

**Cancer Research UK
Special Conditions for CRUK Centres**

PART A – PURPOSE AND APPLICATION OF THESE SPECIAL CONDITIONS

1. **The strategic importance of the CRUK Centres Initiative:** The CRUK Centres Initiative is one of CRUK’s most significant investments in the UK cancer research community, and is central to its mission of bringing forward the day when all cancers are cured. CRUK Centres also have a critical role to play in helping build CRUK’s global research brand and reputation among scientific, philanthropic and commercial audiences. Optimising this opportunity strengthens CRUK’s ability to sustain its long-term investment in Centres and helps maximise their potential scientifically. In light of the strategic importance of this initiative, CRUK has set out, in these Special Conditions, the particular responsibilities of Host Institutions and CRUK Centre Leadership Teams to focus on the Centre’s agreed research objectives and to collaborate with CRUK to ensure the success of the CRUK’s Centres initiative.
2. **Application.** These Special Conditions apply:
 - a. to CRUK Centres Awards and Major Centre Awards;
 - b. with any amendments made by CRUK from time to time under para 3; and
 - c. in addition to CRUK’s standard Grant Conditions.
3. **Amendment of Special Conditions.** CRUK may amend these Special Conditions from time to time. CRUK will notify the Centre Director and Host Institution of amendments by publication on the CRUK website.

PART B – PURPOSE AND USE OF A CENTRE GRANT

4. **Purpose of a CRUK Centre.** A Centre is a collaboration between one or more universities (including the Host Institution) and the affiliated NHS Hospital Trust or Health Board, as well as cancer networks, Government and national charities. The purpose of a Centre is to co-ordinate, drive and support all cancer research activity in its location with a focus on creating an excellent environment for high quality, effective translational research aligned with CRUK’s research strategy.
5. **Key areas of focus.** The Host Institution and Centre leadership team should endeavour to support the Centre Initiative’s key strategic aims by:
 - a. Delivering translational research of the highest quality, built upon a foundation of CRUK-funded cancer biology;
 - b. Building an internationally competitive environment and culture for translating research to deliver patient and population benefit;
 - c. Building the capacity and capability required to develop coherent and sustainable themes of research (where a theme requires multiple investigators working in a collaborative way);
 - d. Contributing to the wider CRUK Centres Network, including by strengthening their areas of focus through collaborations with other CRUK Centres;
 - e. Training the clinical and non-clinical cancer research workforce of the future.
6. **Use of Grant to deliver agreed Scientific Objectives.** The Centre Grant held by the Host Institution must be used for the purpose of delivering the Centre’s Scientific Objectives as agreed with CRUK in the Centre’s review process and in contributing to the wider CRUK Centres Network. If the Centre’s Scientific Objectives change significantly over the life of the Grant, the Centre Director should consult with CRUK. The Centre should comply with any guidance on eligible costs for Centres that CRUK issues from time to time.

