EARLY DETECTION COMMITTEE
PROJECT AWARDS
APPLICATION GUIDELINES

CANCER RESEARCH UK
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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 Project Award. If you’re not sure which kind of funding to apply for, please email grants helpline, with a short summary of your research idea.

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

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

1.2. ABOUT 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 Project Award funds exceptional science to drive forward a transformational change in how early cancers are detected. Through the Early Detection Project Award, we can support a wide range of scientific research from basic to translational/clinical, and incorporate scientists from diverse fields including molecular biologists, clinicians, engineers, physicists, chemists and mathematicians. Our ultimate goal is to improve how and when cancer is detected. 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 Project Awards are considered by the Early Detection Committee. The Early Detection Committee meets twice a year and also considers applications for Programme 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

A1. What is suitable for the Early Detection Project Award?

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

Table 1
The Early Detection Committee remit

<table>
<thead>
<tr>
<th>BIOLOGICAL RESEARCH UNDERPINNING EARLY DETECTION AND BIOMARKER DISCOVERY/VALIDATION</th>
<th>Including but not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Basic cellular/molecular science around the earliest transformational events pushing a cell from normal to at-risk to dysregulated to cancerous, thereby suggesting potential Early Detection markers to be explored.</td>
</tr>
<tr>
<td></td>
<td>• Omics for Early Detection: High throughput, high dimensional data research in markers for Early Detection, including proteomics, metabolomics, lipidomics, genomics, epigenomics, transcriptomics etc.</td>
</tr>
<tr>
<td></td>
<td>• Basic biology and detection of circulating cellular/nucleic acid markers for early detection of cancer/pre-disease, e.g. ctDNA, CTCs, exosomes, RNAs.</td>
</tr>
<tr>
<td></td>
<td>• 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>

<table>
<thead>
<tr>
<th>HUMAN-BASED EARLY DETECTION DISCOVERY RESEARCH</th>
<th>Including but not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Biomarker discovery and validation in early stage disease (and pre-cancerous state) patients.</td>
</tr>
<tr>
<td></td>
<td>• Biomarker discovery and validation in healthy volunteers.</td>
</tr>
<tr>
<td></td>
<td>• Exploitation of existing cohorts and biobanks</td>
</tr>
</tbody>
</table>
**EPIDEMIOLOGY/RISK STRATIFICATION FOR EARLY DETECTION**

Including but not limited to:
- Understanding of markers of risk and early disease at a population level.
- Stratification of populations by risk to identify and exploit high-risk groups as populations for Early Detection research, and as appropriate clinical contexts for development of screening technologies.

**DATA/COMPUTATION-DRIVEN APPROACHES TO EARLY DETECTION**

Including but not limited to:
- Biomedical and Health Informatics:
  - Computational high dimensional data analytics for interpretation of potential Early Detection marker profiles.
  - Analysis and integration of (multimodal) data arising from e.g. genomics, proteomics, imaging, e-health records, patient/public-derived data (personal activity monitors etc.).
- Computational/Systems biology:
  - Computational/mathematical modelling of complex networks and systems to understand normal, pre-cancer and early cancer biology.
  - Modelling of the interaction within and between complex biological systems to facilitate Early Detection and prediction of implications of markers (e.g. distinguishing lethal from dormant disease).

**DEVELOPMENT AND UTILIZATION OF PRECLINICAL EARLY DETECTION MODEL SYSTEMS (E.G. CELLULAR, ORGANOID, XENOGRAFT, ANIMAL MODEL) TO RECAPITULATE EARLY CANCER AND PRECANCEROUS STATES**

Including but not limited to:
- Creation and characterisation of new model systems.
- Use of model systems to probe and understand early events leading from normal cellular function through to cancer.
- Use of model systems to identify potential Early Detection markers for future clinical validation.
- Use of model 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 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 Project 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 project 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 Project Award if you’re a scientist, clinician or healthcare worker in a UK university, medical school, hospital or research institution. You should be fully funded throughout the award. Cancer Research UK is very supportive of researchers applying and working part-time if you’re funded by us. You can request to work part-time or flexibly on this award, as long as this fits with the needs of your Host Institution and your request is approved by them. Please contact the Early Detection Committee team to discuss applying on a part-time basis.

