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BEFORE YOU SUBMIT - CHECKLIST

Please ensure you complete everything in this list before you submit your application.

- Does your application have a title?
- For UK only teams, have you completed your costs in eGMS?
- For teams including institutions based in Spain and/or Italy, have you uploaded your supplementary budget upload?
- Have you included your Research Features upload?
- For UK only teams, have you included your Heads of Terms or Letter of Confirmation (if applicable)?
- Have you included your letters of support from all your supporting roles?
- Have you included your letters of compliance?
- Is your research upload within the page limit?
- Have your supporting roles completed their tasks?
- Is the Principal Investigator’s Host Institution ready to approve the full application in eGMS?
1 INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

Congratulations on being invited to the full application stage of the Accelerator Awards.

These guidelines will explain what is required to complete and submit the full application. To get your application right first time, you will need to read these Application Guidelines (including the eGMS guidelines) and the Costs Guidance. You can access these by clicking on the icons below.

![eGMS guidelines](image)

How to submit an application

![Costs Guidance](image)

Information about eligible costs

1.2. ABOUT THE ACCELERATOR AWARDS

The Accelerator Award is funded through a partnership between Cancer Research UK (CRUK), Associazione Italiana per la Ricerca sul Cancro (AIRC) and Fundación Científica de la Asociacion Española Contra el Cáncer (FC AECC).

Enabling team science across the UK, Spain and Italy, the Accelerator Award allows you to develop the tools and resources that will unlock new research into unanswered questions about cancer.

Accelerator Awards should outline the scientific question(s) that the proposal would help unlock clearly at the outset to provide context for the application, although the proposal should not aim to answer directly a research question(s). Any research findings generated should be limited to providing preliminary data, validating tools and/or other resources to demonstrate their value. To convey the added value of the collaboration, teams should demonstrate that their tool/resource is of a breadth and scale that would not be possible to develop in isolation. They should also describe how their proposal will advance cancer
research and how the outputs of the award will contribute to the scientific community, as well as patient and public benefit. In this regard, we expect that tools/resources generated and their benefits will be made available to the wider scientific community. These resources can then be used by investigators in a research setting using their research-specific funding.

Accelerator Awards enable the scientific community to respond agilely to opportunities that arise in the cancer landscape. We welcome applications covering a wide-variety of fields. Some examples of these are pre-clinical studies, biomarkers, imaging, radiotherapies, engineering, physical sciences and also training programmes, although proposals outside of these fields are equally welcome. Please note that clinical trials are out of scope.

1.3. VALUE OF THE ACCELERATOR AWARD
Applicant teams are invited to apply for up to £1 million of funding per year, for up to 5 years, subject to annual scientific review by the Committee.

1.4. ABOUT THE ACCELERATOR AWARD COMMITTEE
The Accelerator Award Committee comprises a panel of international experts and will consider all applications before making the final funding recommendation. Details of the Accelerator Award Committee can be found here. Additional technical expertise may be sought to provide advisory comments to the committee.

1.5. ASSESSMENT CRITERIA
In evaluating applications, the Accelerator Awards Committee will consider the following:

Scientific potential and rationale:

- The proposal meets a distinct need by enabling the cancer research community to answer a specific scientific question and provides a compelling rationale for large scale investment in this area.
- The team has presented a clear vision on how the proposal meets this need, and is supported by underpinning science.
- The outputs of the proposal will enable the scientific community to accelerate progress in translational cancer research, ultimately leading to patient benefit.

Operational efficacy:

- The proposal includes a clear process(es) for making the outputs (including knowledge and expertise) accessible to the scientific community.
- The ambition of the award is challenging, but deliverable through a collaborative approach.
- The financial request is reasonable and leverages on the existing facilities available through the collaboration.
- There are appropriate governance structures in place (including project management and assigned accountability).
An overarching objective, with a set of interrelated work packages is presented, with key milestones and clear deliverables articulated clearly throughout the duration of the project.
Potential challenges have been identified and contingency plans are available.
Consideration has been given to realistic sustainability plans to support the outputs of the proposal beyond the funding period.

Capability of the team:

- The team has the right collection of skills and expertise required to deliver the proposal.
- By bringing together these people and institutions, a synergistic proposal has been put forward that would not be possible in isolation.
- The Principal Investigator has a strong track record and is capable of leading a collaboration and proposal of this scale.
- All team members have a clear role and add value to the proposal. Each is essential to the success of the proposal.
- Demonstrates a genuinely collaborative approach, with no one party dominating the proposal or receiving a disproportionate amount of funding.
- The team is dynamic and capable of responding to internal and external scientific developments.

2 WHO CAN BE IN AN APPLICANT TEAM?

2.1 TEAM MEMBERS: ROLES AND RESPONSIBILITIES

The Accelerator Awards are intended to fund cross-institutional research teams across the UK, Spain and Italy, bringing together the right people to create the best teams capable of delivering the proposal presented. We would anticipate that an applicant team would typically be made up of:

- A Principal Investigator
- A number of Co-Investigators
- A number of Collaborators
- A Project Manager
Table 1 Team members: roles and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Investigator</strong></td>
<td>The Principal Investigator must be able to demonstrate that they can lead the</td>
</tr>
<tr>
<td></td>
<td>proposal and team effectively, be engaged throughout the duration of the award,</td>
</tr>
<tr>
<td></td>
<td>as well as meet their other research commitments. They must ensure that all team</td>
</tr>
<tr>
<td></td>
<td>members comply with the Terms and Conditions of the award. They will be the primary</td>
</tr>
<tr>
<td></td>
<td>contact for the administration of the award.</td>
</tr>
<tr>
<td><strong>Co-Investigator</strong></td>
<td>Co-Investigators are individuals that are making a major scientific contribution</td>
</tr>
<tr>
<td></td>
<td>to the proposal, and may be in receipt of a significant portion of funding from</td>
</tr>
<tr>
<td></td>
<td>the award budget. Each Co-Investigator will be responsible for the scientific and</td>
</tr>
<tr>
<td></td>
<td>technical direction of their work stream/contribution to the award, and as such</td>
</tr>
<tr>
<td></td>
<td>any financial and contractual obligations and other that fall under their remit.</td>
</tr>
<tr>
<td><strong>Collaborator</strong></td>
<td>Collaborators are individuals who are working within or across the proposed</td>
</tr>
<tr>
<td></td>
<td>work packages, and who are critical to, but not leading, any part of the</td>
</tr>
<tr>
<td></td>
<td>Accelerator Award proposal. Collaborators bring specialist expertise and are not</td>
</tr>
<tr>
<td></td>
<td>in receipt of significant funding from the award budget. Collaborators will be</td>
</tr>
<tr>
<td></td>
<td>responsible for delivering on their agreed commitment to the proposal.</td>
</tr>
<tr>
<td><strong>Project Manager</strong></td>
<td>All teams in receipt of an Accelerator Award are expected to budget for a project</td>
</tr>
<tr>
<td></td>
<td>manager. The project manager will have responsibility for the management and</td>
</tr>
<tr>
<td></td>
<td>coordination of the Award’s day-to-day activities.</td>
</tr>
</tbody>
</table>

2.2. ELIGIBILITY: GENERAL CRITERIA

Each Principal Investigator, Co-Investigator or Collaborator must be based at:

- a higher research-degree award institution (such as a university)
- a research hospital or
- a research institution,

that is of good standing and appropriately accredited or registered in the country in which it is based (known as the **Host Institution**). Principal Investigators and Co-Investigators should have a permanent position, or at least a position that will continue for the duration of the Award.

2.3. ELIGIBILITY: ADDITIONAL CRITERIA FOR PRINCIPAL INVESTIGATOR AND LEAD HOST INSTITUTION

The Principal Investigator must be based at a Host Institution in the UK, Spain or Italy and meet the eligibility criteria in table 2.
The Principal Investigator’s Host Institution will be the ‘Lead Host Institution’ for that application, and it must also meet the eligibility criteria in table 2. Host Institutions may only submit one application per round for which they are the Lead Host Institution, but other researchers based at that institution may apply as Co-Investigators or Collaborators on as many other applications as they choose.

Applicants based in Spain should note that only certified FC AECC cancer centres will be eligible to lead applications from Spanish institutions.

Teams led by a Principal Investigator based in Spain or Italy must include at least one Co-Investigator based in the UK at a Cancer Research UK Centre or the Francis Crick Institute.

Principal Investigators and Lead Host Institutions must also be in a position to comply with the Terms and Conditions of the award (see section 6).

Table 2 Additional criteria for Principal Investigator and Lead Host Institution

<table>
<thead>
<tr>
<th></th>
<th>CRITERIA FOR PRINCIPAL INVESTIGATOR</th>
<th>CRITERIA FOR LEAD HOST INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK</td>
<td>The Principal Investigator must be based at a Cancer Research UK Centre or the Francis Crick Institute.</td>
<td>The Lead Host Institution must be either the Francis Crick Institute, or host a Cancer Research UK Centre.</td>
</tr>
<tr>
<td>SPAIN OR ITALY</td>
<td>The Principal Investigator must:</td>
<td>The Lead Host Institution must:</td>
</tr>
<tr>
<td></td>
<td>• Be highly competitive in oncology research at the international level and have an internationally recognised impact in their specific field.</td>
<td>• Have state-of-the-art infrastructure and services that allow for high quality cancer research at an international level.</td>
</tr>
<tr>
<td></td>
<td>• Have been consistently funded by AIRC or FC AECC through peer-reviewed grants and fellowships in the last five years.</td>
<td>• Have an educational training program for PhDs and MDs to teach all the skills necessary to become leaders in oncology research.</td>
</tr>
<tr>
<td></td>
<td>• Have received funding from international agencies and/or organisations in the last five years.</td>
<td>• Work to make cancer ever more treatable, thus helping the national health system of the country in which they are based to improve patients’ care and long-term survival.</td>
</tr>
<tr>
<td></td>
<td>• Have a highly-cited publication record in oncology research the last five years.</td>
<td>• Submit their research activities periodically to scientific evaluation processes through external and independent scientific committees.</td>
</tr>
<tr>
<td></td>
<td>• Be actively engaged in outreach activities and dissemination of cancer knowledge to the general public.</td>
<td>• Have in place an ethics committee and a policy on research integrity.</td>
</tr>
<tr>
<td></td>
<td>• If based in Spain, belong to a certified FC AECC centre.</td>
<td>• Be a certified FC AECC cancer centre, if based in Spain.</td>
</tr>
</tbody>
</table>
2.4. **GUIDANCE ON COLLABORATIONS**

The Accelerator Award aims to encourage collaboration and collaborative approaches to address the needs and challenges of the cancer research community.

