Guidelines for Preparing Research Grant Applications within eGMS: Marie Curie Cancer Care Research Programme
1 INTRODUCTION

Marie Curie Cancer Care is spending up to £1 million per year through the Marie Curie Cancer Care Research Programme to fund high quality research that has the potential to improve palliative and end of life care for those with cancer and/or other advanced progressive life-limiting conditions. Marie Curie Cancer Care will be assisted by Cancer Research UK, which will administer the application process and grant funding.

These guidelines are provided to help applicants prepare a grant application using our electronic grant management system, eGMS. Please ensure you complete your application in conjunction with these Guidelines and also with our “Terms and Conditions and Administrative Guidelines for Research Grants and Awards” (hereafter known as Terms and Conditions), which set out the standard Terms and Conditions and Administrative Guidelines applicable to all research grants funded by Cancer Research UK. The Terms and Conditions, related Cancer Research UK Funding Policies and other relevant documents are available on the Cancer Research UK Funding and Research website1 and should be consulted when preparing an application. Supplementary Terms and Conditions for the Marie Curie Cancer Care Research Programme are available on the scheme website www.cancerresearchuk.org/marie-curie-research-programme and at www.mariecurie.org.uk/research.

1.1 Definitions

<table>
<thead>
<tr>
<th>Administrative Authority</th>
<th>Host Institution Office (Financial) responsible for confirming financial details and agreeing support for the application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant PA</td>
<td>An individual providing administrative support to the Lead Applicant.</td>
</tr>
<tr>
<td>Co-investigator</td>
<td>A researcher who will provide significant intellectual input into the research and will be responsible for the day to day running of some aspects of the work. Co-investigators must be added as a supporting role within eGMS. Co-investigators will be named on Grant Award Letters. For Clinician Scientist and Research Bursary applicants a Co-Investigator is a requirement of the scheme and should be the head of the research group in which you propose to work.</td>
</tr>
<tr>
<td>Collaborator</td>
<td>A Collaborator is an individual who is named in the application and who has agreed to supply research materials, specific expertise or access to patients, but will not be involved in the day to day running of the research proposal. Collaborators must agree to participate via eGMS.</td>
</tr>
<tr>
<td>Grant Award Letter (GAL)</td>
<td>All CR-UK funding is confirmed within a Grant Award Letter (GAL). Acceptance of the grant award is subject to the Terms and Conditions and any additional terms and conditions set out in the GAL.</td>
</tr>
<tr>
<td>Head of Department</td>
<td>The head of the department where the majority of the research will take place.</td>
</tr>
<tr>
<td>Joint Lead Applicant</td>
<td>A joint leader of a research project. A single Lead Applicant must still be identified. Joint Lead Applicants must be added as</td>
</tr>
</tbody>
</table>

1 http://science.cancerresearchuk.org/index.htm
<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Applicant</td>
<td>The Principal Investigator of the research proposal</td>
</tr>
<tr>
<td>Master CV</td>
<td>CV information which is held for the applicant in the system to be used across all applications as required.</td>
</tr>
<tr>
<td>Mentor</td>
<td>A senior academic who will provide you with independent support and advice for the duration of the fellowship.</td>
</tr>
<tr>
<td>Named Research Staff</td>
<td>Senior research staff on any application must also be added as a supporting role within eGMS and a CV must be created within eGMS.</td>
</tr>
<tr>
<td>Task</td>
<td>Individual or groups of tasks to be undertaken at each stage of the process. Tasks will have a series of dates that make them active and closed in the system automatically.</td>
</tr>
</tbody>
</table>
2 MARIE CURIE CANCER CARE RESEARCH PROGRAMME SPECIFIC GUIDELINES

In the current grant round, the Marie Curie Cancer Care Research Programme Funding Committee considers project grant applications in the following areas:

1. Randomised controlled trials (RCTs)
2. Symptom control in the last year of life
3. Using existing knowledge to improve end of life care - implementation of existing research
4. Impact of palliative care day services on quality of life of patients, carers and families
5. Facilitating timely hospital discharge of people who wish to die in their preferred place of care

Research should address issues relevant to the last year of life.

