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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?

☐ Is your research abstract correctly structured?

☐ 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 an outline 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 PROGRAMME 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

| Biological Research Underpinning Early Detection and Biomarker Discovery/Validation | Including but not limited to: |
| --- |
| | • 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. |
| | • Omics for Early Detection: High throughput, high dimensional data research in markers for Early Detection, including proteomics, metabolomics, lipidomics, genomics, epigenomics, transcriptomics etc. |
| | • Basic biology and detection of circulating cellular/nucleic acid markers for early detection of cancer/pre-disease, e.g. ctDNA, CTCs, exosomes, RNAs. |
| | • Studies may include the use of model systems, such as model organisms, cell lines, organoids and xenografts, or primary human samples |

| 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 |

<p>| 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 |</p>
<table>
<thead>
<tr>
<th>DATA/COMPUTATION-DRIVEN APPROACHES TO EARLY DETECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including but not limited to:</td>
</tr>
<tr>
<td>• Biomedical and Health Informatics:</td>
</tr>
<tr>
<td>o Computational high dimensional data analytics for interpretation of potential Early Detection marker profiles</td>
</tr>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>• Computational/Systems biology:</td>
</tr>
<tr>
<td>o Computational/mathematical modelling of complex networks and systems to understand normal, pre-cancer and early cancer biology</td>
</tr>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEVELOPMENT AND UTILIZATION OF PRECLINICAL EARLY DETECTION MODEL SYSTEMS (e.g. cellular, organoid, xenograft, animal model) to recapitulate early cancer and precancerous states</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including but not limited to:</td>
</tr>
<tr>
<td>• Creation and characterisation of new model systems.</td>
</tr>
<tr>
<td>• Use of model systems to probe and understand early events leading from normal cellular function through to cancer</td>
</tr>
<tr>
<td>• Use of model systems to identify potential Early Detection markers for future clinical validation</td>
</tr>
<tr>
<td>• Use of models systems as platforms for development of Early Detection technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EARLY DETECTION TECHNOLOGY DEVELOPMENT – EXPLORATORY AND TRANSLATIONAL RESEARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Including but not limited to:</td>
</tr>
<tr>
<td>• Imaging - Progressive research into advanced imaging technologies for cancer detection. Novel modalities, novel probes, novel contrast agents etc.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Advanced detection technologies (nanotech, photonics, synthetic markers etc.): Engineering/physical science to enable novel methods of detection of very low-concentration markers</td>
</tr>
<tr>
<td>TRANSLATIONAL/CLINICAL EARLY DETECTION RESEARCH</td>
</tr>
</tbody>
</table>

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 earlydetection@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 focussing 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).

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 full-time 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 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 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

10 EARLY DETECTION PROGRAMME AWARD
OUTLINE APPLICATION GUIDELINES – JULY 2017
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.

Please note, Programme Awards do not provide support for full time Clinical Fellows. 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/](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.

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.

Outline applications are not sent for external peer review, but are considered in competition by our Early Detection Committee.
3.2. **EGMS**

You can open an application through eGMS. Please see our eGMS guidelines in Section 4 below for information about how to use the system.

3.3. **UPLOADS OVERVIEW**

You need to upload the following to eGMS in your application for an Early Detection Research Award:

- **Research proposal** according to section 3.3.1 of these guidelines.
- **Appendices** to upload Joint Lead Applicant CV

3.3.1. **THE RESEARCH PROPOSAL**

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

Throughout the proposal please:

- Don’t exceed 2,000 words for the outline (excluding figures, figure legends, references and the justification section) 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>PURPOSE</th>
<th>• State briefly the objectives of the proposed research. Include details of how these fit into the current research landscape, the significance of the results that may be obtained and their relevance to the early detection of cancer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIMS</td>
<td>• Provide an overview of the key aims and how these aims interrelate to form a coherent programme of research</td>
</tr>
<tr>
<td>RESEARCH PLAN</td>
<td>• The purpose of this section is to explain clearly how you will address your research aims (i.e. scientific methods). Please provide enough information to demonstrate why you consider your approach will be successful. You should also indicate why you are the correct person to carry out this work and that you are based in an appropriate research environment</td>
</tr>
</tbody>
</table>
EXPECTED OUTPUTS

- State the expected major outputs from the proposed research, including an explanation of why this is important to Cancer Research UK. Also include a description of your vision for future research which may lead on from this work and the relationship with your other funding.

