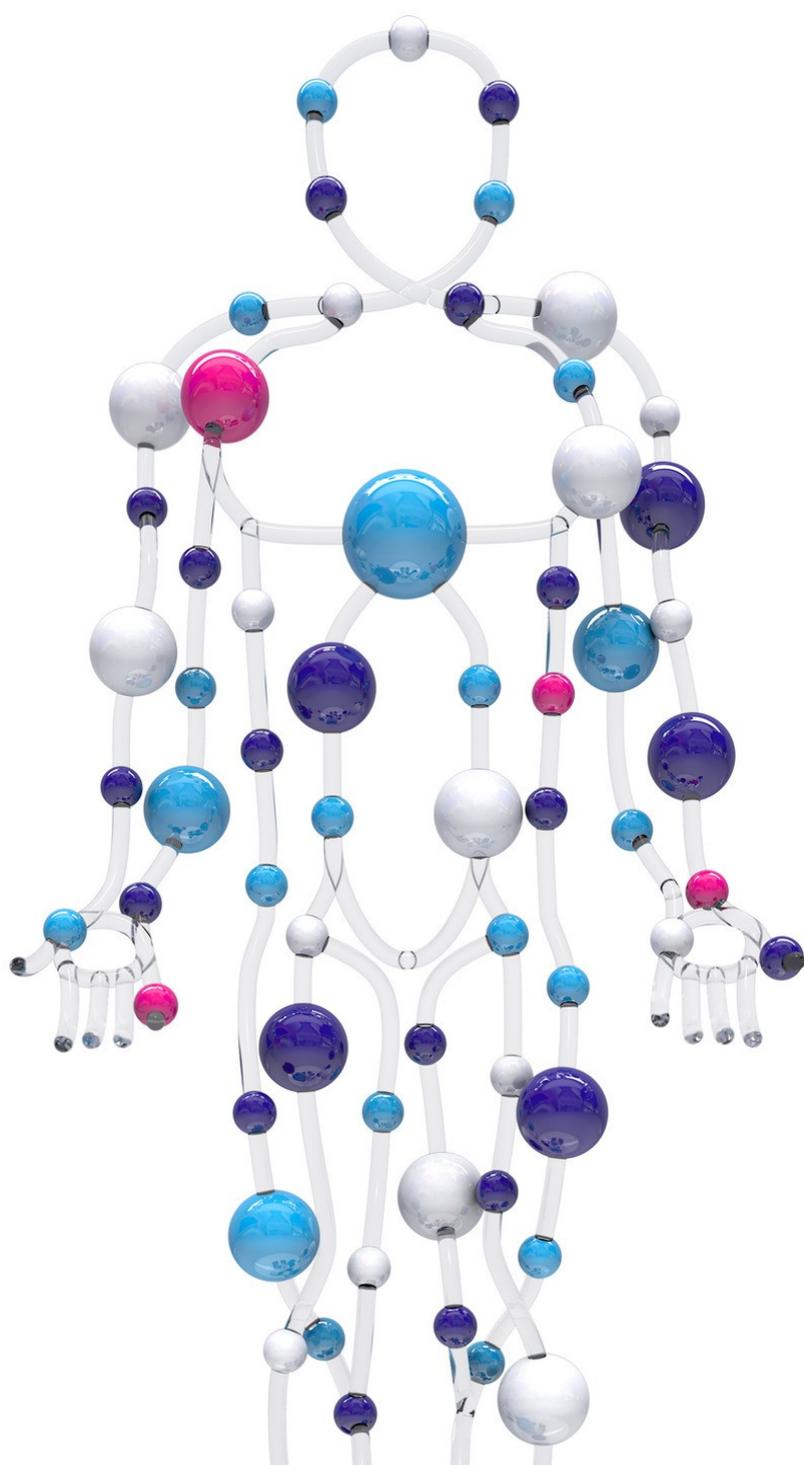


CLINICAL TRIAL FELLOWSHIP APPLICATION GUIDELINES



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RESEARCH FUNDING

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'BEFORE YOU SUBMIT' – CHECKLIST

Make sure you've completed everything in this list before you submit your application. If you don't get this right, we'll return your application for resubmission and won't extend the deadline.

- Is your CV fully completed?
- Have you added all your publications and research outputs with a full author list?
- Have your supporting roles completed their tasks?
- Are your costs completely justified?
- Have you completed the required uploads?
- Is your research proposal within the page limit?
- Is your Host Institution ready to approve your application?