Marie Curie Cancer Care funds adult palliative care research, including teenagers and transitions. Research proposals must focus on patients over 16.

This section provides guidelines for the preparation of your application including details of eligible costs and guidelines for preparing your research proposal, details of how to complete the application in eGMS are given in section 3. Please ensure that you consult the ‘Marie Curie Cancer Care Research Programme 2013 overview’ document in the preparation of your proposal, which is available from www.cancerresearchuk.org/marie-curie-research-programme.

Advice to applicants from the Funding Committee based on applications submitted in the first two calls is available in Appendix 1.

2.1 Eligibility

Applications will be accepted from scientists, clinicians or health care workers in UK universities, medical schools and hospitals.

2.2 Contact information

To discuss whether your project is within the remit of the Marie Curie Cancer Care Research Programme, please contact:

Dr Sabine Best
Tel: 020 7091 4144
Email: sabine.best@mariecurie.org.uk

If you have administrative queries regarding applying to the Marie Curie Cancer Care Research Programme, please contact:

Dr Andrew Clempson
Tel: 020 3469 5334
Email: mariecurie@cancer.org.uk
2.3 Costs

Project grant applications will be considered for up to three years duration. There is no upper limit to the funding that can be requested, however, applicants should keep in mind that the upper limit of funding for the call is £1 million.

Marie Curie Cancer Care will pay the directly incurred costs of research. Marie Curie Cancer Care will not pay either directly allocated (including estate costs) or indirect costs on individual research awards. Awards are provided on the understanding that the host institution will meet directly allocated and indirect costs (previously referred to as overhead costs) including lighting, heating, central support staff salaries, costs of equipment maintenance, telephones, office furniture, use of library facilities and general laboratory and office equipment. Where institutions operate a policy of access charges to equipment, Marie Curie Cancer Care will consider payment of an access charge in lieu of consideration of maintenance costs.

If you are in any doubt as to what might constitute a directly allocated or indirect cost, please contact Dr Andrew Clempson before submitting your application. All applicants are required to complete an Association of Medical Research Charities (AMRC) Full Economic Costing (fEC) information form as part of the application. Please also refer to section 2.3.4 on AcoRD and NHS Treatment and Support costs.

Please enter a realistic start date for the grant, keeping in mind that funds will only be released once proof of ethical approval has been received by CR-UK. Increases in salary costs resulting from a later start date will not be covered.

2.3.1 Staff Salary

Grant applications may include requests for the salaries of staff at post-doctoral, clinical or technical level or on administrative scales. Please note that requests for PhD studentships and Clinical Research Training Fellowships on project grants are NOT considered by the Marie Curie Cancer Care Research Programme Funding Committee. Applicants may request their own salary (not with regard to Full-Economic Costing), as long as they are within 8 years from obtaining their doctoral degree, or equivalent qualification. However, if this is to be the case then this MUST be discussed with Dr Andrew Clempson before applying and a completed Career Ambitions Form must be provided within the application. Please read Cancer Research UK’s policy relating to funding the Salaries of Senior Scientists to ensure that you comply with the terms.

All staff details and costs must be agreed with the research services office of the institution where the worker will be employed. Many institutions operate nationally agreed pay models but increasingly local models are being developed. Marie Curie Cancer Care will provide salary costs within a recognised pay model, but must be advised of the applicable pay model in the application.

