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'BEFORE YOU SUBMIT’ – CHECKLIST

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

- Does your application have a title?
- Is your CV fully completed?
- Have you added all your publications and research outputs with a full author list?
- Have your supporting roles completed their tasks?
- Is your research abstract correctly structured?
- Are your costs completely justified?
- Have you completed the required uploads?
- Is your research proposal within the word limit?
- Is your Host Institution ready to approve your application?
1. INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

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

To get your full application right first time, you will need to read these Application Guidelines (including the eGMS guidelines in Section 4) and the Costs Guidance. You can access these by clicking on the icons below.

Before you start, please also read our grant conditions for our T&Cs and administrative guidelines.

1.2. ABOUT THE CRUK-OHSU PARTNERSHIP

Cancer Research UK (CRUK) and Oregon Health & Science University (OHSU) Knight Cancer Institute have partnered together to facilitate cross-Atlantic collaborations that will significantly benefit the shared priority of improving early detection in cancer research.

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1.2.1. ABOUT CRUK

Our vision is to bring forward the day when all cancers are cured. 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 high quality research to help us better understand, prevent, diagnose and treat cancer.

1.2.2. ABOUT OHSU’S KNIGHT CANCER INSTITUTE

The OHSU Knight Cancer Institute is dedicated to changing cancer as we know it, through precision medicine and quality patient care, precision immuno-oncology, and through the precision early detection of cancer. Our Cancer Early Detection Advanced Research Center (CEDAR) brings together the brightest minds in the world to collaborate in innovative ways to research the causes and beginnings of cancer, because if we can stop cancer early, more people will live.

1.3. ABOUT THE AWARD

The CRUK-OHSU Project Award funds exceptional science to drive forward a transformational change in how early cancers are detected by supporting new and existing research collaborations between CRUK and OHSU researchers. Through the CRUK-OHSU Project Award we can support a wide range of scientific research from basic to translational/clinical, and incorporate scientists from diverse fields including molecular biologists, clinicians, engineers, physicists, chemists and mathematicians. Our ultimate goal is to improve how and when cancer is detected.

1.4. ABOUT THE COMMITTEE

CRUK-OHSU Project Awards are considered by the CRUK Early Detection Committee. The Early Detection Committee is an independent academic body that meets twice a year and will consider applications for the CRUK-OHSU Project Awards annually. The committee also consider applications for CRUK-OHSU Spark Awards as well as CRUK Early Detection Project and Programme Awards. You can find meeting dates on the Cancer Research UK Early Detection Committee webpage and deadlines on the CRUK-OHSU Project Award webpage. CRUK and OHSU representatives will also be present as observers during the Early Detection Committee.
2. SCHEME GUIDELINES

2.1. REMIT OF THE CRUK-OHSU PROJECT AWARD

A.1. What is suitable for the CRUK-OHSU Project Award?

You can apply for a CRUK-OHSU Project Award in any number (or combination) of research areas listed below in table 1 as long as your application is cancer detection-relevant and clearly articulates the cancer-related question you’re focusing on.