SUPPORTING ROLES

- Give details of the proposed research team including brief descriptions of any supporting roles and their expected contributions. Please note supporting roles do not need to be added in the ‘Supporting Roles’ section on eGMS at this stage.

PROPOSED LEVEL OF SUPPORT

- List the number and type of staff posts that will be requested, and the approximate annual cost. Provide a ballpark figure for general and project specific running expenses and likely equipment requirements. Eligible costs can be found in Section 3.7 of these guidelines and these should be considered in advance of submitting an outline application.

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.

3.4. APPENDICES

If you have a Joint Lead Applicant, please upload a short CV of no more than 3 pages. This should include a list of the most relevant publications for this award.

3.5. 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 arm, 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 a grants 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 CRT to put in place such arrangements. We would encourage applicants with a commercial collaborator to contact CRT prior to an application. Please contact mfarren@cancertechnology.com.

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 will be required as part of the full application. 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 CRT prior to commencement of funding.

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.

3.7. COSTS INFORMATION SPECIFIC TO THE EARLY DETECTION PROGRAMME AWARD

You should include the proposed level of support in your Research Proposal upload you’d request in a full application (if you’re successful at the outline application stage). Please see costs guidance for information about eligible costs and the eGMS guidance in Section 4 below.

You don’t need to submit detailed finances or AMRC Full Economic costing details in your outline application. However, please ensure your preliminary costs are a reasonably accurate indication of the funding you’d request.

3.8. SUPPORTING ROLES SPECIFIC TO THE EARLY DETECTION PROGRAMME AWARD

Table 4 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 4
Supporting roles

| LEAD APPLICANT | • Complete the ‘Complete full application’ task  
|               | • Contribute to hours stipulated in application (must be justified at appropriate to the role). |
3.9. 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.

3.10. USEFUL CONTACTS

Once you have read these guidelines, please contact us at earlydetection@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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4. INTRODUCTION

4.1. PURPOSE OF THESE GUIDELINES

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

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

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

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

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

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

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

5.4. LOGGING IN TO EGMS

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

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

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

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

5.5. TIMESCALE OF AN APPLICATION

Once you’ve chosen which award you want to apply to, you’ll be able to see the deadline for the next round of funding, which is shown as the ‘due date’ of your task. Getting your application right might take longer than you think, so make sure you leave plenty of time to finish it. Anyone who is assigned a supporting role in your application will also need to complete their tasks before you can submit your application (section 4).
If your application requires Host Institution Approval (which is the case for most full applications, but not some preliminary applications), your Host Institution needs to approve your application before the deadline, so make sure you inform them before you start your application, and submit your application several days early to give them time to approve it. To do this, you’ll need to know the correct research office contact who can approve your application – please find this out before you start.

Please remember that, although the application deadline is at midnight, your administrative authority will probably finish work by 5pm (as does our helpline)! We can’t accept applications that haven’t been approved by your Host Application by the deadline.

5.6. STARTING AN APPLICATION

Once you’ve logged in, click ‘Apply for Funding’ to start a new application. Select your chosen award from the list, and click ‘continue’ to begin. If you can’t find the award you’re looking for on the list, it’s probably a Closed Scheme which means you’ll need to contact us to start an application. The office will open an application for you, that’ll be open the next time you log in to eGMS. This is indicated on eGMS, and in your application guidelines.

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

5.7. ELIGIBILITY TASK

For some awards, you’ll be asked to do an eligibility task. This involves answering some questions to check you’re eligible before you can start your application. For information about eligibility, please read the application guidelines for your chosen award.

