CLINICIAN SCIENTIST FELLOWSHIP

PRELIMINARY APPLICATION GUIDELINES
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‘BEFORE YOU SUBMIT’ – CHECKLIST

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

☐ Does your application have a title?

☐ Are you contributing the correct number of hours to your academic research and clinical commitments?

☐ Is your CV fully completed, including names of group leaders you have worked with?

☐ Have you added all your publications and research outputs with a full author list, with no instances of et al., in the ‘CV publications’ on eGMS?

☐ Is your research abstract structured correctly? – background, aims, methods, how the results of this research will be used

☐ Have you completed the required uploads? – research proposal, cover letter, nominated peer reviewers form, Skills and Experience form, support letters, applicant CV and main supervisor CV

☐ Is your research proposal within the 1000-word limit?

Please get in touch with a CRUK Research Funding Manager if you are unsure of anything before you submit: fellowships@cancer.org.uk
1. INTRODUCTION

1.1. PURPOSE OF THE GUIDELINES

These guidelines explain what we’re looking for in a preliminary application to our Clinician Scientist Fellowship. All applicants need to submit a preliminary application. If you’re successful at the preliminary stage, we’ll invite you to submit a full application, in which case you should read our full application guidelines.

If you’re not sure which kind of funding to apply for, please email grants helpline, with a short summary of your research idea and a brief CV.

Please use these guidelines and the documents below to make sure you get your application right. You can access these by clicking on the icons below:

- eGMS guidelines
  How to submit an application
  (Section 5 below)

- Costs Guidance
  Information about eligible costs

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

1.2. ABOUT CRUK

Our vision is to bring forward the day when all cancers are cured. In our research strategy we’ve outlined our ambition to accelerate the progress of cancer research over the next 20 years, so that by 2034 three in four people diagnosed with cancer will survive for at least ten years. We’ll achieve our ambitions by funding a broad range of research to help us better understand, prevent, diagnose and treat cancer.
1.3. ABOUT THE AWARD

Our Clinician Scientist Fellowship funds the best clinical scientists to develop careers in cancer research. The award money will support clinicians with higher research degrees through postdoctoral training, helping you transition to an independent clinical academic career. You’ll complete your postdoctoral training in a research group, supported by a research supervisor.

We recognise the unique challenges for clinician scientists in balancing research and clinical work. Our Clinician Scientist Fellowship aims to be flexible, enabling you to develop your academic cancer research career whilst fulfilling your clinical commitments.

At the end of the fellowship you should be in a competitive position to apply for an Advanced Clinician Scientist Fellowship (if you require funding for your salary) or Career Establishment Award (if you have secured a fully funded salaried position).

1.4. ABOUT THE COMMITTEE

Our Clinical Careers Committee considers applications for Clinician Scientist Fellowships as well as for Advanced Clinician Scientist Fellowships, post-doctoral and post-doctoral Research Bursaries. Meeting dates and deadlines can be found on our Clinical Careers Committee webpage.

2. SCHEME GUIDELINES

2.1. REMIT OF THE CLINICIAN SCIENTIST FELLOWSHIP

What is suitable for the Clinician Scientist Fellowship?

You can apply for a Clinician Scientist Fellowship in any (or more than one) of the research areas in Table 1, as long as your research proposal is cancer-relevant and clearly articulates the cancer-related question you’re focusing on.
### Table 1
**Eligible research areas**