PART C – CENTRE LEADERSHIP AND GOVERNANCE

7. **Role of the Centre Director.** At the start of the Grant, a Centre Director (or Centre Co-Directors) may already be in place. If that is not the case, or if the Host Institution intends to appoint a new Centre Director during the life of the Grant, that appointment should be made in consultation with, and with the approval of, CRUK. The Centre Director is (or the Centre Co-Directors are) responsible for:
- a. setting the Centre’s strategy, in consultation with the Governance Board;
 - b. overseeing and reporting on the Centre’s activities to CRUK in accordance with its strategy;
 - c. representing the Centre on a local and national level, and working co-operatively with CRUK to influence the local and national cancer research strategy and environment;
 - d. appointing an appropriately qualified Centre manager and Centre training lead, in consultation with the Governance Board, to manage the Centre’s day-to-day activity;
 - e. overseeing the use of the Centre’s Training Accounts in accordance with para 10 below;
 - f. overseeing the allocation of infrastructure funding in the Centre and ensuring equity of access for all the research groups included;
 - g. overseeing the provision of information to CRUK;
 - h. providing leadership and overseeing the delivery of the CRUK Centre’s branding, press and research engagement activities; and
 - i. working with CRUK to agree, on behalf of the Centre and Host Institution, any Major Gift fundraising priorities and requirements.
8. **Role of the Governance Board.** The Host Institution should ensure that the Centre establishes a Governance Board to support the Centre Director in overseeing the Centre’s strategy and activities. The membership of the Governance Board is at the Host Institution’s discretion but should, as a minimum, include the Centre Director(s), the Centre’s training lead and the Centre manager. The functions of the Governance Board may be discharged by a pre-existing Steering Group or Board that also bears other responsibilities for the Centre. The Governance Board shall:
- a. monitor the Centre’s performance and contribute to its role within the CRUK Centres Network;
 - b. approve the strategy of the Centre, including training programmes;
 - c. monitor the progress of the Centre in delivering its strategy and objectives;
 - d. monitor progress of the Centre in delivering branding, press and research engagement activities;
 - e. monitor the Centre’s budget and financial management;
 - f. review the initiatives put forward by CRUK, Research Councils, the NHS and other bodies funding cancer research and to oversee the Centre’s responses to them.
- CRUK expects that the Governance Board will meet as often as necessary but at least three times each year.
9. **Representative of CRUK on Governance Board.** A representative of CRUK shall sit on the Governance Board. The CRUK Representative shall receive copies of all agendas and meeting papers in advance, copies of all meeting minutes, and shall be entitled to attend Governance Board meetings and participate in discussions.
10. **Special role of the Centre Director and senior leadership team in supporting CRUK’s continuing mission:** CRUK expects the Centre Director(s) and senior leadership team to:
- a. act as ambassadors for the Centre and the Network as a whole locally, nationally and internationally. This includes, but is not limited to, supporting CRUK branding and fundraising activities locally and providing leadership to other Centre staff; acknowledging the Centre and Network in showcasing Centre outputs; developing effective partnerships and collaborations; and acting as figureheads for CRUK fundraising activities;
 - b. create a culture where Centre staff and researchers are actively encouraged to commit time to research engagement activities and work with CRUK Research Engagement Managers;
 - c. provide reasonable access for CRUK to researchers, research spaces, materials and imagery for the purposes of CRUK research engagement and communications, publicity and fundraising activities (including, without limitation, lab tours, events, open days);
 - d. work co-operatively with CRUK to agree any Major Gift fundraising agenda; and
 - e. share best practice within the CRUK Centres Network to optimise opportunities to raise the profile of the Network as a whole.

PART D – TRAINING AND DEVELOPMENT OF FUTURE LEADERS IN CANCER RESEARCH

11. **The Centre’s training strategy.** The training, development and support of clinical and non-clinical cancer researchers key to CRUK’s mission and should be core components of the Centre’s strategy. The Host Institution and Centre leadership team should:
- a. ensure that the Centre’s early career researchers are provided with a breadth of training and development opportunities across a range of disciplines and research groups;
 - b. consider and, as relevant, adhere to relevant sector guidance on training and career support for researchers, including the Joint-Funders’ Statement of Expectations of Postgraduate Training¹, the UK Clinical Academic Training in Medicine and Dentistry Principles and Obligations² and the UK Concordat to Support the Career Development of Researchers;³ and
 - c. comply with CRUK’s Training Account Guidelines as updated from time to time.
12. **Monitoring and review of the Centre’s training activities:** The Centre will monitor and report to CRUK on the progress of its training strategy using the metrics identified in CRUK’s Training Account Guidelines.

PART E – REPORTING AND INFORMATION SHARING WITH CRUK AND THE WIDER CENTRES NETWORK

13. **Providing information to CRUK.** The Centre Director, on behalf of the Host Institution and Centre, must:
- a. ensure the Centre proactively informs CRUK of all pertinent matters regarding compliance with these Special Conditions and delivery of the objectives, including, without limitation, recruitment of senior staff to the Centre and key decisions relation to training programmes.
 - b. co-operate fully and promptly with CRUK in providing the information that CRUK reasonably requests from time-to-time to enable it to effectively monitor the Centre’s activities;
 - c. participate in an annual review to be conducted by CRUK in such format as CRUK may reasonably specify and provide CRUK, without limitation, with:
 - i. budgeted and actual spend to date and subsequent yearly forecasts, cross-referenced to related strategic themes;
 - ii. a summary of key decisions made by the Centre Director and Governance Board;
 - iii. an update on progress against the objectives and any other agreed key performance indicators;
 - iv. appropriate training metrics;
 - v. branding and research engagement achievements;
 - d. use its reasonable efforts to implement promptly any recommendations or improvements that arise out of CRUK’s periodic reviews.
14. **Participation in periodic CRUK Centres Network Meeting.** In addition to annual reviews, CRUK may host periodic meetings of the CRUK Centres Network and expects appropriate representatives from each Centre to attend. The purpose of such meetings will be to discuss matters of importance to the CRUK Centres Network as a whole.

