PREVENTION AND POPULATION RESEARCH COMMITTEE

PROGRAMME AWARD FULL APPLICATION GUIDELINES
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‘BEFORE YOU SUBMIT’ – CHECKLIST

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

- Does your application have a title?
- Is your CV fully completed?
- Have you added all your publications and research outputs with a full author list?
- Have your supporting roles completed their tasks?
- Is your research abstract correctly structured?
- Are your costs completely justified?
- Have you completed the required uploads?
- Is your research proposal within the word limit?
- Is your Host Institution ready to approve your application?
1. INTRODUCTION

1.1. Purpose of these guidelines

These guidelines explain what we’re looking for in a Programme Award application to our Prevention and Population Research Committee. The Prevention and Population Research Committee considers applications to the following funding schemes:

Prevention and Population Research Programme Awards
Prevention and Population Research Project Awards

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 5) 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 Cancer Research UK

Our vision is to bring forward the day when all cancers are cured. In our research strategy we’ve outlined our ambition to accelerate the progress of cancer research over the next 20 years, so
that by 2034 three in four people diagnosed with cancer will survive for at least ten years. We 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 Programme Awards

Our Prevention and Population Research Programme Award supports outstanding scientists with internationally competitive track records. Through the award we provide long-term support for broad, multidisciplinary research with transformative potential in prevention and population research. We strongly welcome the inclusion of PhD studentships as part of the capacity-building element of Programme Award applications.

1.4. About the Committee

Programme Award application are considered by the Prevention and Population Research Committee. The Prevention and Population Research Committee considers applications in the areas of epidemiology and prevention research related to cancer. You can find more information, including the Committee and Panel membership, on our Prevention and Population Research Committee webpage.

We have compiled a list of 25 resources to help you develop a great population research proposal. We recommend you consult this list when starting to put together a proposal for consideration by the Prevention and Population Research Committee.

2. SCHEME GUIDELINES

2.1. Scientific remit

What is suitable for the Prevention and Population Research Programme Awards?

You can apply for a Prevention and Population Research Programme Award in any (or more than one) of the research areas listed below, as long your research proposal is cancer-relevant and clearly articulates the cancer-related question you’re focusing on:

- Population-based studies, including classical, clinical and molecular epidemiological approaches, to help understand risk and disease aetiology, and to test and validate strategies to improve the prevention and control of cancer in patients and the public.

- Incidence rates of cancer, including changes over time and geographies. Investigation into the changes in cancer survival, driven by risk factors or other relevant factors.

- Methodological and statistical research relating to prevention and population sciences.

• Risk stratification and associated cancer prevention studies, including identification of high-risk groups for whom preventative interventions would be beneficial and in which preventative intervention research could be conducted.

• Exploratory and confirmatory clinical trials seeking to test the efficacy and safety of chemopreventive agents.

• Development and evaluation of behavioural and lifestyle interventions to support prevention of cancer, including cancer recurrence, across a range of risk factors, which may include tobacco, alcohol, physical activity, sedentary behaviour, obesity and UV exposure (individual or population level).

• Screening as a form of prevention, including population-level trials of screening approaches.

• Policy-focused research to help develop Cancer Research UK’s policies and advocacy strategies concerning cancer prevention, including policy research on tobacco control.

Please note early diagnosis research now sits with the Early Detection & Diagnosis Research Committee.

What isn’t suitable for the Prevention and Population Research Programme Awards?

You should not apply for a Prevention and Population Research Programme Award if your proposal fits within the remit of our other funding committees. Take a look here for remits and contact details for these committees.

We also don’t provide infrastructure support to clinical trials units, tissue banks, or Cancer Research UK Centres (e.g. existing or new Cancer Research UK Centres infrastructure staff). Audit and evaluation of existing clinical pathways would also not be considered in in the remit of our Prevention and Population Research Committee.

2.2. Eligibility

The Applicant

You can apply for a Prevention and Population Research Programme 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 and should have extensive postdoctoral experience, an internationally-recognised track record, and ability to successfully run an independent research group.

Although we need one applicant to be named ‘Lead Applicant’ on eGMS for the purposes of administering the application, Joint Lead Applicants can be added as supporting roles once the application is opened. The Lead Applicant and Joint Lead Applicant(s) will be recognised with equal status. For more information on supporting roles please see section 3.7 below.
Host Institution

Please contact us to check your Host Institution is eligible.

