



Guidelines for Preparing Research Grant
Applications within eGMS

New Investigator Committee:

Career Development Fellowship

Full Applications

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1 INTRODUCTION

Cancer Research UK's vision, *'to bring forward the day when all cancers are cured'*, is a statement of what the Charity aspires to, why it exists, and describes the impact the Charity would like to have on society. Over the last 40 years ten year survival rates for cancer patients in the UK have doubled. In the 1970s just a quarter of people survived for ten years after being diagnosed with cancer. Today that figure is half. Our ambition is to accelerate progress and see three-quarters of patients surviving the disease for at least ten years by 2034.

To achieve this ambitious aim, Cancer Research UK has four main objectives:

- to reduce people's risk of getting cancer by tackling the challenge of cancer prevention
- to diagnose more cancers earlier by developing more effective screening tests and improving screening uptake
- to develop new treatments for cancer; by supporting basic research to increase our understanding of cancer, and translational research to move new discoveries to the clinic
- to optimise new and existing cancer treatments for each individual patient

For more information on Cancer Research UK's overarching aims please read our [Research Strategy](#). The types of funding schemes and awards available from Cancer Research UK are listed on our [Funding Schemes website](#).

If you are unsure which Funding Committee you should submit your application to please email grants.helpline@cancer.org.uk, providing a short summary of the proposed research and its main outcome.

2 PURPOSE OF THESE GUIDELINES

These guidelines are for the preparation of full Career Development Fellowship applications only. All applicants must submit a preliminary application which will be reviewed by the New Investigator Committee. Shortlisted applicants will be invited to submit a full application. Preliminary application guidelines are provided in a separate document which is available on the [Cancer Research UK website](#).

These guidelines include the following information:

1. Before you apply:
 - About the award: purpose, funding committee, remit, eligibility, how applications will be assessed, what funding you can apply for
2. The application process:
 - Career Development Fellowship application process
 - The research proposal – format and content
3. How to complete an application in the electronic Grants Management System, eGMS

This document can be easily navigated by clicking on any heading listed in the contents pages to follow hyperlinks to each section.

3 USEFUL CONTACTS

Once you have read these guidelines, if you require further information or would like to submit a preliminary application for a Career Development Fellowship, please email the office at fellowships@cancer.org.uk.

If you experience technical issues using eGMS, please contact the grants helpline at grants.helpline@cancer.org.uk or 0203 469 5452.

4 CAREER DEVELOPMENT FELLOWSHIP: ABOUT THE AWARD

4.1 Purpose

To fulfill the ambition to cure cancer sooner, Cancer Research UK aims to develop and support the very best researchers, at all stages of their careers. The Cancer Research UK Career Development Fellowship supports exceptional scientists with between 3 and 8 years' experience post-PhD to establish their independent cancer research career.

4.2 Funding Committee – The New Investigator Committee

Career Development Fellowships are considered by the New Investigator Committee. The New Investigator Committee also considers applications for Career Establishment Awards, Senior Cancer Research Fellowships and Research Travel Awards. Meeting dates and deadlines can be found on the [New Investigator Committee](#) webpage. These guidelines are for the preparation of Career Development Fellowship applications. Separate guidelines are available for each award scheme.

4.3 Scientific remit

The New Investigator Committee will consider Career Development Fellowship applications in any of the research areas listed below. Please note that Career Development Fellowships are not restricted to one area of the remit and may span multiple areas of research.

Basic biological research: Any area of basic biological research relating to cancer, including:

- Cancer cell metabolism
- Cancer genetics
- Cell transformation and oncogenesis
- Genomic instability
- Migration, invasion, metastasis and tumour dormancy
- Tumour biology, including tumour microenvironment and heterogeneity
- Tumour immunology

Studies may include the use of model systems (e.g. yeast, worm, fly, zebrafish, mouse), cell lines (animal or human) or primary tumour material.