Funding is provided for salary, the employer’s national insurance contribution and an employer’s pension contribution which will be no higher than the rate used by the USS or NHS scheme and may not be used to offset any prior under-funding of the pension scheme. Costs of recruiting staff to posts will not be funded by Marie Curie Cancer Care. If the grant is awarded, the amount provided to fund each post will be stated in the Grant Award Letter and this amount will include an adjustment (determined by Cancer Research UK) to provide towards cost of living and incremental rises that may occur during the first instalment. Subsequent instalments...
will be subject to a single fixed indexation rate for the remaining duration of the award. Apart from this adjustment no additional money will be made available for increases to staff costs. Marie Curie Cancer Care does not meet the cost of NHS merit awards or clinical excellence awards or any other supplement or enhancement earned in the course of providing patient care to NHS patients.

This table contains guidance on how to fill in each section of the staff salaries form within eGMS

<table>
<thead>
<tr>
<th>Named Person</th>
<th>First name Last name. If the name of a worker is not known at the time of application, enter “TBA”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR-UK Job category</td>
<td>Identify one of the options from the drop-down list for each of the proposed posts which best describes the work of that staff member.</td>
</tr>
<tr>
<td>Pay grade</td>
<td>The grade quoted should be that at which an appointment is required e.g. SSC1</td>
</tr>
<tr>
<td>Pay scale</td>
<td>The scale quoted should be that at which an appointment is required e.g. Staff Scientist</td>
</tr>
<tr>
<td>Scale point</td>
<td>Enter the number of the scale point at which an appointment is required e.g. 4</td>
</tr>
<tr>
<td>Current Basic Salary</td>
<td>The basic salary (100% FTE) at the scale point indicated should be entered. Do not enter composite salary costs, i.e. estimating expected pay awards or incremental increases. Figures should be taken from the agreed scale operating at the proposed start date if known; otherwise the most recent agreed figures should be entered.</td>
</tr>
<tr>
<td>Date of next increment</td>
<td>If a worker has an existing salary increment date e.g. from the university or previous grant support, the incremental date should be entered</td>
</tr>
<tr>
<td>New Basic Salary</td>
<td>Basic Salary after the increment</td>
</tr>
<tr>
<td>Location allowance</td>
<td>Enter London weighting, or other location allowances.</td>
</tr>
<tr>
<td>Additional allowances</td>
<td>Any additional allowances entered in the application form must be explained and fully justified in the “justification for support” section of the research proposal.</td>
</tr>
<tr>
<td>Oncosts Percentage</td>
<td>Employer’s oncosts, i.e. superannuation and National Insurance contributions. This can not be higher than 28% and it should reflect the actual percentage applicable to the role. Please note that the employer’s pension contribution must be no higher than the rate used by the USS or NHS schemes.</td>
</tr>
</tbody>
</table>

2.3.2 Running expenses

Detailed running expenses should be included here and fully justified in the research proposal. Running expenses may include contributions to the use of central facilities or charges for use of specialised equipment where these are required for the research project. Any equipment that is less than £5,000 should be listed as a running expense rather than an equipment cost.

Requests for travel expenses to attend conferences and meetings will be considered as part of the grant application. Costs for travel forming an integral part of the proposed study (such as travel between collaborating centres or steering group meeting expenses) can be included under ‘travel related to research proposal’. Costs for staff training relating to the project will be considered.
Marie Curie Cancer Care will consider requests for open access publication fees, to allow the applicant to comply with Marie Curie Cancer Care’s Open Access policy. Marie Curie Cancer Care’s Open Access policy can be found at www.mariecurie.org.uk/openaccess.

2.3.3 Equipment

Marie Curie Cancer Care assumes a basic level of equipment provision by the host institution and applications should be limited to items required specifically for the research proposed. A full justification for any equipment requested must be included in the “Justification for support requested” section of your research proposal. Applications should contain the equipment requirements for the full duration of the award at the time of application, since further equipment requests will not be considered in subsequent years of the award. Equipment requests on project grants should not exceed £15,000.

2.3.4 NHS Treatment and Support Costs for Randomised Controlled Trials

If the proposed research involves patients and/or will be conducted within the confines of the NHS, it is expected that the DH/NHS will support the research by meeting associated patient care costs. Applicants have a duty to inform the relevant NHS Trust R&D office(s) of the possible NHS support implications of proposed research projects at the earliest opportunity and MUST indicate within the research proposal that the relevant provider(s) have been notified and provide an update on the status of such discussions within the application.