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 3.9). The Lead Applicant and Joint Lead Applicants will be recognised with equal status. For the Early Detection Project Award, you can only apply for your salary if you are an early- to mid-career researcher (as defined by the Develop Independence or Establish Independence career stage of CRUK's Competency Framework) and you also:

- a) meet **all** the criteria laid out in the Policy on Salaries of Investigators;
- b) can justify how the salary would support a significant career transition towards independence; and
- c) complete the relevant Skills and Experience form upload (see Section 3.3 Uploads).

If you are applying for your salary, you can only apply for a project grant for a maximum duration of 3 years. Such requests are considered on a case-by-case basis.

You can hold an Early Detection Project Award if you’ve had CRUK funding before.

#### A.4. The Host Institution

If you receive core funding at a CRUK institute you will need to distinguish your core funded research from the research in your proposal, and demonstrate your ability to manage both programmes of work. If this applies to you, you must contact us before submitting application.
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 £500k funding for the Early Detection Project Award. Funding lasts up to 3 years (or up to 4 years with a PhD student) 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.

We will accept smaller pilot applications. We are aware that pilot applications may have less preliminary data than other applications, however this will be taken into account during the review process and will not be disadvantaged.

Any request in excess of £500k and 3 years (4 years with a PhD student) should have a compelling and exceptional scientific rationale and must be discussed with the office prior to submission.

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), including any potential for patient benefit
- 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 the proposal should clearly articulate this pathway and the evidence and outputs that will be required to advance along it. Appropriate consultation/collaboration with clinicians, population scientists, industrial partners, patients and the public should be included to facilitate this. More information about patient involvement and examples can be found in Section 3.7.

- **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.

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

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

- Recognise that the content of a scientific paper and its influence in the field holds more significance than publication metrics or where 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.

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. Submit an application, which will be peer-reviewed by experts. You will have the opportunity to respond to reviewers’ comments.

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

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

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.
- **Appendix** according to section 3.3.2 of these guidelines.
- **Key research achievements form** according to section 0 (only to be completed by all Lead and Joint Lead Applicants who are not requesting their salary).
- **Skills and Experience Form** – according to section 3.3.4 (only be completed by Investigators who are eligible to request their salary according to CRUK’s policy on...
salaries of Investigators). Note that applicants completing the Skills and Experience form do not also need to complete the Key Research Achievements form.

- **Nominated peer reviewers** - Using the template on eGMS, please nominate up to 10 peer reviewers with full contact details. You can also nominate up to two referees to exclude from the review process, but please justify why. We will decide the final selection of peer reviewers.

- **Letters of support from any collaborators**

### 3.3.1. THE RESEARCH PROPOSAL

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

Throughout the proposal please:

- Don’t exceed 2,500 words (excluding 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>
<th>Please provide a summary of the research proposal that has been written for members of the public rather than researchers or professionals.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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></td>
<td>- It should clearly articulate the clinical context and current and/or future patient/population impact of your work.</td>
</tr>
<tr>
<td></td>
<td>- It should make clear the type of cancer you are targeting</td>
</tr>
<tr>
<td></td>
<td>- It should provide a clear rationale for why this research is being conducted and its design</td>
</tr>
<tr>
<td></td>
<td>- Please consider using</td>
</tr>
<tr>
<td></td>
<td>- short sentences (max 15 to 20 words)</td>
</tr>
<tr>
<td></td>
<td>- headings to break up the text</td>
</tr>
<tr>
<td></td>
<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? If your proposal is for discovery research, this is an opportunity to provide context around the **clinical need** and how your results could lead to **impact** for patients.
- 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 applications 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. Clearly articulate how these outputs could be taken forward along the translational pathway towards earlier detection of cancer in patients.

You also have an opportunity in this section to describe how you plan to involve patients and the public in your research, if relevant.
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.
- Whether you will appoint any patient representatives and what their remit will be.

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.

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).

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

Table 3
Details of Appendix Upload

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 Project Award applications that require access to clinical infrastructure, applicants should investigate other sources of funding for staff employed to work across multiple research projects rather than solely on the Early Detection Project Award, e.g. data managers and research nurses.
Where possible existing infrastructure from the research centre to which the applicant belongs to should be used.

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 doctorial 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.

