



PROSPECTIVE SAMPLE COLLECTION AWARD

APPLICATION
GUIDELINES



CANCER
RESEARCH
UK

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'BEFORE YOU SUBMIT' – CHECKLIST

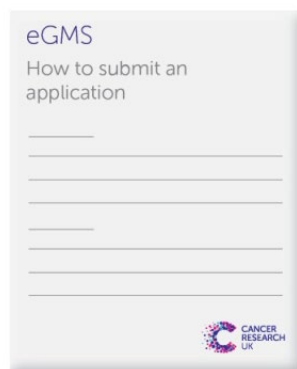
Make sure you've completed everything in this list before you submit your application. If you don't get this right, we'll return your application for resubmission and won't extend the deadline.

- Is the title of your application presented as ACRONYM: Full Title?
- Is your CV fully completed?
- Have you added all your publications and research outputs?
- Have your supporting roles completed their tasks?
- Is your research abstract correctly structured?
- Are your costs clearly justified?
- Have you completed the required uploads?
- Is your research proposal within the page limit?
- Is your Host Institution ready to approve your application?

1. INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

These guidelines explain what we're looking for in applications to our Prospective Sample Collection Award. If you're not sure which kind of funding to apply for, please email the [clinical research funding team](#) using the proposal form on the [website](#). To get your 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.



eGMS guidelines

How to submit an application
(Section 5 below)



Costs Guidance

Information about
eligible costs

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

1.2. ABOUT CRUK

Our vision is to bring forward the day when all cancers are cured. 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

This scheme provides support for the prospective collection of samples within a clinical trial.

1.4. ABOUT THE COMMITTEE

Our Clinical Research Committee considers applications to the Prospective Sample Collection Award, assisted by the Clinical Expert Review Panel (CERP). The Committee and Panel meet twice a year – you can find meeting dates and deadlines, and details of who sits on the Panel and Committee, on the Clinical Research Committee [webpage](#).

2. SCHEME GUIDELINES

2.1. REMIT OF THE PROSPECTIVE SAMPLE COLLECTION AWARD

A.1. What is suitable for the Prospective Sample Collection Award Scheme?

You can apply for a Prospective Sample Collection Award to support the collection of samples in association with a clinical trial where specific research question(s) cannot yet be generated, or where specific questions have been generated but the funding to carry out that work has been or will be obtained elsewhere. This might include sample collections within rare cancers or subtypes, those with associated distinct longitudinal data or those within the [CRUK Cancers of Substantial Unmet Need](#).

A.2. What isn't suitable for the Prospective Sample Collection Award?

You should not apply for a Prospective Sample Collection Award if your proposal is under the remit of any of the other funding schemes considered by the Clinical Research Committee. You can find details of these [here](#). In particular, please note that where a research question can be defined, the following routes should be used to apply for sample collection:

- Where samples are being collected to undertake biomarker assay development, validation and/or qualification to inform the research question(s) being addressed by a clinical trial for which funding is being requested, this should be included within an application for Clinical Trial Award.
- Where samples are being collected to undertake biomarker assay development, validation and/or qualification separately from a trial, or in association with a trial which has already been funded, applications should instead be submitted to the Biomarker Project Award scheme.

You should also not apply for a Prospective Sample Collection Award if your proposal is under the remit of a committee other than the Clinical Research Committee. This includes CRUK New Agents Committee, Science Committee, Early Detection Committee, Population Research

Committee, or Drug Discovery Committee. Take a look [here](#) for remits and contact details for these committees.

2.2. ELIGIBILITY

A.3. The Applicant

You can apply for a Prospective Sample Collection Award if you're a scientist, clinician or healthcare worker in a UK university, medical school, hospital, UKCRC registered clinical trials unit or research institution. You must be in a post which is fully funded throughout the duration of the award (the Prospective Sample Collection Award can't be used as part of your salary). Cancer Research UK is very supportive of researchers applying and working part-time if you're funded by us. You can request to work part-time or flexibly on this award, as long as this fits with the needs of your Host Institution and your request is approved by them.

