Cancer and Smoking Disease Research Program

One-Year (LB 506) Grant

Fiscal Year 2028

Application Due Date:

January 25, 2027, 11:59 p.m. CT

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

Application Checklist

In addition to the requirements noted throughout the application, please confirm the following before submitting:

- ☐ Use this year's application template, labeled "2027-28 506 Application" in the footer.

- ☐ The Face Page is filled out completely and correctly.
  - Confirm mailing address, email address, and other contact information.
  - Ensure the appropriate boxes are checked throughout.
  - Ensure that all required signatures are included.

- ☐ **Check the math** on the budget worksheet and budget justification.
  - The same amounts must be requested in the line item budgets on both the worksheet and justification.
  - Provide sufficient detail related to expenditures in the justification, including the fringe benefit rate.

- ☐ Include a letter of support from the department chair or supervisor.
  - Place all letters of support and collaboration AT THE END of Section 1, after the Equipment Attestation Form.

- ☐ Name the application correctly – including the comma between the LastName and FirstName.
  - LastName, FirstName of Principal Investigator – LB506 – 2028
    Example: Smith, Mary – LB506 – 2028

- ☐ If an Appendix is included, provide a table of contents.
  - Ensure the Appendix is named correctly:
    - LastName, FirstName of Principal Investigator – Appendix
      Example: Smith, Mary – Appendix

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Program Overview

The Nebraska Legislature created the Nebraska Cancer and Smoking Disease Research Program in 1981, designating one cent (1¢) of the tax per pack of cigarettes sold in the state to fund the program.

A portion of the revenue generated from the tax also funds the University of Nebraska Eppley Institute for Research in Cancer and Allied Diseases and the Cancer Registry at the Nebraska Department of Health & Human Services.

The remainder is awarded to all campuses of the University of Nebraska and Creighton University, which compete annually for the funds.

The intent of the Nebraska Cancer and Smoking Disease Research Program is to build scientific research capacity for cancer and smoking-related illnesses.

Individual research projects submitted to the Nebraska Cancer and Smoking Disease Research Program for funding consideration do not need to address both cancer and smoking disease.

Cancer is defined as all malignant neoplasms regardless of the tissue of origin, including malignant lymphoma and leukemia, and smoking disease as diseases whose causes are linked to smoking, including, but not limited to, cardiovascular, pulmonary, and gastrointestinal diseases (Neb. Rev. Stat. § 81-637). Smoking disease research on fertility and pregnancy complications and systemic and metabolic conditions, such as Type 2 Diabetes, osteoporosis, and eye and mouth disease, will also be considered for funding.

Eligible cancer and smoking disease research projects for funding through the One-cent Competitive Grants Program consist of the following types of studies (183 NAC 2):

(1) Laboratory;
(2) Clinical;
(3) Population;
(4) Behavioral;
(5) Epidemiological;
(6) Field;
(7) Statistical;
(8) Basic; or
(9) Applied.

Timeline - Fiscal Year 2028

Public Announcement of Application/
Application is Available .....November 16, 2026

Applications Due to DHHS.....January 25, 2027, 11:59 p.m. CT

Review Committee Convenes .....March 31, 2027

Certifications for Human Subjects, Animals Due to DHHS.....April 26, 2027

Funding Period Begins .....July 1, 2027

First Quarter Fiscal Report Due.....October 31, 2027

Second Quarter Fiscal Report Due.....January 31, 2028

Third Quarter Fiscal Report Due.....April 30, 2028

Funding Period Ends .....June 30, 2028

Program Report Due .....September 30, 2028

Fourth Quarter Fiscal Report Due.....September 30, 2028

Significant Changes – Fiscal Year 2028

- General text, instruction, hyperlink, and formatting updates throughout document

Program Overview

- Renamed “Introduction” section to “Program Overview.” Added intent and scope of the One-cent Program: Competitive Grants (LB 506).

Revised Applications

- Updated the number of times an application can be revised to **one**.

