Together we will beat cancer
‘BEFORE YOU SUBMIT’ CHECKLISTS

OUTLINE APPLICATION

○ Notify your Host Institution that you are intending to submit an outline application to the Pioneer Award - Host Institution approval, through eGMS, is not required at this stage (not relevant to Commercial Applicants)

○ Give your application a title in sentence case without a full stop at the end

○ Write your 400-word abstract and structure it using the following four headings – Background, Aims, Methods and How the results of this research will be used

○ Use the Pioneer Award template to create your proposal (that can be downloaded from eGMS once you have opened an application)

○ Ensure the proposal is no longer than two pages

○ If included, the one figure permitted in the in the proposal is legible when printed or viewed at 100% on a computer screen

○ Check the proposal is anonymous; without any references or citations relating to previous research or projects

○ Use a numbered referencing format within the proposal i.e. cancer research¹

○ Upload your anonymous 2-page proposal to eGMS

○ Create and upload your reference list

○ Confirm that the start date for your application is not earlier than 3-months but no later than 6-months after the submission deadline for outline applications

COMMERCIAL APPLICANTS ONLY

○ Contact CRUK to get your Host Institution (company name) added to eGMS

AFTER THE SUBMISSION DEADLINE ONLY

○ Check that you have received an email from CRUK a maximum of 2-weeks after the application deadline outlining the full application and pitch dates should your application be shortlisted
FULL APPLICATION

If your outline application is successful you will be invited to submit a full application. At this point, we need some additional information, including costs. We also require you to resubmit the original abstract, research proposal and reference list provided at the outline stage. Your complete application once submitted will be sent to your Host Institution for approval.

- Inform your Host Institution that you have been shortlisted to submit a full application which they will need to approve.
- Complete your curriculum vitae (CV).
- Add all your relevant publications and other research outputs from the last five years with a full author list (i.e. without using ‘et al’).
- Ensure you and any Joint Lead Applicants complete and upload the Key Research Achievements form using the template provided through eGMS.
- Provide all specific costing details with full justification, using the Additional Justifications form, in accordance with CRUK’s cost guidance.
- Upload an identical version of the 400-word abstract, two-page proposal and reference list submitted at the outline stage.
- Ensure that if relevant the Joint Lead Applicant/Co-Investigator(s)/Collaborator(s) complete their supporting role tasks through eGMS.
- Reserve the day for Pitch in your diary.

FOR LEAD APPLICANTS WHO IDENTIFY AS AT THE ‘DEVELOP INDEPENDENCE’ STAGE OF THEIR CAREER AS DEFINED BY CRUK’S COMPETENCY FRAMEWORK

- Complete and upload the Skills and Experience form using the template provided through eGMS instead of the Key Research Achievements form.

FOR LEAD APPLICANTS WHO ARE MOVING HOST INSTITUTION ONLY

- Provide a letter of support from your Group Leader / Host Institution?

- Provide a letter of support from your Group Leader / Host Institution?
COMMERCIAL APPLICANTS ONLY

- Confirm that your company is registered with Companies House
- Complete and return the due diligence questionnaire via email *(Please refer to our supplementary guidance)*
- Ensure that your application, once submitted, is approved by the nominated financial representative from your Company (also referred to as your Host Institution) which may be the Lead Applicant
1. INTRODUCTION

1.1. PURPOSE OF THE GUIDELINES

These guidelines explain what Cancer Research UK (CRUK) require and what the Committee are looking for in an application to the Pioneer Award. To get your application right first time, you’ll need to read the scheme specific Application Guidelines below. Please also refer to our electronic Grants Management System (eGMS) guide (Section 5) and our Costs Guidance, both of which can be accessed by clicking on the icons below.

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

1.2. ABOUT CANCER RESEARCH UK

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 are increasingly looking to fields outside of the biomedical sciences to bring novel ideas, new technologies, and different approaches to help us achieve this aim. To realise our ambition, we launched the Pioneer Award which aims to fund high-risk, high-reward ideas from any discipline that could help us better understand, prevent, diagnose, treat and optimise the current treatment of cancer.
1.3. ABOUT THE PIONEER AWARD

The Pioneer Award was established to support early-stage projects that are truly novel, innovative and have the potential to break new ground in cancer research. Due to the high-risk nature of the ideas these would be unlikely to secure funding through more traditional mechanisms. The application process is quick and simple with awards of up to £200,000 over 2 years issued within a maximum of 4 months from the outline application deadline.

