Guidelines for Preparing Research Grant Applications within eGMS: Research Bursaries for Clinicians and Professions allied to medicine
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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. Cancer Research UK has four main purposes, each of which describes what we will do to achieve our vision:

- We carry out world-class research to improve our understanding of cancer and find out how to prevent, diagnose and treat different kinds of cancer;
- We ensure that our findings are used to improve the lives of all cancer patients;
- We help people to understand cancer, the progress we are making and the choices each person can make;
- We work in partnership with others to achieve the greatest impact in the global fight against cancer.

The types of funding schemes and awards available from Cancer Research UK are listed on our website. Applicants are asked to consider this information in detail and to contact the office if they are unsure as to the appropriateness of their application.

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

These guidelines are provided to help applicants prepare a grant application using our electronic Grants Management System, eGMS. Please ensure you complete your application in conjunction with these guidelines and also with our Grant Conditions, which set out the standard Terms and Conditions and Administrative Guidelines applicable to all research grants funded by Cancer Research UK. The Grant Conditions, related Cancer Research UK Funding Policies and other relevant documents are available on the Cancer Research UK Funding and Research website and should be consulted when preparing an application.
### 1.1 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Administrative Authority</td>
<td>Host Institution Office (Financial) responsible for confirming financial</td>
</tr>
<tr>
<td></td>
<td>details and agreeing support for the application.</td>
</tr>
<tr>
<td>Applicant secretary/PA</td>
<td>An individual providing administrative support to the Lead Applicant.</td>
</tr>
<tr>
<td>Collaborator</td>
<td>A Collaborator is an individual who is named in the application and who</td>
</tr>
<tr>
<td></td>
<td>has agreed to supply research materials, specific expertise or access to</td>
</tr>
<tr>
<td></td>
<td>patients, but will not be involved in the day-to-day running of the</td>
</tr>
<tr>
<td></td>
<td>research proposal. Collaborators must agree to participate via eGMS.</td>
</tr>
<tr>
<td>Grant Award Letter (GAL)</td>
<td>All CRUK funding is confirmed within a Grant Award Letter (GAL). Acceptance</td>
</tr>
<tr>
<td></td>
<td>of the grant award is subject to the Terms and Conditions and any</td>
</tr>
<tr>
<td></td>
<td>additional terms and conditions set out in the GAL.</td>
</tr>
<tr>
<td>Head of Department</td>
<td>The head of the department where the majority of the research will take</td>
</tr>
<tr>
<td></td>
<td>place.</td>
</tr>
<tr>
<td>Lead Applicant</td>
<td>The Principal Investigator of the research proposal.</td>
</tr>
<tr>
<td>Master CV</td>
<td>CV information which is held for the applicant in the system to be used</td>
</tr>
<tr>
<td></td>
<td>across all applications as required.</td>
</tr>
<tr>
<td>Mentor</td>
<td>A senior academic who will provide you with independent support and</td>
</tr>
<tr>
<td></td>
<td>advice for the duration of the fellowship.</td>
</tr>
<tr>
<td>Named Research Staff</td>
<td>Senior research staff on any application must be added as a supporting</td>
</tr>
<tr>
<td></td>
<td>role within eGMS and a CV must be created within eGMS.</td>
</tr>
<tr>
<td>Task</td>
<td>Individual or groups of tasks to be undertaken at each stage of the</td>
</tr>
<tr>
<td></td>
<td>process. Tasks will have a series of dates that make them active and</td>
</tr>
<tr>
<td></td>
<td>closed in the system automatically.</td>
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</tbody>
</table>
2. SCHEME SPECIFIC GUIDELINES: RESEARCH BURSARIES FOR CLINICIANS, NURSES AND THOSE IN PROFESSIONS ALLIED TO MEDICINE

2.1 Details of the Scheme

Cancer Research UK seeks to attract the best clinical scientists to develop careers in the field of cancer research.

