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5. eGMS GUIDELINES
i. ‘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?
- Is your CV fully completed?
- Have you added all your publications and research outputs with a full author list?
- Have your supporting roles completed their tasks?
- Is your research abstract correctly structured?
- Are your costs completely justified?
- Have you completed the required uploads?
- Is your research proposal within the word limit (2500)?
- Is your appendix within the page limit?
- Is your Host Institution ready to approve your application?
1. INTRODUCTION

1.1. PURPOSE OF THE GUIDELINES

These guidelines outline the steps required to submit an application for a Children and Young People’s Cancer Innovation Award.

If you’re not sure whether your research idea is applicable for this funding scheme, please email grants helpline, with a short summary of your research idea. To get your full application right first time, you will need to read these application guidelines (including the eGMS guidelines in Section 5) and the Costs Guidance. You can access these by clicking on the icons below.

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

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

1.2. ABOUT CANCER RESEARCH UK

Our vision is to bring forward the day when all cancers are cured. In our research strategy we’ve outlined our ambition to accelerate progress in cancer research, so that by 2034 three in four people diagnosed with cancer will survive for at least ten years. This ambition includes helping more children and young people survive cancer with a good quality of life. But we know that cancer is different in children and young people compared to adults, meaning it needs different, dedicated research. Cancer Research UK is committed to making more of this research happen.
That’s why we are making a considerable investment in children’s and young people’s cancer research and working to create and support collaborations that accelerate research and progress in this area.

1.3. ABOUT THE AWARD

The Children and Young People’s Cancer Innovation Awards are intended to stimulate new activity and collaborations, and to build capacity within UK paediatric cancer research. Projects should be focused on transforming our understanding of paediatric tumour biology and developing innovative new ways to treat, detect and prevent these diseases.

1.4. ABOUT THE COMMITTEE

The awards are considered by an Expert Review Panel. Funding decisions are made by Science Committee.

2. SCHEME GUIDELINES

2.1. SCIENTIFIC REMIT

A.1. What is suitable for the Children and Young People’s Cancer Innovation Award?

You can apply for an Award in any (or more than one) of the research areas below, as long as the research proposal is relevant to children and young people’s cancer.

If your project is based on a collaboration with a US-based research group, you may want to consider the SU2C-CRUK Paediatric Cancer New Discoveries Challenge.

Eligible research areas

Applicants are encouraged to investigate one or more of these concepts:

- The basis of tumor initiation and progression;
- Novel therapeutic approaches;
- Development of novel biomarkers or methodologies to predict disease progression, to enhance efforts in primary and secondary prevention and intervention;
- Novel models that would enhance pre-clinical research;
- Development of more effective and/or less toxic treatments to improve long-term health and quality of life.

A.2. What is not suitable for the Children and Young People’s Cancers Innovation Award?

You should not apply for a Children and Young People’s Cancer Innovation Award if your proposal fits within the remit of our Drug Discovery Committee, Clinical Research Committee, New Agents Committee or Population Research Committee. Take a look here for remits and contact details for these committees.
2.2. ELIGIBILITY

A.3. The applicant

Applications will be accepted from scientists, clinicians and healthcare workers in UK universities, medical schools, hospitals and research institutions. Applicants based at a core-funded Cancer Research UK institute are also eligible to apply. At the time of funding, applicants must be in a post that is fully funded by the relevant national Higher Education Funding Council, the National Health Service or equivalent. This post must be guaranteed for the duration of the award. Please note that these Awards cannot be used to fund part of an applicant’s salary.

We also encourage applications from research teams, which can be located across different institutions in the UK. Supporting roles from international and commercial organisations may also be included as co-investigators and collaborators.

One PI must assume the responsibility of named Lead Applicant on the application for the purposes of the eGMS application process. Joint Lead applicants must be added as supporting roles once the full application is opened on eGMS (For more information on supporting roles please see section 3.5). The Lead Applicant and Joint Lead Applicants will be recognised with equal status.

Applicants must ensure that their host institution will provide sufficient space and access to resources to undertake the proposed research. Most university departments in the UK are eligible as host institutions for a Children and Young People’s Cancer Innovation Award. However, some locations may not be eligible as host institutions; therefore, all applicants must contact us before submitting an application to discuss eligibility.

A.4. Applications to other funding bodies

If you are applying to other funding bodies at the same time, please note that we cannot accept the same application. If you submit an application that is already being considered by another funding body, it will not be accepted.