We are looking for genuine collaborations, with each Principal Investigator, Co-Investigator and Collaborator adding value to the proposal. The team should:

- Build upon existing knowledge to address an area of unmet scientific need in cancer research
- Leverage existing infrastructure where possible and build capacity where needed
- Create platforms for research to enable the cancer research community to accelerate progress in translational research
- Have a clear programme of management for a proposal of this scale
- Be able to adapt agilely to internal and external challenges and opportunities
- Work to building sustainability of the resource created through the award

All team members requesting funding, must be located in either the UK, Spain or Italy. Note, applicants based in Spain may request a combined total of up to €2M over the duration of the award.

2.5. **MAKING CHANGES TO YOUR TEAM**

Provided that the main focus of the proposed research hasn’t changed radically, it is possible to add additional collaborators to the team where there is a clear scientific rationale. We encourage teams to continually assess how to assemble the strongest team possible. As a reminder, the Principal Investigator must ensure that all potential Co-Investigators and Collaborators:

- meet the general eligibility criteria in section 2.2; and
- will be able to adhere to the terms and conditions of the Accelerator Award (see section 6).

For the full application, please update the composition of the applicant team as appropriate. If you have any questions about the eligibility of any team members, please contact CRUK before submitting your full application.

3 **WHAT SHOULD YOU INCLUDE IN YOUR FULL APPLICATION?**

3.1. **OVERVIEW**

The table below shows all the information we need you to include in your full application – either by completing directly into a field in eGMS or as an upload to eGMS. Sections 3.2 to 4
Table 3 Information to be included in the application

<table>
<thead>
<tr>
<th>SECTION OF APPLICATION</th>
<th>WHAT IT SHOULD COVER</th>
<th>UPLOAD OR EGMS FIELD</th>
<th>WORD COUNT/PAGE LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application overview</td>
<td>Title, supporting roles, applicant information, abstract</td>
<td>eGMS field</td>
<td>N/A</td>
</tr>
<tr>
<td>Additional information</td>
<td>Additional research information, research classification, biomarker research</td>
<td>eGMS field</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial details completed</td>
<td>Details of salaries, running expenses and equipment for the whole team in the relevant currency.</td>
<td>Teams including institutions in Spain or Italy - upload (using template provided) UK only teams – eGMS field</td>
<td>N/A</td>
</tr>
<tr>
<td>Research proposal</td>
<td>The overall vision, research question and collaboration proposal for the team</td>
<td>Upload</td>
<td>12 pages</td>
</tr>
<tr>
<td>Research Features template</td>
<td>Justification of costs, data and sample sharing, cell lines, details of animal studies, patient involvement information, intellectual property</td>
<td>Upload (using template provided)</td>
<td>10 pages (12 pages if you are using animals)</td>
</tr>
<tr>
<td>Heads of Terms or Letter of Confirmation (only for UK-based teams with no Co-Investigators in Spain or Italy)</td>
<td>UK-only teams should ideally provide non-binding agreement principles signed by all institutions named on the application to form basis of a Research Collaboration Agreement. Failing that, the team must submit a Letter of Confirmation from all institutions confirming that an appropriate collaboration agreement will be put in place</td>
<td>Upload</td>
<td>No limit</td>
</tr>
</tbody>
</table>
### Host Institution approval (required)

- Letter of support from the Director of the lead CRUK Centre (if the application is being led from the UK), or the equivalent senior figure (e.g., the Head of the Institute or Faculty) if the application is being led by a Spanish or Italian-based Principal Investigator.
- In addition, for applications led by investigators based in Spain or Italy: letters of support from the Director of the participating CRUK centre(s).
- Agreed Co-Investigators and Collaborators that are integral to the research.

**Upload**

**No limit**

### Letters of compliance (mandatory if applicable)

- To be provided by the relevant Principal Investigator or Co-Investigators for any animal or clinical research to be conducted outside the UK.

**Upload**

**No limit**

### Response to Committee feedback (optional)

- Letter in response to the Committee’s feedback on the team’s Expression of Interest.

**Upload**

**1 page**

### 3.2. APPLICANT INFORMATION AND SUPPORTING ROLES

The Principal Investigator must assume the responsibility of the Lead Applicant on the application for the purposes of the eGMS process.

The table below defines the supporting roles on the Accelerator Award that you can add to your application and the tasks they’ll need to complete in eGMS. Please note that the definitions of these roles differ from those described in our eGMS guidelines. Please follow the definitions in the table below.

The inclusion of project manager is mandatory. All supporting roles can be given edit access to the application, where appropriate. The Principal Investigator, however, is responsible for the final submission.
**ROLE** | **TASKS TO COMPLETE**
---|---
Lead Applicant (Principal Investigator) | • Complete the 'Complete full application' task in eGMS  
• Please also upload a letter of support from your Host Institution as an eGMS upload

Co-Investigator | • Complete the 'Agree to participate' task in eGMS  
• Complete the ‘Collaborate on application’ task and submit a CV to eGMS  
• Please also upload a letter of support from your Host Institution (if different to the leading Host Institution) as an eGMS upload

Collaborator | • Please upload a letter of support as an eGMS upload

Administrative Support | • Accept Application Participation (Administrative Support)

### 3.3. COSTS INFORMATION SPECIFIC TO THE ACCELERATOR AWARDS

This section contains cost guidance specific to the Accelerator Award. You should read this section along with CRUK’s standard costs guidance (section 7.4) which contains information about standard categories of costs, such as:

- salaries for research staff
- laboratory expenses and
- patient involvement costs.

You should add all of your team’s costs, in pounds sterling, to this ‘financial details’ section of eGMS under the categories ‘salaries’, ‘running expenses’ and ‘equipment’ as applicable. For international salaries, some fields in the salary section of eGMS may not be relevant. In this situation please add ‘0’ into the field.

You may find it easiest to use the Supplementary Budget Information, see section 4.3, upload template to work out your costs breakdown first and then copy and paste your totals into eGMS. In the Supplementary Budget Information upload, you will need to assign all the costs to a Work Package and Host Institution.
### Table 4 Completing costs for an Accelerator Award

| ENTERING COSTS | For UK-based teams (i.e. teams that do not include any members from research institutions in Spain or Italy), in the ‘Financial Details’ section of eGMS, all costs must be submitted in pounds sterling (£) |
|               | For teams that include Spanish or Italian research institutions, the ‘Financial Details’ section of eGMS should be left blank, and a Supplementary Budget Information template completed and uploaded instead – see further section 4.3) |
| INDIRECT COSTS / OVERHEADS | Applications should not include requests for overheads/indirect costs. |
| PHD STUDENTSHIPS | Costs for Clinical PhDs in the UK are not eligible costs for the Accelerator Awards. |
|               | Non-clinical studentships in the UK should be costed at the standard CRUK rate (see CRUK Costs Guidance). |
|               | For PhD studentships based in Italian or Spanish Institutions, we will provide the same as AIRC’s and FC AECC’s standard studentship support, respectively. These cover stipend only, and does not support running expenses or fees. See the table below: |
|               | Costs for Clinical PhDs in the UK are not eligible costs for the Accelerator Awards. |
|               | Non-clinical studentships in the UK should be costed at the standard CRUK rate (see CRUK Costs Guidance). |
|               | For PhD studentships based in Italian or Spanish Institutions, we will provide the same as AIRC’s and FC AECC’s standard studentship support, respectively. These cover stipend only, and does not support running expenses or fees. See the table below: |
|               | PhD studentships must be guaranteed support for four years (non-clinical studentships) or three years (clinical studentships outside the UK), and recruited within the duration of the award. |
|               | Any equipment that costs over £5K (per item) should be listed as equipment spend. Please note that equipment allowances should be spent within a year of issue, so please note in your final application budget request the year the equipment would be purchased. Any equipment costs that are less than £5K (per item) should be listed as running expenses. |

|               | Clinical | Non-Clinical |
|               | AIRC | FC AECC | AIRC | FC AECC |
| Stipend/year (€) | 25,000 | 30,000 | 25,000 | 20,000 |
| Duration (years) | 3 | 3 | 3 | 3 + 1* |

*PhDs have the option of being extended by 1 year.
Acceptor Awards

Full Application Guidelines – 2019

Networking & Collaboration Costs

We have designed the Accelerator Award to encourage collaboration and foster relationships within the team and with the wider research community. You should allocate a proportion of funding to hosting meetings/workshops to support the synergistic working of the team. We also encourage teams to host networking meetings or workshops with the wider research community to share the learnings and outputs from the team, if appropriate. These meetings should be meaningful and add value to the proposal. All networking costs proposed should be reasonable and justified in the full application.

Article Processing Charges (APCs)

For UK-based researchers:
- APC costs should not be included in application budgets, because CRUK funds these costs separately through contributions to university block grants from the Charities Open Access Fund (COAF). CRUK-funded researchers at any of the COAF eligible institutions should recover APC costs from their institution’s block COAF grant. Please see CRUK’s Cost Guidance (Appendix 7.4) for further details.

For Spanish and Italian-based researchers:
- Please budget for APCs appropriately, and add this cost as a line into your supplementary budget information.

4 Uploads

4.1 Full Application Upload

There is no template for the full application but an outline of what is expected of the submission is detailed below.

- Your research proposal shouldn’t exceed 12 pages (excluding figures, figure legends, timelines, Gantt charts and references).
- Please complete the full application upload in size 11 Calibri font with single line spacing adhering to the page limits.
- Please do not use footnotes. These will be removed before being sent to the Committee for review.
- Number all pages, and add the surname of the Principal Investigator as a footer.