2. SCHEME GUIDELINES

2.1. REMIT

The Pioneer Award has a very broad remit, looking to fund innovative over incremental ideas that could advance the field of cancer research. We welcome early stage, high-risk applications across all disciplines, from basic science to technology development – including, but not limited to:

- Molecular and cellular biology
- Discovery, development or optimisation of treatments and diagnostic techniques
- Device and software development
- Behavioural and population studies

You don’t need to have vast quantities of evidence to apply, just a novel idea grounded in solid science with a firm hypothesis. The inclusion of supporting preliminary data, although not required, is at the discretion of the Lead Applicant and will be considered by the Committee if provided. Instead we’re willing to invest in an idea’s potential. We don’t expect all ideas to succeed but want to support projects that are worth pursuing because of their potential to advance progress.

Please note, that the Award is not intended for data gathering exercises or seed funding and we won’t support clinical trials. If the ideas are significantly different you may submit more than one proposal per Round. However, your applications will be in direct competition.

2.1.1. FUNDED TO DATE

We have funded ideas that span our entire research pipeline, from basic biological projects to those looking to optimise current treatment approaches. For more information about the breadth of ideas we have supported to date please refer to our Science blog – the links to which can be found on the Pioneer Award website.

2.1.2. RESUBMISSIONS

As standard, if you are unsuccessful we do not accept resubmissions of the same idea unless the approach or focus has significantly changed. This is at the discretion of CRUK (Research
Funding Manager) so please contact us before opening a new application. However, it is at the discretion of the Committee to invite resubmissions at the outline or full application stage.

2.2. ASSESSMENT CRITERIA

All applications are assessed by the Pioneer Award Committee, a diverse group of researchers, innovators and entrepreneurs with a breadth of expertise. Refer to the Pioneer Award website for further details. Please note ad-hoc members are recruited as required to provide additional domain knowledge.

2.2.1. OUTLINE

The first stage of the process is an anonymous outline application. The absence of identifying information allows the Committee to solely focus on the quality of your idea.

Your proposal will initially be judged on the extent to which it:

- Is truly novel, innovative and revolutionary;
- Takes a novel approach, and/or tackling what would be considered an intractable problem;
- Has the potential to break new ground in cancer research;
- Is unlikely to be funded through other traditional non-CRUK and CRUK funding mechanisms.

We encourage applicants to provide a brief introduction to their project for context but to primarily focus on what makes your idea innovative, clearly articulating why the approach is novel compared to other methods currently being pursued to tackle the same challenge. You should make it clear what the contribution would to the field of cancer research within the two-year funding window should the project be successful, articulating how it is an early stage, high-risk strategy. In addition to this you will need to showcase that you have considered how you would deliver the project if funded and have a clear methodological plan.

2.2.2. FEEDBACK

At this stage we provide specific written feedback to all shortlisted applicants prior to the pitch meeting. You should use this in preparation for your pitch session with the Pioneer Award Committee and be prepared to address the points if questioned.

Unfortunately, due to the volume of applications we receive per Round we are unable to provide specific written feedback from the Committee for applications which have not been shortlisted.

2.2.3. FULL APPLICATION

If shortlisted, you will be invited to submit a full application providing additional non-financial and financial information (scientific proposal will not change) and pitch your idea in person to the Pioneer Award Committee. At this point the Committee will receive all the
documentation that you have provided and in addition to the criteria listed above will take into consideration whether **individuals with the appropriate expertise** are involved to deliver the project.

To note, 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.

For more detailed information about the application process please refer to 3. Pioneer Award Application Process.

### 2.3. ELIGIBILITY

#### 2.3.1. LEAD APPLICANT

We welcome applications from individuals and teams, **regardless of background, vocation or career stage** from across academia and industry. You don’t need to have any prior experience in cancer research to apply and we prioritise the quality and potential of an idea over track record.

Post-doctoral Researchers, Group Leaders, Clinicians, Professors, and representatives from non-academic or commercial organisations are all eligible to apply as the Lead Applicant. However, we **don’t accept applications led by BSc, MSc or PhD students**. The only exception being for late stage PhD candidates who are eligible to apply if scheduled to be awarded their PhD prior to the award start date (approximately **four-eight months after the application deadline**) and have secured a position within a research group should they be funded. All additional documentation required for Post-Doctoral Lead Applicants applies.

