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‘BEFORE YOU SUBMIT’ – CHECKLIST

Make sure you’ve completed everything in this list before you submit your application.

- Does your application have a title?
- Are you contributing the correct number of hours?
- Is your CV fully completed?
- Have you added all your publications and research outputs (last 5 years) with a full author list?
- Have your supporting roles completed their tasks?
- Is your research abstract correctly structured?
- Are your costs completely justified?
- Have you completed the required uploads?
- Is your research proposal within the word limit?
- Is your Host Institution ready to approve your application?

i. SUMMARY OF KEY DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>29th November 2018</td>
<td>Expression of Interest deadline</td>
</tr>
<tr>
<td>January 2019</td>
<td>Outcome of Expression of Interest and feedback from Catalyst Panel</td>
</tr>
<tr>
<td>March 2019</td>
<td>Applicant Joint Meeting (for those invited to submit full applications) - London</td>
</tr>
<tr>
<td>23rd May 2019</td>
<td>Full application deadline</td>
</tr>
<tr>
<td>2nd October 2019</td>
<td>Catalyst Panel meeting and applicant interviews</td>
</tr>
<tr>
<td>13–14th November 2019</td>
<td>Population Research Committee meeting</td>
</tr>
<tr>
<td>December 2019</td>
<td>Funding decision announced</td>
</tr>
</tbody>
</table>
INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

These guidelines explain what we’re looking for in a full application for a CRUK Catalyst Award. If you’re not sure which kind of funding to apply for, please email grants helpline, with a short summary of your research idea.

To get your full application right first time, you will need to read these Application Guidelines (including the eGMS guidelines in Section 5) and the Costs Guidance. You can access these by clicking on the icons below.

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. This is what we aspire to and why we exist. In our research strategy we’ve clearly articulated our ambition to accelerate the progress of cancer research over the next 20 years, so that by 2034 three in four people diagnosed with cancer will survive for at least ten years. We will achieve our ambitions by funding a broad range of research to help us better understand, prevent, diagnose and treat cancer.

1.3. ABOUT THE AWARD

Our Catalyst Award funds outstanding population research. Through the award, we aim to encourage multidisciplinary, innovative collaborations, in which three or more research
groups come together to deliver impact over and above what they could do alone. We’d like to see you think innovatively, work with teams you’ve never worked with before, and develop ideas that aren’t supported by our other funding schemes.

14. ABOUT THE COMMITTEE

Our Population Research Committee considers applications to the Catalyst Award. The Committee will make funding decisions based on recommendations from the Catalyst Award Expert Review Panel. The Panel meets once a year – you can find meeting dates and deadlines on the Population Research Committee webpage.

2. SCHEME GUIDELINES

2.1. REMIT OF THE CATALYST AWARD

What is suitable for the Catalyst Award?

You can apply for a Catalyst Award in any (or more than one) of the research areas in Table 1, as long as your application is cancer-relevant and clearly articulates how the outcome of the idea will improve UK cancer survival.

Table 1

<table>
<thead>
<tr>
<th>Eligible research areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EARLY DIAGNOSIS</strong></td>
</tr>
<tr>
<td>- Cancer symptoms: natural history and awareness</td>
</tr>
<tr>
<td>- The early diagnosis pathway, including alternative routes to diagnosis</td>
</tr>
<tr>
<td>- Interventions to increase presentation to primary care or uptake of screening</td>
</tr>
<tr>
<td>- Screening as a form of early diagnosis</td>
</tr>
<tr>
<td><strong>PREVENTION</strong></td>
</tr>
<tr>
<td>- Behavioural and lifestyle interventions to prevent cancer (individual or population level), including prevention of cancer recurrence</td>
</tr>
<tr>
<td>- Adherence to chemoprevention</td>
</tr>
<tr>
<td>- Screening as a form of prevention</td>
</tr>
<tr>
<td><strong>EPIDEMIOLOGY</strong></td>
</tr>
<tr>
<td>- Classical and health epidemiology, plus survival and incidence rates</td>
</tr>
<tr>
<td>- Repurposing of existing cohorts for ‘omics’ studies (excluding genetic epidemiology)</td>
</tr>
<tr>
<td>- Secondary physical effects of cancer treatment</td>
</tr>
<tr>
<td>- Methodological and statistical research relating to population sciences</td>
</tr>
</tbody>
</table>

What isn’t suitable for the Population Research Awards?