We encourage teams to work with professional or experienced project managers to develop this section of the proposal.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DETAIL</th>
</tr>
</thead>
</table>
| Vision  | - A short, engaging summary for non-specialists that describes clearly the unmet need that your proposal seeks to address and how you intend to do this.  
- Describe the intended outcomes and outputs of the proposal and its potential impact on the field, and ultimately patient benefit. |
<table>
<thead>
<tr>
<th>SECTION</th>
<th>DETAIL</th>
</tr>
</thead>
</table>
| Rationale    | • Describe the scientific and strategic need for the proposal presented.  
• Describe the research questions that the outputs of the Award will help the scientific community to address.  
• Explain why this is the best approach to meet this need. Summarise your current, published and/or other work that relates to your proposal.  
• Describe how this proposal will accelerate the research landscape in this area. |
| Collaboration | Team   | • Explain why this work requires a collaborative approach and is likely to succeed.  
• Explain why this is the best team to deliver this proposal.  
• If appropriate, provide evidence of previous successful collaboration between team members or give the rationale behind new collaborations.  
Describe how the research facilities/environment created through the collaboration support delivery of the outputs of the proposal. |
| Principal Investigator | • Provide evidence/a justification of the Principal Investigator’s ability to lead a team of this size and a project of this scale. |
| Implementation | • Provide a list/table of the key objectives of the proposal. The objectives should be specific, measurable, attainable, relevant and time bound.  
• Provide a work plan with:  
  o work packages (including work package lead)  
  o outputs  
  o key milestones (including how these link to the objectives).  
• You may wish to demonstrate the above using a programme timeline or Gantt chart that identifies the key milestones, gate stages, endpoints and interdependencies. Any timeline or chart won’t be included in your page limit.  
• Demonstrate the integration of these objectives and the coherence of the entire proposal by outlining how the work packages work in synergy. |
### Impact
- Describe in detail the outputs/outcomes of the award that will benefit the team and the wider research community.
- A description of the wider societal and, if relevant, economic impact of the award.
- Describe when and how will these outputs be shared with the wider community, including the processes that will be in place to ensure the research community can discover and access these resources.
- Describe how you will monitor and evaluate the impacts of the award described above.

### Governance and Project Management
Describe:
- the governance and project management mechanisms that will be put in place. You may include a diagram if helpful; and
- how the team members and their research groups will work together scientifically across work packages, as well as share information and progress updates.

At a minimum, the governance structure must include a Steering Board and a separate and distinct Project Management Group, as follows:
- The **Steering Board** should meet at least twice per year to provide, monitor and review the strategic direction of the Award, and make recommendations to the investigators/collaborators on the direction of the collaboration and how it should be conducted (see further Appendix 7.2). The Steering Board should comprise the Principal Investigator and key Co-Investigators, and a representative from the Funder(s). We recommend that you enlist some external advisory members.
- You should also have a separate **Project Management Group**, responsible for operational, day-to-day delivery of the work packages. This should include fair and appropriate representation of the team. This does not need to have a funding partner representative in attendance.

### Contingency
- Underline any potential scientific or logistical challenges, or interdependencies between work packages that could impact on the proposal. Provide suggestions as to how the team will address these.

### Sustainability
- Describe how the team will build sustainability into the award and if appropriate, the team itself, once the funding period ends.
4.2. RESEARCH FEATURES UPLOAD

A Research Features upload is required as part of the Accelerator Award application. Please refer to the table below for details on how to complete the ‘Research Features’ upload, which can be downloaded from the ‘Uploads’ section of eGMS. If you are not using animals in your research, make sure this upload does not exceed 10 pages. If you are using animals, do not exceed 12 pages.

<table>
<thead>
<tr>
<th>A1. Justification for support requested</th>
<th>Please list the details of the costs (this should include all staff, running expenses etc. listed in the ‘financial details’ section of eGMS) for each work package and provide justifications for the associated costs in the relevant box. If a particular cost (i.e. sequencing) is spread across multiple work packages, you will only need to provide justification for this cost once.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Running expenses</td>
<td>• The Category should match the category selected from the drop down list in eGMS for each cost line.</td>
</tr>
<tr>
<td></td>
<td>• The descriptions added should match the text added into eGMS for each cost line.</td>
</tr>
<tr>
<td>Equipment costs</td>
<td>• Please provide details and scientific justification for any items of equipment (over £5k) requested.</td>
</tr>
<tr>
<td></td>
<td>• Please associate the item of equipment to the relevant work package where possible.</td>
</tr>
<tr>
<td></td>
<td>• Include any details of contribution(s) made to the purchase of equipment by the host institute.</td>
</tr>
<tr>
<td>Studentship costs</td>
<td>• Please provide details of the year in which the studentship would start and their proposed host institution.</td>
</tr>
<tr>
<td></td>
<td>• Where appropriate, please describe how the project is suitable for doctoral training.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A2 Data and Sample Sharing Plan</th>
<th>We consider the accessibility to data and samples collected through Accelerator Award funding to be highly important. As such, please provide details of how all samples and data generated as a result of Accelerator Award funding will be made available for sharing in the Research Features template. Because of this, you can leave the ‘Data Sharing Plan’ section of your eGMS application blank and simply cross refer to this appendix. You should consider how this information can be as widely and freely accessible as possible while safeguarding any intellectual property, patient privacy and confidential data. You should include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The types of data and samples collected and/or generated that will be shareable.</td>
</tr>
</tbody>
</table>
• Plans to ensure that the data and samples will have broad utility in research (e.g., documentation, annotation, descriptions, analysis etc. so it can be interpreted or used by others).
• Any potential restrictions on data sharing and any strategies to minimise these.
• The storage plan for the data/samples throughout the lifetime of the grant, as well as plans for archiving and preserving data/samples in the longer term.
• How you will ensure that datasets/samples are discoverable by others outside of the team.
• The process, criteria and or governance that will be put in place regarding data/sample sharing.

Please see Cancer Research UK’s data sharing guidelines for further information when preparing this plan.

A3. Cell Lines (if applicable)

Please complete this section if you’ll be using cell lines in your proposal.

If you will introduce new cell lines to your lab, please give the source of the cells (if it's not a commercial provider explain how the cell lines will be authenticated when they enter your lab).

You can request funding (under running expenses) to support cell line authentication (e.g. screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells). You’ll need to validate your cell lines according to the UKCCCR Guidelines for the Use of Cell Lines in Cancer Research, which should be referenced in any publications resulting from the award.

A4. Animal studies (if applicable)

You should complete this section if you are proposing to use animals in your research. You should ensure you are familiar with the relevant NC3Rs guidelines, in particular the Responsibility in the Use of Animals in Bioscience Research document, the ARRIVE Guidelines, and the NC3Rs Guidelines: Primate Accommodation, Care and Use. When completing this section, you should describe how your proposed research adheres to the expectations set out in these guidelines.

6.1 Animal Costs

• Please include a full breakdown of the purchase costs and husbandry costs (e.g. per mouse per week) listed in the ‘Costs’ section of your application on eGMS.
• Please list animal purchase, maintenance and experimental costs separately.

6.2 Justification of proposed animal research

Using the table provided in the appendix template, please briefly justify the use of animals by outlining:

• Why animal research is necessary for your award and details of all species you propose to use;
• Why the species/model you have chosen is the most appropriate physiological model to use for the research objective(s);
• If you are developing any new models why this is necessary and how you will ensure that these will be disseminated to the research community more broadly;
• The efforts you will take to minimise animal usage.

For your critical experiments, please provide an outline of your experimental design and power calculations. Where details of specific experiments are not known, you may provide an illustrative example. This should include:

• An overview of the experimental approach summarising; primary and secondary experimental outcomes, number of experimental and control groups, the number of experimental units in each experimental group, the total number of experimental units to be measured and the number of times each unit will be measured, number of independent replications of each experiment and how you plan to minimise experimental bias (e.g. randomisation and blinding) or an explanation of why this would not be appropriate.
• An explanation of how effect sizes have been calculated and a justification of their biological relevance
• The power calculations used to determine your sample size (or a principled explanation of an alternative basis for calculations, justifying why you haven't used statistical calculations). Explanations based solely in terms of 'usual practice' or previously published data will not be considered adequate.
• Details of breeding strategies that will be implemented (if applicable).
• A brief description of your planned statistical analyses in relation to the sample size, and list any statistical advice available.
• You may present this in the form of a table or diagram, if appropriate.

Please note that the NC3Rs website includes a number of useful experimental design resources, including the Experimental Design Assistant (EDA), a free online tool to help optimise experimental design. The EDA can be used to create a visual map of your planned experiments (or a few of them, by way of example) that may be useful in discussions with your team and statistical advisors. If you use the EDA, you are encouraged to submit the EDA report as a PDF upload along with the Research Features template (and you need not replicate information in the Research Features template that is covered in your EDA report).

Please note that applications proposing research on specially protected species or pigs must undergo an additional independent peer review by the NC3Rs. If your research involves specially protected species or pigs, please contact the office as soon as possible so that we can coordinate this review alongside our standard peer review process by emailing acceleratoraward@cancer.org.uk. You can find more information about the NC3Rs peer review service, and tips for applicants here.

For any animal studies to be performed outside of the UK, we also require a letter to be uploaded from the relevant Co-I leading this work to confirm that the research proposed will adhere to all relevant local regulatory systems, and also that the welfare standards will be consistent with UK standards. We also require you to complete and upload the applicable NC3Rs checklist (available here) for the species that will be used. More information about the use of animals overseas can be found in this NC3Rs resource.
A5. Patient and Public Involvement

If applicable, please provide details on how you could involve patients into your approach and engage the public with your research. Please note that this section is not mandatory.

CRUK, FC AECC and AIRC believe that people affected by cancer have unique insights to offer through their own experiences, and by working in partnership with patients, successful applicant teams can ensure that the Accelerator Awards clear and significant patient benefit.

Where appropriate, we encourage applicant teams to include patient and public involvement (PPI) and/or engagement where they think it can add value to the proposal. If you are unsure about how to include patients in your application, please contact us to discuss this. You can also access CRUK’s patient and public involvement toolkit here, which will provide you with information and resources to support PPI, including how to budget for PPI activity.

A6. Intellectual Property

Please provide a brief description of any pre-existing contractual obligations that could have an impact on this Accelerator Award e.g. material transfer agreements, clinical trial agreements, sponsored research collaboration agreements, patents or any freedom to operate issues.

4.3. SUPPLEMENTARY BUDGET INFORMATION

Teams in which costs will be awarded to Spanish or Italian-based Principal and/or Co-Investigators must complete a ‘supplementary budget’ upload. This can be downloaded from the ‘Uploads’ section of eGMS.

The form is designed to be as simple as possible, allowing you to enter the full details of all costs requested onto one sheet (‘Financial details’). Please provide a detailed line-by-line breakdown of the costs of the proposed research. Do not include indexation in your calculations, and show all costs in the local currency (GBP for UK Centres; EUR for Spanish and Italian institutions).

You will need to provide the expense category for each cost line, i.e. running expenses (RE); salaries (SAL); or equipment (EQUIP). Identify the associated work package; the lead investigator and institution to which the funds would be issued (please do not use abbreviations); and the territory in which the institution is based, i.e. UK, ES or IT. The funder and currency will autopopulate based on your selection, so please do not attempt to change these entries.