We may consider joint funding with other funding bodies. Please discuss with both CRUK and the other funder before you apply.

2.3. WHAT IS FUNDED

Children and Young People’s Cancer Innovation Awards would not typically exceed £1 million. Funding lasts for up to three years, and can be used to fund postdoctoral researchers, technical staff and PhD students (stipend and fees) with associated running costs.

Please note, Children and Young People’s Cancer Innovation Awards do not provide support for full time Clinical Fellows or infrastructure support that would otherwise be provided through clinical trials units, tissue banks or Cancer Research UK Centres (e.g. existing or new Cancer Research UK Centres infrastructure staff).
2.4. ASSESSMENT CRITERIA

The Science Committee will judge your application on the basis of scientific excellence, innovation and importance to furthering our understanding of cancer or potential benefits to children and young people with cancer.

- **Scientific excellence** – all applications must have a strong scientific rationale, as well as appropriate experimental design and statistical analyses, to support the proposed research proposal.
- **Cancer relevance** – value of the proposed work in advancing the fundamental understanding of cancer or improving how cancer is diagnosed and/or treated.
- **Track record** – the lead applicant and/or team members should have an excellent track record and potential to produce outstanding results.
- **Excellent team and collaborative environment** – suitability and feasibility of the Lead Applicant(s) (and supporting roles) to carry out the proposed research with access to the resources and facilities required for the successful fulfilment of the Award. The added value of the proposed collaboration and the individual contributions, as well as the steps taken to ensure an effective collaboration.
- **Resources requested** – the costs requested in an application should be for the direct costs of the research and be reasonably justified in line with the experimental plans, leveraging existing resources where appropriate.

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

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

3. THE APPLICATION PROCESS

3.1. PROCESS OVERVIEW

Before applying, please contact the Science Committee team to discuss the application process.

Please also inform your host institution that you intend to apply: your application will only be submitted to us once they have approved it.

CHILDREN AND YOUNG PEOPLE'S CANCER INNOVATION AWARD
FULL APPLICATION GUIDELINES – AUGUST 2019
You may be invited to an interview with an Expert Review Panel who will make funding recommendations to the Science Committee. The Expert Review Panel is made up of representatives from the Science Committee and additional international experts. The Panel will provide recommendations to the Science Committee based on the scientific quality of your application. These recommendations will be considered when making final funding decisions at the Science Committee meeting.

3.2. EGMS

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

3.3. UPLOADS OVERVIEW

You need to upload the following to eGMS in your application for a Children and Young People’s Cancers Innovation Award:

- **Research Proposal** according to Section 3.3.1 of these guidelines.
- **Appendix** according to Section 3.3.2 of these guidelines.
- **Key research achievements form** according to Section 3.3.3 of these guidelines.
- **Nominated peer reviewers (and exclusions)** according to Section 3.3.4 of these guidelines.
- **Letters of support** from any collaborators, detailing their participation in your research.

3.3.1. THE RESEARCH PROPOSAL

A formal template is not provided for the research proposal. We suggest you use the structure in Table 1. You should upload your research proposal to eGMS under ‘Research Proposal’.

Throughout the proposal:

- Do not exceed 2,500 words (excluding figures, figure legends and references)
- Use single-line spaced text, in Calibri font, pt 11, black.
- Number all pages.
- Show the surname and initials of the Lead Applicant in a header or footer on all pages.
- Do not exceed any given word limits.
Table 1 – Contents of research proposal

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Clearly describe the <strong>hypothesis</strong> for your proposed project.</td>
</tr>
<tr>
<td>• Briefly describe the <strong>scientific need</strong> for your proposed work – why is it necessary to test this hypothesis?</td>
</tr>
<tr>
<td>• Describe the <strong>significance</strong> of the results you plan to obtain. In particular, the relevance of your expected results to cancer – for example, any future clinical application or impact on policy and practice.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide a succinct summary of your current and other published work relating to your research proposal, including your major achievements over the last 5 years. You might also refer to any relevant preprints or datasets in a citable format (e.g. including a unique Digital Object Identifier).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>We suggest you divide your research plan into work packages. For each work package, please state:</td>
</tr>
<tr>
<td>• The research question.</td>
</tr>
<tr>
<td>• Experimental methods, techniques and analyses you will use to test your hypothesis. Refer to your own published work or indicate the availability of appropriate expertise for these methods.</td>
</tr>
<tr>
<td>• Any available unpublished research findings or methodologies supporting your research proposal (please include these in the text, not as an appendix).</td>
</tr>
<tr>
<td>• The staff members associated with delivering the particular work package.</td>
</tr>
<tr>
<td>Briefly describe what the major achievements of your research will be if the award is successful.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timescale and Potential Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide a table to indicate milestones and a schematic (e.g. Gantt chart) to outline timescales for each part of the research proposal.</td>
</tr>
<tr>
<td>• List potential logistic or scientific problems and suggest solutions or alternative plans.</td>
</tr>
</tbody>
</table>

