank-template-10-2021	.DOCX	28,826.00
	i- NCI BRB Generic Questionnaire for Biopharmaceutical Production Candidates (optional)	Template for NCI BRB Generic Questionnaire for Biopharmaceutical Production Candidates	.PDF	118,634.00

Many grantmakers in ProposalCentral request or require that applicants submit their attachments as portable document format (.pdf). If your computer application does not provide an option to “Save As PDF”, you will need to use PDF generator software.


From this window, applicants can download helpful documents and templates that will be required to complete the proposal and application. Note that there are two NExT Concept Proposals: the first

is for standard single agent, discovery/development concepts, while the second is for applicants seeking entry into the NCI Experimental Therapeutics Clinical Trial Network (ETCTN). The 2-page resubmission summary template, and other required documents needed to complete the NExT Application. These are available on the <https://next.cancer.gov> website as well.

Click Next>> to move to the next section

### 3) Enable Other Users to Access the Proposal

**Access Permissions**

This screen allows you to give other users access to your grant application. If electronic signatures are required for submission, signatories will need at least Edit access on this screen. To facilitate the process, the system grants that access automatically when the contact is added to the Application. If any of your signatories have trouble accessing their signature, please confirm their access level on this page. Click help icon for more information. 

**Auto Notify:** To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least "View" access below and check the box "Auto Notify".

**Proposal Access Rights**

Auto Notify	Role	Name	Email	Permissions	Delete
<input type="checkbox"/>	<input type="text"/>	Giraldes, John	giraldesjw@nih.gov	<div style="border: 1px solid #ccc; padding: 2px;">                     Administrator                      View                      Edit                      Administrator                 </div>	

**Give User Proposal Access**

User ID/Email

Enter the Email address or User ID of a registered proposalCENTRAL User and press the button to select.

**Enable Other Users to Access this Proposal**

Please enter the Role and the Permission level for the current user, then click Save. To give access to alternate users, enter the Email or User ID for the registered ProposalCentral User and press Find User to select. If successful, the user will be added under Proposal Access Rights, where their role and permission level can be defined. Click Next>>

(When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- View (View only. Cannot change any details.)
- Edit (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- Administrator (Can view, edit, and submit the application. Can give access rights to others.)

Steps to Give Another Person Access to Your Grant Application:

1. Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the ProposalCentral system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.

2. Enter the "User ID" or the "Email" of the person you wish to give access to in the "User ID/Email" field of the "Proposal Access User Selector" section at the bottom of the screen then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."
3. Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Save" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.) Should you experience any problems with changes, please contact support assistance at [pcsupport@altum.com](mailto:pcsupport@altum.com)

#### 4) Applicant/PI

**Applicant/PI**

Person who initially creates the LOI or proposal is pre-loaded as the PI. Contact information from PI's profile shown below. To update profile, click Edit Profile. To change PD, select from list and **click button to confirm selection.**

**Principal Investigator** Giraldes, John - No institution in professional profile

**Name:** Prefix \_\_\_\_\_ \* First John Middle \_\_\_\_\_ \* Last Giraldes

**\* Institution**

**Address** MailStop \_\_\_\_\_

**\* Street**

**\* City** State/Province \_\_\_\_\_ \* Zip/Postal Code \_\_\_\_\_ \* Country \_\_\_\_\_

**\* E-Mail** giraldesjw@nih.gov

**Phone:** \* Work: \_\_\_\_\_ Fax: \_\_\_\_\_

The person who creates the application will be designated the Principal Investigator by default. To select alternate Principal Investigators, these individuals must include you in the access permissions section of their professional profile.

Note: you can edit you Professional Profile if the information is not up to date by clicking the button to do so. Make sure you have everything Saved to this point before doing so.

Click Next>>

## 5) Institution & Contacts

### Institution & Contacts

<<Previous
Next>>
Save
Print
Cancel
Exit

PI's institution is pre-loaded as Lead Institution. To change, select from list below or Search all registered institutions. **Press button to confirm selection.** Click Edit Profile button to change institution information. ?

**Lead Institution** National Cancer Institute, NIH NCI

Click this button to Change the Lead Institution Change Institution Note: Changing institution will delete currently displayed contacts.

**Address**

- \* **Street** 37 Convent Drive MSC4264  
Building 37, Room 5132
- \* **City** Bethesda
- State/Province** MD
- \* **Zip/Postal Code** 20892
- \* **Country** United States

If required institution information is missing or appears to be incorrect, please contact the following individual(s). They have access to the institution profile and can make the necessary updates.

Contact	Email	Phone
De Lay, Nicholas	layde@uiuc.edu	217-244-3466

\* **Organization Type** Please select: ▼

The PI's institution is pre-loaded as the Lead Institute. If you need to change the lead institution, click the Change Institution Button, and enter the information on the subsequent page. Next, make sure to select the Organization Type from the drop down at the bottom.