On the ‘calculator’ tab, you will see the total amounts requested from each funder in each year of the grant, with 2% indexation applied to each year after year 1, and in both GBP and EUR. Remember that the total requested should not exceed £1M (€1.13M) per year.
Before starting, please remove the example cost lines (columns A-E, G and I-M) and enter the name of the lead applicant in cell G3. All costs should be eligible for Accelerator Award funding as per appendix 7.4.

### 4.4. HEADS OF TERMS OR LETTER OF CONFIRMATION FOR RESEARCH COLLABORATION AGREEMENT (UK TEAMS ONLY)

Teams that do not include a team member from Spain or Italy should submit agreed ‘Heads of Terms’ for the Research Collaboration Agreement that will be put in place if the application is successful (see further section 6.1 and appendix 7.3 for scope). The ‘Heads of Terms’ need not be a legally binding document, but is intended to encourage teams to consider in advance the appropriate responsibilities for the management of the award and its outputs before the project begins. It will provide a starting point for drafting the Research Collaboration Agreement.

Appendix 7.3 sets out the issues that the Heads of Terms should cover. You may wish to consult with your Host Institution’s Technology Transfer Office and/or the CRUK Commercial Partnerships Team at commercial@cancer.org.uk.

If a Heads of Terms cannot be provided, a Letter of Confirmation may be provided instead. The Letter of Confirmation should be signed by all institutions involved and confirm that, should the application be successful, a collaboration agreement will be put in place within the first three months of the award addressing each of the matters in Appendix 7.3.

### 4.5. LETTERS OF SUPPORT AND COMPLIANCE

There are a number of additional documents we require you to upload as appropriate, as part of your full proposal:

- Letter of support from the Director of the lead CRUK Centre (if the application is being led from the UK), or the equivalent senior figure (e.g., the Head of the Institute or Faculty) if the application is being led by a Spanish or Italian-based Principal Investigator. For UK teams, this letter should include a reference to the Heads of Terms and/or Letter of Confirmation (see section 4.4.)
- For teams with a team member in Italy or Spain, this letter should refer to the draft Funding & Collaboration Agreement provided to shortlisted teams, acknowledging that that document will substantially form the basis of the award terms if the application is successful and that the institution will negotiate any necessary changes in good faith.
- Letters of support from the agreed Co-Investigators and Collaborators that are integral to the research.
- For applications led by principal investigators based in Spain or Italy: a letter of support from the Director of the participating CRUK centre(s).
- Letters from any Co-Investigators leading animal or clinical studies outside of the UK outlining the local procedures, standards and/or governance that they will comply with during the award. Please only include if relevant.
• Letters of support from any academic partners contributing gift-in-kind reagents, pharmaceutical agents, technology, services or expertise that are deemed critical to the research. This is optional, please only include if relevant.

4.6. RESPONSE TO ACCELERATOR AWARD COMMITTEE FEEDBACK (OPTIONAL)

You will have received feedback from your Expression of Interest. You are welcome to submit a letter to the Committee noting how you have addressed this feedback or justifying why you have not. Please upload in the form of a word document in the ‘uploads’ section of eGMS.

Please note that Committee members cannot discuss their decisions with applicants, so please do not approach any Accelerator Award Committee members directly. This protects applicants, Committee members and external reviewers, and keeps our review process fair. Our review process is extremely important to us, so we reserve the right to decline applications from anyone who compromises its integrity.

5 REVIEW PROCESS

5.1. PEER REVIEW

Following submission of the full application, the committee may request additional technical expertise from relevant experts in the field in the form of written peer review. If written peer review is requested by the committee, comments will be provided to applicant teams in advance of their committee interview, where they will have the opportunity to respond verbally.

5.2. COMMITTEE INTERVIEW: TEAM PRESENTATION AND Q&A

Applicant teams will be required to attend an interview by the Accelerator Award Committee at Cancer Research UK’s Head Office in London, UK. Interviews will take place in June, 2019. Specific details will be sent in due course.

Applicant teams will be required to attend in person and should include the Principal Investigator and up to three key Co-Investigators or Collaborators (one of which may be the project manager if in place).

The team will be expected to give a short presentation (10 - 15 mins) and then take part in a question and answer session.

The presentation could include an overview of the award, the key outputs and how they will be delivered, the strengths of the team and how they are able to deliver their proposal. The Principal Investigator will receive peer review comments in advance of the interview and can choose to respond to these in the presentation if they wish.
5.3. FEEDBACK AND NEXT STEPS

Applicant teams will be informed of the Committee’s decision as soon as possible after the Committee meeting, and written feedback will soon follow.

Successful teams will then be awarded their grants subject to agreement to the Terms and Conditions described in section 6 below.

Each successful team will be assigned a Cancer Research UK/AECC/AIRC representative as appropriate who will represent the partnership at Steering Board meetings (see section 7.2). Awarded teams will be expected to have a steering board meeting either before or within the first month of the project start date to adjust their project plan in light of any feedback from the Committee.

Awarded teams are expected to submit an annual report that will be subject to review by the Accelerator Award Committee, which will decide whether to release the next year of funding based on the performance of the team. In the third year of funding, as well as submitting an annual report, a sub-group of the awarded team will be required to attend an interview to update the Committee on the progress of the award as part of the review process.

5.4. PUBLICITY

CRUK, AIRC and FC AECC will be leading on all national and regional press and PR for the shortlisting and funding announcement of the Accelerator Awards. Principal Investigators are asked to ensure that all Co-Investigators, Collaborators and their PR/Press Office teams are also made aware of this and do not do any proactive PR or social media (including blogs) about the Awards, prior to the announcement. You and your network will be welcome to use CRUK/AIRC/FC AECC’s press materials for your websites once the media embargo is lifted.

6. TERMS AND CONDITIONS OF THE AWARD

Accelerator Award funding will be conditional on acceptance of the Terms and Conditions of the Award.

6.1. TERMS AND CONDITIONS FOR SUCCESSFUL TEAMS THAT DO NOT INCLUDE A TEAM MEMBER IN ITALY OR SPAIN

Where the successful team is led by one or more Principal Investigators based in the UK, and does not include a Co-Investigator based in Italy or Spain, the award will be made under Cancer Research UK’s Grant Conditions (available here).

In addition, within three months of the start date of the Award, each institution hosting one or more Principal Investigators or Co-Investigators will be required to enter into a Research Collaboration Agreement with each other and Cancer Research UK and/or Cancer Research Technology that covers the matters set out below in Appendix 7.3 (‘Collaboration Principles’).
Funding for year 2 of the award will not be released unless a Research Collaboration Agreement has been fully executed.

6.2. TERMS AND CONDITIONS FOR SUCCESSFUL TEAMS THAT INCLUDE A TEAM MEMBER IN ITALY OR SPAIN

Where the successful team is led by a Principal Investigator based in Spain or Italy, or includes a Co-Investigator based in one of those countries, the terms and conditions of funding and the collaboration arrangements will be combined in a Funding and Collaboration Agreement.

The draft form of the Funding and Collaboration Agreement will be provided to shortlisted teams before the Full Application Deadline and will be broadly consistent with the Cancer Research UK Grant Conditions and the conditions of grants issued by AIRC and/or FC AECC (as applicable). The collaboration provisions of the agreement will cover the matters listed below in Appendix 7.3 (‘Collaboration Principles’) and will have some flexibility, depending on the needs of the successful team. Shortlisted teams should outline their preferred collaboration model in their full application.

6.3. ETHICAL AND REGULATORY REQUIREMENTS (ALL SUCCESSFUL TEAMS)

The ethical and regulatory requirements for successful teams will be set out in full in the CRUK Grant Conditions or Funding & Collaboration Agreement (as applicable). Applicants’ attention is drawn in particular to the following requirements.

- All researchers involved in the funded team are expected to maintain the highest levels of scientific integrity, and follow the principles of good research practice as detailed in the Concordat to Support Research Integrity.
- All host institutions must have procedures for obtaining any necessary or appropriate ethical approval for the research funded by the grant.
- In the event of proposed animal use, all host institutions working with animals must have standards of laboratory welfare that either meet or exceed those required by UK Home Office regulations. In this regard, the relevant institution should:
  - Be based in one of the following: an EU member state, Australia, Canada, Israel, New Zealand, Norway, Switzerland or the USA – or
  - Provide documentary evidence of a system of regulatory control of laboratory welfare that meets or exceeds the regulation in force in the country in which the laboratory is based.

We understand that funding confirmation may be required before ethical or regulatory approval can be granted. In cases such as this, the funders may make a provisional offer of funding but won’t release any money to the successful team until receipt of written confirmation of ethical or regulatory approval, or has shown that the appropriate approvals are being sought and that the processes have been initiated on application to the Accelerator Award scheme. Please bear this in mind when you propose a start date for your award.
If based in the UK, any tissue sample collections must be registered with the UK CRC Tissue Directory as part of our terms and conditions. More information about this can be found here.
7 APPENDICES

7.1 APPENDIX: USEFUL CONTACTS

If you have any questions about these guidelines, please contact us for more information as set out below.

<table>
<thead>
<tr>
<th>CRUK office:</th>
<th>Dr Bouran Sohrabi</th>
<th><a href="mailto:acceleratoraward@cancer.org.uk">acceleratoraward@cancer.org.uk</a></th>
<th>+44 (0)20 3469 8343</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC office:</td>
<td>Dr Luana Grimolizzi</td>
<td><a href="mailto:acceleratoraward@airc.it">acceleratoraward@airc.it</a></td>
<td>+39 (0)2 02 7797 411</td>
</tr>
<tr>
<td>FC AECC office:</td>
<td>Dr Marta Puyol</td>
<td><a href="mailto:acceleratoraward@aecc.es">acceleratoraward@aecc.es</a></td>
<td>+34 91 310 82 07</td>
</tr>
</tbody>
</table>

For help with submitting your application, please contact grants_helpline (+44 (0)20 3469 5452 or grants.helpline@cancer.org.uk).

