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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?

☐ Are you contributing the correct number of hours? – at least 30 hours/week or prorata equivalent?

☐ Is your CV fully completed on Flexi-Grant®, including names of group leaders you have worked with?

☐ Have you added all your publications and research outputs with a full author list, with no instances of et al.,?

☐ Is your research abstract structured correctly? – background, aims, methods, how the results of this research will be used

☐ Have you completed the required uploads? - research proposal, cover letter, and Academic Referee(s).

☐ Is your research proposal within the 1500-word limit?

Please get in touch with the CRUK Research Grants Manager if you are unsure of anything before you submit: fellowships@cancer.org.uk.
1. INTRODUCTION

1.1. PURPOSE OF THE GUIDELINES

These guidelines explain what we’re looking for in an outline application to our Career Development Fellowship. All applicants need to submit an outline application. If you’re successful at the outline stage, we’ll invite you to submit a full application, in which case you should read our full application guidelines.

If you’re not sure which kind of funding to apply for, please email the Fellowships Team, with a short summary of your research idea and a brief CV.

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

1.2. ABOUT CRUK

Our vision is to bring forward the day when all cancers are cured. In our research strategy we’ve 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’ll achieve our ambitions by funding a broad range of research to help us better understand, prevent, diagnose and treat cancer.

1.3. ABOUT THE AWARD

Our Career Development Fellowship aims to develop and support new group leaders who do not have a salaried independent position. The award money will help you to establish your independent cancer research career and build your reputation and influence in your research field.

At the end of the fellowship you should be in a competitive position to apply for a Senior Cancer Research Fellowship or Programme Foundation Award. Our Career Development Fellowship is aimed at the same career level as our Career Establishment Award. You can request funding for your salary with a Career Development Fellowship (whereas you need to have a fully funded salary to apply for a Career Establishment Award).

1.4. ABOUT THE COMMITTEE

Our Research Careers Committee considers applications for Career Development Fellowships as well as for Career Establishment Awards, Clinician Scientist Fellowships, Advanced Clinician Scientist Fellowships, pre-doctoral and post-doctoral Research Bursaries, Career Development Fellowships, and Senior Cancer Research Fellowships.
2. SCHEME GUIDELINES

2.1. REMIT OF THE CAREER DEVELOPMENT FELLOWSHIP

What is suitable for the Career Development Fellowship?

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

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Eligible research areas</th>
</tr>
</thead>
</table>
| BASIC BIOLOGICAL RESEARCH | Any cancer-relevant area of basic biological research, including (but not limited to):  
  - Cancer cell metabolism  
  - Cancer genetics  
  - Cell transformation and oncogenesis  
  - Genomic instability and cell cycle  
  - Inflammation  
  - Migration, invasion, metastasis and tumour dormancy  
  - Tumour immunology  
  - Tumour biology  
  - Tumour microenvironment  
  - Tumour heterogeneity  
  - Tumour evolution  
  Studies may include the use of model systems (e.g. yeast/fly/mouse/cell lines etc.) or primary tumour material. Please specify how the chosen model relates to the question being addressed. |
| PRECLINICAL STUDIES | Research that generates biological data for developing therapeutics, including (but not limited to):  
  - Identification and functional characterisation of biological targets in cell lines, primary tumour material or model systems  
  - Biological mechanisms of therapeutic interventions  
  - Mechanisms of resistance to therapies  
  - Biological investigation of exceptional responders or non-responders  
  - Discovery research to identify and/or provide biological insight regarding potential biomarkers utilising samples from defined patient cohorts (e.g. retrospective trial or cohort). |
| IMAGING | The following areas of imaging research, including (but not limited to):  
  - Whole-body preclinical studies  
  - Cellular imaging to address questions of tumour biology in animal models or through whole-body imaging  
  - Development of imaging or contrast agents and other imaging technologies |
### CAREER DEVELOPMENT FELLOWSHIP
OUTLINE APPLICATION GUIDELINES – SPRING 2022

| RADIOTherapy Research | Research to optimise radiotherapy, including (but not limited to):
<table>
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</thead>
<tbody>
<tr>
<td></td>
<td>- Radiotherapy physics e.g. improving treatment planning, reducing toxicity and increasing efficacy of treatment to improve patient outcomes</td>
</tr>
<tr>
<td></td>
<td>- Radiobiology e.g. mechanisms of radiotherapy resistance and drug interactions</td>
</tr>
<tr>
<td></td>
<td>- Imaging radiotherapy</td>
</tr>
</tbody>
</table>

