CONFERENCE AND MEETING AWARDS
APPLICATION GUIDELINES
1. INTRODUCTION

1.1. ABOUT THE AWARD

This scheme is for Cancer Research UK grant holders or researchers at Cancer Research UK Centres who are looking for sponsorship or funding for a cancer-focussed meeting, conference or workshop.

1.2. ABOUT THE REVIEWERS

Conference and Meeting Awards are small grants made from the operational budget of Cancer Research UK’s Research and Innovation directorate. In light of the operational nature
and relatively small value of these awards, the AMRC and Cancer Research UK do not require them to be peer reviewed as research funding grants. They’re issued at the discretion of our Head of Research Funding Operations having consulted our Research Funding Operations Board, comprising heads of relevant funding teams.

All funding decisions are final and we do not accept resubmitted applications, unless recommended by the Research Funding Operations Board.

2. SCHEME GUIDELINES

2.1. REMIT

A.1. What is suitable for a Conference and Meeting Award?

If you’re a Cancer Research UK-funded researcher or based at a Cancer Research UK Centre, you can apply for support for any cancer-relevant conference or meeting as long as you’re directly involved in organising it.

The majority of meetings supported through this scheme are based in the UK, but we’ll consider supporting international meetings if they are of particular strategic importance (see section 2.4 below) and you can demonstrate that the requirements of our assessment criteria (see section 2.3 below) are not only met but exceeded.

We do consider funding meetings recurrently, but a new application must be made each year and there is no guarantee of further support.

We’re not able to provide any help with arranging venues for meetings or finding additional sponsorship. We cannot provide any other administrative support for the meeting.

A list of the meetings supported by Cancer Research UK in 2018/19 is appended to these guidelines in section 5 below.

A.2. What is not suitable for a Conference and Meeting Award?

You can’t apply for Cancer Research UK Conference and Meeting support if the event:

- Is already receiving support from us through another route, e.g. from the core budget of a Cancer Research UK Centre or an Experimental Cancer Medicine Centre (ECMC); or through Cancer Research UK’s contribution to the National Cancer Research Institute (NCRI);
- Relates to the conduct of an individual study, e.g. a clinical trial steering committee;
- Has as its sole purpose the dissemination of the results of an individual study;
- Is confined to a single research group or laboratory; or
- Is a closed meeting that will not result in wider dissemination, e.g. a private meeting of Cancer Research UK Drug Discovery Unit (DDU) leaders.
- Duplicates our efforts through the conferences we organise in-house, e.g. All Fellows’ Meeting or the Lung Cancer Centre of Excellence Conference.

### 2.2. WHAT IS FUNDED?

We fund Conference and Meeting Awards from a small operational budget, so our funding level is typically in the low £1,000s. The maximum you can apply for is £15,000, although awards in the gold category (see below) are made only in exceptional cases. It’s not uncommon for our Board to recommend an application for funding at a reduced level. The average amount awarded through this scheme in 2018/19 was around £3,500.

We’ll pay for the costs of running the meeting, including funding expenses for conference speakers (UK speakers up to £500; international speakers up to £1,500). The Conference and Meeting Award cannot be used to fund delegate registration and/or attendance.

If we’re the major sponsor of the meeting (i.e. funding 70% or more of the overall costs), we should be named in the meeting title.

#### Table 1
**Levels of support for Conference and Meeting Awards**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Support Details</th>
</tr>
</thead>
</table>
| Up to £1,000    | **Bronze**  
- Cancer Research UK should be prominent on the programme and website; and acknowledged for having sponsored the session or speaker. |
| £1,000 – £5,000 | **Silver**  
- Cancer Research UK should be prominent on the programme and website; and acknowledged for having sponsored the session or speaker.  
- Cancer Research UK may be offered a number of delegate spaces. |
| £5,000 – £15,000| **Gold**  
- Cancer Research UK should be prominent on the programme and website; and acknowledged for having sponsored the session or speaker.  
- Cancer Research UK should be offered a number of delegate spaces.  
- Cancer Research UK should have the option of an exhibition stand and/or to share inserts in delegate packs. |
2.3. ASSESSMENT CRITERIA