| **BASIC BIOLOGICAL RESEARCH** | Any cancer-relevant area of basic biological research, including (but not limited to):
| | • Cancer cell metabolism  
| | • Cancer genetics  
| | • Cell transformation and oncogenesis  
| | • Genomic instability and cell cycle  
| | • Inflammation  
| | • Migration, invasion, metastasis and tumour dormancy  
| | • Tumour immunology  
| | • Tumour biology  
| | • Tumour microenvironment  
| | • Tumour heterogeneity  
| | • Tumour evolution  
| | Studies may include the use of model systems (e.g. yeast/fly/mouse/cell lines etc.) or primary tumour material. Please specify how the chosen model relates to the question being addressed. |
| **PRECLINICAL STUDIES** | Research that generates biological data for developing therapeutics, including (but not limited to):
| | • Identification and functional characterisation of biological targets in cell lines, primary tumour material or model systems  
| | • Biological mechanisms of therapeutic interventions  
| | • Mechanisms of resistance to therapies  
| | • Biological investigation of exceptional responders or non-responders  
| | • Discovery research to identify and/or provide biological insight regarding potential biomarkers utilising samples from defined patient cohorts (e.g. retrospective trial or cohort) |
| **IMAGING** | The following areas of imaging research, including (but not limited to):
| | • Whole-body preclinical studies  
| | • Cellular imaging to address questions of tumour biology in animal models or through whole-body imaging  
| | • Development of imaging or contrast agents and other imaging technologies  
| | • Imaging research associated with surgery |
| **RADIOThERAPY RESEARCH** | Research to optimise radiotherapy, including (but not limited to):
| | • Radiotherapy physics e.g. improving treatment planning, reducing toxicity and increasing efficacy of treatment to improve patient outcomes  
| | • Radiobiology e.g. mechanisms of radiotherapy resistance and drug interactions  
| | • Imaging radiotherapy |
CRUK is particularly interested in proposals addressing cancers of unmet need (i.e. brain, lung, oesophageal and pancreatic cancer), early detection and other areas of strategic priority.

**What is not suitable for the Clinician Scientist Fellowship?**

You should not apply for a Clinician Scientist Fellowship if your proposal fits within the remit of our Drug Discovery Committee or New Agents Committee. Take a look here for remits and contact details of these committees.

Although we do provide funding for population research proposals, we don’t fund any policy research and/or development – please refer to our Tobacco Advisory Group.

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

### 2.2. Eligibility

**The Applicant**

You can apply for a Clinician Scientist Fellowship if you are a clinician who:

- Is eligible to complete your training and practice medicine in the UK;
- Has a higher degree (MD/PhD) in a cancer-relevant research area;

---

CRUK is particularly interested in proposals addressing cancers of unmet need (i.e. brain, lung, oesophageal and pancreatic cancer), early detection and other areas of strategic priority.

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### 2.2. Eligibility

**The Applicant**

You can apply for a Clinician Scientist Fellowship if you are a clinician who:

- Is eligible to complete your training and practice medicine in the UK;
- Has a higher degree (MD/PhD) in a cancer-relevant research area;
• Has a national training number (NTN or NTN(A)) with clear plans for obtaining your CCT, or have already obtained your CCT and will hold consultant status when you start the fellowship;
• Have the support of an appropriate research group and supervisor at a UK university or research institute;
• Is able to demonstrate that you meet the range of skills and experience outlined in the ‘Develop independence’ section of our Fellowships Competency Framework. You will be asked to demonstrate your skills and experience in your application form.

You cannot apply for a Clinician Scientist Fellowship if you:

• Have previously held another postdoctoral fellowship similar to a Clinician Scientist Fellowship (please consider our Advanced Clinician Scientist Fellowship and contact us for more information);
• Hold a permanent academic position at a higher education institute or research institute that supports your salary.

Please contact your relevant Research Funding Manager (please find our contact details on our website) to get advice on your suitability for a Clinician Scientist Fellowship. When contacting us, please include:
• a short CV, including key research outputs, past and current funding (title and value of award);
• a 1-page (max) abstract of your proposed research;
• a short description of why you’re applying for this particular fellowship and how you meet the expected skills and experience.

Please note that our former eligibility rules based on years of experience post-PhD no longer apply. Career breaks (due to personal circumstances), part-time working and changes in discipline will be taken into consideration by our panels and committees to make appropriate adjustments when assessing your record of outputs, research achievements and career progression.

You can apply on a part-time or flexible working basis:

• We are supportive of applicants applying on a part-time or flexible working basis as long as this fits with the needs of your host institution and your request is approved by them;
• As a general rule for fellowship applicants, we expect at least 0.5 FTE or 80% of your working hours, whichever is greater, to be spent on academic research;
• The maximum award value still applies;
• If you’d like to apply on a part-time basis, we advise you talk to us before starting your application to discuss your proposed parameters for the award and how to include the part-time request in your application.
• We encourage you to apply on a part-time basis from the preliminary application stage.

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PRELIMINARY APPLICATION GUIDELINES – AUTUMN 2019
• Please also visit our webpage on flexible research careers funding policies.

