CANCER RESEARCH UK CENTRES’ TRAINING GUIDELINES
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SUMMARY OF KEY CHANGES AS OF SEPTEMBER 2018

I. Section 3: Policies that affect the management of the Centre training account – a new section, outlining Cancer Research UK’s policies or expectations on:
   • Equality, diversity and inclusion
   • Flexible working
   • Research integrity, dignity at work and student complaints
   • Policy on research involving animals
   • Reproducibility: training in experimental design and scientific reporting standards
   • Research assessment approach
   • Open access

II. Section 2.5 & Appendix: Information gathering and sharing – now includes further details on rationale, process and use of PhD student data.

III. Appendix: Non-clinical PhD student costs – updated for PhD student costs from 1 April 2018.
1. INTRODUCTION

Cancer Research UK is committed to developing the next generation of researchers by providing a world-class, supportive, flexible training environment that is essential for developing a successful academic career. We therefore expect CRUK-funded students to receive exceptional, high quality training packages as defined by the common principles included in the statement of expectations for doctoral training.

Cancer Research UK funds the majority of its clinical and non-clinical training through the Centre Training Accounts. The Centres comprise a large proportion of Cancer Research UK’s total research funding, and the majority of its clinical research. As such, we expect these Centres to continue to be our primary locations for training researchers.

Much of the detailed management of training funding, such as peer review of projects, selection of students and fellows and the financial management of the grants is devolved to the Centre Governance Boards. These guidelines are intended to support Centre Governance Boards and the Training Account leads in managing the Training Account funds and developing training in the Centres. The Centre Training Account grants are still subject to Cancer Research UK’s Grant Conditions and Special Conditions for Cancer Research UK’s Centres.

A Training account grant is a grant paid by Cancer Research UK to a research organisation for the provision of postgraduate study. Cancer Research UK does not fund students directly but fund research organisations through training account grants.

Acceptance of a training account grant constitutes acceptance of both the conditions and any guidelines.

For all enquiries and queries regarding your training account please contact the Research Careers team. We are committed to building the cohort of the future cancer leaders and part of that involves overseeing the support for CRUK PhD students and fellows.
2. MANAGING THE CENTRE TRAINING ACCOUNT FUNDING

2.1 THE LEVEL OF FUNDING

The value of each Centre Training Account is based on a set number of new non-clinical PhD studentships and Clinical Research Training Fellow posts each year.

The number of posts is fixed at the start of the current Centre funding period and will not change until at least the first annual review of the Centre funding.

The level of funding is based on estimated average costs of trainees, and it should be sufficient to pay for the full costs of the posts. The funds must be used to support at least the minimum number of students/fellows allocated via your award. Should the Centre be successful at leveraging additional funding, CRUK permits additional students being supported partially via the training award; the boards have flexibility over how the money is spent in this situation but please contact the Research Careers team to discuss the plans. In these cases, at least 50% of the total cost of the studentship must be drawn from the training account, the remaining costs may be funded from other sources, such as the Centre’s or university’s funds or from other research partners. A student must not be expected to bear the cost of any shortfall in funding. It is important that it is clear in the annual reporting which students are funded fully or partially (other source of funding to be provided too) from the training account award as outlined in section 2.5.

2.2 ACCEPTING AND ACTIVATING THE AWARD

Your training accounts will be issued to you annually in the form of two Grant Award Letters (one for clinical PhD students and one for non-clinical). Before you can receive any money the lead of the award must complete an ‘accept award’ task on eGMS (and select a start date), the Host Institution must then also complete an ‘accept award’ task. Once this has been done the lead of the award has to complete an ‘activate award’ task on eGMS and confirm a start date, you will start to receive the money three months after this date. Please note, you will need to complete these steps separately for each Grant Award Letter.

We recommend that you complete all these tasks as quickly as possible (within 1 month of the GAL being issued). The start date that you select does not have to be fixed and can easily be changed by informing CRUK of the actual start date when it is confirmed. It is preferable for CRUK and the Host Institution that CRUK pay out the agreed funding and have to change a start date than to be in a situation where significant sums of money are not transferred to a Host Institutions to support the training of PhD students.
2.3 COSTS

Allowable costs for trainees include: salary/stipend; fees; research running expenses; travel, conference fees, accommodation and subsistence if the student is presenting, and workshops and training.

Recruitment and advertising costs will not be funded by the CRUK Centre Training Award.

All underspends should be reported to the Research Careers team.

For all students, both UK and international, CRUK will fund university fees at a rate no higher than the home/EU fees applied to students funded by UK Research Councils. International students may be recruited to CRUK grants, but any shortfall between the standard CRUK fee allowance and applicable international student fee rates must be covered by another source of funding and can’t be covered by the student themselves.

2.4 RECRUITING FELLOWS AND STUDENTS

The Centre Governance Board may allocate these posts to whichever trainees and research programmes are appropriate, in line with the Centre’s strategy, abiding by the university’s local regulations and eligibility criteria, and taking account of a number of CRUK conditions (see appendix).

