PIONEER AWARD
SUPPLEMENTARY INFORMATION FOR COMMERCIAL APPLICANTS
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1. WHAT IS A GRANT?
A Cancer Research UK (CRUK) grant is a sum of money awarded to a research organisation to fund a specific research project. A grant is not a loan. CRUK does, however, expect that the grant will be used only for the agreed purpose and within the agreed timeframe. We monitor the progress of the research projects we fund and any funds not used in the planned research must be returned to us at the end of the grant period.

2. HOW CAN THE PIONEER AWARD FUND YOUR INNOVATION?
The Pioneer Award scheme is all about innovation in cancer research. CRUK is looking for the research ideas that might not traditionally be funded – the high-risk, high-reward, out-of-the-box ideas. CRUK recognises that some of the bravest, boldest ideas may come from unexpected places. For this reason, the Pioneer Award is open to innovators from all backgrounds. In addition, all applications are anonymous until after shortlisting, to ensure they are judged purely on their own merits.

Our hope is that commercial applicants will bring a different and valuable perspective to cancer research. We strongly encourage you to apply to the Pioneer Award scheme if you:

✓ have a bold and pioneering research idea that could help us beat cancer sooner;
✓ have read the Application Guidelines to learn about the objectives of the Pioneer Award scheme;
✓ meet the eligibility criteria for commercial applicants (see section 4.1 below);
✓ think you can satisfy the grant conditions (see section 4.2 below).

3. THE APPLICATION PROCESS
The application process for commercial applicants is as follows:

1. Start by contacting the Pioneer Award team, who can talk through any questions you might have and set up a company workgroup for your business on our electronic Grant Management System (eGMS).
2. You should prepare your written grant application using the Application Guidelines.
3. You then submit your application electronically via eGMS. The application will need to be approved by someone within your company with the appropriate authority (e.g. CEO or finance officer).
4. Your proposal will be judged by our Pioneer Award Funding Committee. Again, applications at this stage are anonymous – the Committee does not know who has submitted which proposal.
5. If your proposal is shortlisted, we will notify you and:
   a. ask you to complete a due diligence questionnaire. (For further information about the questionnaire, refer to Annexure B of this document). You will generally have a week to provide the due diligence information.
b. if necessary, ask you to provide more information about your research proposal to address any specific questions we might have.

c. CRUK may also ask to meet with you to discuss your operational and financial arrangements; if you do not manage the finances of the company, we would like you to bring the person who does. (Please note that shortlisted applications will only progress to the Pitch Meeting if CRUK is satisfied with the outcomes of the due diligence process).

6. Along with all shortlisted applicants, we will invite you to attend a Pitch Meeting with members of the Pioneer Award Funding Committee. The Committee includes researchers from both academic and commercial backgrounds.

7. You will hear from us whether you have been successful or not within about a week of the Pitch Meeting.

8. Grant Award Letters (i.e. your formal grant agreement with us) will be issued within a month of the Pitch Meeting.

9. In general, CRUK pays the agreed grant sum in equal quarterly instalments, in arrears.

10. As your work progresses, we will contact you regularly to ask about the progress of your work and use of grant funds.

CRUK asks that while your application is under consideration, you do not apply for funding elsewhere. If you are unsuccessful under the scheme, you are welcome to apply at other grant giving organisations.

4. CONSIDERATIONS BEFORE YOU APPLY

Before you apply, you should consider the following questions:

✔ Do you have a specific research project that meets the objectives of the Pioneer Award? For information about the types of cancer research that CRUK is looking to fund with this scheme, see page 4 of the Pioneer Award Guidelines.

✔ Are you and your business eligible to apply for the scheme? For information about eligibility, see section 4.1 below.

✔ What is the timeframe for your research project? The research project you set out in your grant application should be one you are planning to start only after receiving a written funding agreement (called a Grant Award Letter) from CRUK. Please note that if your application for CRUK funding is successful, grant funds cannot be used to cover costs incurred before the grant was awarded, or after the term of the grant has finished. Pioneer Awards generally run for two years. For more information about the latest application deadlines and Funding Committee meetings, please see the CRUK Pioneer Award homepage.
4.1. WHO CAN APPLY?

In order to assess your eligibility for this scheme, you will first need to identify who would act as the ‘Lead Applicant’ (i.e. the potential ‘Grantholder’) and who would act as the ‘Host Institution’.