The purpose of this award is to encourage clinicians, nurses, healthcare scientists and those in allied health professional posts to be freed from clinical duties in order to pursue academic research. For a detailed list of relevant NHS roles please see online:


Academic Clinical Fellows (i.e. people funded through the NIHR Integrated Academic Training Pathway in England and Wales) can apply for funding for consumables costs to undertake a period of research. In Scotland, this bursary is suitable for holders of Clinical Lectureships who have not registered for a PhD/MD.

This scheme runs twice a year and is ideal if you are looking for short term funding for a period of research. For the next submission date(s), please refer to our research bursaries webpage. All applications will be considered by the Clinical Careers Committee, hereafter referred to as ‘the Committee’.

Applications are considered on the basis of the applicant’s academic achievements to date and future potential, the scientific merit of the research proposal and the research environment.

The Award provides funding for:

- up to 12 months support
- up to £25,000
- the applicant’s salary or research expenses, or a combination of the two

The aim of the award is to enhance your understanding of research before deciding whether to pursue PhD/MD studies and/or to obtain preliminary data before applying for a PhD.

This scheme cannot be used to:

- support applicants who have already completed a PhD or MD
- fund Masters courses
- support the costs of research that will contribute towards a PhD or MD
- provide salary costs for applicants who have already registered for a PhD or MD
• support applicants who already hold a fellowship to allow them to undertake research, except those holding NIHR Academic Clinical Fellowships or equivalent (see above)

Eligibility

All applicants must ensure that their proposed research fits within the remit of our Research Strategy (please refer to our website).

Applicants may be clinicians, nurses, healthcare scientists or those in a profession allied to medicine. We welcome applications from a wide range of health professions, for instance physiotherapists, radiographers, medical physicists or pharmacists. Please contact the office if you are unsure of your eligibility.

Candidates of any nationality may apply but must have been resident and working in the European Economic Area (EEA) for three years immediately before application and intend to pursue a medical career in the UK.

Scheme Administrator

The administrator for this scheme is Dr Rachael Panizzo – email: Rachael.Panizzo@cancer.org.uk; telephone: +44(0)20 3469 5331.
2.2 COMPLETING THE APPLICATION

All applications, including the project proposal, must be completed on our electronic Grants Management System (eGMS). Please see Section 3 for more details of how to apply using eGMS.

Please inform the administrative authority of your host institution of your intention to submit a funding request. Applications are only fully submitted to Cancer Research UK once they have been approved by the administrative authority.

2.2.1 Proposal Outline

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 will be available is ordinarily two months after the funding meeting. All successful applicants are expected to take up their Bursary within 6 months of this date.

Duration of proposed project
Research Bursaries are awarded for a period of up to 12 months.

2.2.2 Contact Information

Bursary applicant’s details
The Principal Investigator on this award should be the person who will take up the Bursary. Applications should be submitted by the person undertaking the research, but must be developed in close consultation with researchers in the host research group.

2.2.3 Applicant Information

Clinical Sessions
Please detail the plans for the clinical work that will be undertaken during your clinical sessions, if any, over the course of the bursary.

CV and Qualifications
Please list your qualifications in chronological order and state the outcome (e.g. degree class). Please only list your main qualifications; please do not list membership of Royal Colleges or learned societies. Please list membership of Royal Colleges under the ‘Additional Applicant Information’ page.

CV Publications
Please provide details of all your publications to date, in descending chronological order, and not just those from the last five years (as it states on the eGMS form). If you run out of
space on the online form, you can upload a complete list as an ‘Application Appendix’ (see 2.2.11). You can list manuscripts that have been submitted, with details of the journal, but do not include details of manuscripts in preparation.

## 2.2.4 Equal Opportunities

This section will not be seen by the Committee and is for statistical information only.

## 2.2.5 Supporting Roles

An individual may hold more than one supporting role; for example, the Head of Department may also be a collaborator or mentor. You should nominate them on eGMS as one supporting role, but ask them to indicate in their letter of support that they will act in a dual capacity. Please contact the Office to find out which role they should enter.