Budget Worksheet

- **Personnel**
    - **Institutional Base Salary –** Updated instructions for institutional base salary. Amount must be included in the budget worksheet, or the application will not be reviewed.
    - **Fringe Benefits -** Updated instructions for fringe benefit rates. The amount must be included in the budget justification, or the application will not be reviewed.
- **Other Expenses –** Added instructions about reasonable compensation or incentives for research participants.

General Instructions - Fiscal Year 2028

The Nebraska Department of Health and Human Services (DHHS) will accept applications between **November 16, 2026, and January 25, 2027**. The application template is available on the Cancer and Smoking Disease Research Program website or by contacting program staff via email at DHHS.CancerAndSmokingResearch@nebraska.gov.

Applications must be received by 11:59 p.m. (CT) on January 25, 2027 – NO EXCEPTIONS.

- Check the accuracy of the application and ensure it is complete before submitting.
- Absolutely no revisions will be accepted once submitted.

Applications are initially screened by DHHS staff to ensure compliance with legislative intent and application requirements.

To help determine legislative intent, a clear statement of the project's relevance to cancer or smoking disease must be included in the abstract.

Applications found to be consistent with legislative intent will be referred to the Nebraska Cancer and Smoking Disease Research Program Review Committee. Applications that do not meet the intent of the legislation will be excluded from further consideration and returned without review.

The Review Committee is composed of scientists and physicians who are not affiliated with Nebraska universities or the Department, except in the capacity of reviewers for cancer and smoking disease research applications and proposals. The review panel is selected for their expertise and experience on peer and/or institutional review panels. Review committee member names and affiliations are available, upon request to DHHS, after the review is completed.

The review is based upon the following criteria specified in NEB. REV. STAT. § 81-639:

1) The relevancy of the applicant's proposal to the furthering of research on cancer and smoking diseases;
2) The feasibility of the applicant's proposal;
3) The availability of other sources of funding for the applicant's proposal;
4) The facilities, personnel, and expertise available to the applicant for use in the proposal; and
5) Evidence of the quality of the applicant's prior or existing programs for research of cancer and smoking diseases or the applicant's potential for developing new programs for such research.

Other factors also considered in the review are:

- Is the principal investigator's level of effort adequate to support the project?
- Is the principal investigator a senior or first author on a peer-reviewed publication relevant to the project?

The Review Committee assesses the scientific merit of each proposal and assigns a National Institutes of Health (NIH) score to applications considered competitive for funding.

Based on the scores, the statutory criteria, and adherence to the criteria noted in this application, DHHS determines which research projects to fund. Funding begins on July 1, 2027. All decisions are contingent upon continued funding by the Nebraska Legislature. Award decisions are final.

Research projects must be completed within one year.

- Projects with a budget of up to $65,000 will be considered.
- Applications that focus on innovative, new research that could support future applications for external peer-reviewed funding are preferred.
- Research projects are not eligible for renewal.

Revised Applications (Those submitted previously but not funded.)

In an introduction, not to exceed one (1) page, summarize any substantial changes that have been made. Include responses to weaknesses noted on the previous application review. Highlight the changes within the text of the Research Plan by appropriate bracketing or italicizing. Incorporate in the Preliminary Results section of the Research Plan any work done since the previous application was submitted. **Only one revision is permitted per application.** *A revised application will not be considered for funding if substantial revisions are not clearly indicated*.

Approvals for Use of Human Subjects and/or Animals.

As appropriate, the following certifications must be provided before funding:

- ✓ Human Subjects
- ✓ Vertebrate Animals

Certifications are indicated by checking the appropriate boxes on the application's **Face Page**. The official signature of the Applicant Organization on the Face Page of the application serves as verification of the certifications.

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Specific Instructions - Fiscal Year 2028

Section 1. General Information

SUBMISSION

Follow the instructions carefully. To be considered for funding, applications **must**:

1. Use the application template provided on the Cancer and Smoking Disease Research Program website (https://dhhs.ne.gov/Pages/Cancer-and-Smoking-Research-Grant.aspx).
2. Be titled as follows:
   "LastName, FirstName of Principal Investigator – LB506 – 2028"
3. Contain required signatures and any required letters.

