EARLY DETECTION COMMITTEE PROGRAMME AWARDS APPLICATION GUIDELINES
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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 Early Detection Programme 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 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.
1.3. ABOUT THE AWARD

Our Early Detection Programme Award funds long-term, renewable, integrated programmes of exceptional science to drive forward a transformational change in how early cancers (and pre-cancerous states) are detected. Through the Early Detection Programme 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. Figure 1 below shows some of the areas we hope to develop through this funding scheme.

Figure 1
Important areas for Early Detection Research

1.4. ABOUT THE COMMITTEE

Early Detection Programme Awards are considered by the Early Detection Committee. The Early Detection Committee meets twice a year and also considers applications for Project Awards. You can find meeting dates and deadlines on the Cancer Research UK Early Detection Committee webpage.
2. SCHEME GUIDELINES

2.1. REMIT OF THE EARLY DETECTION PROJECT AWARD

A.1. What is suitable for the Early Detection Programme Award?

Programme Awards provide long-term support for broad, ambitious, multi-stranded programmes where the various work streams coordinate and integrate to address a central theme, asking an interrelated set of questions. They aim to encourage the research community to think bigger.

While the programme will have defined objectives, the expectation is that not all the questions will necessarily be conclusively answered within the tenure of the award, hence the opportunity for renewal of the programme. Parts of the programme may be a continuation of current activity; other elements should start new lines of enquiry.

You can apply for an Early Detection Programme Award in any number (or combination) of research areas listed below in table 1 as long as/providing 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>• Studies may include the use of model systems, such as model organisms, cell lines, organoids and xenografts, or primary human samples</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:  
  o Computational high dimensional data analytics for interpretation of potential Early Detection marker profiles  
  o 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:  
  o Computational/mathematical modelling of complex networks and systems to understand normal, pre-cancer and early cancer biology  
  o 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 which CRUK funding committee you should submit your early detection research application to (or if you think your proposal may straddle the remits of multiple committees), please contact early.detection@cancer.org.uk before submitting an application. We will work with you to identify the most appropriate funding scheme and committee.

### A.2. What isn’t suitable for the Early Detection Programme Award?

If your research proposal is focusing on late stage disease and/or metastasis (except early detection of cancer recurrence), then you are not eligible for this award. Your proposal may be suitable for CRUK’s Clinical Research Committee or Science Committee. Applications focusing on the early detection of tumour recurrence will be accepted in this early detection award stream.

If your research proposal is aiming to incrementally improve existing screening techniques, or to evaluate their effectiveness and health economic utility at a population level, then your proposal may be eligible for CRUK’s Population Committee.

If your research proposal involves behavioural aspects of early diagnosis (e.g. encouraging patient reporting of symptoms, or GP behaviour change) or policy change, then your proposal may also be eligible for CRUK’s Population Committee or the Early Diagnosis Advisory Group.

We appreciate that some programme concepts may straddle the remits of more than one funding committee. If that is the case, please contact the office and we can consider the most
appropriate route for you. If you have any questions about the remit of your application please contact the Early Detection Committee team before submitting your application.

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) through this award.

2.2. ELIGIBILITY

A.3. The Applicant

You can apply to the Early Detection Programme Award if you’re a scientist, clinician or healthcare worker in a UK university, medical school, hospital or research institution. You can hold an Early Detection Programme Award if you’ve had CRUK funding before. At the time of funding, applicants must be in a post that is 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. Please note that Programme Awards cannot be used to fund part of an applicant’s salary.

We also encourage applications from research teams, which can be located across different institutions in the UK. Supporting roles from international and commercial organisations may also be included as co-investigators and collaborators.

One PI must assume the responsibility of named Lead Applicant on the application for the purposes of the eGMS application process. Joint Lead Applicants must be added as supporting roles once the full application is opened on eGMS (For more information on supporting roles please see section 3.8). The Lead Applicant and Joint Lead Applicants will be recognised with equal status.

Applicants must ensure that their host institution will provide sufficient space and access to resources to undertake the proposed research.

A.4. The Host Institution

Applicants in receipt of core funding at a CRUK Institute (including the Francis Crick Institute) are eligible to apply as a Joint Lead Applicant with a researcher based outside the Institute. However, you should explain why you require extra support in addition to the funding you receive from the CRUK Institute, and contact us before you apply.

A.5. Applications to other funding bodies

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

Please contact the Early Detection Committee team with any other eligibility questions.

2.3. WHAT IS FUNDED

You can apply for up to £2.5 million for funding for the Early Detection Programme Award. Funding lasts up to 5 years, and can be used to fund postdoctoral researchers and technical staff, with associated running costs. You can also request equipment costing up to £50k. If equipment exceeds this value, please contact the office to discuss your requirements.