A.4. The Host Institution

The Host Institution must be a UK university, medical school, hospital, UKCRC registered clinical trials unit or research institution.

A.5. Applications to other funding bodies

Please don't submit your application to any other funding body while we're considering it, or send us an application that another funding body is already considering (if you do this, your CRUK application won't be accepted).

We may consider joint funding with other funding bodies. If you'd like to propose this, please discuss with us and with the other funder before you submit an application.

2.3. WHAT IS FUNDED

Depending on the complexity of the collection, our guide costs are £15-30 per block and £5-20 per blood sample. Funding for the collection of other sample types is also considered where justified. Funding lasts up to 10 years (as long as you pass the Scientific Milestone Report reviews that take place during the lifetime of the grant), but should align with the duration of the associated trial. Funding can be used to cover running expenses associated with the collection and pre-storage processing of blood and block samples. Funding is not provided for the long-term storage of samples. It is expected that staff salaries will usually be covered through existing infrastructure funding, but some staff support may be considered where appropriate justification is provided.

Please note that, for studies taking place in the NHS, we will only fund Research Part A costs in line with [AcoRD](#) guidance.

2.4. ASSESSMENT CRITERIA

The Clinical Research Committee will judge your proposal on:

- Uniqueness of the opportunity to collect samples
- Potential future value of proposed sample collection
- Alignment with CRUK Clinical Research Statement of Intent and CRUK Research Strategy
- Appropriateness of techniques and procedures, including statistical aspects where applicable
- Adequacy of background information and supporting evidence
- Transparency of arrangements for sample discoverability and access for other research groups
- Expertise of study team
- Likelihood of successful collection
- Appropriate patient involvement
- Appropriate justification of costs

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

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

3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, you must provide the [Clinical Research Funding team](#) with an expression of interest form describing your proposed study using the template form on the website. This can be done at any time, including prior to the funding round opening, and we strongly encourage you to provide this at least 1 month prior to the application deadline. After we have checked that your proposal is within remit for a Prospective Sample Collection Award, you'll be able to begin completing your application once the funding round opens. A full list of the upcoming application deadlines can be found on the Clinical Research Committee [webpage](#)

Before applying, please inform your host institution that you intend to apply: your full application will only be submitted to CRUK once they've approved it, and this must happen prior to the application deadline.

Prospective Sample Collection Award applications involve 4 steps:

1. You email your expression of interest form to the [Clinical Research Funding team](#) who will assess whether your proposal is within remit and provide guidance and advice
2. You submit your application on eGMS in December (for May CRC) or June (for November CRC)
3. Your application is considered by an Expert Review Panel in April (for May CRC) or October (for November CRC)
4. Your application is considered by the Clinical Research Committee in May or November

Your application will be peer-reviewed by international experts and sent to the relevant NCRI Groups/Strategic Groups for comment before consideration by an Expert Review Panel. You will have an opportunity to respond to the peer review and NCRI Group comments before the Panel reviews your application.

The Panel will provide a recommendation to the Clinical Research Committee based on the scientific quality of your application. The Clinical Research Committee will make the final funding decision, taking into consideration the recommendation from the Expert Review Panel, and the alignment of your application with the CRUK [Research Strategy](#) and [Clinical Research Statement of Intent](#).

3.2. EGMS

Once your expression of interest has been approved, 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 Prospective Sample Collection Award:

- **Research proposal** according to section [3.3.1](#) of these guidelines and the sample research proposal [form](#).
- **Patient information and consent forms** – These can be draft versions if you don't yet have final versions available.
- **Standard Operating Procedures (SOPs)** associated with sample collection, processing and storage.
- **Key research achievements** – Using the template on eGMS, all Lead/Joint Lead Applicants named on the application should complete their own separate 1-page form. You'll each need 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.

