CONTENTS

i. ‘BEFORE YOU SUBMIT’ – CHECKLIST ................................................................................................................. 3

1. INTRODUCTION ......................................................................................................................................................... 4
   1.1. Purpose of the guidelines ........................................................................................................................................ 4
   1.2. About CRUK....................................................................................................................................................... 4
   1.3. About the award ................................................................................................................................................. 5
   1.4. About the Committee.......................................................................................................................................... 5

2. SCHEME GUIDELINES................................................................................................................................................ 5
   2.1. Scientific remit .................................................................................................................................................. 5
       A.1. What is suitable for the Programme Foundation Award? ........................................................................ 5
   Table 1 Eligible Research Areas ........................................................................................................................................ 6
       A.2. What is not suitable for the Programme Foundation Award? .................................................................. 7
   2.2. Eligibility ........................................................................................................................................................ 7
       A.3. The Applicant ................................................................................................................................................... 7
       A.4. Applications to other funding bodies ............................................................................................................. 9
   2.3. What is funded ............................................................................................................................................... 9
   2.4. Assessment criteria ........................................................................................................................................ 9

3. THE APPLICATION PROCESS ........................................................................................................ 10
   3.1. Process overview ........................................................................................................................................ 10
   3.2. eGMS .............................................................................................................................................................. 11
   3.3. Uploads overview ........................................................................................................................................ 11
       3.3.1. The research proposal ..................................................................................................................................... 11
   Table 2 Contents of research proposal ..................................................................................................................... 12
       3.3.2. Skills and experience form ...................................................................................................................... 12
   3.4. Costs information specific to the Programme Foundation Award............................................. 13
   3.5. Supporting roles specific to the Programme Foundation Award..................................................... 13
   Table 3 Supporting roles ........................................................................................................................................ 13
   3.6. Feedback ...................................................................................................................................................... 14

4. APPENDICES ................................................................................................................................................... 14
i. ‘BEFORE YOU SUBMIT’ – CHECKLIST

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

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

1.1. PURPOSE OF THE GUIDELINES

These guidelines explain what we’re looking for in an outline application to our Programme Foundation Award.

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

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

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

1.2. ABOUT CRUK

Our vision is to bring forward the day when all cancers are cured. In our research strategy we’ve outlined our ambition to accelerate the progress of cancer research over the next 20 years, so that by 2034 three in four people diagnosed with cancer will survive for at least ten years. We
will achieve our ambitions by funding a broad range of high quality research to help us better understand, prevent, diagnose and treat cancer.

1.3. ABOUT THE AWARD

Our Programme Foundation Award funds exceptional science. Through the award we support non-clinical and clinical group leaders who have a salaried independent position. The award money will help you further develop your independent research group and build your reputation as a world-leader in your research field. At the end of the award you should be in a competitive position to apply for a Programme Award.

Our Programme Foundation Award is aimed at the same career level as our Senior Cancer Research Fellowship. You need to have a fully-funded salary to apply for a Programme Foundation Award (whereas in a Senior Cancer Research Fellowship application you can request your salary).

1.4. ABOUT THE COMMITTEE

Programme Foundation Awards are considered by the Science Committee. The Science Committee also considers applications for Programme Awards for senior scientists and project awards in both multidisciplinary research and cancer immunology. Meeting dates and deadlines can be found on the Cancer Research UK Science Committee webpage.

2. SCHEME GUIDELINES

2.1. SCIENTIFIC REMIT

A.1. What is suitable for the Programme Foundation Award?

