EARLY DIAGNOSIS ADVISORY GROUP
APPLICATION GUIDELINES
CONTENTS

‘BEFORE YOU SUBMIT’ – CHECKLIST ................................................................. 2

1. INTRODUCTION ................................................................................................. 3
   1.1. Purpose of these guidelines ........................................................................ 3
   1.2. About CRUK ................................................................................................. 3
   1.3. About the award .......................................................................................... 4
   1.4. About the committee .................................................................................. 4

2. SCHEME GUIDELINES ....................................................................................... 4
   2.1. Eligibility ..................................................................................................... 4
   2.2. What is funded ............................................................................................ 5
   2.3. Assessment criteria ...................................................................................... 5

3. THE APPLICATION PROCESS ......................................................................... 5
   3.1. Process overview ......................................................................................... 5
   3.2. Expression of interest ................................................................................. 5
   3.3. eGMS .......................................................................................................... 6
   3.4. Uploads overview ....................................................................................... 6
   3.4.1. The research proposal ............................................................................ 6
      Table 1 - Contents of Research Proposal ......................................................... 7
   3.5. Ethics and regulatory approval .................................................................... 9
   3.6. Costs information specific to EDAG funding .............................................. 9
      Table 2 - Cost Information ............................................................................. 10
   3.7. Feedback ................................................................................................... 10

4. APPENDICES ..................................................................................................... 10
   4.1. Useful contacts ........................................................................................... 10

5. eGMS GUIDELINES
‘BEFORE YOU SUBMIT’ – CHECKLIST

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

- Does your application have a title?
- Are you contributing the correct number or hours?
- Is your CV fully completed?
- Have you added all your publications with a full author list?
- Have your supporting roles completed their tasks?
- Is your research abstract correctly structured?
- Are your costs completely justified?
- Have you completed the required uploads?
- Is your research proposal within the word limit?
- Is your Host Institution ready to approve your application?
1. INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

These guidelines explain what we’re looking for in an application for funding from our Early Diagnosis Advisory Group (EDAG). You can apply for EDAG funding through a specific open call for research advertised on the EDAG website.

If you’re not sure which kind of funding to apply for, please email grants helpline, with a short summary of your research idea. To get your full application right first time, you will need to read these Application Guidelines (including the eGMS guidelines in Section 5) and the Costs Guidance. You can access these by clicking on the icons below.

Before you start, please also read our grant conditions for our T&Cs and administrative guidelines.

1.2. ABOUT CRUK

Our vision is to bring forward the day when all cancers are cured. In our research strategy we’ve outlined our 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. We will achieve our ambitions by funding a broad range of high quality research to help us better understand, prevent, diagnose and treat cancer.
1.3. ABOUT THE AWARD

The Early Diagnosis Advisory Group’s (EDAG) role is to fund research that has the potential to impact on policy and practice for earlier cancer diagnosis and patient benefit. We welcome proposals that use innovative, multidisciplinary and rapid approaches (using pre-existing data sources where necessary).

We don’t fund biomedical research through EDAG (e.g. biomarker identification or new screening techniques). Other applications related to early diagnosis may be within the remit of our Population Research Committee.

1.4. ABOUT THE COMMITTEE

Our EDAG Committee meets at least once a year to assess funding applications. More information can be found at our EDAG website.

2. SCHEME GUIDELINES

2.1. REMIT OF THE EDAG AWARD

A.1. What is suitable for the EDAG Award?

You can apply for a EDAG Award in any (or more than one) of the research areas as listed on the EDAG funding pages, as long as your application is cancer-relevant and clearly articulates the cancer-related question you’re focusing on.

A.2. What isn’t suitable for the EDAG Award?

You should not apply for a EDAG Award if your proposal is under the remit of any committee. This includes CRUK Drug Discovery Projects or Programmes, Clinical Research Committee, New Agents Committee or Science Committee. Take a look here for remits and contact details for these committees.