Preclinical studies: Research that will generate biological data to underpin therapeutic development, including:

- Identifying and functional characterisation of biological targets in cell lines, primary tumour material or model systems
- Biological mechanisms of therapeutic interventions
- Mechanisms of resistance to therapies

Biomarkers: proposals in biomarker research, including:

- Predisposition, screening, diagnostic, prognostic, predictive, pharmacological and surrogate response markers
- The discovery of biomarkers, biomarker assay validation and biomarker qualification
- Sample collections that directly underpin the planned research (e.g. retrospective trial or cohort)

Imaging: the following areas of imaging research:

- Whole-body preclinical and clinical imaging studies
- Cellular imaging to address questions of tumour biology in animal models or through whole-body imaging
- Development of imaging agents, contrast agents and other imaging technologies
- Imaging research associated with surgery

Radiotherapy research: applications using the following approaches:

- Optimising radiotherapy – e.g. improving treatment planning, reducing toxicity and increasing efficacy of treatment to improve patient outcomes
- Validation of new targets in combination with radiotherapy

Engineering and physical sciences (EPS) applied to cancer: including the following areas:

- Tissue engineering and regenerative medicine
- Biochemistry and chemical biology
- Biophysics
- Drug delivery devices

Population research: including applications in the following areas:

- Early diagnosis of cancer – e.g. cancer symptom awareness, interventions to increase screening uptake
- Prevention – e.g. adherence to chemoprevention
- Epidemiology

Cancer Research UK will only consider research proposals that are cancer-related and that contain a definite research aspect.

The following types of research fall outside the remit of the Career Development Fellowships:

- Research proposals falling within the remit of Drug Discovery Committee
- Funding of research falling within the remit of the Clinical Trials Advisory and Awards Committee (CTAAC) and the New Agents Committee
- Infrastructure support to clinical trials units, tissue banks, Cancer Research UK Centres (e.g. existing or new Cancer Research UK Centres infrastructure staff)

For remits of our other funding committees please visit our [Funding Committees website](#).

4.4 Eligibility

4.4.1 The Lead Applicant (The Fellow)

Applicants will have at least three and no more than eight years of post-doctoral research experience at the time of submitting the preliminary application. We expect applicants to demonstrate the promise of becoming future research leaders and to have an excellent track record in their previous work. Applicants must *not* have had a prior opportunity to develop a research group (for instance, by having been awarded another group leader-level fellowship (i.e. postdoctoral fellowships and CRUK Clinician Scientist Fellowships are acceptable). The New Investigator Committee will take into account career breaks/ other career pathways when considering the number of years of postdoctoral experience of an applicant.

Clinicians seeking Fellowship funding should consider applying for one of the fellowships schemes considered by CRUK's Clinical Careers Committee. Please see the [Clinical Careers Committee website](#) or contact the office before applying.

Fellows are expected to lead their work independently of other laboratories in the host institution, and must therefore demonstrate the ability to direct a research team and programme of research. We anticipate, however, that Fellows will wish to develop collaborations with others within the institution, as well as with researchers at other institutions.

4.4.2 Host Institution

We expect Fellows to have the status of a group leader or equivalent at their proposed host institution. Applicants are required to identify a location to hold the Fellowship at the preliminary application stage. The Head of Department at the proposed institution must submit a letter of approval at the full application stage confirming that they agree to host the Fellowship.

Researchers in receipt of core funding at one of Cancer Research UK's Institutes: The Francis Crick Institute; Cancer Research UK Manchester Institute; Cancer Research UK Beatson Institute, Glasgow; Cancer Research UK Cambridge Institute; or, the Cancer Research UK/MRC Oxford Institute for Radiation Oncology are not eligible to apply for a Career Development Fellowship; **however, Fellows may be hosted at a core-funded Institute providing that they are not receiving core-funding concurrently to the Fellowship.**

Most university departments in the UK are eligible locations; however, there are a number of locations that are not eligible, and all applicants should contact Cancer Research UK prior to application to ensure that their selected host institution is acceptable.

Cancer Research UK may consider applications proposing joint support for research with other funding bodies. All such proposals **MUST** be discussed with the office before submission. Individuals applying for funding from BBSRC or MRC Units please note that any

application **MUST** be discussed in advance with BBSRC or MRC Head Office as well as with Cancer Research UK.

4.4.3 Applications to other funding bodies

Please note that we will accept Fellowship applications which are currently under consideration by another funding body.

4.5 Assessment criteria

Outline applications will be judged on the following criteria:

- Scientific excellence – all applications must have a strong scientific rationale to support the proposed research
- Cancer relevance – value of the proposed work in furthering the fundamental understanding of cancer or improving cancer patient diagnosis or treatment
- Track record – the lead applicant must have an excellent track record and potential to produce outstanding results
- Excellent people and environment – suitability of the host institution and collaborators and co-investigators to carry out the proposed research, with access to the resources and facilities required for the fulfillment of the Career Development Fellowship.