2.5 INFORMATION GATHERING AND SHARING

One of CRUK’s strategic priorities is to train the next generation of research leaders. To support this, we fund hundreds of PhD students every year, through our Institutes, our Centres, and on our response mode funding awards. Understanding who these students are, what they are working on, the outputs they produce, and their career progression is therefore of crucial importance to us.

Centres are asked to provide data on any new students recruited and any changes to currently active students via the Annual Review process. If any details change e.g. a student is recruited after providing the information to CRUK; a student withdraws or takes long-term leave as outlined in section 3.2, please inform CRUK within 30 days. Please also indicate which students are funded fully or partially (other source of funding to be provided too) from the Centre training account award.

The Centres will be annually asked to report on key achievements and challenges that are relevant to the Centre’s training objectives and overall training strategy. The information collected will allow us to communicate directly with the students, welcoming them to the CRUK family and inviting them to training and networking events. It also allows us
to accurately report on their research and its outputs, and to understand their motivation and success for continuing a career in cancer research – improving our training provision. Please also refer to the CRUK Grant Conditions, which will include updates from September 2018.

The Centre must ensure that students, supervisors and project partners are made aware what information, including personal data will be provided to CRUK, and how that information about their studentship will be used by CRUK. Please note that all personal information is and will be kept in accordance with our privacy policy, a copy of which is available here. Further information on the type of data that will be collected and the use of the submitted data can be found in the appendix.

The Centre must ensure that when individuals accept a studentship, they are aware that they are permitting:

- The Centre to disclose to CRUK any information that CRUK requests regarding the progress of their studies, submission of their thesis and completion of their studies.
- The Centre to disclose student contact details to CRUK. This is to allow correspondence from CRUK to students. Correspondence is likely to be about courses, inviting to events or possibly being asked to contribute to surveys and questionnaires about their training.
- CRUK to contact a studentship holder to request that they complete a diversity monitoring form with their details. CRUK is committed to promoting Equality, Diversity and Inclusion (EDI) in research. As part of this commitment, we are conducting diversity data monitoring across our research funding. For students, we are aiming to understand the profile of CRUK students, to analyse our student population and compare this data to other funders and organisations (see also section 3.1).
- CRUK or a third party on behalf of CRUK to contact a studentship holder during or beyond the life of their studentship for evaluation of training/support given or career tracking purposes.

2.6 SUPERVISION OF STUDENTS

We believe it is important that all our students and fellows receive regular support from their named supervisor, and that a supervisor’s time is not split between too many students. Cancer Research UK would therefore not expect any one supervisor to be responsible for more than two CRUK training account trainees at any one time. Additionally, every student should have access to and be made aware of a locally organised mentoring scheme to support them in their studies and career development. See also section 4.4 for specific support provisions for CRTFs.

In addition, all students will receive a CRUK welcome pack, which will provide useful information about their CRUK studentship/fellowship.
Supervisors leaving the Centre

If the supervisor of a student or clinical fellow leaves the Centre, funds from the Training Account cannot be transferred. It is expected that an appropriate alternate supervisor will be identified within the Centre for the remainder of the studentship or fellowship.

2.7 EXTENSIONS, SUSPENSION & TERMINATIONS OF STUDENTSHIPS

CRUK expects students to complete their training uninterrupted where possible and does not encourage the suspension of awards unless as defined below. Where suspensions are agreed, total periods of suspension must not normally exceed one calendar year during the lifetime of the award.

As outlined in CRUK’s parental or other long-term leave policy, consideration should be given to requests for abeyance due to taking long-term parental (maternity, paternity, shared parental, adoption), sick or other long-term leave. As per section 3.2 below, CRUK should be informed and updated with end dates and expected submission dates to reflect periods of abeyance.

The period of a student’s support may be extended at the Centre’s discretion to offset a period of genuine absence e.g. for parental leave (maternity, paternity, shared parental leave, adoption leave), sick or other long-term leave covered by a medical certificate, extended jury service, subject to finding the necessary funding from within the Centre’s Training Account.

The Centre must make suitable arrangements with supervisors/lab managers/other relevant contacts for coping with absences of students for parental (maternity, paternity, shared parental, adoption), sick or other long-term leave, extended jury service and holidays.

2.8 FAILURE TO CONVERT TO DOCTORAL STUDIES AT THE END OF YEAR ONE OF THE STUDIES

If a student fails to upgrade to doctoral studies at the end of year one that student’s award must be terminated. The remaining funds will be deemed to be underspend and can be used for other purposes as outlined in this document (see section 4.3 for CRTFs or section 5.3 for non-clinical PhD students). If a student leaves within the first year, another student can be recruited in their place using the resulting underspend.
2.9 ANNUAL LEAVE

The Centre should ensure that a clear policy on annual leave entitlement exists and that this is made known to the student at the start of their studentship.