| ENGINEERING & PHYSICAL SCIENCES APPLIED TO CANCER | Research across all EPS disciplines, including (but not limited to):
<table>
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</thead>
<tbody>
<tr>
<td></td>
<td>- Physics</td>
</tr>
<tr>
<td></td>
<td>- Engineering</td>
</tr>
<tr>
<td></td>
<td>- Mathematical and computational modelling</td>
</tr>
<tr>
<td></td>
<td>- Chemical and molecular sciences</td>
</tr>
<tr>
<td></td>
<td>- Materials science</td>
</tr>
<tr>
<td></td>
<td>- Molecular and/or tissue engineering and regenerative medicine</td>
</tr>
</tbody>
</table>

| POPULATION RESEARCH | Research areas, including (but not limited to):
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>- Prevention – e.g. adherence to chemoprevention</td>
</tr>
<tr>
<td></td>
<td>- Epidemiology</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td>- Methodological and statistical research relating to prevention and population sciences.</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
</tr>
<tr>
<td></td>
<td>- Exploratory and confirmatory clinical trials seeking to test the efficacy and safety of chemopreventive agents.</td>
</tr>
<tr>
<td></td>
<td>- 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).</td>
</tr>
<tr>
<td></td>
<td>- Screening as a form of prevention, including population-level trials of screening approaches.</td>
</tr>
<tr>
<td></td>
<td>- Policy-focused research to help develop Cancer Research UK’s policies and advocacy strategies concerning cancer prevention, including policy research on tobacco control.</td>
</tr>
</tbody>
</table>
Cancer Research UK (CRUK) is particularly interested in proposals addressing cancers of unmet need (i.e. brain, lung, oesophageal and pancreatic cancer), early detection and areas of other strategic priority.

**What is not suitable for the Career Development Fellowship?**

Although we do provide funding for population research proposals, **we don’t fund any policy research and/or development** – please refer to our Tobacco Advisory Group.

We also don’t provide infrastructure support to clinical trials units, tissue banks or CRUK Centres (e.g. existing or new CRUK Centres infrastructure staff).

### 2.2. ELIGIBILITY

**The Applicant**

You can apply for a Career Development Fellowship if you’re a scientist, clinician or healthcare worker who:

- Will be based at a UK university, medical school, hospital or research institution;
- Has space and facilities to run an independent research group;
- Is able to demonstrate that you meet the range of skills and experience outlined in the ‘Establish independence’ section of our Fellowships Competency Framework. You will be asked to demonstrate your skills and experience in the application form.

You should be the sole lead applicant (Principal Investigator) on the application and should lead your work independently of other laboratories at your host institution. Therefore, you’ll need to demonstrate your ability to direct a research team and programme of research. However, we expect that you’ll wish to develop collaborations with other researchers, both at your institution and externally.

You cannot apply for a Career Development Fellowship if:

- You have previously held another substantial multi-year fellowship as an independent Principal Investigator (PI) similar to a Career Development Fellowship or Career Establishment Award;

| EARLY DETECTION RESEARCH | Research areas, including (but not limited to):
|---------------------------|--------------------------------------------------|
|                           | - Biological research underpinning early detection
|                           | - Epidemiology/risk stratification for early detection
|                           | - Data/computation-driven approaches to early detection
|                           | - Development of preclinical early detection model systems to recapitulate early cancer and precancerous states

Cancer Research UK (CRUK) is particularly interested in proposals addressing cancers of unmet need (i.e. brain, lung, oesophageal and pancreatic cancer), early detection and areas of other strategic priority.
• You already hold a position with a fully-funded salary (e.g. lecturer position, tenured/tenure track position); instead, you could apply for a Career Establishment Award;
• You hold a core-funded group leader position at one of our institutes (you may apply to hold a fellowship at a CRUK institute provided that you are not in receipt of core funding concurrent to the fellowship).

Please note that you **can apply** for a Career Development Fellowship if you have previously held funding such as:

• A postdoctoral fellowship;
• A CRUK Clinician Scientist Fellowship;
• A start-up grant;
• An institutional fellowship aimed at generating data for an external fellowship application (e.g. up to 2-3 years funding for you and technical support).

Please contact your relevant Research Grants Manager (please find our contact details on our website) to get advice on your suitability for a Career Development Fellowship. When contacting us, please include:

• a short CV, including key research outputs, past and current funding (title and value of award);
• a 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.

