POPULATION RESEARCH POSTDOCTORAL FELLOWSHIPS
APPLICATION GUIDELINES
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i. ‘BEFORE YOU SUBMIT’ – CHECKLIST

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

☐ Does your application have a title?

☐ Is your CV fully completed?

☐ Have you added all your publications and research outputs with a full author list?

☐ Is your research abstract correctly structured?

☐ Are your costs completely justified?

☐ Is your research proposal within the word limit?

☐ Is your Host Institution ready to approve your application?
1. INTRODUCTION

11. PURPOSE OF THE GUIDELINES

These guidelines explain what we’re looking for in a full application to our Population Research Postdoctoral Fellowship.

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.

These guidelines can be easily navigated by clicking on any of the headings listed in the table of contents at the beginning of this document.
1.2. ABOUT CRUK

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 AWARD

Our Population Research Postdoctoral Fellowship supports outstanding postdoctoral researchers to develop their career in population science. The award will help you gain postdoctoral experience and further develop your career, with a longer-term view to building your own independent research group. There are opportunities to gain some supervisory experience managing a research assistant, and to engage with the Cancer Policy Research Centre.

1.4. ABOUT THE COMMITTEE

Population Research Postdoctoral Fellowships are considered by the Population Research Committee. The Population Research Committee also considers applications for Programme Awards and Project Awards for senior scientists in the areas of epidemiology, early diagnosis and prevention research related to cancer. Meeting dates and deadlines can be found on the Cancer Research UK Population Research Committee webpage.

2. SCHEME GUIDELINES

2.1. SCIENTIFIC REMIT

A.1. What is suitable for the Population Research Postdoctoral Fellowship?

You can apply for a Population Research Postdoctoral Fellowship any (or more than one) of the research areas in Table 1, as long as the research proposal is cancer relevant and clearly articulates the cancer-related question you’re focussing on.
Table 1
Eligible research areas

| EARLY DIAGNOSIS | • Cancer symptoms: natural history and awareness
|                 | • The early diagnosis pathway, including alternative routes to diagnosis
|                 | • Interventions to increase presentation to primary care or uptake of screening
|                 | • Screening as a form of early diagnosis

| PREVENTION | • Behavioural and lifestyle interventions to prevent cancer (individual or population level), including prevention of cancer recurrence
|           | • Adherence to chemoprevention
|           | • Screening as a form of prevention

| EPIDEMIOLOGY | • Classical and health epidemiology, plus survival and incidence rates
|             | • Repurposing of existing cohorts for further studies (excluding genetic epidemiology)
|             | • Secondary physical effects of cancer treatment
|             | • Methodological and statistical research relating to population sciences

CRUK is particularly interested in proposals addressing cancers of unmet need (i.e. brain, lung, oesophageal and pancreatic cancer), childhood cancers, early detection and areas of other strategic priority.

A.2. What is not suitable for the Population Research Committee Postdoctoral Fellowship?

You should not apply for a Population Research Postdoctoral Fellowship if your research does not fall within the remit of population research. Take a look [here](#) for remits and contact details for the other committees that Cancer Research UK considers funding through. Please email [PRC@cancer.org.uk](mailto:PRC@cancer.org.uk) if you unsure if your proposal is within remit.

2.2. ELIGIBILITY

A.3. The Applicant

To be suitable to apply for a Postdoctoral Fellowship, you should:

- Be a scientist, clinician or healthcare worker in a UK university, medical school, hospital or research institution
- Have a PhD or be about to complete your PhD (or equivalent higher research degree)
- Be able to demonstrate that you need to meet the range of skills and experience as outlined in the ‘Develop Independence’ career stage in our [Fellowships Competency Framework](#). You will be asked to demonstrate your skills and experience in your application form.
- Applicants should not have held substantial grant funding as a Principal Investigator.
Please note that our former eligibility rules based on years of experience post-PhD no longer apply.

Career breaks (due to personal circumstances), part-time working and changes in discipline will be taken into consideration by our panels and committees to make appropriate adjustments when assessing your record of outputs, research achievements and career progression.

If you need further guidance, please contact us and we can advise on your suitability for this award. When contacting us, please include:

- a short CV, including key research outputs
- 1 page (max) abstract of your proposed research
- a short description of why you’re applying for this particular fellowship and how you meet the expected skills and experience.