In addition to non-clinical PhD studentships, you may request for a clinical fellow (i.e. a clinical PhD student), as long as appropriately justified. We’d also like to see that the fellow will receive the appropriate skills development and career support, and being linked to a cohort of other clinical fellows in their institution. A letter with some departmental assurance should be included in the full application.

CRUK 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 https://www.biobankinguk.org/

2.4. ASSESSMENT CRITERIA

The 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.

• **Coherence of the programme** – a programme application should articulate multiple interrelated strands of research which address a central theme. The committee will consider the added value of integration of these strands as a programme.

Additionally, we are DORA ([San Francisco Declaration on Research Assessment](https://www.dora.net)) signatories. 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 our reviewers will:

• **Consider the value and impact of all research outputs** in addition to research publications (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents etc.).

• **Recognise that the content of a scientific paper** and its influence in the field **holds more significance** than publication metrics or where it was published.
3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, we strongly recommend that you contact the Early Detection Committee team to discuss your application.

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

An application for a Programme Grant involves four steps:

1. You have the option to contact the Early Detection office 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. You submit an outline online to the Early Detection Research Committee.

3. The Committee may then invite you to submit a full application for consideration at their next meeting. The full application will be sent out for international peer review. You will also get the opportunity to present your proposal to the Committee and answer any questions they may have.

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

3.2. EGMS

After contacting us, a full application form will be opened for you on our online Grants Management system, 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 an Early Detection Research Award:

- **Research proposal** according to section 3.3.1 of these guidelines.
- **Appendix** according to section 3.3.2 of these guidelines.
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 7000 words (excluding lay summary, figures, figure legends, references and the justification section)
- If you have included a description of patient and public involvement in your proposal, this may use up to an additional 500 words. A description of what patient and public involvement details, as well as information about resources, can be found in Section 3.7.
- 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

**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>LAY SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide a summary of the research proposal that has been written for members of the public rather than researchers or professionals.</td>
</tr>
<tr>
<td>- It should be written in plain English, avoid the use of jargon and explain any technical terms or acronyms that have been included.</td>
</tr>
<tr>
<td>- It should clearly articulate the clinical context and current and/or future patient/population impact of your work.</td>
</tr>
<tr>
<td>- It should make clear the type of cancer you are targeting</td>
</tr>
<tr>
<td>- It should provide a clear rationale for why this research is being conducted and its design</td>
</tr>
<tr>
<td>- Please consider using</td>
</tr>
<tr>
<td>- short sentences (max 15 to 20 words)</td>
</tr>
<tr>
<td>- headings to break up the text</td>
</tr>
<tr>
<td>- a clear font in a readable size</td>
</tr>
</tbody>
</table>
### PURPOSE
- Clearly describe the **hypothesis** for your proposed project.
- 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. In particular, the relevance of your expected results to detection of cancer – for example, any future clinical application or impact on policy and practice.

### BACKGROUND
- 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).
- Describe how this knowledge and experience can be integrated to address the goals and hypothesis of the proposed research project.

### 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. 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.

You also have an opportunity in this section to describe how you plan to involve patients and the public in your research, if relevant.

### TEAM COMPOSITION
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.

### TIMESCALE AND POTENTIAL PROBLEMS
- 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.
3.3.2 APPENDIX UPLOAD

An appendix is required as a part of the Early Detection Programme Award application. Please refer to Table 3 (below) for details on how to complete. Please do not exceed 10 pages for this upload.

Table 3
Details of Appendix Upload

| A1. JUSTIFICATION FOR SUPPORT REQUESTED | Please complete these sections according to the following guidelines. Information on eligible costs is provided in our Costs Guidance. Please list all costs (staff, running expenses and animal costs) 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. For translational Early Detection Programme 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 Early Detection Programme 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. Staff: • 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. PhD Students: • Give clear justification of the appropriateness of the project for doctoral training and describe how students will be given access to the same support, training and development activities as other CRUK-funded students at your institution. Running Expenses: • Please list lab consumable costs for each staff member. • Please list specific costs separately from general consumables. • Please list any requested equipment under £5k. |

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).
### Equipment:

- Please provide details and scientific justification for any items of equipment (over £5k) requested.
- Include any details of contribution(s) made to the purchase of equipment by the host institute.

### A2. Statistical Design and Analysis Plan

For each research question as appropriate:

- Describe the statistical analysis used;
- Name the variables and describe the values;
- 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).

### A3. Cell Lines

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

You should complete this section if you are proposing to use animals in your research. You should ensure you are familiar with the relevant NC3Rs guidelines, in particular the Responsibility in the Use of Animals in Bioscience Research document, the ARRIVE Guidelines, and the NC3Rs Guidelines: Primate Accommodation, Care and Use. When completing this section, you should describe how your proposed research adheres to the expectations set out in these guidelines.