You must contact the individuals in supporting roles to ensure that they complete their independent tasks on eGMS in support of this application. It is the applicant’s responsibility to make sure that these tasks are fully completed prior to submission of the application.

Research Bursary applications **must** include the following supporting roles:

1. **Main Supervisor** - whose research group will host your Bursary. They should hold a contract of employment with your host institution beyond the duration of the proposed bursary. They must be able to guarantee to host you for the period of the Bursary.

2. **The Head of the department (clinical)** you intend to work in. A letter of support will be required, which they can upload onto eGMS.

3. **The Head of the department (academic)** you intend to work in. A letter of support will be required, which they can upload onto eGMS.

In addition you **may** also add:

4. **Co-investigators** – These individuals will provide significant intellectual input into the research and will be responsible for the day to day running of some aspects of the work. They will be required to provide details of the number of hours associated with this project.

5. **Collaborators** – These are individuals that are named in the application and who have 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.

6. **PA to applicant** - this may be *any* member of staff assisting in the completion of your application.
You may name a clinical advisor as a co-investigator if this is appropriate for your stage of clinical training. You may also have more than one co-investigator and more than one collaborator.

Please note that Cancer Research UK will not provide a percentage of the salary of any supporting roles (salary recovery).

Supporting letters
As part of the supporting role task, some role holders will be required to provide a letter of support (Heads of both the clinical and research departments). These should clearly state their support for the application and their agreement to provide the required support for the Award (e.g. access to resources or the supply of materials). They should also comment on your suitability for this type of Award at this stage of your career. This letter should be signed and on headed paper, and uploaded to eGMS by the supporting role holder.

All other individuals with supporting roles will be asked to provide comments on their role directly through eGMS using a text box.

Please do not include any additional letters of support as separate uploads.

2.2.6 Abstract

A publishable abstract, which we would use on our external website should the application be successful, is a requirement of the application. You may opt for the scientific abstract seen by the Committee and peer reviewers to be the same as the publishable abstract. Alternately, if there are any privacy or content issues, you may enter a differently worded abstract appropriate for it to be published on our website.

2.2.7 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 to gain 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.

### 2.2.8 Costs

You should discuss all costs with your named supervisor and your research office. All costs should be fully justified in the proposal. The maximum amount you can request on this Bursary is £25,000. Any amount requested over this will not be considered. The funding may be used to cover the applicant's salary or research expenses, or a combination of the two. Please see section 2.3 for a fuller guidance on costings on an application.

### 2.2.9 Future Organisations

If you are proposing to move as part of your Bursary please provide details.

### 2.2.10 AMRC costs

Please see Appendix 1 for details. This section should be completed in discussion with your research services office.

### 2.2.11 Uploads

*Cover Letter*

Applicants must upload a cover letter (a maximum of 300 words) explaining why you are applying to the Research Bursary scheme and what you hope to achieve, including how your proposal relates to the CRUK research strategy. Applicants resubmitting an application must also detail how this application differs from that previously considered.

*The Research Proposal*

The research proposal section should be uploaded to eGMS as a PDF.

*Format*

Please print your surname and initials in the top right hand corner of all pages of the proposal. Text should be double line spaced. You should use a font no smaller than Arial point 11 in black.

The proposal must not exceed **1,500 words** (excluding references and justification for host institution, resources and animals). In fairness to our Committee, applications that significantly exceed their limit will be returned for revision, which may result in a delay in its consideration.
The proposal should be structured to give the:

- **Purpose**
  State briefly the objectives of the project and the significance of the results that may be obtained (e.g. eventual clinical application).

- **Background to the proposal**
  Provide a summary of your current and other published work relating to the proposal.

- **Detailed research plan**
  The plan of the project should be described with details, experimental methods and techniques, and an indication of milestones/time-scales for the various components of the plan, clearly indicating that completion is possible within the period of support requested. Details of potential problems and how these will be tackled should also be included. An indication of the availability of the appropriate expertise and technology should be included.

