NExT Application Submission – Detailed Instructions:

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

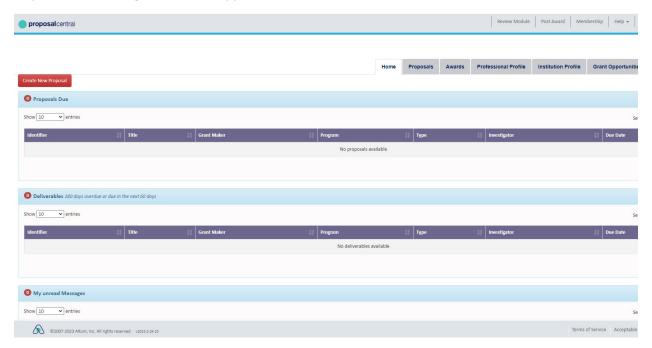
The detailed step-by-step instructions outlined here follows the Quick Guide and assumes that applicants will have their supporting documentation (attachments) prepared in advance for upload completed at the time of employing these instructions. Attachments (i.e. supporting documentation) includes those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

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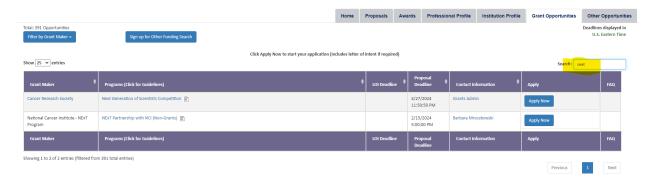
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Accessing and Creating a New Proposal

- 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):

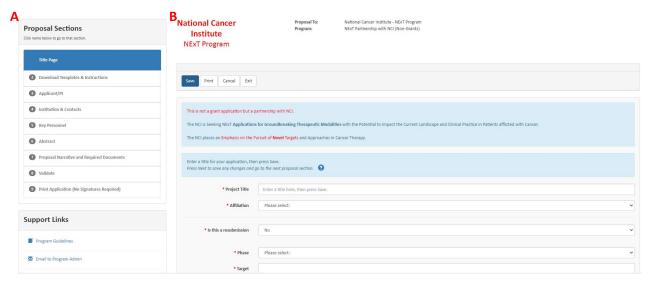


4) Search for the NExT Program using either the search (highlighted in screenshot below), or by scrolling through the open opportunities and click Apply Now. Note, the program is only visible during the 3 open application cycle periods.



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.



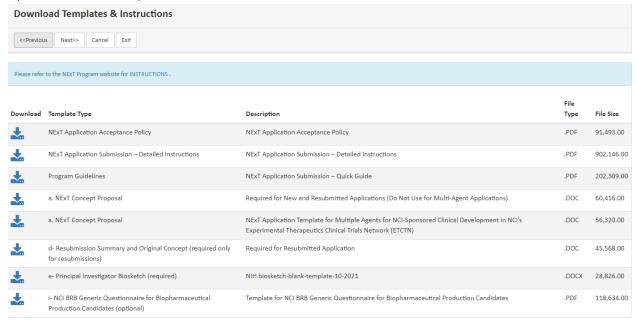
- 2) On the left-hand part of the page, applicants have the option to click through the different proposal sections (1-11) from 1: Title Page through 11: Submit.
- 3) On the remainder of the page, applicants will enter the information into the different fields for each of the proposal sections; this 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 <u>resubmissions</u> 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



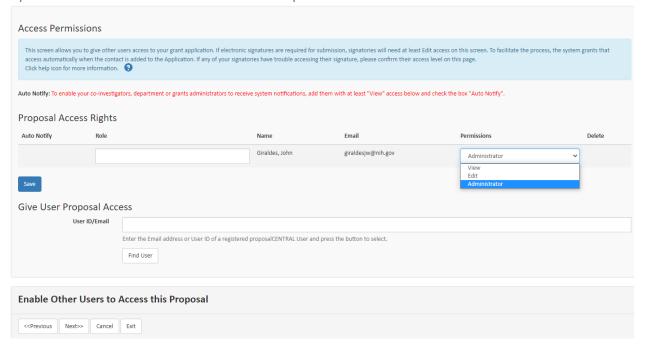
Many grantmakers in ProposalCentral request or require that applicants submit their attachments as portable document format (.pdf). If your computer application does not provide an option to "Save As PDF", you will need to use PDF generator software.

