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1. INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

These guidelines explain what we’re looking for in an Expression of Interest application to the Accelerator Award. If you’re not sure which kind of funding to apply for, please email the accelerator award inbox, with a short summary of your research idea.

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.

2. ABOUT THE CRUK-FC AECC-AIRC JOINT PARTNERSHIP

Cancer Research UK (CRUK) recognises that cancer research is a global endeavour and is continually looking for new opportunities to facilitate collaboration that will significantly benefit the field. As such, we have partnered with Fondazione A IRC Per La Ricerca Sul Cancro (AIRC) and Fundación Científica de la Asociacion Española Contra el Cáncer (FC AECC) to fund the Accelerator Award, to catalyse progress in cancer research in areas of shared priority. The funding partnership facilitates international collaboration, bringing together leading scientists and research locations; enables access to a wide pool of expertise and resources; and supports translational cancer research for patient benefit.

2.1. ABOUT CANCER RESEARCH UK

Cancer Research UK’s vision is to bring forward the day when all cancers are cured. In its research strategy, CRUK has clearly articulated its ambition to accelerate the progress of cancer research over the next 20 years so that, by 2034, three in four people diagnosed with cancer will survive for at least ten years. Its ambitions will be achieved by funding a broad range of high-quality research to help better understand, prevent, diagnose and treat cancer.
2.2. ABOUT FONDAZIONE AIRC PER LA RICERCA SUL CANCRO

Fondazione AIRC per la Ricerca sul Cancro (AIRC) uses its funds to support cancer research in Italy. Its mission is to understand, prevent and cure cancer through research and outreach activities. AIRC aims to find solutions to challenges in cancer research, awarding grants to the most deserving projects, as well as supporting training fellowships. AIRC is collaborating with other international cancer research charities and organisations to accelerate the attainment of its mission. You can read more about its research strategy here.

2.3. ABOUT FUNDACIÓN CIENTÍFICA DE LA ASOCIACION ESPAÑOLA CONTRA EL CÁNCER

Fundación Científica de la Asociacion Española Contra el Cáncer’s (FC AECC) vision is to reduce the impact of cancer by accelerating scientific findings, promoting innovation and consolidating cancer research within Spain. It aims to meet these objectives by funding high quality projects at all stages of cancer, and promoting scientific talent. Its strategic priorities include globalisation, clinical research, as well as research in rare cancers. You can find more details about the FC AECC’s research strategy here.

3. THE ACCELERATOR AWARD

3.1. WHAT WE WANT TO SEE FROM APPLICANTS

The Accelerator Award scheme is a partnership between CRUK, Fondazione AIRC and FC AECC that seeks to enable team science across the UK, Spain and Italy by supporting the development of infrastructure, tools and resources that will facilitate further new research into cancer including, but not limited to:

- Resources or infrastructure focused on the development of cell lines, models, or cohorts
- Platforms that develop/and or share transformative technology
- Infrastructure that develops and disseminates technical support or activity in a key field e.g. imaging or drug discovery
- Training or capacity building programmes benefitting the wider research community

At the outset, Accelerator Awards should clearly outline the scientific activity or potential that the proposal would help unlock, including any research questions it might ultimately help to answer. Any resultant research findings should be limited to generating preliminary data, validating tools and/or other infrastructure or resources to build capacity and demonstrate their value. Awards should be open to, or directly benefit, the wider scientific community, and we encourage the inclusion of a dissemination plan of results in the applications. Accelerator Awards are not intended to be renewable and each successful team will be expected to have developed a clear plan as to how the activity will be taken forward if not inherently time-limited e.g. via integration within existing infrastructure, cost-recovery, industrial sponsorship etc.

We welcome applications across the breadth of our remit, particularly those in areas of strategic priority such as prevention, early detection or diagnosis and cancers with poor health outcomes (cancers of unmet need).
Please note, that reflecting their common aims in capacity building and collaborative networks the Accelerator Award and Catalyst Schemes have recently been merged and will support the most exciting opportunities across the spectrum of cancer research including population and prevention research.