**Flexible working**

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.

**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 fellowship applicants, we expect at least 0.5 FTE or 80% of your working hours, whichever is greater, to be spent on academic research;
• The maximum award value still applies;
• 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 outline application stage;
• Please also visit our webpage on flexible research careers funding policies.

The Host Institution

All our fellows are hosted in UK universities or research institutes. Most UK university departments are eligible, but please contact us before applying to check your host institution is eligible. You can be hosted by a CRUK institute as long as you don’t receive core funding from that institute.

At the outline application stage, you will be required to identify a location to hold your award. If you’re successful, we expect you to hold the status of an independent group leader (or equivalent) at that institution. If you are invited to submit a full application, the Head of Department at your chosen institution will need to submit a letter of approval to confirm that you’ll have a full-time position at your host institution for the duration of the award.

Applications to other funding bodies

You can apply for fellowship funding from other funders at the same time as your CRUK application, but if successful you can only hold one. Please inform the CRUK office if this is the case.

2.3. WHAT IS FUNDED

Funding for a Career Development Fellowship does not typically exceed £1.5 million and lasts up to 6 years (non-renewable) if you’re applying on a full-time basis.

The award money can be used to fund:

• Your salary (an annual salary enhancement of £6,500 is paid each year of the funding period);
• Salaries for up to two posts. You may choose from: a postdoctoral researcher, a technical staff member (i.e. technician, graduate research assistant, scientific officer) and/or a (non-clinical) PhD student;
• You’ll need to outline their role fully and justify the requested posts in your application, highlighting your ability to supervise and lead your team;
• Associated running costs;
• Equipment costs up to £25,000 total;
• You may request up to £1,000 for relocation costs (if appropriately justified) to cover relocation costs for yourself (and if applicable, your family) if you wish to take up your fellowship at a new host institution, but not if you move during the term of your fellowship. Please note that relocation costs for grant staff are not covered.
• EMBO Lab Leadership for Group Leaders course: we encourage you to attend this course to gain crucial skills to run your own independent research group. Available as either an in-person (in Germany, please check with the Office for future limited UK
1. You submit an outline application to the Research Careers Committee;

2. You receive a feedback letter in about 2-3 weeks on your outline application.

3. If invited to apply further, you submit a full application, including details of your proposed work, a CV, and a letter of support from your host institution.

4. The Research Careers Committee makes the final decision on the basis of the full application.

5. The fellowship is awarded for a period of 1-2 years, starting in September of the award year.

See costs guidance for information about these eligible costs.

The award money doesn't cover course or examination fees, or other general disallowed costs.

2.4. ASSESSMENT CRITERIA

The Research Careers Committee will judge your application on:

- **Quality and originality of the proposed work** with potential for impact in the field;
- **Quality and track record of the candidate** demonstrated by key achievements, research outputs, recognition in the field and future research ambitions supported by relevant enabling skills e.g. personal leadership, communication/engagement skills;
- **Suitability of the proposed research environment** demonstrated by appropriate access to infrastructure/facilities/samples, specific expertise and support;
- **Potential for independence** demonstrated by e.g. own research niche, network, appropriate mentorship, leveraged funding;
- **Relevance of the project to cancer research** and CRUK’s research strategy.

Additionally, CRUK 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 CRUK and our reviewers will:

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

3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, please contact your relevant Research Grants Manager to discuss the application process. Please find our contact details on our website.

Please also inform your host institution that you intend to apply, if you are invited to submit a full application, they will be required to approve your application.

Career Development Fellowship applications involve the following steps:

1. You submit an outline application to the Research Careers Committee;

2. You receive a feedback letter in about 2-3 weeks on your outline application.

3. If invited to apply further, you submit a full application, including details of your proposed work, a CV, and a letter of support from your host institution.

4. The Research Careers Committee makes the final decision on the basis of the full application.

5. The fellowship is awarded for a period of 1-2 years, starting in September of the award year.

See costs guidance for information about these eligible costs.

The award money doesn't cover course or examination fees, or other general disallowed costs.
2. The Committee will shortlist the best outline applications;
3. If successful, you’ll be invited to submit a full application and attend an interview with an Expert Review Panel (ERP) focusing on in-depth scientific assessment. Members of RCC will join the ERP;
4. The Research Careers Committee will make final funding decisions.