4.6 Support provided by a Career Development Fellowship

Career Development Fellowships provide 6 years of funding which can be used to fund competitive salaries for the Fellow, a postdoctoral researcher and technical assistance (i.e. a technician, graduate research assistant or scientific officer) with associated running costs. Additionally equipment can be requested typically up to a value of £25,000. Larger equipment requests may be considered if fully justified in the application. Funding for the final 3 years of the award is contingent on success at a Scientific Milestone Report review at the mid-point of the award.

5 CAREER DEVELOPMENT FELLOWSHIP APPLICATION PROCESS

5.1 Process overview

Career Development Fellowship applications involve a two step process; submission of a preliminary application, which will be considered by the New Investigator Committee and if successful, applicants will be invited to submit a full application. Preliminary applications are not sent for external peer review, but are considered in competition at the New Investigator Committee. Applicants successful at the preliminary stage will be invited to submit a full application which will be peer reviewed by external experts and shortlisted by the Committee. The final shortlisted applicants will be invited to attend an interview at Cancer Research UK's Head Office in London. Deadlines and interview dates can be found on the scheme [webpage](#).

All applicants should contact the office to discuss the process for the submission of a Career Development Fellowship application before they apply.

These guidelines are for **FULL CAREER DEVELOPMENT FELLOWSHIP APPLICATIONS** only. The guidelines for preliminary applications can be found on the scheme [webpage](#).

5.2 How to apply

To apply for a Career Development Fellowship you must submit an application online using the electronic Grants Management System (eGMS), as described in Section 6 of this document. The following sections describe the recommended format and content of the research proposal that should be submitted.

5.3 The research proposal – format and content

5.3.1 Research proposal format

No forms are provided for the research proposal, which should be prepared in the format described below. Text should be single line spaced and you should use Calibri point 11 in black. All pages should be numbered and the surname and initials of the Lead Applicant should be included in a header or footer. In fairness to our referees and Committee reviewers, applications that exceed the word limit indicated will be returned for revision.

5.3.2 Research proposal content

Proposals must not exceed **3000 words** (excluding figure legends, references and justification for host institution, resources, animals, and cell line information and statistical analysis plan). The total length of the justification section, although not included in the word count, must not exceed **four pages** of Calibri point 11 text. We expect most applications to be supported by preliminary data, and publication quality figures with titles and figure legends may be included in the application. These should be incorporated into the main body of the text.

In fairness to our Committee and peer reviewers, applications that significantly exceed their limit will be returned for revision which may result in a delay in its consideration.

We advise that the research proposal should be arranged according to the following headings.

1.1.1.1 Purpose

Clearly describe the hypothesis underpinning the proposed programme. Briefly describe the scientific need for the proposed work to take place i.e. why is it necessary that this hypothesis is tested? Describe the significance of results that will be obtained, for example, the eventual clinical application or impact on policy and practice, with particular focus on the relevance of these expected outputs to cancer.

1.1.1.2 Background

Provide a succinct summary of your current and other published work relating to the purpose of the proposed new research.

1.1.1.3 Detailed research plan

It is suggested to divide the research plan into objectives and for each objective state the research question and experimental approach to answer it including details of the experimental methods, techniques and analyses. Where they are available, unpublished research findings or methodologies supporting the proposed research should be included in the main body of the text to support the corresponding research objective. Reference should be made to the applicant's own published work where the relevant techniques or methods have been applied, or an indication of the availability of the appropriate expertise should be included. Do not append unpublished manuscripts or include figures that are not directly relevant to the application.

Please include a brief description of what the major achievements of the proposed work will be, if the Fellowship is successful.

1.1.1.4 Timescale and potential problems

Please give an indication of the milestones and time-scales for the various components of the plan in a tabular format. Any potential logistic or scientific problems should be identified and solutions or alternative plans proposed.

1.1.1.5 References (not included in word count)

At the end, you should give **full** details of the references cited, including authors, year of publication, title and journal name, volume and page numbers. Shortened references will not be accepted.

References should be numbered in the order in which they appear in the text. The full list of references should be listed in the Vancouver style ([as outlined by the US National Library of Medicine](#)) at the end of the proposal. If there are more than six authors, the first six authors should be listed followed by "*et al.*"

Justification Section (not included in word count, but must not exceed four pages)

1.1.1.6 Justification for the choice of host institution

Please justify the choice of the proposed host institution, the support that the research environment will provide and how it will support your career development. In particular, if you are intending to undertake the Fellowship whilst remaining at your current location, please detail how you will establish yourself as an independent investigator.