When complete, email the application as a PDF to DHHS.CancerAndSmokingResearch@nebraska.gov by 11:59 p.m. (CT) on January 25, 2027.

Formatting Requirements:

- All pages must be 8 ½" x 11", portrait orientation.
- One-inch margins on all sides
- Font style, font size: Arial or Calibri, 11-point.
- A smaller – LEGIBLE – font size can ONLY be used for figures, charts, tables, and footnotes.
- Do not exceed the page limits noted throughout the application.
- Ensure all pages are numbered.

See Section 3 for instructions on submitting an Appendix, if included.

Review the application carefully for accuracy and completeness before submission. **Revisions will not be accepted after submission.**

An application will be returned without review if it fails to follow the instructions in this application, including page formatting, or if the submitted material is insufficient for an adequate review.

Only one application per Principal Investigator may be submitted.

FACE PAGE

1. **Title of Project**. Choose a title that is descriptive of the research to be conducted. *Do not exceed 81 characters – including spaces and punctuation.*
   a. **NEW** applications must have a different title from any other research project previously funded by the Nebraska Cancer and Smoking Disease Research Program with the same Principal Investigator.

b. **REVISED** applications generally have the same title. However, if the specific aims of the revised application have changed significantly, choose a new title.

2. **Principal Investigator Name**. Name of the person responsible to the applicant organization for the research project.
   a. **Degree(s)**. Indicate academic and professional degrees.
   b. **Position Title**. If the Principal Investigator has more than one title, indicate the one most relevant to the research project.
   c. **Mailing Address**. Self-explanatory.
   d. **Department, Service, Laboratory or Equivalent**. Indicate the organizational affiliation.
   e. **Major Subdivision**. Indicate the school, college, or other major subdivision.
   f. **Principal Investigator Contact Information.** Include area code, any extension numbers, and the institutional email address.
   g. **New Application, Revised Application**. Check the appropriate box. If the application replaces a prior unfunded version, indicate the identification number of the prior application.
3. **Human Subjects.** If activities involving human subjects are not planned at any time during the project period, check "NO." If activities involving human subjects – whether or not exempt from Institutional Review Board (IRB) regulations for the protection of human subjects – are planned at any time during the project period, check "YES." Insert the date of approval by the applicant organization's IRB. If the activities are designated to be exempt from the regulations, insert the date the applicant organization's IRB approved the exemption.
4. **Vertebrate Animals.** If activities involving vertebrate animals are not planned at any time during the project period, check "NO." If activities involving vertebrate animals are planned at any time during the project period, check "YES." Insert the date of approval or exemption by the applicant organization's review board for the humane treatment and use of vertebrate animals.

Important:
Certifications are best secured before submitting the application. If certifications are unavoidably delayed beyond submission, enter "pending" at Numbers 3 and 4. **The follow-up certification of approval must be received by DHHS no later than April 26, 2027.** The follow-up certification must include the title of the research project, the name of the principal investigator and institution, and the date of review board approval or exemption.

Any modifications in the Research Plan section of the application required by any review board must be submitted with the follow-up certification.
It is the responsibility of the applicant organization or principal investigator to submit the follow-up certification by – or before – the April 26, 2027, due date. If the timing of a review board meeting prevents meeting the deadline, DHHS must be informed beforehand. In all cases, if an application is awarded funding, the required certification(s) must be submitted to DHHS before initiating a contract with the applicant organization.

5. **Total Direct Costs for Entire Proposed Project.** Enter the total direct costs from the budget worksheet (application template, page 4).
6. **Administrative Official to be Notified if an Award is Made**. Self-explanatory.
7. **Name of Official Signing for Applicant Organization**. Name an individual authorized to act on behalf of the applicant organization and to assume the obligations imposed by the requirements and conditions for any grant.
8. **Principal Investigator Assurance**. Self-explanatory.
9. **Applicant Organization Certification and Acceptance**. Self-explanatory.