7.2 APPENDIX: ROLE OF THE STEERING BOARD

The Funders’ expect that the Steering Board will be formed comprising appropriate representation from the lead Institution/Centre and each of the other Co-Investigators and key Collaborators. The Steering Board will:

- be distinct from a project management group;
- provide oversight of the award and track progress against the objectives set out in the application;
- guide the overall resource being set up, any research questions being answered by the platform created and the strategic management of the collaboration;
- agree a Chair of the Steering Board meetings;
- agree and approve Terms of Reference at initial Steering Board meeting;
- agree a mechanism for project management group to report progress, including a mechanism for individual teams within the collaboration to provide updates;
- agree what indicators of success will look like;
- provide a forum for escalation of project management/ issue resolution;
- agree decision-making processes as required;
- inform Cancer Research UK (and FE AECC and/or AIRC, if applicable) of any potential commercial and/or technology transfer requirements;
- invite representatives from Cancer Research UK, FC AECC or AIRC to attend meetings;
- meet at least twice per year from the award start date. (Please keep the Funder representative’s office informed of any planned meetings).
A copy of minutes generated from Steering Board meetings should be sent to the CRUK office within 30 days of the meeting date

7.3. APPENDIX: COLLABORATION PRINCIPLES

The following collaboration principles:

- must be covered by the Research Collaboration Agreement (for teams with a UK Lead and no team member in Italy or Spain); and
- will be set out in the combined Funding & Collaboration Agreement (for teams with a team member in Italy or Spain).

UK teams who are required to submit a Heads of Terms or Letter of Confirmation for the Research Collaboration Agreement with their application should ensure each of the matters below is covered. The Heads of Terms or Letter of Confirmation should be signed by all institutions involved.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRINCIPLES OR EXPECTATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parties</td>
<td>To include the lead CRUK Centre or other Host Institution (“Project Lead”) and collaborating CRUK Centres or other Host Institutions (“Collaborators”), Cancer Research UK (and FC AECC and/or AIRC, if applicable) and Cancer Research Technology (CRT).</td>
</tr>
<tr>
<td>Project management</td>
<td>Prior to the project start date a Steering Board will be established and roles and responsibilities agreed as set out in Appendix 7.2.</td>
</tr>
<tr>
<td>Scope and aims of the proposed project</td>
<td>To include the primary goals for the Accelerator Awards (“Project”) as defined in the application, ensuring that the objectives of the Funders and the applicant teams are fully met.</td>
</tr>
<tr>
<td>Key tasks and responsibilities of the partners</td>
<td>To be determined between the Parties.</td>
</tr>
<tr>
<td>Financial/resource contributions</td>
<td>Refer to the Grant Award Letter (which will be issued to the Lead Investigator if the award is successful). Payments from the Project Lead to the Collaborator(s) to be scheduled to the agreement.</td>
</tr>
<tr>
<td>IP management and distribution arrangements</td>
<td>To be determined between the Parties. However, expectation is that commercialisation and exploitation of foreground IP to be managed subject to existing technology transfer arrangements between the funding recipients and CRT.</td>
</tr>
<tr>
<td></td>
<td>In the event that a funding recipient is not party to a technology transfer agreement with CRT, the funding recipients will need to agree specific arrangements with CRT.</td>
</tr>
<tr>
<td>TOPIC</td>
<td>PRINCIPLES OR EXPECTATIONS</td>
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<td>-------------------------------------------</td>
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<tr>
<td>Publications and announcements</td>
<td>Proposals for publication to be sent to Steering Board members for review at least 30 days prior to submission. Upon request any party will delay publication for up to 90 days to allow for the filing of a patent application for any invention disclosed in such publication.</td>
</tr>
<tr>
<td></td>
<td>Except as required by law there will be no use of a party’s name or that of CRUK, CRT, FC AECC and/or AIRC without written consent of the relevant party.</td>
</tr>
<tr>
<td></td>
<td>No public announcements concerning any aspect of the agreement without prior written agreement of the parties.</td>
</tr>
<tr>
<td>Dispute resolution</td>
<td>Dispute mechanism via heads of Enterprise/Business Development of Parties.</td>
</tr>
<tr>
<td>Termination</td>
<td>If the Steering Board elects to discontinue the Project then the agreement shall terminate.</td>
</tr>
<tr>
<td></td>
<td>If CRUK, FC AECC and/or AIRC elects not to fund the Project in subsequent years then agreement shall terminate.</td>
</tr>
<tr>
<td></td>
<td>Termination shall be without prejudice to the rights/duties accrued prior to termination.</td>
</tr>
<tr>
<td>Withdrawal/change of control</td>
<td>Assignment only upon written agreement of the parties, including If CRUK, FC AECC and/or AIRC (as applicable).</td>
</tr>
<tr>
<td>Other</td>
<td>Arrangements to cover: material transfer; equipment use; confidentiality; the event that an investigator moves or is unavailable to complete his/her responsibilities under the agreement; and underperformance of an investigator.</td>
</tr>
</tbody>
</table>

7.4. **APPENDIX: COSTS GUIDANCE**

General costs guidance, which contains information about standard categories of costs, such as laboratory expenses, salaries and so on is available on CRUK’s website [here](#). For convenience, a copy of the costs guidance is set out below, but this guidance is updated regularly. Please refer to the version on CRUK’s website to ensure that you are using the most up-to-date version.
Cancer Research UK – Costs Guidance

Unless specifically stated in the Grant Award Letters (GALs), the funding partnership (CRUK-FC AECC-AIRC) only funds direct research costs. This document provides general guidance on the types of costs that may be charged to Cancer Research UK grants, including the Accelerator Award. Please contact us if you have a particular query.

### ACCEPTABLE COSTS

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>EXAMPLES</th>
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<tbody>
<tr>
<td>Salaries for grant staff</td>
<td>Researchers on fixed term contracts to work specifically on the funded project. This may include fellows, research assistants, data managers, students (except overseas student fees), technicians and nurses. Salary costs may be used to fund salary, the employer’s national insurance contribution, and an employer’s pension contribution which will not be higher than the rate used by the University Superannuation Scheme (USS) or NHS pension scheme. Please note that salary costs for Principal Investigators and Co-Investigators are generally ineligible costs except as provided in Cancer Research UK’s Policy on Funding Investigator Salaries.</td>
</tr>
<tr>
<td>Laboratory expenses</td>
<td>Laboratory chemicals and materials (e.g. reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plastic ware and glassware), as well as any associated charges for shipping, delivery and freight. Please note that ‘bench fees’ will only be covered if they are for named researchers on the grant, and only if the Host Institution confirms that they do not include charges for unacceptable costs.</td>
</tr>
<tr>
<td>Protective clothing</td>
<td>Gloves, lab coats (if CRUK branded), goggles, protective shoes</td>
</tr>
<tr>
<td>Equipment purchase costs</td>
<td>Costs may include purchase, delivery, and installation of scientific equipment where that equipment is specific to the grant.</td>
</tr>
<tr>
<td>Equipment maintenance costs</td>
<td>For equipment that has been purchased on a CRUK grant, where the warranty has expired.</td>
</tr>
<tr>
<td>Equipment access costs</td>
<td>Access fees charged by usage or size of grant where the equipment has not been purchased on a CR-UK grant.</td>
</tr>
<tr>
<td>Personal computing costs</td>
<td>Where justified, personal computing costs for named individuals engaged to work specifically on the grant (capped at £1,000 per person over the duration of the grant). Please note that standard per unit IT charges are not acceptable.</td>
</tr>
<tr>
<td>Animal research costs</td>
<td>Animal purchase and transportation costs, maintenance (including food) and experimentation costs. (Home Office Licences and animal handling training costs are not covered).</td>
</tr>
<tr>
<td>Cell line authentication costs</td>
<td>Costs to support the authentication of cell lines, for example, screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells. We will also cover purchase of cell lines from cell banks such as ATCC.</td>
</tr>
<tr>
<td>Data sharing costs</td>
<td>Archiving, repository fees, data storage costs and data management services. Data management and sharing costs must be reasonable and proportionate in the context of the overall grant. Data sharing costs do not include open access publication fees.</td>
</tr>
<tr>
<td>Publication costs</td>
<td>Page charges, costs of colour printing, reprints are not eligible to be included in application budgets but may be paid from grant underspend.</td>
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**ACCEPTABLE COSTS**

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>EXAMPLES</th>
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<tr>
<td>Open access costs (article processing charges or APCs)</td>
<td>APC costs should not be included in application budgets, because CRUK funds these costs separately through contributions to university block grants from the Charities Open Access Fund (COAF). CRUK-funded researchers at any of the <a href="#">COAF eligible institutions</a> should recover APC costs from their institution's block COAF grant. If the Host Institution is not a COAF eligible institution, or if the Host Institution’s annual COAF allocation has been exhausted, grant underspend may be used to fund APCs where they are incurred during the course of a grant.</td>
</tr>
</tbody>
</table>
| PhD student expenses in the UK | Stipends, running expenses and fees. Currently, these are set as follows:  
*For Grant Award Letters sent on or after 1st April 2018* |

<table>
<thead>
<tr>
<th></th>
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<th>Indexation</th>
<th>Total (4 years)</th>
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<tbody>
<tr>
<td>Stipend</td>
<td>Outside London</td>
<td>£19,000</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Inside London</td>
<td>£21,000</td>
<td>0%</td>
</tr>
<tr>
<td>Running expenses</td>
<td>Years 1-3</td>
<td>£13,500</td>
<td>2%</td>
</tr>
<tr>
<td></td>
<td>Year 4</td>
<td>£6,750</td>
<td>2%</td>
</tr>
<tr>
<td>Fees</td>
<td>Years 1-4</td>
<td>£4,195</td>
<td>2%</td>
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<tr>
<td>Oxbridge college fee uplift</td>
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</tr>
<tr>
<td>Cambridge</td>
<td>Years 1-3</td>
<td>£2,330.62</td>
<td>0%</td>
</tr>
<tr>
<td>Oxford</td>
<td>Years 1-3</td>
<td>£1,608.62</td>
<td>0%</td>
</tr>
<tr>
<td>Overall 4-year total</td>
<td>Outside London</td>
<td>£141,768.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inside London</td>
<td>£149,768.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outside London – Cambridge</td>
<td>£148,760.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outside London – Oxford</td>
<td>£146,594.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Grant Award Letters sent between 1st April 2017 and 31 March 2018 (inclusive)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Indexation</td>
<td>Total (4 years)</td>
</tr>
<tr>
<td>Stipend</td>
<td>Outside London</td>
<td>£19,000</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Inside London</td>
<td>£21,000</td>
<td>0%</td>
</tr>
<tr>
<td>Running expenses</td>
<td>Years 1-3</td>
<td>£13,500</td>
<td>1.75%</td>
</tr>
<tr>
<td></td>
<td>Year 4</td>
<td>£6,750</td>
<td>1.75%</td>
</tr>
</tbody>
</table>
## ACCEPTABLE COSTS

### TRANSACTION EXAMPLES

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Years 1-4</th>
<th>Stipend</th>
<th>Running expenses</th>
<th>Fees*</th>
<th>Overall 4-year total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees*</td>
<td>£4,195</td>
<td>£19,000</td>
<td>£13,500</td>
<td>£3,900</td>
<td>£17,225.64</td>
</tr>
<tr>
<td>Overall 4-year total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside London</td>
<td></td>
<td>£19,000</td>
<td>£13,500</td>
<td>£3,900</td>
<td>£141,549.13</td>
</tr>
<tr>
<td>Inside London</td>
<td></td>
<td>£21,000</td>
<td>£13,500</td>
<td>£3,900</td>
<td>£149,549.13</td>
</tr>
</tbody>
</table>

* For Cambridge and Oxford college fee allowances for GALs awarded in this period, see the CRUK Training Account Guidelines for that year.

