



Guidelines for Preparing Research Grant
Applications within eGMS
**New Investigator Committee:
Career Development Fellowship
Preliminary 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 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. Full 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 PRELIMINARY 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 **PRELIMINARY CAREER DEVELOPMENT FELLOWSHIP APPLICATIONS** only. The guidelines for full 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

Career Development Fellowship preliminary applications should not exceed 1,500 words (excluding the reference list). Please include the following sections in your outline application:

- Background to the proposed research
- Aims
- Relevance to cancer
- Outline of research plan

Preliminary data and figures can be included in the proposal. Please incorporate figures into the main body of the text and do not add them as an appendix.

References

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.*"

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:

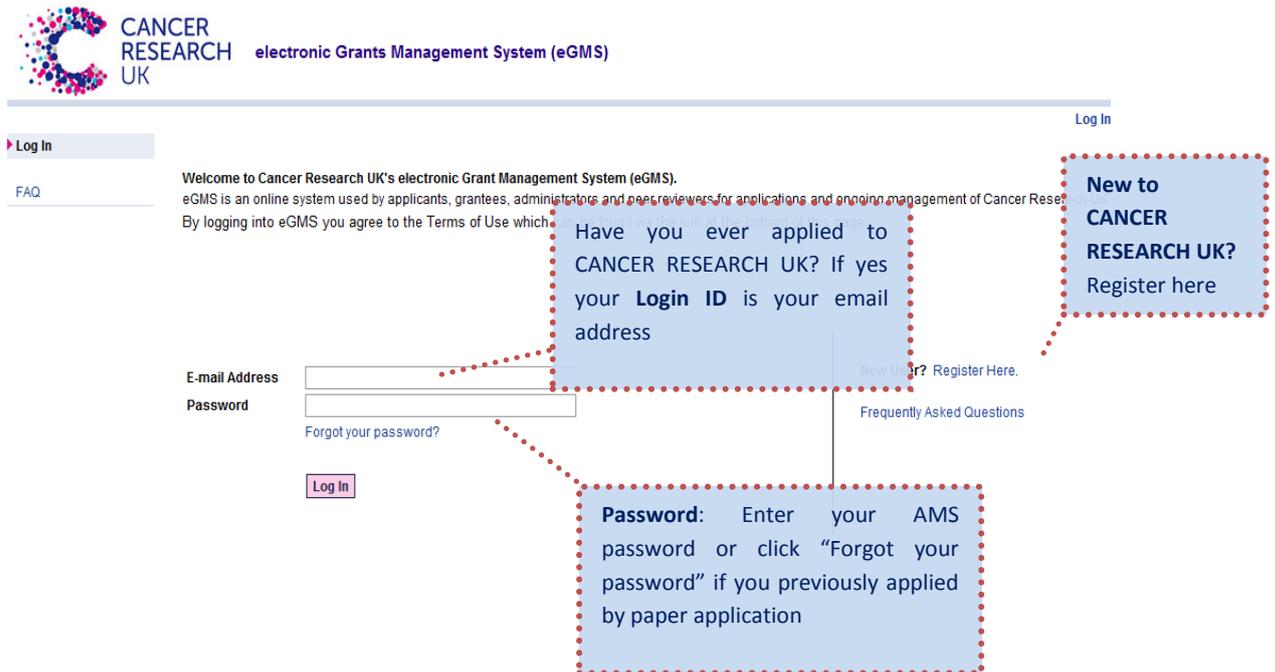


Figure 1. eGMS Log In page

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 </p> <p>  Incomplete Not yet been completed and application cannot be submitted </p> <p>  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 outline application process overview