- **Gantt Chart** setting out key milestones in your project.
- **Data Sharing Form** – Using the data management/sharing template on eGMS, please complete all sections relevant to your application. You can leave the 'Data Sharing Plan' section of your eGMS application blank. Please refer to the [guidelines](#) and [FAQs](#) for further details.
- **Disclosure of potential competing interests** - Using the template on eGMS, please disclose any potential competing interests or confirm that there are none. Only the Lead Applicant and any Joint Lead Applicants need to complete this.
- **Nominated peer reviewers** - Using the template on eGMS, please nominate up to 5 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.

You can upload the following optional documents to eGMS in your application for a Prospective Sample Collection Award:

- **Cover letter**
- **Trial schema** for the associated trial, according to section [3.3.2](#) of these guidelines.
- **Letter of support from the relevant NCRI Group/Strategic Group Chair** – your full application will be sent to the relevant groups for comment, but you can upload a letter from the relevant Chair(s) to confirm that the proposal has been discussed with the relevant group(s) if you wish. Please note that the groups typically meet twice a year, so you must approach them in good time. A letter of support will usually only be provided if your study has been discussed formally at a meeting of the group, or the relevant sub-group.
- **Letter of support from industry partner** – if your application includes any collaboration with an industry partner (for example the provision of free drug, equipment, or of an educational grant), we strongly recommend that you provide a letter demonstrating support for the proposed study, and confirming any contribution being made.
- **Appendices and supporting document** - we encourage you to submit any other relevant documents or supplementary information to support your application. This might include unpublished results and preprints, figures/diagrams, or computer code for statistical analysis.
- **SoECAT Study Information or Summary tab** - according to section [3.4](#) of these guidelines

3.3.1. THE RESEARCH PROPOSAL

Please use the template in eGMS for your research proposal and make sure that you:

- Don't exceed 16 pages (excluding references) or your application will be returned
- Use single-line spaced text, in Calibri font, pt 11, black
- Use margins of 2.5cm on all sides

The research proposal template provides guidance on how to complete the form and what to include in your response to each question. A sample research proposal form can be found [here](#) and a brief summary of the contents of the research proposal can be found in the table below.

After completing your research proposal, you should upload your proposal to eGMS under 'Research Proposal'.