You can hold a Prevention and Population Research Programme Award if you’ve had funding from us before, and we welcome applicants who have held Cancer Research UK Fellowships in the past. However, you can’t be an active Fellow during the Programme. You also won’t be eligible to apply if you receive core-funding from a Cancer Research UK Institute.

Please contact the Prevention and Population Research Committee team with any other eligibility questions.

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 Cancer Research UK that is already being considered by another funding body, your application will not be accepted.

We may consider joint funding with other funding bodies. Please discuss with both Cancer Research UK and the other funder before you submit an application.

2.3. What is funded?

There is no set funding amount that you can request on a Prevention and Population Research Programme Award. Please contact us about your plans as early as possible to make sure you apply for a funding amount that’s reasonable for your programme. Programme Awards typically last five years, subject to annual Scientific Milestone Reporting.

Funding can be used to fund postdoctoral researchers, technical staff and PhD students (stipend and fees) with associated running costs. The award can be used to fund one co-investigator or other senior researcher as named research staff as set out in our Policy on Funding Investigator Salaries. The Award cannot be used to fund your own salary or the salaries of additional named co-investigators or collaborators. You can also request equipment costing up to £50,000. Please see costs guidance for information about eligible costs.

2.4. Assessment criteria

The Prevention and Population Research Committee will judge your proposal on:

- **Scientific excellence** – all applications must have a strong scientific rationale to support the proposed research proposal.
- **Cancer-relevance**, likelihood to advance – value of the proposed work in advancing the fundamental understanding of cancer or improving how cancer is diagnosed and/or treated.
• **Track record** – the lead applicant(s) and/or team members should have an excellent track record and potential to produce outstanding results.

• **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 fulfillment of the Award. 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.

The Panels and Committee will also consider strategic issues relating to the long-term nature of Programme Awards, such as capacity building and succession planning, as well as the usual scientific considerations.

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

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

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

### 3. THE APPLICATION PROCESS

#### 3.1. Process overview

To apply for a Prevention and Population Research Programme Award, please follow the following steps:

1. **Contact the office for an informal and confidential discussion of your research proposal.** We will advise you on your eligibility and funding options. You must contact the office to ask us to open an online application for you in our online grants management system (eGMS).

2. **Submit an outline application,** which will be assessed by the Prevention and Population Research Committee. If you are applying to renew your Programme Award, you won’t need to submit an outline application.

3. **If your outline application is successful,** you will be invited to submit a full application which will be peer-reviewed by experts and you will have the opportunity to respond to
comments. You can submit your full proposal to the next deadline, or the deadline thereafter.

4. You will be invited to present to and be questioned by the Prevention and Population Research Committee, which will make the final decision on your full application.

All applications are made through our online grants management system and full applications must be approved online by your host institution.

3.2. eGMS

After contacting us, we will open an application for you on our online Grants Management system, eGMS. Please see our eGMS guidelines in section 5 below for information about how to use the system and submit your application.

3.3. Uploads overview

You need to upload the following to eGMS in your application for a Prevention and Population Research Award:

- **Research proposal** according to section 3.3.1 of these guidelines.
- **Key research achievements form** - using the template on eGMS, all Lead and Joint Lead Applicants named on the application should complete their own separate 1 page form and organise it to be uploaded in eGMS. See section 3.3.2 of these guidelines.
- **Appendices and supporting documents** according to section 3.3.3 of these guidelines.
- **Data sharing form** according to section 3.3.4 of these guidelines.
- **Nominated peer reviewers** - Using the template on eGMS, please nominate up to 5 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.

3.3.1. The research proposal

A formal template is not provided for the research proposal. Please use the format described below.

Throughout the proposal:

- 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
- Do not exceed the following word limits. Word limits exclude figures, figure legends, references and the justification section.
Part A (Renewing Programme Award applicants only)

Research Summary: up to 2,500 words describing the major achievements during your Cancer Research UK funding.

Part B (Renewing Programme Award applicants only)

Research Outputs: a list of all publications and other research outputs from your group during your Cancer Research UK funding, with separate sections for papers, datasets, software and codes, preprints and book chapters/reviews. Please list your citations:

- In chronological order;
- Showing clearly which have resulted from work led by Cancer Research UK funded staff, and which have arisen from collaboration with non-Cancer Research UK funded staff;
- Listing all authors, with Cancer Research UK funded staff (both current and past) in bold;
- With ‘(CRUK/A###, where A### is the CRUK grant number) written after citations for publications that have arisen from Cancer Research UK support.