3. POLICIES THAT AFFECT THE MANAGEMENT OF THE CENTRE TRAINING ACCOUNT

3.1 EQUALITY, DIVERSITY AND INCLUSION

Cancer Research UK is committed to promoting equality, diversity and inclusion in its research funding activities. At Cancer Research UK, we’re aiming to increase the diversity of researchers and the ideas they bring and to build a more inclusive, positive research culture in which everyone can make the most of their ideas and talent.

Cancer Research UK therefore expects CRUK Centres to embed EDI in their research practices, policies and research culture as far as possible, including by:

- Promoting EDI in all aspects of recruitment and career management of students
- Ensuring all supervisors are trained in relevant HR related policies, in particular to ensure effective training and career support to students to enable them to carry out research to the highest standards and to progress in their careers e.g. Research Integrity, Dignity at Work, unconscious bias training
- Promoting a more inclusive, research culture where everyone can realise their potential
- Actively identifying barriers to inclusion and progression for underrepresented groups
- Giving appropriate access to reasonable adjustments to all CRUK funded students or trainees who consider themselves to have a disability and that the host institution resources reasonable adjustments.

3.2 FLEXIBLE WORKING POLICIES

Part-time working

CRUK encourages and is supportive of the option of studying part-time. Studentships should be advertised as available on either a full-time or part-time basis. Part-time awards should not be less than 50% of full time. The level of stipend is the same as a full-time award.

Centres may approve a change in the pattern of study from part-time to full-time or vice-versa. Possible reasons for a change of pattern of study may include changes in a student’s personal...
or employment circumstances. Please consult with and inform CRUK of any changes to study patterns.

Parental or other long-term leave

According to CRUK’s parental or other long-term leave policy, all students funded by CRUK are entitled to paid parental or long-term leave as follows:

- For Clinical Research Training Fellows (CRTFs): as employees of the Host Institution, CRTFs funded by CRUK are entitled to take parental (maternity, paternity, shared parental, adoption), sick or other long-term leave, and receive paid leave entitlements, in accordance with the Host Institution’s terms of employment. We mandate, as a condition of its funding, that Host Institutions bear the costs of these paid leave entitlements consistently with their own employment policies. Further, in accordance with the ‘UK clinical academic training in medicine and dentistry: principles and obligations’, the Host Institution should waive any qualifying period.

- For non-clinical students, recognising that they are not employees of the Host Institution, CRUK will bear the costs of a non-clinical student’s parental or long-term leave at the CRUK stipend rate at a fixed rate according to the type of leave taken:

<table>
<thead>
<tr>
<th>Leave type</th>
<th>Paid leave entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick leave</td>
<td>4 months at full stipend then 4 months at half stipend p.a.</td>
</tr>
<tr>
<td>Maternity/adoptions leave</td>
<td>26 weeks at full stipend, then 13 weeks at statutory rate, then 13 weeks unpaid</td>
</tr>
<tr>
<td>Paternity or partner leave</td>
<td>2 weeks at full stipend</td>
</tr>
<tr>
<td>Shared parental leave</td>
<td>Cancer Research UK will match the entitlement for paid maternity/adoptions leave (less 2 weeks mandatory maternity/adoptions leave), adjusted according to the duration of leave and payments received by the other parent.</td>
</tr>
</tbody>
</table>

There is no qualifying period for taking long-term leave. Students are entitled to paid parental or long-term leave provided that they return to work for a period of time as agreed with their supervisor. Students must also follow their Host Institution’s notification requirements.

In the first instance, Cancer Research UK expects the cost of the paid leave for students funded through the Centre training award to be borne through any underspend on the Centres’ training account. If the leave costs cannot be borne through underspend, then the Host Institution should contact the Research Careers team to discuss further.
In all cases, if a student needs to take long-term leave please:

- Provide to CRUK the student’s name, institution, leave start date, leave end date, reason for leave and any new expected end date/VIVA date via students@cancer.org.uk
- Keep accurate records and certificates of leave entitlement for example maternity certificate, MATB1 form or sick notes
- For non-clinical students, please contact students@cancer.org.uk if costs cannot be borne through underspend to discuss alternative funding arrangements.

3.3 RESEARCH INTEGRITY, DIGNITY AT WORK AND STUDENT COMPLAINTS

CRUK’s requires Host Institutions to have robust policies to prevent research misconduct and investigate research misconduct allegations. The Centre is responsible for ensuring that students and supervisors:

- Receive training and support regarding research integrity; and
- Understand that CRUK-funded research must conducted according to the highest standards of research practice to ensure the integrity and reliability of the research and outputs.

The Centre is also responsible for ensuring that supervisors and students are aware of relevant workplace conduct or dignity at work policies, understand appropriate standards of workplace conduct and behaviour and understand the complaints or whistleblowing procedures. In this regard, CRUK expects that, at a minimum, information about workplace behaviour, complaints procedures and support and protection for complainants will be provided to students and supervisors at induction and be easily accessible via the Centre or Host Institution’s website or intranet.