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

- **Justification for choice of host institution and support requested**
  Please justify your choice of the host institution, giving details of the support structure, supervision and training to be provided in the host institution. The justification and reference sections are in addition to the 1,500 word limit.

- **Justification for research involving the use of animals (if appropriate)**
  If you are requesting funds for animal experimentation, you are required to provide a full breakdown of their costs. This includes animal purchase costs, numbers of animals required for the experiment and husbandry costs. In the case of mouse husbandry costs, the final costs should be broken down to the level of cost per mouse/per week.

Please provide a brief justification for the way in which you intend to spend the bursary. Up to £25,000 will be provided and may be used to fund salary, running expenses or a combination of the two. Please note that bursaries will not generally provide equipment funding, but requests for essential items may be considered providing they are fully justified and can be funded without exceeding the £25,000 limit.

If you are using the bursary to provide a part of your own salary or salary for a locum to cover the time you will spend on research, you may need to refer to the appropriate administrators at the host institution in order to complete sections of eGMS. As it is unlikely that the bursary will be covering a full salary, please ensure that the percentage of the salary to be funded from the bursary is indicated.
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."

You must not upload copies of any manuscripts in press or that have been submitted.

Responsibilities and Experience
The following information must be provided at the end of your research proposal. This is not included in the 1,500 word limit.

- Prizes and Awards
  Please list any Prizes you have been awarded throughout your career and provide brief details of any conference talks you have been invited to give.

- Clinical commitment
  Clinical and research commitments may vary during Bursaries. The intention is for the applicant to spend the majority of their time gaining research experience during the period of the Bursary.

- Career Ambitions
  Please give brief details of your long term career goals, and how the Research Bursary will help you to develop your career. Please explain what contribution you believe you can make to the research group you are joining and how the group will benefit from your involvement.

In addition to the above, if you have previous research experience, a short summary should be included, clearly indicating where and when the research was performed. This should be placed at the end of the research proposal and should not exceed 300 words.

2.2.12 Receipt and processing of applications
Please note your university research services office will also need to approve the final application through eGMS prior to the submission deadline. Once you have submitted your application, an automatic request for approval will be issued to your host institution for final approval. Only upon the host institution’s submission will Cancer Research UK receive your application. You should, therefore, allow time for this stage to be completed by the submission deadline. You will receive an automated email upon submission of your completed application (i.e. when your university research services office has approved the application).
Numbers of applications considered at meetings
The number of applications considered by the Committee is not usually limited.

Deferral of applications
Cancer Research UK reserves the right to defer consideration of applications without prior reference to the applicant and accepts no responsibility for the consequences of any delay in considering an application.

Processing of applications
If there is a problem with the application or any of the required supporting information is missing, then you may be asked to revise sections of the application form on eGMS. If the revisions are substantial, consideration of the application may be deferred to a later meeting. If certain documents are not available at the time of submission, we strongly recommend that you indicate when these will be available and forwarded to the Office.

No grant will be awarded until all the required conditions have been met and the necessary documentation received and approved by Cancer Research UK.

Scoring system
The Committee may rate the proposal as ‘Preliminary’, which is reserved for applications that are considered to be unfundable in their current form but that may be fundable with further work. This rating may be used by a funding Committee if it wishes to consider a resubmission.

Feedback and Notification of outcome
Cancer Research UK will aim to let candidates know within 3 days post-meeting if they have been offered a Research Bursary. Cancer Research UK always aims to provide feedback on applications. We will send applicants the comments from the Committee after the meeting. Applicants are asked to note that feedback on an application or the application process will be provided only by Cancer Research UK’s research funding staff. Members of Cancer Research UK’s 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.