2.4 Uploads

2.4.1 The Research Proposal – for projects excluding trials

A free-text research proposal is required for project applications, except in the case of clinical trials (e.g. Randomised Controlled Trials, Feasibility studies, Early Phase and Late Phase Trials). Information specific to clinical trial applications can be found in 2.4.2.

Format

No forms are provided for the research proposal, which should be prepared in the format described below. Arial point 11 in black should be used and text should be single line spaced. All pages should be numbered and the surname and initials of the principal applicant should be included in a header or footer.

Project Grant applications should not exceed 2,500 words (excluding the reference list, figures, figure legends, timelines and justification for support). In fairness to our referees and Committee reviewers, applications that exceed this limit will be returned for revision. It is suggested that the proposal is organised under the following headings:
Purpose
State briefly the objectives of the proposed research and the significance of the results that may be obtained (e.g. eventual clinical application, impact on policy and practice) and the relevance of the proposed research to the call, clearly stating which of the three areas of the call the application aims to address.

Background
Provide a brief summary of your current and other published work relating to the purpose of the proposed new research. It is recommended that this section should not exceed 500 words.

Detailed Research Plan
The plan of the study or programme of work proposed should be described in detail, applicants should cite existing relevant evidence, including any systematic reviews.

Applications MUST include details of the methodology and analysis to be employed in the study; a detailed description and justification of the methods to be used is ESSENTIAL, and should be given similar weight as the description of the problem to be addressed. If appropriate, a description of the sample size and power calculations for the proposed study should be incorporated into the research proposal, including the outcome measures on which the power calculations have been based; the justification for the size of difference that the study is powered to detect; and whether the sample size calculation has taken into account the anticipated rates of non-compliance and loss to follow-up.

Timescale and potential problems
Please give an indication of the milestones and timescale for the various components of your proposal. Any potential logistic or scientific problems should be identified and solutions or alternative plans proposed. Please note that these details will not contribute to the stipulated word count.

Justification for support requested
Applicants should fully justify each individual cost listed in the costs section of the application form (staff costs, running expenses and equipment). Please note that the justification section does not contribute to the stipulated word count.

2.4.2 Trial-specific information
Applicants planning to submit a proposal for Randomised Controlled Trials, should send a one page outline to Dr Sabine Best (sabine.best@mariecurie.org.uk), Research Manager at Marie Curie Cancer Care in advance of submitting their full proposal, for it to be checked for relevance to Marie Curie Cancer Care’s strategic aims and therefore whether it is in the remit of this call.

Applicants intending to conduct any type of trial (including Randomised Controlled Trials, Feasibility studies, Early Phase and Late Phase Trials) should select the “MC - Trial Applications - October 2013” option when logging in to eGMS. For all other types of studies, please select “MC - Project Award - October 2013”.

If you are unclear on which to select, please contact Dr Andrew Clempson at Andrew.Clempson@cancer.org.uk or telephone 020 3469 5334. The deadline for receipt of all applications remains 5th April 2013.
2.4.3 Suggested Peer Reviewers

Details of suggested Peer Reviewers can be uploaded using the template on eGMS. For project grant applications, please nominate up to five reviewers and supply full contact details for each reviewer. You may also nominate up to two referees to veto, which should be accompanied by a justification.

2.4.4 Appendices and Supporting Documents

Whilst appendices may contain preliminary (unpublished) results which support the application, please note that unpublished manuscripts will not be sent to referees and committee members.