The Centre is responsible for ensuring that students and supervisors have access to effective procedures for resolving problems arising from the administration and supervision of the studentship.

3.4 POLICY ON RESEARCH INVOLVING ANIMALS

In addition to complying with all applicable legal, regulatory and ethical requirements, Centres should ensure that students and supervisors conducting research involving animals:

1. Are provided with CRUK’s Policy on the Use of Animals in Research;
2. Understand the importance of principles of the 3Rs (replacement, reduction and refinement of animals in research), both from a scientific and an animal welfare perspective;
3. Receive detailed training on the following topics:
• **Experimental design principles and statistical analysis** – in this regard, CRUK strongly encourages students and supervisors to familiarise themselves with the NC3Rs Experimental Design Assistant (a free online tool) and the NC3Rs’ other experimental design resources;

• The NC3Rs guidance documents, including Responsibility in the Use of Bioscience Research and, if applicable, the NC3Rs Guidelines: Primate Accommodation, Care and Use; and

• Reporting animal work consistently with the ARRIVE Guidelines, including the fact that this is mandatory for all CRUK-funded research involving animals; and

• The critical importance of each of the above principles in improving research reproducibility and reducing research waste.

### 3.5 REPRODUCIBILITY: TRAINING IN EXPERIMENTAL DESIGN AND SCIENTIFIC REPORTING STANDARDS

As explained above, CRUK has particular expectations for training in experimental design, statistical analysis and reporting standards in the context of research involving animals. Training on these topics, however, is equally important for students whose research does not involve animals. Centres should ensure that all students receive detailed training on these topics, including how to accurately identify reporting standards that are applicable to their work. Students should also understand the significant impact of poor experimental design and/or reporting practices on research reproducibility and research waste.

### 3.6 RESEARCH ASSESSMENT APPROACH

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

We expect Host Institutions we support to develop complementary outputs sharing policies, to sign up to DORA and apply DORA principles as outlined below:

• Do not use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, to assess an individual student’s contributions, or in hiring, and recruitment of students.

• Be explicit about the criteria used to reach hiring decisions, clearly highlighting, especially for students, that the scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published.
• For the purposes of research assessment, consider the value and impact of all research outputs (including datasets and software) in addition to research publications, and consider a broad range of impact measures including qualitative indicators of research impact, such as influence on policy and practice.

3.7 OPEN ACCESS

Centres must ensure that students understand that it is a condition of their funding that, if they have an original primary article accepted for publication in a peer-reviewed journal, it must be published on an open access basis. CRUK appreciates that open access is a complex issue. The three key obligations that students should understand are that:

1. **Europe PMC deposit within 6 months**: CRUK-funded researchers, including students, must ensure that an electronic copy of the final, published form of their papers are available on Europe PubMed Central (Europe PMC) as soon as possible and no later than 6 months after publication.

2. **CC-BY licence**: If the journal charges an article processing charge (APC) for the Europe PMC deposit, the paper must be published with a CC-BY licence, so that it may be freely copied and reused (for example, for text- and data-mining purposes), providing that the original authors are properly credited. Other licences will not be compliant with CRUK’s Grant Conditions.

3. **Journal eligibility**: CRUK-funded researchers, including students, may only publish in journals managed by publishers who have agreed to the COAF/Wellcome Trust publisher requirements. Researchers need not be across the detail of those requirements: most publishers have agreed to them – a full list is available [here](#).

4. FUNDING FOR CLINICAL RESEARCH TRAINING FELLOWS (CRTF)

4.1 CLINICAL PHD STUDENT FUNDING

The Training Account includes support for fellowships for clinicians. For Clinical Research Training Fellows (CRTFs) we allocate £256,000.00 for three years. Please note that the difference in funding compared to the non-clinical PhD students’ stipend results from the significantly higher salary costs of CRTFs, as their salaries are equivalent to the NHS salary scale. The value of running expenses and fees is expected to be the same for CRTFs and non-clinical PhD students. There are no restrictions in terms of the clinical training level clinicians can be recruited at, however Centres should note that the recruitment of more senior clinicians will
have to be accounted for in the overall clinical training account budget. If a Centre plans to recruit candidates that will surpass the allocated budget, the shortfall should be supported by other means e.g. underspend on the Centre core funds.

CRTFs should normally still be undertaking professional training and would be expected to return to a training programme in the UK on completion of the research degree. Centres should give strong preference to candidates who wish to study for a PhD rather than an MD and have a commitment to pursuing a career in academic medicine.

4.2 USING CLINICAL TRAINING FUNDS

Clinical Research Training Fellows should normally be funded for three years and spend no more than 10% of their time doing clinical work during this training period.

The funding can cover:

- The full salary of the fellow
- Research running expenses
- PhD and college fees
- Costs for attending conferences if presenting data

The Training Account can be used to support 4-year fellowships, where this is appropriate for the fellow and their career, and with the agreement of the Training Programme Director. However, longer duration fellowship should not lead to a decrease in the overall number of fellowships funded at the Centre, and the additional costs can only be met from underspend in the Training Accounts (for example from funding an MB-PhD student), underspend elsewhere or funds obtained through partnerships/other arrangements.