The Research Funding Operations Board will base its funding recommendation for your meeting based on:

1. **Scientific excellence** – all applications must have strong scientific credentials, as well as proximity to our research strategy.
2. **Cancer relevance** – value of the proposed meeting in advancing the community’s and/or attendees’ fundamental understanding of cancer or improving how cancer is diagnosed and/or treated.
3. **Suitability of organiser(s)** – is the Lead Applicant and wider organisational team well placed to deliver this meeting?
4. **Expected reach** – will this meeting or its outputs benefit a significant number of members of the UK research community or patients, and/or are those who will benefit of high strategic importance to Cancer Research UK (e.g. early-career researchers; researchers from non-cancer disciplines; researchers who can bring expertise from beyond the UK to bear on UK cancer questions; specialists in cancers of unmet need)?
5. **Expected outputs** – will the meeting result in the development of new ideas, collaborations, clinical guidance and/or other attributable outputs? How will these be disseminated to the research community?
6. **Diversity and inclusion** – have the meeting organisers given sufficient thought to how the meeting will attract speakers and delegates from a wide range of locations, institutions and career stages; is there a demonstrated commitment to achieve appropriate representation, including in terms of gender and ethnicity?
7. **Value for money** – is it clear how our support will enable the meeting to succeed, e.g. how many speaker costs will the amount requested fund? Is there an opportunity for Cancer Research UK representatives to attend the meeting and/or share our key messages and brand with attendees?

2.4. STRATEGIC PRIORITIES

Particular areas of strategic importance for us are:

- Advancing our fundamental understanding of cancer
- Enabling earlier detection of cancer
- Understanding how we can reduce cancer occurrence
- Accelerating the translation of research for patient benefit
- Building a strong community of highly trained, innovative, world-class cancer researchers
- Cancers of unmet need: lung, brain, pancreatic and oesophageal
2.5. CONDITION OF FUNDING

At Cancer Research UK, we expect all people involved in our research to treat each other with dignity and respect, and we consider bullying and harassment of any kind, in any context, unacceptable.

We expect organisers of Cancer Research UK-supported conferences and meetings to take steps to maintain a welcoming, safe and productive environment for all attendees by providing an environment free from discrimination and harassment.

Read more about our policy on dignity at work in research, including our definitions of bullying and harassment, [here](#).

3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, please contact the Conference and Meeting Award secretariat (see section 4 below) to discuss the application process. It can take between eight and 12 weeks between submitting your application and hearing the funding decision. We must receive your application well in advance of the meeting. We do not provide retrospective funding for conferences and meetings.

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

3.2. eGMS

After contacting us, we’ll open an application on our online Grants Management system, eGMS. Please see our eGMS guidelines in section 6 below for information about how to use the system and submit your application.

3.3. UPLOADS OVERVIEW

You need to upload the following to eGMS in your application for a Conference and Meeting Award:

- Conference Award Proposal according to section 3.3.1 of these guidelines.
- Full Conference programme up-to-date at time of application submission.
- List of speakers up-to-date at time of application submission.
3.3.1. CONFERENCE AWARD PROPOSAL

Please download and complete the template for the proposal from the eGMS 'Uploads' page.