## 6) Key Personnel

### Key Personnel

<<Previous
Next>>
Print
Cancel
Exit

Provide contact information for key personnel, other than the applicant, in the table below.

Role	Name	Title	Institution	Email	Phone	Effort	Actions
No Personnel Currently Identified							

**INSTRUCTIONS:**  
 To add a new contact to the table above, enter the e-mail address of the person you wish to add. Click 'Add'. Complete the contact form. (Note: If the person is already registered in proposalCENTRAL, some information will be pre-loaded into the contact form). To edit the person's contact information, click, 'Edit' (in the far right Action column). To delete a person from the table, click 'Del'. (Note: Changes that you make to the person's contact information will be for this proposal only. Permanent changes must be made in the person's Professional Profile). NCI WILL PROVIDE MORE TEXT

Enter email address smith@domain.com

Confirm email address smith@domain.com

Enter any key personnel by entering the email address and confirming, then add by clicking the icon below the Confirm email address field (indicated in the red box above). You will have the option to designate the information of the key person in a pop-up window. Click Next>>



## 7) Abstract (required)

<<Previous   Next>>   **Save**   Print   Cancel   Exit

Please provide a general audience summary below. 4,000 characters max, including spaces.  
Text only. No special characters or formatting. See instructions for details. ?

**Required**   Type up to 4000 characters

0 out of 4000 characters

Select the immediate, specific request required over the first 6-9 months. You must select at least 1. If resources required are not listed, please list them in the NExT Concept Proposal document.

**NCI Requests (Required)**

- 01 Target discovery & validation
- 02 For small molecules: Develop/validate high-throughput screen
- 03 For small molecules: HTS execution
- 04 For small molecules: HIT validation/secondary screen
- 05 For small molecules: Medicinal chemistry/SAR
- 06 For small molecules: Compound synthesis/ lab scale
- 07 For biologics: Optimize biologic agent
- 08 For biologics: Produce biologic/lab scale
- 09 Compound/biologic profiling (ADMET/potency/ selectivity/ PK/PD & stability)
- 10 Evaluate mechanism of action
- 11 Evaluate imaging in vitro
- 12 Evaluate functional activity in vitro

**Selected Requests**

Please include an abstract that provides a summary of the proposal to a general audience. This abstract will be shared with potential review members as part of the selection process, so please be mindful of any confidential information shared in this section.

Under NCI Requests, please select the **immediate** requests that apply to the NExT Proposal/Concept. You must select at least one resource to continue, with a **maximum of 5 selections** allowed.

Click Save then Click Next>>

## 8) Proposal Narrative and Other Attachments (required)

### Proposal Narrative and Required Documents

<<Previous   Next>>   Print   Cancel   Exit

Download all templates and instructions files located at the bottom portion of this page. Once you have completed each template, click the Attach Files button in the section directly below, and select the file to attach.

Add a description to all uploaded files.

For resubmission, both the original NExT Concept Proposal and Resubmission template are required.

For Biologic agent submissions, the appropriate NCI BRB Generic Questionnaire must be attached.

Do not include PDF files of posters, PowerPoint presentations, clinical protocols or entire RO1 grant applications.

DO NOT include PDF files of full posters, PowerPoint presentations, clinical protocols or complete RO1 and other grant applications.

**Attach Files**

Select the Attach Files button to upload your NExT Concept and associated attachments.

After clicking on the Attach Files button, you will be required to select the attachment type (as ordered in the [NExT Application Submission – Quick Guide](#), p. 4-5) and give a description of the attachment. This description is especially important for other appendices category.

### Proposal Narrative and Other Attachments

Back

Please select Attachment Type to specify file types you are allowed to upload. The "\*" indicates that Attachment Type is required for submission.

\* Attachment Type:

(File Limits - Type:)

Describe Attachment:

(Please provide a meaningful description no longer than 250 characters)

Next, drag and drop application files (PDF format) or use the ‘click here to browse’ button and upload. Select ‘Upload and Continue’ to upload more attachments or select ‘Upload and Return’ when you have completed with attachment upload.

**Proposal Narrative and Other Attachments**

[Back](#)

Please select Attachment Type to specify file types you are allowed to upload. The "\*" indicates that Attachment Type is required for submission.

\* Attachment Type:  ▼  
(File Limits - Type: .PDF; Size: 10000 KB; Page Count: 5)

Describe Attachment:   
(Please provide a meaningful description no longer than 250 characters)

Drag & drop your file in box below to upload, or click in box to browse. You can upload up to 1 file(s) at a time.

📁 Drag & drop your file to upload, or [click here to browse](#).  
 You can upload up to 1 file(s) at a time.

Please make note of the required attachments and file size/page limits. The table image below shows required attachments that still need to be uploaded. After a particular attachment (e.g., NExT Concept Proposal) is uploaded, the row associated with that attachment will no longer appear.

Current list of  Files that cannot be assembled for printing will be highlighted below.









File Name	Attachment Type	Description	Date	Delete
No attachments currently uploaded.				