Table 1
The Early Detection Committee remit

<table>
<thead>
<tr>
<th>BIOLOGICAL RESEARCH UNDERPINNING EARLY DETECTION AND BIOMARKER DISCOVERY/VALIDATION</th>
<th>Including but not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Basic cellular/molecular science around the earliest transformational events pushing a cell from normal to at-risk to dysregulated to cancerous, thereby suggesting potential Early Detection markers to be explored.</td>
</tr>
<tr>
<td></td>
<td>• Omics for Early Detection: High throughput, high dimensional data research in markers for Early Detection, including proteomics, metabolomics, lipidomics, genomics, epigenomics, transcriptomics etc.</td>
</tr>
<tr>
<td></td>
<td>• Basic biology and detection of circulating cellular/nucleic acid markers for early detection of cancer/pre-disease, e.g. ctDNA, CTCs, exosomes, RNAs.</td>
</tr>
<tr>
<td></td>
<td>• Approaches to furthering the understanding of interactions between early tumour (or pre-cancerous) cells and the local and immunological micro-environment, to identify detectable dysregulation.</td>
</tr>
<tr>
<td></td>
<td>• Studies may include the use of model systems, such as model organisms, cell lines, organoids and xenografts, or primary human samples</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **HUMAN-BASED EARLY DETECTION DISCOVERY RESEARCH** | Including but not limited to:  
- Biomarker discovery and validation in early stage disease (and pre-cancerous state) patients.  
- Biomarker discovery and validation in healthy volunteers.  
- Exploitation of existing cohorts and biobanks |
| **EPIDEMIOLOGY/RISK STRATIFICATION FOR EARLY DETECTION** | Including but not limited to:  
- Understanding of markers of risk and early disease at a population level.  
- Stratification of populations by risk to identify and exploit high-risk groups as populations for Early Detection research, and as appropriate clinical contexts for development of screening technologies |
| **DATA/COMPUTATION-DRIVEN APPROACHES TO EARLY DETECTION** | Including but not limited to:  
- Biomedical and Health Informatics:  
  - Computational high dimensional data analytics for interpretation of potential Early Detection marker profiles  
  - Analysis and integration of (multimodal) data arising from e.g. genomics, proteomics, imaging, e-health records, patient/public-derived data (personal activity monitors etc.)  
- Computational/Systems biology:  
  - Computational/mathematical modelling of complex networks and systems to understand normal, pre-cancer and early cancer biology  
  - Modelling of the interaction within and between complex biological systems to facilitate Early Detection and prediction of implications of markers (e.g. distinguishing lethal from dormant disease) |
| DEVELOPMENT AND UTILIZATION OF PRECLINICAL EARLY DETECTION MODEL SYSTEMS (E.G. CELLULAR, ORGANOID, XENOGRAFT, ANIMAL MODEL) TO RECAPITULATE EARLY CANCER AND PRECANCEROUS STATES | Including but not limited to:  
- Creation and characterisation of new model systems.  
- Use of model systems to probe and understand early events leading from normal cellular function through to cancer  
- Use of model systems to identify potential Early Detection markers for future clinical validation  
- Use of models systems as platforms for development of Early Detection technology |
|---|---|
| EARLY DETECTION TECHNOLOGY DEVELOPMENT – EXPLORATORY AND TRANSLATIONAL RESEARCH | Including but not limited to:  
- Imaging - Progressive research into advanced imaging technologies for cancer detection. Novel modalities, novel probes, novel contrast agents etc.  
- Biomarker detection technology – enhancement of sensitivity/specificity of detection technologies for ultra-low concentration markers e.g. liquid biopsies for circulating cells, DNA, proteins, exosomes, autoantibodies etc. Other examples include volatile compounds, epithelial brushings etc.  
- Advanced detection technologies (nanotech, photonics, synthetic markers etc.): Engineering/physical science to enable novel methods of detection of very low-concentration markers |
| TRANSLATIONAL/CLINICAL EARLY DETECTION RESEARCH | Experimental work in patients and healthy volunteers around development and validation of Early Detection approaches and technologies |

If you are unsure if your application is within the remit of the CRUK-OHSU Project Award or the CRUK-OHSU Spark Award please contact the [CRUK office](#) or [OHSU contact](#). If you are having any technical difficulties regarding your application, then please contact the [CRUK grants helpline](#).

A.2. What isn’t suitable for the CRUK-OHSU Project Award?

If your research proposal is focusing on late stage disease and/or metastasis (except early detection of cancer recurrence as a way to test methodologies and markers relevant to the primary tumor), then you are not eligible for this award.

If you have any questions about the remit of your application please contact the [CRUK office](#) or [OHSU contact](#) before submitting your application.

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APPLICATION GUIDELINES - Sept 2017
We don’t provide infrastructure support to clinical trials units or, Cancer Research UK Centres (e.g. existing or new Cancer Research UK Centres infrastructure staff).

2.2. ELIGIBILITY

A.3. The Applicants

Each application must have a lead applicant from both a UK Institution and OHSU. The UK based lead applicant must assume the responsibility of named lead applicant on the application for the purposes of the eGMS application process. The OHSU lead applicant must be added as the supporting role of Joint Lead applicant on eGMS (for more information on supporting roles please see section 3.5).

The Lead Applicant and Joint Lead Applicant will be recognised with equal status.

UK Eligibility

You can apply as a principal investigator to the CRUK-OHSU Project Award if you’re a scientist, clinician or healthcare worker in a UK university, medical school, hospital or research institution. At the time of funding, applicants must be in a post fully funded by the relevant national Higher Education Funding Council, the National Health Service or equivalent. This post must be guaranteed for the duration of the award. The CRUK-OHSU Project Award can’t be used as part of your salary, with the exception that Lead Applicants can apply for a proportion of their salary if they have less than 8 years post-PhD experience (or equivalent) and can justify how the salary would support a significant career transition towards independence. You can hold a CRUK-OHSU Project Award if you’ve had CRUK funding before.