The Training Account can be used to support a period of postdoctoral training for clinical trainees who have already completed a PhD (for example, through an MB-PhD programme, or prior to medical school).

CRUK encourages the use of the Training Account to support MB-PhD candidates where appropriate and relevant. Where MB-PhD programmes exist locally, CRUK Centres should engage with the Medical School to recruit MB-PhD candidates into cancer research.

Please contact the Research Careers team to discuss these options.

You cannot use the funding for:

- Supporting non-clinical fellows
- Out of hours/on call costs
- Costs associated with clinical training
4.3 USING THE REMAINING FUNDS

If there is money remaining after all the allocated Clinical Fellows have been appointed, this can be used for other costs associated with clinical research training undertaken in the Centre.

Cancer Research UK is keen to provide whatever support is necessary to encourage clinicians to pursue a career in academic medicine. In particular, CRUK Centres have an important role in supporting CRTFs to maintain their research activity while completing their clinical training, and this should be prioritised.

Some possible ideas are suggested in the appendix, but other uses are permissible. Please contact the Research Careers team if you would like to discuss other uses of the Training Account funds.

4.4 SUPPORT FOR CLINICAL RESEARCH TRAINING FELLOWS

Principles and Obligations of Clinical Academic Training for Doctors and Dentists

CRUK is a signatory of the cross-funder statement which sets out the expectations of host institutions, deaneries, trainees and funders for clinical academic training in the UK. The Principles and Obligations aim to ensure that clinical academic trainees are appropriately supported within the university and NHS, in an integrated, flexible and personalised way.

CRUK expects that CRUK Centres, CRUK Institutes and any institution hosting CRUK-funded clinical academics will adopt the Principles, and they form part of CRUK’s grant terms and conditions for awards involving clinical academic trainees. CRUK will be working with those involved to understand and review how the principles are being, and have been, implemented.

Mentoring

Every CRUK Clinical Research Training Fellows should have a clinical academic mentor for the duration of their fellowship. CRUK believes that mentorship for clinical research training fellows is an essential component of the fellowship and can provide support and guidance needed to increase the numbers of CRTFs continuing the clinical academic careers and transitioning to clinician scientists1.

1The cross funder Review of Early Career Clinical Academics found that 57% of respondents reported that mentoring was an important factor in their academic career and identified formal mentoring as a desired feature during their clinical PhD fellowship. In addition, the Academy of Medical Sciences reported that over half of the mentees in their scheme believed that the mentoring they had received helped them to stay in academic medicine.
CRUK Centres should provide an informal mentoring scheme for the CRTFs that it funds. Further information on mentoring good practice can be found in the appendix.

4.5 POST-CRTF SUPPORT

CRUK Centres have an important role in encouraging CRTFs to continue a clinical academic career path after the PhD and should support CRTFs to maintain their research activity while completing clinical training. Centre Training leads should work together with the university clinical academic training offices to ensure that CRUK CRTFs successfully transition back to clinical training.

For further guidance on what CRUK Centres should be doing post CRTF, please see appendix.

4.6 ENGAGING WITH REGIONAL MEDICAL SCHOOLS

CRUK wants to attract the best medical students and clinical trainees to careers in academic cancer research. CRUK Centres should actively engage with local and regional medical schools and promote opportunities for talented medical students and trainees to gain research experience within the CRUK Centre. Centre Training leads should work together with INSPIRE leads at the relevant medical schools to promote oncology and cancer research and ensure that cancer research has a high profile among academically-focused medical students and trainees.

For suggestions of possible activities, please see appendix.

5. FUNDING FOR NON-CLINICAL PhD STUDENTSHIPS

5.1 NON-CLINICAL PhD STUDENT FUNDING

Cancer Research UK students on a full-time basis will undertake a four-year PhD and will be paid the standard Cancer Research UK stipend. Cancer Research UK regularly reviews the stipends we pay to our PhD students. We try to ensure that the stipend is competitive, to allow you to attract the best candidates. We also monitor the stipends paid by other funding agencies
to ensure that ours remain similar to other funders. For stipend funding from 1 April 2018, please see the appendix.

5.2 USING PhD STUDENTSHIP FUNDS

PhD studentship funding can pay for:

- The stipend
- Research expenses
- PhD and college fees*
- Costs for attending conferences if presenting data
- Transferable skills training costs that aren’t already offered locally by the host institution

*Cancer Research UK will pay the fees set by the university, up to the level set each year by RCUK for its PhD students. CRUK pays college fees for Oxbridge colleges (see the appendix).

5.3 USING THE REMAINING FUNDS

Any funding remaining after supporting the allocated number of 4-year PhD studentships may be used for other costs associated with research training undertaken in the Centre.

