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‘BEFORE YOU SUBMIT’ – CHECKLIST

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

☐ Does your application have a title?

☐ Are you contributing the correct number of hours? – at least 30 hours/week or pro-rata equivalent

☐ Is your CV fully completed, including names of group leaders you have worked with?

☐ Have you added all your publications and research outputs with a full author list, with no instances of et al., in the ‘CV publications’ section on eGMS?

☐ Have your supporting roles completed their tasks?

☐ Is your research abstract correctly structured? - background, aims, methods, how the results of this research will be used

☐ Are your costs completely justified?

☐ Have you completed the required uploads? – cover letter (optional), research proposal, justification appendix, nominated peer reviewers and Skills and Experience form

☐ Is your research proposal within the 3000-word limit?

☐ Is your host institution ready to approve your application?

Please get in touch with a CRUK Research Funding Manager if you are unsure of anything before you submit: fellowships@cancer.org.uk.
1. INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

These guidelines explain what we’re looking for in a full application for our Career Development Fellowship. You’ll need to submit a full application if you’ve already submitted a preliminary application and it’s been approved. If you haven’t yet submitted a preliminary application, please refer to our preliminary application guidelines.

Please use these guidelines and the documents below to make sure you get your application right. 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’ll achieve our ambitions by funding a broad range of research to help us better understand, prevent, diagnose and treat cancer.
1.3. ABOUT THE AWARD

Our Career Development Fellowship aims to develop and support new group leaders who do not have a salaried independent position. The award money will help you to establish your independent cancer research career and build your reputation and influence in your research field.

At the end of the fellowship you should be in a competitive position to apply for a Senior Cancer Research Fellowship or Programme Foundation Award. Our Career Development Fellowship is aimed at the same career level as our Career Establishment Award. You can request funding for your salary with a Career Development Fellowship (whereas you need to have a fully funded salary to apply for a Career Establishment Award).

1.4. ABOUT THE COMMITTEE

Our New Investigator Committee considers applications for Career Development Fellowships as well as for Career Establishment Awards and Senior Cancer Research Fellowships. Meeting dates and deadlines can be found on our New Investigator Committee webpage.

2. SCHEME GUIDELINES

2.1. REMIT OF THE CAREER DEVELOPMENT FELLOWSHIP

What is suitable for a Career Development Fellowship?

You can apply for a Career Development Fellowship in any (or more than one) of the research areas in Table 1, as long as your research proposal is cancer-relevant, and clearly articulates the cancer-related question you’re focussing on.
### Table 1
**Eligible research areas**

| Basic Biological Research | Any cancer-relevant area of basic biological research, including (but not limited to):
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | - Cancer cell metabolism  
|                           | - Cancer genetics  
|                           | - Cell transformation and oncogenesis  
|                           | - Genomic instability and cell cycle  
|                           | - Inflammation  
|                           | - Migration, invasion, metastasis and tumour dormancy  
|                           | - Tumour immunology  
|                           | - Tumour biology  
|                           | - Tumour microenvironment  
|                           | - Tumour heterogeneity  
|                           | - Tumour evolution  
|                           | Studies may include the use of model systems (e.g. yeast/fly/mouse/cell lines etc.) or primary tumour material. Please specify how the chosen model relates to the question being addressed. |

| Preclinical Studies       | Research that generates biological data for developing therapeutics, including (but not limited to):  
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | - Identification and functional characterisation of biological targets in cell lines, primary tumour material or model systems  
|                           | - Biological mechanisms of therapeutic interventions  
|                           | - Mechanisms of resistance to therapies  
|                           | - Biological investigation of exceptional responders or non-responders  
|                           | - Discovery research to identify and/or provide biological insight regarding potential biomarkers utilising samples from defined patient cohorts (e.g. retrospective trial or cohort) |

| Imaging                   | The following areas of imaging research, including (but not limited to):  
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | - Whole-body preclinical studies  
|                           | - Cellular imaging to address questions of tumour biology in animal models or through whole-body imaging  
|                           | - Development of imaging or contrast agents and other imaging technologies  
|                           | - Imaging research associated with surgery |

| Radiotherapy Research     | Research to optimise radiotherapy, including (but not limited to):  
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | - Radiotherapy physics e.g. improving treatment planning, reducing toxicity and increasing efficacy of treatment to improve patient outcomes  
|                           | - Radiobiology e.g. mechanisms of radiotherapy resistance and drug interactions  
|                           | - Imaging radiotherapy |
Research across all EPS disciplines, including (but not limited to):

- Physics
- Engineering
- Mathematical and computational modelling
- Chemical and molecular sciences
- Materials science
- Molecular and/or tissue engineering and regenerative medicine

Research areas, including (but not limited to):

- Early diagnosis of cancer – e.g. cancer symptom awareness or interventions to increase uptake of screening
- Prevention – e.g. adherence to chemoprevention
- Epidemiology

Please contact us if your research includes a behavioural trial.

