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5. eGMS guidelines
‘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 complete?

☐ Have you added all your publications and other 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 (full applications only)?

☐ Have you uploaded the required documents?

☐ Is your research proposal within the page limit?

☐ Is your appendix within the page limit?
1. INTRODUCTION

1.1. PURPOSE OF THE GUIDELINES

These guidelines explain what we’re looking for in a CRUK Small Molecule Drug Discovery Project Award application. All applicants need to submit an outline application. If you’re successful at the outline stage, we’ll invite you to submit a full application.

If you’re unsure 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.

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.
13. ABOUT THE AWARD

Our Small Molecule Drug Discovery Project Award funds exceptional research into cancer drug discovery. Through the Award, we aim to enable academic and clinical researchers to translate their novel biological insights into the discovery and development of small molecule therapeutics. The projects we fund focus on the discovery of agents with tangible benefits for cancer patients.

14. ABOUT THE COMMITTEE

Our Drug Discovery Committee considers applications to the Small Molecule Drug Discovery Project Award. The Committee meets twice per year to consider applications to this Award (June and November). The Committee makes funding decisions based on recommendations from our Small Molecule Expert Review Panel (SMERP). Meeting dates and deadlines can be found at our Small Molecule Drug Discovery Project Award webpage.

2. SCHEME GUIDELINES

2.1. REMIT OF THE SMALL MOLECULE DRUG DISCOVERY PROJECT AWARD

A1. What is suitable for the Small Molecule Drug Discovery Project Award?

You can apply for a Small Molecule Drug Discovery Project Award to fund a project at any stage of drug discovery - from target validation to early preclinical studies - as long as your proposal is cancer-relevant. However, we would particularly welcome applications at the target validation stage. You'll also need to show us that your research will aim to achieve specific milestones and endpoints.

In particular, you can apply for a Small Molecule Drug Discovery Project Award in these research areas:

(i) Validation of new therapeutic targets
(ii) Discovery and development of new small molecule agents to benefit cancer patients
(iii) Development of platform technologies for small molecule drug discovery
(iv) Hypothesis-driven drug reposition studies
(v) Development of small molecule immunomodulatory agents
(vi) Development of peptides that are produced by a non-biological approach

You can also request funding for collaborative projects between an academic partner and a commercial partner, where appropriate. Any questions regarding collaborations should be addressed to the Therapeutic Discovery Funding team at DrugDiscovery.Committee@cancer.org.uk. Please contact a Research Funding Manager in the
Therapeutic Discovery Funding team to discuss if your proposal would fit within the remit of the Small Molecule Drug Discovery Project Award.

A.2. What is not suitable for the Small Molecule Drug Discovery Project Award?

You should not apply for a Small Molecule Drug Discovery Project Award in the following areas:

- Preclinical development studies to initiate clinical trials (e.g. bulk synthesis/manufacture to GMP, toxicology to GCP). These may fall under the remits of the New Agents Committee and/or the Clinical Research Committee.
- The development of novel delivery vectors and technologies. This may fall under the remit of the Multidisciplinary Award.
- Basic immunology projects or the development biotherapeutic agents. These may fall under the remits of the Cancer Immunology Project Award or the Biotherapeutic Drug Discovery Project Award, respectively.

We also won’t fund curiosity-driven research that is not linked to a development plan, or generic technologies that aren’t likely to directly benefit cancer patients.

Take a look here for the remit and contact details for our other funding committees.

2.2. ELIGIBILITY

A.3. The Applicant

You can apply to the Small Molecule Drug Discovery Project Award if you’re a scientist or clinician in a UK university, medical school, hospital or research institution. You should be fully funded throughout the award (the Small Molecule Drug Discovery Project Award can’t be used as part of your salary). CRUK’s Commercial Partnerships team will help with the guidance of your IP arrangements (see section 2.5), unless otherwise agreed in advance.

You can apply if you’re currently funded by CRUK (e.g. if you’re a project or programme grant holder, at a CRUK institute or are a direct employee), but this isn’t compulsory.

