

SITC Fellowship Guidelines

Important Dates

Submission Period

The SITC Awards Review Committee oversees the selection process, which begins with a Letter of Intent (LOI) as the initial stage of applications. Following the LOI review, selected applicants will be invited to submit full applications. Notifications for each stage will be communicated via email.

Submission Deadline

The SITC Fellowship Letter of Intent Application is due April 15, 2026.

Fellowship Term

Any one-year fellowship terms will begin on September 1, 2026 and will end on August 31, 2027.

Applicant Notifications

Applicants that submit their LOI will be notified if they have been accepted to submit a full application in May. Full application submission notifications will come out July of 2026.

Eligibility

Eligibility Requirements

Applicants should refer to the eligibility requirements on the specific award overview for each opportunity.

2026 SITC Award Overviews (as of 3/4/26):

- [2026-2027 SITC Cancer Immunotherapy Fellowship Award \(One-year, \\$100,000\)](#)
- [2026-2027 SITC-Merck Cancer Immunotherapy Clinical Fellowship Award \(One-year, \\$50,000\)](#)

Alternate Funding

Acceptance of a fellowship award presented by SITC does not preclude the grant recipient from obtaining grant support from other sources. The applicant and the sponsoring institution of the award recipient are responsible for ensuring that the terms of the SITC award are compatible with grant support from other sources, if applicable.

SITC Membership Requirement

All SITC fellowship applicants must be SITC members in good standing at the time of LOI submission (i.e., current in dues). Individuals with student memberships are eligible to apply and student membership rates start as low as \$50. Access more information on SITC membership and [apply to join SITC here](#).

If your SITC membership application is submitted before the LOI deadline, the membership requirement of the Fellowship application will be fulfilled (pending any modifications, outstanding details or incorrect

information). Please continue with your application submission. Contact info@sitcancer.org with any questions.

Minimum Percentage Requirement

There is not a minimum percentage of workday as an eligibility criterion for these opportunities.

Application Process

Application Process

Stage 1: Letter of Intent (LOI): In the initial stage, applicants are required to submit a completed application form, an abstract, a biosketch, and a Mentor's Statement of Support. The Awards Review Committee will review LOI's and will determine which applicants move to the second stage.

Stage 2: Full Application: Applicants that are selected to move onto the second stage will be notified according to the timeline on the [Fellowships webpage](#). Applicants selected for the second stage will need to provide a research and budget plan, a description of facilities, a mentor's statement of support, a mentor's bio sketch, an institutional letter of support, and two personal references.

Please click the links below to apply to each fellowship.

- [2026-2027 SITC Cancer Immunotherapy Fellowship Award \(One-year, \\$100,000\)](#)
- [2026-2027 SITC-Merck Cancer Immunotherapy Clinical Fellowship Award \(One-year, \\$50,000\)](#)

Multiple Applications

Applicants may meet the criteria for more than one fellowship, and applicants are welcome to apply for all fellowships for which they are eligible. Applicants will only be awarded one fellowship. Applicants must submit a separate application for each fellowship they wish to apply for.

Application Materials

Letter of Intent Required Documents:

- I. Abstract (1 page)
 - The abstract should outline the project's aims, expected outcomes, and overall impact. It must include the team members and explain how this award will assist the applicant in securing their next grant.
- II. Biosketch/Credentials (up to 5 pages)
 - NIH Biosketch format, instructions and samples available [here](#)
 - Use the "non-fellowship" format
 - Add this section at the end of the document to disclose additional research funding: Additional Information: Research Support
- I. Mentor's Statement of Support (maximum 2 pages)

This letter should be from the individual acting as a fellowship mentor to the applicant. It must clearly present:

- The applicant's role and academic appointment(s)
- The sponsor's role in the proposed research, including plans to provide support as necessary
- Plans and potential for the applicant to develop into an independently funded investigator

Full Application Required Documents:

- II. Applicant's Statement of Purpose (maximum 2 pages)
This letter should outline the award and career objectives of the applicant toward cancer immunotherapy research. This letter should specify:
 - Current and future cancer immunotherapy research objectives
 - Further training requested by the candidate

- III. Mentor's Biosketch (maximum 5 pages)
NIH Biosketch format, instructions and samples available [here](#).

- IV. Institutional Letter of Support (maximum 2 pages)
The letter must be written on letterhead by the department head, dean, or other senior member of the institution on behalf of the applicant. It should explain the applicant's relationship with the institution, and the nature and extent of support for the proposed research available from the institution, including laboratory space, financials and other resources.

- V. Research Plan and Budget
Required Formatting: Calibri 11pt, Single Spaced, 1-inch margins
Figures do not count towards section page limits.
The research plan should include a thorough statement of the candidate's proposed research plan in cancer immunotherapy, including:
 - a) Specific aims (maximum 1 page)
 - b) Background and significance (maximum 1.5 pages)
 - c) Preliminary results (if applicable) (maximum 1.5 pages)
 - d) Methods and procedures (maximum 4 pages)
 - e) Anticipated outcome (maximum 1 page)
 - f) Long-range objectives (maximum .5 page)
 - g) References (no limit)
 - h) Research project budget (Note: The research project budget should outline the anticipated allocation of the fellowship award. Allowable expenses include salary support for the fellow, as well as the necessary equipment and supplies required to carry out the project effectively.) (maximum 1 page)

- VI. Facilities (maximum 1 page)
Required Formatting: Calibri 11pt, Single Spaced, 1-inch margins
A description of the facilities for research and training needed by the candidate must be included.

- VII. Two Personal References (maximum 2 page each)

Two letters of recommendation from two people familiar with the candidate's qualifications must be included with the application.