SUMMARY OF KEY DATES

The following dates apply to Clinical Trial Fellowship Award applications:

17 September 2019	Application deadline
Mid October 2019	Clinical Trial Fellowship Panel meeting (applications are shortlisted and a decision is made on whether the Fellow is invited for interview)
Late October 2019	Clinical Trial Fellowship interviews
November 2019	Clinical Research Committee meeting (where a funding decision is made)

1. INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

These guidelines explain what we're looking for in applications to our Clinical Trial Fellowship scheme. If you're not sure which kind of funding to apply for, please email clinicalresearch@cancer.org.uk with a short summary of your research idea. To get your application right first time, you will need to read these Application Guidelines (including the eGMS guidelines and the Costs Guidance below). You can access these by clicking on the icons below.



eGMS guidelines
How to submit an application



Costs Guidance
Information about eligible costs

Before you start, please also read our [grant conditions](#) so that you understand our T&Cs and administrative guidelines.

1.2. ABOUT CRUK

Our vision is to bring forward the day when all cancers are cured. This is what we aspire to and why we exist. In our [research strategy](#) we've clearly articulated our ambition to accelerate the progress of cancer research over the next 20 years, so that by 2034 three in four people diagnosed with cancer will survive for at least ten years. We will achieve our ambitions by funding a broad range of research to help us better understand, prevent, diagnose and treat cancer.

The Clinical Research Committee oversees funding and endorsement of investigator-led clinical trials, and other research supporting or enabling clinical trials. The priorities of the Clinical Research Committee are set out in our [Clinical Research Statement of Intent](#) and build on those established in our research strategy.

1.3. ABOUT THE AWARD

Our Clinical Trial Fellowships are designed to support clinicians with a demonstrable interest in clinical trials and who would benefit from further training within the setting of a Clinical Trial Unit (CTU). The intention is for the Fellow to gain clinical trial experience, with the ultimate objective of leading high impact, practice changing cancer clinical trials in the future as a Chief Investigator.

For Clinical Trial Fellowships, you as the Fellow are the Lead Applicant and the application should be submitted in collaboration with an experienced CTU (with a senior member of staff at the CTU as the Joint Lead Applicant). Applications should demonstrate the collaborative development of a training programme exposing you to all aspects and stages of trials and should not limit you to one study.

In collaboration with the CTU, you are expected to negotiate locally the exact nature of the posts and how the post will be integrated into the existing CTU infrastructure. Therefore, we do not stipulate the exact nature of the posts that will be created through this funding. There is no expectation for you to achieve a higher degree as a result of this Fellowship, but you can consider this if appropriate.

1.4. ABOUT THE COMMITTEE

The Clinical Research Committee is responsible for reviewing the applications to our Clinical Trial Fellowship scheme.

However, it's important to note that Clinical Trial Fellowships Award applications are initially shortlisted by the Clinical Trial Fellowship Panel, who decide which Fellows will be invited for interview. Recommendations from the interviews are then reviewed by the Clinical Research Committee and a funding decision is made.

The Committee meets twice a year - but reviews the Clinical Trial Fellowship Award applications once year in the November meeting. You can find membership of the Panels and the Committee, meeting dates and deadlines on the [Clinical Research Committee webpage](#) and further information about the review process can be found in [Section 3.1](#) of these guidelines.

2. SCHEME GUIDELINES

2.1. REMIT OF THE CLINICAL TRIAL FELLOWSHIP AWARD

A.1. Who is suitable for the Clinical Trial Fellowship Award?

You can apply for a Clinical Trial Fellowship Award if you meet the eligibility criteria outlined in [Section 2.2](#) and also as long as your application is cancer-relevant and that the training programme provides you with exposure to all aspects of clinical trials. You should also be able to demonstrate how you and your proposed training programme will contribute to CRUK's ambitious objectives outlined in our [research strategy](#) and [Clinical Research Statement of Intent](#).

A.2. Who isn't suitable for the Clinical Trial Fellowship Award?

You should not apply for a Clinical Trial Fellowship Award if your proposal is under the remit of any of the other CRUK Fellowship funding schemes. Take a look [here](#) for remits and contact details for these Committees.

You should also not apply for a Clinical Trial Fellowship Award if you do not meet the eligibility criteria outlined in [Section 2.2](#) or if you do not have confirmation of matched funding from your Host Institution at the time of application (please see [Section 2.3](#) for further information on this).

Furthermore, you should not apply for a Clinical Trial Fellowships if you will only be working on one specific trial.

2.2. ELIGIBILITY

A.3. The Applicant

Our Clinical Trial Fellowship Award applications are a collaboration between a Fellow and an experienced CTU. As the Fellow, you should be the Lead Applicant on the proposal and you must be clinically trained, should have completed your Foundation Programme and should be within your specialty and run-through training period. The Joint Lead Applicant should be a senior member of staff at an experienced CTU.