For example:


Please also provide lists of:

- Any patents that have resulted from the Cancer Research UK funded work
- Any reagents that have been commercialised
- Any collaborative projects (with industry or other appropriate bodies)
- Membership of expert groups, societies etc.

Any other achievements over the past 5 years (e.g. numbers of PhDs and medical doctorates etc.)

Part C (all applicants)

Research Proposal: up to 7,000 words. We suggest you use the structure in Table 1. You should upload your research proposal to eGMS under ‘Research Proposal’.
| Table 1  
Contents of research proposal |
|---|
| **Purpose**  
- Briefly state the **objectives** of your proposed work  
- Describe the **significance** of the results you plan to obtain. In particular, the relevance of your expected results to cancer – for example, any future clinical application or impact on policy and practice.  
- State the **major outputs** you hope to achieve from your proposed work. Include a description of your vision for future research that may lead on from your work. |
| **Background**  
- Summarise your current and other published work and other work relating to your research proposal, including your major achievements over the last 5 years  
If you’re completing Part A, you can incorporate your published work in that section. You can include additional background in the Research Proposal, but please don’t provide duplicate information. |
| **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 will use to test your hypothesis. Refer to your own published work or indicate the availability of appropriate expertise for these methods  
- Any available unpublished research findings or methodologies supporting your research proposal (please include these in the text, not as an appendix). You might include manuscripts in press or preprints to support your proposal.  
**Briefly describe what the major achievements of your research will be, if the programme is successful.**  
Include details on the methodology and analysis you’ll use. If you’ll use clinical data or other methods generating high volume data, include details of the bioinformatics support and statistical analysis you’ll use. Provide any patient information sheets etc.  
For each research question:  
- Name the variables and describe the values;  
- State the numbers of samples that you’ll 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. prevalence rates for biomarkers, numbers of events in clinical outcomes, length of follow-up for clinical outcomes). If you’ll use non-standard or non-well-known methods, include a full copy of each measure in the appendix of your application.  
If you’re requesting funding for an additional arm for, or a sub-study to, an existing trial, provide full details on the main trial and an update on its progress within your application (either in your research proposal or as an appendix). |
3.3.2. Key research achievements upload

Key Research Achievements – here you’ll need to highlight your 3-5 key research achievements, including both research outputs (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents etc.) and publications that are of particular relevance to your application. You can write up to one page, 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 one-page Key Research Achievements form and organise for their separate form to be uploaded with their respective name included in the header or footer on all relevant pages.

3.3.3. Appendices and supporting documents

We encourage you to submit any relevant documents or supplementary information to support your application (e.g. questionnaires, copies of informed consent sheets and progress reports...
of main trials/studies). You might also include unpublished results or preprints to support your application. We may not share all supplementary information with the Committee.

3.3.4. Data sharing form

Using the data management/sharing template on eGMS, please complete all the sections that are relevant to your application. There are some guidelines and FAQs to help you do this, and for reference you can access a blank version of the template here. Make sure you read our data sharing policy, which requires you to make your research data available for sharing with other scientists, provided it is safe and feasible to do so.

The Committee will consider your Data Sharing Plan when they make funding decisions. If your application is successful, we’ll monitor your progress against your Data Sharing Plan as part of our annual grant review process.

The Prevention and Population Research Committee is the only Cancer Research UK Committee that requires a data sharing form – that’s because it’s extremely important to share data from cohort and epidemiological studies. Because of this, you can leave the ‘Data Sharing Plan’ section of your eGMS application blank.

If you have questions, please contact us.

3.4. Clinical trials

If you’d like to apply for funding for a clinical trial, please liaise with a Clinical Trials Unit Clinical Trials Unit (CTU) when you write your proposal. If appropriate, we’ll expect you to access NCRN infrastructure resource within the relevant Research Networks to support your research. We recommend you begin discussions with these networks at the earliest opportunity, and definitely before submitting an application. Please include a statement in your application to tell us how far you’ve got with these discussions.

There are a number of NCRI Groups that are relevant to the Prevention and Population Research Committee’s remit. We recommend you contact the Chair of the relevant Group as early as possible before you apply. When making funding decisions, the Prevention and Population Research Committee will probably send your application to the relevant NCRI Group(s) for their comments on how your work will fit with the Group’s research portfolio. If you’re successful, your study will be added to the NCRN portfolio, and may access NCRN resources.