Application Template

Currently, we do not have an example application or template. Please refer to the Award Overview documents for details on the application material requirements. Our application portal, Proposal Central, will inform you of all necessary requirements to fulfill your application.

Mentor Information

Mentor Biosketch and Statement of Support Uploads

SITC encourages referrers to send their letters of support and the mentor's Biosketch to applicants who should then upload these directly to the application portal as a part of their application.

Mentor Sponsoring Multiple Applicants

SITC does not restrict mentors from supporting multiple applicants for multiple fellowships. Only one applicant will be selected for each fellowship.

Multiple Mentors

Applicants are welcome to list up to two mentors and there is an option in the application portals to list both mentors. Applicants with co-mentors can submit both mentors' Biosketches and both mentors can write statements of support. Alternatively, the two mentors can write a joint letter of support.

Mentor as Additional Reference

Applicants are encouraged to have two people other than their mentor serve as the two personal references.

Proposal Central

Proposal Central is our application platform. Please view these [videos](#) for support with the platform during the application process.

Confidentiality

Confidentiality Policy

Fellowship applications are accessible by SITC staff for administrative purposes and are shared with Awards Review Committee members for the purposes of review only. All staff, fellowship reviewers and committee members agree to adhere to SITC's confidentiality policy, and as such all individuals privy to information shared in fellowship applications will keep the application information confidential.

Intellectual Property Guidelines

SITC fellowship recipients and/or sponsoring institutions retain ownership of their work and research.

Reporting Requirements

Reporting Requirements

Recipients of a SITC presented fellowship are required to submit an interim report and a final report detailing the status of their research. The report includes a write-up of the progress that has been made, as well as a financial accounting of funds.

SITC fellowship funds are made possible through philanthropic support. Fellows are expected to steward these resources responsibly and in accordance with the approved project plan and timeline.

Reporting Template

Currently, there is not a template for the fellowship interim and final reports. However, the following items are required to be submitted:

- Interim Report Requirements:
 1. Project title, award amount, recipient's name
 2. Brief overview of the project progress to date
 3. Describe highlights related to the award (presentation, publication, abstract, etc.)
 4. Outcomes determined at this date
 5. Fellows are expected to use the full award amount by the end of the fellowship term. Please confirm your anticipated timeline for full expenditure. If you foresee challenges in spending the award amount, provide a detailed explanation and corrective spending plan.
- Final Report Requirements:
 1. List the original specific aims of project. If the aims have changed, please explain.
 2. Synopsis of research progress to date
 3. Abstracts or other publications resulting from the research project (please provide copy)
 4. Any additional pending funding resulting from the studies performed in this research project (title of grant, PI, amount, duration, and agency)
 5. Plans after the award term

Budget Information

SITC Fellowship Fund Usage

Fellows are expected to fully expend awarded funds within the approved fellowship term. Allowable expenses include salary support, and necessary equipment and supplies to carry out the project.

Examples of equipment and supplies include lab equipment, consumable laboratory supplies, sample access fees, and general office supplies. Indirect costs are not covered by SITC fellowships.

Fellows who do not fully utilize awarded funds without approved justification may impact eligibility for future funding opportunities.

Conference Travel

Fellowship funds **cannot** be used to support travel to conferences or events. Fellowship recipients receive complimentary registration and travel reimbursement to attend the SITC Annual Meeting in the year the fellowship is awarded.

Budget Template

Currently, there is not a SITC fellowship budget template. However, the proposed budget must account for the entire award amount and can only be designated to allowable expenses. Allowable expenses include salary support for the fellow, as well as necessary equipment and supplies required to carry out the project effectively.

Salary Requirements

There is no percentage requirement for funds allocated for salary. However, the proposed budget must account for the entire award amount and can only be designated to allowable expenses. Allowable expenses include salary support for the fellow, as well as necessary equipment and supplies required to carry out the project effectively.

Overhead Costs

SITC fellowship funds may not be allocated to overhead costs or indirect costs.

Changes to Proposal/Budget/Timeline/Institution/Role

No-Cost Extensions

A No-Cost Extension can be granted in rare and exceptional circumstances and will not be approved for routine project delays. To apply for a no-cost extension, please email education@sitcancer.org with a detailed justification, revised timeline, and a clear plan for expending all the remaining funds. Requests are subject to approval by the SITC Executive Committee and must be submitted no later than 60 days before the end award term.

Switching Institutions/Positions

All fellowship applicants should submit applications based on their current role at their current institution. If an awardee switched institutions, please send an update to SITC at education@sitcancer.org.

SITC-Named Fellowship Terms

Terms

- Receipt of this award does not preclude the applicant from obtaining grant support from other sources. Support from the fellowship award is to be acknowledged in presentations and publications resulting from the research sponsored by the award.
- The award is nontransferable. The award recipient will carry out the project as proposed in the application, in accordance with the timeline and budget in the application. The award recipient is

directly responsible as an employee to the supporting academic institution. The sponsoring institution is responsible for documenting their role in terms of supporting the education and research efforts as well as providing adequate research capacity, including space and equipment, for the award. The sponsoring institution of the selected awardee is also responsible for ensuring that the terms of this award are compatible with grant support from other sources, if applicable.

- SITC may discontinue the award if it is documented that the purpose or the terms of the award are not being fulfilled. In this event, the recipient will be notified in writing of this determination, the reason and the effective date.
- The recipient must submit a halfway point and a final written progress report to SITC, including disposition of funds. Any unused funds must be returned to SITC. The recipient is invited to submit an abstract during the regular abstract submission process for the chance to present the final results of his/her research at a SITC Annual Meeting.

If you have specific questions regarding the fellowship program, please reach out to education@sitcancer.org.