1.1.1.7 Justification for support requested

Information on eligible costs is provided in the Costs, section 6.11 of these guidelines. Applicants should scientifically justify each individual cost listed in the costs section of the application form (staff costs, running expenses and equipment) as appropriate, giving brief details of the levels requested. If additional costs are anticipated in the second or subsequent years of the grant, then these should be noted here.

1.1.1.8 Statistical Analysis Plan

Applicants intending to use clinical data, microarray, sequencing, metabolomic or proteomic techniques, or other methods generating high volume data must include details of the bioinformatics support and statistical analysis that will be applied to such studies.

For each research question to be answered state the statistical analysis to be used, name the variables and describe the values. State the numbers of samples to be included in each analysis. Describe what can be achieved with this number of samples, including as appropriate the associated level of statistical power and be transparent about any potential limitations. Clarify other relevant details, either actual or expected, such as prevalence rates for biomarkers, numbers of events in clinical outcomes and length of follow-up for clinical outcomes.

1.1.1.9 Cell lines

Applicants intending to use cell lines should provide a brief outline of the cell lines to be used and the procedures that have been (or will be) undertaken to validate/authenticate them. Applicants should explain how the maintenance of contamination-free lines will be assured over the course of the project to prevent issues such as cross-contamination, microbial contamination and phenotypic drift. If new cell lines will be introduced to the applicant's laboratory, please give the source of the cells and if it is not a commercial provider, explain how the cell lines will be authenticated when they enter the lab.

Funding may be requested (under running expenses) to support the authentication of cell lines, for example, screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells. Cancer Research UK requires applicants to ensure that their cell lines are validated appropriately according to the [UKCCCR Guidelines for the Use of Cell Lines in Cancer Research](#), which should be referred to in any publications resulting from the programme of work.

1.1.1.10 Animal studies

Applicants using animals within their research should provide a full justification within the research proposal. A full breakdown of the purchase costs and husbandry costs (e.g. per mouse per week) associated with animal experiments should be provided in the justification for the research proposal. Applicants are required to provide the power calculations that were used to determine the appropriate sample size. If statistical calculations have not been used to determine the appropriate number of animals to be used, applicants should explain why not and provide the alternative basis for calculation.

Please note that any proposed use of animals within a research application must adhere to the 'Guidelines for the Welfare and Use of Animals in Cancer Research' as set out by Workman et al, *British Journal of Cancer* (2010) 102, 1555 – 1577, which should be cited in any publications resulting from the programme of work. Additionally, applicants must demonstrate that they are implementing the replacement, refinement and reduction of animals in research concordant with [guidance from the NC3Rs](#). When reporting *in vivo*

experiments, applicants should provide information in concordance with the [ARRIVE guidelines](#).

6 HOW TO COMPLETE AN APPLICATION IN EGMS

6.1 Getting started in eGMS

Access the eGMS homepage here: <https://egms.cancerresearchuk.org/>. A link is also available from Cancer Research UK's Funding and Research 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 in Figure 1:






The screenshot shows the eGMS Log In page. At the top left is the Cancer Research UK logo and the text "CANCER RESEARCH UK electronic Grants Management System (eGMS)". On the right, there is a "Log In" link. Below the header, there are navigation links for "Log In" and "FAQ". The main content area contains a welcome message: "Welcome to Cancer Research UK's electronic Grant Management System (eGMS). eGMS is an online system used by applicants, grantees, administrators and peer reviewers for applications and ongoing management of Cancer Research UK awards. By logging into eGMS you agree to the Terms of Use which can be found here." Below this is a login form with fields for "E-mail Address" and "Password", a "Forgot your password?" link, and a "Log In" button. There are also links for "New User? Register here" and "Frequently Asked Questions". Three callout boxes with red dotted borders provide additional instructions: 1. A box above the email field asks "Have you ever applied to CANCER RESEARCH UK? If yes your Login ID is your email address". 2. A box above the password field says "Password: Enter your AMS password or click 'Forgot your password' if you previously applied by paper application". 3. A box on the right side says "New to CANCER RESEARCH UK? Register here".

Figure 1. eGMS Log In page

eGMS is a task based system. The application procedure is completed through a series of individual or groups of tasks that are undertaken at each stage of the process. Tasks will have a series of dates that make them active and closed in the system automatically.