Table 2
Contents of the proposal document

<table>
<thead>
<tr>
<th>A. MEETING DETAILS</th>
<th>Please provide:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Title of event</td>
</tr>
<tr>
<td></td>
<td>• Date</td>
</tr>
<tr>
<td></td>
<td>• Location</td>
</tr>
<tr>
<td></td>
<td>• Web link (if applicable)</td>
</tr>
<tr>
<td></td>
<td>• £ support requested</td>
</tr>
<tr>
<td></td>
<td>• Available for public registration?</td>
</tr>
<tr>
<td></td>
<td>• Cost model (is attendance free or charged-for?)</td>
</tr>
<tr>
<td></td>
<td>• Number of free registrations available to Cancer Research UK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. JUSTIFICATION</th>
<th>Please provide a brief description of your meeting and explain how it meets assessment criteria 1 – 5 as listed in section 2.3 above (up to 1,200 words).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Clarify what the amount requested will pay for, e.g. £1,500 for an international speaker (see section 2.2 above).</td>
</tr>
<tr>
<td></td>
<td>• Overall fundraising target: how much do you hope to raise for the meeting from all sources?</td>
</tr>
<tr>
<td></td>
<td>• State any successful or pending applications for sponsorship from elsewhere.</td>
</tr>
<tr>
<td></td>
<td>• To help us understand how your meeting fits into the national/international conference landscape, please provide the names of 3-5 of the most comparable meetings, e.g. meetings with similar subjects taking place in other territories/centres. Please provide a sentence or two about what distinguishes yours from each.</td>
</tr>
<tr>
<td></td>
<td>• How will Cancer Research UK be acknowledged for supporting this meeting? Are there opportunities for an exhibition stand or other brand presence? (up to 200 words)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. EXPECTED ATTENDEES</th>
<th>Please state the groups you hope to attract to the meeting: senior scientists (cancer-focussed); early-career researchers; postdoctoral fellows; PhD students; clinicians; pharmaceutical / industry; nurses; researchers in non-cancer fields; others (please state).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Approx. % non-UK attendees</td>
</tr>
<tr>
<td></td>
<td>• Explain what efforts will be made to make sure the meeting reaches a diverse group, e.g. gender balance in speakers/attendees (up to 200 words).</td>
</tr>
</tbody>
</table>
4. USEFUL CONTACTS

Once you have read these guidelines, please contact Laurie Dudley, Grants Manager, by calling +44 (0) 20 3469 6768 or emailing crukenconference&meeting@cancer.org.uk.

5. APPENDIX – SUPPORTED CONFERENCES IN 2018/19

<table>
<thead>
<tr>
<th>Meeting name</th>
<th>Month</th>
<th>Web link*</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th International Conference on Oncolytic Viruses in Cancer Therapy</td>
<td>April 2018</td>
<td>[Link]</td>
</tr>
<tr>
<td>Launch meeting for new National Breast Cancer Trainees Research Collaboration</td>
<td>April 2018</td>
<td>[Link] (login required)</td>
</tr>
<tr>
<td>London Pancreas Workshop</td>
<td>May 2018</td>
<td>[Link]</td>
</tr>
<tr>
<td>Federation of American Societies For Experimental Biology Scientific Research Conference “Immunoreceptors and Immunotherapy”</td>
<td>June 2018</td>
<td>[Link]</td>
</tr>
<tr>
<td>Breast Cancer Consortia Meetings Edinburgh 2018: For Improved Risk Prediction and Stratification for Prevention and Earlier Detection of Cancer</td>
<td>June 2018</td>
<td>[Link]</td>
</tr>
<tr>
<td>Cambridge Lymphoma Biology Symposium</td>
<td>July 2018</td>
<td>[Link]</td>
</tr>
<tr>
<td>British Association for Cancer Research (BACR) PhD Student Conference 2018</td>
<td>November 2018</td>
<td>[Link]</td>
</tr>
<tr>
<td>3rd International Scientific Workshop on Haematological Tumour Microenvironment and its Therapeutic Targeting</td>
<td>February 2019</td>
<td>[Link]</td>
</tr>
<tr>
<td>BACR conference on “The Challenges Preventing Cancer Cure”</td>
<td>March 2019</td>
<td>[Link]</td>
</tr>
<tr>
<td>Genes &amp; Cancer 2019 Meeting</td>
<td>April 2019</td>
<td>[Link]</td>
</tr>
<tr>
<td>“What are the challenges in nutritional cancer epidemiology and how can Mendelian randomization address them?”</td>
<td>July 2019</td>
<td>-</td>
</tr>
<tr>
<td>16th International Congress on Radiation Research</td>
<td>August 2019</td>
<td>[Link]</td>
</tr>
<tr>
<td>“New Developments in Breast Cancer Research – From Lab to Clinic”: A BACR special conference</td>
<td>October 2019</td>
<td>[Link]</td>
</tr>
</tbody>
</table>