If you receive core funding at a CRUK institute you will need to distinguish your core funded research from the research in your proposal, and demonstrate your ability to manage both programmes of work. If this applies to you, you must contact CRUK before submitting application.

OHSU Eligibility

You can apply as a principal investigator to the CRUK-OHSU Project Award if you are a member of faculty at OHSU or a CEDAR Scientist. We require that the total OHSU faculty salary support is limited to 10% effort, not to exceed a sum of $15,000 per year. Please note that OHSU faculty will be considered as joint-lead applicants at 10% FTE and will not be required to meet the 12.5% FTE stated in the eGMS guidelines. Projects may be an extension of your other work, but cannot overlap with any funded project or be used as bridging support for projects for which funding has lapsed. If you receive CEDAR project funding at OHSU, you will need to distinguish your internal funded research from the research in your CRUK-OHSU proposal, and demonstrate your ability to manage both programmes of work.

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A.4. **Collaborations**

The CRUK-OHSU Project Award will drive transatlantic collaborations and facilitate early detection knowledge exchange. We seek to fund proposals that foster a global step change in the development of early cancer detection research, and therefore developing a strong collaboration will be a key element of any application. We want to bring together outstanding teams to further establish a research community around this nascent field. Therefore, collaborations should bring added benefit over and above what individual groups can do alone. Applicants should ensure that each collaborating partner provides a significant and unique contribution to the delivery of the proposed research.

A.5. **Applications to other funding bodies**

**CRUK lead applicant**

If you are applying to other funding bodies at the same time, please note that we cannot accept the same application. If you submit an application to CRUK that is already being considered by another funding body, your application will not be accepted.

Please contact [CRUK](#) with any other CRUK eligibility questions.

**OHSU Lead Applicant**

If your application is successful, your funding will be dependent on the OHSU team confirming that there is no scientific, commitment (when an individual’s effort exceeds 100%), or budgetary overlap with any current or future funding you may have or be applying for. While you may concurrently submit the same research in more than one application to multiple US funding sources, the release of CRUK-OHSU Award funds strictly requires that no other such sources are accepted.

Please contact the [OHSU contact](#) with any other OHSU eligibility questions.

### 2.3. WHAT IS FUNDED

You can apply for up to £250,000 CRUK funding plus up to $300,000 direct costs (plus 15% OCA up to an additional $45,000 over 2 years) OHSU funding for the CRUK-OHSU Project Award. Funding lasts up to 2 years and can be used to fund postdoctoral researchers and technical staff, with associated running costs. Equipment costs exceeding £5,000 (for UK costs) or $5,000 (for US costs) are not eligible for this scheme except under exceptional circumstances. If you would like to make a case for equipment, please contact the [CRUK](#) or [OHSU office](#) to discuss this. Any exceptional equipment that is purchased for the study for OHSU applicants will be considered CEDAR equipment at the end of the funding period, and be available to other future projects in CEDAR space.
CRUK and OHSU will consider funding for creation and utilisation of human tissue banks in service of the above scientific remit, and only under the following circumstances:

- A clear early detection research question drives the need for the particular tissue collection to be generated: no comparable tissue collection already exists
- The proposal includes not only funding for the generation of the infrastructural human tissue/linked data resource, but also the conduct of an early detection research project which will utilise the tissue
- The wider utility of the tissue collection to the early detection community can be articulated (and demand for it demonstrated)
- Existing technical infrastructure (storage facilities, robots etc.) is being utilised as appropriate
- Consideration has been given to longer-term sustainability (e.g. cost recovery model)
- The applicants must commit to making the tissue resource visible through the UKCRC Tissue Directory or through the OHSU Knight BioLibrary.

