



CAREER DEVELOPMENT FELLOWSHIP

PRELIMINARY APPLICATION GUIDELINES



CANCER
RESEARCH
UK

Together we will beat cancer

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'BEFORE YOU SUBMIT' – CHECKLIST

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

- Does your application have a title?
- 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?
- Is your research abstract structured correctly? - background, aims, methods, how the results of this research will be used
- Have you completed the required uploads? – research proposal, nominated peer reviewers and Skills and Experience form
- Is your research proposal within the 1500-word limit?

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 preliminary application for our Career Development Fellowship. All applicants need to submit a preliminary application. If you're successful at the preliminary stage, we'll invite you to submit a full application, in which case you should read our [full application guidelines](#).

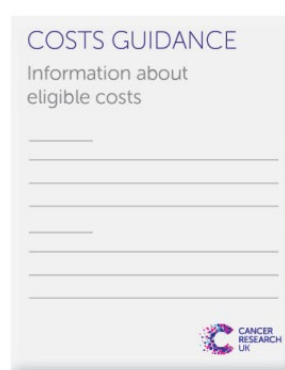
If you're not sure which kind of funding to apply for, please email the [grants helpline](#), with a short summary of your research idea and a brief CV.

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:



[eGMS guidelines](#)

How to submit an application
(Section 5 below)



[Costs Guidance](#)

Information about
eligible costs

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.

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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

<p>BASIC BIOLOGICAL RESEARCH</p>	<p>Any cancer-relevant area of basic biological research, including (but not limited to):</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
<p>PRECLINICAL STUDIES</p>	<p>Research that generates biological data for developing therapeutics, including (but not limited to):</p> <ul style="list-style-type: none"> • 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)
<p>IMAGING</p>	<p>The following areas of imaging research, including (but not limited to):</p> <ul style="list-style-type: none"> • 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
<p>RADIOTHERAPY RESEARCH</p>	<p>Research to optimise radiotherapy, including (but not limited to):</p> <ul style="list-style-type: none"> • 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

<p>ENGINEERING & PHYSICAL SCIENCES APPLIED TO CANCER</p>	<p>Research across all EPS disciplines, including (but not limited to):</p> <ul style="list-style-type: none"> • Physics • Engineering • Mathematical and computational modelling • Chemical and molecular sciences • Materials science • Molecular and/or tissue engineering and regenerative medicine
<p>POPULATION RESEARCH</p>	<p>Research areas, including (but not limited to):</p> <ul style="list-style-type: none"> • Early diagnosis of cancer – e.g. cancer symptom awareness or interventions to increase uptake of screening • Prevention – e.g. adherence to chemoprevention • Epidemiology <p>Please contact us if your research includes a behavioural trial.</p>
<p>EARLY DETECTION RESEARCH</p>	<p>Research areas, including (but not limited to):</p> <ul style="list-style-type: none"> • 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 one postdoctoral researcher and one technical staff member (i.e. a technician, graduate research assistant or scientific officer);
- Associated running costs;
- Equipment costs up to £25,000.

Please note that the Career Development Fellowship does not provide support for PhD students. 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 electronic 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 **preliminary** 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:**
 - 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.

- 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.

Only at the **full** application stage, you will need to provide:

- Costs of your proposed research
- Support letters from your academic referees (up to 2)
- 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 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 approved by the CRUK office prior to submission.*

3.3.1. THE RESEARCH PROPOSAL

There is no template for your research proposal, but please use the format described below. Throughout the proposal please:

- Don't exceed **1500 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 **Table 2**. You should upload your research proposal on eGMS under 'Research Proposal'.

Table 2
Contents of the research proposal

BACKGROUND	<ul style="list-style-type: none"> • Summarise your current and other published work or other research outputs relating to your research proposal.
AIMS	<ul style="list-style-type: none"> • Clearly describe the hypothesis for your proposed work; • 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.

RELEVANCE TO CANCER	<ul style="list-style-type: none"> Indicate how the results you hope to achieve will change the way we understand, prevent, diagnose or treat cancer.
RESEARCH PLAN	<p>Briefly outline the major objectives of your research. For each objective, briefly state:</p> <ul style="list-style-type: none"> The research question; Experimental methods, techniques and analyses that you'll use to test your hypothesis. Refer to your own published work or other research outputs 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.
REFERENCES	<p>Not included in word count</p> <ul style="list-style-type: none"> 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 '<i>et al.</i>' 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).