We expect the Lead Applicant to be in receipt of a salary throughout the duration of the Award. Exceptions can be made on a case by case basis for early career researchers see below.

Cancer Research UK is very supportive of researchers 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 do contact the CRUK office to discuss how to apply on a part-time basis.
2.3.2. LEAD APPLICANTS WHO IDENTIFY AS AT THE ‘DEVELOP INDEPENDENCE’ STAGE OF THEIR CAREER AS PER CRUK’S COMPETENCY FRAMEWORK

We strongly advise Post-Doctoral Researchers who are leading a Pioneer proposal to discuss the application with their Group Leader and Host Institution prior to submission. This is to ensure that the appropriate support network is in place to deliver the project should it be funded i.e. Co-investigators and/or Collaborators.

Early career researchers, only, can apply for their salary to be supported through the Pioneer Award if you identify as at the ‘Develop Independence’ stage of your career, as defined by CRUK’s Competency Framework.

In addition to this you must:

- meet all the criteria laid out in the Policy on Salaries of Investigators;
- be able to justify how the salary would support a significant career transition towards independence;
- at the full application stage, complete the Skills and Experience form and provide a letter of support from your Group Leader and/or Host Institution (see Section 3.3 Uploads).

Salary requests for early career researchers listed as a Lead Applicant will be considered on a case-by-case basis so please contact us to discuss this further before submitting your outline application. If eligible and shortlisted, you will be required to submit a supporting letter from your Group Leader and/or Host Institution as an additional upload through eGMS as part of your full application. This needs to be on headed paper and signed by the relevant individuals.

2.3.3. LEAD HOST INSTITUTION

To be eligible to apply as the Lead Applicant, your Host Institution must be based in the United Kingdom (UK). If you’re an academic applicant currently based outside of the UK, you must secure confirmation from a UK based Host Institution that you’ll be hosted if funded prior to the submission deadline for the outline application. At the Full Application stage, you will need to upload a letter of support from your Group Leader (if applicable) and Host Institution outlining this arrangement. This will need to be provided on headed paper and uploaded as an additional document through eGMS.

Your Host Institution does not have to be academic – we welcome applications from industry that includes non-academic institutions (i.e. charities) and commercial entities (i.e. start-up and biotechnology companies). To date, we have funded a start-up and community interest company. To be eligible the company must be registered in the UK and if selected to proceed to the final pitch stage, pass our due diligence assessment, which includes a financial check. However, there is no requirement to be affiliated with a UK-based institution.

If you are a non-academic applicant and have never previously applied for funding from CRUK please contact us to register your Host Institution on eGMS. For more information about applying as a commercial applicant please refer to the supplementary guidance.
2.3.4. CO-APPLICANTS

Joint Lead Applicants, Co-Investigators, Collaborators and Named Research Staff do not have to be based at a UK Host Institution. We encourage researchers to assemble the most appropriate team to deliver the project and acknowledge that this often requires international collaboration. But a minimum of 25% of the funding must remain and be spent within the UK. It is at the discretion of the Lead Applicant’s UK Host Institution to set up and negotiate required subcontracts with other institutions (national and international). For additional information about eligible and ineligible costs refer to 2.4. Use of Funds.

Table 1: Co-Applicant Roles

<table>
<thead>
<tr>
<th>JOINT LEAD APPLICANT</th>
<th>Someone who’s essential to the project and who’ll contribute the same amount of time and intellectual input to your research as you (the Lead Applicant).</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>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>NAMED RESEARCH STAFF</td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
</tbody>
</table>

2.4. USE OF FUNDS

Funds can be used to cover directly incurred costs of research i.e. equipment, consumables and salaries for supporting staff – Post-Doctoral Researchers and/or Technicians. You may not use the Pioneer Award to support BSc, MSc or PhD studentships.

Funds cannot be used for either directly allocated (including estate costs) or indirect costs on individual research Awards. Awards are provided on the understanding that the Host Institution will meet directly allocated and indirect costs. Please note that ‘bench fees’ will only be covered if they are for named researchers on the grant, and only if the Host Institution confirms that they do not include charges for unacceptable costs. Publication and conference costs are also ineligible. But please note that any underspend can be allocated for these purposes and our funded researchers can access the Charity Open Access Fund to support publishing fees.