¹ Joint Statement of Expectations published by RCUK, the Wellcome Trust, the British Heart Foundation and Cancer Research UK on 17 June 2016 (<http://www.rcuk.ac.uk/documents/skills/statementofexpectation-pdf/>), as updated from time-to-time.

² https://wellcome.ac.uk/sites/default/files/ClinicalPrinciples_and_Obligations_170112.pdf.

³ <https://www.vitae.ac.uk/policy/concordat-to-support-the-career-development-of-researchers>

PART F – BRANDING, RESEARCH ENGAGEMENT, PRESS AND FUNDRAISING

15. **Research brand and engagement.** The Host Institution and Centre Leadership team must ensure that, throughout the Grant Period, each Centre:
- a. proactively manages its branding, and
 - b. delivers an agreed research engagement strategy.
16. **Use of CRUK Centres branding:**
- a. **Naming.** The Centre should be referred to as ‘Cancer Research UK XXX Centre’ on any communications or materials relating to the Centre. The acronym ‘CRUK’ can be used in place of ‘Cancer Research UK’ for digital applications.
 - b. **Centre Logo.** All internal and external communications relating to the Centre should, where possible, include the supplied Centre logo. This includes, but is not limited to, websites, exhibition stands, marketing collateral, stationery, email signatures, business cards, job advertisements, bulletin boards, membership lists, conferences, workshops, committees.
 - c. **CRUK Logos.** All Centre staff should adhere to branding guidelines when using CRUK logos. Guidelines and templates are available from CRUK.
 - d. **Partner branding.** CRUK recognises the importance of acknowledging other partners’ brands. However, CRUK expects the prominence of the CRUK brand to be commensurate to the level of CRUK investment received.
17. **Website.** The Host Institution and Centre Leadership team must ensure establish a branded web presence for the Centre – either a stand-alone website or appropriately branded web pages within an existing website – to promote the Centre’s research activities, linking to CRUK’s research website. Major Centres should have a stand-alone website.
18. **Research Engagement Managers.** Where Centres are hosting a Research Engagement Manager (REM), the Host Institution and Centre Director should ensure that:
- a. the REM is provided with a workspace in proximity to CRUK funded researchers and that they are supported in gaining access to university computer networks, printers and any other practical logistics required to deliver their role effectively;
 - b. the REM has access to research staff in the Centre to enable them to deliver a range of engagement activity;
 - c. leadership of the Centre are involved in the recruitment of REMs and in their ongoing annual performance reviews to ensure that the REM can be most effective in delivering their role;
 - d. REMs are invited to report periodically on delivery of the Centre Research Engagement Strategy and progress around branding.
19. **Press, publicity and publications.** The Host Institution and Centre leadership team must notify, co-operate and acknowledge CRUK in relevant Centre communications as set out in paras 12.2 to 12.8 (inclusive) of the standard Grant Conditions.
20. **Major Gift fundraising.** A Centre’s research excellence and its translational impact may present an opportunity for CRUK, the Host Institution and the Centre leadership to collaborate on Major Gift fundraising activities. Any Major Gift fundraising priorities must be agreed in writing in advance between the Centre Director, on behalf of the Host Institution, and CRUK leadership. . Where those priorities have been agreed, CRUK may agree to assign a Senior Philanthropy Manager to support those agreed fundraising priorities. Where this occurs, the Host Institution and Centre Director must ensure that the Senior Philanthropy Manager is supported in the manner set out in para 18 above for Research Engagement Managers.
21. **Restricted Income.** CRUK may identify specific projects from our research portfolio to generate donations and then ring-fence those gifts to those projects. For the avoidance of doubt, donations generated using this method are not extra funds on top of the agreed budget allocated to the Centre grant.

PART G - DEFINITIONS

22. Definitions.

- a. Unless otherwise specified, defined terms in these Special Conditions have the definitions set out in Cancer Research UK's Grant Conditions (as amended from time to time) (the Standard Conditions).
- b. CRUK Centres Award means an award granted to a Host Institution to support the work of a CRUK Centre or Major Centre.
- c. CRUK Centres Network means the group of CRUK Centres funded by Cancer Research UK from time to time.
- d. Centre Training Accounts means those portions of the CRUK Centres Award that are described in the GAL as 'Clinical Training Account' and 'Non-Clinical Training Account'.
- e. Major Gift means a donation to Cancer Research UK of \geq £100,000.