The Host Institution

All our fellows are hosted by UK Universities or research institutes. Most UK university departments are eligible, but please contact us before applying to check your host institution is eligible. You can be hosted by a CRUK institute as long as you don’t receive core funding from that institute.

At the preliminary application stage, you will need to identify a location to hold your award. If you are invited to submit a full application, you can only submit your application to CRUK once your host institution has approved it.

You may request to undertake a period of postdoctoral research training outside of the UK for a period of your fellowship (as long as it fits with your research proposal and career ambitions). To do this, please name your proposed non-UK institution in your application (this shouldn’t normally be anywhere you’ve previously worked) and justify why. For details of eligible costs for an overseas visit see Table 3, in the full application guidelines.

Applications to other funding bodies

You can apply for fellowship funding from other funders at the same time as your CRUK application, but if successful you can only hold one. Please inform the CRUK office if this is the case.

2.3. WHAT IS FUNDED

Funding for a Clinician Scientist Fellowship does not typically exceed £1 million and lasts up to 5 years (non-renewable) if you’re applying on a full-time basis.

Your award money can be used to fund:

• Your salary at the appropriate speciality training or consultant grade (an annual salary enhancement of £6,500 is paid each year of the funding period);
• Associated running expenses;
• Research services costs;
• Equipment costing up to £25,000 total;
• Support for conference attendance for the fellowship holder;
• You can request to fund one research support post, which is typically a technical support post, but you’ll need to fully outline their role and justify your need for their support in your full application. Please note, that it is expected that the fellowship holder carries out most of the proposed research themselves, therefore please only request a research support post if this is essential for your work. If you require the support of a postdoctoral researcher, please get in touch with the CRUK Office.
You may request up to £1,000 for relocation costs (if appropriately justified) to cover relocation costs for yourself (and if applicable, your family) if you wish to take up your fellowship at a new host institution, but not if you move during the term of your fellowship. Please note that relocation costs for grant staff are not covered.

See costs guidance for information about these eligible costs.

If you are requesting to undertake a period of postdoctoral research training outside of the UK during your fellowship, you can request the costs of travel as outlined in the full application guidelines.

The award money doesn’t cover course or examination fees, or other general disallowed costs.

2.4. CLINICAL COMMITMENTS

You’ll need to remain clinically active during your fellowship. However, we normally expect that you spend no more than 20% of your time or 2 Programmed Activities (PAs) on clinical activity.

If you’re a clinical trainee, you can request support for up to 40% of your time towards your clinical commitments in order to accelerate completion of your speciality training.

Please contact us to if you intend to request to spend more time on clinical activity. You’ll need to justify this request in the ‘Skills and Experience form’ of your application.

If you’ve obtained your CCT, your research proposal should ideally link to your clinical specialism.

2.5. ASSESSMENT CRITERIA

The Clinical Careers Committee will judge your application on:

- Quality and originality of the proposed work with potential for impact in the field;
- Quality and track record of the candidate demonstrated by key achievements, research outputs, recognition in the field and future research ambitions supported by relevant enabling skills e.g. personal leadership, communication/engagement skills;
- Suitability of the proposed research environment demonstrated by appropriate access to infrastructure/facilities/samples, specific expertise and support;
- Potential for independence demonstrated by e.g. own research niche, network, appropriate mentorship, leveraged funding;
- Relevance of the project to cancer research and CRUK’s research strategy.

Additionally, Cancer Research UK is a DORA (San Francisco Declaration on Research Assessment) signatory. As such, we are aligned with DORA principles through our commitment to assess the quality and impact of scientific research through means other than journal impact factors. This means that Cancer Research UK and our reviewers will:
• Consider the value and impact of all research outputs in addition to research publications (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents etc.).
• Recognise that the content of a scientific paper and its influence in the field holds more significance than publication metrics or where a paper was published.

3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, please contact your relevant Research Funding Manager to discuss the application process. Please find our contact details on our website.

Please also inform your host institution that you intend to apply, if you are invited to submit a full application, they will be required to approve your application.

Clinician Scientist Fellowship applications involve three steps:

1. You submit a preliminary application to the Clinical Careers Committee.
2. The Committee will shortlist the best preliminary applications*. If successful, you'll be invited to submit a full application for external peer review and attend an interview.
3. The Committee will make final funding decisions after the interviews.