Revision/resubmission of an application
Resubmissions may be permitted; however applicants should contact the office prior to beginning a resubmission. If you are allowed to resubmit you must clearly address any previous comments, and provide details of how this application differs from that previously submitted in your cover letter. Please note that allowing the resubmission of an application in no way guarantees that support will be forthcoming.
Award of research grant

Once an application for financial support has been approved, a grant will be awarded only when Cancer Research UK is satisfied that all the necessary conditions have been met. Before any grant can be awarded, Cancer Research UK may require that a satisfactory arrangement is in place between the host institution and Cancer Research Technology, concerning intellectual property and commercial exploitation of Cancer Research UK-funded research. Technology transfer agreements are already in place with the majority of relevant institutions, but if an agreement does not exist, or the parties cannot reach agreement, award of the grant will be delayed until this issue is resolved to the satisfaction of both the host institution and Cancer Research UK.
2.3 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.

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.

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 (Appendix 1).

2.3.1 Salaries

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 instalment. Subsequent instalments will be subject to a single fixed indexation rate for the remaining duration of the award. Apart from this adjustment no additional money will be made available for increases to staff costs. 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.
This table contains guidance on how to fill in each section of the staff salaries form within eGMS.

<table>
<thead>
<tr>
<th>Named Person</th>
<th>First name Last name. If the name of a worker is not known at the time of application, enter “TBA”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRUK Job category</td>
<td>Identify one of the options from the drop-down list for each of the proposed posts which best describes the work of that staff member.</td>
</tr>
<tr>
<td>Pay grade</td>
<td>The grade quoted should be that at which an appointment is required e.g. SSC1</td>
</tr>
<tr>
<td>Pay scale</td>
<td>The scale quoted should be that at which an appointment is required e.g. Staff Scientist</td>
</tr>
<tr>
<td>Scale point</td>
<td>Enter the number of the scale point at which an appointment is required e.g. 4</td>
</tr>
<tr>
<td>Current Basic Salary</td>
<td>The basic salary (100% FTE) at the scale point indicated should be entered. Do not enter composite salary costs, i.e. estimating expected pay awards or incremental increases. Figures should be taken from the agreed scale operating at the proposed start date if known; otherwise the most recent agreed figures should be entered.</td>
</tr>
<tr>
<td>Date of next increment</td>
<td>If a worker has an existing salary increment date e.g. from the university or previous grant support, the incremental date should be entered</td>
</tr>
<tr>
<td>New Basic Salary</td>
<td>Basic Salary after the increment</td>
</tr>
<tr>
<td>Location allowance</td>
<td>Enter London weighting, or other location allowances.</td>
</tr>
<tr>
<td>Additional allowances</td>
<td>Any additional allowances entered in the application form must be explained and fully justified in the “justification for support” section of the research proposal.</td>
</tr>
<tr>
<td>Oncosts Percentage</td>
<td>Employer’s oncosts, i.e. superannuation and National Insurance contributions. This 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.</td>
</tr>
</tbody>
</table>

### 2.3.2 Running Expenses

Detailed running expenses should be included here and fully justified in the research proposal. Please note that all running expenses should be itemised down to per sample level where appropriate. Running expenses may include costs for authentication/validation of cell lines to be used in the proposal. Running expenses may include contributions to the use of central facilities or charges for use of specialised equipment where these are required for the research project. Maintenance costs for equipment purchased through a Cancer Research UK grant are permissible while the equipment is being used for approved Cancer
Research UK work. Any equipment that is less than £5000 should be listed as a running expense rather than an equipment cost.

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 or steering group meeting expenses) can be included under ‘Travel related to research proposal’. If there is an underspend on the award, this may be used to pay for costs of attendance and travel (standard class only) to conferences related to the research.

Applications which only contain running expenses will be accepted e.g. for Academic Clinical Fellows, whose salaries are funded through the NIHR Integrated Academic Training Pathway in England and Wales.

**2.3.3 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.

- Please ensure that the ‘claim year’ provided is the year that the expense item will be purchased and first used
- Any equipment that costs < £5000 should be included as a running expense under the running expenses section above
- Requests for equipment should be discussed with the office prior to application
- 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’

**2.3.4 NHS Support Costs for Randomised Controlled Trials**

If the proposed research involves patients and/or will be conducted within the confines of the NHS, it is expected that the DH/NHS will support the research by meeting associated patient care costs.