APPLICATION

Table of Contents. Self-explanatory.

Abstract. Self-explanatory.

Key Personnel. Individuals who contribute in a substantial way to the scientific development or execution of the research project, even if no salaries are requested.

1) **Principal investigators must be independent investigators with an appropriate faculty appointment, their own adequately assigned laboratory space, and the ability to apply for federal grants as a principal investigator.**
2) **Principal investigators must provide a letter of support from their department chair or supervisor confirming:**
    a) **Their faculty level appointment;**
    b) **The amount of laboratory space assigned to them; and**
    c) **Their eligibility to apply for federal grants.**
3) Include consultants only when their level of involvement meets the description noted above. Individuals providing technical services are not considered key personnel.
4) For each person listed, include their name, organization, and role on the project. Under role on project, indicate how the individual will function regarding the proposed project, for example, principal investigator, co-principal investigator, etc.

5) **Biographical sketches are required for all individuals listed as key personnel.**

Budget Worksheet. List only the direct costs requested for this application. Direct costs are those that can be identified specifically within a particular line item. Indirect costs or overhead costs are not allowed.

1) The budget worksheet (application template, page 4) must be completed for each application. The budget justification (application template, page 5) must include sufficient detail on the proposed costs. The maximum budget is **$65,000.**
2) **Applications without a Budget Worksheet and a Budget Justification will be considered incomplete and will not be reviewed.**
3) **Personnel**. Personnel costs include salaries and associated fringe benefits paid for services rendered to the research project. Personnel costs are determined by the time and effort each person involved will devote to the project. **Salary support for the Principal Investigator or other faculty on full-time appointments is not allowed.**
    a) List the names, roles, and percent of effort for each person involved with the research project. Begin with the Principal Investigator, followed by (1) key and (2) support personnel. Salary and fringe benefits information is only needed for those funded by the application.
    b) **Type of Appointment**. Full-time (2,080 hours annually) appointments are assumed. If an appointment is less than full-time (e.g., ½ or ¾ time), enter an asterisk (*) after the number of months and provide an explanation in the Budget Justification.
    c) **Percent of Effort on Project**. Indicate the percent of effort for each position listed. Ensure that the Principal Investigator effort is adequate to support the project.
    d) **Institutional Base Salary.** Institutional base salary is the annual compensation the applicant organization pays for the individual's appointment. Base salary excludes any income earned outside the individual's duties to the applicant organization. Base salary cannot be increased by replacing institutional salary funds with grant funds. **If the institutional base salary is not included in the Budget Worksheet, the application will be returned without review.**
    e) **Salary**. Enter the annual salary for each position for which funds are requested. The requested salary is calculated by multiplying the individual's base salary, defined above, by the percent of effort on the project.
    f) **Fringe Benefits**. Fringe benefits must be calculated in accordance with the existing rate established by the applicant organization. **Include the existing rate in the Budget Justification. If the fringe benefit rate is not included on the Budget Justification, the application will be returned without review.**
    g) **Totals**. Calculate the totals for each position and enter the **subtotals** in each column where indicated.

4. **Consultant Costs**. Whether or not costs are involved, indicate in the Budget Justification the names and organizational affiliations for any consultants who have agreed to serve in that capacity. Consultant costs are not allowed for full-time faculty or researchers at the same institution as the Principal Investigator. In the Budget Justification, describe the services to be performed, including the number of consultation days, the expected rate of compensation, travel, per diem, and any other related costs.

5. **Equipment**. Although equipment costs are generally unallowable, there may be exceptions for scientific equipment if sufficient detail is provided in the Budget Justification. Each piece of tangible equipment must be identified and assigned a cost. **The purchase of office equipment – including, but not limited to, computers and printers – is not allowed**.

6. **Supplies**. Laboratory and office supplies that are needed to conduct the project are allowed. Detail expenditures on the Budget Justification. If animals are involved in the research project, state the species and explain in the Budget Justification why this type of animal is necessary.