*Please note that preliminary applications are not sent for external peer review but are considered in competition by our Clinical Careers Committee.

3.2. EGMS

You'll need to submit your application online using our Grants Management system eGMS. Please see our eGMS guidelines in section 5 below for information about how to use the system.

• It is very important to include all your publications (not just the last 5 years) with no instances of et al., in the CV publications section.
• Please also list any notable and relevant research outputs from your work such as preprints, training delivered, contribution to consortia, patents, key datasets, software, novel assays and reagents etc.
• In order to clearly distinguish between peer reviewed and non-peer reviewed material, please list your publications and research outputs in separate sections in the CV publications section. Research outputs must be clearly labelled and must be in a citable format (e.g. including a Digital Object Identifier).
• If you run out of space, include your full list of publications and research outputs at the end of your research proposal upload.
### 3.3. UPLOADS OVERVIEW

You’ll need to upload the following on eGMS in order to apply for a Clinician Scientist Fellowship:

<table>
<thead>
<tr>
<th>Upload type</th>
<th>Preliminary application</th>
<th>Full application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research proposal</td>
<td>✓ (Section 3.3.1)</td>
<td>✓</td>
</tr>
<tr>
<td>Skills and Experience form</td>
<td>✓ (Section 3.3.2)</td>
<td>✓</td>
</tr>
<tr>
<td>Nominated peer reviewers form</td>
<td>✓ (Section 3.3.3)</td>
<td>✓</td>
</tr>
<tr>
<td>Cover letter</td>
<td>✓ (Section 3.3.4)</td>
<td>✓</td>
</tr>
<tr>
<td>Applicant CV</td>
<td>✓ (Section 3.3.5)</td>
<td>✓</td>
</tr>
<tr>
<td>Main supervisor CV</td>
<td>✓ (Section 3.3.6)</td>
<td>✓</td>
</tr>
<tr>
<td>Main supervisor LoS</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Academic reference LoS (up to 2, may include main supervisor)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Clinical Head of Department LoS</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Academic Head of Department LoS</td>
<td>-</td>
<td>✓</td>
</tr>
<tr>
<td>Mentor LoS</td>
<td>-</td>
<td>✓</td>
</tr>
</tbody>
</table>

LoS: Letter of Support

**Please note the following:**

**Appendices** - any other documents needed to support your application. This should not exceed 5 pages in total. Please don’t upload unpublished manuscripts, ethical approval letters or applications, patient information or preliminary data (incorporate any preliminary data into your proposal instead) - these will be removed.

Only at the full application stage, you will need to provide:
- Costs of your proposed research;
- Support statements from collaborators (through a task on eGMS, your collaborators will be able to describe their involvement in your research proposal). Support letters* from collaborators are generally not accepted;

*Please note that, as a general rule, we don’t accept letters of support from collaborators merely stating their support of the application and willingness to collaborate (please complete the required collaborator tasks on eGMS). However, we do accept letters of support from collaborators if sufficiently justified e.g. providing access to resource/facility/samples and approved by the CRUK office prior to submission.
3.3.1. THE RESEARCH PROPOSAL

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

- Don’t exceed 1000 words (excluding figure legends, references, justifications, cell line information and statistical analysis plan), or your application will be returned;
- Use single-line spaced text, in Calibri font, pt. 11, black;
- Number all pages;
- Show the surname and initials of the lead applicant in a header or footer on all pages.

We recommend using the structure in Table 2. You can include preliminary data and figures in your proposal. Please incorporate figures into the main body of text rather than adding them as an appendix). You should upload your research proposal on eGMS under ‘Research Proposal’.

Table 2
Contents of the research proposal

| BACKGROUND | • Summarise your current and other published work relating to your research proposal |
| AIMS | • Clearly describe the hypothesis for your proposed work;  
| | • Clearly state the key aims and objectives (bullet points) of your research proposal;  
| | • Briefly describe the scientific need for your proposed work – why is it necessary to test this hypothesis?;  
| | • Describe the significance of the results you plan to obtain. |
| RELEVANCE TO CANCER | • Indicate how the results you hope to achieve will change the way we understand, prevent, diagnose or treat cancer – for example, any future clinical application or impact on policy and practice. |
| OUTLINE OF RESEARCH PLAN | 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;  
| | • 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 programme is successful. |
3.3.2. SKILLS AND EXPERIENCE FORM

When completing the Skills and Experience form, please refer to CRUK’s Fellowships Competency Framework that outlines the range of skills and experience and the types of examples that CRUK may expect for a Clinician Scientist Fellowship. This form shouldn’t exceed 4 pages.

