

STATEMENT OF WORK (SOW)

Independently, and not as an agency of the Government, the Contractor, shall, through its officers, commissions, administrative staff, as well as its appropriate consultative and liaison services, actively administer:

The International Cancer Research Technology Transfer (ICRETT) Program, in accordance with the program objectives and special requirements described SOW Attachment One (1):

Specifically, for the ICRETT Program the Contractor shall possess the following capabilities and perform the following tasks:

I. Capability Requirements:

1. The Contractor and the principal investigator must have a respected international reputation in the field of cancer research.
2. Contractor shall have a membership in a broad network of governmental and private institutions/organizations engaged in all aspects of cancer research.
3. The Contractor must be an apolitical international organization or agency which is not affiliated with any specific country and which has a clearly defined objective in the area of cancer research.
4. The Contractor shall have extensive experience in the management of international fellowship programs.

II. Specific Tasks:

1. Maintain and update the list of disciplines of basic, clinical, and behavioral cancer research or clinical training for which support may be provided by the ICRETT Program;
2. Review and update on an ongoing basis the criteria against which applications for funding may be evaluated;
3. Maintain a ranking system of 1 (= best) to 3 (= worst), in 0.25 increments, for funding decisions. Applicants whose projects receive average scores of 1.75 or better (i.e., a lower number) are approved without delay. Those with average scores equal to or greater than 2.5 are rejected without delay. Those with scores between 1.76 and 2.4 are referred to the Principal Investigator for final decision. These numerical criteria may be changed depending on the availability of funds.
4. Maintain a panel of experts (reviewers) to review applications in accordance with the criteria referred to in Task 2 above. The composition of the panel shall be such that an authoritative evaluation can be made in any of the areas of cancer research or clinical training mentioned in Task 1 above. The reviewers list should be updated continually.
5. On an ongoing basis, review, update, and publish in traditional format and on the UICC website, the application material, including the application form, General Conditions, Guidelines on How to Complete an Application, as well as promotional flyers and other relevant material.
6. Review and update as needed the schedule and methods for publicizing the ICRETT Program and for distributing descriptive materials

7. Review, update, and develop administrative procedures for distributing application forms, receiving applications on a continuous basis, registering them, transmitting each application to at least two appropriate reviewers, receiving the reviewers' evaluations and ranking marks, providing funds to successful applicants, and notifying applicants, host supervisors, and reviewers of the outcome of an application.
8. Maintain an application processing timetable from the date of receipt by the contractor of complete applications that aims to:
 - a) complete the review process within 40 days;
 - b) communicate the funding decision within 45 days to candidates scoring 1.75 or better, and within 60 days to those with scores in the 1.76 to 2.4 range;
 - c) communicate negative funding decisions to candidates within 60 days.
9. Maintain a procedure for transferring funds to successful applicants.
10. Ensure that, within 30 days of the end of a fellowship period, awardees submit an end-of-project report to the contractor on the prescribed form (hardcopy or electronic format) which should not exceed two pages. Awardees must also submit a copy of this report to the host supervisor for a performance assessment (on the usual 1-3 scale). A copy of the report and the host assessment is then sent to one of the original reviewers of the application for an "anticipated impact assessment."
11. At the end of the 1st year of the contract, and at annual intervals thereafter, review the procedures specified above and provide suggestions to the National Cancer Institute (NCI), Contracting Officer Representative (COR) for their improvement.
12. The Contractor shall observe the following special provisions when constituting the Panel of Reviewers for the ICRETT Program:
 - a) The Principal Investigator may appoint additional reviewers on an ad hoc basis should special expertise be required.
 - b) A reviewer shall not be assigned to evaluate an application from an applicant to whom he might have an obvious bias.
 - c) A reviewer shall not be assigned an application from an individual from the same institution or organization as the reviewer.

Travel for the ICRETT Advisory Group shall be kept to the minimum level commensurate with the satisfactory implementation of the Program. Wherever possible, correspondence entailed by the administration, reviewing, and ranking of applications shall be by telecommunication or postal services.