You should not apply for a Catalyst Award if your proposal is under any other committee other than the Population Research Committee. Including, CRUK Drug Discovery Projects or Programmes, Clinical Research Committee, New Agents Committee or Science Committee. Take a look here for remits and contact details for these committees.

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

We welcome applications to the Catalyst Award from UK and international research groups, across a breadth of disciplines including but not limited to: behavioural, population, epidemiology, health sciences, physiology, molecular biology, policy, software development and technology, engineering and physical sciences.

Collaboration is essential, and your proposal will need to form a new collaboration that spans at least 3 research groups in different locations. At least one of the collaborating groups should be based in the UK, but any others may be international.

You should name one Principal Investigator (PI) for each collaborating institution. One of your PIs will need to act as the named Lead Applicant when you apply. Add any others as Joint Lead Applicants in the supporting roles section of eGMS (see section 3.6 below). Joint Lead Applicants will have equal status with Lead Applicants.

What is funded

Substantial investment is available for the Catalyst Award. Funding lasts 5 years (as long as you pass a Scientific Milestone Report review after 3 years), and can be used to fund the salaries of postdoctoral researchers, technical staff and PhD students (stipend and fees) with associated running costs. The award cannot be used towards the salaries of UK-based PI, Joint PIs, Co-Investigators or Collaborators. The award may be used to cover a proportion of the salary of any PI or Co-Investigator working outside of the UK, if this is stipulated in their host institution employment contract as a condition of receiving the grant. Applicants will need to provide justification for these costs and evidence of this stipulation in the ‘Justification for Support Requested’ section of the Research Proposal.

Any grant holders outside of the UK (including international collaborators) can request up to 10% of the total award to cover overheads/indirect costs. You can also request equipment up to £50,000.

2.3. ASSESSMENT CRITERIA

The Population Research Committee will judge your proposal on the criteria in Table 2.

<table>
<thead>
<tr>
<th>Table 2</th>
<th>Assessment criteria</th>
</tr>
</thead>
</table>
| **COLLABORATION** | • Are you proposing a new collaboration, formed of at least 3 groups that haven’t collaborated closely before (e.g. joint grants)?  
• Does each collaborating group contribute equally to the research, each bringing unique expertise?  
• Does the collaboration consist of an excellent team, and do they have access to the excellent resources and facilities necessary to carry out your research? |
| **SUSTAINABILITY** | • How will you build sustainability into your collaboration? |
| **NOVELTY AND INNOVATION** | • Is your approach original?  
• Is your idea based on strong scientific rationale?  
• How will your collaboration lead to a new research direction and support a step change in cancer-focused population research. |
| **CANCER RELEVANCE** | • Is your idea likely to advance how cancer is understood, diagnosed or treated?  
• How will your research help us achieve our strategic objectives? |
| **TRACK RECORD** | • Do you and your collaborators have excellent track records and the ability to produce outstanding results? |
| **COMMITMENT TO DATA SHARING** | • Are you committed to careful curation, storage and preservation of the data you generate through the Award and in the longer term?  
• How will you make your data discoverable by other researchers in your field, and how will they access your data? |

Additionally, Cancer Research UK is a DORA ([San Francisco Declaration on Research Assessment](https://www.science.org.uk/sites/default/files/sf德拉c-hed dobueclorhted.pdf)) signatory. As such, we are aligned with DORA principles through our commitment to assess the quality and impact of scientific research through means other than journal impact factors. This means that Cancer Research UK and our reviewers will:

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

3.1 PROCESS OVERVIEW

Before applying, you must contact the Catalyst Award team to discuss your application. You also need to submit an Expression of Interest application before you submit a full application.

Please inform your host institution that you intend to apply: your application will only be submitted to CRUK once they’ve approved it.

Catalyst Award applications involve 3-steps:

- You submit an Expression of Interest application by 29th November 2018
- You attend the applicant joint meeting in March 2019
- You submit your full application in May 2019

Your full application will be peer-reviewed by international experts, before consideration by the Catalyst Award Panel. The Panel will provide recommendations based on the quality of your application and your interview. These recommendations will be considered when making final funding decisions at the Population Research Committee Meeting.

3.2 EGMS

After contacting us, we’ll open an application for you to submit using our online Grants Management system, eGMS. Please see our eGMS guidelines for information about how to use the system.