Please use the Skills and Experience form template on eGMS to provide details on the following aspects:

- **Your research outputs and impact** (maximum length 1 page). Please highlight your 3-5 key achievements relevant to your application;
- **Your current research network** and highlight how this network contributes to you achieving your own research goals;
- **Your influence in your field**. Please outline how your own research influences your field and fits with research in other fields/disciplines, how you have started to get recognised for your expertise or influence in your field;
- **Your future research ambitions** and what your plans are for the course of this award;
- **Your plans to develop personal and scientific skills** and knowledge to drive the development of your research;
- **Your personal leadership skills and experience** (how you have demonstrated this) and your plans to drive the development of your research group;
- **Your communication and engagement skills** in your research career;
- **Your clinical experience and sessions** (if relevant):
  - Include current clinical grade, clinical responsibilities, plans for the clinical work to be undertaken during the fellowship (please quantify in PA or %);
  - If your clinical commitments will vary during your fellowship (e.g. if you have plans to spend time on research outside the UK), please clearly state your clinical service commitments for each stage of the fellowship.
  - Plans for completion of clinical training. Include your CCT date or if you have not yet completed clinical training please provide details of your plans for doing so and an expected CCT date;
- **Your career breaks and part-time working** (if relevant). We recommend providing as much explanation as possible about periods of leave or previous flexible working. These
details will be used by our Committee to make appropriate adjustments when assessing an individual’s track record, productivity and career progression.

3.3.3. NOMINATED PEER REVIEWERS

Using the template on eGMS, please nominate up to 10 reviewers with full contact details. You shouldn’t have published, worked or collaborated closely with any of them or currently work at the same host institution. We may send your full application to them for external peer review (your preliminary application will only be assessed by the Clinical Careers Committee). You can also nominate up to two referees to exclude from the review process, but please justify why. The final selection of peer reviewers will be decided by CRUK.

3.3.4. COVER LETTER

Please upload a one-page letter to describe why you’re applying, why you believe the scheme is right for you, what you hope to achieve during your fellowship, your academic achievements to date and your long-term career ambitions.

3.3.5. APPLICANT CV

Please upload your Curriculum Vitae highlighting your academic and research experience, including degree class, academic supervisors, grants and prizes. Please also include a list of all your publications and research outputs. You may also refer to any relevant preprints to support your proposal. Please list your publications and research outputs in separate sections. Your CV should not exceed 2 pages, excluding publications. Please note that this upload is required in addition to the eGMS Curriculum Vitae template.

3.3.6. MAIN SUPERVISOR CV

Please upload the Curriculum Vitae of your main supervisor. This should include academic posts, grants, and a list of publications and research outputs from the past five years. The CV should not exceed 2 pages, excluding publications and research outputs.

3.4. FEEDBACK

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

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

Once you’ve read these guidelines, please contact us at fellowships@cancer.org.uk for more information about our Clinician Scientist Fellowship.
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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

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

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

Before you start, please also read our grant conditions for our T&Cs and administrative guidelines.
6. GETTING STARTED IN eGMS

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

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

Table 1  
eGMS symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="images/add.png" 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="images/edit.png" 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="images/complete.png" 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="images/incomplete.png" 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="images/attention.png" alt="Attention" /></td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

6.3. FUNCTIONAL BUTTONS ON EGMS
You’ll also see a number of buttons as you progress through your application. These buttons help you save information and move between sections.
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](image)

6.5. TIMESCALE OF AN APPLICATION

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

The office will open an application for you, that’ll be open the next time you log in to eGMS. This is indicated on eGMS, and in your application guidelines.

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

7. THE ‘COMPLETE OUTLINE APPLICATION TASK’

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

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

Please refer to the specific application guidelines for your chosen award. If you have trouble, use the contacts in these guidelines, or read the ‘common problems and how to solve them’.