Suggested uses of underspend include:

- Partially funding CRTFs in the Centre
- Undergraduate vacation placements
- PhD student travel to a collaborating group to undertake specific training relevant to their PhD studies, or to attend a skills-based training course directly related to their work
- Costs of parental or other long-term leave taken by PhD students

Any other potential uses, please contact the Research Careers team.

5.4 OTHER FUNDING OPPORTUNITIES FROM CANCER RESEARCH UK

Please see appendix
6. SUPPORT FOR CANCER RESEARCH UK CENTRE-FUNDED TRAINEES

The training lead of the Centre should arrange for an introductory meeting with all newly funded CRUK PhD students and training fellows and outline to them the training and support that is available through the Centre, CRUK and the host institution.

We refer you to the 'Statement of Expectations for Postgraduate Training' which provides guidance on the development of students and junior researchers [see appendix].

Cancer Research UK is keen to support its fellows and students through networking meetings and training courses. All of our meetings have a focus on academic career development; however, access for students to transferable skills training is encouraged at Centres and affiliated universities. Supervisors must support and facilitate student attendance at local and CRUK events and students should aim to attend most events, as appropriate, they are invited to.

CRUK is always on the look-out for the cancer researcher leaders of tomorrow. We want to engage with all early career researchers, and especially with the rising stars, to help support them with their next academic career move. The Centres are encouraged to inform CRUK of any exceptional talent among the student, fellow and postdoctoral cohorts using fellowships@cancer.org.uk.

7. GENERAL INFORMATION

7.1 USEFUL CONTACTS

All correspondence relating to the students, fellows and management of the training award should be sent to the Research Careers team:

Student-related enquiries – students@cancer.org.uk

Other training enquiries – fellowships@cancer.org.uk

7.2 CENTRE MANAGERS MEETING

Twice a year the Centres & Institutes and Research Careers team will organise a Centre Managers meeting. This meeting will be an opportunity for the Centres to discuss training
issues, share good practice, and to help create a network of training, support and collaboration across the Centres.

7.3 CRUK ATTENDANCE AT CENTRE TRAINING EVENTS AND MEETINGS

CRUK staff from the Research Careers team are keen to attend and be more involved, where relevant, at events at each Centre related to recruitment and training of PhD and clinical fellows. Staff will be visiting Centres, please do advise the team when there are meetings of interest, so we can better plan our visits.
APPENDIX

TRAINING, SUPPORT & DEVELOPMENT OF EARLY CAREER RESEARCHERS

RECRUITING FELLOWS AND STUDENTS

When recruiting fellows and students, the Centre should also note the following conditions:

- All student and fellow posts should be openly advertised and competitively awarded.
- Diversity and inclusion must be promoted in all aspects of recruitment and career management of students.
- There should be a clearly defined process for identifying the best fellows or students and the most appropriate research projects in the Centre in each round of recruitment. The emphasis should be on recruiting the most outstanding students.
- Information on each student must be provided to CRUK. Please see section 2.5 and appendix for more details.
- At many of the Centres, there will be a number of PhD/CRTF posts being recruited at the same time, supported by a variety of funders. Where possible and relevant, CRUK Centres should streamline recruitment with the host institution to attract the most competitive and talented candidates.
- The Centre is responsible for selecting, administrating and supervising students throughout their period of training in accordance with current good practice as detailed in section 4.4 and section 6.
- Projects should lie within the remit of CRUK and the Centre strategy.
- Research training programmes contain good training in generic and transferable skills.
- Adequate facilities and resources are made available for the research training.
- CRUK views the training, support and development of its funded researchers as essential requirements of the training account, as such, the Centre should adhere to the expectations outlined in the Principles and Obligations of clinical academic training for doctors and dentists; and the Statement of Expectations for Postgraduate Training.

STATEMENT OF EXPECTATIONS

By endorsing the Statement of Expectations for Postgraduate Training, CRUK is committing to continue to develop highly skilled researchers, as well as developing the next generation of researchers. CRUK Centres are the ‘Research Organisations’ in this statement and should fulfil the expectations set out in this document. The expectations include the following:
• Research Organisations should implement a training strategy which is in line with the Organisation’s research strategy and in synergy with the funders’ strategic objectives.
• Students should be aware of which funding body that supports them and be familiar with that organisation’s strategic objectives.
• Research Organisations are expected to provide excellent standards of supervision, management and mentoring.
• The Funder (CRUK) expect careers advice and transferable skills training to be provided to the students.
• Students should, wherever possible, benefit from the advantages of being developed as part of a broader peer group (e.g. through cohort approaches and Graduate schools).

OTHER RELEVENT TRAINING

Vitae

Vitae is a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes. All new students and fellows should be encouraged to visit Vitae’s website for guidance on many aspects relevant to their training.

Academy of Medical Sciences

The Academy of Medical Science support clinical fellows and clinical academics at all stages of their careers. Their academic medicine website includes useful information about clinical research careers and links to other resources.