7. **Travel**. Only travel expenses incurred for collecting, receiving, or delivering samples are allowed. Indicate in the Budget Justification the purpose of any travel, including the number of trips involved, the destinations, and the number of individuals for whom funds are requested. When applicable, note the institutional mileage reimbursement rate in the Budget Justification. **Travel expenses for attending national, international, professional research, or educational conferences are not allowed.**

8. **Patient Costs**. Costs specifically required to conduct the research – which will **not** continue after the research project ends – are allowed. Patient costs **cannot** include travel, lodging, or subsistence. **Usual and customary treatment costs are not allowed.** Patient costs must be thoroughly explained in the Budget Justification.

9. **Contractual or Third-Party**. Contractual or third-party costs include personnel, supplies, and any other allowable expense for the independent conduct of a portion of the work described in the Research Plan. Contractual or third-party costs must be thoroughly explained in the Budget Justification. **Subcontracting all necessary services to a single entity for the implementation of the research project is not allowed. Indirect costs are not allowed.**

10. **Other Expenses**. Other expenses include postage, data processing, and other operating expenses not previously captured. Costs are allowed only if incurred for the direct benefit of the research project.
    a. **The cost of publishing the research findings in a scientific journal is allowable up to $1,000**.

b. Other expenses must be thoroughly explained in the Budget Justification. If core services are utilized, note the number of hours and cost per hour for each core service in the Budget Justification.

c. **Telephone and cell phone costs are not allowed. Indirect or overhead costs, such as rent and utilities, are not allowed**.

d. Reasonable compensation or incentives for research participants may be allowable under "Other Expenses" when directly related to the proposed research activities and necessary to support participant recruitment, participation, or retention. Applicants proposing these costs must include a justification that identifies the purpose of the incentive, the type and amount provided, the anticipated number of recipients, the total estimated cost, and the method of distribution.

Budget Justification. Follow the instructions for each budget category described above. List budget categories in the same order as on the Budget Worksheet (application template, page 4) and do not change or add to the category names. Describe the specific functions of personnel, collaborators, and consultants. Explain and justify all equipment, supplies, travel, patient costs, contractual/third-party, and other expenses as indicated.

Biographical Sketch. Provide biographical sketches for all **key personnel** listed on the application template (page 3). **Do not exceed two pages for each biographical sketch**. Add more biographical sketches if necessary. Place the Principal Investigator biographical sketch first, followed by the sketches for the remaining key personnel.

Other Support. Other support is defined as **all financial resources (**federal, non-federal, commercial, or institutional) **available in direct support of the Principal Investigator's research activities**, including – but not limited to – research grants, cooperative agreements, contracts, and/or institutional awards. Active and pending other support must be indicated.

1) **Other Support information is required for the Principal Investigator only**.
2) If the Principal Investigator has no active or pending support, indicate "None." The application under consideration is not considered other support.
3) If the support is provided under a consortium/subcontract arrangement or is part of a multi-project award, indicate the project number, Principal Investigator, and source for the overall project.
4) **Project Number:** If applicable, include a code or identifier for the project.
5) **Source:** Name the entity that is providing the support.
6) **Abstract:** Include a link to the abstract for each active and pending project, subproject, or subcontract.
7) **Dates of Approved/Proposed Project**. Indicate the inclusive dates of the project as approved/proposed. For example, for NIH support, provide the dates of the approved/proposed competitive segment.

8) **Annual Direct Costs**. For an active project, provide the current year's direct cost budget. For a pending project, provide the proposed direct cost budget for the initial budget period.

9) **Percent of Effort**. For an active project, provide the percent of effort (even if unsalaried) as approved for the current budget period. For a pending project, indicate the proposed percent of effort for the initial budget period.