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



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.)

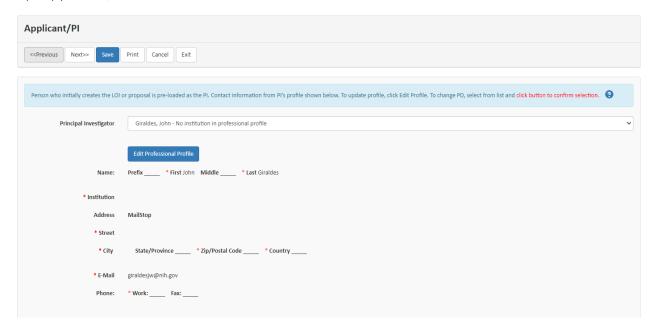
Steps to Give Another Person Access to Your Grant Application:

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

4) Applicant/PI

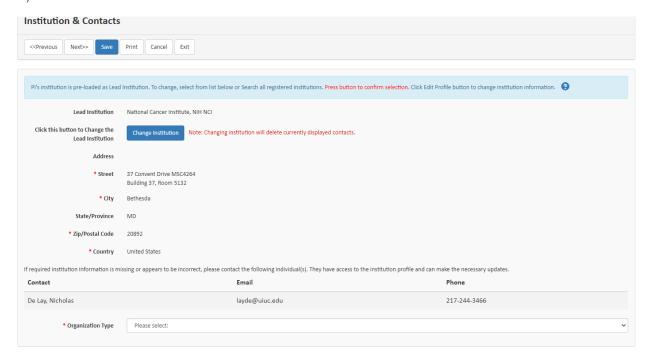


The person who creates the application will be designated the Principal Investigator by default. To select alternate Principal Investigators, these individuals must include you in the access permissions section of their professional profile.

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.

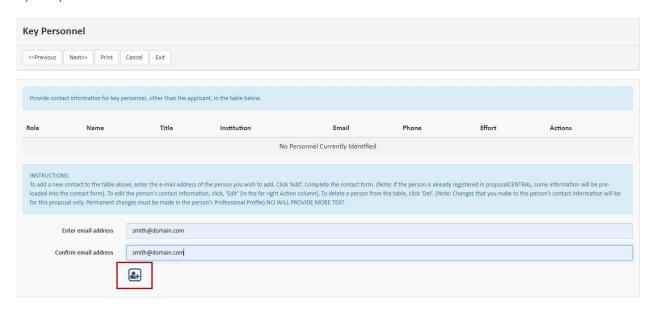
Click Next>>

5) Institution & Contacts



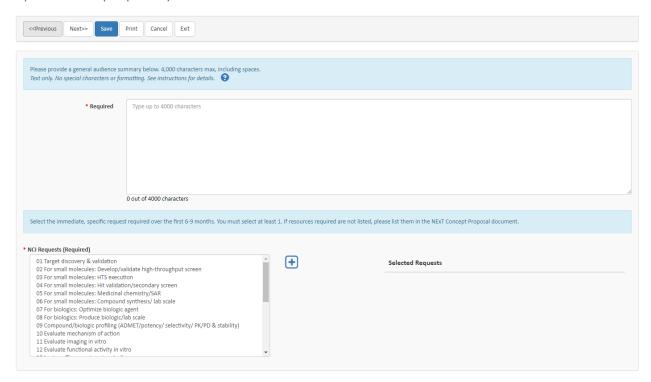
The PIs institution is pre-loaded as the Lead Institute. If you need to change the lead institution, click the Change Institution Button, and enter the information on the subsequent page. Next, make sure to select the Organization Type from the drop down at the bottom.

6) Key Personnel



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)

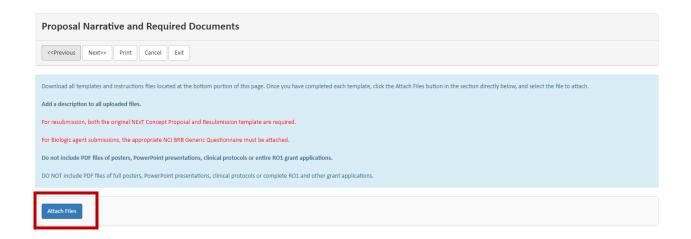


Please include an abstract that provides a summary of the proposal to a general audience. This abstract will be shared with potential review members as part of the selection process, so <u>please be</u> mindful of any confidential information shared in this section.