Figure 2. shows the symbols used in eGMS to designate functions, and to demonstrate whether a task is complete, incomplete or requires further attention.

Figure 2. Symbols used in eGMS to designate functions or the status of tasks.

	<p>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.</p>
	<p>The Edit Pen Icon. Click to edit information already entered. For example to edit costs.</p>
<p>  Complete Ready for submission to Cancer Research UK  Incomplete Not yet been completed and application cannot be submitted  Attention Further information requested prior to submission </p>	<p>On the Review and Submit page you can check the completeness of your application.</p> <p>These are the icons used to denote completeness of each application section on the Review and Submit page.</p>

6.2 Completing the full application process overview

The flow diagram below represents the flow of the application within eGMS for preliminary applications.

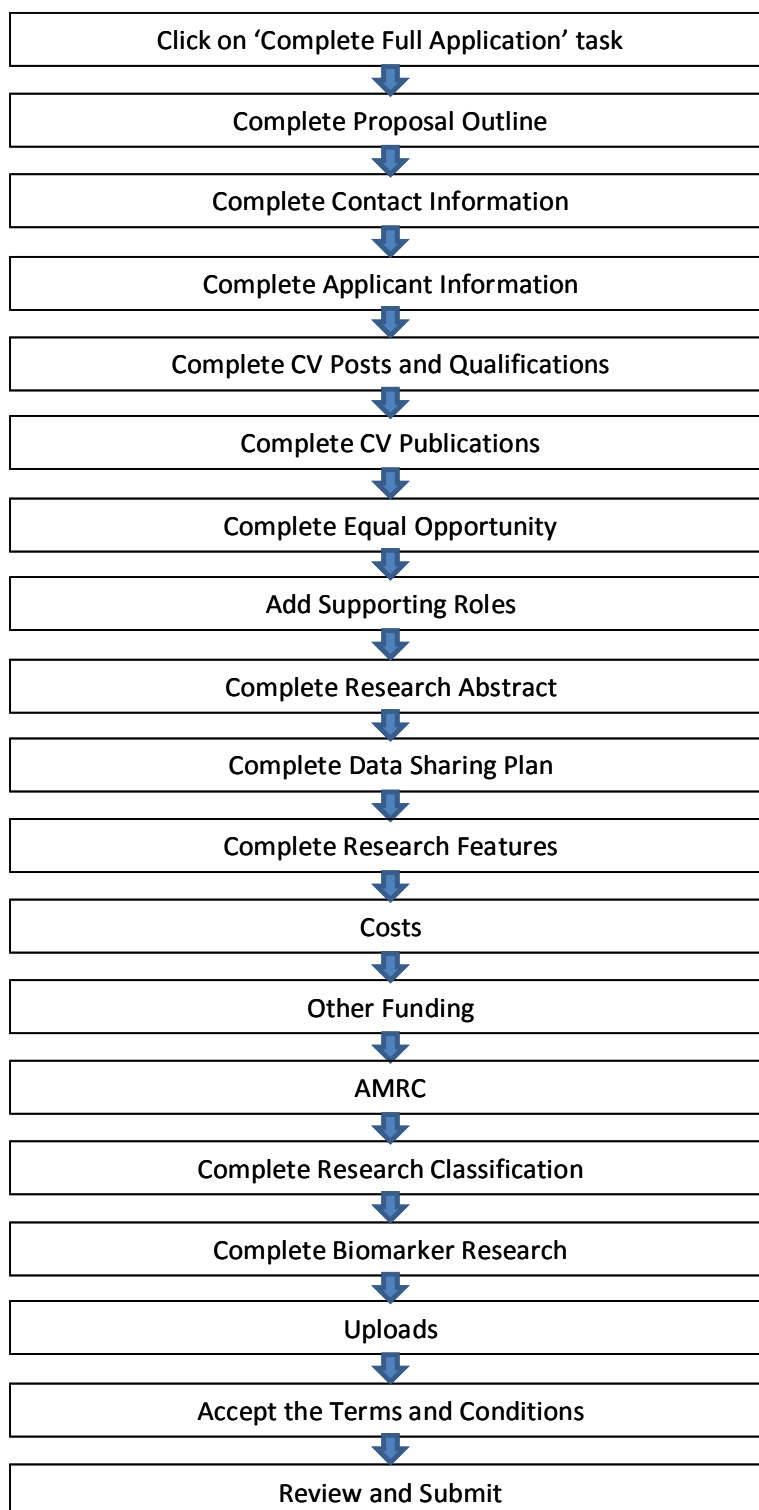


Figure 3. Overview of the application process in eGMS.