Patient Involvement:
- List the overall costs for the patient/public involvement activity planned in your proposal, including travel, accommodation and subsistence costs, and honoraria. Reasonable costs for these activities are detailed in our Costs Guidance.

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.

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 costs (e.g. per mouse per week) listed in the ‘Costs’ section of your 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 earlydetection@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

Note that if you’re requesting your salary as an Investigator, you should not complete this key achievements form. Please complete the Skills and Experience form instead.

In this form, 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. SKILLS AND EXPERIENCE UPLOAD

You should only complete this form if you are a Lead, Joint Lead Applicant or Co-Investigator eligible to request your salary as per CRUK’s Policy on Salaries of Investigators.

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

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

• Your research outputs and impact (maximum length 1 page). Please highlight your 3-5 key achievements relevant to your application;
• Your current research network and highlight how this network contributes to you achieving your own research goals;
• Your influence in your field. Please outline how your own research could influence your field and fits with research in other fields/disciplines, how you have started to get recognised for your expertise or influence in your field;
• Your future research ambitions and what your plans are for during the course of this award;
• Your plans to develop personal and scientific skills and knowledge to drive the development of your research;
• Your personal leadership skills and experience and your plans to drive the development of your research group and your staff (if appropriate);
• Your communication and engagement skills in your research career;
• Your clinical experience and sessions (if relevant);  
• Your career breaks and part-time working (if relevant). We recommend providing as much explanation as possible about periods of leave or previous flexible working. These details will be used by our Committee to make appropriate adjustments when assessing an individual’s track record, productivity and career progression.

3.3.5. 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.

Additional letters of support can be provided from appropriate advisory bodies. For example, there are several NCRI Clinical Studies Groups (CSGs) that may be relevant to the Early...
Detection Committee’s remit. We recommend that you contact the Chair of the relevant group as early as possible before you apply. Comments and letters of support from CSGs or individuals can be uploaded as an appendix to your application.

If you have consulted with an independent, local patient advisory group regarding your proposal, we recommend that that you include a letter of support from the group describing the consultation and its outcomes.

3.4. OUR APPROACH TO DATA SHARING

It is CRUK policy that all data generated as a result of our funding be considered for sharing and made as widely and freely accessible as possible whilst safeguarding intellectual property, the privacy of patients and confidential data. All applicants seeking funding from CRUK are required to submit the ‘Data Sharing Plan’ section on eGMS.

Please describe in your plan how you will ensure that the data and samples collected and/or generated have broad utility in research, have as little restriction on their use as possible, and outline the process/criteria/governance you will put in place to ensure that any samples and data collected are made available to the wider research community.

For further guidance on preparing this plan please see our data sharing guidelines.

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 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 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 CRT prior to commencement of funding.

3.6. ETHICAL APPROVAL

If you plan to involve patient tissue or patient information in your research, you’ll need to get ethical approval. You do not need ethical approval for Patient Involvement activities however we do expect best practice to be followed. You can refer to the NIHR National Standards on Patient Involvement in Research. It’s your and your Host Institution’s responsibility to make sure you comply with all legal requirements and ethics approval. We understand that you’ll generally need to confirm funding arrangements before you can get ethical approval. Therefore, we can make you a provisional offer of funding but we may not release any money to you until you’ve sent us written confirmation of ethical approval. Please bear this in mind when you propose a start date for your award. If you need any other regulatory approval, we may also need written confirmation before we release funding. We will review this on a case by case basis.

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?

---

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.
• 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 PROJECT AWARD

This section contains costs guidance specific to the Early Detection Project 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>Our costs guidance details CRUK PhD allowance. This is a fixed sum for all CRUK-funded PhD students completing a wet lab PhD. For students completing a dry-lab PhD, such as in statistics, the fees and stipend should still be a fixed value, however, you must provide the actual value for running expenses. Requests for PhD studentships can only be included on proposals that are 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. We do not pay overseas fees or part-fund studentships.</th>
</tr>
</thead>
</table>
| EQUIPMENT | 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 (2-3), please note this in section of your appendix. Please discuss any major equipment requests with us before applying. For all requested equipment:  
- The ‘claim year’ is the year that your expense item will be purchased and first used.  
- Please include any equipment that costs < £5,000 as a running expense.  
- Please describe each item in its equipment category: (i.e. if equipment category is Laboratory Equipment, then the description could be PCR machine).  
- Further equipment requests will not be considered in subsequent years of the award. |