NON-CLINICAL PhD STUDENT FUNDING

From 1 April 2018 the PhD costs are:

<table>
<thead>
<tr>
<th>Studentship location</th>
<th>Running Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside London</td>
<td>£141,768.70</td>
</tr>
<tr>
<td>Inside London</td>
<td>£149,768.70</td>
</tr>
<tr>
<td>Cambridge</td>
<td>£148,760.55</td>
</tr>
<tr>
<td>Oxford</td>
<td>£146,594.55</td>
</tr>
<tr>
<td>Year</td>
<td>Running Expenses</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
</tr>
<tr>
<td>Y1</td>
<td>£13,500.00</td>
</tr>
<tr>
<td>Y2</td>
<td>£13,770.00</td>
</tr>
<tr>
<td>Y3</td>
<td>£14,045.40</td>
</tr>
<tr>
<td>Y4</td>
<td>£7,163.15</td>
</tr>
<tr>
<td>Total</td>
<td>£48,478.55</td>
</tr>
</tbody>
</table>

**CLINICAL RESEARCH TRAINING FELLOWSHIPS**

**USING THE REMAINING FUNDS FOR CLINICAL RESEARCH TRAINING FELLOWSHIPS**

Possible uses of the remaining funding include:

- Funding to support mentoring activities.
- Funding to support scientific and networking meetings for clinical academic trainees working in cancer research locally/regionally.
- Workshops or programmes to provide training and support for talented clinical academic trainees to prepare postdoctoral fellowship applications (e.g. Clinician Scientist Fellowship).
- Partial salary support (20-50% FTE) for clinical academic trainees to cover the research component of a clinical lectureship or equivalent academic post. Clinical lecturers and postdoctoral clinical trainees should apply to the CRUK Postdoctoral Research Bursary for research expenses.
- Funding to support a lead-in or selection year prior to the 3-year Clinical Research Training Fellowship, where relevant or appropriate. For example, funding towards short research placements for prospective candidates, or other activities and training. Candidates should consider applying to the CRUK Pre-doctoral Research Bursaries to support research and salary costs during a pre-PhD year*.
- Support for short periods of research by Academic Clinical Fellows or Foundation Year medical trainees, as part of the Integrated Academic Training Pathway of Modernising
Medical Careers, AF1/2 and ACFs should consider applying to the CRUK Pre-doctoral Research Bursaries to support research and salary costs during research placements*.

- Medical elective bursaries for medical students that want to spend time in a research group during undergraduate training.
- Support for medical MSc courses and MSc students.

*where a scheme exists such as the pre- and post-doctoral research bursaries, candidates in the Centres should apply to CRUK for the funds required.

CLINICAL RESEARCH TRAINING FELLOWSHIPS IN RADIOLOGY

As part of a joint initiative between the Royal College of Radiologists and Cancer Research UK, we aim to support new recruits to Clinical Research Training Fellowship posts within the field of Radiology. Centres will be regularly asked to provide information on new fellowship appointments. You should notify the Research Careers team as soon as possible if a Member or Fellow of the College has been appointed to a Training Account post. These fellows will then be entitled Joint Royal College of Radiologists/Cancer Research UK Clinical Research Training Fellows.

BEST PRACTICE FOR CLINICAL MENTORING

- The mentor should be a senior clinical academic outside the mentee’s direct line management and academic supervision. Where possible and appropriate, the mentor and mentee should be from the same medical specialty.
- Where possible, the fellow should be involved in the selection of the mentor.
- We recommend that fellows and mentors should agree to an informal mentoring contract, which encourages both parties to agree in advance the terms of the mentoring relationship; for example the frequency of the meetings, session content and extent of contact between meetings. This ‘contract’ should contain a ‘no blame divorce’ clause which states that either the mentor or mentee can terminate the relationship at any time, allowing the mentee to be re-matched to a more suited mentor.
- Mentors and fellows should meet at least twice per year, including where possible after completion of the PhD during the transition to return to clinical training.
POST-CRTF SUPPORT

CRUK Centres should:

- Ensure that CRTFs and their mentors maintain their mentoring relationship during the transition to return to clinical training.
- Maintain engagement with former CRUK CRTFs.
- Promote opportunities for CRTFs to continue their clinical academic careers – for example clinical lectureships, research bursaries and grants.
- Support talented CRTFs to apply for postdoctoral fellowships such as Clinician Scientist Fellowship.
- Consider funding partial salary support (e.g. 20-50% FTE) for talented clinical academic trainees to cover the research component of a clinical lectureship or equivalent academic post.