### Indexation

<table>
<thead>
<tr>
<th>Indexation</th>
<th>Total (4 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside London</td>
<td>£76,000</td>
</tr>
<tr>
<td>Inside London</td>
<td>£84,000</td>
</tr>
</tbody>
</table>

### Fees* for Grant Award Letters sent before 1st April 2017

<table>
<thead>
<tr>
<th>Fees*</th>
<th>Indexation</th>
<th>Total (4 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside London</td>
<td>£19,000</td>
<td>£76,000</td>
</tr>
<tr>
<td>Inside London</td>
<td>£21,000</td>
<td>£84,000</td>
</tr>
</tbody>
</table>

### Patient involvement costs

For patient involvement representatives sitting on steering groups or advisory boards specifically relating to the funded research, reasonable travel and subsistence costs, as well as fees or honoraria where applicable.

Fees or honoraria should be no greater than:

- £80 per day (where more than 4 hours is contributed)
- £50 per half day (where between 2-4 hours is contributed)
- £30 for up to 2 hours, or
- where the patient involvement representative is sitting on a committee which includes other professional experts who are offered an honorarium, an amount equal to the honorarium offered to those other professional experts.

### Subject and volunteer expenses

Recruitment (excluding participation fees), reasonable travel and refreshment costs for subjects and volunteers in population studies. Incentives (such as cash or gift vouchers) for participation are not eligible costs unless specifically set out in the Application Guidelines for the particular scheme.
## ACCEPTABLE COSTS

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees for professional or technical services</td>
<td>Consultancy costs for a specific piece of work where appropriately justified. This may include paying an individual who is not a co-investigator or ongoing contributor to perform technical services such as processing samples, data handling. Where appropriately justified these costs may be paid to individuals based outside the UK.</td>
</tr>
<tr>
<td>Tier 1 Visa Application Costs</td>
<td>Tier 1 visa application fees for CRUK fellowship holders or grant staff whose salaries are funded by CRUK. (Other types of visa application costs for CRUK grantholders or CRUK-funded posts are not eligible costs – see ‘HR Costs’ in the ‘Unacceptable Costs’ table below).</td>
</tr>
</tbody>
</table>

## CONDITIONALLY ACCEPTABLE COSTS

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>EXAMPLES</th>
<th>ACCEPTABILITY</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment</td>
<td>Post advertising, relocation costs, interviewee expenses</td>
<td>If relating to recruiting patients/participants on a clinical trial or other study involving human participants</td>
<td>If relating to recruitment of posts to a grant</td>
</tr>
<tr>
<td>Travel, Subsistence and Childcare, Conferences,</td>
<td>Not eligible costs on grant applications unless the application guidelines for the scheme specifically state otherwise. However, grant underspend may be used to cover reasonable travel, subsistence, childcare and conference costs if the person travelling is funded by the grant and the purpose of travel relates to the grant. Confirmation that the above criteria have been met must be obtained from the office before underspend is used in this way.</td>
<td>First class travel Meetings organised/hosted by CRUK where attendee costs are reimbursed directly by CRUK (these costs should not be charged to grants)</td>
<td></td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catering / Hospitality</td>
<td>Not eligible on grant applications, but may come from grant underspend if for collaborative meetings relating to the grant and not excessive in cost</td>
<td>If for QQRs or reasons unrelated to research (e.g. staff parties)</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>If related to the science of the award eg. scientific equipment</td>
<td>If not science specific or general to HR eg. IT</td>
<td></td>
</tr>
</tbody>
</table>
## Conditionally Acceptable Costs

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Examples</th>
<th>Acceptability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postage / Courier costs</td>
<td>If posting scientific materials (including, if relevant, research survey responses), delivery costs</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Software in excess of ‘personal computing costs’ (see acceptable costs)</td>
<td>If specialised software specific to the funded research (e.g., specialised bioinformatics software)</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Website design, development and hosting</td>
<td>If appropriately justified and relevant to the success of the grant activities.</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Telephone conference call costs</td>
<td>If in lieu of travel expenses for attending a meeting. Also acceptable if incurred in the course of gathering data as part of the grant activities (e.g., telephone interview costs for subjects in behavioural studies). (NB. infrastructure costs remain the responsibility of host institution).</td>
<td>Acceptable</td>
</tr>
</tbody>
</table>

## Acceptability Dependent on Grant Type

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Examples</th>
<th>Acceptability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulatory licences/fees</td>
<td>Human Tissues Act</td>
<td>Acceptable for these grant types</td>
</tr>
<tr>
<td>Article retrieval costs</td>
<td>Grants supporting systematic reviews</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Printing / Photocopying</td>
<td>All trials and Centres Grants supporting studies with human participants where surveys and similar materials are required</td>
<td>Acceptable</td>
</tr>
<tr>
<td>Stationery</td>
<td>Paper, pens, toner, office postage</td>
<td>All trials and Centres</td>
</tr>
<tr>
<td>Mobile phone costs</td>
<td>Research Nurse mobile costs on trials, staff undertaking field work or telephone interviews</td>
<td>Acceptable</td>
</tr>
</tbody>
</table>
# Acceptability Dependent on Grant Type

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Examples</th>
<th>Acceptability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotional Material</td>
<td>Pens, mugs, calendars, nurse uniforms, business cards.</td>
<td>Acceptable for these grant types of human subjects in population studies, CTUs, Centres, ECMCs. Only acceptable if outlined on the GAL.</td>
</tr>
</tbody>
</table>

## Unacceptable Costs

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>General estate costs</td>
<td>Key cutting, electrical point installations, waste disposal, cleaning services, removal costs etc.</td>
</tr>
<tr>
<td>Furniture</td>
<td>Chairs, desks, lab furniture, telephone handsets and conference call hubs.</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>First aid kit, hazard signs.</td>
</tr>
<tr>
<td>Utilities costs</td>
<td>Electricity, gas, water costs.</td>
</tr>
<tr>
<td>Standard telephone and internet costs</td>
<td>Broadband, mobile line rental and calls.</td>
</tr>
<tr>
<td>Standard IT charges</td>
<td>Standard per unit IT costs.</td>
</tr>
<tr>
<td>Phone / computer accessories</td>
<td>Drives, cases, chargers, batteries over and above the ‘Personal Computing Costs’ cap set out under ‘Acceptable costs’.</td>
</tr>
<tr>
<td>Fees to professional organisations</td>
<td>Journal subscriptions, professional membership.</td>
</tr>
<tr>
<td>Misc</td>
<td>Paper wipes, laundry, reference books.</td>
</tr>
<tr>
<td>Departmental support staff</td>
<td>Secretarial support, librarians, general lab support staff.</td>
</tr>
<tr>
<td>HR Costs and taxes</td>
<td>Eye tests, CRB checks, redundancy, apprenticeship levies, visa application costs.</td>
</tr>
<tr>
<td>Shared catering</td>
<td>Coffee, milk, water, vending machines and maintenance.</td>
</tr>
<tr>
<td>Printing / Photocopying</td>
<td>Rental of copiers.</td>
</tr>
<tr>
<td>Insurance</td>
<td>Laptop, travel etc.</td>
</tr>
<tr>
<td>Gifts</td>
<td>Gift vouchers for trial participants.</td>
</tr>
<tr>
<td>Insufficiently evidenced costs</td>
<td>No copy of invoice or receipt available.</td>
</tr>
</tbody>
</table>
7.14. Research Classification .................................................................................... 15
7.15. Biomarker Research ....................................................................................... 15
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   Supporting roles ................................................................................................... 17

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   9.2. I can’t find the scheme I want to apply for .................................................... 18
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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

These guidelines explain how to apply for one of our research funding awards, using our online application system - eGMS.

You should use them as you progress through the eGMS application on your computer screen (they won’t make sense on their own!).

Before you start, please also read our grant conditions for our T&Cs and administrative guidelines.
6. GETTING STARTED IN eGMS

6.1. EGMS OVERVIEW
To complete your eGMS application you need to carry out a series of tasks. You’ll be invited by email to complete each one.

6.2. SYMBOLS
You’ll see a number of symbols throughout the application process (shown in Table 1). These symbols help indicate what you need to do to complete each task.

Table 1
eGMS symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
<td>Use this button to add information to your application (e.g. supporting roles, costs etc.)</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Use this button to edit information you’ve already entered into your application (e.g. to edit costs).</td>
</tr>
<tr>
<td><img src="image" alt="Complete" /></td>
<td>This symbol means the information in this section in complete. All sections should show this symbol if your application is complete.</td>
</tr>
<tr>
<td><img src="image" alt="Incomplete" /></td>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
<tr>
<td><img src="image" alt="Attention" /></td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

6.3. FUNCTIONAL BUTTONS ON EGMS
You’ll also see a number of buttons as you progress through your application. These buttons help you save information and move between sections.
• **Save:** Clicking on this button will save the information on that page and keep the page open.
• **Save and Close:** Clicking on this button will save the information on that page, and return you to the eGMS homepage
• **Close:** Clicking on this button will return you to the eGMS home page. You will lose any information you haven’t saved.
• **Submit:** Clicking this button will submit your completed task.

6.4. LOGGING IN TO EGMS

First, you’ll need to access our [eGMS homepage](#) (you can find this by googling ‘CRUK eGMS’).

If you’ve applied for one of our research awards before, you’ll already have an eGMS account. If you’re new to eGMS, you can create an account by clicking ‘Register Here’. If you’re not sure if you’ve made an account before, please contact the [grants helpline](#).

Once you have an account, you can log in as shown in *Figure 1*.