3.3.2. Appendix

An appendix is required as a part of the Children and Young People’s Cancer Innovation Award application. Please refer to Table 2 (below) for details on how to complete the ‘Appendix Template’ upload, which can be downloaded from the ‘Uploads’ section of eGMS. If you are **not** using animals in your research, make sure this upload does not exceed 4 pages. If you are using animals, do not exceed 8 pages.
### Table 2 – How to fill in an Appendix template

| A1. JUSTIFICATION FOR SUPPORT REQUESTED | Please complete these sections according to the following guidelines.  
Please list all costs (staff, running expenses and animal costs) for each work package and provide scientific justification for the associated costs in the relevant box. If a particular cost (i.e. sequencing) is spread across multiple work packages, you will only need to provide justification for this cost once.  
Please modify the template to insert the required number of tables according to the number of work packages outlined in your proposal. Insert extra rows in each table to enable you to detail all of the costs associated with each work package.  
Running Expenses:  
- Please list general lab consumable costs for each staff member and note which on work package they will be working.  
- Please list work package-specific costs separately from general consumables.  
- Please list any requested equipment under £5k.  
Equipment:  
- Please provide details and scientific justification for any items of equipment (over £5k) requested.  
- Please associate the item of equipment to the relevant work package where possible.  
- Include any details of contribution(s) made to the purchase of equipment by the host institute. |
| A2. SUPPORTING ROLES | Please provide details of the collaborators involved in your application and briefly outline their role in the project. |
| A3. OTHER FUNDING | Please provide a schematic of all CRUK and non-CRUK funding received by the group. Indicate the research this funding supports and how it adds value to your proposed research, or whether it’s separate. |
| A4. STATISTICAL ANALYSIS PLAN | Please complete this section if you intend to use clinical data, transcriptomic, sequencing, metabolomic or proteomic techniques, or other methods generating high volume data. Use the guidance in the template.  
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; |
### A5. CELL LINES

Please use the appendix template to provide details of any cell lines you will use in your research. These should include:

- Details of how you will maintain good cell culture practices throughout your research project.
- If new cell lines will be introduced to your lab, please give the source of the cells (if it’s not a commercial provider, explain how the cell lines will be authenticated when they enter your lab).
- If new cell lines will be generated, please tell us how these will be made available for others to use.
- Justification for the use of any cell lines that have been misidentified (e.g. Chang liver cells).

You can request funding (under running expenses) to support cell line authentication (e.g. screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells). You'll need to validate your cell lines according to the *Guidelines for the use of cell lines in biomedical research* (doi:10.1038/bjc.2014.166), which should be referenced in any publications resulting from the award.

### A6. ANIMAL STUDIES

You should complete this section if you are proposing to use animals in your research. You should ensure you are familiar with the relevant NC3Rs guidelines, in particular the *Responsibility in the Use of Animals in Bioscience Research* document, the *ARRIVE Guidelines*, and the *NC3Rs Guidelines: Primate Accommodation, Care and Use*. When completing this section, you should describe how your proposed research adheres to the expectations set out in these guidelines.

#### 6.1 Animal Costs

- Please include a full breakdown of the purchase costs and husbandry costs (e.g. per mouse per week) listed in the ‘Costs’ section of your application on eGMS.
- Please list animal purchase, maintenance and experimental costs separately.

#### 6.2 Justification of proposed animal research

Using the table provided in the appendix template, please briefly justify the use of animals by outlining:

- Why animal research is necessary for your award and details of all species you propose to use;
- Why the species/model you have chosen is the most appropriate physiological model to use for the research objective(s);
- If you are developing any new models why this is necessary and how you will ensure that these will be disseminated to the research community more broadly;
- The efforts you will take to minimise animal usage.