We encourage collaborations, but any collaborating scientists that reside outside the UK would not usually be eligible to directly receive CRUK funding. Furthermore, there may be other Commercialisation and IP considerations that will be needed to take into account. If you wish to discuss any concerns regarding collaborations or you wish to check if your proposed host institution is eligible, please contact the office at DrugDiscovery.Committee@cancer.org.uk.
A.4. Applications to other funding bodies

Please don’t submit your application to any other funding body while we’re considering it, or send us an application that another funding body is already considering (if you do this, your CRUK application won’t be accepted).

We may consider joint funding with other funding bodies. If you would like to propose this, please discuss with us and with the other funder before you submit an application. Individuals applying for funding from BBSRC or MRC Units, please note that any application MUST be discussed in advance with BBSRC or MRC Head Office as well as with CRUK.

2.3. WHAT IS FUNDED

You can apply for up to £100,000 per year for the Small Molecule Drug Discovery Project Award and funding lasts 1-3 years. There is some flexibility, however you must contact the office if you wish to apply for support outside of these guidelines, and you will be expected to provide a detailed justification of costs. The award can be used to fund postdoctoral researchers and clinical or technical staff with associated running expenses. You can also request equipment up to a value of £15,000, as long as it’s specifically required for your proposed research. You cannot use the award to fund your own salary or any PhD students. Please see costs guidance for information about eligible costs.

2.4. ASSESSMENT CRITERIA

The Panel will judge your proposal on:

- **Scientific excellence** – all applications must have a strong scientific rationale to support the proposed research proposal.
- **Its cancer-relevance** - how likely is the research to advance how cancer is understood, diagnosed or treated?
- **Track record** – the Lead Applicant and/or team members should have an excellent track record and potential to produce outstanding results.
- The strength of your research team, research environment and collaborations in providing access to drug discovery expertise.
- **The translational work plan**, with go/no-go decision points, and plan for further progression at the end of the award

Additionally, Cancer Research UK is a DORA (San Francisco Declaration on Research Assessment) signatory. As such, we are aligned with DORA principles through our commitment to assess the quality and impact of scientific research through means other than journal impact factors. This means that Cancer Research UK and our reviewers will:
• **Consider the value and impact of all research outputs** in addition to research publications (e.g. preprints, training delivered, contribution to consortia, community outreach, patents, key datasets, software, novel assays and reagents etc.).

• Recognise that the **content of a scientific paper** and its influence in the field **holds more significance** than publication metrics or where it was published.

### 2.5. INTELLECTUAL PROPERTY

Intellectual Property (IP) resulting from the Small Molecule Drug Discovery Project Award will be managed by CRUK’s Commercial Partnerships team. There may be specific circumstances under which you can make alternative arrangements, but please contact us before applying.
3. THE APPLICATION PROCESS

3.1 PROCESS OVERVIEW

Before applying, please contact the Drug Discovery Committee team to discuss your application. This is currently run as a closed scheme, so speaking to a Research Funding Manager will be required to open an application on eGMS and likewise gives you an opportunity to ask any questions and learn more about the remit of scheme. Small Molecule Drug Discovery Project Award applications involve two-steps:

2. If successful, you will be invited to submit a full application for consideration by SMERP, and for an interview.

SMERP will provide recommendations to the Drug Discovery Committee based on the scientific quality of your application. These recommendations will be considered when making final funding decisions at the Committee Meeting.

3.2. EGMS

You’ll need to submit your application using our online Grants Management system, eGMS. Please see our eGMS guidelines in section 5 below for information about how to use the system.

3.3. OUTLINE RESEARCH PROPOSAL

Using the outline application template on eGMS, please complete your research proposal. When writing your application, please use the guidance provided for each section in Table 1. Once completed, you should upload your research proposal to eGMS under ‘Research Proposal’. Please contact the Therapeutic Discovery Funding team at drugdiscovery.committee@cancer.org.uk, if you have any queries when completing your application.