3.2. WHAT ISN’T SUITABLE FOR ACCELERATOR AWARD FUNDING

You shouldn’t apply for an Accelerator Award if your proposal addresses a specific research question and/or if it doesn’t require a collaborative approach to meet your proposal. Please note that applications for clinical trials are out of scope.

Furthermore, applications that come under the remit of any of the other funding schemes available through CRUK, AIRC and/or FC AECC will not be supported. Please click on any of the below to find out more about the remits of these other funding schemes:

- Cancer Research UK Funding for Research
- FC AECC Funding for Research
- Foundazione AIRC Funding for Research

4. THE ACCELERATOR AWARD PROCESS

EXPRESS YOUR INTEREST
Submit an overview of the need you and your team seek to address, and the approach you will take to do this.

SHORTLISTING
Our Accelerator Award Committee, comprising independent experts in translational cancer research, will shortlist teams to be invited for full application.

ONLINE HOSTING AND SEED FUNDING
Summaries from each teams’ application will be hosted online to encourage additional collaboration. Shortlisted teams will also receive £5,000 of seed funding to develop their full application.

FULL APPLICATION AND INTERVIEW
After submission of the full application, shortlisted teams will be interviewed by our Committee who will make the final funding recommendations.
AWARD
Successful teams will enter into a Collaboration Agreement with the funding partner(s) and will be issued with a grant award letter(s).

5. WHO CAN BE IN AN APPLICANT TEAM

5.1. TEAM MEMBERS: ROLES AND RESPONSIBILITIES
The Accelerator Award is intended to fund cross-institutional research teams, 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

As funders of research, we are committed to promoting equality, diversity and inclusion and a positive research culture in our research funding activities. Under this funding scheme, we’re aiming to increase the diversity of our researchers and the ideas they bring and to foster an inclusive, positive research culture in which everyone can make the most of their ideas and talent.

Additionally, Cancer Research UK is a DORA (San Francisco Declaration on Research Assessment) signatory. As such, we are aligned with DORA principles through our commitment to assess the quality and impact of scientific research through means other than journal impact factors. This means that Cancer Research UK and our reviewers will:

- **Consider the value and impact of all research outputs** in addition to research publications (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents etc.).
- **Recognise that the content of a scientific paper** and its influence in the field holds more significance than publication metrics or where it was published.
## Table 1: Team Members: Roles and Responsibilities

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

## 5.2. ELIGIBILITY

### 5.2.1. GENERAL CRITERIA

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

- a higher research-degree awarding 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.
5.3. ADDITIONAL CRITERIA FOR PRINCIPLE INVESTIGATOR AND LEAD HOST INSTITUTIONS

- The Principal Investigator must be based at a Host Institution in the UK, Spain or Italy.
- The Principal Investigator’s Host Institution will be the ‘Lead Host Institution’ for that application. Please see the table below for further detail.
- 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. The only exception to this rule is if a UK Centre wishes to submit an additional application in the area of population or prevention research – this must be discussed with the CRUK office to confirm eligibility and approval.
- 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 (further detail provided below).

Table 2: Terms and Conditions

<table>
<thead>
<tr>
<th>Criteria for Principal Investigator</th>
<th>Criteria for Lead Host Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UK</strong></td>
<td></td>
</tr>
<tr>
<td>The Principal Investigator must be based at a Cancer Research UK Centre or the Francis Crick Institute.</td>
<td>The Lead Host Institution be either the Francis Crick Institute or host a Cancer Research UK Centre.</td>
</tr>
<tr>
<td><strong>ITALY</strong></td>
<td></td>
</tr>
<tr>
<td>The Principal Investigator must:</td>
<td></td>
</tr>
<tr>
<td>- Be highly competitive in oncological research at the international level and have an internationally recognised impact in their specific field;</td>
<td></td>
</tr>
<tr>
<td>- Have been consistently funded by AIRC or FC AECC through peer-reviewed grants and fellowships in the last five years.</td>
<td></td>
</tr>
<tr>
<td>- Have received funding from international agencies and/or organisations in the last five years.</td>
<td></td>
</tr>
<tr>
<td>- Have a highly-cited publication record in oncology research the last five years; and</td>
<td></td>
</tr>
<tr>
<td>- Be actively engaged in outreach activities and dissemination of cancer knowledge to the general public.</td>
<td></td>
</tr>
<tr>
<td>The Lead Host Institution must:</td>
<td></td>
</tr>
<tr>
<td>- Have state-of-the-art infrastructure and services that allow for high quality cancer research at an international level.</td>
<td></td>
</tr>
<tr>
<td>- Have an educational training program for PhDs and MDs to teach all the skills necessary to become leaders in oncology research.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>- Submit their research activities periodically to scientific evaluation processes through external and independent scientific committees.</td>
<td></td>
</tr>
</tbody>
</table>
5.4. COLLABORATIONS