3.3 UPLOADS OVERVIEW

You need to upload the following to eGMS in your application for a Population Research Award:

- Research proposal according to Section 3.3.1 of these guidelines.
- Appendices and supporting documents according to Section 3.3.2 of these guidelines. This includes completing the:
  - Key Research Achievements upload. Please note that each Lead/ Joint Lead Applicant needs to complete their own Key Research Achievements upload and it be included in the application.
  - Nominated peer reviewers - Using the template on eGMS, please nominate up to 10 peer reviewers with full contact details. You can also nominate up to two referees to exclude from the review process, but please justify why. We will decide the final selection of peer reviewers.
  - Data sharing form – Using the template on eGMS, please complete all the sections that are relevant to your application. If you have questions, please contact us.

3.3.1 THE RESEARCH PROPOSAL

There’s no template for your research proposal, but please use the formats described below.

Throughout the proposal please:
• Don’t exceed 7,000 words (excluding figures, figure legends, references and the justification section) 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
• Where possible, include details such as project objectives as a list or Gantt chart.

Research Proposal: We recommend you use the structure in Table 3. You should upload your proposal to eGMS under ‘Research Proposal’.

<table>
<thead>
<tr>
<th>Table 3 Contents of Research Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PURPOSE</strong></td>
</tr>
<tr>
<td>• Clearly describe the objectives of your proposed work</td>
</tr>
<tr>
<td>• Describe the strategic need for your proposed work – why is it necessary that your aims are fulfilled?</td>
</tr>
<tr>
<td>• Describe the significance of the outcomes you hope to obtain. In particular, the relevance of your expected results to cancer – for example, any future clinical application or impact on policy and practice.</td>
</tr>
<tr>
<td>• State the major outputs you hope to achieve from your proposed work. Include a description of your vision for future research that may lead on from your work.</td>
</tr>
<tr>
<td><strong>COLLABORATION</strong></td>
</tr>
<tr>
<td>• Explain the overall contribution of collaborating research groups to your research, and why a networked approach with these collaborators is essential to the Award’s success.</td>
</tr>
<tr>
<td>• Explain how your collaboration will be novel. Summarise what skills and expertise each of the collaborators will bring to the application.</td>
</tr>
<tr>
<td>• Explain how the research groups will work together to deliver a truly collaborative programme of work.</td>
</tr>
<tr>
<td><strong>BACKGROUND</strong></td>
</tr>
<tr>
<td>• Summarise your current and other published work and other work relating to your proposal. Use this information to demonstrate the novelty and importance of your application.</td>
</tr>
<tr>
<td><strong>PROJECT PLAN</strong></td>
</tr>
<tr>
<td>Not included in word count</td>
</tr>
<tr>
<td>• Provide a list or table of project objectives that are time-based and clearly measurable (not included in word count). Your future progress will be measured against these objectives so make sure you clearly demonstrate how your Award will succeed.</td>
</tr>
<tr>
<td>• Include the milestones of each objective. For each one, explain how the milestone is linked to the purpose of your project.</td>
</tr>
<tr>
<td>• Provide a list of the roles for each collaborating group, including which objectives each group will lead, and why. It should be clear with which objectives a particular collaborator is involved.</td>
</tr>
<tr>
<td><strong>LONG-TERM SUSTAINABILITY PLAN</strong></td>
</tr>
<tr>
<td>• Explain in detail how your work will be carried forward after the 5-year funding period. Indicate how the award will benefit the collaborators’ future research and wider network.</td>
</tr>
<tr>
<td>RESEARCH AND METHODOLOGY</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>• If your proposal includes a research element (including pilot or development studies), include a description of the experimental methods, techniques and analyses that you'll use to test your hypothesis. Refer to a collaborator's work where you've used these methods before, or indicate the availability of appropriate expertise. Include any available unpublished research findings or methodologies supporting your research proposal (please include these in the text, not as an appendix).</td>
</tr>
<tr>
<td>• Include details on the methodology and analysis you'll use. If you'll use clinical data or other methods generating high volume data, include details of the bioinformatics support and statistical analysis you'll use. Provide any patient information sheets etc.</td>
</tr>
<tr>
<td>• For each research question:</td>
</tr>
<tr>
<td>• Name the variables and describe the values;</td>
</tr>
<tr>
<td>• State the numbers of samples that you'll include in each analysis, describing what you can achieve with this number of samples;</td>
</tr>
<tr>
<td>• Include (where appropriate) the associated level of statistical power;</td>
</tr>
<tr>
<td>• Suggest any potential limitations;</td>
</tr>
<tr>
<td>• Clarify other relevant details (e.g. prevalence rates for biomarkers, numbers of events in clinical outcomes, length of follow-up for clinical outcomes). If you'll use non-standard or non-well-known methods, include a full copy of each measure in the appendix of your application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT GOVERNANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Catalyst Award should be supported by appropriate governance structures. Please contact us to coordinate with us as you develop this structure and make sure CRUK is appropriately represented.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Explain in detail what benefits your project will have to collaborators and the wider research community.</td>
</tr>
<tr>
<td>• Summarise how the Award will help lead to a step-change in the field of cancer-related population research.</td>
</tr>
<tr>
<td>• Explain what opportunities you'll be able to take advantage of as a result of this Award.</td>
</tr>
<tr>
<td>We're particularly interested in benefits that can be measured, so please consider methods for demonstrating the effectiveness of your Award.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POTENTIAL PROBLEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not included in word count</td>
</tr>
<tr>
<td>List potential logistic or scientific problems and suggest solutions or alternative plans.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFERENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not included in word count</td>
</tr>
<tr>
<td>• Give full details of any references, including authors, publication year, title and journal name, volume, page numbers. We won't accept shortened references.</td>
</tr>
<tr>
<td>• 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).</td>
</tr>
</tbody>
</table>
JUSTIFICATION FOR SUPPORT REQUESTED