The Contractor shall keep records and periodically evaluate and report on the operation and outcome of the ICRETT Program, in the following manner:

13. By preparing and storing for the duration of the contract, in a manner suitable to ensure confidentiality, the following information:
 - a) name and address of applicant
 - b) name and country of residence of reviewers
 - c) numerical ranking mark assigned by reviewers
 - d) final overall (average) ranking mark assigned
 - e) other confidential information, such as remarks by reviewers
14. By providing the NCI COR and Contracting Officer, quarterly, with a financial report of the total amount disbursed under the contract in the preceding quarter.
15. By providing the NCI COR, Contracting Officer, and other ICRETT sponsors, annually, with a tabular review of all applications received in the preceding 12 months, indicating for each award:
 - a) the application register number, the applicant's country of origin, and the country in which the project is to be performed
 - b) dates on which the application was first received, received back from the reviewers, and on which the applicant was notified of the decision
 - c) date and dollar amount of transfer of monies (if any) to the applicant, and number of days elapsing between first receipt of application and notification to the applicant of the outcome (decision delay).
16. By providing the NCI COR, Contracting Officer, and other ICRETT Sponsors with an Annual Report including:
 - a) a description of activities over the past 12 months, including:
 - geographical distribution of applications and awards
 - application status report (awarded/rejected/canceled/pending)
 - performance assessment and scientific impact ratings
 - b) an assessment of the impact of the Program on the international exchange of cancer research expertise during the preceding 12 months.
 - c) a review of plans for the ensuing 12 months
 - d) a statement of any problems encountered in the preceding period or foreseen in the next 12-month period
 - e) any further information the Contractor may wish to bring to the attention of the COR.

17. By providing the NCI COR, and Contracting Officer with a Final Report documenting and summarizing the results of all contract work for the entire contract period of performance. This report shall be in sufficient detail to explain comprehensively the results achieved, and shall contain a brief summary (1000 words) of the salient results.
18. By providing the NCI with appropriate information enabling funds to be electronically deposited directly by the U.S. Treasury.
19. Travel as outlined in SOW Attachment No. 1 shall not exceed the Federal Travel Regulations.

DRAFT

ATTACHMENT ONE

GUIDELINES FOR AN INTERNATIONAL CANCER RESEARCH TECHNOLOGY TRANSFER (ICRETT) PROGRAM

A. Objective of the ICRETT Program

The ICRETT Program was established:

- to facilitate the rapid international transfer of cancer research and clinical technology;
- to exchange knowledge and enhance skills in basic, clinical, behavioral, and epidemiologic areas of cancer research, and in cancer control and prevention; and,
- to enable acquisition of up-to-date expertise in clinical management, diagnostics, and therapeutics.

The fellowships are designed to permit qualified investigators or clinicians of any nationality to visit a research or treatment center(s) in another country for a period of one month. Longer fellowship periods, but not exceeding a total of 3 months, may be approved by the reviewers if such a longer period is considered necessary to successfully complete the project. Stipend funding for the additional period must be secured by the Fellow BEFORE departure; this must be from either the home or host organization or from personal funds. Under no circumstance will additional NCI stipend funding be available.

The fellowships fund:

- research which will develop, improve or otherwise modify new or specialized technology or methodology of value in the progress of cancer research;
- studies to compare the results of, and detect causes of, discrepancies in the results of parallel or related research in different countries (which would be impractical without short-term on-the-spot collaboration between two or more of the investigators concerned);
- projects to demonstrate and discuss new or improved technology and methodology in which the funded person is an acknowledged expert, and which will contribute to cancer-related research; and,
- observerships in clinical management, diagnostics, and treatment.

It is intended that the procedure for evaluating award applications, selecting successful applicants, and transferring funds to awardees, should be as rapid as reasonably possible.

B. Special Requirements

1. **Traveling expenses.** Travel costs for the exchange scientist will be covered by operating funds of UICC and will not be paid out of NCI contract funds. Limited travel is authorized for the ICRETT Advisory Group meetings and must be done in accordance with current U.S. Federal Travel Regulations (FTR).

2. **Living allowances.** The stipends awarded cover one month only at a maximum of US \$2,400. The costs covered under the stipends awards are lodging per diem, meals per day and incidentals as part of MI & E as outlined in the U.S. Federal Travel Regulations (FTR). The per diem allowance paid to funded

applicants shall be in accordance with per diem rates normally applied by the Contractor and in accordance with the current U.S. Federal Travel Regulations (FTR). The per diem rate should not exceed the FTR and the rates can be found on the following GSA website:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

The rates shall take into account differences in the cost of living among different countries and for different geographical areas within the same country. Further, the stipend amount cannot exceed the number of days x the per diem amount stated in the FTR or the \$2,400 amount whichever is lower. Under no circumstance shall the living allowance stipend exceed \$2,400.

There is no additional allowance for dependents.

3. **Eligibility of U.S. Government Employees.** Employees of any agency of the United States shall not be eligible under this program.

4. **Liability of NCI and Contractor.** Awardees shall be required to sign a statement releasing the National Cancer Institute/U. S. Government and the Contractor from liability for any extra expenses incurred as a result of accidents or sickness during the period of the ICRETT's fellowship program award. Additionally, if a fellowship requires an extension or additional time to complete, the contract will only cover-up to the maximum stipend amount.