Throughout your proposal:

- Don’t exceed 4 pages (excluding the cover page, references and appendices)
- Use single-line spaced text, in Calibri font, pt 11, black
### Table 1: Contents of Outline Research Proposal

<table>
<thead>
<tr>
<th>NAME OF TARGET OR PATHWAY</th>
<th>e.g. Hypoxia Inducible Factor 2 (HIF-2), Human Epidermal Growth Factor Receptor 2 (HER2), hedgehog pathway, Wnt pathway, etc.</th>
</tr>
</thead>
</table>
| PRIMARY INDICATION        | • Please indicate which cancer type will be the primary focus of your proposal. While a therapeutic may have potential use in multiple cancer types, we want you to indicate in which cancer type you will be primarily focusing on in your proposal and in which you will be performing your proof-of-principal experiments.  
  
  • Where a cancer may have multiple identified subtypes, such as for breast cancer, where possible identify the specific sub type(s) you will be looking to target with your therapeutic e.g. triple negative breast cancer vs. HER2-positive breast cancer. This may also include where you are targeting cancer populations resistant to current therapies.  
  
  • When appropriate, you may include multiple cancer types, however this does not increase the likelihood of funding. |
| BRIEF FINANCIAL BREAKDOWN | Please give a brief overview of the costings for your project proposal. Please note that this does not require approval from your host institution at the outline stage. |
| BACKGROUND                | In this section please provide a succinct summary of your previous and current work relating to your project, and consider including the following points:  
  
  • What evidence supports the clinical and biological rationale of your research proposal?  
  
  • What is the data supporting the viability of your target and/ or pathway for therapeutic intervention?  
  
  • What unmet clinical need will your novel therapeutic address?  
  
  • What is the data and rationale supporting your primary indication?  
  
  • Is there a potential for wider utility of the therapeutic?  
  
  • Are there any toxicity concerns in normal tissue?  
  
  • What evidence supports the feasibility of your approach? |
| RESEARCH PLAN             | The research plan for the Small Molecule Drug Discovery Project Awards are expected to contain discreet work packages addressing key aims, designed to progress therapeutic discovery research.  
  
  At the outline stage you should include sufficient detail for SMERP to understand the methodology and reasons behind the proposed studies, but without the thorough details expected at the full application stage.  
  
  When writing your research plan, please consider the following:  
  
  • What are the key aims at each stage of your research proposal? |
- How will you address each aim in your research proposal?
- Have you included details of any assays and cascades to be used?
- Did you include milestones, timeframes and Go/No-Go decision points in your application to mitigate the risks associated with the project?
- Would a decision tree in the appendix be appropriate and helpful?
- If you reach a Go/No-Go decision point, is there an alternative route forward if the decision is negative or is this the end of the project?
- What are the key outputs you hope to achieve from your project? E.g. assay development, generate new reagents, model systems, chemical/biological tools, a therapeutic or a platform technology.
- Should you be successful how do you plan to continue the project moving forward?
- Do you have a candidate selection profile for your small molecule?
- Do you have a route towards the clinic or have you explained how this will be established?
- When working with collaborators, have you indicated who will be involved in which parts of the research plan and how?
- Have you included key data in the appendices to strengthen your application e.g. unpublished structural or chemistry data?
- Please note: All Panel members are subject to a confidentiality agreement when reviewing your applications, so full disclosure is highly encouraged.

**REFERENCES**

Not included in page count

- Give full details of any references, including authors, publication year, title and journal name, volume, page numbers. We won’t accept shortened references (i.e. please don’t use ‘et al’).
- Number your references in the order in which they appear in the text, and list them in the Vancouver style (as outlined by the US National Library of Medicine).