You can apply on a part-time or flexible working basis:

- We are very supportive of applicants applying on a part-time or flexible working basis as long as this fits with the needs of your Host Institution and your request is approved by them;
- As a general rule for Population Research Postdoctoral Fellowship applicants, we expect at least 0.5 FTE or 80% of your working hours, whichever is greater, to be spent on academic research;
- If you’d like to apply on a part-time basis, we advise you talk to us before starting your application to discuss your proposed parameters for the award and how to include the part-time request in your application;
- We encourage you to apply on a part-time basis from the initial application stage.

Please note that Postdoctoral Fellowship cannot be used to fund part of an applicant’s salary if you’re working full-time; however, you can apply for the award on a part-time basis if you work part-time.

Applicants must ensure that their host institution will provide sufficient space and access to resources to undertake the proposed research. Most university departments in the UK are eligible as host institutions for a Population Research Postdoctoral Fellowship. However, some locations may not be eligible as host institutions; therefore, all applicants must contact CRUK before submitting an application to discuss eligibility.

A.4. Applications to other funding bodies

Please note that we will accept Fellowship applications which are currently under consideration by another funding body. Please list applications to other funding bodies and their status (e.g. pending) on your application form in the funding section.

We may consider joint funding with other funding bodies. Please discuss with both CRUK and the other funder before you submit an application.
2.3. WHAT IS FUNDED

Population Research Postdoctoral Fellowships lasts up to three years if you’re applying on a full-time basis and can be used to fund the Fellow’s salary with associated running costs. Fellows can also apply for a Research Assistant/Technician post for the duration of the Fellowship; however, this must be fully justified in the application. Fellows cannot apply for conference costs; but they can apply for funding to visit collaborators or attend training courses essential to carrying out the proposed research.

2.4. ASSESSMENT CRITERIA

The Population Research Committee will judge your proposal based on:

- **Scientific excellence** – all applications must have a strong scientific rationale, as well as appropriate experimental design and statistical analyses, to support the proposed research proposal.
- **Cancer relevance** – 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 should have appropriate skills and experience for their career stage, according to the competency framework for fellowships.
- **Excellent team and collaborative environment** – suitability and feasibility of the Lead Applicant(s) (and supporting roles) to carry out the proposed research with access to the resources and facilities required for the successful fulfilment of the Fellowship. The added value of the proposed collaboration and the individual contributions, as well as the steps taken to ensure an effective collaboration.
- **Resources requested** – the costs proposed in an application should be for the direct costs of the research and be reasonably justified in line with the experimental plans, leveraging existing resources where appropriate.

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

- **Consider the value and impact of all research outputs** in addition to research publications (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents etc.).
- **Recognise that the content of a scientific paper and its influence in the field holds more significance** than publication metrics or where it was published.
2.5. ADDITIONAL RESOURCES

Before you commence your application, we have also put together a list of resources for population researchers which you may find helpful when putting together your application. The list covers sources of advice on a variety of topics including research study design, patient involvement and data sharing.

3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, please contact the Population Research Funding team to discuss the application process.

Please also inform your host institution that you intend to apply, as they will be required to approve the application on the online grants management system (eGMS) before it can be accepted by Cancer Research UK.

Population Research Committee Postdoctoral Fellowships have three application stages:

1. Submission of a 2,500 word application, which will be peer-reviewed by experts.
2. Your application will be considered for shortlisting by the Population Research Committee in May.
3. If your application is successful, you will be invited to an interview in June, when you will have the opportunity to respond to peer-reviewers’ comments.

The Fellowships Interview Panel is comprised of a subset of the Population Research Committee. The Panel makes the final funding decision and applicants will be informed as soon as possible after the interview.

3.2. EGMS

After contacting us, you can open an application 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 outline application for a Population Research Postdoctoral Fellowship:

Research Proposal according to Section 3.3.1 of these guidelines.
Skills and Experience Form according to Section 3.3.2 of these guidelines.
Data Management Form according to Section 3.3.3 of these guidelines.
Nominated peer reviewers (and exclusions) according to Section 3.3.4 of these guidelines.
Appendices and supporting documents according to Section 3.3.5 of these guidelines.

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 any 2500 words (excluding reference list, figure, figure legends, timelines).