Instructions regarding how to complete these sections are provided on eGMS. Additional information on selected sections is provided in the following pages.

6.3 Proposal Outline

In this section input the Administrative Authority (Host Institution) at which you intend to hold the Fellowship.

Title

The title should accurately reflect the content of the proposal but must not be longer than 300 characters (including spaces).

Proposed start date

The earliest date on which funding can commence is two full calendar months after the Committee meeting (e.g. 1st July would be the earliest acceptable start date for applications successfully awarded at the April Committee meeting). We expect all successful applicants to take up their Fellowship within six months of their proposed start date. Please note that the start date must be on the 1st of the month.

Duration of proposed project

Career Development Fellowships are awarded for a period of six years (72 months).

6.4 Applicant Information

Applicants should be applying for their own support.

6.5 Additional Applicant Information

Applicants who are not clinicians should select the 'Not Applicable' option in answer to the question regarding "Clinical discipline/specialty" as this is a required field.

Clinicians should contact the Office before they apply for this scheme. A Career Establishment Award or fellowship offered by the Clinical Careers Committee may be a more appropriate funding opportunity.

6.6 CV posts and qualifications

Master CV: CV information which is held for the applicant in eGMS to be used across all applications as required.

If you have not yet created a Master CV please input all of the relevant information here, including qualifications and relevant positions held. Please list only your main qualifications and not membership of Royal Colleges or learned societies. You can list membership of Royal Colleges under the Additional Applicant Information page (see above).

6.7 CV publications

Publications can be extracted from your Master CV. If you have not yet created a Master CV please input your peer-reviewed publications in this section. Please include **all your publications with a full list of authors**. If you run out of space on the online form, you can upload a complete list at the end of your research proposal. You can list manuscripts that have been submitted, with details of the journal, but do not include details of manuscripts in preparation.

6.8 Supporting Roles

Here you must add your Mentor, Head of Department, and two Academic Referees as supporting roles. Click on the green plus button and find their last name in order to add them in the correct role. Once you have added them, they will be sent an automated email from the system asking them to follow the link and complete the task. Individuals must be registered on eGMS in order to have a supporting role on an application. If an individual is not registered, you can invite them to register for eGMS following the on-screen instructions in this section, or they can register themselves via the link on the [eGMS homepage](#). Your supporting roles will need to complete the 'Collaborate on Application' or 'Accept Application Participation' tasks that they are assigned for the application to be submitted.

Supporting roles required to submit a letter to eGMS must ensure that they clearly state their supporting role. Approval letters from the Head of Department must state that the Host Institution will provide you with sufficient laboratory space and access to facilities to complete the proposed research. **An individual should be assigned one supporting role only (i.e. a Mentor cannot also your Head of Department)**. Table 1 provides a list of possible supporting roles and their associated tasks in eGMS.

Please note that, with the exception of named research staff, Cancer Research UK will not provide a percentage of the salary of any other supporting roles.

Table 1. Supporting roles that can be added to an application in eGMS.

Name of role	Description	Requirement in eGMS
Academic Referee	An individual who will provide a letter stating your suitability to hold the Fellowship.	Must complete 'collaborate on application' task in eGMS and submit a letter of support via eGMS.
Applicant PA	An individual providing administrative support to the Lead Applicant.	Must complete 'accept application participation' task in eGMS.
Collaborator	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.	Must complete 'accept application participation' task in eGMS and provide a brief description of their involvement in the research proposal.
Head of Department	Leads the research department which will host the fellowship. They must be able to guarantee to host you as a Fellow, and to provide necessary laboratory/office space and any other required resources for the period of the award. The Head of Department should also make explicit reference to the longer-term support that the host institution anticipates for the Fellow after the end of the award.	Must complete 'collaborate on application' task in eGMS and submit a signed letter of approval on headed paper via eGMS.
Mentor	A senior academic who will provide you with independent support and advice for the duration of the fellowship. Please only select one individual to act as your official mentor.	Must complete 'collaborate on application' task in eGMS and submit a letter of support via eGMS.
Named Research Staff	A named member of research staff who will carry out the proposed research.	Must complete 'accept application participation' task in eGMS and submit a CV as part of the subsequent 'collaborate on application' task.