**APPENDICES**

Not included in page count

- You can include up to 4 pages of supporting information or preliminary data with your outline application.
- Please upload this as a separate document in your eGMS submission.
- Letters of support are not required and not accepted at this stage of your application.
- Please note: no template is provided for this section of your application

### 3.3.1 SUPPORTING ROLES

**Table 2** shows the supporting roles you’ll need to add to your Small Molecule Drug Discovery Project Award application, and the tasks they’ll 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 2: Supporting roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEAD APPLICANT (YOU)</strong></td>
<td>• Complete the ‘Complete full application’ task</td>
</tr>
<tr>
<td></td>
<td>• Contribute at least 5 hours per week to your research</td>
</tr>
<tr>
<td><strong>JOINT LEAD APPLICANT</strong></td>
<td>• Complete ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td></td>
<td>• Complete ‘Collaborate on application’ task and submit a CV to eGMS</td>
</tr>
<tr>
<td></td>
<td>• Contribute at least 5 hours per week to your research</td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE SUPPORT</strong></td>
<td>• Complete the ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td><strong>CO-INVESTIGATOR</strong></td>
<td>• Complete the ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td></td>
<td>• Complete ‘Collaborate on application’ task and submit a CV to eGMS</td>
</tr>
<tr>
<td></td>
<td>• Contribute at least 2.5 hours per week to your research</td>
</tr>
<tr>
<td><strong>COLLABORATOR</strong></td>
<td>• Complete the ‘Agree to participate’ task in eGMS</td>
</tr>
<tr>
<td><strong>NAMED RESEARCH STAFF</strong></td>
<td>• Complete the ‘Agree to participate’ task</td>
</tr>
<tr>
<td></td>
<td>• Complete the ‘Collaborate on application’ task and submit a CV to eGMS</td>
</tr>
</tbody>
</table>

*need to complete eGMS tasks at the full application stage only

3.3.2. DECISION OUTCOME

Following the review of your outline application by the Small Molecule Expert Review Panel, you will be contacted by the Therapeutic Discovery Funding team to be informed of the outcome of your application and receive feedback from the Panel. If invited to the next application stage, this feedback will need to be addressed in your full proposal.

3.4. FULL RESEARCH PROPOSAL

Using the full application template on eGMS, please complete your full research proposal. When writing your application, please use the guidance provided for each section in Table 3. Once completed, you should upload your research proposal to eGMS under ‘Research Proposal’. Please contact the Therapeutic Discovery Funding team at drugdiscovery.committee@cancer.org.uk if you have any queries when completing your application.
Throughout your proposal:

- Don’t exceed 15 pages (excluding the cover page, references and appendices)
- Use single-line spaced text, in Calibri font, pt 11, black

### Table 3: Contents of Full Research Proposal

<table>
<thead>
<tr>
<th>NAME OF TARGET OR PATHWAY</th>
<th>e.g. Hypoxia Inducible Factor 2 (HIF-2), Human Epidermal Growth Factor Receptor 2 (HER2), hedgehog pathway, Wnt pathway, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECHANISTIC CLASS</td>
<td>Please select the most appropriate class from:</td>
</tr>
<tr>
<td></td>
<td>• Sustaining proliferative signaling</td>
</tr>
<tr>
<td></td>
<td>• Evading growth suppression</td>
</tr>
<tr>
<td></td>
<td>• Avoiding immune destruction</td>
</tr>
<tr>
<td></td>
<td>• Enabling replicative immortality</td>
</tr>
<tr>
<td></td>
<td>• Tumour-promoting inflammation</td>
</tr>
<tr>
<td></td>
<td>• Activating invasion and metastasis</td>
</tr>
<tr>
<td></td>
<td>• Inducing angiogenesis</td>
</tr>
<tr>
<td></td>
<td>• Genomic instability and mutations</td>
</tr>
<tr>
<td></td>
<td>• Resisting cell death</td>
</tr>
<tr>
<td></td>
<td>• Deregulating cellular energetics</td>
</tr>
</tbody>
</table>

These mechanistic classes have been taken from the hallmarks of cancer and while we appreciate many targets may be relevant in multiple classes, please indicate the most suitable for your work.