Research areas, including (but not limited to):

- Biological research underpinning early detection
- Epidemiology/risk stratification for early detection
- Data/computation-driven approaches to early detection
- Development of preclinical early detection model systems to recapitulate early cancer and precancerous states

CRUK is particularly interested in proposals addressing cancers of unmet need (i.e. brain, lung, oesophageal and pancreatic cancer), early detection and other areas of strategic priority.

What is not suitable for a Career Development Fellowship?

You should not apply for a Career Development Fellowship if your proposal fits within the remit of our Drug Discovery Committee, Clinical Research Committee or New Agents Committee. Take a look here for remits and contact details of these committees.

Although we do provide funding for population research proposals, we don’t fund any policy research and/or development – please refer to our Tobacco Advisory Group.

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

The Applicant

You can apply for a Career Development Fellowship if you’re a scientist, clinician or healthcare worker who:

- Will be based at a UK university, medical school, hospital or research institution;
• Has space and facilities to run an independent research group;
• Is able to demonstrate that you meet the range of skills and experience outlined in the ‘Establish independence’ section of our Fellowships Competency Framework. You will be asked to demonstrate your skills and experience in the application form.

You should be the sole lead applicant (Principal Investigator) on the application and should lead your work independently of other laboratories at your host institution. Therefore, you’ll need to demonstrate your ability to direct a research team and programme of research. However, we expect that you’ll wish to develop collaborations with other researchers, both at your institution and externally.

You cannot apply for a Career Development Fellowship if:

• You have previously held another substantial multi-year fellowship as an independent Principal Investigator (PI) similar to a Career Development Fellowship or Career Establishment Award;
• You already hold a position with a fully-funded salary (e.g. lecturer position, tenured/tenure track position); instead, you could apply for a Career Establishment Award;
• You hold a core-funded group leader position at one of our institutes (you may apply to hold a fellowship at a CRUK institute provided that you are not in receipt of core funding concurrent to the fellowship).

Please note that you can apply for a Career Development Fellowship if you have previously held funding such as:

• A postdoctoral fellowship;
• A CRUK Clinician Scientist Fellowship;
• A start-up grant;
• An institutional fellowship aimed at generating data for an external fellowship application (e.g. up to 2-3 years funding for you and technical support).

Please contact your relevant Research Funding Manager (please find our contact details on our website) to get advice on your suitability for a Career Development Fellowship. When contacting us, please include:

• a short CV, including key research outputs, past and current funding (title and value of award);
• a 1-page (max) abstract of your proposed research;
• a short description of why you’re applying for this particular fellowship and how you meet the expected skills and experience.

Please note that our former eligibility rules based on years of experience post-PhD no longer apply. Career breaks (due to personal circumstances), part-time working and changes in discipline will be taken into consideration by our panels and committees to make appropriate
adjustments when assessing your record of outputs, research achievements and career progression.

**You can apply on a part-time or flexible working basis:**

- We are supportive of applicants applying on a part-time or flexible working basis as long as this fits with the needs of your Host Institution and your request is approved by them;
- For Career Development Fellowship applicants, we expect at least 30 hours or pro-rata equivalent to be spent on academic research. As a general rule for fellowship applicants, we expect at least 0.5 FTE or 80% of your working hours, whichever is greater, to be spent on academic research;
- The maximum award value still applies;
- If you’d like to apply on a part-time basis, we advise you talk to us before starting your application to discuss your proposed parameters for the award and how to include the part-time request in your application;
- We encourage you to apply on a part-time basis from the preliminary application stage.
- Please also visit our webpage on flexible research careers funding policies.