<table>
<thead>
<tr>
<th>Not included in word count</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Justify each cost listed in the ‘Costs’ section of your eGMS application (staff costs, running expenses, equipment, animal costs etc. Where possible, please state which project aim/work package the cost relates to.</td>
</tr>
<tr>
<td>• If you’re requesting multiple staff describe how these staff will work across the different components of your research programme throughout the award. For PhD students, please tell us how the project is suitable for doctoral training.</td>
</tr>
</tbody>
</table>

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

3.3.2. APPENDICES AND SUPPORTING DOCUMENTS

Please use the “Key Research Achievements” template in eGMS to highlight your 3-5 key research achievements, including both research outputs (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents etc.) and publications that are of particular relevance to your application. You can write up to 1 page maximum, describing what you have discovered/developed, why it’s important and what its impact and influence have been in your field.

Please note that each Lead Applicant, including Joint Lead Applicants, named on the application will each need to complete their own Key Research Achievements form and their forms be uploaded in the Uploads section.

We encourage you to submit any other relevant documents or supplementary information to support your application. These might include unpublished results or preprints as well as datasets, software and protocols. Please note that datasets and preprints should be in a citable format (e.g. including a Digital Object Identifier).

3.4. ETHICAL APPROVAL

If you plan to involve patients, patient tissue or patient information in your research, you’ll need to get ethical approval. It’s your and your Host Institution’s responsibility to make sure you comply with all legal requirements and ethics approval. We understand that you’ll generally need to confirm funding arrangements before you can get ethical approval. However, you will need to provide us with written evidence that all ethical and regulatory[1] approval has been obtained as soon as possible, and at the latest by the time of submitting your first scientific milestone report. Please bear this in mind when you propose a start date for your award.

[1] e.g. sponsorship, MHRA approval, Clinical Trial Authorisation (CTA) approval, insurance or indemnity arrangements, data protection registration, honorary contracts with the appropriate NHS Trust(s) and Trust R&D approval for each site in which the research will be conducted.
3.5. COSTS INFORMATION SPECIFIC TO THE CATALYST AWARD

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

Table 4
Costs information

| COLLABORATORS | One Grant Award Letter will be sent to Host Institution on the electronic Grants Management System, although the main collaborating partners have equal status. For any successful teams, the main collaborating partners will need to write and sign a Collaboration Agreement within 3 months of releasing the GAL. Please contact PRC@cancer.org.uk for details. |
| PhD STUDENTS | 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. PhD studentships funded through the Catalyst Award must be guaranteed support for four years, which must fall within the duration of the award. Therefore for standard-length Catalyst Awards (60 months), you’ll need to recruit any proposed PhD students in the first year of the award. We don’t part-fund studentships, so any PhD student funded through the Award must be fully funded through the award. We’ll give you this funding in one instalment in the first year of the award. |
| INTERNATIONAL | All costs need to be in Sterling Pounds (£) - please state exchange rates. The award may be used to cover a proportion of the salary of any PI or Co-Investigator working outside of the UK, if this is stipulated in their host institution employment contract as a condition of receiving the grant. Applicants will need to provide justification for these costs and evidence of this stipulation in the ‘Justification for Support Requested’ section of the Research Proposal. For grant holders outside of the UK (including international collaborators), up to 10% of the total going to that institution can be used to cover overheads/indirect costs. At least 20% of the award must be spent in the UK. |

3.6. SUPPORTING ROLES SPECIFIC TO THE CATALYST AWARD

Table 4 shows the supporting roles you can add to your Population Research Award application, and the tasks they’ll need to complete in eGMS. Our eGMS guidelines describe the supporting roles, and explain how to fill in that section of eGMS.