If you’re eligible, you’ll be assigned the ‘Complete Full Application’ task (see section 3). If your scheme doesn’t require an eligibility task, you’ll be assigned the ‘Complete Full Application’ task straight away.
6. THE ‘COMPLETE FULL APPLICATION TASK’

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

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

Please refer to the specific application guidelines for your chosen award. If you have trouble, use the contacts in section 10 of these guidelines, or read the ‘common problems and how to solve them’ in section 9.

6.1. PROPOSAL OUTLINES

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

- **Select your administrative authority** from the drop-down list. This is the office at your Host Institution that’s responsible for confirming financial details and approving your application. (It’s important to get this right, or your application might not be sent to the right administrative authority in time for the deadline). If your chosen Host Institution isn’t listed on eGMS, please contact us.
- **Give your project a title** in the box provided. Please write your title in Sentence Case (not all capitals), and don’t put a full stop at the end.
- **Select your proposed start date**, which should be between 2 and 5 full months after the next funding committee meeting for your chosen award. Dates can be found on the relevant committee webpage.
- **Input your proposed duration for the award**. Please read our application guidelines for information about the duration of your chosen award.

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

6.2. CONTACT INFORMATION

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

Your **Host Institution** is where you’ll carry out the majority of your research. If your chosen Host Institution isn’t listed on eGMS, please contact us. Please include both your institution and your department in your address.

If you’ve applied before you’ll already have contact details saved. These will be automatically entered into your application, and any changes you make will update your saved contact details. You can also view and change your contact information by clicking on the ‘Profile’ tab on the eGMS homepage, followed by ‘View My Contact Details’.
6.3. APPLICANT INFORMATION

In this section, please answer the questions about your role in your application.

- ‘Are you applying for your own support?’ – Select ‘yes’ if you’re applying for your own salary. Check our application guidelines to find out if you can apply for salary funding in your chosen scheme.
- ‘Number of hours for this project’ – Total the weekly hours of all research staff that will contribute to your project. Check the ‘Supporting Roles’ section of your application guidelines to see how many hours per week each research staff member will need to contribute.

Please read section 7.7 of these guidelines for definitions of research staff.

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

6.4. CV POSTS AND QUALIFICATIONS

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

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

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

6.5. CV PUBLICATIONS AND OTHER RESEARCH OUTPUTS

Here you should supply details about your research publications and other research outputs.

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

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

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

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

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

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

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

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

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

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

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

Table 2
Supporting roles

<table>
<thead>
<tr>
<th>ADMINISTRATIVE SUPPORT</th>
<th>Someone who’ll give you (the lead applicant) administrative support.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO-INVESTIGATOR</td>
<td>Someone who’ll give significant intellectual input to your research. They’ll also be responsible for the day-to-day running of some of your work.</td>
</tr>
<tr>
<td>ROLE</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COLLABORATOR</td>
<td>Someone who’ll supply research materials, specific expertise or patient access, but won’t be involved in the day-to-day running of your research.</td>
</tr>
<tr>
<td>HEAD OF DEPARTMENT</td>
<td>The head of the department where most of your research will take place. They’ll need to guarantee any necessary resources and lab/office space for the duration of your award.</td>
</tr>
<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>
<tr>
<td>LEAD APPLICANT (PRINCIPAL INVESTIGATOR)</td>
<td>The principal investigator of your research proposal.</td>
</tr>
<tr>
<td>NAMED RESEARCH STAFF</td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>Someone who’ll be involved in your training programme and give you advice and support for your research.</td>
</tr>
<tr>
<td>RESEARCH ASSISTANT</td>
<td>Someone who’ll assist in the day-to-day running of your research, but won’t be responsible for intellectual input.</td>
</tr>
<tr>
<td>MENTOR</td>
<td>A senior academic who’ll provide you with independent support and advice for the duration of your award/fellowship. Please only select one individual to act as your official mentor.</td>
</tr>
<tr>
<td>ACADEMIC REFEREE</td>
<td>Someone who’ll provide a letter stating your suitability to hold the award/fellowship.</td>
</tr>
</tbody>
</table>

### 6.8. RESEARCH ABSTRACT

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

- Background
- Aims
- Methods
- How the results of this research will be used
Please tick the ‘publishable abstract’ box to give us permission to send this abstract to peer reviewers.