We recommend you use the structure in Table 2. You should upload your research proposal to eGMS under ‘Research Proposal’.

Table 2
Contents of research proposal

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACKGROUND</td>
<td>Summarise your current, published and other work relating to your research proposal to provide the context to your research objectives.</td>
</tr>
</tbody>
</table>
### 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, preprints or datasets 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).

### Timescale and Potential Problems

Not included in word count

- Provide a table to indicate milestones and schematic (e.g. Gantt chart) to outline timescales for each part of the research proposal
- List potential logistic or scientific problems and suggest solutions or alternative plans

### References

Not included in word count

- Give full details of any references, including authors, publication year, title and journal name, volume, page numbers. We won’t accept shortened references.

Number your references in the order in which they appear in the text, and list them in the Vancouver style (as outlined by the US National Library of Medicine).
3.3.2. SKILLS AND EXPERIENCE

When completing the Skills and Experience form, please refer to CRUK's Fellowships Competency Framework that outlines the range of skills and experience and the types of examples that CRUK might expect for a Postdoctoral Fellowship. 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;
- How your own research could influence your field and fits with research in other fields/disciplines. Please outline how your own research influences 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;
- How you are developing your personal leadership skills and experience;
- 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.
3.3.3. DATA MANAGEMENT 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 you’re successful, we’ll monitor your progress against your Data Sharing Plan as part of our annual grant review process.

PRC is the only Committee that requires a data sharing plan upload – 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.

3.3.4. NOMINATED PEER REVIEWERS

Please use the template to suggest potential researchers to provide written peer review comments on your application. Please do not include anyone who you have an on-going collaboration with, or you have published with in the last three years. Cancer Research UK will not necessarily approach any or all of the names that you suggest. You can also name two researchers who you would not like us to approach; however, you should have a good justification to exclude them from the review process.

3.3.5. APPENDICES AND SUPPORTING DOCUMENTS

If your Main Supervisor on the award is not supplying a letter as part of one of the supporting role tasks outlined in 3.8 (i.e. as an Academic Referee or a Mentor), please obtain a letter of support from them to upload as an appendix to your application.

Additionally, 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.
3.4. CLINICAL TRIALS

If you’d like to apply for funding for a clinical trial, please liaise with a Clinical Trials Unit (CTU) when you write your proposal. If appropriate, we’ll expect you to access National Institute for Health Research (NIHR) Clinical Research Network (CRN) support for 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 several NCRI Groups that are relevant to the 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 Population Research Committee will probably send your application to the relevant NCRI Groups 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 NIHR CRN portfolio, and may access NIHR CRN resources.

3.6. 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 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.

3.7. COSTS INFORMATION SPECIFIC TO THE POPULATION RESEARCH POSTDOCTORAL FELLOWSHIP

This section contains costs guidance specific to the Population Research Postdoctoral Fellowships. 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 CRUK’s costs guidance.
Table 3
Costs information

| 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. |
| TRAINING | You can apply to go on skills-based training courses, as long as justification (e.g. how the skills gained will benefit your ability to conduct the proposed research) is provided. |
| TRAVEL | Fellows cannot apply for conference attendance costs; however, you can apply for costs to visit collaborators, if justified. You can apply for spend some time in your collaborators’ lab, if you can explain how this will benefit your proposed research. |

3.8. SUPPORTING ROLES SPECIFIC TO THE POPULATION RESEARCH POSTDOCTORAL FELLOWSHIP

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

Supporting roles from different institutions in the UK, international and commercial organisations may be included as co-investigators and collaborators.