To be suitable to apply for a Clinical Trial Fellowship, you as the Lead Applicant should:

- Be clinically trained
- Have completed your Foundation Programme
- Be within your specialty and run - through training period
- Be able to demonstrate that you 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.

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.

Please contact the Clinical Research Funding team (clinicalresearch@cancer.org.uk) if you have any questions about eligibility.

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;
- 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.

A.4. The Host Institution

The Host Institution must be a UK university, medical school, hospital, CTU or research institution.

2.3. WHAT IS FUNDED

You can apply for up to £50,000 per year for up to 3 years and this funding can be used to provide support for 50% of your salary and associated running expenses. We expect your Host Institution (or other funding partner) to provide funding for the remaining 50% of the award and we will require confirmation of this matched funding at the time of application. CRUK funding is issued in annual instalments, and each year's funding is subject to the satisfactory review of a scientific milestone report.

Any running expenses you would like to apply for should be included in the costs section of the application form and fully justified in the proposal. Running expenses may include contributions to the use of central facilities or charges for use of specialised equipment where these are required for the proposal. Any equipment costing less than £5,000 should be listed as a running expense rather than an equipment cost.

Requests for travel expenses to attend conferences should not form part of the application, although the cost of travel forming an integral part of the proposal (such as travel between collaborating centres or steering group meeting expenses) can be included under "Travel related to proposal". You can include costs for training courses specifically related to your programme of work, but we do not expect to see generic training included in the application.

You can refer to CRUK's [cost guidance](#) for further information on this.

2.4. ASSESSMENT CRITERIA

During the application review process, the Clinical Research Committee, Clinical Trial Fellowship Review Panel and the interview panel will judge your proposal on:

- Whether the duration is sufficient for the Fellow to gain suitable clinical trial experience
- The suitability of the supervision and training to support the Fellow
- The quality of clinical trial experience to be gained from the Fellowship
- Whether the ambitions of the Fellow are aligned with the proposal and with the aims of the scheme outlined in [Section 1.3](#)
- Whether the Fellow has the appropriate skills and experience for their career stage, according to the competency framework for fellowships.
- Likelihood of successful delivery of the training programme proposed
- Alignment with CRUK Research Strategy and Clinical Research Statement of Intent
- Appropriate justification of costs

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

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

3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, please inform your host institution that you intend to apply and that they will need to approve the application through eGMS: your application will only be submitted to CRUK once your Host Institution has approved it.

Clinical Trial Fellowship Award applications are considered once a year and involve four-steps:

1. You submit an application in 17th September 2019
2. Your application is considered by the Clinical Trial Fellowship Review Panel in mid-October 2019 and you will be provided with feedback from the Panel at this stage
3. If the Panel shortlist your application, you will then be invited to be interviewed by a Panel in late October 2019 and you will be given further guidance about the interview

process. The Interview Panel will consist of members of the Clinical Trial Fellowship Review Panel and additional individuals as appropriate

4. The Clinical Research Committee will review the recommendations of the Interview Panel and will make a funding decision in November 2019.

3.2. EGMS

You'll need to submit your application using our online Grants Management System, eGMS. You can log into eGMS to begin your application and you should select the Clinical Trial Fellowship Award option.

Please see our **eGMS guidelines** for information about how to use the system.

3.3. UPLOADS OVERVIEW

A.5. Application uploads

You need to upload the following to eGMS in your application for a Clinical Trial Fellowship Award:

- **Clinical Trial Fellowship Award Proposal** according to section [3.3.1](#) of these guidelines.
- **Skills and Experience Form** according to section [3.3.2](#) of these guidelines.
- **Host Institution Funding Confirmation** according to section [3.3.3](#) of these guidelines.
- **Disclosure of potential competing interests** - Using the template on eGMS, please disclose any potential competing interests or confirm that there are none. Only the Lead Applicant and Joint Lead Applicant need to complete this.

You can upload the following optional documents to eGMS in your application for a Clinical Trial Fellowship Award:

- **Cover letter**
- **Appendices and supporting documents** - we encourage you to submit any other relevant documents or supplementary information to support your application. Please see section [3.3.4](#) of these guidelines for further information.