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 a 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. 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.

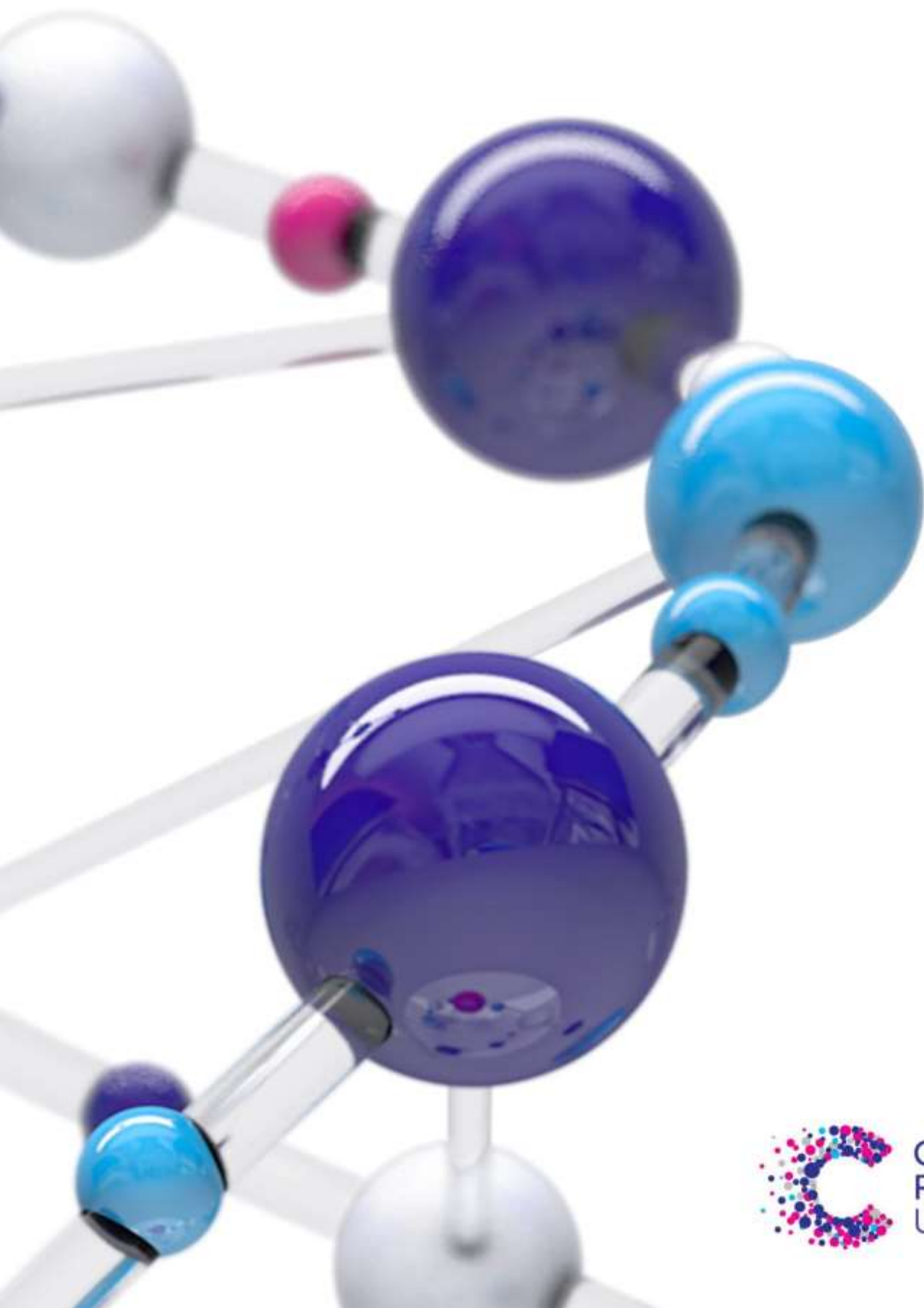
Committee members can't discuss their decisions with applicants, so please don't approach any Committee members directly. This allows our Committee members to keep the code of practice for funding Committees, which protects applicants, Committee members and external reviewers, and keeps our review process fair. Our review process is extremely important to us, so we reserve the right to decline applications from anyone who compromises its integrity.