A CRUK grant is always held jointly between:

- **A Lead Applicant** (i.e. potential Grantholder(s)) – this is the individual (or individuals) who is leading the research project and the team of researchers who are working on it. If a grant is awarded, the Grantholder has a number of responsibilities under CRUK’s Grant Conditions, such as using their best endeavours to complete the planned research within the grant period, avoiding conflicts of interest that could affect the research and acting in accordance with the highest standards of research integrity. As an individual, however, the Grantholder cannot personally be paid the grant funds from CRUK. The Grantholder must instead be employed (or engaged as a director or consultant) and paid by the **Host Institution**.

- **A Host Institution** – this is the entity (i.e. university, research institution, hospital or company) who receives the grant funds from CRUK. The Host Institution must be able to comply with CRUK’s Grant Conditions, for example by providing safe and appropriate premises for the research project to be conducted, holding appropriate policies of insurance, financially managing the grant and so on. The Host Institution will typically employ (or otherwise engage) the Grantholder and pay their salary or fees. In some cases, the Grantholder’s salary may be paid from the grant that CRUK has awarded to the Host Institution. Further information about this is set out in section 5.3 below.

4.1.1. WHAT ARE THE ELIGIBILITY CRITERIA FOR THE LEAD APPLICANT (I.E. POTENTIAL GRANTHOLDER)?

The Lead Applicant (i.e. potential Grantholder) must:

- be an individual (or individuals);
- be over the age of 18;
- have the right to live and work in the UK for the duration of the proposed project;
- be employed (or otherwise engaged as a director or consultant) by the Host Institution;
- not be in receipt of research funding from the tobacco industry, nor work in close proximity with anyone in receipt of research funding from the tobacco industry. (See further CRUK’s Code of Practice on Tobacco Industry Funding to Universities – although the policy refers to universities, CRUK expects all its researchers to comply with these standards).

In addition, to succeed in their application, the Lead Applicant must have skills and experience required to conduct the proposed research to the highest standard. We would expect that the Lead Applicant would have relevant tertiary qualifications or significant experience in a relevant field.

The Lead Applicant may work with a team of co-investigators and collaborators to deliver the research. Co-investigators and collaborators should be included in the grant application.
4.1.2 WHAT ARE THE ELIGIBILITY CRITERIA FOR HOST INSTITUTIONS?

The Pioneer Award welcomes applications from commercial entities of all sizes. As a charity, however, we are unlikely to grant charitable funds to a commercial entity to do work that it would clearly otherwise fund out of its own research and development budget. We have an obligation to ensure that our funds are used primarily for public benefit. The target commercial audiences for the Pioneer Awards therefore range from small, commercial start-ups to small-to-medium sized enterprises.

If the Host Institution is a commercial (i.e. for-profit) entity, it must:

- be a company registered in the UK;
- be in a position to comply with the obligations of a Host Institution under CRUK’s Grant Conditions, as amended and supplemented by the Pioneer Award Special Conditions for Commercial Entities (see Annexure A and section 4.2 below);
- not be in receipt of research funding from the tobacco industry or have any links to the tobacco industry. (See further CRUK’s Code of Practice on Tobacco Industry Funding to Universities).

4.2. WHAT TERMS AND CONDITIONS DO COMMERCIAL APPLICANTS NEED TO SATISFY?

All CRUK grants, including the Pioneer Awards, are made under our standard Grant Conditions. These Grant Conditions apply right across our portfolio of more than a thousand active grants, and we are not able to negotiate them on a case-by-case basis.

We do recognise, however, that commercial entities, particularly small start-ups, are very different from traditional research universities and that certain aspects of our standard Grant Conditions may not be suitable for commercial Host Institutions. Accordingly, for the Pioneer Award, we have created some Special Conditions for Host Institutions who are commercial entities (see Annexure A). The Special Conditions apply in addition to our standard Grant Conditions and clarify the some of the obligations for commercial Host Institutions.

Commercial entities who are considering applying as a Host Institution on a grant should therefore:

1. Read CRUK’s Standard Grant Conditions and the Pioneer Award Special Conditions (see Annexure A) to make sure that the company will be able to satisfy the obligations of a Host Institution;

2. Note the following key points of the Special Conditions:
   - the company must hold CRUK grant funds in a separate management account or bank account;
   - the company must have employment or consultancy agreements in place with the Lead Applicant and with any person working on the research project;
   - the company must have appropriate insurance cover for the research activities it is undertaking;
• in the first instance, any intellectual property arising out of the research project that is funded by the CRUK grant will be owned, subject to certain provisions, by the company.
• Cancer Research Technology (CRT) must be notified of any commercialisation of any intellectual property arising from the funded research;
• CRUK may, in its discretion, make the results of the funded research publicly available, but this shall happen no earlier than 1 year after the end of the grant period.