Table 1
Contents of research proposal

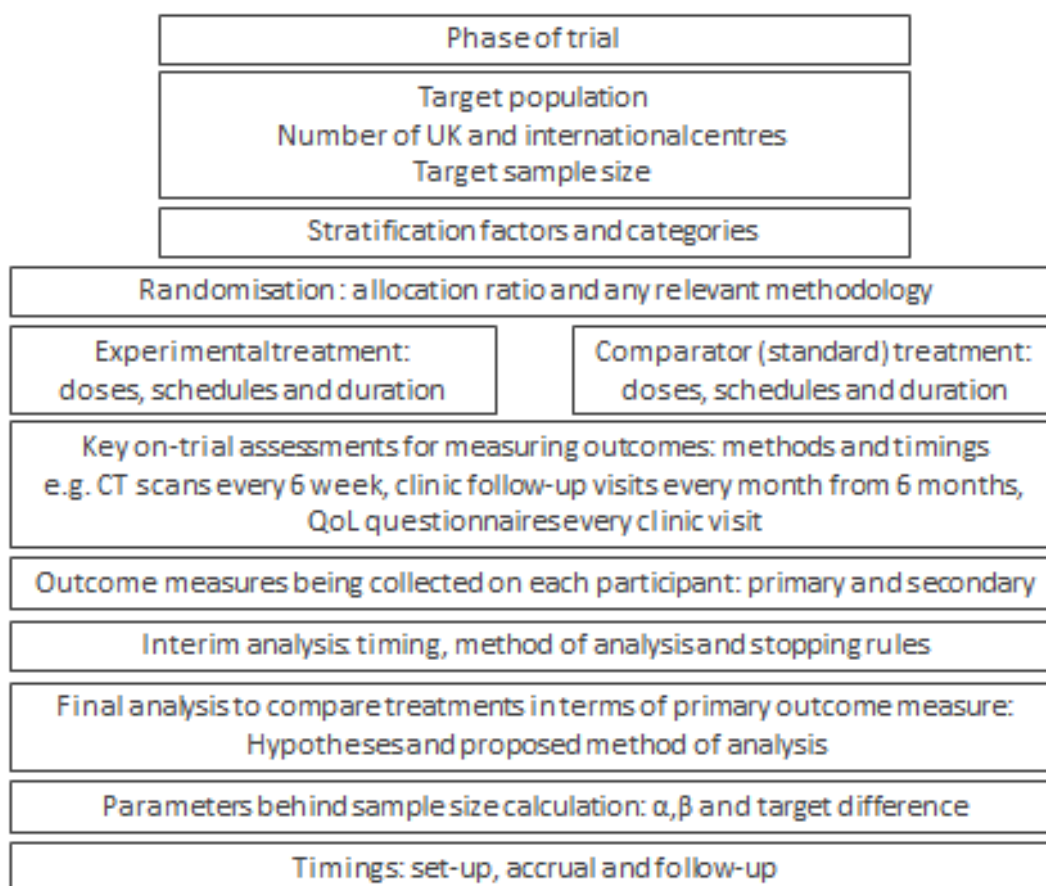
<p>SAMPLE COLLECTION DESIGN</p>	<ul style="list-style-type: none"> In this section you will be asked to provide details of your sample collection design, an indication of the type of future translational work that it is anticipated and an explanation of how this collection differs from those already available or currently being collected. You will also be asked to describe the future clinical impact of the sample collection, how it aligns with the Cancer Research UK's strategy, details of the associated clinical trial/cohort population and a full description of the sample collection, including the statistical analysis plan. You will also be asked to provide details of any input to the sample collection from the relevant NCRI Groups, CTRad or CT-PAG. We strongly recommend approaching the relevant group(s) for their comments on the proposal before submission. The groups typically meet twice a year, so you must approach them in good time. A letter of support will usually only be provided if your study has been discussed formally at a meeting of the group, or the relevant subgroup. To engage with the NCRI Groups, please contact ncrigroups@ncri.org.uk. To engage with CTRad, please contact ctrad@ncri.org.uk. To engage with CT-PAG, please contact cmpath@ncri.org.uk.
<p>SAMPLE COLLECTION DELIVERY</p>	<ul style="list-style-type: none"> In this section you will be asked to describe the study team, outline key milestones for sample collection, provide details of the plan for the acquisition of samples, custodianship and day-to-day management of the sample collection and the tissue discoverability and access arrangements.
<p>PATIENT AND PUBLIC INVOLVEMENT</p>	<ul style="list-style-type: none"> In this section you will be asked to provide a lay summary of your proposal and details of any patient and public input. If you are unsure about how to complete this section, please refer to our Patient and Public Involvement Toolkit for Researchers. INVOLVE also has useful guidance about involving the public in research.
<p>JUSTIFICATION OF SUPPORT REQUESTED</p>	<ul style="list-style-type: none"> In this section you will be asked to provide justification for each line of funding requested. For each category of support requested, please ensure and that you have explained what the costs will cover and why you are requesting them. Please note that funding can be requested for running expenses for the collection and pre-storage processing of samples only. Funding for storage of samples will not be provided. It is expected that staff salaries will usually be covered through other infrastructure funding, but some staff support may be considered where appropriate justification is provided.

STUDY GOVERNANCE	<ul style="list-style-type: none"> In this section you will be asked to provide details of the TSC, IDMC, EU Directive Sponsor, the UK Research Governance Sponsor and the UKCRC registration ID number of the clinical trials unit associated with the study (if applicable).
REFERENCES	<ul style="list-style-type: none"> In this section you will be asked to provide details of any supporting references. References will not be included in the page count.

3.3.2. THE TRIAL SCHEMA

We encourage you to provide a trial schema for the trial associated with your sample collection, which should be uploaded to eGMS under 'Trial Schema'.