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

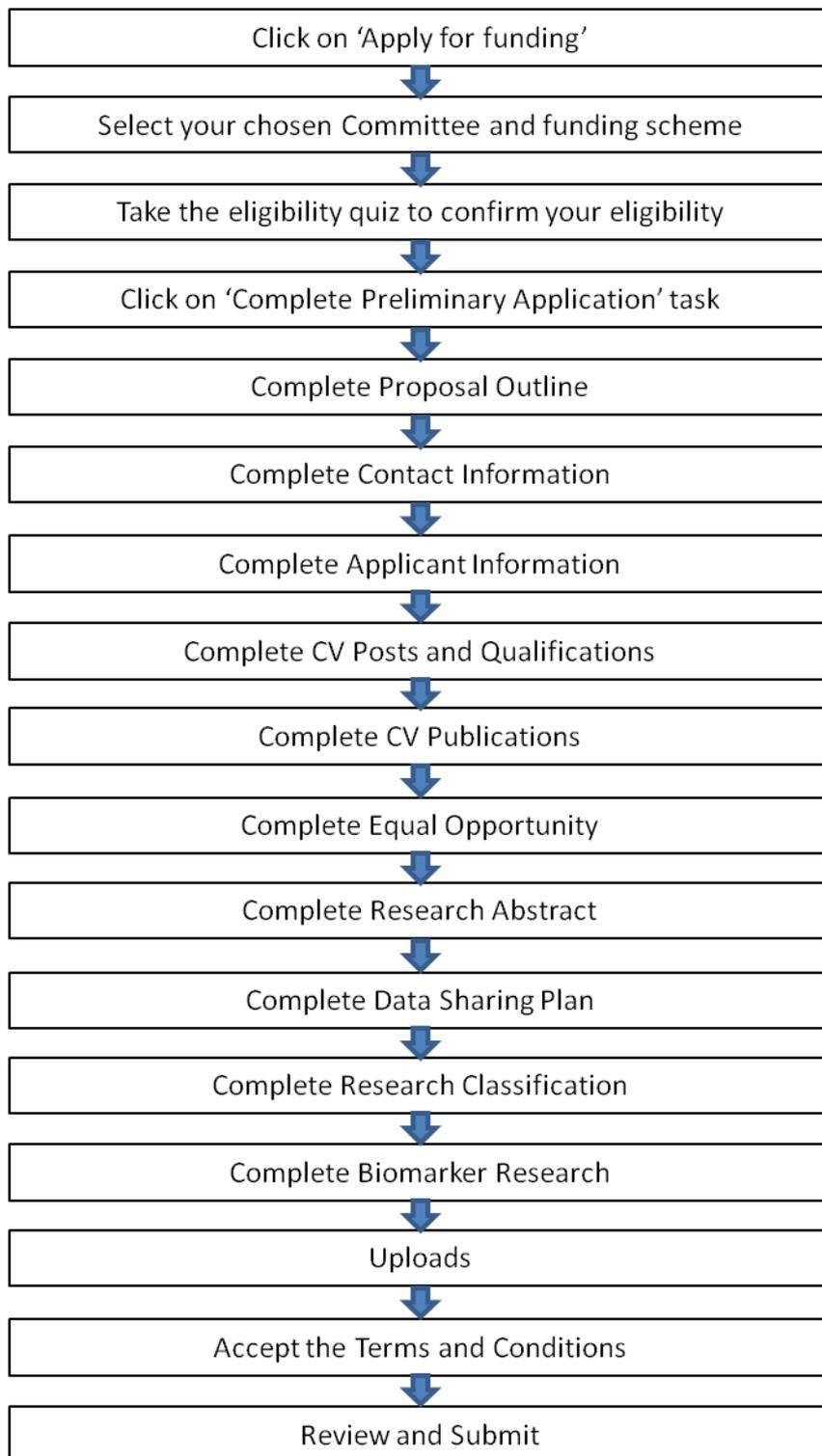


Figure 3. Overview of the application process in eGMS.

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 as an 'Application Appendix'. You can list manuscripts that have

been submitted, with details of the journal, but do not include details of manuscripts in preparation.

6.8 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.

6.9 Uploads

Research Proposal (required)

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

Nominated Peer Reviewers (required)

Please use the downloadable template to suggest potential peer reviewers. The preliminary applications will be assessed by the Committee only, but the full applications will be sent out to external experts for additional peer review. Please give the names of up to ten potential peer reviewers whom you believe would be qualified to assess your application should it be shortlisted for a full application. You should not have published, worked or collaborated closely with any of these individuals. Cancer Research UK is under no obligation to use these suggested peer reviewers and will not enter into any discussions relating to the choice or identity of peer reviewers.

You may also inform CRUK of up to two peer reviewers whom you wish to be excluded from acting as peer reviewers, but should do so only where real conflicts of interest arise. Your reason for asking for the exclusion should be clearly stated.

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.

6.10 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.

6.11 Review and Submit

Please ensure the information provided in your application is accurate and complete before submitting it to Cancer Research UK. Cancer Research UK will check the content of your application and progress the application to the next meeting for consideration.

6.12 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. Please note that Career Development Fellowship preliminary applications are considered by the New Investigator Committee and do not undergo external peer review. Career Development Fellowship preliminary applicants will be notified of the Committee's decision whether to invite a full application, and the deadline for application submission if invited.

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: 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.