10) **Overlap**. After listing all support, summarize any potential overlap with the active or pending projects and this application in terms of science, budget, or commitment. Any necessary resolution of overlap will occur in conjunction with the applicant institution and DHHS before funding. If unable to be resolved, the research project will not be funded. Overlap is defined as:

    a) **Budgetary overlap** occurs when duplicate or equivalent budgetary items (e.g., equipment, salary) are requested but are already funded or provided for by another source.
    b) **Commitment overlaps occur** when the Principal Investigator has time commitments exceeding 100 percent. This is true even if a grant does not include salary support.
    c) **Scientific overlap** occurs when:
        i) substantially the same research is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration; or
        ii) a specific research objective and the research design for accomplishing that objective are the same or closely related in two or more applications or awards, regardless of the funding source.

Certification of Non-Acceptance of Tobacco Funds. Ensure the principal investigator signs the certificate, and all fields are correctly populated.

Equipment Attestation Form. Ensure the principal investigator signs the form, and all fields are correctly populated.

Letters of Support and Collaboration.

1. Letter of support from the Principal Investigator's chair or supervisor.
2. **A Principal Investigator cannot sign their own letter of support.**
3. If proposed work relies on collaboration with other researchers at other institutions or companies, and the individuals are not listed as key personnel on page 3 of the application template, include letters of collaboration as appropriate.
4. Letters of support and collaboration must be legible, but do not need to meet the formatting requirements noted on page 6.

Section 2. Research Plan

For New Applications:

Include sufficient information in Section 2 to facilitate an effective review without reference to any previous application. Be specific and avoid redundancies.

- **Specific Aims**
- **Significance**
- **Preliminary Results**
- **Experimental Approach (Research Design and Methods)**
- **Literature Citations**

Do not exceed the five-page limit for sections listed above. All tables, graphs, and photographs must be included within the five-page limit. Full-sized versions of photographs, tables, and/or graphs can be included in the Appendix for clarity. **The five-page limit will be strictly enforced. Applications that exceed the page limit or the font size restrictions will be returned without review.**

Organize the Research Plan as follows:

- **Specific Aims**. State the broad, long-term objectives and describe concisely and realistically what the research project intends to accomplish. Include any hypothesis to be tested.

- **Significance**. Provide a brief sketch of the project's background, critically evaluate existing knowledge, and identify the gaps which the research is intended to fill.
    - State the importance of the research project by relating specific aims to broad, long-term objectives.
    - The titles and complete references to appropriate publications and manuscripts **accepted** for publication can be included in the Appendix.

- **Preliminary Results –** not required, but if included, describe briefly.

- **Experimental Approach (Research Design and Methods**):
    - Outline the research design and how the specific aims of the project will be accomplished.
    - Describe how the data will be collected, analyzed, and interpreted.
    - Note any new methodology and its advantage over existing methodologies.
    - Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.
    - Provide a tentative sequence of events for the project. Point out any procedures, situations, or materials that might be hazardous to personnel and the precautions to be exercised.

- **Literature Citations.** List relevant and current literature citations at the end of the Research Plan. Each literature citation must include the title of the article, the names of all authors, the name of the book or journal, volume number, page numbers, and year of publication. **Do not exceed four (4) pages.**

For Revised Applications:

- Introduction (**Revised Applications ONLY**)
    - Do not exceed one page for the introduction.
    - The introduction must include responses to weaknesses noted on the previous application review.
    - The one-page introduction does not count towards the five-page limit for the Research Plan.
- Summarize any substantial changes that have been made.
- Highlight the changes within the text of the Research Plan by bracketing or italicizing.
- Incorporate in the Preliminary Results section any work done since the previous application was submitted.

A revised application will be returned without review if it does not address weaknesses noted on the previous application review, an introduction is not included, and/or substantial revisions are not clearly indicated.

Only **one** revision is permitted per application.

Section 3. Appendix

Combine all Appendix material into one (1) PDF document – separate from the application – attached to the email submitting the application.

Title the PDF document using the following format: “LastName, FirstName of Principal Investigator – Appendix”.

At the beginning, provide an Appendix table of contents listing the items in order.

The Appendix:

- **Is limited to five (5) items**.
- Cannot be used to circumvent the five-page limit of the Research Plan.
- Can include publications or other printed materials documenting preliminary studies.
- Does not require page numbering.