As outlined in 2.2.1 Lead Applicant we expect the Lead Applicant to be in receipt of a salary throughout the duration of the Award the exception being early career researchers as discussed in 2.3.1.1 Lead Applicants who identify as at the ‘develop independence’ stage of their career stage as per CRUK’s competency framework.

Please read our costs guidance for more information about eligible and ineligible costs. And contact us, if there are any costs that you would like to request that are not covered.
2.5. INTELLECTUAL PROPERTY

Intellectual Property (IP) resulting from the Pioneer Award is managed by CRUK’s Commercial Partnerships directorate (formerly Cancer Research Technology Limited (CRT)). Please contact that team directly via email for any related queries. There may be specific circumstances in which alternative arrangements can be made. If you are a commercial applicant, please also refer to the supplementary information for additional information.

3. PIONEER AWARD APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Pioneer Awards are funded through a fast-paced process that focuses on your idea. The Committee meets three times a year and you could receive funding within four-months after the application deadline. For the next deadline for outline applications please refer to our website.

1. YOU SUBMIT AN IDEA

Submit a 400-word abstract, two-page research proposal and reference list through eGMS, excluding any identifying information to enable your application to be judged anonymously based solely on the quality of your idea.

2. COMMITTEE SHORTLISTS IDEAS

The Pioneer Award Committee considers all proposals and shortlists the best ideas. If shortlisted you will need to submit a full application with some additional non-financial and financial information, and pitch to the Committee.

3. YOU PITCH THE IDEA

If you progress to the final stage of the process you will be given 10-minutes to pitch your idea to the Pioneer Committee, followed by a 20-minute question and answer session. We will brief you beforehand on what to expect at the pitch and funding decisions are made that day.
4. WE FUND THE IDEA

All shortlisted applicants will be notified of the funding outcome one-week post Pitch and receive your feedback letter within two weeks. If successful, you will be awarded up to £200,000 for a maximum period of 24 months and receive the grant award letter within a month (unless conditionally funded and further conversations are required) to kick-start your research.

3.2. OUTLINE STAGE

You’ll need to submit your application online using eGMS. Please read our eGMS guidelines for information about how to use this platform and contact the Grants Helpline should you encounter any problems. If your Host Institution is a commercial entity (non-academic / industry applicant) please contact us so that we can register you on eGMS. For more information about applying as a non-academic Lead Applicant and Host Institution please refer to 2.3.1. Lead Applicant and 2.3.2. Lead Host Institution. Please note that Host Institution approval is not required at this stage, but we strongly encourage you to notify the relevant individuals at your Host Institution if you are intending to apply to the scheme.

For questions about your scientific proposal contact the Pioneer Award team directly – we’re here to help. Please note that as an independent research funder we can’t provide scientific steer but can give advice regarding how to put together the best application.

Approximately two-weeks after each application deadline, every Lead Applicant, will receive an email from CRUK outlining the timeline for the full application and pitch should your proposal be shortlisted.

3.2.1. TWO-PAGE RESEARCH PROPOSAL

Please use the Pioneer Award template for the research proposal, which can be found on eGMS in the upload section of the Pioneer Award application. You can submit a maximum of two A4 pages (including one figure) to tell us your idea and its potential. The text should be in black using Calibri font size 11.

At outline stage, your idea will be considered anonymously to ensure it is judged on its quality alone. We’ll collect necessary identifying information during the full application process, but only the anonymous 400-word abstract, two-page research proposal and reference list will be shared with the Committee for shortlisting.

Please don’t include costs, your name, your institution or organisation’s name in any part of your research proposal or abstract. Although you may describe the skills and expertise of the individuals involved in the project you are not permitted to include any reference to years of experience within the application.
3.2.2. REFERENCES

A full reference list should be included as a separate upload. The Committee will receive this separate reference upload at the shortlisting meeting alongside your anonymous 400-word abstract and two-page proposal. When citing references within the application we request that you adopt a numbering style. If you wish to refer to your own previous research, please do not use identifying terms such as ‘my team,’ to ensure anonymity.