3.3.1. THE CLINICAL TRIAL FELLOWSHIP AWARD RESEARCH PROPOSAL

Please use the template in eGMS for your research proposal and make sure that you:

- Don't exceed six pages (excluding references, figures and figure legends) or your application will be returned
- Use single-line spaced text, in Calibri font, pt. 11, black

- Number all pages

You should upload your proposal to eGMS under 'Clinical Trial Fellowship Award Research Proposal'. Please make sure you include the following:

Table 1
Contents of a Clinical Trial Fellowship Award Research Proposal

<p>CLINICAL TRIAL FELLOWSHIP AWARD RESEARCH PROPOSAL</p>	<p>You should complete each section of this form in collaboration with the CTU. In this section, you should provide a succinct summary of your proposed programme, which should include the following:</p> <ul style="list-style-type: none"> • A detailed description of the key aims and objectives of the Fellowship and projected outputs. • An explanation of how you will work alongside various staff on projects and gain experience in all aspects of clinical trials. This should include information about the process for selecting potential projects you will be involved in and details of how they will work across a set of studies. • A detailed description of the provision of supervision and support for you within the CTU's existing infrastructure. This should include information about a training and development programme, which should be designed to support the Fellow's future career in clinical trials. • An indication of the milestones and time-scales for the various components of the plan, including a breakdown of what will be achieved in each year. Any potential logistic or scientific problems should be identified and solutions or alternative plans proposed. • Appropriate justification for the duration of the fellowship proposed.
	<ul style="list-style-type: none"> • Information about how you will support the CTU's strategy and strengthen links between clinicians and Cancer Research UK. • A description of the extent to which the Fellowship will provide a high-quality and stimulating clinical trial experience of relevance to Cancer Research UK and in particular Cancer Research UK's Research Strategy and Clinical Statement of Intent. • Please refer to the Research Strategy and Clinical Research Statement of Intent for further information.
<p>PATIENT AND PUBLIC INVOLVEMENT</p>	<ul style="list-style-type: none"> • Provide a lay summary of the Fellowship. • Describe how you will gain knowledge and experience of Patient and Public Involvement in clinical research during the Fellowship.

<p>JUSTIFICATION OF SUPPORT REQUESTED</p>	<ul style="list-style-type: none"> • Provide details of the Fellow to be employed on the grant, including clear justification for the funding requested for this post. • Provide details of the purpose of each line of running expenses requested, including clear justification for each aspect. You should include information about the purpose of each line of running expenses requested. Please note that running expenses should be clearly set out in the costs section of eGMS with a line for each different expense type. If you are requesting any equipment, please also include clear justification for these costs. <p>For each category of support requested, please ensure and that you have explained what the costs will cover and why you are requesting them.</p>
<p>REFERENCES (RELEVANT TO YOUR FELLOWSHIP PROPOSAL)</p>	<ul style="list-style-type: none"> • Give full details of any references relevant to your fellowship proposal (rather than a list of your own publications), 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). <p>References will not be included in the page count.</p>

3.3.2. RESPONSIBILITIES AND EXPERIENCE

Please use this template to provide details on the following aspects:

- Your current responsibilities, including managerial responsibilities, academic duties, training, community outreach;
- Your research experience, including contribution to relevant research projects, in particular **highlight 3-5 key achievements** relevant to your application;
- Your clinical experience and sessions (if relevant);
- Your career ambitions, including your suitability for this award, your selected host institution and what you hope to achieve as a result of this award;
- 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 **New Investigator Committee** to make appropriate adjustments when assessing an individual's track record, productivity and career progression.

3.3.3. HOST INSTITUTION FUNDING CONFIRMATION

You must include a letter from your Host Institution (or other funding partner) showing their financial commitment of matched funding and support of your fellowship for its full duration.

3.3.4. APPENDICES AND SUPPORTING DOCUMENTS

The Clinical Research Committee and its associated Panels recognise that it may be difficult for applicants to include full details of proposals within the confines of the space limit for applications. Given this, applicants are permitted to provide any additional supplementary information they feel is necessary, within appendices. You might include unpublished results, preprints, datasets, protocols.

3.4. SUPPORTING ROLES SPECIFIC TO THE CLINICAL TRIAL FELLOWSHIP AWARD

Table 2 shows the supporting roles you can add to your Clinical Trial Fellowship Award application, and the tasks they'll need to complete in eGMS. Our eGMS guidelines describe the supporting roles, and explain how to fill in that section of eGMS.

You will need to add a Joint Lead Applicant and a Main Supervisor as supporting roles for your Fellowship application. Additional supporting roles may also be added if required.