As well as mapping out the trial design and patient flow, we suggest that you also include the following details within or after the diagram as follows to provide a simple overview of the key details of the study:



3.4. EXCESS TREATMENT COSTS

Excess Treatment Costs (ETCs) occur when the costs of a drug or treatment are higher in a research study than in routine care and these costs are the responsibility of the NHS. The way in which ETCs are paid for non-commercial clinical research has recently changed and under the new system the 15 NIHR Local Clinical Research Networks (LCRNs) will help manage the ETC process on behalf of their local Clinical Commissioning Groups and in collaboration with NHS England's Specialised Commissioning function. This will create a single point of access for all proposals for which ETCs may be applicable and is designed to make the process much simpler for researchers to navigate. Further information about the new process can be found [here](#).

3.4.1. THE SOECAT

As part of the new process, researchers are required to complete a form known as a 'Schedule of Events Cost Attribution Template (SoECAT)' as part of their funding application for clinical research being undertaken in England. This template is designed to capture the different activities and costs associated with clinical research and attribute them accordingly. A preview of the SoECAT can be found on the NIHR [website](#).

3.4.2. HOW THIS IMPACTS ON YOUR APPLICATION TO CRUK

A completed SoECAT must be submitted to CRUK alongside your application. Prior to submission to CRUK, the SoECAT must be signed off by an [AcoRD specialist](#), who will confirm that the activity and cost attribution is accurate. Therefore, it is strongly recommended that you engage with your LCRN and the [SoECAT](#) and its [guidance](#) as early as possible during the application process.

In certain circumstances, a completed SoECAT form for a full application will not be required. If you think this applies to your study, a discussion with an AcoRD specialist will still be necessary to confirm that a full SoECAT is not required and the first tab of the SoECAT form will still need to be submitted to CRUK alongside your application.

Where the total (study-level) ETCs are higher than £1m, or where the average ETCs are higher than £20K per patient across all patients recruited to a study, there will be a further review by the Department of Health and Social Care, Specialised Commissioning and NHS England to ensure this research represents value to the NHS. This process will take place after the Clinical Research Committee have stated their intention to support the study. Further details of the review process for these studies can be found on the [NIHR's website](#) and if your study falls into this criteria, CRUK will discuss this with you at an early stage.

3.4.3. HOW TO SUBMIT YOUR SOECAT TO CRUK

Unfortunately, eGMS does not allow you to submit the full SoECAT spreadsheet through the system. Therefore, if you are submitting a full application, you must upload the 'Summary' tab from the SoECAT in eGMS as an appendix to your application and upon submission through eGMS, you should send the full SoECAT spreadsheet by email to the Office at clinicalresearch@cancer.org.uk. CRUK will check that the SoECAT has been approved by an AcoRD specialist and will provide the SoECAT to the Panel and Committee to facilitate their assessment of the application.

If a SoECAT form is not required and confirmation of this has been received from an AcoRD specialist, the 'Study Information' tab from the SoECAT must be uploaded as an appendix to your application and CRUK will check that the AcoRD specialist has confirmed that a full SoECAT is not required.

3.5. COSTS INFORMATION SPECIFIC TO THE PROSPECTIVE SAMPLE COLLECTION AWARD

You should read our [eGMS guidelines](#), which give information about how to fill in the costs section of eGMS, and our [costs guidance](#) and the [policy relating to funding the salaries of investigators](#).

If your proposed research will take place in the NHS, you should also refer to [AcoRD](#) guidance when completing the costs section of your application. In line with the AcoRD guidance, we will only fund Research Part A costs.

In partnership with your local R&D office, we encourage you to involve your local CRN team in discussions as early as possible when planning your study to fully benefit from the support the NIHR CRN offers as outlined in their [Study Support Service](#).

3.6. SUPPORTING ROLES SPECIFIC TO THE PROSPECTIVE SAMPLE COLLECTION AWARD

Table 2 shows the supporting roles you can add to your Prospective Sample Collection 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.