2.4. ASSESSMENT CRITERIA

The CRUK Early Detection Committee will judge your proposal on:

- **Scientific excellence and novelty** – all applications must have a strong scientific rationale to support the proposed research proposal, robust experimental design and include novel and innovative approaches
- **Cancer early detection relevance** – value of the proposed work in advancing the understanding of early cancer and improving how and when cancer is detected.
- **Line of sight to clinical/population impact** – the proposed work must have the potential for a remarkable impact on cancer detection. Whilst not all applications will be translational in nature, it is important that all research is designed with a clear line of sight to clinical/population impact and should articulate this pathway and the evidence that will be required to advance along it. Appropriate consultation/collaboration with clinicians, population scientists, industrial partners and patients should be included to facilitate this.
- **Excellent team and collaborative environment** – suitability and feasibility of the Lead Applicant/s (and supporting roles) to carry out the proposed research with access to the resources and facilities required for the successful fulfilment of the Project Award. Multidisciplinary, overseas and industrial collaboration is encouraged when appropriate to the science proposed. It is important to demonstrate the added value of the proposed collaboration and the individual contributions, as well as the steps taken to ensure an effective collaboration.
- **Track record** – the Lead Applicant and/or team members should have an excellent track record and potential to produce outstanding results.
- **Resources requested** – the costs requested in an application should be for the direct costs of the research and reasonably justified in line with the experimental plans, leveraging existing resources where appropriate.
3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, we strongly recommend that you contact the CRUK or OHSU teams to discuss your application.

Please also inform your host institution that you intend to apply: your application will only be submitted to CRUK once the lead applicant Host Institute has approved it through eGMS. The OHSU Knight Cancer Institute will not need to approve the application through eGMS.

1. You have the option to contact the CRUK office or OHSU contact for an informal and confidential discussion of your proposal. We will advise you on eligibility and funding options (this is not compulsory, however it is highly recommended).

2. Submit an application, which will be peer-reviewed by experts. You will have the opportunity to respond to reviewers’ comments via the eGMS system prior to the Early Detection Committee meeting.

3. Your application will be considered by the CRUK Early Detection Research Committee.

All applications must be made online through our online grant management system eGMS, and the final application must be approved online by the lead applicant host institution via the eGMS system.

3.2. EGMS

You will need to contact the CRUK Early Detection team to open an application through eGMS. Please see our eGMS guidelines in Section 4 below 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 CRUK-OHSU Project Award:

- Research proposal according to section 3.3.1 of these guidelines.
- Appendix according to section 3.3.2 of these guidelines.
- Supplementary budget upload
- 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.

- **Letters of support from collaborators** if applicable.

### 3.3.1 THE RESEARCH PROPOSAL

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

- Don’t exceed 2,500 words (excluding figures, figure legends, references and the justification section)
- Use single-line spaced text, in Arial, font, pt 11, black.
- Number all pages
- Show the Last name and initials of the Lead Applicant in a header or footer on all pages

**Research Proposal:** We recommend you use the structure in Table 2. You should upload your proposal to eGMS under ‘Research Proposal’.

**Table 2**  
Contents of Research Proposal

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>Included in word count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clearly describe the <strong>hypothesis</strong> for your proposed project.</td>
</tr>
<tr>
<td></td>
<td>Briefly describe the <strong>scientific need</strong> for your proposed work – why is it necessary to test this hypothesis?</td>
</tr>
<tr>
<td></td>
<td>Describe the <strong>significance</strong> of the results you plan to obtain. In particular, the relevance of your expected results to detection of cancer – for example, any future clinical application or impact on policy and practice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BACKGROUND</th>
<th>Included in word count</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summarise your current and other published work relating to your research proposal, including your major achievements over the last 5 years. You might refer to any relevant preprints or datasets in a citable format (e.g. including a unique Digital Object Identifier).</td>
</tr>
<tr>
<td></td>
<td>Describe how this knowledge and experience can be integrated to address the goals and hypothesis of the proposed research project.</td>
</tr>
</tbody>
</table>
**RESEARCH PLAN**

**Included in word count**

We suggest you divide your research plan into objectives. For each objective state:

- The research question.
- Experimental methods, techniques and analyses that you’ll use to test your hypothesis. Refer to your own published work where you’ve used these methods before, or indicate the availability of appropriate expertise. Justify the appropriateness of your experimental design including sample size calculations as appropriate.
- Any available unpublished research findings or methodologies supporting your research proposal (please include these in the text, not as an appendix).

Briefly describe what the major achievements of your research will be, if the project is successful.

---

**TEAM COMPOSITION**

**Included in word count**

Please provide information on the composition of the team of applicants and collaborators including:

- Whether this is a new or existing collaboration.
- Whether the team or members of the team have published together previously (although this is not a requirement).
- Individual contributions of the PIs and supporting roles to the project where possible stating briefly the added value of the collaboration when compared to each PI working independently. This includes non-key personnel at OHSU who will be contributing to the project but are not listed on eGMS.