Required attachments that have not been uploaded are listed in the table below. Optional attachments that have not been uploaded are not shown.

Allowable File Types	Attachment Type	Max File Size (in KB)	Max Page Limit	Upload Limit
.PDF	a. NExT Concept Proposal	10000	5	N/A
.DOC	b- References (required)	10000	N/A	N/A
.PDF	e- Principal Investigator Biosketch (required)	10000	N/A	N/A
.PDF	f - Intellectual Property (IP) information (required)	10000	2	N/A
.PDF	g- Current and Pending Support (required)	10000	N/A	N/A

**Important Note:** After uploading a file, the files with a highlight (as specified in the note in the blue bar above) cannot be assembled with the other PDF files that you have/will attach to your application. It is likely that the file is password protected, encrypted, or otherwise protected from modifications. This prevents the file from being assembled with other PDF files. While it may be possible to open or view this file by itself, this problem will prevent reviewers from being able to download or print your application easily as a single file: reviewers will have to download or print each of your attached files separately. This can be both time consuming and frustrating for reviewers. We suggest that you replace these files with ones that are not protected from being assembled with other files.

Finally, templates are available for download in this section of the proposal in the event you find that you are missing an attachment.

Download	Template Type	Description	File Type	File Size (in KB)
	NExT Application Acceptance Policy	NExT Application Acceptance Policy	.DOCX	12.86
	NExT Application Submission – Detailed Instructions	NExT Application Submission – Detailed Instructions	.DOCX	805.05
	Program Guidelines	NExT Application Submission – Quick Guide	.DOCX	33.03
	a. NExT Concept Proposal	Required for New and Resubmitted Applications (Do Not Use for Multi-Agent Applications)	.DOC	59.00
	a. NExT Concept Proposal	NExT Application Template for Multiple Agents for NCI-Sponsored Clinical Development in NCI's Experimental Therapeutics Clinical Trials Network (ETCTN)	.DOC	55.00
	d- Resubmission Summary and Original Concept (required only for resubmissions)	Required for Resubmitted Application	.DOC	44.50
	e- Principal Investigator Biosketch (required)	NIH biosketch-blank-template-10-2021	.DOCX	28.15
	i- NCI BRB Generic Questionnaire for Biopharmaceutical Production Candidates (optional)	Template for NCI BRB Generic Questionnaire for Biopharmaceutical Production Candidates	.PDF	115.85

Many grantmakers in ProposalCentral request or require that applicants submit their attachments as portable document format (.pdf). If your computer application does not provide an option to "Save As PDF", you will need to use PDF generator software.

**Proposal Narrative and Other Attachments**

<<Previous   Next>>   Print   Cancel   Exit


## 9) Validate

To submit the completed application and submit, the sections must be validated to ensure that all required fields and attachments have been completed. By clicking on the Validate button, the application will indicate if any required documents or sections are missing and will indicate which area require further attention. If the validation step is successful, the application will allow the user to navigate to the next step.

**Validate**

<<Previous   Next>>   Cancel   Exit

Click the 'Validate' button below to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step - SUBMISSION. Validating the proposal DOES NOT submit the application to the funder. You must proceed to the submission page and click the Submit button there to complete the process.

Validate 

### 10) Print Application (No Signatures Required)

**Print Application (No Signatures Required)**

<<Previous   Next>>   Cancel   Exit

After you complete all the proposal sections, click one of the Print buttons below to open and print the cover/signature pages and application files  
**Before printing, please use the 'Validate' option (in the navigation menu to the left) to verify that you have entered all the required information.**

Print Application   Print Application with Attachments

You must have the FREE Adobe Acrobat Reader installed to view either of the above options.  
**Attention Apple/Mac users:** The default Apple PDF viewer will not work properly.  
Download the latest version of the Acrobat Reader from Adobe at <http://www.adobe.com/products/acrobat/readmain.html>

<<Previous   Next>>   Cancel   Exit

After the Validation process, you have the option to print the application (first 4 cover pages), or the application with all attachments (e.g. 5-page concept, references, etc). Once this is done, click Next>>

### 11) Submit

**Submit**

<<Previous   Cancel   Exit

To submit your Proposal, please click the 'Submit' button below. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email from [pcsupport@altum.com](mailto:pcsupport@altum.com) will be sent to the applicant. Please add [pcsupport@altum.com](mailto:pcsupport@altum.com) to your safe senders list to ensure receipt of your submission.

Submit

**Important Notice:**  
We recommend that you verify that the status of your application has changed to "Submitted". For best results, you should logout and close all ProposalCentral browser windows. Login and select the "Proposals" tab and select "Submitted" from the Proposal Status dropdown list. Once properly submitted, your application no longer appear on your Home tab.

To submit the proposal, click on the submit button. All required attachments and fields must be completed to successfully submit.

For any assistance with technical issues related to using ProposalCentral, please contact the support at [pcsupport@altum.com](mailto:pcsupport@altum.com)