7.1. PROPOSAL OUTLINES

In this section, you’ll need to fill in the following details:

- Select your administrative authority from the drop-down list. This is the office at your Host Institution that’s responsible for confirming financial details and approving your application. (It’s important to get this right, or your application might not be sent to the right administrative authority in time for the deadline). If your chosen Host Institution isn’t listed on eGMS, please contact us.

- Give your project a title in the box provided. Please write your title in Sentence Case (not all capitals), and don’t put a full stop at the end.

- Input your proposed duration for the award. Please read our application guidelines for information about the duration of your chosen award.

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

7.2. CONTACT INFORMATION

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

Your Host Institution is where you’ll carry out the majority of your research. If your chosen Host Institution isn’t listed on eGMS, please contact us. Please include both your institution and your department in your address.
If you’ve applied before you’ll already have contact details saved. These will be automatically entered into your application, and any changes you make will update your saved contact details. You can also view and change your contact information by clicking on the ‘Profile’ tab on the eGMS homepage, followed by ‘View My Contact Details’.

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

7.3. CV POSTS AND QUALIFICATIONS

In this section, please supply details of your academic qualifications and posts using the + symbol. You can add up to six academic posts (if you’ve got more, choose the most recent or relevant). Any details you enter will automatically be stored in your Master CV for future CRUK applications.

If you’ve applied before you’ll already have a Master CV and its information will automatically be entered into your application. Any changes you make will update your Master CV. You can also view and change your Master CV by clicking on the ‘Profile’ tab on the eGMS homepage, followed by ‘View Master CV’.

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

7.4. CV PUBLICATIONS AND OTHER RESEARCH OUTPUTS

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

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

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

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

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

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

After completing this section, click ‘Save and Continue’.

7.6. SUPPORTING ROLES

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

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

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

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

Table 2
Supporting roles

<table>
<thead>
<tr>
<th>ADMINISTRATIVE SUPPORT</th>
<th>Someone who’ll give you (the lead applicant) administrative support.</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOINT LEAD APPLICANT</td>
<td>Someone who’s essential to the programme and who’ll contribute the same amount of time and intellectual input to your research as you (the lead applicant).</td>
</tr>
</tbody>
</table>
7.7. RESEARCH ABSTRACT
In this section, please add a research abstract (up to 400 words) in the box. We recommend you write this abstract in Word and copy it into eGMS to save your work being lost. Please write your abstract using the following headings:

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

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

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

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

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

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

7.9. UPLOADS
Use this section to upload all the necessary documents for your application. You’ll need to read the ‘uploads’ section of your application guidelines to see which documents you need. The application guidelines also explain the format and content of any uploaded documents.

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

- Research Proposal according the scheme guidelines.

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

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

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

7.11. REVIEW AND SUBMIT

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

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

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

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

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

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

This section is for you if you’ve been added as a supporting role to an application in eGMS. You’ll need to be registered on eGMS (see section 2.6 for how to register), and will be invited to complete a task via email as per Table 4.

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

Table 4  
Supporting roles

<table>
<thead>
<tr>
<th>TASK NAME</th>
<th>WHAT’S NEEDED</th>
<th>WHO DOES THIS TASK?</th>
</tr>
</thead>
</table>
| ACCEPT APPLICATION PARTICIPATION | In this task, you’ll be asked to do three things:  
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 | • Joint Lead Applicants  
• Co-investigators  
• Some Named Research Staff  
• Head of Department  
• Administrative Support  
• Mentor  
• Academic Referee |

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

9. COMMON PROBLEMS AND HOW TO SOLVE THEM

9.1. I NEED TO RESET MY PASSWORD

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

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

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

9.3. I CAN’T UPLOAD MY RESEARCH PROPOSAL

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

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

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

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

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

9.6. I HAVEN’T HAD CONFIRMATION OF MY APPLICATION

You might not have clicked the ‘Submit’ button on the last page of your application. If you’ve done this but haven’t received confirmation, contact the grants helpline.
10. ADDITIONAL INFORMATION

10.1. USEFUL CONTACTS AND RESOURCES

If you need extra help completing your application or using eGMS, please use the following resources:

- **FAQs**: accessible within eGMS
- **Grants helpline (for eGMS-related queries)**: 020 3469 5452 or grants.helpline@cancer.org.uk
- **Your award’s Research Funding Manager (for remit/content-related queries)**: You can find their contact details on our website or in your application guidelines.