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.

eGMS GUIDELINES



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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

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

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

Before you start, please also read our [grant conditions](#) for our T&Cs and administrative guidelines.

6. GETTING STARTED IN eGMS






6.1. EGMS OVERVIEW

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

6.2. SYMBOLS

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

Table 1
eGMS symbols

	Add Use this button to add information to your application (e.g. supporting roles, costs etc.)
	Edit Use this button to edit information you've already entered into your application (e.g. to edit costs).
	Complete This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.
	Incomplete 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.
	Attention 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!).

6.3. FUNCTIONAL BUTTONS ON EGMS

You'll also see a number of buttons as you progress through your application. These buttons help you save information and move between sections.

- **Save:** Clicking on this button will save the information on that page and keep the page open.
- **Save and Close:** Clicking on this button will save the information on that page, and return you to the eGMS homepage
- **Close:** Clicking on this button will return you to the eGMS home page. You will lose any information you haven't saved.
- **Submit:** Clicking this button will submit your completed task.

6.4. LOGGING IN TO EGMS

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

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

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



Figure 1 - Logging in to eGMS

6.5. TIMESCALE OF AN APPLICATION

Once you've chosen which award you want to apply to, you'll be able to see the deadline for the next round of funding, which is shown as the 'due date' of your task. Getting your application right might take longer than you think, so make sure you leave plenty of time to finish it. Anyone who is assigned a supporting role in your application will also need to complete their tasks before you can submit your application.

6.6. STARTING AN APPLICATION

The office will open an application for you, that'll be open the next time you log in to eGMS. This is indicated on eGMS, and in your [application guidelines](#).

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

7. THE 'COMPLETE OUTLINE APPLICATION TASK'

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

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

Please refer to the specific [application guidelines](#) for your chosen award. If you have trouble, use the contacts in these guidelines, or read the 'common problems and how to solve them'.

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.
- **Input your proposed duration for the award.** Please read our [application guidelines](#) for information about the duration of your chosen award.

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

7.2. CONTACT INFORMATION

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

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

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

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

7.3. 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.

7.4. CV PUBLICATIONS AND OTHER RESEARCH OUTPUTS

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

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

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

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

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

7.5.DIVERSITY MONITORING

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

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

After completing this section, click 'Save and Continue'.

7.6.SUPPORTING ROLES

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

Table 2 shows the different supporting roles that can be added to your outline application.

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

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

Table 2
Supporting roles

ADMINISTRATIVE SUPPORT	Someone who'll give you (the lead applicant) administrative support.
JOINT LEAD APPLICANT	Someone who's essential to the programme and who'll contribute the same amount of time and intellectual input to your research as you (the lead applicant).

7.7. RESEARCH ABSTRACT

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

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

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

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

7.8. RESEARCH CLASSIFICATION

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

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

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

7.9. UPLOADS

Use this section to upload all the necessary documents for your application. You'll need to read the 'uploads' section of your [application guidelines](#) to see which documents you need. The [application guidelines](#) also explain the format and content of any uploaded documents.

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

- **Research Proposal** according to the scheme guidelines.

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




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

7.10. GRANT CONDITIONS

Please read and agree to our [grant conditions](#). By submitting your application to us, you're agreeing to be bound by our [grant conditions](#), as amended from time to time.

7.11. REVIEW AND SUBMIT

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

	<p>Complete</p> <p>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</p>
	<p>Incomplete</p> <p>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.</p>
	<p>Attention</p> <p>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!).</p>

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

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

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

Next, we will check the content of your application then progress it to the next meeting for consideration.

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 a task via email as per Table 4.

Make sure you click 'submit' after completing your task.

Table 4
Supporting roles

TASK NAME	WHAT'S NEEDED	WHO DOES THIS TASK?
ACCEPT APPLICATION PARTICIPATION	<p>In this task, you'll be asked to do three things:</p> <ol style="list-style-type: none">1. Agree to Cancer Research UK's grant conditions.2. Explain what you'll contribute to the research proposal.3. State how many hours per week you'll be dedicate to the research	<ul style="list-style-type: none">• Joint Lead Applicants• Co-investigators• Some Named Research Staff• Head of Department• Administrative Support• Mentor• Academic Referee

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

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?

Outline application do not need approval form your Host Institution. If you are then invited to submit a full application, your Host Institution will need to approve it.

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](#).