For your critical experiments, please provide an outline of your experimental design and power calculations. Where details of specific
experiments are not known, you may provide an illustrative example. This should include:

- An overview of the experimental approach summarising; primary and secondary experimental outcomes, number of experimental and control groups, the number of experimental units in each experimental group, the total number of experimental units to be measured and the number of times each unit will be measured, number of independent replications of each experiment and how you plan to minimise experimental bias (e.g. randomisation and blinding) or an explanation of why this would not be appropriate.
- An explanation of how effect sizes have been calculated and a justification of their biological relevance
- The power calculations used to determine your sample size (or a principled explanation of an alternative basis for calculations, justifying why you haven’t used statistical calculations). Explanations based solely in terms of ‘usual practice’ or previously published data will not be considered adequate.
- Details of breeding strategies that will be implemented (if applicable).
- A brief description of your planned statistical analyses in relation to the sample size, and list any statistical advice available.

You may present this in the form of a table or diagram, if appropriate.

Please note that the NC3Rs website includes a number of useful experimental design resources, including the Experimental Design Assistant (EDA), a free online tool to help optimise experimental design. The EDA can be used to create a visual map of your planned experiments (or a few of them) that may be useful in discussions with your team and statistical advisors. If you use the EDA, you are encouraged to submit the EDA report as a PDF upload along with the Research Features template (and you need not replicate information in the Research Features template that is covered in your EDA report).

Please note that applications proposing research on specially protected species or pigs must undergo an additional independent peer review by the NC3Rs. If your research involves specially protected species or pigs, please contact the office as soon as possible so that we can coordinate this review alongside our standard peer review process by emailing science.committee@cancer.org.uk.

For any animal studies to be performed outside of the UK, we also require a letter to be uploaded from the relevant Co-I leading this work to confirm that the research proposed will adhere to all relevant local regulatory systems, and also that the welfare standards will be consistent with UK standards. We also require you to complete the form provided in the appendix template for each relevant location/Host Institution outside the UK where rodents will be used.

3.3.3. KEY RESEARCH ACHIEVEMENTS UPLOAD

Key Research Achievements – here you’ll need to highlight your 3-5 key research achievements, including both research outputs (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents
etc.) and publications that are of particular relevance to your application. You can write up to one page, describing what you have discovered/developed, why it’s important and what its impact and influence have been in your field.

Please note that each Lead Applicant, including Joint Lead Applicants, named on the application will each need to complete their own separate one-page Key Research Achievements form and organise for their separate form to be uploaded.

3.3.4. NOMINATED PEER REVIEWERS

Using the template on eGMS, please nominate up to 10 peer reviewers with full contact details. We may also invite one of these nominations to sit on the Expert Review Panel to assess your application and be present at your interview. You can also nominate up to two referees to exclude from the review process, but please provide justification for the exclusion. The final selection of peer reviewers will be decided by Cancer Research UK.

3.4. COSTS INFORMATION SPECIFIC TO THE CHILDREN AND YOUNG PEOPLE’S CANCER INNOVATION AWARD

This section contains costs guidance specific to the Children and Young People’s Cancer Innovation Award. You should read this section along with our eGMS guidelines in Section 5 below, which give information about how to fill in the costs section of eGMS, and with costs guidance, which gives information about eligible costs.

Table 3 – Costs information

| EQUIPMENT | Please tell us about all the equipment you’ll require for the full duration of your award. If there’s equipment you only need in the later years (2-5), please note this in the costs summary, and provide details in the ‘Justification’ section of your appendix. Please discuss any major equipment requests with us before applying.

For all requested equipment:

- The ‘claim year’ is the year that your expense item will be purchased and first used.
- Please include any equipment that costs < £5,000 as a running expense.
- Please describe each item in its equipment category: (i.e. if equipment category is Laboratory Equipment, then the description could be PCR machine).
- Any further equipment requests that aren’t in the initial application won’t be considered in subsequent years of the award. |
3.5. SUPPORTING ROLES SPECIFIC TO THE CHILDREN AND YOUNG PEOPLE’S CANCER INNOVATION AWARD