You can apply for a Programme Foundation Award in any (or more than one) of the research areas in Table 1, as long as the research proposal is cancer relevant and clearly articulates the cancer-related question you’re focussing on. If your proposal spans both basic and translational cancer research, that’s fine too.
Table 1
Eligible Research Areas

<table>
<thead>
<tr>
<th>DISCOVERY RESEARCH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Any cancer relevant area of basic biological research, including (but not limited to):</td>
<td></td>
</tr>
<tr>
<td>• Cancer cell metabolism</td>
<td></td>
</tr>
<tr>
<td>• Cancer genetics</td>
<td></td>
</tr>
<tr>
<td>• Cell transformation and oncogenesis</td>
<td></td>
</tr>
<tr>
<td>• Genomic instability and cell cycle</td>
<td></td>
</tr>
<tr>
<td>• Inflammation</td>
<td></td>
</tr>
<tr>
<td>• Migration, invasion, metastasis and tumour dormancy</td>
<td></td>
</tr>
<tr>
<td>• Tumour immunology</td>
<td></td>
</tr>
<tr>
<td>• Tumour biology</td>
<td></td>
</tr>
<tr>
<td>• Tumour development</td>
<td></td>
</tr>
<tr>
<td>• Tumour microenvironment</td>
<td></td>
</tr>
<tr>
<td>• Tumour heterogeneity</td>
<td></td>
</tr>
<tr>
<td>• Tumour evolution</td>
<td></td>
</tr>
<tr>
<td>Studies may include the use of model systems (e.g. yeast/fly/mouse/cell lines/organoids etc.) or primary tumour material. Please specify how the chosen model relates to the question being addressed.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRECLINICAL STUDIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research that generates biological data for developing therapeutics, including:</td>
<td></td>
</tr>
<tr>
<td>• Identification and functional characterisation of biological targets in cell lines, primary tumour material or model systems</td>
<td></td>
</tr>
<tr>
<td>• Biological mechanisms of therapeutic interventions</td>
<td></td>
</tr>
<tr>
<td>• Mechanisms of resistance to therapies</td>
<td></td>
</tr>
<tr>
<td>• Biological investigation of exceptional responders or non-responders</td>
<td></td>
</tr>
<tr>
<td>Discovery research to identify and/or provide biological insight regarding potential biomarkers utilising samples from defined patient cohorts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMAGING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The following areas of imaging research:</td>
<td></td>
</tr>
<tr>
<td>• Whole-body preclinical studies</td>
<td></td>
</tr>
<tr>
<td>• Cellular imaging to address questions of tumour biology in animal models or through whole-body imaging</td>
<td></td>
</tr>
<tr>
<td>• Development of imaging or contrast agents and novel imaging technologies</td>
<td></td>
</tr>
<tr>
<td>• Imaging research associated with surgery</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RADIOTherAPy RESEARCH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research to optimise radiotherapy:</td>
<td></td>
</tr>
<tr>
<td>• Radiotherapy physics – e.g. improving treatment planning, reducing toxicity and increasing efficacy of treatment to improve patient outcomes</td>
<td></td>
</tr>
<tr>
<td>• Radiobiology – e.g. mechanisms of radiotherapy resistance and mechanisms of radiotherapy and drug interactions</td>
<td></td>
</tr>
<tr>
<td>• Imaging radiotherapy</td>
<td></td>
</tr>
</tbody>
</table>
Multidisciplinary research focussed on:

- The development or application of EPS approaches to further the understanding of the underlying physical processes of cancer, including tumour initiation, growth, invasion and metastasis.
- The development or application of EPS technologies or methodologies with potential or direct clinical utility in the prevention, detection, diagnosis or treatment of cancer.

Proposals across all EPS disciplines will be accepted, including (but not limited to):

- Physics
- Engineering
- Mathematical and computational modelling
- Chemical and molecular sciences
- Materials science
- Molecular and/or tissue engineering.

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

A.2. What is not suitable for the Programme Foundation Award?

You should not apply for a Programme Foundation 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

Programme Foundation Awards usually have a sole Lead Applicant. We can consider Joint Lead Applicants if the investigators are at a similar career stage and can demonstrate that they are jointly responsible for directing the programme of work. Applications will be accepted from scientists, clinicians or health care workers in UK universities, medical schools, hospitals and research institutions. 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 Programme Foundation Awards cannot be used to fund part of an applicant’s salary.