Table 2
Supporting roles - what they mean

LEAD APPLICANT	<ul style="list-style-type: none">• The individual who will undertake the Fellowship• Complete the 'Complete full application' task
JOINT LEAD APPLICANT	<ul style="list-style-type: none">• An individual at the CTU who will represent the organisation.• Complete the 'Agree to participate' task in eGMS• Complete the 'Collaborate on application' task and submit a CV to eGMS
MAIN SUPERVISOR	<ul style="list-style-type: none">• A person who will be involved in the Fellow's training programme with an explanation of how their expertise will be used to support the Fellow. An application must have a minimum of one main supervisor.• A Main Supervisor can also be listed as a Co-Investigator on the same application within eGMS.• Complete the 'Agree to participate' task in eGMS• Complete the 'Collaborate on application' task and submit a CV to eGMS
ADMINISTRATIVE SUPPORT	<ul style="list-style-type: none">• Complete the 'Agree to participate' task in eGMS

CO-INVESTIGATOR	<ul style="list-style-type: none"> • These people will provide significant intellectual input into the Fellow's programme and will be responsible for the day to day running of some aspects of the fellowship. • Complete the 'Agree to participate' task in eGMS • Complete the 'Collaborate on application' task and submit a CV to eGMS
COLLABORATOR	<ul style="list-style-type: none"> • A Collaborator is an individual who is named in the application and who has agreed to supply research materials, specific expertise or access to patients, but will not be involved in the day to day aspects of the proposal. Collaborators must agree to participate via eGMS. • Complete the 'Agree to participate' task in eGMS
MENTOR	<ul style="list-style-type: none"> • A senior academic who will provide independent support and advice for the duration of a Fellowship. • It is recommended that the mentor should be outside the Fellow's direct line management and should not be the Fellow's Main Supervisor. • Complete the 'Agree to participate' task in eGMS

3.5. FEEDBACK

We always aim to give you feedback on your application, but please remember that all our Committees' funding decisions are final.

Our Strategy and Research Funding team provide feedback. Committee and Panel members cannot discuss the decisions with applicants, so please do not approach any Panel or Committee members directly. This allows our Committee and Panel members to keep the Code of Practice for Funding Committees, which protects applicants, Committee and Panel members and external reviewers, and keeps our review process fair. Our review process is extremely important to us, so CRUK reserves the right to decline applications from anyone who compromises its integrity.

We don't accept resubmissions, unless recommended by the Committee.

4. APPENDICES

4.1. USEFUL CONTACTS

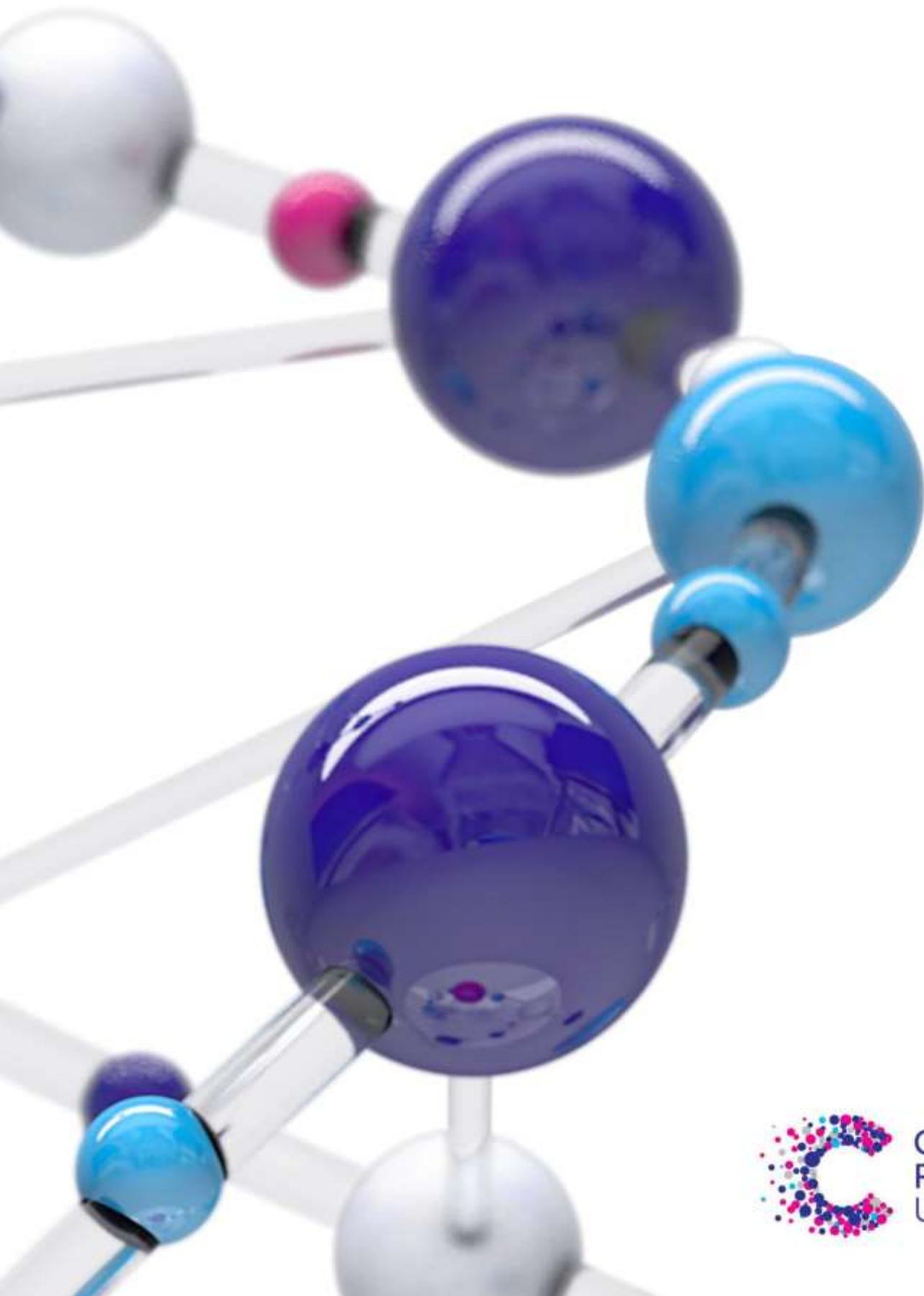
Once you've read these guidelines, please contact us at clinicalresearch@cancer.org.uk if you'd like any more information about the Clinical Trial Fellowship Award. It is highly recommended that you contact us before making an application.