#### 4.1 Animal Costs

Please include a full breakdown of the purchase costs and husbandry application on eGMS.

Please list animal purchase, maintenance and experimental costs separately.

#### 4.2 Justification of proposed animal research

Using the table provided in the appendix template, please briefly justify the use of animals by outlining:
• Why animal research is necessary for your award and details of all species you propose to use;
• Why the species/model you have chosen is the most appropriate physiological model to use for the research objective(s);
• If you are developing any new models why this is necessary and how you will ensure that these will be disseminated to the research community more broadly;
• The efforts you will take to minimise animal usage.

For your critical experiments, please provide an outline of your experimental design and power calculations. Where details of specific experiments are not known, you may provide an illustrative example. This should include:

• An overview of the experimental approach summarising; primary and secondary experimental outcomes, number of experimental and control groups, the number of experimental units in each experimental group, the total number of experimental units to be measured and the number of times each unit will be measured, number of independent replications of each experiment and how you plan to minimise experimental bias (e.g. randomisation and blinding) or an explanation of why this would not be appropriate.
• An explanation of how effect sizes have been calculated and a justification of their biological relevance.
• The power calculations used to determine your sample size (or a principled explanation of an alternative basis for calculations, justifying why you haven’t used statistical calculations). Explanations based solely in terms of ‘usual practice’ or previously published data will not be considered adequate.
• Details of breeding strategies that will be implemented (if applicable).
• A brief description of your planned statistical analyses in relation to the sample size, and list any statistical advice available.

You may present this in the form of a table or diagram, if appropriate.

Please note that the NC3Rs website includes a number of useful experimental design resources, including the Experimental Design Assistant (EDA), a free online tool to help optimise experimental design. The EDA can be used to create a visual map of your planned experiments (or a few of them) that may be useful in discussions with your team and statistical advisors. If you use the EDA, you are encouraged to submit the EDA report as a PDF upload along with the Research Features template (and you need not replicate information in the Research Features template that is covered in your EDA report).

Please note that applications proposing research on specially protected species or pigs must undergo an additional independent peer review by the NC3Rs. If your research involves specially protected species or pigs, please contact the office as soon as possible so that we can coordinate this review alongside our standard peer review process by emailing early.detection@cancer.org.uk. You can find more information about the NC3Rs peer review service, and tips for applicants here.

For any animal studies to be performed outside of the UK, we also require a letter to be uploaded from the relevant Co-I leading this work to confirm that the research proposed will adhere to all relevant local regulatory systems, and also that the welfare standards will be consistent with UK standards. We also
require you to complete the form provided in the appendix template for each relevant location/Host Institution outside the UK where rodents will be used. More information about the use of animals overseas can be found in this NC3Rs resource.

3.3.3. KEY RESEARCH ACHIEVEMENTS UPLOAD

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

Please note that each Lead Applicant, including Joint Lead Applicants, named on the application will each need to complete their own separate 1-page Key Research Achievements form and organise for their separate form to be uploaded.

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. OUR APPROACH TO INTELLECTUAL PROPERTY AND COLLABORATION WITH INDUSTRY

CRUK encourages collaboration between academia and industry through Early Detection project and programme grants. CRUK’s approach to intellectual property (IP) is to ensure that the research we fund is further developed for the benefit of cancer patients and in line with our strategic goals. For the majority of UK host institutions, there is already a Technology Transfer Agreement (TTA) in place with CRUK’s commercial subsidiary, Cancer Research Technology Limited (CRT) that reflects this, and where there is not, our standard funding terms and conditions apply. However, we do recognise that arrangements to govern IP arising from arrangements with a commercial collaborator may require some discussion but we would expect the applicant to work with the Host Institute’s Technology Transfer Office/Contracts Team and the CRUK Commercial Partnerships Team to put in place such arrangements. We would encourage applicants with a commercial collaborator to contact the CRUK Commercial Partnerships Team prior to an application. Please contact matthew.farren@cancer.org.uk or commercial@cancer.org.uk.
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 organisation 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). Should the grant be awarded, an agreement outlining how the academic and industrial partner will work together will need to be shared with the CRUK Commercial Partnerships Team prior to commencement of funding.

3.5. 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, in some cases, you may 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 approval\(^1\), we may also need written confirmation before we release funding. We will review this on a case by case basis.

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.

3.6. NCRI CLINICAL STUDIES GROUPS

There are a number of NCRI Clinical Studies Groups (CSGs) that may be relevant to the Early Detection Committee’s remit. Where applicable, we recommend that you contact the Chair of the relevant group as early as possible before you apply. Comments and letters of support from the CSG can be included as an appendix to your application.

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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.
3.7. PATIENT & PUBLIC INVOLVEMENT

While we do not mandate inclusion of specific involvement activities as part of your research, if your proposal involves studies utilising patients and the public, their samples or data, we would encourage you to include patient and public involvement plans if they can add value to your research proposal.