---

3.9. **SUPPORTING ROLES SPECIFIC TO THE EARLY DETECTION PROJECT AWARD**

Table 5 shows the supporting roles you can add to your Early Detection Project Award application, and the tasks they’ll need to complete in eGMS. Our [eGMS guidelines](#) in Section 4 below describe the supporting roles, and explain how to fill in that section of eGMS.
Table 5
Supporting roles

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

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 earlydetection@cancer.org.uk for more information or to start an application for an Early Detection Project 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

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

6.3. FUNCTIONAL BUTTONS ON EGMS

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

### 6.4. LOGGING IN TO EGMS

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

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

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

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

### 6.5. TIMESCALE OF AN APPLICATION

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

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

6.6. STARTING AN APPLICATION

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

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

6.7. ELIGIBILITY TASK

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

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

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

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

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

7.1 PROPOSAL OUTLINES

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

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

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

7.2 CONTACT INFORMATION

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

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

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

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

**7.3. APPLICANT INFORMATION**

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

- **‘Are you applying for your own support?’** – Select ‘yes’ if you’re applying for your own salary. Check our [application guidelines](#) to find out if you can apply for salary funding in your chosen scheme.

- **‘Number of hours for this project’** – Total the weekly hours of all research staff that will contribute to your project. Check the ‘Supporting Roles’ section of your [application guidelines](#) to see how many hours per week each research staff member will need to contribute. If you are applying for an award on a part-time basis, please discuss with the relevant research funding team first. You should enter the number of hours you will spend on research part-time and explain in your Justification for Resources that you are applying on a part-time basis.

Please read [section 7.7](#) of these guidelines for definitions of research staff.

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

**7.4. CV POSTS AND QUALIFICATIONS**

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

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

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

**7.5. CV PUBLICATIONS AND OTHER RESEARCH OUTPUTS**

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

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

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

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

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

7.6. DIVERSITY MONITORING

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

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

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

7.7. SUPPORTING ROLES

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

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

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

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

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

Table 2 Supporting roles

<table>
<thead>
<tr>
<th>Supporting roles</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td>CO-INVESTIGATOR</td>
<td>Someone who’ll give significant intellectual input to your research. They’ll also be responsible for the day-to-day running of some of your work.</td>
</tr>
<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>
</tbody>
</table>
### MENTOR
A senior academic who’ll provide you with independent support and advice for the duration of your award/fellowship. Please only select one individual to act as your official mentor.

### ACADEMIC REFEREE
Someone who’ll provide a letter stating your suitability to hold the award/fellowship.

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

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

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

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

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

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

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

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

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

### 7.11. COSTS

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

Please read costs guidance for information about eligible costs. For award-specific costs information and to find the maximum value you can request for your award, please see your application guidelines.

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

Table 3
Adding costs to an application in eGMS

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>Under this heading, please list the costs for all the equipment you’d like to request on your award.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Please list all your requested equipment for the duration of the award in year 1.</td>
</tr>
<tr>
<td></td>
<td>• Any equipment costs &lt;£5,000 should be included as a running expense</td>
</tr>
</tbody>
</table>

*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.*

### 7.12. OTHER FUNDING

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

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

After completing this section, click ‘Save and Continue’ so you don’t lose your details.
7.13. AMRC – FULL ECONOMIC COST INFORMATION

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

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

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

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

7.14. RESEARCH CLASSIFICATION

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

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

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

7.15. BIOMARKER RESEARCH

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

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

7.16. UPLOADS

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

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

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

7.17. GRANT CONDITIONS

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

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

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

<table>
<thead>
<tr>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<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.

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

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

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

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

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

Table 4
Supporting roles

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

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

9.1. I NEED TO RESET MY PASSWORD

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

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

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

9.3. I CAN’T UPLOAD MY RESEARCH PROPOSAL

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

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

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

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

Not all applications need approval 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.

9.6. I HAVEN’T HAD CONFIRMATION OF MY APPLICATION

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

10.1. USEFUL CONTACTS AND RESOURCES

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

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

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

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

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

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

Background

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

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

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

Elements of the new cost headings are:

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

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

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

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

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