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

**Table 4 – Supporting roles**

<table>
<thead>
<tr>
<th>Role</th>
<th>Task 1</th>
<th>Task 2</th>
<th>Task 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>Complete the ‘Agree to participate’ task in eGMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO-INVESTIGATOR</td>
<td>Complete the ‘Agree to participate’ task in eGMS</td>
<td>Complete the ‘Collaborate on application’ task and submit a CV to eGMS</td>
<td>Contribute at least <strong>2.5 hours per week</strong> to your research</td>
</tr>
<tr>
<td>COLLABORATOR</td>
<td>Provide a letter to confirm their participation in your research (please upload this to eGMS as an appendix)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEAD APPLICANT</td>
<td>Complete the ‘Complete full application’ task</td>
<td>Contribute at least <strong>10 hours per week</strong> to your research</td>
<td></td>
</tr>
<tr>
<td>JOINT LEAD APPLICANT</td>
<td>Complete the ‘Agree to participate’ task in eGMS</td>
<td>Complete the ‘Collaborate on application’ task and submit a CV to eGMS</td>
<td>Contribute at least <strong>10 hours per week</strong> to your research</td>
</tr>
<tr>
<td>NAMED RESEARCH STAFF</td>
<td>Complete the ‘Agree to participate’ task</td>
<td>Complete the ‘Collaborate on application’ task and submit a CV to eGMS</td>
<td></td>
</tr>
</tbody>
</table>

3.6. FEEDBACK

Feedback on your application will be provided, but please remember that all funding decisions made by the Committee are final. You will receive feedback following the Science Committee meeting.

The Cancer Research UK office will provide feedback. Committee members cannot discuss their decisions with applicants, so please do not approach any Committee members directly. This allows our Committee members to keep the Code of Practice for Funding Committees, which protects applicants, Committee members and external reviewers, and keeps our review process fair. Our review process is extremely important to us, so we reserve the right to decline applications from anyone who compromises its integrity.

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

4.1. USEFUL CONTACTS

Once you have read these guidelines, please contact us at science.committee@cancer.org.uk for more information or to start an application for a Children and Young People’s Cancer Innovation Award.
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5. INTRODUCTION

5.1. PURPOSE OF THESE GUIDELINES

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

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

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

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

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

Table 1

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="add.png" alt="Add" /></td>
<td>Use this button to add information to your application (e.g. supporting roles, costs etc.)</td>
</tr>
<tr>
<td><img src="edit.png" alt="Edit" /></td>
<td>Use this button to edit information you’ve already entered into your application (e.g. to edit costs).</td>
</tr>
<tr>
<td><img src="complete.png" alt="Complete" /></td>
<td>This symbol means the information in this section is complete. All sections should show this symbol if your application is complete.</td>
</tr>
<tr>
<td><img src="incomplete.png" alt="Incomplete" /></td>
<td>This symbol means that essential information is missing. eGMS will tell you what’s missing. You’ll need to complete this essential information before you can submit your application.</td>
</tr>
<tr>
<td><img src="attention.png" alt="Attention" /></td>
<td>This symbol means optional information is missing. eGMS will tell you what’s missing. You can choose to complete or leave this information – you can still submit your application if some optional information is missing (although we recommend you complete it if possible!).</td>
</tr>
</tbody>
</table>

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

6.4. **LOGGING IN TO EGMS**

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

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

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

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

6.5. **TIMESCALE OF AN APPLICATION**

Once you’ve chosen which award you want to apply to, you’ll be able to see the deadline for the next round of funding, which is shown as the ‘due date’ of your task. Getting your application right might take longer than you think, so make sure you leave plenty of time to finish it. Anyone who is assigned a supporting role in your application will also need to complete their tasks before you can submit your application (section 4).
If your application requires Host Institution Approval (which is the case for most full applications, but not some preliminary applications), your Host Institution needs to approve your application before the deadline, so make sure you inform them before you start your application, and submit your application several days early to give them time to approve it. To do this, you’ll need to know the correct research office contact who can approve your application – please find this out before you start.

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

6.6. STARTING AN APPLICATION

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

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

6.7. ELIGIBILITY TASK

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

If you’re eligible, you’ll be assigned the ‘Complete Full Application’ task (see section 3). If your scheme doesn’t require an eligibility task, you’ll be assigned the ‘Complete Full Application’ task straight away.
7. THE ‘COMPLETE FULL APPLICATION TASK’

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

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

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

7.1. PROPOSAL OUTLINES

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

- **Select your administrative authority** from the drop-down list. This is the office at your Host Institution that's responsible for confirming financial details and approving your application. (It’s important to get this right, or your application might not be sent to the right administrative authority in time for the deadline). If your chosen Host Institution isn’t listed on eGMS, please contact us.