---

**TIMESCALE AND POTENTIAL PROBLEMS**

**Not included in word count**

- Provide a table to indicate milestones and time-scales for each part of the plan.
- List potential logistic or scientific problems and suggest solutions or alternative plans.

---

**REFERENCES**

**Not included in word count**

- Give full details of any references, including authors, publication year, title and journal name, volume, page numbers. We won’t accept shortened references.
- Number your references in the order in which they appear in the text, and list them in the Vancouver style (as outlined by the US National Library of Medicine).
### 3.3.2. APPENDIX

An appendix is required as a part of the CRUK-OHSU Project Award application. Please refer to Table 3 (below) for details on how to complete the ‘Appendix Template’ upload, which can be downloaded from the ‘Uploads’ section of eGMS. Please do not exceed 5 pages for this upload.

All applicants must complete sections below unless otherwise specified.

#### Table 3
Details of Appendix Upload

<table>
<thead>
<tr>
<th>Section</th>
<th>CRUK applicants only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1. JUSTIFICATION FOR SUPPORT REQUESTED</strong></td>
<td>Please complete these sections according to the following guidelines. Information on eligible costs is provided in our Costs Guidance.</td>
</tr>
<tr>
<td></td>
<td>Please list all costs (staff, running expenses) and provide scientific justification for the associated costs in the relevant box. Please insert extra rows in the table to enable you to detail all of the costs.</td>
</tr>
<tr>
<td></td>
<td>For translational CRUK-OHSU Project Award applications that require access to clinical infrastructure, applicants should investigate other sources of funding for staff employed to work across multiple research projects rather than solely on the CRUK-OHSU Project Award, e.g. data managers and research nurses. Where possible existing infrastructure from the research centre to which the applicant belongs to should be used.</td>
</tr>
<tr>
<td></td>
<td>Staff:</td>
</tr>
<tr>
<td></td>
<td>• For awards requesting multiple staff, it should be clear from the justification how staff will be deployed across the different components of the research project over the course of the grant.</td>
</tr>
<tr>
<td></td>
<td>Running Expenses:</td>
</tr>
<tr>
<td></td>
<td>• Please list lab consumable costs for each staff member.</td>
</tr>
<tr>
<td></td>
<td>• Please list specific costs separately from general consumables.</td>
</tr>
<tr>
<td></td>
<td>• Please list any requested equipment under £5k.</td>
</tr>
<tr>
<td></td>
<td>Equipment (to be requested under exceptional circumstances only):</td>
</tr>
<tr>
<td></td>
<td>• Please provide details and scientific justification for any items of equipment (over £5k) requested.</td>
</tr>
<tr>
<td></td>
<td>• Include any details of contribution(s) made to the purchase of equipment by the host institute.</td>
</tr>
<tr>
<td><strong>A2. STATISTICAL DESIGN AND ANALYSIS PLAN</strong></td>
<td>For each research question as appropriate:</td>
</tr>
<tr>
<td></td>
<td>• Describe the statistical analysis used;</td>
</tr>
<tr>
<td></td>
<td>• Name the variables and describe the values;</td>
</tr>
</tbody>
</table>
| A3, CELL LINES | • State the numbers of samples you plan to include in each analysis, describing what you can achieve with this number of samples;  
• Include (where appropriate) the associated level of statistical power;  
• Suggest any potential limitations;  
• Clarify other relevant details (e.g. numbers of events in clinical outcomes, length of follow-up for clinical outcomes). |
| --- | --- |
| Please use the appendix template to provide details of any cell lines you will use in your research. These should include:  
• Details of how you will maintain good cell culture practices throughout your research project.  
• If new cell lines will be introduced to your lab, please give the source will be authenticated when they enter your lab.  
• If new cell lines will be generated, please tell us how these will be made available for others to use.  
• Justification for the use of any cell lines that have been misidentified (e.g. Chang liver cells).  
You can request funding (under running expenses) to support cell line authentication (e.g. screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells). You’ll need to validate your cell lines according to the Guidelines for the use of cell lines in biomedical research (doi:10.1038/bjc.2014.166), which should be referenced in any publications resulting from the award. |
| A4, ANIMAL STUDIES | CRUK applicants only  
If animal models will be used in your research, please justify briefly why animal research is necessary for your award, and why that species/model is appropriate for your research.  
Please describe how you adhere to the NC3R guidelines, including:  
• The power calculations used to determine your sample size (or an explanation of an alternative basis for calculations, justifying why you.  
• A brief outline of your experimental design, including how you plan to minimise experimental bias (e.g. randomisation and blinding).  
Please note that any proposed use of animals within a research application British Journal of Cancer (2010) 102, 1555 1577, which should be cited in any publications resulting from the programme of work. When reporting in vivo experiments, applicants should provide information in concordance with the ARRIVE guidelines. |
3.3.3. SUPPLEMENTARY BUDGET UPLOAD FOR OHSU APPLICANTS