You can apply for a Programme Foundation Award towards the end of a CRUK-funded Fellowship or Career Establishment Award to ensure continuation of funding, but you should not concurrently hold such an award, or a Group Leader position at a CRUK core-funded Institute. Please contact us for advice on when to apply for funding if you hold a CRUK Fellowship. You cannot apply for a Programme Foundation Award if you have previously held
another large multi-year award as an independent PI, similar to a Programme Foundation Award or Senior Cancer Research Fellowship, from another funder. CRUK may, in some circumstances, consider applications from PIs who have held or hold a similar award. Please contact the office for advice.

Our previous eligibility rules based on years post-PhD no longer apply. To be suitable for a Programme Foundation Award, you should be able to demonstrate that you meet the range of skills and experience as outlined in the ‘Transition to Scientific Leadership’ 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 your relevant Research Funding Manager (please find contact details on our website) to get advise on your suitability for the Programme Foundation Award. When contacting us, please include:

- a short CV, including key research outputs, past and current funding (title and value of award).
- 1-2 pages (max) abstract of your proposed research including main aims and hypotheses, experimental approaches, any specific models, expected outputs, novelty and cancer relevance, and estimate of total cost.
- a short description of why you’re applying for this particular award and how you meet the expected skills and experience.

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

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

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.
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 Programme Foundation Award. However, some locations may not be eligible as host institutions; therefore, all applicants must contact CRUK before submitting an application to discuss eligibility.

A.4. Applications to other funding bodies

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

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

2.3. WHAT IS FUNDED

Programme Foundation Awards do not typically exceed £1.5 million. Funding lasts up to six years if you’re applying on a full-time basis, and can be used to fund postdoctoral researchers, technical staff and PhD students (stipend and fees) with associated running costs. You can also request equipment costing up to £50,000.

Please note, Programme Foundation Awards do not provide support for 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 proposal based on:

- **Scientific excellence** – all applications must have a strong scientific rationale, as well as appropriate experimental design and statistical analyses, to support the proposed research proposal.
- **Cancer relevance** – value of the proposed work in advancing the fundamental understanding of cancer or improving how cancer is diagnosed and/or treated.
- **Track record** – the lead applicant 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 Programme Foundation Award. The added value of the proposed collaboration and the individual contributions, as well as the steps taken to ensure an effective collaboration. Level of independence of Lead Applicant.
- **Resources requested** – the costs proposed in an application should be for the direct costs of the research and be reasonably justified in line with the experimental plans, leveraging existing resources where appropriate.
As a reference, please use the competency-based framework as a guide as to the skills and experience CRUK expects Programme Foundation Award applicants to demonstrate.

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 your relevant Research Funding Manager to discuss the application process. Please find contact details on our website. When contacting us, please include:

- a short CV, including key research outputs, past and current funding (title and value of award).
- 1-2 pages (max) abstract of your proposed research including main aims and hypotheses, experimental approaches, any specific models, expected outputs, novelty and cancer relevance and estimate of total cost.
- a short description of why you’re applying for this particular fellowship award and how you meet the expected skills and experience.

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

Programme Foundation Award applications involve a two-step process:

1. Submission of an outline application, which will be considered by the Science Committee.
2. If successful, you will be invited to submit a full application, followed by peer review assessment and an interview with an Expert Review Panel.

Outline applications are not sent for external peer review, but are considered in competition by our Science Committee.
The Expert Review Panel is made up of members of the Science Committee and international experts relevant to your application. 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.

Please note that if your application is not successful, a new application cannot be submitted to the Science Committee for 18 months unless invited by the Committee.

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 outline application for a Programme Foundation Award:

- **Research Proposal** according to Section 3.3.1 of these guidelines
- **Skills and Experience** form according to Section 3.3.2 of these guidelines.