ENGAGING WITH REGIONAL MEDICAL SCHOOLS

Possible activities include:

- Promoting oncology as a research-intensive medical specialty and raising the profile of the CRUK Centre and its researchers at medical school events.
- Supporting intercalated BSc or MSc/MRes research projects in cancer research labs.
- Offering vacation studentships in cancer research for medical students.
- Talent-spotting and encouraging academic foundation year and academic clinical fellows (ACFs) or equivalent to undertake research projects within the CRUK Centre with the view to recruit for CRTF in the future. AF1/2 and ACFs are eligible to apply for the CRUK Pre-doctoral research bursary to support the costs of their research projects.
- Engaging with local medical student research societies, e.g. putting forward speakers in cancer research for student seminars.
- Ensuring that oncology and cancer research is appropriately represented on the medical school curriculum.
OTHER CANCER RESEARCH UK FUNDING OPPORTUNITIES FOR CLINICAL AND NON-CLINICAL TRAINEES

PRE-DOCTORAL RESEARCH BURSARIES FOR CLINICAL TRAINEES

Cancer Research UK’s Pre-doctoral Research Bursary Scheme, for clinicians and other professions allied to medicine, provides short-term funding for health professionals who had not previously pursued an academic career.

Training Account funds may be used to support such pre-PhD fellows, on the understanding that this period is to allow them to submit an application for a competitive PhD-level fellowship or be in a strong position to apply for a fellowship post on the Training Account. However, potential Bursary holders should be encouraged to apply for the separate Research Bursary scheme in the first instance.

Funding support up to a total of £45,000 for 12 months can be requested if the clinician’s medical specialty is pathology, thanks to our partnership with the Pathological Society. Applicants claiming this increased funding must be members of the Society.

POST-DOCTORAL RESEARCH BURSARIES FOR CLINICAL TRAINEES

The bursary offers funding for clinical trainees to undertake a research project after completion of a PhD. Funding support is provided for up to £35,000; up to 2 years support for research expenses and research services (e.g. statistical support, lab technician services, etc.) and travel related to the research project or collaborations. The award cannot be used to fund the applicant’s salary.

Training Account funds may be used to support periods between the completion of a PhD and the successful award of a post-doctoral fellowship, but potential Bursary holders should be encouraged to apply for the separate Research Bursary scheme in the first instance.

CLINICIAN SCIENTIST FELLOWSHIPS

After completing a Clinical Research Training Fellowship, fellows should be encouraged to undertake postdoctoral research. Cancer Research UK and other funders provide Clinician Scientist Fellowships (CSF) that are designed to support post-doctoral research. All Clinical Fellows who want to undertake post-doctoral research should be strongly encouraged to apply for a CSF.
CLINICAL AND NON-CLINICAL TRAINEES

BACR/CRIK Student Travel Awards

These awards provide funding for students to present their research at conferences. This scheme is available to students who have been BACR members for at least one year at the time of application.

Research Travel Awards

When PhD students have finished their studies and if they go on to become postdoctoral researchers working in cancer, they can apply for a Research Travel Award. These awards are for any postdoctoral researchers working in cancer to go on a research visit to a collaborating group in the UK or abroad. Awards are up to £10,000.

Fulbright/CRIK Scholar Award

The Fulbright-CRIK Scholar Award offers UK based researchers at all levels (minimum PhD level) to pursue cancer research at an academic institution in the US. The remit of the award is limited to two CRUK strategic areas, our cancers of unmet need (lung, pancreatic, oesophageal and brain cancer) and early detection. The scholarship provides up to $5000/month (between 3-12 months) to cover institutional fees, accommodation and maintenance costs while in the US.

CRUK’S COMPETENCY FRAMEWORK

As part of our commitment to promoting equality, diversity and inclusion in research, we have removed the years’ post-PhD eligibility restrictions on all our response-mode fellowships reviewed by Committees from Spring 2019. Instead, we’re introducing a competency framework outlining the skills and experience applicants should demonstrate at each career stage. The new framework is supported by case studies of CRUK fellows at different career stages. We hope that our flexible new approach means that going forward, regardless of background or circumstances, we’re supporting the most talented, dedicated researchers and the best scientific ideas.
INFORMATION AND REPORTING

Use of submitted data may include:

- Sharing proposal information on a strictly confidential basis with other funding organisations.
- Statistical analysis in relation to the evaluation of postgraduate training trends.
- Policy and strategy studies.
- Making it available on CRUK's web site and other publicly available databases, and in reports, documents and mailing lists.

Data that will be made available may include the following data:

- Student name;
- Student email address(es);
- Name(s) of project supervisors;
- Supervisor(s) email address(es);
- Host Institute
- Project titles and abstracts;
- Registration and expected submission (VIVA) dates;
- Medical specialty (CRTFs only);
- ORCID ID – ORCID is a unique 16-digit code that remains with a researcher throughout their career and across data collection platforms. ORCID ID links to an ORCID profile, which a researcher can populate with information on grants/funding, outputs and career history. Collecting ORCID IDs enables us as a funder to link historic and current application data and outputs from a researcher. We would like Centres to encourage their students to create an ORCID ID, which will enable us to accurately report on their research and its outputs and track students’ careers upon completion of their studentships.
- Numbers of students in particular regions, universities or departments in context of the Training Grant funding announced.
- Aggregated information regarding demographics, student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another) etc.