<table>
<thead>
<tr>
<th>PRIMARY INDICATION</th>
<th>Please indicate which cancer type will be the primary focus of your proposal. While a therapeutic may have potential use in multiple cancer types, we want you to indicate in which cancer type you will be primarily focusing on in your proposal and in which you will be performing your proof-of-principal experiments.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Where a cancer may have multiple identified subtypes, such as for breast cancer, where possible identify the specific sub type(s) you will be looking to target with your therapeutic e.g. triple negative breast cancer vs. HER2-positive breast cancer. This may also include where you are targeting cancer populations resistant to current therapies.</td>
</tr>
<tr>
<td></td>
<td>• When appropriate, you may include multiple cancer types, however this does not increase the likelihood of funding.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY</th>
<th>1-2 paragraphs introducing your proposal and how your results would enable the clinical development of your research</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BACKGROUND</th>
<th>In this section please provide a succinct summary of your previous and current work relating to your project, and consider including the following points:</th>
</tr>
</thead>
</table>
### RESEARCH PLAN

The research plan for the Small Molecule Drug Discovery Project Awards is expected to include detailed work packages addressing key aims that are designed to progress therapeutic discovery research. This section should be much more thorough and detailed than at the outline stage. When writing your research plan, please consider the following:

- What are the **key aims** at each stage of your research proposal?
- How will you address each aim in your research proposal?
- Have you included details of any assays and cascades to be used?
- Did you include milestones, timeframes and Go/No-Go decision points in your application, to mitigate the risks associated with the project?
- Would a decision tree in the appendix be appropriate and helpful?
- If you reach a Go/No-Go decision point, is there an alternative route forward if the decision is negative or is this the end of the project?
- What are the key outputs you hope to achieve from your project (e.g. assay development, generate new reagents, model systems, chemical/biological tools, a therapeutic or a platform technology).
- Should you be successful how do you plan to continue the project moving forward?
- Do you have a candidate selection profile for your small molecule?
- Do you have a route towards the clinic or have you explained how this will be established?
- When working with collaborators, have you indicated who will be involved in which parts of the research plan and how?
- Have you included key data in the appendices to strengthen your application e.g. unpublished structural or chemistry data?

Please note: all Panel members are subject to a confidentiality agreement when reviewing your applications, so full disclosure is highly encouraged.

### KEY ELEMENTS OF RISK

- List potential logistic or scientific problems and suggest solutions or alternative plans should they not pan out as expected.
- For example, should your current strategy to generate isogenic cell lines fail, how would you propose to mitigate this risk in your project proposal? Would you pursue a different methodology to make these
<table>
<thead>
<tr>
<th>RESPONSE TO PANEL FEEDBACK</th>
<th>cell lines, or would you consider a whole new approach not involving isogenic cell lines?</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCES</td>
<td>• State how you have responded to the feedback provided by SMERP at the outline application stage, e.g. you've included a vital experiment or a no-go decision point.</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>• Alternatively, justify why you haven't acted on/ addressed the feedback.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFERENCES</th>
<th>Not included in page count</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCES</td>
<td>• Give full details of any references, including authors, publication year, title and journal name, volume, page numbers. We won’t accept shortened references (i.e. please don’t use ‘et al.’).</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>• Number your references in the order in which they appear in the text, and list them in the Vancouver style (as outlined by the US National Library of Medicine).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPENDICES</th>
<th>Not included in page count</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPENDICES</td>
<td>• Please note: there are three uploads at the full application stage.</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>o Additional information upload: This upload includes a section on Commercial and IP considerations, which should be completed in conjunction with CRUK Commercial Partnerships (see section 3.4.1)</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>o You can include up to 4 pages of supporting information (including letters of support) or preliminary data with the full application. Please note: no template is provided for this section</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>o ‘Key Research Achievements’ upload (see section 3.4.1) to be completed by each Lead/Joint Lead Applicant named on the application.</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>• Please also note that letters of support are only accepted when the writer is committing to provide a specific resource, platform or technology to the project in question.</td>
</tr>
</tbody>
</table>

### 3.4.1 ADDITIONAL INFORMATION UPLOADS

As part of your full application you will need to complete the two required upload documents in addition to the supporting information upload. You can find the templates in the ‘uploads’ section of eGMS:

1. ‘Additional information’ upload
2. ‘Key Research Achievements’ upload for each Lead/Joint Lead Applicant, named on the application.
**Additional Information upload** - please complete the additional information upload document. Please refer to **Table 4** (below) for details on how to complete the upload. **If you are not using animals in your research, make sure this upload does not exceed 7 pages. If you are using animals, do not exceed 10 pages.**

**Table 4 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**. Animal Costs:  
- Please include a full breakdown of the purchase costs and husbandry application on eGMS.  
- Please list animal purchase, maintenance and experimental costs separately. 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. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A2. OTHER FUNDING</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
**A3. STATISTICAL ANALYSIS PLAN**

Please complete this section if you intend to use clinical data, microarray, 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;
- Clarify other relevant details (e.g. numbers of events in clinical outcomes, length of follow-up for clinical outcomes).