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.

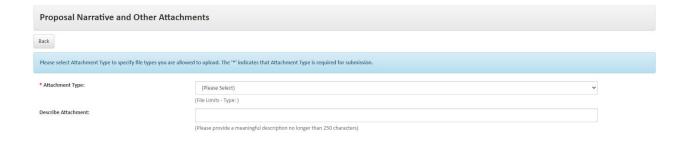
Click Save then Click Next>>

8) Proposal Narrative and Other Attachments (required)

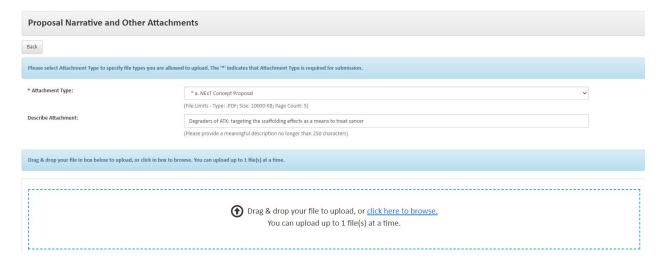


Select the Attach Files button to upload your NExT Concept and associated attachments.

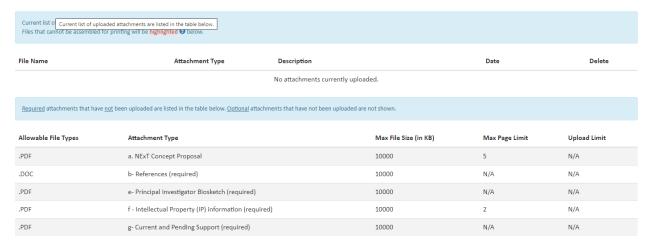
After clicking on the Attach Files button, you will be required to select the attachment type (as ordered in the <u>NExT Application Submission – Quick Guide</u>, p. 4-5) and give a description of the attachment. This description is especially important for other appendices category.



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.



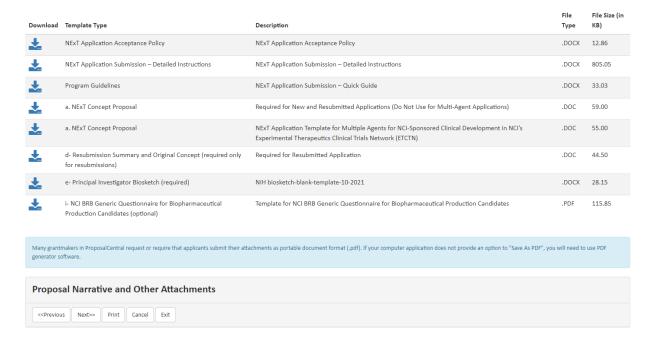
Please make note of the required attachments and file size/page limits. The table image below shows required attachments that still need to be uploaded. After a particular attachment (e.g., NEXT Concept Proposal) is uploaded, the row associated with that attachment will no longer appear.



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.

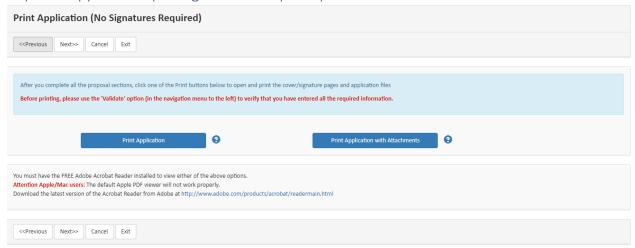


9) Validate

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.

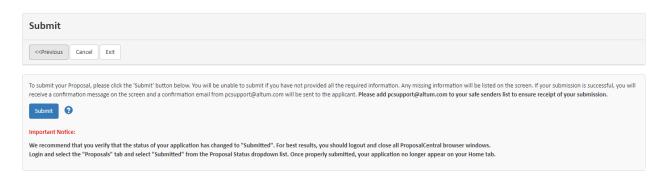


10) Print Application (No Signatures Required)



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



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