Applicants have a duty to inform the relevant NHS Trust R&D office(s) of the possible NHS support implications of proposed research projects at the earliest opportunity and MUST indicate within the research proposal that the relevant provider(s) have been notified and provide an update on the status of such discussions within the application.
3. COMPLETING YOUR APPLICATION IN EGMS

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

3.1 Navigation through eGMS

The following symbols are used throughout eGMS.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add Icon" /></td>
<td>The Add Icon. Click this icon as instructed in the instructional text on the top of the page. It is used to add information to your application such as multiple positions held, supporting roles, costs etc.</td>
</tr>
<tr>
<td><img src="image" alt="Edit Pen Icon" /></td>
<td>The Edit Pen Icon. Click to edit information already entered. For example to edit costs.</td>
</tr>
<tr>
<td><img src="image" alt="Complete" /></td>
<td>Ready for submission to Cancer Research UK</td>
</tr>
<tr>
<td><img src="image" alt="Incomplete" /></td>
<td>Not yet been completed and application cannot be submitted</td>
</tr>
<tr>
<td><img src="image" alt="Attention" /></td>
<td>Further information may be required prior to submission but is not mandatory</td>
</tr>
<tr>
<td><img src="image" alt="Password" /></td>
<td>Have you ever applied to CRUK? If yes your Login ID is your email address</td>
</tr>
<tr>
<td><img src="image" alt="Registration" /></td>
<td>New to CRUK? Register here.</td>
</tr>
</tbody>
</table>

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

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

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

Click **Apply for Funding** on eGMS homepage

Select your chosen Committee and grant. Click **Continue > OK**

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

Click **Complete Full Application** task

Complete **Proposal Outline**

Complete **Contact Information**

Complete **Applicant Information**

Complete **CV Posts and Qualifications**

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

Complete **CV Publications**

Publications can be extracted from your Master CV. If you have not created a Master CV, the information you enter here can be added to your Master CV. Publications should be peer reviewed, relevant to the proposal from the last five years. They should be formatted without et al.

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

Here you can add Supporting Roles such as: Applicant PA, Co-Investigators, Collaborators, Joint Lead Applicant or Named Research Staff. The individual will need to be registered to eGMS. Follow on-screen instructions to invite an individual. The supporter can be given read-only access or Edit access including or excluding Financials.

Add Supporting Roles

The research abstract provides a succinct summary of the proposal. To increase the awareness of CR-UK funded research and stimulate interactions between CR-UK scientists, CR-UK maintains a Directory of Research on its website. Periodically these details are also submitted to NCRI and published to the International Cancer Research Portfolio. The publishable abstract will be placed on CR-UK’s website if the application is successful. For this reason, avoid the unnecessary inclusion of commercially sensitive or confidential information in your publishable abstract.

Complete Research Abstract

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

Complete Data Sharing Plan

Complete Project Usage

Complete Project Costs

Complete Other Funding

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

Follow on-screen instructions. Please note an application will not be accepted that is essentially the same as one currently under consideration for funding by another CR-UK Committee or any other funding body. The only exception to this policy is for applications for Personal Fellowships. CR-UK may share pertinent information about your application with other funding bodies to ensure that you have not made a parallel application.
Accept the Terms and Conditions

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

Review and Submit

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

Uploads

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

Complete Biomarker Research

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

Complete Research Classification

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

Complete AMRC form

Please see Appendix 1 for more guidance.

Once you have submitted your application it will be sent to your Administrative Authority for review and approval. You will receive confirmation when this is complete. Cancer Research UK will then check the content of your application and progress the application to the next meeting for consideration.
3.3 Additional Information

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

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

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

**Terms of Use**: These are located at the bottom of the eGMS homepage. This includes a link to our Privacy Policy which details how we will use your data under the Data Protection Act 1998.
APPENDIX 1: 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 that 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 Principal 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 their website.