3. Contact CRT (dickens@cancertechnology.com) if they have any queries relating to intellectual property or commercialisation considerations, or would like to discuss the Pioneer Award Special Conditions.

5. WHAT KINDS OF COSTS CAN I REQUEST IN MY GRANT APPLICATION?

5.1. THE DIFFERENCE BETWEEN DIRECT AND INDIRECT COSTS

In the Application Guidelines, you will see a number of references to ‘direct costs’ and ‘indirect costs’. This is terminology that is commonly used in the university sector, but that may be less familiar to commercial applicants. The distinction is relevant because CRUK grants can only be used to cover the direct costs of the planned research. Host Institutions must cover their own indirect costs.

Direct costs are costs that are explicitly referable to the specific research project. Examples include laboratory consumables, specialist software or equipment and salaries of staff employed specifically to work on the research project.

Indirect costs are sometimes referred to as overheads. These are non-specific costs, based on estimates, which apply across all of the company’s activities (e.g. human resources, finance, administration services, insurance and so on).

There is a third category of costs that sits somewhere in between direct and indirect costs, known as directly-allocated costs. These are costs of resources used by a project that are shared by other activities and based on estimates rather than actual costs (e.g. rent, plant and equipment, furniture and the salaries of staff who are shared across a number of activities). In general, Host Institutions must cover their own directly-allocated costs, but CRUK will sometimes agree to cover these costs if appropriately justified in the grant application.

5.2. GUIDANCE ON ELIGIBLE COSTS

Bearing in mind the general principle that CRUK primarily covers direct research costs, you will need to prepare a budget to include in your application. Examples of the kind of costs that could be included in your application are set out in CRUK’s Costs Guidance.
If you have questions about whether CRUK would be willing to fund a particular cost that is necessary for your research project, please contact us at pioneeraward@cancer.org.uk.

The important thing to remember when putting together your budget is that costs need to be appropriately justified – that is, you need to draw a clear link between the costs that you are requesting and the objectives of your research project.

5.3. SALARY GUIDANCE

One of the issues that applicants ask about most frequently is whether the grant can be used to fund researcher salaries and, if yes, what does CRUK consider to be an appropriate salary.

Grants made under the Pioneer Award scheme can be used to fund researcher salaries where:

- the researcher is working specifically on the funded research project;
- the researcher’s salary is not already covered and cannot be covered from another source;
- the proportion of the researcher’s salary that is requested is equivalent to the proportion of time the researcher will be dedicating to the project. (This may be up to 100% full time equivalent (FTE)).

The level of salary that is appropriate will depend considerably on level of experience, seniority and the amount of time spent on the project. CRUK has no hard-and-fast rules on what constitutes an appropriate base salary for a researcher for the Pioneer Award scheme, but applicants should assume salaries can be requested at the market rate.

For on-cost and indexation guidance, please read the ‘Costs help for administrators’ in the Guide to filing in your application.

6. WILL MY APPLICATION BE KEPT CONFIDENTIAL?

CRUK is conscious that some of the details of your application may be commercially sensitive. For this reason, we want to be clear about how your application may be used.

We ask all applicants to include in their application a short, publishable abstract – this is a very high-level summary of your project and should not include any information that you wish to keep confidential. This information may be used on our website, to help us in fundraising activities, and for other general purposes.

Your application as a whole may be used in the ways set out in our eGMS Terms of Use, available at the bottom of the eGMS homepage. In general, CRUK (and its subsidiary, CRT) will use your information only for the purposes of processing your application and monitoring the progress of our research strategy. In reviewing your proposal, we may share your application with expert peer reviewers (including members of the Pioneer Award Funding Committee), however these experts see your application only after entering into a confidentially agreement with CRUK.

In certain limited circumstances CRUK may also discuss your application with other research funders and government bodies as set out in the eGMS Terms of use.
7. USEFUL LINKS AND CONTACTS

7.1. USEFUL LINKS

Pioneer Award Application Guidelines

Start your funding application online

Guide to filling in your application form

Policies that affect your grant (includes CRUK’s Costs Guidance)

How to make a successful application

Successful applicant case studies

7.2. USEFUL CONTACTS

Once you have read these guidelines, and ready to start your application please contact us at pioneeraward@cancer.org.uk. We will help set up a work group for your company on eGMS.

You will need to provide the following details:

- The registered business name and address.
- The contact details of an appropriate person within your company to approve your application.

For help with submitting your application via eGMS, please contact the Grants Helpline at grants.helpline@cancer.org.uk or phone 0203 469 5452.

For queries regarding scientific remit and eligibility please contact pioneeraward@cancer.org.uk.