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

6.9. DATA SHARING PLAN

In this section, you should outline your Data Sharing Plan, explaining how you intend to adhere to Cancer Research UK’s data sharing policy. This policy requires you to make your research data available for sharing with other scientists, provided it’s safe and feasible to do so.

You should consult the CRUK data sharing policy and the supporting guidelines and FAQs as you fill in this section. (Please note that applicants for the Population Research Committee only should leave this section blank and complete the more detailed CRUK Template for a Data Management Plan.)

In your Plan, you should consider outlining the different types of data your research will generate; any potential restrictions on data sharing; and plans for curation, storage and preservation of the data during your grant and, if applicable, in the longer term. You should explain how you will make your data discoverable by other researchers in your field, and the means by which other researchers will be able to access your data.

6.10. RESEARCH FEATURES

In this section, you’ll be asked a series of questions about your proposed research.

If you’ll use animals in your research, you must follow the ‘Guidelines for the Welfare and Use of Animals in Cancer Research’ (Workman et al, British Journal of Cancer (2010) 102, 1555 – 1577 – cite this reference in any publications resulting from your research). You’ll also need to demonstrate that you’ll replace, refine and reduce animals in your research according to guidance from the NC3Rs. If you plan to report in vivo experiments, please provide information in concordance with the ARRIVE guidelines.

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

6.11. COSTS

In this section, please supply the costs that you’re requesting from us as part of your award. Please add all and only the costs you’re requesting from us under the relevant headings, and justify them in the ‘Justification for Support Requested’ section of your research proposal (for some schemes, this may be in the appendix upload). Table 3 explains the kind of information we’re looking for under each heading.

Please read costs guidance for information about eligible costs. For award-specific costs information and to find the maximum value you can request for your award, please see your application guidelines.
After completing this section, click ‘Save and Continue’ so you don’t lose your details.

### Table 3
Adding costs to an application in eGMS

| EQUIPMENT | Under this heading, please list the costs for all the equipment you’d like to request on your award.  
|---|---|
| | • Please list all your requested equipment for the duration of the award in year 1.  
| | • Any equipment costs <£5,000 should be included as a running expense  
| | Please read our costs guidance for information about eligible equipment costs, and justify your costs in your research proposal appendix. |

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

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

Please read our costs guidance for information about eligible running expenses costs, and justify your costs in your research proposal appendix.

6.12. OTHER FUNDING

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

If you don’t currently receive any other funding, please indicate in the box, or leave this section blank.

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

6.13. AMRC – FULL ECONOMIC COST INFORMATION

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

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

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

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

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

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

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

6.15. BIOMARKER RESEARCH

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

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

6.16. UPLOADS

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

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

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

6.17. GRANT CONDITIONS

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

6.18. REVIEW AND SUBMIT

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

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

<table>
<thead>
<tr>
<th></th>
<th>Incomplete</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>
</tbody>
</table>
**Attention**

This symbol means optional information is missing. eGMS will tell you what's missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).

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

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

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

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

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

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

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

Table 4
Supporting roles

<table>
<thead>
<tr>
<th>TASK NAME</th>
<th>WHAT’S NEEDED</th>
<th>WHO DOES THIS TASK?</th>
</tr>
</thead>
</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 |
| COLLABORATE ON APPLICATION | Depending on your award, you may be asked to do any of the following in this task:  
- Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5.  
- Accept our [grant conditions](#).  
- Upload a document (e.g. a letter of support)  
eGMS will explain what to do, and you can find more information in your [application guidelines](#). | • Joint Lead Applicants  
• Co-investigators  
• Head of Department  
• Mentor  
• Academic Referee  
• Some Named Research Staff (see your [application guidelines](#)). |

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

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

8.2. I CAN’T FIND THE SCHEME I WANT TO APPLY FOR
Your scheme might be Closed Scheme (this will be indicated in eGMS and in your application guidelines). Please contact the grants helpline for information about how to apply to a Closed Scheme.