This could include, but is not limited to, involvement in the development of research questions, planning/design of research, patient recruitment, monitoring progress, evaluation and/or dissemination of research findings. This could also include offering advice as members of a project steering group, commenting on or developing research materials.

You may like to address the following prompt questions when writing about your PPI plans in your application. You are not required to follow this format.

- What is the proposed PPI plan? What is the rationale for the plan?
- How many people are you aiming to involve through the activities set out in your plan? What is their role? How will you recruit them?
- How will you support those who you involve in your research?
- What is the proposed budget required for your PPI plan?

CRUK provide details and guidance on how to implement your patient and public involvement (PPI) plans, including budgeting and cost guidance in the PPI toolkit for researchers on our website. We can also help you to recruit patients for your involvement activities through our Involvement Network, who are a group of people affected by cancer who have expressed an interest in being involved in the research, policy and information work of Cancer Research UK. To request login details to access the toolkit, help with recruitment, or for any additional questions regarding patient involvement, please email involvement@cancer.org.uk.

Other resources:

INVOLVE: provides briefing notes on how to involve patients at each stage of the research cycle

NIHR Research Design Service: can offer application specific support and advice on appropriate public and patient involvement methods.

People in Research: can be used to advertise involvement opportunities and recruit people.

NCRI Consumer Liaison Forum: Many forum members also act as patient representatives in their local area or for other national bodies such as the Department of Health or Public Health England.
3.8. COSTS INFORMATION SPECIFIC TO THE EARLY DETECTION PROGRAMME AWARD

This section contains costs guidance specific to the Early Detection Programme Award. You 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.

**Table 4**

Costs information

<table>
<thead>
<tr>
<th>PhD STUDENTS</th>
<th>Costs information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our costs guidance details CRUK PhD allowance. This is a fixed sum for all CRUK-funded PhD students completing a wet lab PhD. For dry-lab PhD, such as in statistics, the fees and stipend are still a fixed value, however, you must provide the actual value for running expenses.</td>
<td></td>
</tr>
<tr>
<td>Requests for PhD studentships can only be included on proposals that are at least 48 months in duration and must be guaranteed support for four years. Recruitment to studentship posts must take place at the beginning of the award and run for the duration.</td>
<td></td>
</tr>
<tr>
<td>We do not pay overseas fees or part-fund studentships.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>Costs information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please tell us about all the equipment you’ll require for the full duration of your award. If there is equipment you’ll only need in the later years, please note this in section of your appendix. Please discuss any major equipment requests with us before applying.</td>
<td></td>
</tr>
<tr>
<td>For all requested equipment:</td>
<td></td>
</tr>
<tr>
<td>• The ‘claim year’ is the year that your expense item will be purchased and first used.</td>
<td></td>
</tr>
<tr>
<td>• Please include any equipment that costs &lt; £5,000 as a running expense.</td>
<td></td>
</tr>
<tr>
<td>• Please describe each item in its equipment category: (i.e. if equipment category is Laboratory Equipment, then the description could be PCR machine).</td>
<td></td>
</tr>
<tr>
<td>• Further equipment requests will not be considered in subsequent years of the award.</td>
<td></td>
</tr>
</tbody>
</table>

3.9. SUPPORTING ROLES SPECIFIC TO THE EARLY DETECTION PROGRAMME AWARD

**Table 5** shows the supporting roles you can add to your Early Detection Programme 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 5
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  | • Complete the ‘Agree to participate’ task  
                         • Complete the ‘Collaborate on application’ task and submit a CV to eGMS |
| JOINT LEAD APPLICANT   | • Complete the ‘Agree to participate’ task in eGMS  
                         • Complete the ‘Collaborate on application’ task and submit a CV to eGMS |

3.10. 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.

If you have not been successful, it may be possible to resubmit an application. You must contact the office first to discuss.
3.11. USEFUL CONTACTS

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

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

5.1 PURPOSE OF THESE GUIDELINES

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

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

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

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

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

Table 1
eGMS symbols

<table>
<thead>
<tr>
<th>Add</th>
<th>Use this button to add information to your application (e.g. supporting roles, costs etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>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>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>

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

### 6.4. LOGGING IN TO EGMS

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

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

Once you have an account, you can log in as shown in [Figure 1](#).

![Figure 1 - Logging in to eGMS](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>
<thead>
<tr>
<th>Supporting roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
</tr>
<tr>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td>JOINT LEAD APPLICANT</td>
</tr>
<tr>
<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><strong>Complete</strong></th>
<th>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Incomplete</strong></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><strong>Attention</strong></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>
<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 grant conditions.</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>
</tbody>
</table>

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 SECTIONS
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 from 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.