For queries regarding patent and IP considerations, please contact enquiries@cancerotechnology.com.
ANNEXURES

A: PIONEER AWARD SPECIAL CONDITIONS FOR HOST INSTITUTIONS THAT ARE COMMERCIAL ENTITIES

1. **Application.** These Special Conditions apply to Host Institutions that are companies other than charities registered in the UK and, unless otherwise stated, apply along with any amendments made by CRUK from time to time and in addition to the Standard Conditions. For clarity Host Institutions that are companies other than charities registered in the UK are also subject to the provisions of the Funding Policies defined under para 16 of the Standard Conditions. In these Funding Policies, any reference to a University shall be deemed to apply to any Host Institution.

2. **Purpose of Grant.** In addition to para 8.2 of the [Standard Conditions](#), the Host Institution acknowledges that charity law requires, and agrees, that;
   a. the Grant is intended to provide public benefit;
   b. any private benefit the Host Institution achieves from the Grant and the Results is only incidental to, and a necessary by-product of, CRUK achieving its Objects (as defined in para 12d below); and
   c. such private benefit may not be excessive.
Under no circumstances may any part of the Grant be used directly or indirectly for any purpose other than for the Research or for purposes other than the Objects.

3. **Employment or consultancy agreements.** CRUK does not act as an employer with respect to the Grant. Therefore, in all cases where support is provided by the Grant for the engagement of staff, the Host Institution or its permitted subcontractor(s) must issue, in compliance with all relevant laws, either:
   a. a contract of employment or services for such staff; or
   b. a consultancy agreement with the relevant individuals;
which provides that all intellectual property arising out of the employment or consultancy (as applicable) vests in the Host Institution. CRUK accepts no responsibility for any claims for which the Host Institution or any permitted subcontractor or collaborator may be liable as an employer or otherwise. This condition applies in place of para 3.2 of the Standard Conditions.

4. **Research Integrity.** In addition to the obligations set out in para 8.3 of the Standard Conditions, the Host Institution must ensure that all those working on the funded research are aware that they may notify CRUK directly of any concerns regarding research misconduct by phoning or emailing CRUK using any of the research enquiries contact details available on the CRUK website, including pioneeraward@cancer.org.uk or grants.helpline@cancer.org.uk

5. **Record-keeping and reimbursement.** For the avoidance of doubt, para 6.1 of the Standard Conditions requires the Host Institution to obtain and keep invoices and detailed written records of the costs and expenses to which the Grant funds are applied.

6. **Commercial relationships and change of control.** The Host Institution must notify CRUK of any relationship with a Tobacco Company and of any negotiations that may result in a change of control of the Host Institution.
7. Results. The Host Institution must cooperate fully and promptly with CRUK to ensure that public benefit (as required by charity law) is delivered by the Results, through:
a. permitting CRUK at its discretion, but no earlier than 1 year after the end of the Grant Period, to publish, or otherwise make publically available, the Results in whole or in part;
b. in consultation with CRUK, taking reasonable steps to ensure that the Results can be translated to benefit patients, including, if CRUK requests it, through working with CRT.

8. Intellectual property. As per para 111 of the Standard Conditions any Funded Intellectual Property shall vest with the Host Institution in the first instance. However, the Host Institution is not permitted to licence or sell Funded Intellectual Property (or a product or service incorporating the Funded Intellectual Property) to a Tobacco Company. In order to ensure compliance with para 2 of these Special Conditions:
a. The Host Institution must inform CRT if it ceases Active Development for more than 3 months, or believes that it is likely to enter, or has entered, administration, receivership or insolvency. In this instance the Funded Intellectual Property shall be assigned to CRT.
b. After the Grant Period, the Host Institution shall provide CRT with an annual report on the development of the Funded Intellectual Property until the point of Commercialisation.
c. The Host Institution will notify and seek consent from CRT prior to any Commercialisation of the Funded Intellectual Property.
d. Should the Host Institution receive monetary or non-monetary income directly or indirectly from the development, exploitation or Commercialisation of the Funded Intellectual Property, then the Host Institution shall share such income, in a reasonable proportion, with CRT. The proportion of income to be shared with CRT shall be negotiated in good faith and agreed with CRT following receipt of the notification under 7.b. In the event that agreement is not reached within 3 months of the commencement of negotiations, the matter will be referred for determination by an expert appointed by agreement of the Host Institution and CRT, or if the identity of the expert is not agreed within 28 days, appointed by the President of the Institute of Chartered Accountants of England and Wales.
e. To ensure compliance with charity law, the Host Institution will not seek to make an excessive profit or other financial return from the exploitation of Funded Intellectual Property.