We also don’t provide infrastructure support to clinical trials units, tissue banks or Cancer Research UK Centres (e.g. existing or new Cancer Research UK Centres infrastructure staff).

2.2. ELIGIBILITY

You can apply for research funding from EDAG if you’re a scientist, clinician or healthcare worker in a UK university, medical school, hospital, research institution or advocacy organisation. As the Lead Applicant, you should be based in the UK, but collaborators and co-investigators can be based abroad. For more information about eligibility, please see our grant conditions.

4 EARLY DIAGNOSIS ADVISORY GROUP
APPLICATION GUIDELINES - APRIL 2016
2.3. WHAT IS FUNDED

You can apply for up to £100,000 EDAG funding a year. Funding lasts up to 18 months and can be used to fund the salaries post-doctoral researchers, PhD students, clinical staff or technicians with associated running expenses. EDAG funding cannot be used to fund your own salary, unless you are within 8 years of your PhD (if this is the case, please contact us). You can also request equipment that’s directly related to your research, if fully justified.

2.4. ASSESSMENT CRITERIA

The EDAG Committee will judge your proposal on:

- A strong policy need for the work and strong application to fulfil this need
- Clear pathway between project outputs and policy impact, including strength of dissemination
- Proximity to effecting clinical outcomes, and specifically effecting a shift in stage at diagnosis
- Timeliness of project and results
- Its strategic importance

3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, you must submit an expression of interest to edag@cancer.org.uk. If your project is within our remit, you may be invited to submit an application.

Please also inform your host institution that you intend to apply: your application will only be submitted to us once they have approved it.

After submitting your full application, it’ll be sent for international peer review (you’ll have a chance to respond to peer reviewers’ comments). The EDAG Committee will consider these external reviewers’ reports (including your response) when they make funding decisions. The Committee will also consider other factors relating to EDAG’s portfolio and priorities. All funding decisions are final.

3.2. EXPRESSION OF INTEREST

Please include the following information in your expression of interest, which shouldn’t exceed 2 pages:

- Names of the Lead Applicant (you), any Joint Lead Applicants and collaborators.
- Host Institution
- Project title
- Estimated cost
• Realistic proposed start date
• Project duration (up to 18 months)
• An indication of any potential delay to your project (e.g. ethics, data, access, other funding commitments, etc.)
• A brief overview of your proposed work (aims, methods, expected findings, type of outputs)
• How you’ll incorporate patient and public involvement to help guide your research
• An indication of how and when your findings/outputs might impact on policy and practice.

After you submit your expression of interest, we’ll aim to let you know within 2 weeks whether or not we’ll invite you to submit an application.

3.3. EGMS

If we approve your expression of interest, we’ll open an application for you to submit using our online Grants Management system, eGMS. You’ll then have up to 2 months to submit your full application. Please see our eGMS guidelines for information about how to use the system.

3.4. UPLOADS OVERVIEW

You need to upload the following to eGMS in your application for EDAG funding:

• Research Proposal according to Section 3.4.1 of these guidelines.
• Additional supporting information – any relevant documents to support your application. We will inform reviewers and the committee of these documents, but we may not send them all out with the application. You can include unpublished results, but these won’t be forwarded to reviewers or the Committee.

3.4.1. THE RESEARCH PROPOSAL

A formal template is not provided for the research proposal, but please use the structure in Table 1. You should upload your research proposal to eGMS under ‘Research Proposal’.