**The Host Institution**

All our fellows are hosted by UK Universities or research institutes. Most UK University departments are eligible, but please contact us before applying to check whether your host institution is eligible. You can be hosted by a CRUK institute as long as you don’t receive core funding from that institute.

At the preliminary application stage, you will need to identify a location to hold your award. If you’re successful, we expect you to hold the status of an independent group leader (or equivalent) at that institution. If you are invited to submit a full application, the Head of Department at your chosen institution will need to submit a letter of approval to confirm that you’ll have a full-time position at your host institution for the duration of the award.

**Applications to other funding bodies**

You can apply for fellowship funding from other funders at the same time as your CRUK application, but if successful you can only hold one. Please inform the CRUK office if this is the case.

**2.3. WHAT IS FUNDED**

Funding for a Career Development Fellowship does not typically exceed £1.5 million and lasts up to 6 years (non-renewable) if you’re applying on a full-time basis.
The award money can be used to fund:

- Your salary (an annual salary enhancement of £6,500 is paid each year of the funding period);
- Salaries for up to two posts. You may choose from: a postdoctoral researcher, a technical staff member (i.e. a technician, graduate research assistant or scientific officer) and/or a (non-clinical) PhD student. You’ll need to outline their role fully and justify the requested posts in your application, highlighting your ability to supervise and lead your team;
- Associated running costs;
- Equipment costs up to £25,000;
- You may request up to £1,000 for relocation costs (if appropriately justified). These would cover relocation costs for yourself (and, if applicable, your family) if you take up your fellowship at a new host institution, but not if you move during the term of your fellowship. Please note that relocation costs for grant staff are not covered.

Please see our costs guidance for information about eligible costs.

2.4. ASSESSMENT CRITERIA

The New Investigator Committee will judge your application on:

- Quality and originality of the proposed work with potential for impact in the field;
- Quality and track record of the candidate demonstrated by key achievements, research outputs, recognition in the field and future research ambitions supported by relevant enabling skills e.g. personal leadership, communication/engagement skills;
- Suitability of the proposed research environment demonstrated by appropriate access to infrastructure/facilities/samples, specific expertise and support;
- Potential for independence demonstrated by e.g. own research niche, network, appropriate mentorship, leveraged funding;
- Relevance of the project to cancer research and CRUK’s research strategy.

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

- Consider the value and impact of all research outputs in addition to research publications (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents etc.).
- Recognise that the content of a scientific paper and its influence in the field holds more significance than publication metrics or where a paper was published.
3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, please contact your relevant Research Funding Manager to discuss the application process. Please find our contact details on our website.

Please also inform your host institution that you intend to apply. If you are invited to submit a full application, they will be required to approve your application.

Career Development Fellowship applications involve four steps:

1. You submit a preliminary application to the New Investigator Committee.
2. The Committee will shortlist the best preliminary applications*. If successful, you’ll be invited to submit a full application for external peer review and Committee review.
3. The Committee will shortlist the best full applications. If successful, you’ll be invited for an interview, for which you will be given further guidance.
4. The Committee will make final funding decisions after the interviews.

*Please note that preliminary applications are not sent for external peer review but are considered in competition by our New Investigator Committee.

3.2. EGMS

You’ll need to submit your application online using our Grants Management system eGMS. Please see our eGMS guidelines in section 5 below for information about how to use the system.

- It is very important to include all your publications (not just from the last 5 years) with no instances of et al., in the CV publications section.
- Please also list any notable and relevant research outputs from your work such as preprints, training delivered, contribution to consortia, patents, key datasets, software, novel assays and reagents etc.
- In order to clearly distinguish between peer reviewed and non-peer reviewed material, please list your publications and research outputs in separate sections in the CV publications section. Research outputs must be clearly labelled and must be in a citable format (e.g. including a Digital Object Identifier).
- If you run out of space, include your full list of publications and research outputs at the end of your research proposal upload.

3.3. UPLOADS OVERVIEW

You need to upload the following on eGMS as part of your full application for a Career Development Fellowship:
• **Research proposal** according to section 3.3.1 of these guidelines.
• **Nominated peer reviewers form** according to section 3.3.2 of these guidelines.
• **Skills and Experience form** according to section 3.3.3 of these guidelines.
• **Appendices:**
  o Justification Appendix: Please refer to Table 3 (below) for details on how to complete the ‘Justification Appendix’ upload, which can be downloaded from the ‘Uploads’ section of eGMS.
  o Cover letter (optional) – not usually required but could describe e.g. how a resubmitted application differs from a previous submission, or why you’ve changed your research interests.
  o Please don’t upload unpublished manuscripts, CVs, support letters*, ethical approval letters or applications, patient information or preliminary data (incorporate any preliminary data into your proposal instead) - these will be removed.