3.3. FULL APPLICATION STAGE

If you are shortlisted, you will need to complete a full application. This is not anonymous, unlike the outline application. Once you have submitted your full application, it will need to be authorised by your Host Institution so make sure you are in contact with the relevant administrative staff.

3.3.1. ABSTRACT, RESEARCH PROPOSAL & REFERENCE LIST

Please upload the same version of your abstract, proposal and reference list as at outline stage – edits are not permitted and will result in a resubmission request.

3.3.2. COSTS

Unlike at the outline stage, you will need to submit cost information at full application.

You should consult CRUK’s costs guidance and Table 2 below before inputting your projected costs. Also ensure that you speak to your Host Institution’s finance office as soon as possible as they will be able to help you with this part of the application.

Once your application is submitted your Host Institution will need to approve these costs. After you have pressed submit on eGMS your proposal is automatically passed on to the working group for your Host Institution, the Lead Applicant is not responsible for coordinating the approval required. Please note that we cannot process your application and pass it on to the Committee for review until this task has been completed.

**Table 2: Adding costs to an application in eGMS**

| EQUIPMENT | List the costs for all the equipment >£5,000 you’d like to request on your award in the year 1 column. Please note, any equipment costs <£5,000 should not be listed here but should be included as a running expense. |
| SALARIES | Please list the costs for any research staff that you’d like to request on your award. You can apply for the salaries of Post-Doctoral Researchers or Technicians, full or part-time to help deliver the project. But we do not fund PhD students due to the award’s short duration of 2 years. For more information read our policy on funding salaries of Investigators.

If you’re requesting salary funding for staff, 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.

If CRUK has confirmed that you’re eligible to apply for your own salary as the Lead Applicant you will need to upload the following documents to eGMS:

- Skills and experience form (template available on eGMS) – instead of the Key Research Achievements form
- Letter of support from your Host Institution and/or Group Leader whose group you will be joining.

| RUNNING EXPENSES | Please cost all general running expenses for your proposed research. Where possible, please break these costs down into packages (rather than listing individual items). For example, microscopy or histopathology costs.

Conference travel and publication costs are ineligible, but underspend can be allocated for these purposes. Please also note that our funded researchers can access the Charity Open Access Fund for publication fees.

| ANIMAL COSTS | If relevant, please list all animal costs in the financial section of your application in eGMS. We will also require you to provide a separate breakdown of the animal purchase, maintenance and experimental fees in the Additional Justifications form as described below in 3.3.3. Additional Justifications Form.

### 3.3.3. ADDITIONAL JUSTIFICATIONS FORM

You also need to upload an Additional Justifications form to outline why the listed costs are required. Please find the template in the uploads section on eGMS and a breakdown of the sections to complete in Table 3 below. If a section is not relevant to your project leave this blank or delete appropriately.
Table 3: Additional Justifications Form Guidance

<table>
<thead>
<tr>
<th>JUSTIFICATION FOR REQUESTED SUPPORT</th>
<th>Please list all costs <em>(staff, running expenses and animal fees)</em> and provide scientific justification for the associated costs in the relevant box.</th>
</tr>
</thead>
</table>
| Running Expenses                   | • General lab consumable costs;  
|                                    | • Requested equipment <£5000. |
| Equipment                          | • Provide details for any items of requested equipment >£5000k;  
|                                    | • Include any details of contribution(s) made to the purchase of equipment by the host institution. |

<table>
<thead>
<tr>
<th>CELL LINES</th>
<th>Please provide details of any cell lines you will use in your research. This should include:</th>
</tr>
</thead>
</table>
|            | • How you will maintain good cell culture practices throughout your project;  
|            | • If new cell lines will be introduced to your lab, please give the source of the cells. If it's not a commercial provider, explain how the cell lines 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 you should reference in any publications resulting from the award.
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.