![Figure 1 - Logging in to eGMS](#)

6.5. TIMESCALE OF AN APPLICATION

Once you’ve chosen which award you want to apply to, you’ll be able to see the deadline for the next round of funding, which is shown as the ‘due date’ of your task. Getting your application right might take longer than you think, so make sure you leave plenty of time to finish it. Anyone who is assigned a supporting role in your application will also need to complete their tasks before you can submit your application (section 4).
If your application requires Host Institution Approval (which is the case for most full applications, but not some preliminary applications), your Host Institution needs to approve your application before the deadline, so make sure you inform them before you start your application, and submit your application several days early to give them time to approve it. To do this, you’ll need to know the correct research office contact who can approve your application – please find this out before you start.

Please remember that, although the application deadline is at midnight, your administrative authority will probably finish work by 5pm (as does our helpline) We can’t accept applications that haven’t been approved by your Host Application by the deadline.

6.6. STARTING AN APPLICATION

Once you’ve logged in, click ‘Apply for Funding’ to start a new application. Select your chosen award from the list, and click ‘continue’ to begin. If you can’t find the award you’re looking for on the list, it’s probably a Closed Scheme which means you’ll need to contact us to start an application. The office will open an application for you, that’ll be open the next time you log in to eGMS. This is indicated on eGMS, and in your application guidelines.

Whenever you log in after you’ve started your application, you can continue by selecting a task under the ‘My Tasks’ header on your homepage, which lists all your incomplete tasks. To view all tasks that you’ve been assigned (including completed tasks), click the ‘View All My Tasks’ button.

6.7. ELIGIBILITY TASK

For some awards, you’ll be asked to do an eligibility task. This involves answering some questions to check you’re eligible before you can start your application. For information about eligibility, please read the application guidelines for your chosen award.

If you’re eligible, you’ll be assigned the ‘Complete Full Application’ task (see section 3). If your scheme doesn’t require an eligibility task, you’ll be assigned the ‘Complete Full Application’ task straight away.
7. THE ‘COMPLETE FULL APPLICATION TASK’

In the ‘Complete Full Application’ task you’ll input/upload all of your application information (contact details, research costs, research proposal etc.).

The task involves a series of sections, which you can access by clicking on the tabs (left-hand side). Once you’ve finished all these sections, they’ll be compiled into a PDF for submission. You’ll be able to view and save this PDF before submitting.

Please refer to the specific application guidelines for your chosen award. If you have trouble, use the contacts in section 10 of these guidelines, or read the ‘common problems and how to solve them’ in section 9.

7.1. PROPOSAL OUTLINES

In this section, you’ll need to fill in the following details:

- **Select your administrative authority** from the drop-down list. This is the office at your Host Institution that’s responsible for confirming financial details and approving your application. (It’s important to get this right, or your application might not be sent to the right administrative authority in time for the deadline). If your chosen Host Institution isn’t listed on eGMS, please contact us.

- **Give your project a title** in the box provided. Please write your title in Sentence Case (not all capitals), and don’t put a full stop at the end.

- **Select your proposed start date**, which should be between 2 and 5 full months after the next funding committee meeting for your chosen award. Dates can be found on the relevant committee webpage.

- **Input your proposed duration for the award**. Please read our application guidelines for information about the duration of your chosen award. If you applying on a part-time basis, you should input the actual duration of the award re-calculated to account for a part-time award.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.2. CONTACT INFORMATION

In this section, please provide us with full contact details using the + symbols.

Your **Host Institution** is where you’ll carry out the majority of your research. If your chosen Host Institution isn’t listed on eGMS, please contact us. Please include both your institution and your department in your address.

If you’ve applied before you’ll already have contact details saved. These will be automatically entered into your application, and any changes you make will update your saved contact
details. You can also view and change your contact information by clicking on the ‘Profile’ tab on the eGMS homepage, followed by ‘View My Contact Details’.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

### 7.3. Applicant Information

In this section, please answer the questions about your role in your application.

- **‘Are you applying for your own support?’** – Select ‘yes’ if you’re applying for your own salary. Check our [application guidelines](#) to find out if you can apply for salary funding in your chosen scheme.
- **‘Number of hours for this project’** – Total the weekly hours of all research staff that will contribute to your project. Check the ‘Supporting Roles’ section of your [application guidelines](#) to see how many hours per week each research staff member will need to contribute. If you are applying for an award on a part-time basis, please discuss with the relevant research funding team first. You should enter the number of hours you will spend on research part-time and explain in your Justification for Resources that you are applying on a part-time basis.

Please read [section 7.7](#) of these guidelines for definitions of research staff.

After completing this section, please click ‘Save and Continue’ so you don’t lose your details.

### 7.4. CV Posts and Qualifications

In this section, please supply details of your academic qualifications and posts using the + symbol. You can add up to six academic posts (if you’ve got more, choose the most recent or relevant). Any details you enter will automatically be stored in your Master CV for future CRUK applications.

If you’ve applied before you'll already have a Master CV and its information will automatically be entered into your application. Any changes you make will update your Master CV. You can also view and change your Master CV by clicking on the ‘Profile’ tab on the eGMS homepage, followed by ‘View Master CV’.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

### 7.5. CV Publications and Other Research Outputs

Here you should supply details about your research publications and other research outputs.

As of May 2017, in addition to peer reviewed publications, researchers can cite other research outputs (including datasets or preprints) in their applications. To clearly distinguish between peer reviewed and non-peer reviewed material, please list your publications and research...
outputs in separate sections. Research outputs must be clearly labelled and must be in a citable format (e.g. including a Digital Object Identifier).

Please provide full references, listing all authors (don’t write ‘et al.’, if you do your application will be returned to you for resubmission). Please only include publications from the last five years (unless you’re applying for a Programme Foundation Award, a fellowship or a bursary, in which case you need to include all your publications). There’s a 5000-character limit, so we recommend you choose your most recent or most relevant publications and research outputs.

Again, if you’ve applied before, you’ll already have a Master CV containing information about your publications, which will be updated with any new information you enter.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.6. DIVERSITY MONITORING

Cancer Research UK is committed to being an inclusive funder and to ensuring the researchers we attract, support and retain are, not only outstanding, but as diverse as possible. This information helps us analyse and monitor who applies to us and who we’re funding to help inform future ways of working. You have the option to select ‘Prefer not to say’ in your answers. Completing this form fully will enable us to have more data to analyse.

The Lead Applicant should complete the information in this section, but it won’t be included in the application PDF that gets sent to the Committee. Diversity information will not form any part of Cancer Research UK’s decision making processes and will not be used for any other purpose other than analysis of our funding activities. Answers are treated confidentially and will be stored securely in accordance with UK law.

After completing this section, click ‘Save and Continue’.

7.7. SUPPORTING ROLES

In this section, submit the names and roles of the other researchers who’ll be involved in your research. Follow the on-screen instructions to add a supporting role.

Table 2 shows the different supporting roles that can be added to your application. You might not need to add all these - please check your application guidelines to see which are necessary, and for any award-specific requirements (e.g. hours per week).

If you cannot find the person you’d like to add as a supporting role in eGMS, then they may not have an eGMS account. You can ask them to register for an eGMS account by asking them to follow section 6.4 above.

They’ll need to complete these tasks before you can submit your application. When you add supporting roles, please click ‘Save and Close’. This will notify the named people that you’ve
added them to your application and email them a link to join eGMS (if he/she is already registered, they won’t need to re-register). If they don’t respond, you can re-notify them by clicking ‘re-notify’.

If you need to delete a supporting role from your application, please contact the [grants helpline](#).

### Table 2
#### Supporting roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMINISTRATIVE SUPPORT</strong></td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td><strong>CO-INVESTIGATOR</strong></td>
<td>Someone who’ll give significant intellectual input to your research. They’ll also be responsible for the day-to-day running of some of your work.</td>
</tr>
<tr>
<td><strong>COLLABORATOR</strong></td>
<td>Someone who’ll supply research materials, specific expertise or patient access, but won’t be involved in the day-to-day running of your research.</td>
</tr>
<tr>
<td><strong>HEAD OF DEPARTMENT</strong></td>
<td>The head of the department where most of your research will take place. They’ll need to guarantee any necessary resources and lab/office space for the duration of your award.</td>
</tr>
<tr>
<td><strong>JOINT LEAD APPLICANT</strong></td>
<td>Someone who’s essential to the programme and who’ll contribute the same amount of time and intellectual input to your research as you (the lead applicant).</td>
</tr>
<tr>
<td><strong>LEAD APPLICANT (PRINCIPAL INVESTIGATOR)</strong></td>
<td>The principal investigator of your research proposal.</td>
</tr>
<tr>
<td><strong>NAMED RESEARCH STAFF</strong></td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
<tr>
<td><strong>SUPERVISOR</strong></td>
<td>Someone who’ll be involved in your training programme and give you advice and support for your research.</td>
</tr>
<tr>
<td><strong>RESEARCH ASSISTANT</strong></td>
<td>Someone who’ll assist in the day-to-day running of your research, but won’t be responsible for intellectual input.</td>
</tr>
<tr>
<td>MENTOR</td>
<td>A senior academic who’ll provide you with independent support and advice for the duration of your award/fellowship. Please only select one individual to act as your official mentor.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>ACADEMIC REFEREE</td>
<td>Someone who’ll provide a letter stating your suitability to hold the award/fellowship.</td>
</tr>
</tbody>
</table>

### 7.8. RESEARCH ABSTRACT

In this section, please add a research abstract (up to 400 words) in the box. We recommend you write this abstract in Word and copy it into eGMS to save your work being lost. Please write your abstract using the following headings:

- Background
- Aims
- Methods
- How the results of this research will be used

Please tick the ‘publishable abstract’ box to give us permission to send this abstract to peer reviewers.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

### 7.9. DATA SHARING PLAN

In this section, you should outline your Data Sharing Plan, explaining how you intend to adhere to [Cancer Research UK’s data sharing policy](#). This policy requires you to make your research data available for sharing with other scientists, provided it’s safe and feasible to do so.

You should consult the CRUK data sharing policy and the supporting [guidelines](#) and [FAQs](#) as you fill in this section. (Please note that applicants for the Population Research Committee only should leave this section blank and complete the more detailed CRUK Template for a Data Management Plan.)

In your Plan, you should consider outlining the different types of data your research will generate; any potential restrictions on data sharing; and plans for curation, storage and preservation of the data during your grant and, if applicable, in the longer term. You should explain how you will make your data discoverable by other researchers in your field, and the means by which other researchers will be able to access your data.