For uploads that were also required at the preliminary stage, you may re-upload the same documents for your full application (except the research proposal).

At the full application stage, **you will need to provide**:
• Costs of your proposed research
• Support letters (up to 2) from your academic referees.
• Support statements from collaborators (through a task on eGMS, your collaborators will be able to describe their involvement in your research proposal). Support letters* from collaborators are generally **not** accepted.
• Approval letter from the Head of Department of your chosen host institution.
• Mentor’s letter of confirmation.

Please see section 3.5 and Table 5 for more information.

*Please note that, as a general rule, we don’t accept letters of support from collaborators merely stating their support of the application and willingness to collaborate (please complete the required collaborator tasks on eGMS). However, we do accept letters of support from collaborators if sufficiently justified e.g. providing access to resource/facility/samples and if approved by the CRUK office prior to submission.

### 3.3.1. THE RESEARCH PROPOSAL

There’s no template for your research proposal; but please use the format described below. Throughout the proposal please:

• Don’t exceed **3000 words** (excluding figure legends, references, justifications, cell line information and statistical analysis plan), or your application will be returned;
• 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.

We recommend using the structure in **Tables 2 and 3**. You should upload your research proposal on eGMS under ‘Research Proposal’.

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11 CAREER DEVELOPMENT FELLOWSHIP
FULL APPLICATION GUIDELINES - AUTUMN 2019
**Table 2**
Contents of the research proposal

| BACKGROUND | • Summarise your current and other published work relating to your research proposal |
| AIMS | • Clearly describe the hypothesis for your proposed programme;  
• Briefly describe the scientific need for your proposed work – why is it necessary to test this hypothesis?  
• Describe the significance of the results you plan to obtain. In particular, the relevance of your expected results to cancer – for example, any future clinical application or impact on policy and practice. |
| RESEARCH PLAN | 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 (e.g. collaborators);  
• Any available unpublished research findings, preprints, as well as datasets, software and protocols supporting your research proposal. Please include these in the text, not as an appendix; any datasets and preprints should be in a citable format (e.g. including a Digital Object Identifier);  
• Briefly describe what the major achievements of your research will be, if the fellowship is successful. |
| TIMESCALE AND POTENTIAL PROBLEMS | • Provide a table to indicate milestones and time-scales for each part of the plan;  
• List potential logistic or scientific problems and suggest solutions or alternative plans. |
| 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, or any use of ‘et al.:’ instead of a full author list.  
• Number your references in the order in which they appear in the text, and list them in the Vancouver style (as outlined by the US National Library of Medicine). |

**Table 3 Justification**

Please note that this section is **not included in the word count**. If you are not using animals in your research, make sure this section does not exceed 4 pages. If you are using animals, do not exceed 8 pages.
The Justification Appendix is required as part of your application. Please follow these instructions on how to complete the 'Justification Appendix' upload, which can be downloaded from the 'Uploads' section on eGMS.

<table>
<thead>
<tr>
<th>A1. JUSTIFICATION FOR SUPPORT REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please complete these sections according to the following guidelines.</td>
</tr>
<tr>
<td>Please list all costs (staff, running expenses and equipment) and provide scientific justification for the associated costs in the relevant box. If applicable, please state which work package(s) the cost is associated with. If a particular cost (i.e. sequencing) is spread across multiple work packages, you will only need to provide justification for this cost once.</td>
</tr>
<tr>
<td>Please insert extra rows in each table to enable you to detail all of the costs associated with each work package.</td>
</tr>
</tbody>
</table>

**Staff:**

- It should be clear from the justification how staff will be deployed across the different components of the research project over the course of the fellowship.

**PhD students**

- See section 3.4, Table 4

**Running Expenses:**

- Please list general lab consumable costs for each staff member and note which work package they will be working on.
- Please list work package-specific costs separately from general consumables.
- Please list any requested equipment **under £5k**.