OHSU applicants are required to enter their costs onto the supplementary budget template and upload this to eGMS. Please see section 3.4 for more details of costs specific to the CRUK-OHSU Project Award.

From the eGMS upload section of the application form you can download the supplementary budget form. The following information must be completed on the form:

- UK and OHSU PI names
- Budget table
  - Expenditure category – you can select the category from table 4 below
  - Description of cost – provide further information on each expenditure category as required. If you have more than 1 item of a particular expenditure category you must provide further information in the description. Please see table 4 for further information
  - Year 1 and year 2 – please breakdown the costs in USD for each item for each year
  - Total costs
- Animals justification
- Budget justification

CRUK applicants will be required to submit their costs directly into eGMS.

Table 4
Guidance on expenditure categories

<table>
<thead>
<tr>
<th>Personnel</th>
<th>The total OHSU faculty salary support is limited to 10% effort and should not to exceed $15,000/year. Please see note in section 2.2. A.3 regarding FTE. In the ‘Description of cost’ column please denote base salary, fringe benefits, and effort for each person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials &amp; supplies</td>
<td>There should be an itemised list of materials and supplies. Additional information can be provided using the ‘Description of cost’ column</td>
</tr>
<tr>
<td>Animal costs</td>
<td>There should be an itemised list of animal costs. Additional information can be provided using the ‘Description of cost’ column</td>
</tr>
<tr>
<td>Travel</td>
<td>This is including, but not limited to, exchange of research staff visiting collaborating labs</td>
</tr>
<tr>
<td>Other costs</td>
<td>e.g. use of core facilities, software, publication fees etc. There should be an itemised list of other costs. Additional information can be provided using the ‘Description of cost column’</td>
</tr>
</tbody>
</table>
There should be an itemised list of equipment over $5,000. Additional information can be provided using the ‘Description of cost’ column.

CRUK applicants will be required to submit their costs directly into eGMS.

### 3.3.4. LETTERS OF SUPPORT UPLOAD

You will need to provide letters of support from each collaborator on this research project. These will need to outline what specific expertise and skills they will contribute to the project.

### 3.4. COSTS INFORMATION SPECIFIC TO THE CRUK-OHSU PROJECT AWARD

This section contains costs guidance specific to the CRUK-OHSU Project Award. UK applicants must submit their costs through eGMS and should read this section along with our eGMS guidelines in Section 4 below, which give information about how to fill in the costs section of eGMS, and with our costs guidance. OHSU applicants must submit their costs using the supplementary budget upload, see section 3.3.3 for further details about this.

**Table 5**

Costs information

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>For all requested equipment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The ‘claim year’ is the year that your expense item will be purchased and first used.</td>
</tr>
<tr>
<td></td>
<td>• Please include any equipment that costs &lt;£5,000 (or &lt;$5,000) as a running expense.</td>
</tr>
<tr>
<td></td>
<td>• Please describe each item in its equipment category: (i.e. if equipment category is</td>
</tr>
<tr>
<td></td>
<td>Laboratory Equipment, then the description could be PCR machine).</td>
</tr>
<tr>
<td></td>
<td>• Further equipment requests will not be considered in subsequent years of the award.</td>
</tr>
</tbody>
</table>

| INDIRECT COSTS / OVERHEADS | OHSU applicants may request 15% OCA up to an additional $45,000 over 2 years. |

3.5. SUPPORTING ROLES SPECIFIC TO THE CRUK-OHSU PROJECT AWARD

Table 6 shows the supporting roles you can add to your CRUK-OHSU Project Award application, and the tasks they’ll need to complete in eGMS. Our eGMS guidelines in Section 4 below describe the supporting roles, and explain how to fill in that section of eGMS.