The Accelerator Awards aim 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
- Incorporate existing infrastructure where possible and build capacity where needed
- Create platforms for research to enable the cancer research community to accelerate progress
- Have a clear programme of management for a proposal of this scale
- Be able to adapt to internal and external challenges and opportunities
- Work to building sustainability of the resource created through the award

6. WHAT THE ACCELERATOR AWARD CAN FUND

You can apply for up to £1 million (€1.13M) of funding per year, for up to 5 years, subject to annual scientific review by the Committee.

6.1. RESEARCH COSTS

This section contains cost guidance specific to the Accelerator Award. You should read this section along with CRUK’s cost guidance when completing your application.

6.2. CURRENCY TO BE USED IN THE EXPRESSION OF INTEREST APPLICATION

All application costs need to be submitted in Great British Pounds (£) for any funds intended for UK-based Principal or Co-Investigators. Any costs to be awarded to Spanish or Italian-based Principal and/or Co-Investigators should be submitted in Euros.
Where costs have been converted from other currencies, the rate used should be 1 GBP to 1.13 EUR. For any other currencies, you should choose an appropriate rate and disclose this in the proposed budget.

Spanish researchers can ask for a maximum amount of 2 million EUR across 5 years.

6.3. INDIRECT COSTS/OVERHEADS

Applications should not include requests for overheads/indirect costs.

6.4. RESEARCH STAFF

You can’t request funds for the salaries of Principal Investigators and Co-Investigators.

You can request funds for the salaries of technical staff, post-doctoral researchers, academic appointments and project managers who are recruited on fixed-term contracts to work specifically on the funded proposal.

6.5. PHD STUDENTSHIPS

You can request funds to support PhD studentships on the award. These can be an opportunity to exchange knowledge and expertise between collaborators.

Cancer Research UK’s costs guidance details the fixed sum it provides to its students based in the UK and covers a stipend, research costs and tuition fees.

For PhD studentships based in Italian or Spanish Institutions, we will provide the same as AIRC’s and FC AECC’s standard studentship support.

PhD studentships must be guaranteed support for four years (non-clinical studentships) or three years (clinical studentships) and recruited within the duration of the award.

6.6. LABORATORY EXPENSES

Funds to purchase laboratory running expenses, for example, chemicals and materials can be requested for specific use in the funded award.

6.7. EQUIPMENT

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 laboratory running expenses.
6.8. NETWORKING 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.

6.9. PATIENT INVOLVEMENT COSTS

As charities that are funded entirely by public donations, the funding partnership is keen to explore opportunities where patients and the public can meaningfully add value to our research activity. As such, reasonable costs for any patient involvement or engagement activity can be applied for.

7. THE ACCELERATOR AWARD COMMITTEE

The Accelerator Award Committee comprises a panel of international experts and meets once a year. They will consider all applications before making the final funding recommendation. Additional technical expertise may be sought to provide advisory comments to the Committee on the day.

7.1. ASSESSMENT CRITERIA

In assessing the applications, the Accelerator Award Committee will consider the following:

- The scientific and strategic rationale behind the proposal – is it meeting a need of the cancer research community?
- The significance and impact of the proposed outputs – will they enable researchers to accelerate progress in cancer research? Will it lead to genuine patient benefit?
- The value added by a collaborative approach – what is the team able to achieve that it couldn’t in isolation?
- Capability - does the proposal seem realistic? Are the right people involved to deliver this?
- Is the activity sustainable beyond the lifetime of the Accelerator Award?