Table 2
Supporting roles

ADMINISTRATIVE SUPPORT	<ul style="list-style-type: none">Complete the 'Agree to participate' task in eGMS
------------------------	--

CO-INVESTIGATOR	<ul style="list-style-type: none"> • Complete the 'Agree to participate' task in eGMS • Complete the 'Collaborate on application' task and submit a CV to eGMS
COLLABORATOR	<ul style="list-style-type: none"> • Complete the 'Agree to participate' task in eGMS
JOINT LEAD APPLICANT	<ul style="list-style-type: none"> • Complete the 'Agree to participate' task in eGMS • Complete the 'Collaborate on application' task and submit a CV to eGMS
LEAD APPLICANT (you)	<ul style="list-style-type: none"> • Complete the 'Complete application' task
NAMED RESEARCH STAFF	<ul style="list-style-type: none"> • Complete the 'Agree to participate' task
SENIOR TRIALS UNIT CONTACT	<ul style="list-style-type: none"> • Complete the 'Agree to participate' task in eGMS

3.7. FEEDBACK

The Clinical Research Funding team will provide feedback on your application but please remember that all our Committees' funding decisions are final. 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.

4. USEFUL CONTACTS

Once you've read these guidelines, please contact us at clinicalresearch@cancer.org.uk if you'd like any more information about the Prospective Sample Collection Award.

For help with completing your application in eGMS, please contact [grants helpline](tel:02034695452) (020 3469 5452).

You might find the following sources of information and advice useful when completing your application:

- [UKCRC Tissue Directory and Coordination Centre](#)
- [MRC Guidelines on Human Tissue and Biological Samples for Use in Research](#)
- [NCRI Groups](#)
- [NCRI CTRad](#)
- [NCRI CT-PAG](#)
- [AcoRD](#)
- [NIHR CRN Study Support Service](#)
- [CRUK Patient and Public Involvement Toolkit for Researchers](#)
- [CRUK Data Sharing Guidance](#)
- [Clinical Study Data Request \(CSDR\)](#)
- [NIHR Statistics Group – Imaging Studies](#)



eGMS

GUIDELINES FOR FULL
APPLICATIONS



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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

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

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

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

6. GETTING STARTED IN eGMS






6.1. EGMS OVERVIEW

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

6.2. SYMBOLS

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

Table 1
eGMS symbols

	Add Use this button to add information to your application (e.g. supporting roles, costs etc.)
	Edit Use this button to edit information you've already entered into your application (e.g. to edit costs).
	Complete This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.
	Incomplete This symbol means that essential information is missing. eGMS will tell you what's missing. You'll need to complete this essential information before you can submit your application.
	Attention This symbol means optional information is missing. eGMS will tell you what's missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).