**Equipment:**

- Please provide details and scientific justification for any items of equipment (over £5k) requested.
- Please describe each item in its equipment category: (i.e. if category is Laboratory Equipment, then the description could be PCR machine).
- Please associate the item of equipment to the relevant work package where possible.
- Please tell us about all the equipment you require **for the full duration** of your award (equipment requests not present in the initial application won’t be considered in subsequent years of the award). The ‘claim year’ is the year that your expense item will be purchased and first used.
- Please discuss any major equipment requests with us before applying.
- Include any details of contribution(s) made to the purchase of equipment by the host institute.
| **A2. JUSTIFICATION FOR HOST INSTITUTION** | Justify your choice of host institution, the support that research environment will provide, and how it’ll support your career development. If you intend to stay at your current location to hold the award, tell us how you’ll establish yourself there as an independent investigator. |
| **A3. SUPPORTING ROLES** | Please provide details of the collaborators involved in your application and briefly outline their role in the fellowship. |
| **A4. STATISTICAL ANALYSIS PLAN** | Please complete this section if you intend to use clinical data, transcriptomic, sequencing, metabolomic or proteomic techniques, or other methods generating high volume data. For each research question:  
  • Describe the statistical analysis used;  
  • Name the variables and describe the values;  
  • State the numbers of samples you plan to include in each analysis, describing what you can achieve with this number of samples;  
  • Include (where appropriate) the associated level of statistical power;  
  • Suggest any potential limitations;  
  • Clarify other relevant details (e.g. numbers of events in clinical outcomes, length of follow-up for clinical outcomes). |
| **A5. CELL LINES** | Please use the appendix template to provide details of any cell lines you will use in your research. These should include:  
  • Details of how you will maintain good cell culture practices throughout your research project.  
  • If new cell lines will be introduced to your lab, please give the source of the cells (if it’s not a commercial provider, explain how the cell lines will be authenticated when they enter your lab).  
  • If new cell lines will be generated, please tell us how these will be made available for others to use.  
  • Justification for the use of any cell lines that have been misidentified (e.g. Chang liver cells).  
You can request funding (under running expenses) to support cell line authentication (e.g. screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells). You’ll need to validate your cell lines according to the [Guidelines for the use of cell lines in biomedical research](doi:10.1038/bjc.2014.166), which should be referenced in any publications resulting from the award. |
You should complete this section if you are proposing to use animals in your research. You should ensure you are familiar with the relevant NC3Rs guidelines, in particular the Responsibility in the Use of Animals in Bioscience Research document, the ARRIVE Guidelines, and the NC3Rs Guidelines: Primate Accommodation, Care and Use. When completing this section, you should describe how your proposed research adheres to the expectations set out in these guidelines.

### 6.1 Animal Costs

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

### 6.2 Justification of proposed animal research

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

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

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

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

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

Please note that applications proposing research on specially protected species or pigs must undergo an additional independent peer review by the NC3Rs. If your research involves specially protected species or pigs, please contact the office as soon as possible so that we can coordinate this review alongside our standard peer review process by emailing fellowships@cancer.org.uk.

For any animal studies to be performed outside of the UK, we also require a letter to be uploaded from the relevant Co-I leading this work to confirm that the research proposed will adhere to all relevant local regulatory systems, and also that the welfare standards will be consistent with UK standards. We also require you to complete the form provided in the appendix template on eGMS for each relevant location/Host Institution outside the UK use where rodents will be used.

3.3.2. NOMINATED PEER REVIEWERS

Using the template on eGMS, please nominate up to 10 peer reviewers with full contact details. You shouldn’t have published, worked or collaborated closely with any of them or currently work at the same host institution. We may send your full application to them for external peer review (your preliminary application will only be assessed by the New Investigator Committee). You can also nominate up to two referees to exclude from the review process, but please justify why. The final selection of peer reviewers will be decided by CRUK.

3.3.3. SKILLS AND EXPERIENCE FORM

When completing the Skills and Experience form, please refer to CRUK’s Fellowships Competency Framework that outlines the range of skills and experience and the types of examples that CRUK may expect for the Career Development Fellowship. This form shouldn’t exceed 4 pages.