*Cancer Research UK is not responsible for the content of external websites. Links may be broken as pages are archived over time.
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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 in complete. All sections should show this symbol if your application is complete.</td>
</tr>
<tr>
<td><img src="image" alt="Incomplete" /></td>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
<tr>
<td><img src="image" alt="Attention" /></td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

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

6.4. **LOGGING IN TO EGMS**

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

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

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

![Figure 1 - Logging in to eGMS](#)

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>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMINISTRATIVE SUPPORT</strong></td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td><strong>CO-INVESTIGATOR</strong></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><strong>COLLABORATOR</strong></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><strong>HEAD OF DEPARTMENT</strong></td>
<td>The head of the department where most of your research will take place.</td>
</tr>
<tr>
<td></td>
<td>They’ll need to guarantee any necessary resources and lab/office space for the duration of your award.</td>
</tr>
<tr>
<td><strong>JOINT LEAD APPLICANT</strong></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><strong>LEAD APPLICANT (PRINCIPAL INVESTIGATOR)</strong></td>
<td>The principal investigator of your research proposal.</td>
</tr>
<tr>
<td><strong>NAMED RESEARCH STAFF</strong></td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
<tr>
<td><strong>SUPERVISOR</strong></td>
<td>Someone who’ll be involved in your training programme and give you advice and support for your research.</td>
</tr>
<tr>
<td><strong>RESEARCH ASSISTANT</strong></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>
MENTOR | A senior academic who’ll provide you with independent support and advice for the duration of your award/fellowship. Please only select one individual to act as your official mentor.

ACADEMIC REFEREE | Someone who’ll provide a letter stating your suitability to hold the award/fellowship.

7.8. RESEARCH ABSTRACT

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

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

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

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

7.9. DATA SHARING PLAN

In this section, you should outline your Data Sharing Plan, explaining how you intend to adhere to Cancer Research UK’s data sharing policy. This policy requires you to make your 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 <strong>all</strong> 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 indexation (to both salaries and running expenses) and any further salary increments awarded by the Host Institution must be covered within the funding envelope awarded by CRUK.

*Please read our [costs guidance](#) for information about eligible staff costs, and justify your costs in your research proposal appendix.*

### RUNNING EXPENSES

- Please cost all general running expenses for your proposed research. Where possible, please break these costs down into work packages (rather than listing individual items). For example [microscopy costs](#), [massively-parallel sequencing](#) costs, etc.
- If you’re requesting funding for PhD students, please list them as a running expense for the full amount in the first year of the studentship. We pay a fixed rate for all our PhD students* (detailed in [costs guidance](#)) so please request exactly this amount (no more, no less!). All running costs relevant to the PhD student will be paid under the studentship, so please don’t list them again separately.
- *If you’re applying for an award from the [Population Research Committee](#) different funding costs may apply for PhD students, please check your [application guidelines](#)*
- Please list all animal costs under ‘animal-related costs’, with animal purchase, animal maintenance and experimental animal costs under separate subheadings. Please fully justify any animal research in your research proposal.

*Please read our [costs guidance](#) for information about eligible running expenses costs, and justify your costs in your research proposal appendix.*

### 7.12. OTHER FUNDING

In this section, tell us about any research funding you currently receive. Details about any CRUK funding you or your supporting roles currently receive as the lead applicant will be entered automatically (funding you receive as a supporting role won’t be entered). Please add details of any other funding that you or your co-investigators currently hold.