2.5 Feedback

While Cancer Research UK and Marie Curie Cancer Care always aim to provide feedback on applications, applicants are reminded that the decision of the Marie Curie Cancer Care Research Programme Funding Committee are final. Applicants are asked to note that feedback on an application or the application process will only be provided by Cancer Research UK’s Research Operations and Funding Directorate. Members of the Marie Curie Cancer Care Research Programme Funding Committee adhere to the Code of Practice for Funding Committees, which exists to ensure the protection of applicants, Committee members and external reviewers and to ensure the impartiality of the review process. Committee members cannot discuss committee decisions with applicants and applicants MUST NOT approach committee members directly. The peer review process is of the highest importance and Marie Curie Cancer Care and Cancer Research UK reserve the right not to consider applications from individuals who compromise its integrity.
3 COMPLETING YOUR APPLICATION IN EGMS

Access the eGMS homepage here: https://egms.cancerresearchuk.org/. A link is also available from Cancer Research UK’s Research and Funding website. If you currently hold a grant from Cancer Research UK you will already have an account on eGMS and may access your account as instructed below:

Applicants applying for funding to conduct a trial
Please note – applicants intending to conduct any type of trial (including Randomised Controlled Trials, Feasibility studies, Early Phase and Late Phase Trials) should select the “MC - Trial Applications - October 2013” option when logging in to eGMS. For all other types of studies, please select “MC - Project Award - October 2013”.

If you are unclear on which to select, please contact Dr Andrew Clempson at Andrew.Clempson@cancer.org.uk or telephone 020 3469 5334. The deadline for receipt of all applications remains 5th April 2013.
### 3.1 Navigation through eGMS

The following symbols are used throughout eGMS.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add Icon" /></td>
<td>The Add Icon. Click this icon as instructed in the instructional text on the top of the page. It is used to add information to your application such as multiple positions held, supporting roles, costs etc.</td>
</tr>
<tr>
<td><img src="image" alt="Edit Pen Icon" /></td>
<td>The Edit Pen Icon. Click to edit information already entered. For example to edit costs.</td>
</tr>
<tr>
<td>✅</td>
<td>Complete</td>
</tr>
<tr>
<td>☢️</td>
<td>Incomplete</td>
</tr>
<tr>
<td>🔄</td>
<td>Attention</td>
</tr>
</tbody>
</table>

- **Complete**: Ready for submission to Cancer Research UK
- **Incomplete**: Not yet been completed and application can not be submitted
- **Attention**: Further information requested prior to submission

On the Review and Submit page you can check the completeness of your application. These are the icons used to denote completeness of each application section on the Review and Submit page.
3.2 Filling in the Application Form

The flow diagram below which continues on the following pages represents the flow of the application within eGMS. Work through each step of the flow diagram. Additional instruction is supplied to the right of each step.

Please inform the administrative authority of your host institution of your intention to submit a funding request. Applications are only fully submitted to Cancer Research UK and Marie Curie Cancer Care once it has been approved by the administrative authority.

Click **Apply for Funding** on eGMS homepage

Select your chosen Committee and grant, Click Continue > OK

Take the eligibility quiz to confirm your eligibility. Click Save > Submit > Continue

Click **Complete Full Application** task

Complete **Proposal Outline**

Complete **Contact Information**

Complete **Applicant Information**

Complete **CV Posts and Qualifications**

Complete **CV Publications**

For more guidance on Funding Committee remit, see CR-UK Funding and Research website

The Administrative Authority is the Institution that will receive the financial payments of the award if successful. The proposed start date should be within 2-6 months of the decision date.

If you have not yet created a Master CV, the information you enter here can be used to create your Master CV.

Publications can be extracted from your Master CV. If you have not created a Master CV, the information you enter here can be added to your Master CV. Publications should be peer reviewed, relevant to the proposal from the last five years. They should be formatted without et al.
The research abstract provides a succinct summary of the proposal. To increase the awareness of CR-UK funded research and stimulate interactions between CR-UK scientists, CR-UK maintains a Directory of Research on its website. Periodically these details are also submitted to NCRI and published to the International Cancer Research Portfolio. The publishable abstract will be placed on CR-UK’s website if the application is successful. For this reason, avoid the unnecessary inclusion of commercially sensitive or confidential information in your publishable abstract.