3.3.1. THE RESEARCH PROPOSAL

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

Throughout the proposal:

- Use single-line spaced text, in Calibri font, pt 11, black.
- Number all pages.
- Show the surname and initials of the Lead Applicant in a header or footer on all pages.
- Do not exceed any 2500 words (excluding reference list, figure, figure legends, timelines).

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

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>• State briefly the objectives of the proposed research. Include details of how these fit into the current research landscape, the significance of the results that may be obtained and their relevance to cancer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIMS</td>
<td>• Provide an overview of the key aims and how these aims interrelate to form a coherent programme of research.</td>
</tr>
<tr>
<td>RESEARCH PLAN</td>
<td>• The purpose of this section is to explain clearly how you will address your research aims (i.e. scientific methods). Please provide enough information to demonstrate why you consider your approach will be successful. You should also indicate why you are the correct person to carry out this work and that you are based in an appropriate research environment.</td>
</tr>
<tr>
<td>EXPECTED OUTPUTS</td>
<td>• State the expected major outputs from the proposed research, including an explanation of why this is important to Cancer Research UK. Also include a description of your vision for future research which may lead on from this work and the relationship with your other funding.</td>
</tr>
<tr>
<td>SUPPORTING ROLES</td>
<td>• Give details of the proposed research team including brief descriptions of any supporting roles and their expected contributions. Please note supporting roles do not need to be added in the ‘Supporting Roles’ section on eGMS at this stage.</td>
</tr>
<tr>
<td>PROPOSED LEVEL OF SUPPORT</td>
<td>• List the number and type of staff posts that will be requested, and the approximate annual cost. Provide a ballpark figure for general and project specific running expenses and likely equipment requirements. Eligible costs can be found in Section 3.4 of these guidelines and these should be considered in advance of submitting an outline application.</td>
</tr>
</tbody>
</table>

3.3.2. SKILLS AND EXPERIENCE FORM

When completing the Skills and Experience form, please refer to CRUK’s Fellowships Competency Framework that outlines the range of skills and experience and the types of examples that CRUK might expect for a Programme Foundation Award. This form shouldn’t exceed 4 pages.

Please use the Skills and Experience form template in eGMS to provide details on the following aspects:

• Your research outputs and impact (maximum length 1 page). Please highlight your 3-5 key achievements relevant to your application;

• Your current research network and highlight how this network contributes to you achieving your own research goals;
• Your influence in your field. Please outline how your own research influences your field and fits with research in other fields/disciplines, how you have started to get recognised for your expertise or influence in your field;
• Your future research ambitions and what your plans are for during the course of this award;
• Your plans to develop personal and scientific skills and knowledge to drive the development of your research;
• Your personal leadership skills and experience and your plans to drive the development of your research group and your staff;
• Your communication and engagement skills in your research career;
• Your clinical experience and sessions (if relevant);
• Your career breaks and part-time working (if relevant). We recommend providing as much explanation as possible about periods of leave or previous flexible working. These details will be used by our Committee to make appropriate adjustments when assessing an individual’s track record, productivity and career progression.

3.4. COSTS INFORMATION SPECIFIC TO THE PROGRAMME FOUNDATION AWARD

You should include the proposed level of support in your Research Proposal upload to give us a preliminary idea of the level of funding you’d request in a full application (if you’re successful at the outline application stage). Please see our costs guidance for information about eligible costs and the eGMS guidance in Section 5 below.

You don’t need to submit detailed finances or AMRC Full Economic Costing details in your outline application. However, please ensure your preliminary costs are a reasonably accurate indication of the funding you’d request.

3.5. SUPPORTING ROLES SPECIFIC TO THE PROGRAMME FOUNDATION AWARD

Table 3 shows the supporting roles that can be added to your Programme Foundation Award outline 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 3
Supporting roles

| ADMINISTRATIVE SUPPORT | Complete the ‘Agree to participate’ task in eGMS |
3.6. FEEDBACK

Feedback on your application will be provided, but please remember that all funding decisions made by the Committee are final. For Programme Foundation Award outline applications, you will receive feedback following the Science Committee meeting.