**A4. 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.

**A5. 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.

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 review processes by emailing DrugDiscovery.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-1 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 use where rodents will be used.

A6. COMMERCIAL AND IP CONSIDERATIONS

Please complete this section in consultation with your CRUK Business Manager from Commercial Partnerships, to evaluate the competitive position and commercial attractiveness of the proposal. Please indicate who your Commercial partnership contact was in your response.

**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 1 page maximum, 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 Key Research Achievements form and their forms be uploaded.

3.4.2. SUPPORTING ROLES

For the outline application, Table 2 (section 3.3.1.) shows the supporting roles you’ll need to add to your Small Molecule Drug Discovery Project Award and the tasks your supporting roles will need to complete in eGMS.

3.4.3. COSTS INFORMATION

Please read our eGMS guidelines in section 5 below for information about how to fill in the costs section of eGMS, and costs guidance, which gives information about eligible costs.

In your full application please thoroughly detail the costs you’re requesting. A detailed breakdown of the costs, and associated milestones, are also requested in the appendix.
3.5. FEEDBACK

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

Committee members cannot discuss their decisions with applicants, so please do not approach any Committee members directly. If you wish to discuss your feedback please contact the Therapeutic Discovery Funding team. 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 invited by the Committee.

4. USEFUL CONTACTS

Please contact us at drugdiscovery.committee@cancer.org.uk if you have any questions after reading these guidelines.
7.14. Research Classification ............................................................................................................15
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5. INTRODUCTION

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

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

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

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

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

Table 1
eGMS symbols

<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](#)

### 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>Supporting roles</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.

<table>
<thead>
<tr>
<th>ACADEMIC REFEREE</th>
<th>Someone who'll provide a letter stating your suitability to hold the award/fellowship.</th>
</tr>
</thead>
</table>

### 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 an annual salary increment.

*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. UPLOADS

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

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

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

7.17. GRANT CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

Table 4
Supporting roles

<table>
<thead>
<tr>
<th>TASK NAME</th>
<th>WHAT'S NEEDED</th>
<th>WHO DOES THIS TASK?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCEPT APPLICATION PARTICIPATION</td>
<td>In this task, you’ll be asked to do three things:</td>
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<td></td>
<td>1. Agree to Cancer Research UK’s <a href="#">grant conditions</a>.</td>
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<td></td>
<td>2. Explain what you’ll contribute to the research proposal.</td>
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<td></td>
<td>3. State how many hours per week you’ll be dedicate to the research.</td>
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<td></td>
<td>• Joint Lead Applicants</td>
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<td></td>
<td>• Co-investigators</td>
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<td></td>
<td>• Some Named Research Staff</td>
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<td></td>
<td>• Head of Department</td>
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<td></td>
<td>• Administrative Support</td>
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<td>• Mentor</td>
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<td>• Academic Referee</td>
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<td>COLLABORATE ON APPLICATION</td>
<td>Depending on your award, you may be asked to do any of the following in this task:</td>
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<td>• Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5.</td>
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<td></td>
<td>• Accept our <a href="#">grant conditions</a>.</td>
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<td>• Upload a document (e.g. a letter of support)</td>
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<td></td>
<td>eGMS will explain what to do, and you can find more information in your <a href="#">application guidelines</a>.</td>
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<td></td>
<td>• Joint Lead Applicants</td>
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<td>• Co-investigators</td>
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<td></td>
<td>• Some Named Research Staff</td>
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<td></td>
<td>(see your <a href="#">application guidelines</a>)</td>
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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.