Our Peer Review Process

We have changed the way we operate our peer review process, in order to reduce the burden of written peer review on our research community. Instead, our Expert Review Panels will thoroughly assess the applications. When researchers apply for funding, we will group the applications by theme, and then convene expert review panels with relevant expertise to assess the applications under review. The Expert Review Panel will interview candidates and will make its funding recommendation to the funding committee. Committee members will then make the final funding decision at its funding committee meeting.

3.2. GETTING SETUP IN FLEXI-GRANT®

You’ll need to submit your application online using our Grants Management System, Flexi-Grant® via https://cancerresearchuk.flexigrant.com/

As part of your submission, we require the following sections to be completed:

3.2.1. Contact Details

You will be required to complete the contact details on your profile. Please ensure these details are kept up to date, so that we may contact you during the application process if necessary.

Email address is your username on this system.

3.2.2. Online Applicant CV

You will need to complete an online CV as part of your Flexi-Grant® profile. Please ensure that this is kept updated, as it will be automatically included in any submission that you make through Flexi-Grant®. Please ensure your CV highlights your academic and research experience, including degree class, academic supervisors, and any grants or prizes awarded. Please also include a list of all your publications and research outputs. You may also refer to any relevant preprints to support your proposal.

Provide your publications in the following format: list of authors (up to 12, above this use et al. denoting your place within author list), publication title, journal, date. Please note ORCID does not pull through the list of authors, these should be entered manually.

You will also be required to complete a ‘Career History’ Section as part of the application form, that will provide an opportunity to detail all research positions held since completion of your PhD. Please ensure that all Group Leaders are given.
3.2.3. Diversity Monitoring

Cancer Research UK is committed to being an inclusive funder and to ensuring the researchers we attract, support and retain are as diverse as possible. At the start of your application you will be asked a few questions that will help us to monitor this. The Lead Applicant should complete the information in this section. We encourage you to complete the form in full, so we receive enough information for data analysis. You have the option to select ‘Prefer not to say’ in your answers. This information will not form any part of Cancer Research UK’s decision making processes and will not be used for any purpose other than analysis of our funding activities and sector-wide trends. The form outlines who we may share anonymised, aggregated data with. Answers are treated confidentially and will be stored securely in accordance with UK law and CRUK’s Privacy Policy.

3.3. COMPLETING YOUR ONLINE APPLICATION FORM

You will be able to access the outline application form through the ‘Application’ tab. Please work through all sections of the online form and save your information regularly by clicking the ‘save progress’ button at the bottom of each page of the form. Please ensure that each section is ‘100% complete’ in both the ‘Application tab’ before submission.

3.3.1. Section 1: Applicant Information

Please complete this section online, ensuring that you answer all of the questions fully.

We have also included a section relating to the COVID-19 pandemic. If you wish, you may explain how COVID-19 has impacted your research, in the relevant section. Please note that this is not a mandatory section, however any disruptions to research activities due to the COVID-19 pandemic will be taken into consideration by our panels and committees when reviewing applications.

3.3.2. Section 2: Career Overview

Please complete this section online, ensuring that you provide full details of your PhD training, and previous role(s) including host institution, supervisor/group leaders and start/end dates.

Publications and Research Outputs

It is very important to include all your publications with no instances of et al., in the Publications and Research Outputs section.

- Please also list any notable and relevant research outputs from your work such as preprints, training delivered, contribution to consortia, patents, key datasets, software, novel assays and reagents etc.
In order 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).

Provide your publications in the following format: list of authors (up to 12, above this use et al. denoting your place within author list), publication title, journal, date.

3.3.3. Section 3: Skills and Experience

When completing the Skills and Experience section, please refer to CRUK’s Fellowships Competency Framework that outlines the range of skills and experience and the types of examples that CRUK may expect for a Career Development Fellowship. As a guide, this shouldn’t exceed 4 pages of A4.

Please use the Skills and Experience section to provide details on the following aspects:

- **Your research outputs and impact** (maximum length 1 page). Please highlight your 3-5 key achievements relevant to your application;
- **Your current research network** and highlight how this network contributes to you achieving your own research goals;
- **Your influence in your field**. Please outline how your own research 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 the course of this award;
- **Your plans to develop personal and scientific skills** and knowledge to drive the development of your research;
- **Your personal leadership skills and experience** (how you have demonstrated this) and your plans to drive the development of your research group;
- **Your communication and engagement skills** in your research career;
- **Your clinical experience and sessions**:
  - Include current clinical grade, clinical responsibilities, plans for the clinical work to be undertaken during the fellowship (please quantify in PA or %);
  - If your clinical commitments will vary during your fellowship (e.g. if you have plans to spend time on research outside the UK), please clearly state your clinical service commitments for each stage of the fellowship;

**Your career breaks and part-time working (if applicable).** We recommend providing as much explanation as possible about periods of leave or previous flexible working. These details will be used by our Research Careers Committee to make appropriate adjustments when assessing an individual’s track record, productivity and career progression.