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

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

4. APPENDICES

4.1. USEFUL CONTACTS

Once you have read these guidelines, please contact us at science.committee@cancer.org.uk for more information or to start an application for a Programme Foundation Award.
CONTENTS

5. INTRODUCTION ........................................................................................................... 4
  5.1. Purpose of these guidelines .................................................................................. 4
6. GETTING STARTED IN eGMS ................................................................................. 5
  6.1. eGMS overview .................................................................................................... 5
  6.2. Symbols .................................................................................................................. 5
        Table 1 eGMS symbols ......................................................................................... 5
  6.3. Functional buttons on eGMS ................................................................................ 5
  6.4. Logging in to eGMS .............................................................................................. 6
  6.5. Timescale of an application .................................................................................. 6
  6.6. Starting an application .......................................................................................... 7
7. THE ‘COMPLETE OUTLINE APPLICATION TASK’ ............................................... 7
  7.1. Proposal Outlines ................................................................................................ 7
  7.2. Contact information ............................................................................................. 7
  7.3. CV Posts and Qualifications ............................................................................... 8
  7.4. CV Publications and other research outputs ...................................................... 8
  7.5. Equal Opportunity ............................................................................................... 9
        Error! Bookmark not defined.
  7.6. Supporting roles .................................................................................................... 9
        Table 2 Supporting roles ....................................................................................... 9
  7.7. Research abstract .................................................................................................. 10
  7.8. Research Classification ....................................................................................... 10
  7.9. Uploads ................................................................................................................ 10
  7.10. Grant Conditions ................................................................................................. 11
  7.11. Review and Submit ............................................................................................. 11
8. TASKS FOR SUPPORTING ROLES ....................................................................... 12
        Table 4 .................................................................................................................. 12
        Supporting roles .................................................................................................... 12
9. COMMON PROBLEMS AND HOW TO SOLVE THEM ....................................... 12
  9.1. I need to reset my password ................................................................................. 12
9.2. I can’t find the scheme I want to apply for.................................................................12
9.3. I can’t upload my research proposal.............................................................................12
9.4. I need to correct a mistake in my supporting roles section........................................13
9.5. When do I need to get approval from my Host Institution?.........................................13
9.6. I haven’t had confirmation of my application................................................................13

10. ADDITIONAL INFORMATION ......................................................................................14

10.1. Useful contacts and resources.....................................................................................14
5. INTRODUCTION

5.1 PURPOSE OF THESE GUIDELINES

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

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

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

6.1 EGMS OVERVIEW

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

6.2. SYMBOLS

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

Table 1

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

6.3. FUNCTIONAL BUTTONS ON EGMS

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

### 6.4. LOGGING IN TO EGMS

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

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

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

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

### 6.5. TIMESCALE OF AN APPLICATION

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

7. THE ‘COMPLETE OUTLINE APPLICATION TASK’

In the ‘Complete Outline Application’ task you’ll input/upload all of your application information (contact details, 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 these guidelines, or read the ‘common problems and how to solve them’.

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.
- Input your proposed duration for the award. Please read our application guidelines for information about the duration of your chosen 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. 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.

7.4. 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.
7.5. 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’.

7.6. 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 outline application.

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. |
| 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). |
7.7. 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.

7.8. 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.

7.9. 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.

You need to upload the following to eGMS in your outline application for a Programme Award:

- Research Proposal according the scheme guidelines.

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.
7.10. 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.

7.11. REVIEW AND SUBMIT

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

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

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

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

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

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

For outline applications, your Host Institution does not need to approve the application so it will come directly to us.

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 a task via email as per Table 4.

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

### Table 4
Supporting roles

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

You’ll need to complete your task 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?

Outline application do not need approval form your Host Institution. If you are then invited
to submit a full application, your Host Institution will need to approve it.

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.