9. Host Institution’s obligations to provide information to CRUK. The Host Institution must:
a. provide CRUK with information, at least annually, to enable CRUK to effectively monitor the progress of the funded Research. Such information will include interim and final reconciliations with itemised costs and expenses to which the Grant funds have been applied;
b. at any time cooperate fully and promptly in responding to any request made by CRUK to provide any information relating to the Host Institution’s activities, officers, commercial and other relationships, and finances, which CRUK may require from time to time to carry out any process of assurance (including any diligence investigation) or risk assessment deemed necessary by CRUK;
c. notify CRUK immediately if it is subject to any criminal prosecution, regulatory investigation or civil proceedings (including any insolvency proceedings) or become aware of or suspect any fraud or other illegal conduct by any of the Host Institution’s
officers or employees or any other matter which might affect adversely CRUK’s reputation;
d. must notify CRUK promptly, and in any event within 14 days, if any employees undertaking the Research resign or are dismissed by the Host Institution;
e. allow CRUK, on reasonable notice, to inspect and audit the Host Institution’s accounts, books, records, systems and facilities in relation to the Grant to ensure compliance with these terms and Conditions and that the Grant has been properly applied in accordance with the Objects (as defined in para 12d). This provision applies in addition to para 6.4 of the Standard Conditions.

10. Recovery of unspent Grant. At the end of the Grant Period the Host Institution shall promptly reimburse any Grant funds unspent as at the end date of the Grant Period. This condition applies in addition to para 6.2 of the Standard Conditions.

11. Amendment of Special Conditions. CRUK reserves the right to amend these Special Conditions from time to time. CRUK will notify the Grantholder and Host Institution of any amendments and the amendments.

12. Definitions.
   a. Unless otherwise specified, defined terms in these Special Conditions have the definitions set out in CRUK’s Grant Conditions (as amended from time to time) (the Standard Conditions).
   b. Active Development means the use of commercially reasonable endeavours to further develop Funded Intellectual Property
   c. Commercialisation means any, or all, of the license or sale of the Funded Intellectual Property to another organisation, the provision or sale of a product or service incorporating or using the Funded Intellectual Property, the issuance of shares in the Host Institution, or the merger or acquisition of the Host Institution.
   d. Objects means the CRUK’s charitable objects, as set out in its Articles of Association, namely: to protect and promote the health of the public in particular by research into the nature, causes, diagnosis, prevention, treatment and cure of all forms of cancer, including the development of findings of research into practical applications for the prevention, treatment and cure of cancer. Please also refer to the Charity Commission’s website which further describes CRUK’s activities (which are subject to regulation by the Charity Commission)
   e. Tobacco Company means a company, entity or organisation (or groups or combinations of the same) whose business other than for an insignificant part (i.e. less than 10% of its revenue), is the development, production, promotion, marketing, or sale of tobacco or of any substitute or replacement for tobacco in any country of the world, or is a subsidiary or a holding company of the same.
B: SCOPE OF DUE DILIGENCE REQUEST FOR INFORMATION

1. Company name.
2. Registered address.
3. Registered company number.
4. Date incorporated.
5. Website.
6. Main contact (including telephone number and email address).
7. Name and job title of founders and board members.
8. Name and position of senior management staff.
9. Legal status (e.g. company, charity, partnership, trust).
10. Please provide a brief description of company’s objectives and activities.
11. Does the company have shareholders? If so who are the shareholders and will any of them be undertaking the research?
12. Please explain why the company is the most suitable organisation to undertake the research proposed in the application, including information such as the competence and reliability of the company.
13. Has the company worked with CRUK or CRT before? If so please provide details of contact in CRUK/CRT.
14. Does the company use third party data? If so does the company conform to guidelines published by ICO and set out by the Data Protection Act 1998?
15. Please provide most recent company accounts and annual report.
16. Please provide details on your accounting procedures and also the financial forecast and budget for the company for the period for which you have requested funding from CRUK.
17. Is the company or any of its board members, currently involved in any dispute, criminal prosecution, regulatory investigation or civil proceedings? If yes, please provide details.
18. Do any of the board members have a criminal conviction? If yes, please provide details.
19. Does the company or any of its board members have any associations with military regimes or factions, international royal families or extreme religious groups? If yes, please provide details.
20. Does the company, or any of its board members, have any associations contrary to CRUK’s Tobacco policy? Does the Company have, or has it ever had an association or relationship with a Tobacco company? If yes, please provide details.
21. Are the individuals undertaking the work which is the subject of the application employed by the Company? If not are there appropriate consultancy/Intellectual Property agreements in place?
22. Has funding been requested to cover salary costs? If so then please confirm that this cost is not being funded through any other source.