This section covers basic information regarding animal and human use as well as potential commercial outputs. More detailed information for the ethical component of your application can be provided in the research proposal section. Please refer to Terms and Conditions on the CR-UK Funding and Research website for details of the ethical and commercial responsibilities as a condition of award.

View Details will bring up the summary. Click the Edit pen for each value to add costs. Click the Add Icon, enter information and Click Save and Calculate. See Scheme Specific Guidance for more detailed assistance in filling out costs. In addition, Finance FAQs are available on our Funding and Research website under Manage a Grant.

Follow on-screen instructions. Please note an application will not be accepted that is essentially the same as one currently under consideration for funding by another CR-UK Committee or any other funding body. The only exception to this policy is for applications for Personal Fellowships. CR-UK may share pertinent information about your application with other funding bodies to ensure that you have not made a parallel application.
Once you have submitted your application it will be sent to your Administrative Authority for review and approval. You will receive confirmation when this is complete. Cancer Research UK and Marie Curie Cancer Care will then check the content of your application and progress the application to the next meeting for consideration.

If successful, outline details of the award will be published on CR-UK and other national and international research websites. The Common Scientific Outline (CSO) is a classification system used by UK and US funding bodies to help lay the framework for better coordination among cancer research organisations by making it easier to compare public, private, national, and international cancer research efforts. For example, the International Cancer Research Portfolio is organised around the CSO categories and details of CR-UK funded awards are automatically uploaded to this database.

Follow on-screen instructions. If your proposal does not use biomarkers, select No and click Save and Continue leaving all other fields as default. If your proposal uses biomarker there are Biomarker roadmaps available within eGMS and on the CR-UK Funding and Research website.

Upload Research Proposal, Application Appendices, Career Ambitions Form, Peer Reviewer Suggestions. Scheme Specific Guidance advises which documents you need to upload and the required content.

Read the Terms and Conditions and Administrative Guidelines including the Funding Policies before accepting.

Ensure there is a green tick next to each required element. If not, choose the element from the left hand side to complete. Click View PDF to see the entire application. When you are satisfied with your applications click Submit.
3.3 Additional Information

For additional assistance in completing your application the following resources are available.

FAQs: available within eGMS and on the eGMS website
http://science.cancerresearchuk.org/funding/apply-now/egms/

Grants Helpline: 020 3469 5452 or grants.helpline@cancer.org.uk

Terms of Use: These are located at the bottom of the eGMS homepage. This includes a link to our Privacy Policy which details how we will use your data under the Data Protection Act 1998
APPENDIX 1: Feedback from the Marie Curie Cancer Care Research Programme Funding Committee after the first two calls, on actions to improve the quality of research proposals submitted to the Research Programme

The Marie Curie Cancer Care Research programme has been running for two years and the independent Funding Committee has reviewed over 50 applications in two calls across 7 themes. At its last meeting, the Committee requested that Marie Curie Cancer Care should provide further advice to applicants on how to avoid some of the mistakes commonly seen in the applications.

The following advice was given by the Funding Committee:

- Applications for a clinical trial or study involving the recruitment of participants should demonstrate the close involvement of a Clinical Trials Unit. This involvement is expected to have started at the development phase of the proposal and to continue, as appropriate, throughout the duration of the proposed project.

- Applications that include a proposal to undertake qualitative research should clearly articulate the social science techniques and qualitative methodologies that are to be utilised and acknowledge their complexities.

- Applications including a health economics component are encouraged. However, applicants should ensure that a suitably qualified co-investigator is included and their support and input into the health economics aspect of the project from the start is demonstrated.

- Researchers who fail to make reference to the national and international literature in their chosen research area are unlikely to be funded. Proposals must demonstrate that the lead applicant understands the background of research on which the proposal is built and is aware of other research going on both nationally and internationally in the general area of the application.