Please use the Skills and Experience form template on eGMS to provide details for the following aspects:
• Your research outputs and impact (maximum length 1 page). Please highlight your 3-5 key achievements relevant to your application;
• Your current research network and highlight how this network contributes to you achieving your own research goals;
• Your influence in your field. Please outline how your own research influences your field and fits with research in other fields/disciplines, how you have started to get recognised for your expertise or influence in your field;
• Your future research ambitions and what your plans are for during the course of this award;
• Your plans to develop personal and scientific skills and knowledge to drive the development of your research;
• Your personal leadership skills and experience (how you have demonstrated this) and your plans to drive the development of your research group;
• Your communication and engagement skills in your research career;
• Your clinical experience and sessions (if relevant);
• Your career breaks and part-time working (if relevant). We recommend providing as much explanation as possible about periods of leave or previous flexible working. These details will be used by our Committee to make appropriate adjustments when assessing an individual's track record, productivity and career progression.

3.4. COSTS INFORMATION SPECIFIC TO THE CAREER DEVELOPMENT FELLOWSHIPS

This section contains costs guidance specific to the Career Development Fellowships. You should read this section along with our eGMS guidelines in section 5 below, which give information about how to fill in the costs section on eGMS, and with our costs guidance.

Table 4 Costs 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, requests for any other funding amounts won’t be accepted.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• PhD studentships funded through Career Development Fellowships must be guaranteed support for four years, which must fall within the duration of the award.</td>
</tr>
<tr>
<td></td>
<td>• This means that for standard-length Career Development Fellowships (72 months), you’ll need to recruit any proposed PhD students in the first or second year of the award.</td>
</tr>
<tr>
<td></td>
<td>• We don’t part-fund studentships, so any PhD student funded through the Career Development Fellowships must be fully funded through the award</td>
</tr>
<tr>
<td></td>
<td>• We’ll give you this funding in one instalment in the first year of the award.</td>
</tr>
</tbody>
</table>
3.5. SUPPORTING ROLES SPECIFIC TO THE CAREER DEVELOPMENT FELLOWSHIP

Table 4 shows the supporting roles you’ll need to add to your Career Development Fellowship application, and the tasks they’ll need to complete on eGMS. Our eGMS guidelines in Section 5 below describe the supporting roles and explain how to fill in that section in eGMS.

<table>
<thead>
<tr>
<th>Supporting roles</th>
<th>Required/Optional</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>OPTIONAL</td>
<td>• Complete the ‘Agree to participate’ task on eGMS</td>
</tr>
<tr>
<td>ACADEMIC REFEREES</td>
<td>TWO REQUIRED</td>
<td>• Complete the ‘Collaborate on application’ task and submit a letter of support on eGMS</td>
</tr>
<tr>
<td>COLLABORATOR</td>
<td>OPTIONAL</td>
<td>• Complete the ‘Agree to participate’ task on eGMS • You should briefly describe their involvement in your research proposal</td>
</tr>
<tr>
<td>HEAD OF DEPARTMENT</td>
<td>REQUIRED</td>
<td>• Complete the ‘Agree to participate’ task • Complete the ‘Collaborate on application task’ and upload a letter to agree to support to your research (please explain clearly how the Host Institution will provide longer term support for you at the end of your award)</td>
</tr>
<tr>
<td>MENTOR</td>
<td>REQUIRED</td>
<td>• Complete the ‘Collaborate on application’ task and submit a letter of support on eGMS</td>
</tr>
<tr>
<td>NAMED RESEARCH STAFF</td>
<td>OPTIONAL</td>
<td>• Complete the ‘Agree to participate’ task • Complete the ‘Collaborate on application’ task and submit a CV on eGMS</td>
</tr>
</tbody>
</table>

3.6. FEEDBACK

Feedback on your application will be provided by the CRUK office, but please remember that all funding decisions made by the Committee are final.
For Career Development Fellowship applications, you may receive feedback at three stages:

1. After your preliminary application has been reviewed by the Committee.
2. If you are invited to interview, we’ll send you comments from peer reviewers before your interview. If you are not invited to attend an interview, we will send you your peer review comments with feedback from the Committee.
3. If you have attended an interview, we’ll send you feedback after the Committee meeting.

Committee members can’t discuss their decisions with applicants, so please don’t 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 CRUK reserves the right to decline applications from anyone who compromises its integrity.

3.7. MID-TERM PROGRESS REPORT

CRUK fellowship holders are offered the opportunity of a mid-term review in year 3, which aims to provide fellows with effective career support and mentoring.