6.3. FUNCTIONAL BUTTONS ON EGMS

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

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

6.4. LOGGING IN TO EGMS

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

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

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

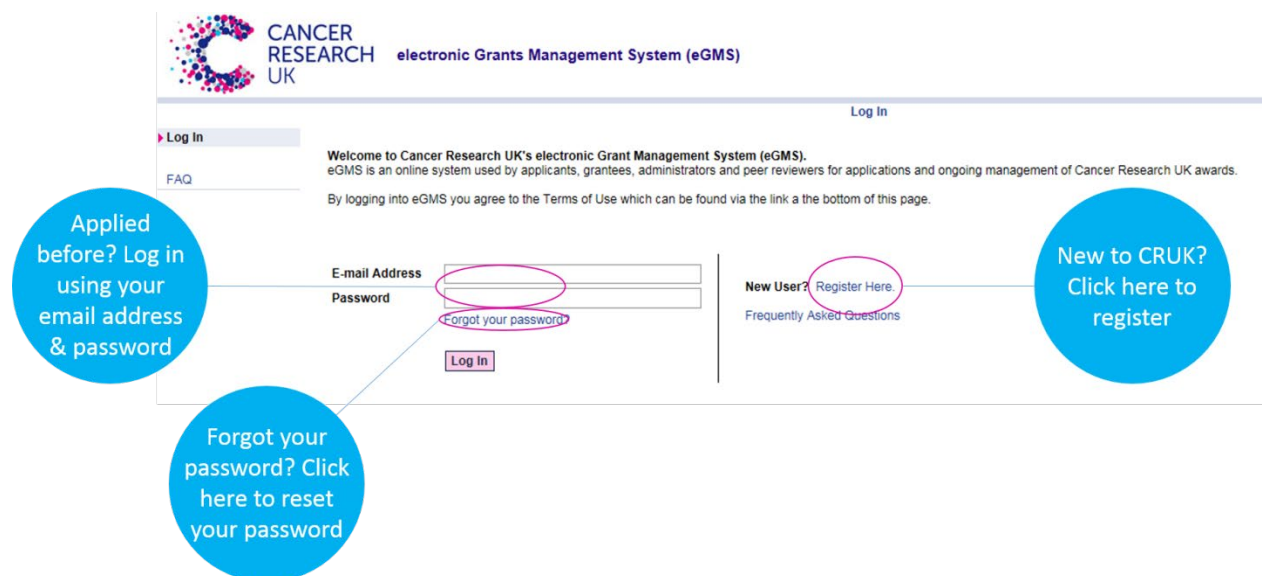


Figure 1 - Logging in to eGMS

6.5. TIMESCALE OF AN APPLICATION

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

ADMINISTRATIVE SUPPORT	Someone who'll give you (the lead applicant) administrative support.
CO-INVESTIGATOR	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.
COLLABORATOR	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.
HEAD OF DEPARTMENT	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.
JOINT LEAD APPLICANT	Someone who's essential to the programme and who'll contribute the same amount of time and intellectual input to your research as you (the lead applicant).
LEAD APPLICANT (PRINCIPAL INVESTIGATOR)	The principal investigator of your research proposal.
NAMED RESEARCH STAFF	Any named research staff that will be involved in your research.
SUPERVISOR	Someone who'll be involved in your training programme and give you advice and support for your research.
RESEARCH ASSISTANT	Someone who'll assist in the day-to-day running of your research, but won't be responsible for intellectual input.

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

EQUIPMENT	<p>Under this heading, please list the costs for all the equipment you'd like to request on your award.</p> <ul style="list-style-type: none">• Please list all your requested equipment for the duration of the award in year 1.• Any equipment costs <£5,000 should be included as a running expense <p><i>Please read our costs guidance for information about eligible equipment costs, and justify your costs in your research proposal appendix.</i></p>
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<p>STAFF POSTS</p>	<p>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.</p> <ul style="list-style-type: none"> • 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. <p><i>Please read our costs guidance for information about eligible staff costs, and justify your costs in your research proposal appendix.</i></p>
<p>RUNNING EXPENSES</p>	<ul style="list-style-type: none"> • 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. • <i>*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.</i> • 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 <p><i>Please read our costs guidance for information about eligible running expenses costs, and justify your costs in your research proposal appendix.</i></p>

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.

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

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

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

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

TASK NAME	WHAT'S NEEDED	WHO DOES THIS TASK?
ACCEPT APPLICATION PARTICIPATION	<p>In this task, you'll be asked to do three things:</p> <ol style="list-style-type: none"> 1. Agree to Cancer Research UK's grant conditions. 2. Explain what you'll contribute to the research proposal. 3. State how many hours per week you'll be dedicate to the research 	<ul style="list-style-type: none"> • Joint Lead Applicants • Co-investigators • Some Named Research Staff • Head of Department • Administrative Support • Mentor • Academic Referee
COLLABORATE ON APPLICATION	<p>Depending on your award, you may be asked to do any of the following in this task:</p> <ul style="list-style-type: none"> • 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) <p>eGMS will explain what to do, and you can find more information in your application guidelines.</p>	<ul style="list-style-type: none"> • Joint Lead Applicants • Co-investigators • Head of Department • Mentor • Academic Referee • Some Named Research Staff (see 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>.