3.3.4. Section 4: Research Abstract

The Research Abstract provides a succinct summary of the proposal. Please provide a summary under the following headings (400 words max):
3.3.5. Section 5: Research Proposal Outline

When providing a proposed start date for your Fellowship, please ensure that it is on the 1st of the month and at least two months after the Funding Committee meeting. The Committee meeting dates are detailed on our webpage, or contact your Research Grants Manager if you are unsure.

There is no template for your research proposal, but please use the format described below. Throughout the proposal please:

- Don't exceed 1500 words (excluding figure legends, references, justifications, cell line information and statistical analysis plan), or your application will be returned;
- 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.

We recommend using the structure in Table 2. You can include preliminary data and figures in your proposal. Please incorporate figures into the main body of text rather than adding them as an appendix). You should upload your research proposal on Flexi-Grant® under ‘Section 5. Research Proposal’.

Table 2
Contents of research proposal

| BACKGROUND | Summarise your current and other published work relating to your research proposal |
| AIMS       | Clearly describe the **hypothesis** for your proposed programme; Briefly describe the **scientific need** for your proposed work – why is it necessary to test this hypothesis?; Clearly state the key aims and objectives (bullet points) of your research proposal. |
| RELEVANCE TO CANCER | Describe the **significance** of the results you plan to obtain. Indicate how the results you hope to achieve will change the way we understand, prevent, diagnose or treat cancer – for example, any future clinical application or impact on policy and practice. |
| OUTLINE OF RESEARCH PLAN | We suggest you divide your research plan into objectives. For each objective state: The research question; |
**Statistical Analysis Plan**

Where applicable, please complete this section if you intend to use clinical data, transcriptomic, sequencing, metabolomic or proteomic techniques, or other methods generating high volume data.

For each research question:

- Describe the statistical analysis used;
- Name the variables and describe the values;
- State the numbers of samples you plan to include in each analysis, describing what you can achieve with this number of samples;
- Include (where appropriate) the associated level of statistical power;
- Suggest any potential limitations;
- Clarify other relevant details (e.g. numbers of events in clinical outcomes, length of follow-up for clinical outcomes).

**Nominated Reviewers**

Cancer Research UK uses national and international reviewers as part of its Expert Review Panels to assist its Committees in assessing the quality of research applications. It is recognised that applicants may wish to provide input into the review process, but Cancer Research UK is under no obligation to take up applicants’ suggestions and will not enter into discussion with applicants on matters relating to reviewers.
Please list reviewers who would be qualified to assess your application critically. We may approach them to form part of the Expert Review Panel should you be invited to submit a full application and attend an interview. You should not nominate individuals with whom you have a close collaboration or whom you have published in the last 3 years. For more details on or Conflict of Interest Policy please see [here](#). You can also nominate up to two referees to exclude from the review process, but please justify why. The final decision on the membership of the Expert Review Panel is done by CRUK.

### 3.3.6. Section 6: Supporting Information

You will need to upload the following documents to Flexi-Grant® as part of your outline application for a Career Development Fellowship.

For supporting roles in which a letter of support is required, letters should be signed and on headed paper. You may add the same person as two different supporting roles where appropriate (e.g. the Head of Department could also be providing an Academic Referee letter of support).

Please note that if you are invited to submit a full application, you may re-upload the same documents for your full application (except the research proposal).