As part of this process, you will be asked to submit a progress report to the CRUK office for review by the New Investigator Committee. You will also be asked to set up an informal meeting with a Committee member with the aim to:

- Assess the progress made during your fellowship
- Identify any potential problems
- Discuss your future plans and career structure

You will receive detailed guidance by your CRUK Research Funding Manager to make this is a useful and insightful meeting.

The Committee member who will meet with you, will be asked to discuss your progress report and the outcomes of your meeting in the next Committee meeting. If any issues are raised, a decision will be made by the Committee on whether any action should be taken by the CRUK office/Committee e.g. support provision.

Please note that fellowships are awarded on a full duration basis and subsequent funding is not contingent on a review.
4. APPENDICES

4.1. USEFUL CONTACTS

Once you’ve read these guidelines, please contact us at fellowships@cancer.org.uk for more information about our Career Development Fellowship.
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   9.2. I can’t find the scheme I want to apply for
   9.3. I can’t upload my research proposal
   9.4. I need to correct a mistake in my supporting roles section
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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

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

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

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

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

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

<table>
<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 homepage. 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. If you applying on a part-time basis, you should input the actual duration of the award recalculated to account for a part-time award.

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

7.2. CONTACT INFORMATION

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

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

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

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

7.3. APPLICANT INFORMATION

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

- ‘Are you applying for your own support?’ – Select ‘yes’ if you’re applying for your own salary. Check our application guidelines to find out if you can apply for salary funding in your chosen scheme.

- ‘Number of hours for this project’ – Total the weekly hours of all research staff that will contribute to your project. Check the ‘Supporting Roles’ section of your application guidelines to see how many hours per week each research staff member will need to contribute. If you are applying for an award on a part-time basis, please discuss with the relevant research funding team first. You should enter the number of hours you will spend on research part-time and explain in your Justification for Resources that you are applying on a part-time basis.

Please read section 7.7 of these guidelines for definitions of research staff.

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

7.4. CV POSTS AND QUALIFICATIONS

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

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

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

7.5. CV PUBLICATIONS AND OTHER RESEARCH OUTPUTS

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

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

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

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

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

7.6. DIVERSITY MONITORING

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

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

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

7.7. SUPPORTING ROLES

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

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

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

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

If you need to delete a supporting role from your application, please contact the grants helpline.

Table 2  
Supporting roles

<table>
<thead>
<tr>
<th>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. They’ll need to guarantee any necessary resources and lab/office space for the duration of your award.</td>
</tr>
<tr>
<td>JOINT LEAD APPLICANT</td>
<td>Someone who’s essential to the programme and who’ll contribute the same amount of time and intellectual input to your research as you (the lead applicant).</td>
</tr>
<tr>
<td>LEAD APPLICANT (PRINCIPAL INVESTIGATOR)</td>
<td>The principal investigator of your research proposal.</td>
</tr>
<tr>
<td>NAMED RESEARCH STAFF</td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>Someone who’ll be involved in your training programme and give you advice and support for your research.</td>
</tr>
<tr>
<td>RESEARCH ASSISTANT</td>
<td>Someone who’ll assist in the day-to-day running of your research, but won’t be responsible for intellectual input.</td>
</tr>
</tbody>
</table>
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.

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 research data available for sharing with other scientists, provided it’s safe and feasible to do so.

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

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

7.10. RESEARCH FEATURES

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

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

### 7.11. COSTS

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

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

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

**Table 3**

Adding costs to an application in eGMS

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

*Please read our costs guidance for information about eligible equipment costs, and justify your costs in your research proposal appendix.*
### 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 is 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 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 <a href="#">grant conditions</a>.</td>
<td>• Co-investigators</td>
</tr>
<tr>
<td></td>
<td>2. Explain what you’ll contribute to the research proposal.</td>
<td>• Some Named Research Staff</td>
</tr>
<tr>
<td></td>
<td>3. State how many hours per week you’ll be dedicate to the research.</td>
<td>• Head of Department</td>
</tr>
<tr>
<td></td>
<td>eGMS will explain what to do, and you can find more information in your application guidelines.</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>
<tr>
<td>COLLABORATE ON APPLICATION</td>
<td>Depending on your award, you may be asked to do any of the following in this task:</td>
<td>• Joint Lead Applicants</td>
</tr>
<tr>
<td></td>
<td>• Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5.</td>
<td>• Co-investigators</td>
</tr>
<tr>
<td></td>
<td>• Accept our <a href="#">grant conditions</a>.</td>
<td>• Head of Department</td>
</tr>
<tr>
<td></td>
<td>• Upload a document (e.g. a letter of support)</td>
<td>• Mentor</td>
</tr>
<tr>
<td></td>
<td>eGMS will explain what to do, and you can find more information in your application guidelines.</td>
<td>• Academic Referee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Some Named Research Staff</td>
</tr>
</tbody>
</table>