**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.

**Justification of Proposed Animal Research**

Using the table provided in the Additional Justifications form, 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);
<table>
<thead>
<tr>
<th>HUMAN TISSUE</th>
<th>All human tissue used with CRUK funded studies must be registered with <a href="https://www.ukcrctissuedirectory.org.uk">UKCRC Tissue Directory</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATISTICAL ANALYSES &amp; EXPERIMENTAL DESIGN</td>
<td><strong>Provide additional information on reproducibility, and explain the steps taken to ensure the reliability and robustness of the chosen methodology and experimental design. You do not need to duplicate information that you have already presented in other sections of the application, for example relating to animal studies (section 1) or clinical studies (section 2).</strong></td>
</tr>
<tr>
<td></td>
<td><strong>You should complete this section where applicable, particularly if you intend to use clinical data, transcriptomic, sequencing, metabolomic or proteomic techniques, or other methods generating high volume data.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>For each relevant research goal or objective, please justify the experimental approach, sample sizes and the statistical analysis you'll use, highlighting any potential limitations. You should ensure you include the following:</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Experimental Approach:</strong></td>
</tr>
<tr>
<td></td>
<td>• The primary and secondary experimental outcomes to be assessed;</td>
</tr>
</tbody>
</table>
• The numbers of samples that you’ll include in each analysis, describing what you can achieve with this number of samples.

Sample Sizes:
• How any effect sizes have been calculated and justify how they are biologically relevant;
• That statistical power calculations are grounded in justifiable and explicit assumptions about both anticipated effect size and variability of the experimental effects;
If statistical power calculations cannot reasonably be applied, please provide a principled explanation of the choice of numbers (explanations based solely in terms of ‘usual practice’ or with reference solely to previously published data will not be considered adequate).

Statistical Analysis Plans:
• Provide an overview of the planned statistical analyses in relation to the primary outcomes and sample size;
• Include details of any statistical/methodological design advice sought (you may cost a relevant expert, e.g. statistician, into your proposal if necessary and justified). A letter of support from the expert involved is permitted but not mandatory.

3.3.4 SUPPORTING ROLES

When you add supporting roles to your application the people this includes will each need an eGMS account to complete the tasks outlined in Table 3 below. Section 5 of the eGMS guidelines describes the supporting roles and explain how to fill in that section of eGMS.

Table 3: Supporting role tasks to complete on eGMS

<table>
<thead>
<tr>
<th>LEAD APPLICANT (you)</th>
<th>Complete full application</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOINT LEAD APPLICANT</td>
<td>Agree to participate</td>
</tr>
<tr>
<td></td>
<td>Collaborate on application task and submit CV</td>
</tr>
<tr>
<td>CO-INVESTIGATOR</td>
<td>Agree to participate</td>
</tr>
<tr>
<td></td>
<td>Collaborate on application task and submit CV</td>
</tr>
<tr>
<td>COLLABORATOR</td>
<td>Agree to participate</td>
</tr>
<tr>
<td>NAMED RESEARCH STAFF</td>
<td>Agree to participate</td>
</tr>
<tr>
<td></td>
<td>Collaborate on application task and submit CV</td>
</tr>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>Agree to participate</td>
</tr>
</tbody>
</table>
3.3.5. OTHER UPLOAD DOCUMENTS

3.3.5.1. KEY RESEARCH ACHIEVEMENTS FORM

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 one-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 who is not an early career researcher who identifies as at the ‘Develop Independence’ stage will each need to complete their own separate one-page Key Research Achievements form.

3.3.5.2. SKILLS AND EXPERIENCE FORM

You should only complete this form if you are an early career researcher who identifies as at the ‘Develop Independence’ stage of their career listed as the Lead or Joint Lead Applicant on the application. Note that applicants completing the Skills and Experience form do not also need to complete the Key Research Achievements form.

When completing the Skills and Experience form, please refer to CRUK’s Competency Framework that outlines the range of skills and experience and the types of examples that CRUK might expect at the ‘Develop Independence’ career stage. 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.

3.3.5.3. LETTERS OF SUPPORT

If you are applying for your own salary as a Lead Applicant/Joint Lead Applicant, which has been approved CRUK, or are/will change Host Institution should you be funded you will also need to provide a letter of support from your Group Leader and/or Host Institution. This needs to be on headed paper, signed by the relevant individuals and uploaded to your Pioneer Award application on eGMS.

3.4. PREPARING FOR PITCH

3.4.1. YOUR PRESENTATION

If your proposal is shortlisted you will be invited to pitch your idea in person to the Committee at CRUK’s headquarters in Angel, London. We will aim to notify you as to whether you are invited to pitch at least 4 weeks before the scheduled meeting. You will also be offered feedback from the Committee to help you prepare for your Pitch.