3.5. Ethical approval

If you plan to involve patients, patient tissue or patient information in your research, you’ll need to get ethical approval. It’s your and your Host Institution’s responsibility to make sure you comply with all legal requirements and ethics approval. We understand that you’ll generally need to confirm funding arrangements before you can get ethical approval. However, you will
need to provide us with written evidence that all ethical and regulatory\footnote{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.} approval has been obtained as soon as possible, and at the latest by the time of submitting your first Scientific Milestone Report. Please bear this in mind when you propose a start date for your award.

### 3.6. Costs information specific to the Prevention and Population Research Awards

This section contains costs guidance specific to the Prevention and Population Research Awards. You should read this section along with our eGMS guidelines, which give information about how to fill in the costs section of eGMS, and with Cancer Research UK’s costs guidance.

### Table 3 Costs information

| PhD students | You can request funding for non-clinical PhD students through Programme Awards. Our costs guidance details Cancer Research UK’s allowance for PhD students. This is a fixed sum for all Cancer Research UK funded PhD students. However, please contact us about the running expenses of your studentship – PRC grantees in the past have required less funding due to the nature of PRC research. PhD studentships funded through Programme Awards must be guaranteed support for four years and must fall within the duration of the award. This means that for standard-length Programme Awards (60 months), you’ll need to recruit any proposed PhD students in the first year of the award. We don’t pay overseas fees or part-fund studentships, so any PhD student funded through the Programme Awards must be fully funded through the award. We’ll give you this funding in one instalment in the first year of the award. |
| NHS support costs for randomised controlled trials | If you plan to involve patients, and/or if your research will be conducted within the NHS, we expect the DH/NHS to support your research but meeting any associated costs for patient care. It’s your responsibility to inform the relevant NHS Trust R&D office(s) of any support they’ll need to give you. Please discuss your application with them at the earliest opportunity, and you must indicate in your research proposal that you’ve notified the relevant providers. Please update us on the status of these discussions throughout the application process. |
3.7. Supporting roles specific to the Programme Award

Table 4 shows the supporting roles that can be added to your Prevention and Population Research Programme Award application, and the tasks they will need to complete in eGMS. Our eGMS guidelines in section 5 describe the supporting roles and explain how to fill in that section of eGMS.

**Table 4**
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 at least 2.5 hours per week to your research</td>
</tr>
<tr>
<td>Collaborator</td>
<td>• Complete the ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td>Lead applicant</td>
<td>• Complete the ‘Complete full application’ task</td>
</tr>
<tr>
<td></td>
<td>• Contribute at least 10 hours per week to your research</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>
<tr>
<td></td>
<td>• Contribute at least 10 hours per week to your research</td>
</tr>
</tbody>
</table>

3.8. Feedback

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

Our Research Funding 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.

We do not accept resubmissions, unless recommended by the Committee.
4. APPENDICES

4.1. Useful contacts

Once you have read these guidelines, please contact us at prc@cancer.org.uk for more information or to start an application for a Prevention and Population Research Award.

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

Please read our 25 resources to help you develop a great population research proposal for further guidance which you may find helpful.
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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

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

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

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

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

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

Table 1
eGMS symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="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 in 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>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMINISTRATIVE SUPPORT</strong></td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td><strong>CO-INVESTIGATOR</strong></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><strong>COLLABORATOR</strong></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><strong>HEAD OF DEPARTMENT</strong></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><strong>JOINT LEAD APPLICANT</strong></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><strong>LEAD APPLICANT (PRINCIPAL INVESTIGATOR)</strong></td>
<td>The principal investigator of your research proposal.</td>
</tr>
<tr>
<td><strong>NAMED RESEARCH STAFF</strong></td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
<tr>
<td><strong>SUPERVISOR</strong></td>
<td>Someone who’ll be involved in your training programme and give you advice and support for your research.</td>
</tr>
<tr>
<td><strong>RESEARCH ASSISTANT</strong></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>
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

| EQUIPMENT | Under this heading, please list the costs for all the equipment you’d like to request on your award.
<table>
<thead>
<tr>
<th></th>
<th></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.
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 indexation (to both salaries and running expenses) and any further salary increments awarded by the Host Institution must be covered within the funding envelope awarded by CRUK.

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

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

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

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

**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 grant conditions</td>
<td>• Co-investigators</td>
</tr>
<tr>
<td></td>
<td>2. Explain what you’ll contribute to the research proposal.</td>
<td>• Some Named Research Staff</td>
</tr>
<tr>
<td></td>
<td>3. State how many hours per week you’ll 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 grant conditions</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 application guidelines</td>
<td>• Some Named Research Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(see your application guidelines)</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).