6.9 Data Sharing Plan

All applicants must ensure they adhere to [Cancer Research UK's data sharing policy](#). In this section please list clearly how you will make your data available in accordance with CRUK's policy.

6.10 Research Features

Ethics Committee approval (for studies involving patients)

In all studies involving patients, patient tissue or patient information, the necessary ethics approval must be obtained before any research is undertaken. It is the responsibility of you, the applicant, and the host institution to ensure compliance with all legal requirements and ethics approval. Do not upload copies of ethics approval letters or application forms.

If the submission is still under consideration or if ethical approval can only be considered after funding is approved, please indicate the anticipated date when approval will be decided and forward the letter of approval as soon as it is available.

Ethics approval (for studies involving animals)

A Local Animal Research Ethics Committee must approve research proposals involving the use of animals. Where ethical approval can be considered only after funding is approved, the final outcome of the approval process must be submitted as soon as it is known. Do not upload copies of ethics approval letters or application forms.

It is the responsibility of the host institution to ensure that all ethical and legal requirements and Home Office regulations are met.

6.11 Future Organisations

Please DO NOT complete this section. You must have already identified a host institution for your fellowship. This institution should be provided in the Proposal Outline section as your Administrative Authority.

6.12 Costs

Cancer Research UK will pay the directly incurred costs of research. Cancer Research UK 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 (unless the equipment has been purchased by Cancer Research UK), telephones, photocopying, postage etc (except in special cases where the volume of paperwork and mailings are considerable, e.g. epidemiological or behavioural studies), use of library facilities and general laboratory and office equipment.

If you are in any doubt as to what might constitute a directly allocated or indirect cost, please contact the office 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. All funding requested should be briefly justified in the "Justification for support requested" section of the research proposal upload.

Running expenses

Detailed running expenses should be included here and fully justified in the Research Proposal. It is expected that applicants will request running expenses under two categories: general running expenses (e.g. tissue culture costs, plasticware, molecular biology costs), and those specific to the project (e.g. microscopy costs, massively-parallel sequencing costs). 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.

Requests for travel expenses to attend conferences and meetings should not form part of the grant application, although the cost of travel forming an integral part of the proposed study (such as travel between collaborating centres) can be included under 'Travel related to research proposal'.

Please note that all animal costs should be included under 'Animal Related Costs' in the running expenses, with animal purchase, maintenance and experimental costs being listed separately. Animal costs should be directly incurred research costs only, e.g. animal food, drugs, imaging costs. The cost of obtaining or maintaining animal licenses from the Home Office will not be provided.

Equipment

Cancer Research UK 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 the equipment request 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. If an item of equipment is required only in later years, e.g. years 2 to 4, then please note this in the summary of the costs and provide details in the "Justification for support requested" section of your research proposal. All major equipment requests should be discussed with Cancer Research UK.

- Please ensure that the 'claim year' provided is the year that the expense item will be purchased and first used.
- Any equipment that costs < £5,000 should be included as a running expense under the running expenses section above.
- Please provide a description for each item in the equipment category stated i.e. if equipment category is Laboratory Equipment, then the description could be PCR machine.
- Further equipment requests will not be considered in subsequent years of the award.

Cancer Research UK will consider requests for a contribution to the maintenance costs of the equipment, purchased through a Cancer Research UK award. Where institutions operate a policy of access charges to equipment, Cancer Research UK will consider payment of an access charge in lieu of consideration of maintenance costs. However, having paid for the

equipment, in whole or in part, Cancer Research UK will not pay for access under full economic costing.

Staff salary

Grant applications may include requests for the salaries of staff at post-doctoral, clinical or technical level or on administrative scales. Please read Cancer Research UK's policy relating to funding the Salaries of Senior Scientists on the Cancer Research UK website to ensure that you comply with the terms.

2.7.3.1 Research staff employed on the award

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. Cancer Research UK 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. 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 installment. Subsequent installments 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. Cancer Research UK 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.

Where a named member of research staff is to be included on the award, their CV must be uploaded to the application via eGMS.

Please complete the staff salaries form on eGMS using the guidance provided in Table 2.

Table 2. Staff salaries form within eGMS.