Throughout the proposal please:

• Do not exceed 2,500 words (excluding references, figures, figure legends, timelines and the justification section)
• Use single-line spaced text, in Calibri font, pt 11, black.
• Number all pages
• Show the surname and initials of the Lead Applicant in a header or footer on all pages
Table 1
Contents of Research Proposal

| PURPOSE | • Briefly state the objectives of your research, and their relevance to early diagnosis, policy, practice or knowledge. |
| REALISTIC START DATE | • This should be within four months of the Committee meeting. Contact us for more information. |
| POTENTIAL IMPACT | • State how (and when) your results/outputs might be used to impact on policy and practice. |
| LAY SUMMARY | • Provide a clear, concise and comprehensive overview of your work. This should be different from the scientific abstract in your application on eGMS – instead, you should use language that a non-scientific audience would understand. • For guidance on writing a good lay summary, please read these NCRI guidelines. |
| BACKGROUND (500 words) | • Summarise your current and other published work relating to your research proposal. |
We suggest you divide your research plan into objectives. For each objective state:

- The research question
- Experimental methods, techniques and analyses that you’ll use to test your hypothesis. Refer to your own published work where you’ve used these methods before, or indicate the availability of appropriate expertise. Please link this to the CV information you provide in eGMS.
- If you’re a non-academic organisation and you’re proposing research, demonstrate appropriate academic links and agreed support.
- Any available unpublished research findings or methodologies supporting your research proposal (please include these in the text, not as an appendix).

Briefly describe what the major achievements of your research will be, if the project is successful.

Include details on the methodology and analysis you’ll use. For each research question:

- Name the variables and describe the values;
- State the numbers of samples that you’ll include in each analysis, together with power calculations.
  - Include the outcome measure on which you based these power calculations;
  - Describe what you can achieve with this number of samples;
  - Justify the size of effect that your study is powered to detect;
  - Indicate whether your sample size calculation has taken into account the anticipated rates of non-compliance and loss to follow-up
- Describe how you will include patient and public involvement to help guide your research. For example this may include a patient steering group or feedback on methodology (CRUK have resources to help researchers to develop this aspect of their research if needed)

<table>
<thead>
<tr>
<th>COLLABORATIONS</th>
<th>Detail other funding or non-funding partners or collaborations (please detail whether these are anticipated or agreed).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TIMESCALE AND POTENTIAL PROBLEMS</th>
<th>Not included in word count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide a table to indicate milestones, outcomes and time-scales for each part of the plan (include papers, reports, meetings, media opportunities, strategic alliances, etc.)</td>
</tr>
<tr>
<td></td>
<td>List potential logistic or scientific problems (e.g. ethics, data access, other funding commitments, etc.) and suggest solutions or alternative plans</td>
</tr>
</tbody>
</table>
JUSTIFICATION FOR SUPPORT REQUESTED

Not included in word count

Please see costs guidance for information about eligible costs.

- Justify each cost listed in the ‘costs’ section of your eGMS application (staff costs, running expenses, equipment, animal costs etc. Where possible, please state which project aim/work package the cost relates to.
- If you’re requesting multiple staff describe how these staff will work across the different components of your research programme throughout the award. For PhD students, please tell us how the project is suitable for doctoral training.

If you anticipate costs in the second or subsequent years of your grant that aren’t costed in year 1, please note them here.

REFERENCES

Not included in word count

- Give full details of any references, including authors, publication year, title and journal name, volume, page numbers. We won’t accept shortened references.
- Number your references in their order in the text, and list them in the Vancouver style (as outlined by the US National Library of Medicine).

3.5. ETHICS AND REGULATORY APPROVAL

If you plan to involve patients, patient tissue or patient information in your research, you’ll need to get ethical approval. It’s your and your Host Institution’s responsibility to make sure you comply with all legal requirements and ethics approval. We understand that you’ll generally need to confirm funding arrangements before you can get ethical approval. Therefore, we can make you a provisional offer of funding but won’t release any money to you until you’ve sent us written confirmation of ethical approval. Please bear this in mind when you propose a start date for your award. If you need any other regulatory approval¹, we’ll also need written confirmation before we release funding.

3.6. COSTS INFORMATION SPECIFIC TO EDAG FUNDING

This section contains costs guidance specific to EDAG funding. You should read this section along with our eGMS guidelines, which give information about how to fill in the costs section of eGMS, and with CRUK’s costs guidance.