For help with eGMS, please contact [grants helpline](tel:02034695452) (020 3469 5452).

You might find the following sources of information and advice useful when completing your application:

- [UKCRC Registered Clinical Trial Units](#)
- [NCRI Cancer Clinical Trial Units Group](#)
- [NCRI Clinical Studies Groups \(CSGs\)](#)
- [NIHR Clinical Trials Toolkit](#)

eGMS GUIDELINES



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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

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

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

Before you start, please also read our [grant conditions](#) for our T&Cs and administrative guidelines.

6. GETTING STARTED IN eGMS

6.1. EGMS OVERVIEW

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

6.2. SYMBOLS

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

Table 1
eGMS symbols

	Add Use this button to add information to your application (e.g. supporting roles, costs etc.)
	Edit Use this button to edit information you've already entered into your application (e.g. to edit costs).
	Complete This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.
	Incomplete 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.
	Attention 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!).

6.3. FUNCTIONAL BUTTONS ON EGMS

You'll also see a number of buttons as you progress through your application. These buttons help you save information and move between sections.

- Save: Clicking on this button will save the information on that page and keep the page open.
- Save and Close: Clicking on this button will save the information on that page, and return you to the eGMS homepage
- Close: Clicking on this button will return you to the eGMS home page. You will lose any information you haven't saved.
- Submit: Clicking this button will submit your completed task.