Expressions of interest must also include a brief summary of any potential ethical considerations (see section 8.4) and a top line budget summary.
8. ACCELERATOR AWARDS: TERMS AND CONDITIONS

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

8.1. 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 Principal Investigators or one or more Co-Investigators will be required to enter into a Research Collaboration Agreement with each other and Cancer Research UK that covers the matters set out below under ‘Collaboration Arrangements’. Funding for year 2 of the award will not be released unless a Research Collaboration Agreement has been fully executed.

8.2. 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 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 under ‘Collaboration Arrangements’ and will have some flexibility, depending on the needs of the successful team. Shortlisted teams will be asked to outline their preferred collaboration model in their full application.

8.3. COLLABORATION ARRANGEMENTS (ALL SUCCESSFUL TEAMS)

The Research Collaboration Agreement/Funding and Collaboration Agreement (as applicable) will establish a Steering Board to manage and run the funded programme of work, with each team member and appropriate funding body represented on that committee.

Arrangements will also be set out for the performance and allocation of research activities, reporting, the ownership and use of intellectual property rights, confidentiality, and publication of results, exchanges of information and materials, and related issues.
8.4. 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 and 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 and EU law. 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. 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.

9. EXPRESSION OF INTEREST

The aim of the Expression of Interest is to determine if your proposal meets the criteria of the Accelerator Award’s aim, the rationale for the proposed investment and the quality of the collaboration.

Applicants should ensure the following areas are included and outlined clearly, the:

- Unmet need and the scientific and strategic rationale for the proposal
- Significance and impact of the proposed outputs
- Value added by a collaborative approach
9.1. HOW TO SUBMIT YOUR EXPRESSION OF INTEREST

To apply for an Accelerator Award, please contact the CRUK Research Funding Manager to discuss your proposal in order to open an application on CRUK’s electronic Grants Management System (eGMS).

The Expression of Interest must be submitted online using eGMS. At the Expression of Interest stage, the Principal Investigator will be required to set up a profile on eGMS, if they do not already have one. Current CRUK grant holders will already have an account on eGMS.

Access the eGMS homepage here: https://egms.cancerresearchuk.org/. To create a new eGMS account, please select ‘New User? Register here’.

9.2. EGMS STEPS

We require the following steps to be completed in the eGMS system to submit an Expression of Interest application:

- **Application overview** – full details of the Principal Investigator, proposed title, start date and duration of award.

- **Expression of Interest application form** – using the template on eGMS, please complete and upload the form.

- **Letters of support** – upload letters of support from:
  - Agreed Co-Investigators and Collaborators.
  - 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.

9.3. NAVIGATING THROUGH EGMS

The following symbols are used throughout eGMS.

**Table 3**

*eGMS symbols*

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add Icon" /></td>
<td>The Add Icon. Click this icon as instructed in the instructional text on the top of the page. It is used to add information to your application.</td>
</tr>
<tr>
<td><img src="image" alt="Edit Pen Icon" /></td>
<td>The Edit Pen Icon. Click to edit information already entered. For example to edit costs.</td>
</tr>
</tbody>
</table>
On the Review and Submit page you can check the completeness of your application. These are the icons used to denote completeness of each application section on the Review and Submit page.

### Additional Information

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

**FAQs:** available within eGMS and on the eGMS website: [http://science.cancerresearchuk.org/funding/apply/](http://science.cancerresearchuk.org/funding/apply/)

**Grants Helpline:** +44 (0)20 3469 5452 or grants.helpline@cancer.org.uk

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

### 9.4. ASSESSMENT, FEEDBACK AND NEXT STEPS

Expressions of Interest will be assessed by our international [Accelerator Award Committee](#). Successful applicants will be short-listed and invited to submit a full application. All applicants will receive written feedback.

By submitting an Expression of Interest, you agree that, if shortlisted, a summary of the team’s proposal and the names of researchers involved may be hosted online and in materials produced by the funders to promote the scheme. This will provide an opportunity for researchers with complementary and/or desired skills to contact the Principal Investigators and discuss potential collaboration.