Table 4
Supporting roles

<table>
<thead>
<tr>
<th>SUPPORTING ROLES</th>
<th>TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>Complete the ‘Agree to participate’ task in eGMS.</td>
</tr>
<tr>
<td>CO-INVESTIGATOR</td>
<td>Complete the ‘Agree to participate’ task in eGMS. Complete the ‘Collaborate on application’ task and submit a CV to eGMS.</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 in eGMS.</td>
</tr>
</tbody>
</table>
| NAMED RESEARCH STAFF | Complete the ‘Agree to participate’ task  
<table>
<thead>
<tr>
<th></th>
<th>Complete the ‘Collaborate on application’ task and submit a CV to eGMS</th>
</tr>
</thead>
</table>
| MAIN SUPERVISOR      | Complete the ‘Agree to participate’ task in eGMS  
|                      | Complete the ‘Collaborate on application’ task and submit a CV to eGMS |
|                      | You can only add one main supervisor in your application.  
|                      | Your supervisor may also act as an academic referee if appropriate. |
| ACADEMIC REFEREE     | Please add two academic referees as supporting roles. These are researchers who can comment on your suitability as a candidate for a Fellowship. One of your academic referees should be your PhD supervisor. They’ll need to:  
|                      | Complete the ‘Agree to participate’ task in eGMS  
|                      | Provide a letter of support detailing your suitability for this fellowship as part of the eGMS task. |
| MENTOR               | Please add a mentor. Your mentor should be able to provide you with impartial career advice and should not be directly involved with the proposed research. They’ll need to:  
|                      | Complete the ‘Agree to participate’ task in eGMS  
|                      | Complete the ‘Collaborate on application’ task and submit a letter detailing your suitability for the fellowship and how they will support you as part of the eGMS task.  
|                      | You can only add one mentor in your application. Your mentor may also act as an academic referee if appropriate. |

### 3.9. FEEDBACK

Feedback on your application will be provided, but please remember that all funding decisions made by the Committee are final. You will receive feedback following the Population Research Committee if you are not shortlisted to attend an interview. If you are invited to interview you will receive feedback after the Fellowship Interview Panel, whether or not you have been successful.

The Population 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 resubmitted applications, 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 about applying for a Population Research Postdoctoral Fellowship.

For help with completing the application on eGMS, please contact grants helpline (020 3469 5452).
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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

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

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

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

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

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

Table 1

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add" /></td>
<td>Use this button to add information to your application (e.g. supporting roles, costs etc.)</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Use this button to edit information you’ve already entered into your application (e.g. to edit costs).</td>
</tr>
<tr>
<td><img src="image" alt="Complete" /></td>
<td>This symbol means the information in this section 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](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 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. 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>
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>
</tr>
</thead>
</table>
| Under this heading, please list the costs for all the equipment you’d like to request on your award. 
- Please list all your requested equipment for the duration of the award in year 1. 
- Any equipment costs <£5,000 should be included as a running expense. 

Please read our costs guidance for information about eligible equipment costs, and justify your costs in your research proposal appendix.
| STAFF POSTS | Under this heading, please list the costs for any research staff that you’d like to request on your award. Please read our policy on funding salaries for Senior Scientists and PhD students to check you comply with our terms.

- If you’re requesting funding for PhD students, you’ll need to list these as running expenses rather than as staff (see below).
- If you’re requesting salary funding for yourself or any staff salaries, you can notify us of any incremental salary rises due within the first 11 months of your award. Please enter the value and date of the increment (the date must be the 1st of the month). After the first year, we’ll add 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. |

| 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. **UPLODS**

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

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

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

7.17. **GRANT CONDITIONS**

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

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

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

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

<table>
<thead>
<tr>
<th>Attention</th>
</tr>
</thead>
<tbody>
<tr>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

Table 4
Supporting roles

<table>
<thead>
<tr>
<th>TASK NAME</th>
<th>WHAT’S NEEDED</th>
<th>WHO DOES THIS TASK?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPT APPLICATION PARTICIPATION</td>
<td>In this task, you’ll be asked to do three things:</td>
<td>• Joint Lead Applicants</td>
</tr>
<tr>
<td></td>
<td>1. Agree to Cancer Research UK’s grant conditions.</td>
<td>• Co-investigators</td>
</tr>
<tr>
<td></td>
<td>2. Explain what you’ll contribute to the research proposal.</td>
<td>• Some Named Research Staff</td>
</tr>
<tr>
<td></td>
<td>3. State how many hours per week you’ll 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>
</tbody>
</table>

| COLLABORATE ON APPLICATION   | Depending on your award, you may be asked to do any of the following in this task:             | • Joint Lead Applicants                                                            |
|                              | • Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5. | • Co-investigators                                                                 |
|                              | • Accept our grant conditions                                                                     | • Head of Department                                                               |
|                              | • Upload a document (e.g. a letter of support)                                                    | • Mentor                                                                           |
|                              | eGMS will explain what to do, and you can find more information in your application guidelines.   | • 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 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)