Table 6
Supporting roles

<table>
<thead>
<tr>
<th>ADMINISTRATIVE SUPPORT</th>
<th>Complete the ‘Agree to participate’ task in eGMS</th>
</tr>
</thead>
</table>
| CO-INVESTIGATOR | Complete the ‘Agree to participate’ task in eGMS  
| | Complete the ‘Collaborate on application’ task and submit a CV to eGMS  
| | Contribute to hours stipulated in application (must be justified at appropriate to the role)  |
| COLLABORATOR | Provide a letter to confirm their participation in your research (please upload this to eGMS as an appendix)  |
| LEAD APPLICANT | Complete the ‘Complete full application’ task  
| | Contribute to hours stipulated in application (must be justified at appropriate to the role)  |
| NAMED RESEARCH STAFF (for UK applicants only) | Complete the ‘Agree to participate’ task  
| | Complete the ‘Collaborate on application’ task and submit a CV to eGMS  |
Complete the ‘Agree to participate’ task in eGMS
Complete the ‘Collaborate on application’ task and submit a CV to eGMS

For OHSU applicants, non-key personnel do not need to sign up through eGMS.

3.6. OUR APPROACH TO INTELLECTUAL PROPERTY AND COLLABORATION WITH INDUSTRY

CRUK is broadening its international funding activities in early detection research with the Early Detection Co-funding Initiative (EDCI) in conjunction with Oregon Health and Science University (OHSU) Knight Cancer Institute. CRUK and OHSU wish to ensure that the research they fund is further developed for the benefit of cancer patients.

Should the need arise, Commercial Partnerships within CRUK (formerly Cancer Research Technology Limited (CRT)), together with the OHSU Technology Transfer & Business Development office (TTBD), will jointly discuss how best to develop and commercialise the IP emerging from the EDCI grants. Either OHSU TTBD or CRUK Commercial Partnerships may lead in the commercialisation of emerging IP.

For the majority of UK host institutions, there is already a Technology Transfer Agreement (TTA) in place with CRUK that outlines the management of CRUK funded IP. Where no TTA is in place, the standard CRUK funding terms and conditions will apply and CRUK may exercise its right to assignment of the IP to enable the commercialisation of IP derived from UK institutions, in return for an equitable revenue share of any profits derived thereof.

CRUK and OHSU encourage commercial collaborations on EDCI grants and we recognise these may require further discussion of the contractual arrangements that underpin the collaboration. CRUK and OHSU would expect the applicant to work with their Technology Transfer Office/Contracts Team, CRUK and OHSU to put in place the necessary arrangements. We would encourage applicants with such a collaborator to contact CRUK Commercial Partnerships or OHSU prior to an application.

No formal agreement between academic and industrial partners needs to be in place at the time of application, but a letter of support from a relevant individual at the industrial partner is required. This letter should outline the nature of the collaboration, and the contribution of the industrial partner (in terms of funding and/or in kind support such as provision of data/samples/reagents/technology/expertise etc.). Please note we would not directly fund the commercial collaborator. Should the grant be awarded, an agreement outlining how the academic and industrial partner will work together will need to be shared with Commercial Partnerships and OHSU prior to commencement of funding.

Lastly, applicants are encouraged to contact their Technology Transfer Offices before entering into discussions with potential collaborators to ensure appropriate confidentiality provisions are put in place, should they be required.
CRUK
For any questions relating to IP management of the co-funded research, or relating to the involvement of commercial collaborators, please contact jtoe@cancertechnology.com.

OHSU
OHSU applicants should contact OHSU TTBD at carlsann@ohsu.edu to decide whether an Invention Disclosure needs to be filed prior to entering technical discussions with potential collaborators. For any questions relating to IP management of the co-funded research, or relating to the involvement of commercial collaborators, please contact carrollj@ohsu.edu or ahiska@ohsu.edu.

3.7. ETHICAL APPROVAL
If you plan to involve patients, patient tissue or patient information in your research, you’ll need to get ethical approval. It’s your and your Host Institution’s responsibility to make sure you comply with all legal requirements and ethics approval. We understand that you’ll generally need to confirm funding arrangements before you can get ethical approval. Therefore, we can make you a provisional offer of funding but we may not release any money to you until you’ve sent us written confirmation of ethical approval. Please bear this in mind when you propose a start date for your award. If you need any other regulatory approval1, we may also need written confirmation before we release funding. We will review this on a case by case basis.

CRUK
If your proposal involves studies that will impact on humans, then you should consider getting input from patients and/or public on your proposal/study design. CRUK have details and guidance on patient and public involvement (PPI), please refer to the PPI toolkit on our website.