¹ e.g. sponsorship, MHRA approval, Clinical Trial Authorisation (CTA) approval, insurance or indemnity arrangements, data protection registration, honorary contracts with the appropriate NHS Trust(s) and Trust R&D approval for each site in which the research will be conducted.
Table 2
Cost Information

<table>
<thead>
<tr>
<th>PhD STUDENTS</th>
<th>Our costs guidance details CRUK’s allowance for PhD students. This is a fixed sum for all CRUK-funded PhD students.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PhD studentships funded through EDAG must be guaranteed support for four years, which must fall within the duration of the award. This means that for standard-length grants, you’ll need to recruit any proposed PhD students in the first year of the award. We do not pay overseas fees or part-fund studentships, so any PhD student funded through EDAG must be fully funded through the award. We’ll give you this funding in one instalment in the first year of the award.</td>
</tr>
<tr>
<td>AMRC</td>
<td>Only applicants from an Higher Education Institution (HEI) need to complete an AMRC form, so please enter ‘0’ in the boxes if you’re not from an academic institution</td>
</tr>
</tbody>
</table>

3.7. FEEDBACK

Feedback on your application will be provided, but please remember that our all funding decisions made by the Committee are final.

Our Strategy and Research Funding team provide feedback. Committee members cannot discuss their decisions with applicants, so please do not approach any Committee members directly. This allows our Committee members to keep the Code of Practice for Funding Committees, which 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.

We don’t accept resubmissions, unless recommended by the Committee.

4. APPENDICES

4.1. USEFUL CONTACTS

Once you’ve read these guidelines, please contact us at edag@cancer.org.uk for more information about EDAG funding.
eGMS GUIDELINES
CONTENTS

5. INTRODUCTION ........................................................................................................... 3
  5.1. Purpose of these guidelines .................................................................................. 3

6. GETTING STARTED IN eGMS .................................................................................. 4
  6.1. eGMS overview .................................................................................................... 4
  6.2. Symbols ................................................................................................................ 4
    Table 1 - eGMS symbols ........................................................................................... 4
  6.3. Functional buttons on eGMS ................................................................................. 4
  6.4. Logging in to eGMS .............................................................................................. 5
  6.5. Timescale of an application ................................................................................. 5
  6.6. Starting an application ........................................................................................ 6
  6.7. Eligibility task ...................................................................................................... 6

7. THE ‘COMPLETE FULL APPLICATION TASK’ ....................................................... 7
  7.1. Proposal Outlines ................................................................................................. 7
  7.2. Contact information ............................................................................................. 7
  7.3. Applicant information .......................................................................................... 8
  7.4. CV Posts and Qualifications .............................................................................. 8
  7.5. CV Publications .................................................................................................. 8
  7.6. Equal Opportunity .............................................................................................. 9
  7.7. Supporting roles .................................................................................................. 9
    Table 2- Supporting roles ........................................................................................ 9
  7.8. Research abstract ................................................................................................. 10
  7.9. Data sharing plan ................................................................................................. 10
  7.10. Research features .............................................................................................. 11
  7.11. Costs .................................................................................................................. 11
    Table 3 - Adding costs to an application in eGMS .................................................. 12
  7.12. Other funding ..................................................................................................... 13
  7.13. AMRC – Full Economic Cost Information ......................................................... 13
  7.14. Research Classification ...................................................................................... 13
7.15. Biomarker Research ........................................................................................................ 13
7.16. Uploads .......................................................................................................................... 13
7.17. Grant Conditions ........................................................................................................... 14
7.18. Review and Submit .......................................................................................................... 14

8. TASKS FOR SUPPORTING ROLES ................................................................................. 16
   Table 4 - Supporting roles .................................................................................................... 16

9. COMMON PROBLEMS AND HOW TO SOLVE THEM ...................................................... 17
   9.1. I need to reset my password ...................................................................................... 17
   9.2. I can’t find the scheme I want to apply for .................................................................. 17
   9.3. I can’t upload my research proposal ........................................................................... 17
   9.4. I need to correct a mistake in my supporting roles section ....................................... 17
   9.5. When do I need to get approval from my Host Institution? .................................... 17
   9.6. I haven’t had confirmation of my application ............................................................ 17

10. ADDITIONAL INFORMATION ......................................................................................... 18
    10.1. Useful contacts and resources ............................................................................... 18
    Appendix I: AMRC Full Economic Cost form guidance .................................................. 19
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

<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 is 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](image)

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.