Named Person	First name Last name. If the name of a worker is not known at the time of application, enter "TBA".
Cancer Research UK Job category	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.
Pay grade	The grade quoted should be that at which an appointment is required e.g. SSC1.
Pay scale	The scale quoted should be that at which an appointment is required e.g. Staff Scientist.
Scale point	Enter the number of the scale point at which an appointment is required, e.g. 4.
Current Basic Salary	The basic salary (100% FTE) at the scale point indicated should be entered. Do not enter composite salary costs, <i>i.e.</i> 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.
Date of next increment	If a worker has an existing salary increment date, e.g. from the university or previous grant support, the incremental date should be entered.
New Basic Salary	Basic Salary after the increment.
Location allowance	Enter London weighting, or other location allowances.
Additional allowances	Any additional allowances entered in the application form must be explained and fully justified in the "justification for support" section of the research proposal.
On-costs Percentage	Employer's on-costs, <i>i.e.</i> superannuation and National Insurance contributions. This cannot 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.

6.13 AMRC costs

Please see the guidelines appendix (Appendix 1) for details. This section should be completed in discussion with your research services office.

6.14 Uploads

Please note for uploads also required at the preliminary application stage, the same documents can be used (except for the Research Proposal).

Research Proposal (required)

Please upload your research proposal completed according to the guidelines in Section 5.3 of this document.

Responsibilities and Experience (required)

Please use the template available on eGMS.

Cover Letter

This is not a mandatory upload but applicants can upload a cover letter to provide additional information to the Committee. A cover letter is not normally required, but may be useful in certain circumstances, for example, to explain how a resubmitted application differs from a previous submission, or the reason behind a change in direction of their research interests.

Application Appendices

This is not a mandatory upload but applicants can use this to attach any relevant documents to the application.

Please **do not** upload copies of any manuscripts in press or that have been submitted, CVs, letters of support, ethical approval letters or applications, patient information sheets or preliminary data (preliminary data should, where appropriate, be incorporated into the proposal).

Any uploaded documents of the types listed above will be removed and will not be seen by the Committee.

6.15 Terms and Conditions

Please read [Cancer Research UK's Terms and Conditions](#) and [policies affecting your grant](#) before accepting these conditions. These documents set out the standard Terms and Conditions and Administrative Guidelines applicable to all research grants funded by Cancer Research UK.

6.16 Review and Submit

Please ensure the information provided in your application is accurate and complete before submitting it to Cancer Research UK. Once you have submitted your full application it will be sent to your Administrative Authority for review and approval. You will receive confirmation when this is complete. Cancer Research UK will then check the content of your application and progress the application to the next meeting for consideration.

6.17 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/about/>

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.

7 FEEDBACK

While Cancer Research UK always aims to provide feedback on applications, applicants are reminded that the decisions of its committees are final. Full Career Development Fellowship applications are subject to international peer review and reviewers' comments are usually sent to the applicants prior to their interview by the New Investigator Committee. Additional feedback on full applications may be available if the New Investigator Committee has provided feedback.

Applicants are asked to note that feedback on an application or the application process will only be provided by Cancer Research UK's Strategy and Research Funding Directorate. Members of Cancer Research UK Funding Committees 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 Cancer Research UK reserves the right not to consider applications from individuals who compromise its integrity.

For most funding schemes, Cancer Research UK accepts resubmission only if the Committee specifically invites a revised proposal. Cancer Research UK will consider revised proposals for some fellowships, but please contact the scheme administrator in advance if you are planning a resubmission.

8 APPENDICES

8.1 Appendix 1: 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 Cancer Research UK 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. (Cancer Research UK 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. (Cancer Research UK is unlikely to fund these costs).
- Other Directly Allocated: these include the costs of shared resources, such as staff and equipment. (Cancer Research UK 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. (Cancer Research UK 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/news-policy--debate_policies-positions-and-guidance_policy--position-statements.

8.2 Appendix 1: Glossary of terms

Administrative Authority	Host Institution Office (Financial) responsible for confirming financial details and agreeing support for the application.
Applicant secretary/PA	An individual providing administrative support to the Lead Applicant.
Collaborator	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.
Grant Award Letter (GAL)	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.
Head of Department	The head of the department where the majority of the research will take place.
Lead Applicant a.k.a. Principal Investigator	The Principal Investigator of the research proposal.
Master CV	CV information which is held for the applicant in the system to be used across all applications as required.
Mentor	A senior academic who will provide you with independent support and advice for the duration of the fellowship.
Named Research Staff	Senior research staff on any application must be added as a supporting role within eGMS and a CV must be created within eGMS.
Task	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.