- Proposals should contain sufficient detail in the description of the research methods to convince the Committee that the project is appropriately designed and feasible. Methodological rigour is one of the criteria that the Marie Curie Cancer Care Research Programme calls for and one of the criteria for decision-making by the Funding Committee.

- Projects should have the potential to be generalisable and applicable to different settings across the UK. If a study claims to be a UK study then it should involve the countries of the UK. If this is not possible/appropriate then strategies for ensuring applicability across the UK should be clearly explained.

- Applicants might find the guidance from the Medical Research Council on developing and evaluating complex interventions, and the accompanying BMJ article, helpful when developing proposals:
  - [http://www.bmj.com/content/337/bmj.a1655.full](http://www.bmj.com/content/337/bmj.a1655.full)

- Applicants should consider whether their proposal represents value for money, particularly with respect to the impact and new knowledge their research project will contribute. Where relevant, they should consider the wider context of developing and implementing an intervention.
APPENDIX 2: AMRC FULL ECONOMIC COST FORM GUIDANCE

Full economic costing information (applicants based in UK Higher Education Institutions only)

As an Association of Medical Research Charities (AMRC) member charity we monitor the full economic costs (fECs) of the research we support. Unlike some other funding bodies, such as the research councils, AMRC member charities will not fund the fECs, or a proportion of these. The figures provided should include the standard indexation rate used by the institution to calculate fECs.

Only universities which are using TRAC costing methodology should enter actual values in the form.

Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

Monitoring the full economic costs of charity-funded research in UK HEIs

Background
AMRC issued updated guidance to its members and to universities regarding its position on changes to costing research applications and the move to a system of estimating fECs in 2004. AMRC member charities do not fund the indirect costs on grants awarded to UK universities as a matter of principle. The move to funding on a percentage basis by other types of funders, such as the research councils, is unlikely to be adopted by the charity sector in the foreseeable future; the reasons for this decision are set out in AMRC’s position statement and guidance document.

Following the 2004 Spending Review, the Government recognised the importance of charity funding in universities and announced that a separate stream of funding, administered by HEFCE to English universities, would be introduced from 2006/07 to provide additional support for charitable research. The allocation of the Charity Research Support Fund (CRSF) in England will be based on the amount of income from eligible charities; most AMRC member charities will be eligible for the CRSF. AMRC member charities have agreed that it would be helpful to collect information about the full costs of the research they support, in order to develop a better understanding of the charity contribution, inform future discussions about the CRSF and to assess future sustainability.

Applicants and host institutions should note that the data sought is for monitoring purposes only and will not form part of the peer review or decision-making process that AMRC members use.

Elements of the new cost headings are:
Directly Incurred Costs: these include the familiar direct costs of research and it is assumed these are included in the funds you are applying to Marie Curie Cancer Care for. They may include:
- Staff (e.g. research assistant salaries)
- Consumables and other costs directly attributable to the project
- Equipment
- Travel and subsistence
Directly Allocated Costs: these are shared costs, based on estimates and do not represent actual costs on a project-by-project basis. Previously, these costs came under the 'indirect costs' heading but the following items will now be calculated separately:

- Investigators: the time spent by the Principle Investigator and Co-Investigators will be calculated and costed. (Marie Curie Cancer Care is unlikely to fund these costs).
- Estates: the way these are calculated may vary between institutions. Different categories of space will be costed differently, for example laboratory space will be different to office-based costs. (Marie Curie Cancer Care is unlikely to fund these costs).
- Other Directly Allocated: these include the costs of shared resources, such as staff and equipment. (Marie Curie Cancer Care is unlikely to fund these costs).

Indirect Costs: these costs are necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs. Indirect costs will be calculated separately by each HEI, according to TRAC methodology. (Marie Curie Cancer Care is unlikely to fund these costs).

For further information regarding AMRC’s positions on funding in universities, please refer to the web pages at: http://www.amrc.org.uk/index.asp?id=15443