If there’s more than one individual per collaborating group, please add them as co-investigators in your application.
### Table 5
Supporting roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>• Complete the ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td>CO-INVESTIGATOR</td>
<td>• Complete the ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td></td>
<td>• Complete the ‘Collaborate on application’ task and submit a CV to eGMS</td>
</tr>
<tr>
<td></td>
<td>• Contribute at least 2.5 hours per week to your research</td>
</tr>
<tr>
<td>COLLABORATOR</td>
<td>• Complete the ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td>LEAD APPLICANT (you)</td>
<td>• Complete the ‘Complete full application’ task</td>
</tr>
<tr>
<td></td>
<td>• Contribute at least 10 hours per week to your research</td>
</tr>
<tr>
<td>NAMED RESEARCH STAFF</td>
<td>• Complete the ‘Agree to participate’ task</td>
</tr>
<tr>
<td></td>
<td>• Complete the ‘Collaborate on application’ task and submit a CV to eGMS</td>
</tr>
<tr>
<td>JOINT LEAD APPLICANT</td>
<td>• Complete the ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td></td>
<td>• Complete the ‘Collaborate on application’ task and submit a CV to eGMS</td>
</tr>
<tr>
<td></td>
<td>• Contribute at least 10 hours per week to your research</td>
</tr>
<tr>
<td></td>
<td>• Complete a Key Research Achievements upload and ensure it is uploaded in the Uploads section of the application.</td>
</tr>
</tbody>
</table>

### 3.7. FEEDBACK

We always aim to give you feedback on your application, but please remember that all our Committees’ funding decisions are final.

Our Population Research Funding team provide feedback. Committee members cannot discuss their decisions with applicants, so please do not approach any Committee members directly. This allows our Committee members to keep the Code of Practice for Funding Committees, which protects applicants, Committee members and external reviewers, and keeps our review process fair. Our review process is extremely important to us, so CRUK reserves the right to decline applications from anyone who compromises its integrity.

We don’t accept resubmissions, unless recommended by the Committee. If we did, we’d have an unmanageable volume of revised applications from applicants responding to referees comments.
4. APPENDICES

4.1 USEFUL CONTACTS

Once you’ve read these guidelines, please contact us at PRC@cancer.org.uk for more information or to start an application for a Catalyst Award.

For help with your application, please contact grants helpline (020 3469 5452).
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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

<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 essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
<tr>
<td><img src="image" alt="Attention" /></td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

6.3. FUNCTIONAL BUTTONS ON EGMS

You’ll also see a number of buttons as you progress through your application. These buttons help you save information and move between sections.
• **Save**: Clicking on this button will save the information on that page and keep the page open.
• **Save and Close**: Clicking on this button will save the information on that page, and return you to the eGMS homepage
• **Close**: Clicking on this button will return you to the eGMS home page. You will lose any information you haven’t saved.
• **Submit**: Clicking this button will submit your completed task.

### 6.4. LOGGING IN TO EGMS

First, you’ll need to access our [eGMS homepage](https://www.cancerresearchuk.org/egrants) (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](https://www.cancerresearchuk.org/).

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 (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 re-calculated 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>
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>
<th>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
<tr>
<td>Attention</td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

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>
</table>
| ACCEPT APPLICATION PARTICIPATION | In this task, you’ll be asked to do three things: | • J oint Lead Applicants  
• Co-investigators  
• Some Named Research Staff  
• Head of Department  
• Administrative Support  
• Mentor  
• Academic Referee |
|                           | 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           |  
| COLLABORATE ON APPLICATION | Depending on your award, you may be asked to do any of the following in this task: | • J oint Lead Applicants  
• Co-investigators  
• Head of Department  
• Mentor  
• Academic Referee  
• Some Named Research Staff (see your [application guidelines](#)) |
|                           | • Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5. |  
|                           | • Accept our [grant conditions](#)                                             |  
|                           | • Upload a document (e.g. a letter of support)                                 |  
|                           | eGMS will explain what to do, and you can find more information in your [application guidelines](#) |  

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

9.1. I NEED TO RESET MY PASSWORD

Use the ‘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).