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

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

9.2. I CAN’T FIND THE SCHEME I WANT TO APPLY FOR
Your scheme might be Closed Scheme (this will be indicated in eGMS and in your application guidelines). Please contact the grants helpline for information about how to apply to a Closed Scheme.

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

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

9.5. WHEN DO I NEED TO GET APPROVAL FROM MY HOST INSTITUTION?
Not all applications need approval from your Host Institution (some preliminary applications don’t, please check your application guidelines). Once you submit your application, it’ll be sent to your Host Institution for approval. They need to approve your application before the deadline, so make sure you give them plenty of time.

9.6. I HAVEN’T HAD CONFIRMATION OF MY APPLICATION
You might not have clicked the ‘Submit’ button on the last page of your application. If you’ve done this but haven’t received confirmation, contact the grants helpline.
10. ADDITIONAL INFORMATION

10.1. USEFUL CONTACTS AND RESOURCES

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

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

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

As a member of the Association of Medical Research Charities (AMRC), we monitor the full economic costs (fECs) of the research we support. Unlike some other funding bodies, AMRC member charities don’t fund the fECs, or a proportion of these. Please provide figures including the standard indexation rate used by your institution to calculate fECs. Only universities that are using TRAC costing methodology should enter actual values in the form.

Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

Monitoring the full economic costs of charity-funded research in UK HEIs

Background

AMRC issued updated guidance to its members and to universities regarding its position on changes to costing research applications and the move to a system of estimating fECs in 2004. AMRC member charities do not fund the indirect costs on grants awarded to UK universities as a matter of principle. The move to funding on a percentage basis by other types of funders, such as the research councils, is unlikely to be adopted by the charity sector in the foreseeable future; the reasons for this decision are set out in AMRC’s position statement and guidance document.

Following the 2004 Spending Review, the Government recognised the importance of charity funding in universities and announced that a separate stream of funding, administered by HEFCE to English universities, would be introduced from 2006/07 to provide additional support for charitable research. The allocation of the Charity Research Support Fund (CRSF) in England will be based on the amount of income from eligible charities; most AMRC member charities will be eligible for the CRSF. AMRC member charities have agreed that it would be helpful to collect information about the full costs of the research they support, in order to develop a better understanding of the charity contribution, inform future discussions about the CRSF and to assess future sustainability.

Applicants and host institutions should note that the data sought is for monitoring purposes only and will not form part of the peer review or decision-making process that AMRC members use.

Elements of the new cost headings are:

Directly Incurred Costs: these include the direct costs of research and it’s assumed these are included in the funds for which you’re applying to CRUK for. They may include:
• Staff (e.g. research assistant salaries)
• Consumables and other costs directly attributable to the project
• Equipment
• Travel and subsistence

**Directly Allocated Costs**: these are shared costs, based on estimates and don’t represent actual costs on a project-by-project basis. Previously, these costs came under the ‘indirect costs’ heading but the following items will now be calculated separately:

• **Investigators**: the time spent by the Principal Investigator and Co-Investigators will be calculated and costed. (Cancer Research UK is unlikely to fund these costs).
• **Estates**: the way these are calculated may vary between institutions. Different categories of space will be costed differently, for example laboratory space will be different to office-based costs. (Cancer Research UK is unlikely to fund these costs).
• **Other Directly Allocated**: these include the costs of shared resources, such as staff and equipment. (Cancer Research UK is unlikely to fund these costs).

**Indirect Costs**: these costs are necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs. Indirect costs will be calculated separately by each HEI, according to TRAC methodology. (Cancer Research UK is unlikely to fund these costs).

For further information regarding AMRC’s positions on funding in universities, please refer to the web pages at: [http://www.amrc.org](http://www.amrc.org).