The Pitch consists of a:

• 10-minute presentation to the Pioneer Award Committee.
  • You can use three slides, which need to be sent to the office as a PDF in advance.
• 20-minute Q&A with the Pioneer Award Committee.

Please note that in addition to the Lead Applicant we permit one additional person to attend the Pitch session. They must be making a significant contribution to the project and so be listed as a Joint Lead Applicant, Co-Investigator, Collaborator or Named Research Staff.

The funding recommendation is made that day. All applicants will hear back from us within 1 week of Pitch, receive dedicated feedback from the Committee within a fortnight and the Grant Award Letter (GAL) 1 month after this meeting. The only exception being if there are conditions with regards to funding that require additional information and Committee approval.
4. ADDITIONAL INFORMATION

4.1. USEFUL DOCUMENTS AND LINKS

For help completing your application, you can use the following resources:

- [Policies that affect your grant](#)
- [Grant conditions](#) – includes a link to our [Privacy Policy](#), which details how we’ll use your data under the Data Protection Act 1998
- [Pioneer Award FAQs](#)

4.2. USEFUL CONTACTS

For help with submitting your application via eGMS, please contact:

- [Grants Helpline](#)
  Tel: 0203 469 5452

For queries regarding scientific remit and eligibility please contact:

- [Pioneer Award](#)

For queries regarding patent and IP considerations, please contact:

- [Commercial Partnerships (CRT)](#)
7.14. Research Classification ................................................................. 15
7.15. Biomarker Research ........................................................................ 15
7.16. Uploads ......................................................................................... 15
7.17. Grant Conditions ........................................................................... 15
7.18. Review and Submit .......................................................................... 16

8. TASKS FOR SUPPORTING ROLES .................................................. 17
   Table 4 ................................................................................................ 17
   Supporting roles.................................................................................. 17

9. COMMON PROBLEMS AND HOW TO SOLVE THEM .................. 18
   9.1. I need to reset my password.............................................................. 18
   9.2. I can’t find the scheme I want to apply for....................................... 18
   9.3. I can’t upload my research proposal .............................................. 18
   9.4. I need to correct a mistake in my supporting roles section .......... 18
   9.5. When do I need to get approval from my Host Institution? ........ 18
   9.6. I haven’t had confirmation of my application .............................. 18

10. ADDITIONAL INFORMATION .......................................................... 19
    10.1. Useful contacts and resources..................................................... 19
    Appendix 1: AMRC Full Economic Cost form guidance ..................... 20
5. INTRODUCTION

5.1 PURPOSE OF THESE GUIDELINES

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

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

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

6.1. EGMS OVERVIEW

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

6.2. SYMBOLS

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

Table 1
eGMS symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Add</td>
</tr>
<tr>
<td></td>
<td>Use this button to add information to your application (e.g. supporting roles, costs etc.)</td>
</tr>
<tr>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td></td>
<td>Use this button to edit information you’ve already entered into your application (e.g. to edit costs).</td>
</tr>
<tr>
<td></td>
<td>Complete</td>
</tr>
<tr>
<td></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></td>
<td>Incomplete</td>
</tr>
<tr>
<td></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></td>
<td>Attention</td>
</tr>
<tr>
<td></td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

6.3. FUNCTIONAL BUTTONS ON EGMS

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

6.4. LOGGING IN TO EGMS

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

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

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

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

6.5. TIMESCALE OF AN APPLICATION

Once you’ve chosen which award you want to apply to, you’ll be able to see the deadline for the next round of funding, which is shown as the ‘due date’ of your task. Getting your application right might take longer than you think, so make sure you leave plenty of time to finish it. Anyone who is assigned a supporting role in your application will also need to complete their tasks before you can submit your application (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 recalculated 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>Role</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.</td>
</tr>
<tr>
<td>COLLABORATOR</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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>• Please list all your requested equipment for the duration of the award in year 1.</td>
<td></td>
</tr>
<tr>
<td>• Any equipment costs &lt;£5,000 should be included as a running expense</td>
<td></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>
</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.
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 from your Host Institution (some preliminary applications don’t, please check your application guidelines). Once you submit your application, it’ll be sent to your Host Institution for approval. They need to approve your application before the deadline, so make sure you give them plenty of time.

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.