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

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

8.5. WHEN DO I NEED TO GET APPROVAL FROM MY HOST INSTITUTION?
Not all applications need approval form your Host Institution (some preliminary applications don’t, please check your application guidelines). Once you submit your application, it’ll be sent to your Host Institution for approval. They need to approve your application before the deadline, so make sure you give them plenty of time.

8.6. I HAVEN’T HAD CONFIRMATION OF MY APPLICATION
You might not have clicked the ‘Submit’ button on the last page of your application. If you’ve done this but haven’t received confirmation, contact the grants helpline.
9. ADDITIONAL INFORMATION

9.1. USEFUL CONTACTS AND RESOURCES

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

- **FAQs**: accessible within eGMS
- **Grants helpline (for eGMS-related queries)**: 020 3469 5452 or grants.helpline@cancer.org.uk
- **Your award’s Research Funding Manager (for remit/content-related queries)**: You can find their contact details on our website or in your application guidelines.
APPENDIX 1: AMRC FULL ECONOMIC COST FORM GUIDANCE

Full economic costing information (applicants based in UK Higher Education Institutions only)

As a member of the Association of Medical Research Charities (AMRC), we monitor the full economic costs (fECs) of the research we support. Unlike some other funding bodies, AMRC member charities don’t fund the fECs, or a proportion of these. Please provide figures including the standard indexation rate used by your institution to calculate fECs. Only universities that are using TRAC costing methodology should enter actual values in the form.

Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

Monitoring the full economic costs of charity-funded research in UK HEIs

Background

AMRC issued updated guidance to its members and to universities regarding its position on changes to costing research applications and the move to a system of estimating fECs in 2004. AMRC member charities do not fund the indirect costs on grants awarded to UK universities as a matter of principle. The move to funding on a percentage basis by other types of funders, such as the research councils, is unlikely to be adopted by the charity sector in the foreseeable future; the reasons for this decision are set out in AMRC’s position statement and guidance document.

Following the 2004 Spending Review, the Government recognised the importance of charity funding in universities and announced that a separate stream of funding, administered by HEFCE to English universities, would be introduced from 2006/07 to provide additional support for charitable research. The allocation of the Charity Research Support Fund (CRSF) in England will be based on the amount of income from eligible charities; most AMRC member charities will be eligible for the CRSF. AMRC member charities have agreed that it would be helpful to collect information about the full costs of the research they support, in order to develop a better understanding of the charity contribution, inform future discussions about the CRSF and to assess future sustainability.

Applicants and host institutions should note that the data sought is for monitoring purposes only and will not form part of the peer review or decision-making process that AMRC members use.

Elements of the new cost headings are:

Directly Incurred Costs: these include the direct costs of research and it’s assumed these are included in the funds for which you’re applying to CRUK for. They may include:
• Staff (e.g. research assistant salaries)
• Consumables and other costs directly attributable to the project
• Equipment
• Travel and subsistence

Directly Allocated Costs: these are shared costs, based on estimates and don’t represent actual costs on a project-by-project basis. Previously, these costs came under the ‘indirect costs’ heading but the following items will now be calculated separately:

• Investigators: the time spent by the Principal Investigator and Co-Investigators will be calculated and costed. (Cancer Research UK is unlikely to fund these costs).
• Estates: the way these are calculated may vary between institutions. Different categories of space will be costed differently, for example laboratory space will be different to office-based costs. (Cancer Research UK is unlikely to fund these costs).
• Other Directly Allocated: these include the costs of shared resources, such as staff and equipment. (Cancer Research UK is unlikely to fund these costs).

Indirect Costs: these costs are necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs. Indirect costs will be calculated separately by each HEI, according to TRAC methodology. (Cancer Research UK is unlikely to fund these costs).

For further information regarding AMRC’s positions on funding in universities, please refer to the web pages at: http://www.amrc.org.