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.

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
Here you should supply details about your research publications using the + symbol. 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.

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. EQUAL OPPORTUNITY

Please complete the information in this section, but it won’t be included in the application PDF that gets sent to the Committee.

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

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).

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>CO-INVESTIGATOR</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>COLLABORATOR</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>HEAD OF DEPARTMENT</td>
<td>The head of the department where most of your research will take place.</td>
</tr>
<tr>
<td></td>
<td>They’ll need to guarantee any necessary resources and lab/office space for the duration of your award.</td>
</tr>
</tbody>
</table>
### Joint Lead Applicant
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).

### Lead Applicant (Principal Investigator)
The principal investigator of your research proposal.

### Named Research Staff
Any named research staff that will be involved in your research.

### Supervisor
Someone who’ll be involved in your training programme and give you advice and support for your research.

### Research Assistant
Someone who’ll assist in the day-to-day running of your research, but won’t be responsible for intellectual input.

### Mentor
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.

### Academic Referee
Someone who’ll provide a letter stating your suitability to hold the award/fellowship.

#### 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 data

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**CANCER RESEARCH UK**

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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](http://www.ncbi.nlm.nih.gov/pubmed/20453071) (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](http://www.nc3rs.org.uk/). If you plan to report *in vivo* experiments, please provide information in concordance with the [ARRIVE guidelines](https://arriveguidelines.org/).

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](http://www.nc3rs.org.uk/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](http://www.nc3rs.org.uk/applications).

After completing this section, click ‘Save and Continue’ so you don’t lose your details.
Table 3
Adding costs to an application in eGMS

| EQUIPMENT | Under this heading, please list the costs for all the equipment you’d like to request on your award.  
|           | - Please list all your requested equipment for the duration of the award in year 1.  
|           | - Any equipment costs <£5,000 should be included as a running expense.  
|           | *Please read our costs guidance for information about eligible equipment costs, and justify your costs in your research proposal appendix.* |

| STAFF POSTS | 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 an annual salary increment.  
|             | *Please read our costs guidance for information about eligible staff costs, and justify your costs in your research proposal appendix.* |

| RUNNING EXPENSES | 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>This symbol means the information in this section in complete. All sections should show this symbol if your application is complete.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<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>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>
<tbody>
<tr>
<td>ACCEPT APPLICATION PARTICIPATION</td>
<td>In this task, you’ll be asked to do three things:</td>
<td>• Joint Lead Applicants</td>
</tr>
<tr>
<td></td>
<td>1. Agree to Cancer Research UK’s grant conditions.</td>
<td>• Co-investigators</td>
</tr>
<tr>
<td></td>
<td>2. Explain what you’ll contribute to the research proposal.</td>
<td>• Collaborators</td>
</tr>
<tr>
<td></td>
<td>3. State how many hours per week you’ll be dedicate to the research.</td>
<td>• Some Named Research Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Head of Department</td>
</tr>
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<td></td>
<td></td>
<td>• Administrative Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mentor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Academic Referee</td>
</tr>
</tbody>
</table>

Depending on your award, you may be asked to do any of the following in this task:
- Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5.
- Accept our grant conditions.
- Upload a document (e.g. a letter of support)

eGMS will explain what to do, and you can find more information in 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 link on the eGMS login page to reset your password. You’ll be emailed a new password. Please don’t include any brackets when you copy this password into eGMS. 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 Principle 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.