### 7.10. RESEARCH FEATURES

In this section, you’ll be asked a series of questions about your proposed research.
If you’ll use animals in your research, you must follow the ‘Guidelines for the Welfare and Use of Animals in Cancer Research’ (Workman et al, British Journal of Cancer (2010) 102, 1555 – 1577 – cite this reference in any publications resulting from your research). You’ll also need to demonstrate that you’ll replace, refine and reduce animals in your research according to guidance from the NC3Rs. If you plan to report in vivo experiments, please provide information in concordance with the ARRIVE guidelines.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.11. COSTS

In this section, please supply the costs that you’re requesting from us as part of your award. Please add all and only the costs you’re requesting from us under the relevant headings, and justify them in the ‘Justification for Support Requested’ section of your research proposal (for some schemes, this may be in the appendix upload). Table 3 explains the kind of information we’re looking for under each heading.

Please read costs guidance for information about eligible costs. For award-specific costs information and to find the maximum value you can request for your award, please see your application guidelines.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

**Table 3**

Adding costs to an application in eGMS

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>Under this heading, please list the costs for all the equipment you’d like to request on your award.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Please list all your requested equipment for the duration of the award in year 1.</td>
</tr>
<tr>
<td></td>
<td>• Any equipment costs &lt;£5,000 should be included as a running expense</td>
</tr>
</tbody>
</table>

*Please read our costs guidance for information about eligible equipment costs, and justify your costs in your research proposal appendix.*
Under this heading, please list the costs for any research staff that you’d like to request on your award. Please read our policy on funding salaries for Senior Scientists and PhD students to check you comply with our terms.

- If you’re requesting funding for PhD students, you’ll need to list these as running expenses rather than as staff (see below).
- If you’re requesting salary funding for yourself or any staff salaries, you can notify us of any incremental salary rises due within the first 11 months of your award. Please enter the value and date of the increment (the date must be the 1st of the month). After the first year, we’ll add indexation (to both salaries and running expenses) and any further salary increments awarded by the Host Institution must be covered within the funding envelope awarded by CRUK.

Please read our costs guidance for information about eligible staff costs, and justify your costs in your research proposal appendix.

Please cost all general running expenses for your proposed research. Where possible, please break these costs down into work packages (rather than listing individual items). For example microscopy costs, massively-parallel sequencing costs, etc.

- If you’re requesting funding for PhD students, please list them as a running expense for the full amount in the first year of the studentship. We pay a fixed rate for all our PhD students* (detailed in costs guidance) so please request exactly this amount (no more, no less!). All running costs relevant to the PhD student will be paid under the studentship, so please don’t list them again separately.
- *If you’re applying for an award from the Population Research Committee, different funding costs may apply for PhD students, please check your application guidelines

Please list all animal costs under ‘animal-related costs’, with animal purchase, animal maintenance and experimental animal costs under separate subheadings. Please fully justify any animal research in your research proposal.

Please read our costs guidance for information about eligible running expenses costs, and justify your costs in your research proposal appendix.

7.12. OTHER FUNDING

In this section, tell us about any research funding you currently receive. Details about any CRUK funding you or your supporting roles currently receive as the lead applicant will be entered automatically (funding you receive as a supporting role won’t be entered). Please add details of any other funding that you or your co-investigators currently hold.

If you don’t currently receive any other funding, please indicate in the box, or leave this section blank.
After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.13. AMRC – FULL ECONOMIC COST INFORMATION

Please use this section to input the total cost of your proposed research programme. This information won’t be included in your final application.

- Full Economics Cost – Please enter the total cost of your proposed research.
- Charity Contribution – Please enter the total amount you’re requesting from CRUK.

For further information on our Full Economic Cost policy, please see Appendix 1.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.14. RESEARCH CLASSIFICATION

Please use this section to tell us about the cancer-focus of your proposed research.

- Add as many disease sites as required, up to a total of 100%.
- Define how much of the project works on childhood cancers (up to 100%).

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.15. BIOMARKER RESEARCH

If your research proposal involves biomarker research, please complete the drop-down menus in this section. Otherwise, leave this section blank.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.16. UPLOADS

Use this section to upload all the necessary documents for your application. You’ll need to read the ‘uploads’ section of your application guidelines to see which documents you need. The application guidelines also explain the format and content of any uploaded documents. Some of these might have a template, which you can select and download from the list on the Uploads page.

When they’re ready, you can upload your documents by selecting the document type and clicking ‘Upload’. Make sure you don’t have a pop-up blocker activated on this page, or you might not be able to access the upload window.

After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.17. GRANT CONDITIONS

Please read and agree to our grant conditions. By submitting your application to us, you’re agreeing to be bound by our grant conditions, as amended from time to time.
7.18. REVIEW AND SUBMIT

This page will tell whether or not your application is complete.

<table>
<thead>
<tr>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkmark]</td>
</tr>
<tr>
<td>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incomplete</th>
</tr>
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<tbody>
<tr>
<td>![Exclamation Mark]</td>
</tr>
<tr>
<td>This symbol means that essential information is missing. eGMS will tell you what's missing. You'll need to complete this essential information before you can submit your application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Information Icon]</td>
</tr>
<tr>
<td>This symbol means optional information is missing. eGMS will tell you what's missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

Once all sections are complete (showing a green tick or blue ‘i’), make sure all your information is accurate, and click ‘View PDF’ to view your completed application. **We recommend you save a copy of this PDF – you won’t be able to access it after submission.**

Finally, when you’re ready to submit your application, please click the pink submit button. **Your application won’t be submitted until you’ve clicked this button.**

After submitting your application, your Host Institution will be set a task to approve it and notified by email. Make sure you give them warning and plenty of time to do this or your application might be late. You’ll be notified when your Host Institution has completed their approval task.

Your Host Institution can send your application back to you for amendment. In this case, your application will be reopened. Once you’ve made the requested changes, you can resubmit to your Host Institution. If they’re happy, they’ll approve and submit your application.

Next, we will check the content of your application then progress it to the next meeting for consideration.
8. TASKS FOR SUPPORTING ROLES

This section is for you if you’ve been added as a supporting role to an application in eGMS. You’ll need to be registered on eGMS (see section 2.6 for how to register), and will be invited to complete tasks via email. If you have more than one task, you’ll be assigned the second task after you’ve submitted the first task. Table 4 explains the tasks that different supporting roles will need to complete.

Make sure you click ‘submit’ after completing your task.

Table 4
Supporting roles

<table>
<thead>
<tr>
<th>TASK NAME</th>
<th>WHAT’S NEEDED</th>
<th>WHO DOES THIS TASK?</th>
</tr>
</thead>
</table>
| ACCEPT APPLICATION PARTICIPATION | In this task, you’ll be asked to do three things:                                                                                                              | • Joint Lead Applicants  
|          | 1. Agree to Cancer Research UK’s [grant conditions](#)                                                                                                        | • Co-investigators  
|          | 2. Explain what you’ll contribute to the research proposal.                                                                                                    | • Some Named Research Staff  
|          | 3. State how many hours per week you’ll be dedicate to the research                                                                                          | • Head of Department  
|          |                                                                                                                                                              | • Administrative Support  
|          |                                                                                                                                                              | • Mentor  
|          |                                                                                                                                                              | • Academic Referee |
| COLLABORATE ON APPLICATION | Depending on your award, you may be asked to do any of the following in this task:                                                                         | • Joint Lead Applicants  
|          | • Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5.                                                 | • Co-investigators  
|          | • Accept our [grant conditions](#)                                                                                                                        | • Head of Department  
|          | • Upload a document (e.g. a letter of support)                                                                                                              | • Mentor  
|          | eGMS will explain what to do, and you can find more information in your [application guidelines](#)                                                      | • Academic Referee  
|          |                                                                                                                                                              | • Some Named Research Staff  
|          | (see your [application guidelines](#))                                                                                                                     |                                                                                 |

You’ll need to complete all of your tasks before your lead applicant can submit their application.
9. COMMON PROBLEMS AND HOW TO SOLVE THEM

9.1. I NEED TO RESET MY PASSWORD

Use the ‘Forgot your password?’ link on the eGMS login page to reset your password. A Password Assistance screen opens where you can enter your email address and press submit. An email will be sent to your specified email address that contains a link to generate a new password. Click on the link to enter a new password and update your eGMS account. If you have trouble, contact the grants helpline.

9.2. I CAN’T FIND THE SCHEME I WANT TO APPLY FOR

Your scheme might be Closed Scheme (this will be indicated in eGMS and in your application guidelines). Please contact the grants helpline for information about how to apply to a Closed Scheme.

9.3. I CAN’T UPLOAD MY RESEARCH PROPOSAL

You might have a pop-up blocker activated, which might prevent the upload window from opening. - try deactivating it. We’ve also found that using Internet Explorer (rather than another web browser) can help solve this issue, so you could give that a go too. If that still doesn’t work or if you have a different problem, contact grants helpline.

9.4. I NEED TO CORRECT A MISTAKE IN MY SUPPORTING ROLES SECTION

Contact the grants helpline for help with amending supporting roles information.

9.5. WHEN DO I NEED TO GET APPROVAL FROM MY HOST INSTITUTION?

Not all applications need approval from your Host Institution (some preliminary applications don’t, please check your application guidelines). Once you submit your application, it’ll be sent to your Host Institution for approval. They need to approve your application before the deadline, so make sure you give them plenty of time.

9.6. I HAVEN’T HAD CONFIRMATION OF MY APPLICATION

You might not have clicked the ‘Submit’ button on the last page of your application. If you’ve done this but haven’t received confirmation, contact the grants helpline.
10. ADDITIONAL INFORMATION

10.1. USEFUL CONTACTS AND RESOURCES

If you need extra help completing your application or using eGMS, please use the following resources:

- **FAQs**: accessible within eGMS
- **Grants helpline (for eGMS-related queries)**: 020 3469 5452 or grants.helpline@cancer.org.uk
- **Your award’s Research Funding Manager (for remit/content-related queries)**: You can find their contact details on our website or in your application guidelines.
APPENDIX 1: AMRC FULL ECONOMIC COST FORM GUIDANCE

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

As a member of the Association of Medical Research Charities (AMRC), we monitor the full economic costs (fECs) of the research we support. Unlike some other funding bodies, AMRC member charities don’t fund the fECs, or a proportion of these. Please provide figures including the standard indexation rate used by your 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 direct costs of research and it’s assumed these are included in the funds for which you’re applying to CRUK 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 don’t 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 the web pages at: [http://www.amrc.org](http://www.amrc.org)