6.4. LOGGING IN TO EGMS

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

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

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

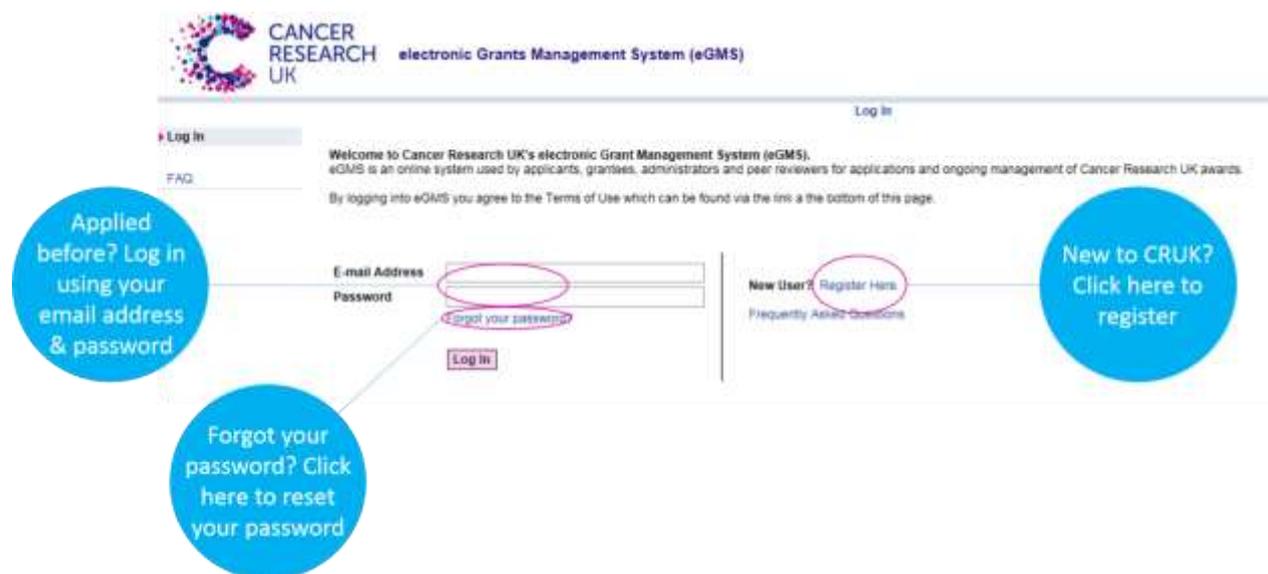


Figure 1 - Logging in to eGMS

6.5. TIMESCALE OF AN APPLICATION

Once you've chosen which award you want to apply to, you'll be able to see the deadline for the next round of funding, which is shown as the 'due date' of your task. Getting your application right might take longer than you think, so make sure you leave plenty of time to finish it. Anyone who is assigned a supporting role in your application will also need to complete their tasks before you can submit your application (section 4).

If your application requires Host Institution Approval (which is the case for most full applications, but not some preliminary applications), your Host Institution needs to approve your application before the deadline, so make sure you inform them before you start your application, and submit your application several days early to give them time to approve it. To do this, you'll need to know the correct research office contact who can approve your application – please find this out before you start.

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

6.6. STARTING AN APPLICATION

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

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

6.7. ELIGIBILITY TASK

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

If you're eligible, you'll be assigned the 'Complete Full Application' task (see section 3). If your scheme doesn't require an eligibility task, you'll be assigned the 'Complete Full Application' task straight away.

7. THE 'COMPLETE FULL APPLICATION TASK'

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

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

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

7.1. PROPOSAL OUTLINES

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

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

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

7.2. CONTACT INFORMATION

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

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

If you've applied before you'll already have contact details saved. These will be automatically entered into your application, and any changes you make will update your saved contact

details. You can also view and change your contact information by clicking on the 'Profile' tab on the eGMS homepage, followed by 'View My Contact Details'.

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

7.3. APPLICANT INFORMATION

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

- **'Are you applying for your own support?'** – Select 'yes' if you're applying for your own salary. Check our [application guidelines](#) to find out if you can apply for salary funding in your chosen scheme.
- **'Number of hours for this project'** – Total the weekly hours of all research staff that will contribute to your project. Check the 'Supporting Roles' section of your [application guidelines](#) to see how many hours per week each research staff member will need to contribute. If you are applying for an award on a part-time basis, please discuss with the relevant research funding team first. You should enter the number of hours you will spend on research part-time and explain in your Justification for Resources that you are applying on a part-time basis.

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

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

7.4. CV POSTS AND QUALIFICATIONS

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

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

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

7.5. CV PUBLICATIONS AND OTHER RESEARCH OUTPUTS

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

As of May 2017, in addition to peer reviewed publications, researchers can cite other research outputs (including datasets or preprints) in their applications. To clearly distinguish between peer reviewed and non-peer reviewed material, please list your publications and research

outputs in separate sections. Research outputs must be clearly labelled and must be in a citable format (e.g. including a Digital Object Identifier).

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

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

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

7.6. DIVERSITY MONITORING

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

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

After completing this section, click 'Save and Continue'.

7.7. SUPPORTING ROLES

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

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

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

They'll need to complete these tasks before you can submit your application. When you add supporting roles, please click 'Save and Close'. This will notify the named people that you've

added them to your application and email them a link to join eGMS (if he/she is already registered, they won't need to re-register). If they don't respond, you can re-notify them by clicking 're-notify'.

If you need to delete a supporting role from your application, please contact the [grants helpline](#).

Table 2
Supporting roles

ADMINISTRATIVE SUPPORT	Someone who'll give you (the lead applicant) administrative support.
CO-INVESTIGATOR	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.
COLLABORATOR	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.
HEAD OF DEPARTMENT	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.
JOINT LEAD APPLICANT	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).
LEAD APPLICANT (PRINCIPAL INVESTIGATOR)	The principal investigator of your research proposal.
NAMED RESEARCH STAFF	Any named research staff that will be involved in your research.
SUPERVISOR	Someone who'll be involved in your training programme and give you advice and support for your research.
RESEARCH ASSISTANT	Someone who'll assist in the day-to-day running of your research, but won't be responsible for intellectual input.