#### Table 3a
Uploads that you are required to submit

<table>
<thead>
<tr>
<th>Upload type</th>
<th>Outline application</th>
<th>Full application</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH PROPOSAL</td>
<td>✓ (Section 5)</td>
<td>✓ (Section 5)</td>
</tr>
<tr>
<td>JUSTIFICATION APPENDIX</td>
<td>Not Required</td>
<td>✓ (Section 6)</td>
</tr>
<tr>
<td>ACADEMIC REFERENCE LoS</td>
<td>✓ (Section 6)</td>
<td>✓ (Section 6)</td>
</tr>
<tr>
<td>Someone who'll provide a letter stating your suitability to hold the award/fellowship</td>
<td>✓ (Section 6)</td>
<td>✓ (Section 6)</td>
</tr>
<tr>
<td>MINIMUM OF ONE LETTER REQUIRED, MAXIMUM OF TWO ALLOWED, this may include Main Supervisor.</td>
<td>✓ (Section 6)</td>
<td>✓ (Section 6)</td>
</tr>
<tr>
<td>MENTOR LOS</td>
<td>Not Required</td>
<td>✓ (Section 6)</td>
</tr>
<tr>
<td>A senior academic who'll provide you with independent support and advice for the duration of your award/fellowship. Please only select one individual to act as your official mentor</td>
<td>Not Required</td>
<td>✓ (Section 6)</td>
</tr>
<tr>
<td>COVER LETTER</td>
<td>✓ (Section 6)</td>
<td>✓ (Section 6)</td>
</tr>
<tr>
<td>COLLABORATOR LoS (AS REQUIRED)</td>
<td>Not Required</td>
<td>✓ (Section 6)</td>
</tr>
</tbody>
</table>
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

Letters of support from collaborators must be sufficiently justified e.g. providing access to resource/facility/samples.

LoS: Letter of Support

Please note the following: Please do not upload unpublished manuscripts, ethical approval letters or applications, patient information or preliminary data (incorporate any preliminary data into your proposal instead) - these will be removed.

Cover letter

Please upload a one-page letter, on headed paper, to describe why you’re applying, why you believe the scheme is right for you, what you hope to achieve during your fellowship, your academic achievements to date and your long-term career ambitions. If your application is a resubmission, you must include how your revised application differs from your previous submission.

Collaborators

Whilst we do not require collaborator Letters of Support at outline application stage, it is necessary that you complete the collaborator table present in Section 6: Supporting Information. Please provide details of any collaborators that will support you with this Fellowship, including their name, their host institute and a brief description of the role that they will have in the project.

External Participants supporting your application

At the outline application stage we do not require any details of external participants, however if you are invited to submit a full application, you will be required to invite your Academic Head of Department to your application by adding them as an external participant. Your designated External Participant will need to upload the following to Flexi-Grant® system as part of your full application submission for a Career Development Fellowship:

Table 3b Requirements for External Participants

<table>
<thead>
<tr>
<th>External Participant</th>
<th>Outline application</th>
<th>Full application</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC HEAD OF DEPARTMENT</td>
<td>Not Required</td>
<td>✓ (Participants tab, Summary Page)</td>
</tr>
<tr>
<td>The Head of the Department where most of your research will take place</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LOCRUKUK
They will need to guarantee any necessary resources and lab/office space for the duration of your award. Please explain clearly how the Host Institution will provide longer term support for you at the end of your award.

APPLICATION SUPPORT
Someone who’ll give you (the lead applicant) administrative support e.g for the costs and AMRC sections.

Only at the full application stage, will you need to provide costs of your proposed research.

LoS: Letter of Support

3.3.7. Section 7: Data Sharing Plan

You will need to complete this section online in Flexi-Grant®. Please provide details of how and when (timelines or research milestones) data will be shared. If data sharing might not be possible, please explain why. This section should not include anticipated publications in peer-reviewed journals and presentations at scientific conferences.

Before completing this section please read the Cancer Research UK Policy on Data Sharing and Preservation and supporting Cancer Research UK Data Sharing Guidelines.

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 available by other researchers in your field, and the means by which other researchers will be able to access your data.

Further information is available from the Frequently Asked Questions on Data Sharing.

3.3.8. Section 8: Terms and Conditions

Please read and comply with the Cancer Research UK Grant Conditions. You must read and agree to the CRUK terms and condition outlined in this section before submitting your application.

3.3.9. Submitting your Application

Once you have completed each section of your application, each section should appear as ‘Complete’ and change to a green colour. When all sections are ‘Complete’ in both the Application tab and the Participants tab the ‘Submit Application’ button will appear at the bottom of the Summary Page.
Please note that you will not have an option to submit your application if any section remains ‘Incomplete’ or ‘Active’, as the ‘Submit Application’ button will not appear.

3.4. FEEDBACK

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

Committee Panel members cannot discuss their decisions with applicants, so please do not approach any Committee members directly. This allows our Committee and Expert Review Panel 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.

4. USEFUL CONTACTS

Once you’ve read these guidelines, please contact us at fellowships@cancer.org.uk for more information about our Career Development Fellowship.