OHSU
If applicable, then IRB, IACUC, and/or IBC approvals are required prior to the release of the CRUK-OHSU Project Award funds.

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

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3.8. FEEDBACK

Feedback on your application will be provided, but please remember that all funding decisions made by the Committee are final.

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

3.9. USEFUL CONTACTS

Once you have read these guidelines, please contact us at earlydetection@cancer.org.uk or ahiska@ohsu.edu for more information or to start an application for an Early Detection Programme Award.

For technical help with completing or submitting your application through eGMS, please contact CRUK grants helpline (020 3469 5452).
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4. INTRODUCTION

4.1. 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.
5. GETTING STARTED IN eGMS

5.1. 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.

5.2. 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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
<td>Use this button to add information to your application (e.g. supporting roles, costs etc.)</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Use this button to edit information you’ve already entered into your application (e.g. to edit costs).</td>
</tr>
<tr>
<td><img src="image" alt="Complete" /></td>
<td>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</td>
</tr>
<tr>
<td><img src="image" alt="Incomplete" /></td>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
<tr>
<td><img src="image" alt="Attention" /></td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

5.3. 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.

5.4. **LOGGING IN TO EGMS**

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

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

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

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

5.5. **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.

### 5.6. 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.

### 5.7. 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.
6. 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.

6.1. 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.

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

6.2. 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.

6.3. 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.

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.

6.4. 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.

6.5. 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.

6.6. EQUAL OPPORTUNITY

Please complete the information in this section, but it won’t be included in the application PDF that gets sent to the Committee.

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

6.7. SUPPORTING ROLES

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

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

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

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

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

Table 2
Supporting roles

<table>
<thead>
<tr>
<th>Supporting roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td>CO-INVESTIGATOR</td>
<td>Someone who’ll give significant intellectual input to your research. They’ll also be responsible for the day-to-day running of some of your work.</td>
</tr>
</tbody>
</table>
### 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.

### 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.

6.9. 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.

6.10. 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.

6.11. 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                          | Under this heading, please list the costs for all the equipment you’d like to request on your award.  
|                                   | • 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  
|                                   | *Please read our [costs guidance](#) for information about eligible equipment costs, and justify your costs in your research proposal appendix.* |
| STAFF POSTS                       | Under this heading, please list the costs for any research staff that you’d like to request on your award. Please read our [policy](#) on funding salaries for Senior Scientists and PhD students to check you comply with our terms.  
|                                   | • If you’re requesting funding for PhD students, you’ll need to list these as running expenses rather than as staff (see below).  
|                                   | • If you’re requesting salary funding for yourself or any staff salaries, you can notify us of any incremental salary rises due within the first 11 months of your award. Please enter the value and date of the increment (the date must be the 1st of the month). After the first year, we’ll add an annual salary increment.  
|                                   | *Please read our [costs guidance](#) for information about eligible staff costs, and justify your costs in your research proposal appendix.* |
### Running Expenses

- Please cost all general running expenses for your proposed research. Where possible, please break these costs down into work packages (rather than listing individual items). For example, microscopy costs, massively-parallel sequencing costs, etc.

- If you’re requesting funding for PhD students, please list them as a running expense for the full amount in the **first year** of the studentship. We pay a **fixed rate** for all our PhD students* (detailed in [costs guidance](#)) so please request **exactly** this amount (no more, no less!). All running costs relevant to the PhD student will be paid under the studentship, so please don’t list them again separately.

- *If you’re applying for an award from the Population Research Committee, different funding costs may apply for PhD students, please check your application guidelines.

- Please list all animal costs under ‘animal-related costs’, with animal purchase, animal maintenance and experimental animal costs under separate subheadings. Please fully justify any animal research in your research proposal.

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

### 6.1.2. 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.

### 6.1.3. 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.
6.14. 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.

6.15. 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.

6.16. 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.

6.17. 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.

6.18. 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>
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!).

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.
7. TASKS FOR SUPPORTING ROLES

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

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

Table 4
Supporting roles

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

8.1. I NEED TO RESET MY PASSWORD
Use the link on the eGMS login page to reset your password. You’ll be emailed a new password. Please don’t include any brackets when you copy this password into eGMS. If you have trouble, contact the grants helpline.

8.2. 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.

8.3. 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.

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

8.5. 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.

8.6. 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.
9. ADDITIONAL INFORMATION

9.1. 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).