- **Give your project a title** in the box provided. Please write your title in Sentence Case (not all capitals), and don’t put a full stop at the end.

- **Select your proposed start date**, which should be between 2 and 5 full months after the next funding committee meeting for your chosen award. Dates can be found on the relevant committee webpage.

- **Input your proposed duration for the award**. Please read our application guidelines for information about the duration of your chosen award. If you applying on a part-time basis, you should input the actual duration of the award re-calculated to account for a part-time award.

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

7.2. CONTACT INFORMATION

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

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

If you’ve applied before you'll already have contact details saved. These will be automatically entered into your application, and any changes you make will update your saved contact
details. You can also view and change your contact information by clicking on the ‘Profile’ tab on the eGMS homepage, followed by ‘View My Contact Details’.

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

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

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

Please read section 7.7 of these guidelines for definitions of research staff.

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

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

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

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

7.5. CV PUBLICATIONS AND OTHER RESEARCH OUTPUTS
Here you should supply details about your research publications and other research outputs.

As of May 2017, in addition to peer reviewed publications, researchers can cite other research outputs (including datasets or preprints) in their applications. To clearly distinguish between peer reviewed and non-peer reviewed material, please list your publications and research
outputs in separate sections. Research outputs must be clearly labelled and must be in a citable format (e.g. including a Digital Object Identifier).

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

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

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

7.6. DIVERSITY MONITORING

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

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

After completing this section, click ‘Save and Continue’.

7.7. SUPPORTING ROLES

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

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

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

They’ll need to complete these tasks before you can submit your application. When you add supporting roles, please click ‘Save and Close’. This will notify the named people that you’ve
added them to your application and email them a link to join eGMS (if he/she is already registered, they won’t need to re-register). If they don’t respond, you can re-notify them by clicking ‘re-notify’.

If you need to delete a supporting role from your application, please contact the grants helpline.

Table 2  
Supporting roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td>CO-INVESTIGATOR</td>
<td>Someone who’ll give significant intellectual input to your research. They’ll also be responsible for the day-to-day running of some of your work.</td>
</tr>
<tr>
<td>COLLABORATOR</td>
<td>Someone who’ll supply research materials, specific expertise or patient access, but won’t be involved in the day-to-day running of your research.</td>
</tr>
<tr>
<td>HEAD OF DEPARTMENT</td>
<td>The head of the department where most of your research will take place. They’ll need to guarantee any necessary resources and lab/office space for the duration of your award.</td>
</tr>
<tr>
<td>JOINT LEAD APPLICANT</td>
<td>Someone who’s essential to the programme and who’ll contribute the same amount of time and intellectual input to your research as you (the lead applicant).</td>
</tr>
<tr>
<td>LEAD APPLICANT (PRINCIPAL INVESTIGATOR)</td>
<td>The principal investigator of your research proposal.</td>
</tr>
<tr>
<td>NAMED RESEARCH STAFF</td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>Someone who’ll be involved in your training programme and give you advice and support for your research.</td>
</tr>
<tr>
<td>RESEARCH ASSISTANT</td>
<td>Someone who’ll assist in the day-to-day running of your research, but won’t be responsible for intellectual input.</td>
</tr>
</tbody>
</table>
MENTOR

A senior academic who’ll provide you with independent support and advice for the duration of your award/fellowship. Please only select one individual to act as your official mentor.

ACADEMIC REFEREE

Someone who’ll provide a letter stating your suitability to hold the award/fellowship.

7.8. RESEARCH ABSTRACT

In this section, please add a research abstract (up to 400 words) in the box. We recommend you write this abstract in Word and copy it into eGMS to save your work being lost. Please write your abstract using the following headings:

- Background
- Aims
- Methods
- How the results of this research will be used

Please tick the ‘publishable abstract’ box to give us permission to send this abstract to peer reviewers.

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

7.9. DATA SHARING PLAN

In this section, you should outline your Data Sharing Plan, explaining how you intend to adhere to Cancer Research UK’s data sharing policy. This policy requires you to make your research data available for sharing with other scientists, provided it’s safe and feasible to do so.

You should consult the CRUK data sharing policy and the supporting guidelines and FAQs as you fill in this section. (Please note that applicants for the Population Research Committee only should leave this section blank and complete the more detailed CRUK Template for a Data Management Plan.)