If shortlisted, you will receive £5,000 of seed funding. This will be awarded to the named Principal Investigator at the Host Institution listed on eGMS. These funds should be used to:

- Hold meetings/workshops with the collaborators to define and develop the final proposal  
  And/or
- Enlist project management expertise to assist with planning of the proposal

After submitting the full application, applicant teams will be invited to interview by Committee. Further details will be given in due course.
9.5. PUBLICITY

As funders of the Accelerator Award, CRUK AIRC and FC AECC will be leading on all national and regional press and PR for the shortlisting and funding announcement of the successful awards. Principal Investigators are asked to ensure that the press teams within their host institutions, and those of their collaborators, are made aware of this and do not do any proactive PR or social media (including blogs and tweets) about the awards, prior to any activity coordinated by the funding organisations. All researchers and their host institutions will be welcome to use CRUK/AIRC/FC AECC’s press materials for their websites once any media embargoes are lifted.

9.6. USEFUL CONTACTS

CRUK office: Rachel Chown acceleratoraward@cancer.org.uk +44(0)203 469 5155
AIRC office: Luana Grimolizzi acceleratoraward@airc.it +39 (0)202 7797 411
FC AECC office: Marta Puyol acceleratoraward@aecc.es +34 91 310 82 07

For help with submitting your application, please contact grants helpline (+44 (0)20 3469 5452).
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10. INTRODUCTION

10.1. 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.
11. GETTING STARTED IN eGMS

11.1. 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.

11.2. 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>
<thead>
<tr>
<th>Table 1</th>
<th>eGMS symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Use this button to add information to your application (e.g. supporting roles, costs etc.)</td>
</tr>
<tr>
<td>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>Complete</td>
<td>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</td>
</tr>
<tr>
<td>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>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>

11.3. 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.

### 11.4. 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](#)

### 11.5. 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.
11.6. STARTING 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.

12. THE ‘COMPLETE OUTLINE APPLICATION TASK’

In the ‘Complete Outline Application’ task you’ll input/upload all of your application information (contact details, 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 these guidelines, or read the ‘common problems and how to solve them’.

12.1. 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.
- **Input your proposed duration for the award**. Please read our application guidelines for information about the duration of your chosen award.

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

12.2. 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.

12.3. 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.

12.4. 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.
12.5. 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’.

12.6. 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 outline application.

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>SUPPORTING ROLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td>JOINT LEAD APPLICANT</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>
</tbody>
</table>
12.7. 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.

12.8. 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.

12.9. 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.

You need to upload the following to eGMS in your outline application for a Programme Award:

- Research Proposal according the scheme guidelines.

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.
12.10. 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.

12.11. REVIEW AND SUBMIT

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

<table>
<thead>
<tr>
<th>Complete</th>
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</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.

For outline applications, your Host Institution does not need to approve the application so it will come directly to us.

Next, we will check the content of your application then progress it to the next meeting for consideration.
13. 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 a task via email as per Table 4.

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:  
   1. Agree to Cancer Research UK’s [grant conditions](#).  
   2. Explain what you’ll contribute to the research proposal.  
   3. State how many hours per week you’ll be dedicate to the research | • Joint Lead Applicants  
• Co-investigators  
• Some Named Research Staff  
• Head of Department  
• Administrative Support  
• Mentor  
• Academic Referee |

You’ll need to complete your task before your lead applicant can submit their application.

14. COMMON PROBLEMS AND HOW TO SOLVE THEM

14.1. 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](#).

14.2. 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.

14.3. 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.

14.4. I NEED TO CORRECT A MISTAKE IN MY SUPPORTING ROLES
Contact the grants helpline for help with amending supporting roles information.

14.5. WHEN DO I NEED TO GET APPROVAL FROM MY HOST INSTITUTION
Outline application do not need approval form your Host Institution. If you are then invited to submit a full application, your Host Institution will need to approve it.

14.6. 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.
15. ADDITIONAL INFORMATION

15.1. 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.