If you don’t currently receive any other funding, please indicate in the box, or leave this section blank.
After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.13. AMRC – FULL ECONOMIC COST INFORMATION

Please use this section to input the total cost of your proposed research programme. This information won’t be included in your final application.

- **Full Economics Cost** – Please enter the total cost of your proposed research.
- **Charity Contribution** – Please enter the total amount you’re requesting from CRUK.

For further information on our Full Economic Cost policy, please see Appendix 1.

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

7.14. RESEARCH CLASSIFICATION

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

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

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

7.15. BIOMARKER RESEARCH

If your research proposal involves biomarker research, please complete the drop-down menus in this section. Otherwise, leave this section blank.

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

7.16. UPLOADS

Use this section to upload all the necessary documents for your application. You’ll need to read the ‘uploads’ section of your application guidelines to see which documents you need. The application guidelines also explain the format and content of any uploaded documents. Some of these might have a template, which you can select and download from the list on the Uploads page.

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

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

7.17. GRANT CONDITIONS

Please read and agree to our grant conditions. By submitting your application to us, you’re agreeing to be bound by our grant conditions, as amended from time to time.
7.18. REVIEW AND SUBMIT

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

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

<table>
<thead>
<tr>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

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

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

**After submitting your application, your Host Institution will be set a task to approve it and notified by email. Make sure you give them warning and plenty of time to do this or your application might be late. You’ll be notified when your Host Institution has completed their approval task.**

Your Host Institution can send your application back to you for amendment. In this case, your application will be reopened. Once you’ve made the requested changes, you can resubmit to your Host Institution. If they’re happy, they’ll approve and submit your application.

Next, we will check the content of your application then progress it to the next meeting for consideration.
8. TASKS FOR SUPPORTING ROLES

This section is for you if you’ve been added as a supporting role to an application in eGMS. You’ll need to be registered on eGMS (see section 2.6 for how to register), and will be invited to complete tasks via email. If you have more than one task, you’ll be assigned the second task after you’ve submitted the first task. Table 4 explains the tasks that different supporting roles will need to complete.

Make sure you click ‘submit’ after completing your task.

Table 4
Supporting roles

<table>
<thead>
<tr>
<th>TASK NAME</th>
<th>WHAT'S NEEDED</th>
<th>WHO DOES THIS TASK?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPT APPLICATION PARTICIPATION</td>
<td>In this task, you'll be asked to do three things: 1. Agree to Cancer Research UK's <a href="#">grant conditions</a>. 2. Explain what you'll contribute to the research proposal. 3. State how many hours per week you'll be dedicate to the research</td>
<td>• Joint Lead Applicants • Co-investigators • Some Named Research Staff • Head of Department • Administrative Support • Mentor • Academic Referee</td>
</tr>
<tr>
<td>COLLABORATE ON APPLICATION</td>
<td>Depending on your award, you may be asked to do any of the following in this task: • Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5. • Accept our <a href="#">grant conditions</a>. • Upload a document (e.g. a letter of support) eGMS will explain what to do, and you can find more information in your <a href="#">application guidelines</a>.</td>
<td>• Joint Lead Applicants • Co-investigators • Head of Department • Mentor • Academic Referee • Some Named Research Staff (see your <a href="#">application guidelines</a>)</td>
</tr>
</tbody>
</table>

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

9.1. I NEED TO RESET MY PASSWORD

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

9.2. I CAN’T FIND THE SCHEME I WANT TO APPLY FOR

Your scheme might be Closed Scheme (this will be indicated in eGMS and in your application guidelines). Please contact the grants helpline for information about how to apply to a Closed Scheme.

9.3. I CAN’T UPLOAD MY RESEARCH PROPOSAL

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

9.4. I NEED TO CORRECT A MISTAKE IN MY SUPPORTING ROLES SECTION

Contact the grants helpline for help with amending supporting roles information.

9.5. WHEN DO I NEED TO GET APPROVAL FROM MY HOST INSTITUTION?

Not all applications need approval form 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)