In your Plan, you should consider outlining the different types of data your research will generate; any potential restrictions on data sharing; and plans for curation, storage and preservation of the data during your grant and, if applicable, in the longer term. You should explain how you will make your data discoverable by other researchers in your field, and the means by which other researchers will be able to access your data.

7.10. RESEARCH FEATURES

In this section, you’ll be asked a series of questions about your proposed research.
If you’ll use animals in your research, you must follow the ‘Guidelines for the Welfare and Use of Animals in Cancer Research’ (Workman et al, British Journal of Cancer (2010) 102, 1555 – 1577 – cite this reference in any publications resulting from your research). You’ll also need to demonstrate that you’ll replace, refine and reduce animals in your research according to guidance from the NC3Rs. If you plan to report in vivo experiments, please provide information in concordance with the ARRIVE guidelines.

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

7.11. COSTS

In this section, please supply the costs that you’re requesting from us as part of your award. Please add all and only the costs you’re requesting from us under the relevant headings, and justify them in the ‘Justification for Support Requested’ section of your research proposal (for some schemes, this may be in the appendix upload). Table 3 explains the kind of information we’re looking for under each heading.

Please read costs guidance for information about eligible costs. For award-specific costs information and to find the maximum value you can request for your award, please see your application guidelines.

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

**Table 3**

Adding costs to an application in eGMS

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>Under this heading, please list the costs for all the equipment you’d like to request on your award.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Please list all your requested equipment for the duration of the award in year 1.</td>
</tr>
<tr>
<td></td>
<td>• Any equipment costs &lt;£5,000 should be included as a running expense</td>
</tr>
</tbody>
</table>

Please read our costs guidance for information about eligible equipment costs, and justify your costs in your research proposal appendix.
### STAFF POSTS

Under this heading, please list the costs for any research staff that you’d like to request on your award. Please read our policy on funding salaries for Senior Scientists and PhD students to check you comply with our terms.

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

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

### RUNNING EXPENSES

- Please cost all general running expenses for your proposed research. Where possible, please break these costs down into work packages (rather than listing individual items). For example microscopy costs, massively-parallel sequencing costs, etc.
- If you’re requesting funding for PhD students, please list them as a running expense for the full amount in the first year of the studentship. We pay a fixed rate for all our PhD students* (detailed in costs guidance) so please request exactly this amount (no more, no less!). All running costs relevant to the PhD student will be paid under the studentship, so please don’t list them again separately.
- *If you’re applying for an award from the Population Research Committee, different funding costs may apply for PhD students, please check your application guidelines.
- Please list all animal costs under ‘animal-related costs’, with animal purchase, animal maintenance and experimental animal costs under separate subheadings. Please fully justify any animal research in your research proposal.

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

### 7.12. OTHER FUNDING

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

If you don’t currently receive any other funding, please indicate in the box, or leave this section blank.
After completing this section, click ‘Save and Continue’ so you don’t lose your details.

7.13. AMRC – FULL ECONOMIC COST INFORMATION
Please use this section to input the total cost of your proposed research programme. This information won’t be included in your final application.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Table 4
Supporting roles

<table>
<thead>
<tr>
<th>TASK NAME</th>
<th>WHAT'S NEEDED</th>
<th>WHO DOES THIS TASK?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPT APPLICATION PARTICIPATION</td>
<td>In this task, you’ll be asked to do three things: 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</td>
<td>• Joint Lead Applicants  • Co-investigators  • Some Named Research Staff  • Head of Department  • Administrative Support  • Mentor  • Academic Referee</td>
</tr>
<tr>
<td>COLLABORATE ON APPLICATION</td>
<td>Depending on your award, you may be asked to do any of the following in this task:  • Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5.  • Accept our grant conditions.  • Upload a document (e.g. a letter of support) eGMS will explain what to do, and you can find more information in your application guidelines.</td>
<td>• Joint Lead Applicants  • Co-investigators  • Head of Department  • Mentor  • Academic Referee  • Some Named Research Staff (see your application guidelines)</td>
</tr>
</tbody>
</table>

You’ll need to complete all of your tasks before your lead applicant can submit their application.
9. COMMON PROBLEMS AND HOW TO SOLVE THEM

9.1. I NEED TO RESET MY PASSWORD

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

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

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

9.3. I CAN’T UPLOAD MY RESEARCH PROPOSAL

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

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

Contact the grants helpline for help with amending supporting roles information.

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

Not all applications need approval 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.