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

EQUIPMENT	<p>Under this heading, please list the costs for all the equipment you'd like to request on your award.</p> <ul style="list-style-type: none">• 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 <p><i>Please read our costs guidance for information about eligible equipment costs, and justify your costs in your research proposal appendix.</i></p>
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STAFF POSTS	<p>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.</p> <ul style="list-style-type: none"> • If you're requesting funding for PhD students, you'll need to list these as running expenses rather than as staff (see below). • If you're requesting salary funding for yourself or any staff salaries, you can notify us of any incremental salary rises due within the first 11 months of your award. Please enter the value and date of the increment (the date must be the 1st of the month). After the first year, we'll add an annual salary increment. <p><i>Please read our costs guidance for information about eligible staff costs, and justify your costs in your research proposal appendix.</i></p>
RUNNING EXPENSES	<ul style="list-style-type: none"> • 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 <p><i>Please read our costs guidance for information about eligible running expenses costs, and justify your costs in your research proposal appendix.</i></p>

7.12. OTHER FUNDING

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

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

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

7.13. AMRC – FULL ECONOMIC COST INFORMATION

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

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

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

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

7.14. RESEARCH CLASSIFICATION

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

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

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

7.15. BIOMARKER RESEARCH

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

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

7.16. UPLOADS

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

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

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

7.17. GRANT CONDITIONS

Please read and agree to our [grant conditions](#). By submitting your application to us, you're agreeing to be bound by our [grant conditions](#), as amended from time to time.

7.18. REVIEW AND SUBMIT

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

	<p>Complete</p> <p>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</p>
	<p>Incomplete</p> <p>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.</p>
	<p>Attention</p> <p>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).</p>

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

TASK NAME	WHAT'S NEEDED	WHO DOES THIS TASK?
ACCEPT APPLICATION PARTICIPATION	<p>In this task, you'll be asked to do three things:</p> <ol style="list-style-type: none"> 1. Agree to Cancer Research UK's grant conditions. 2. Explain what you'll contribute to the research proposal. 3. State how many hours per week you'll be dedicate to the research 	<ul style="list-style-type: none"> • Joint Lead Applicants • Co-investigators • Some Named Research Staff • Head of Department • Administrative Support • Mentor • Academic Referee
COLLABORATE ON APPLICATION	<p>Depending on your award, you may be asked to do any of the following in this task:</p> <ul style="list-style-type: none"> • Complete your 'CV Posts and Qualifications', and 'CV Publications', as explained in Sections 3.4 and 3.5. • Accept our grant conditions. • Upload a document (e.g. a letter of support) <p>eGMS will explain what to do, and you can find more information in your application guidelines.</p>	<ul style="list-style-type: none"> • Joint Lead Applicants • Co-investigators • Head of Department • Mentor • Academic Referee • Some Named Research Staff (see your application guidelines)

You'll need to complete all of your tasks before your lead applicant can submit their application.

9. COMMON PROBLEMS AND HOW TO SOLVE THEM

9.1. I NEED TO RESET MY PASSWORD

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

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

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

9.3. I CAN'T UPLOAD MY RESEARCH PROPOSAL

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

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

Contact the [grants helpline](#) for help with amending supporting roles information.

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

Not all applications need approval from your Host Institution (some preliminary applications don't, please check your [application guidelines](#)). Once you submit your application, it'll be sent to your Host Institution for approval. They need to approve your application before the deadline, so make sure you give them plenty of time.

9.6. I HAVEN'T HAD CONFIRMATION OF MY APPLICATION

You might not have clicked the 'Submit' button on the last page of your application. If you've done this but haven't received confirmation, contact the [grants helpline](#).

10. ADDITIONAL INFORMATION

10.1. USEFUL CONTACTS AND RESOURCES

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

- FAQs: accessible within eGMS
- Grants helpline (for eGMS-related queries): 020 3469 5452 or grants.helpline@cancer.org.uk
- **Your award's Research Funding Manager (for remit/content-related queries):** You can find their contact details on our website or in your [application guidelines](#).

APPENDIX 1: AMRC FULL ECONOMIC COST FORM GUIDANCE

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

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

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

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

Background

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

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

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

Elements of the new cost headings are:

Directly Incurred Costs: these include the direct costs of research and it's assumed these are included in the funds for which you're applying to CRUK for. They may include:

- Staff (e.g. research assistant salaries)
- Consumables and other costs directly attributable to the project
- Equipment
- Travel and subsistence

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

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

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

For further information regarding AMRC's positions on funding in universities, please refer to the web pages at: <http://www.amrc.org>.