TOBACCO
ADVISORY
GROUP
APPLICATION
GUIDELINES
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'BEFORE YOU SUBMIT’ – CHECKLIST

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

☐ Does your application have a title?

☐ Is your CV fully completed?

☐ 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?

☐ Have you completed the required uploads?

☐ Is your research proposal within the word limit?

☐ Is your Host Institution ready to approve your application?
1. INTRODUCTION

1.1. PURPOSE OF THESE GUIDELINES

These guidelines explain what we’re looking for in an application for our Tobacco Advisory Group (TAG) Project Grants.

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.

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 TAG Project Grant funds policy-relevant research and advocacy activities focusing on several priority tobacco policy areas. Through TAG, we support research, organisations and partnerships.
Other applications related to tobacco interventions etc. may be within the remit of our Population Research Committee.

1.4. ABOUT THE COMMITTEE

Our Tobacco Advisory Group (TAG) considers funding applications. The Group meets twice a year (usually in November and May) to assess funding applications. Meeting dates, membership and deadlines can be found at our TAG webpage.

2. SCHEME GUIDELINES

2.1. REMIT OF THE TAG PROJECT GRANT

TAG invites project grant applications for policy research and policy advocacy activities in tobacco control and e-cigarettes. You should ensure that the research proposal is cancer-relevant and clearly articulates the policy output expected from the research.

Our research priorities are regularly updated, so please visit the TAG webpage for our most up to date list of priority topic areas.

2.2. ELIGIBILITY

You can apply for a TAG Project Grant if you’re a researcher, clinician or healthcare worker in a UK university, medical school, hospital, research institution, clinical trial unit or advocacy organisation. For more information about eligibility, please see our Grant Conditions. Cancer Research UK is very supportive of researchers applying and working part-time if you’re funded by us. You can request to work part-time or flexibly on this award, as long as this fits with the needs of your Host Institution and your request is approved by them.

2.3. WHAT IS FUNDED

You can apply for approximately £60k per year for TAG funding. Funding lasts for up to 2 years and can be used to fund the salaries post-doctoral researchers, clinical staff or technicians with associated running expenses. You can also request equipment that’s directly related to your research, if fully justified.

You can only apply for funding for your own salary as an Investigator if you meet the criteria laid out in the Policy on Salaries of Investigators (noting the points below) and if you complete the relevant Skills and Experience form.

CRUK’s Policy provides that for project grants, an Investigator is only permitted to apply for their salary to be funded once, however for TAG project grants, you may request your salary as an Investigator provided that, at the time that the grant starts, you have not previously received your salary on any CRUK grant (as an Investigator) or, if you have, have done so for less than 3 years in total. Any career breaks or periods of long-term leave do not count towards the 3 years.
CRUK’s Policy also provides that CRUK will only fund an Investigator’s salary on a Project where the individual is spending the majority of their time on the project, however for TAG project applications, you may apply for your salary just for the proportion of your time you will spend on the project. These requests will be considered on a case-by-case basis.

2.4. ASSESSMENT CRITERIA

TAG will judge your proposal on:

- **Scientific excellence** – all applications must have a strong scientific rationale to support the proposed research proposal.
- **Cancer-relevance** - value of the proposed work in advancing how cancer is understood, diagnosed or treated.
- **Its potential impact** on policy and practice- strong policy need for the work and strong application to fulfil this need
- **Its strategic importance**
- **Track Record** – the lead applicant and/or team members should have an excellent track record and potential to produce outstanding results
- **Excellent Team** – suitability of the Lead Applicant/s (and supporting roles) to carry out the proposed research with access to the resources and facilities required for the successful fulfilment of the Award. It is important to demonstrate the added value of the proposed collaboration and the individual contributions, as well as the steps taken to ensure an effective collaboration.

Additionally, Cancer Research UK is a DORA ([San Francisco Declaration on Research Assessment](https://www.sfdora.org)) 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, you **must** email TAG@cancer.org.uk for information about the application process and deadlines. If you don’t contact us in advance, we won’t consider your application.

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

After contacting us, you’ll need to submit an outline proposal on our Electronic Grants Management system (eGMS). Please include the following information:

- Name of the Lead Applicant (you)
- Host Institution
- Project title
- Realistic proposed start date and project duration (minimum of 2 full months after the next committee meeting)

Research abstract (400 words)

- Background: explaining the current context and need for the work in relation to current tobacco control policy, practice or knowledge
- Aims: specifically state the aims, objectives and main anticipated outputs/outcomes
- Methodology: an outline of the plan of research including proposed methods and activities to be conducted
- Results: state how the results of the research proposal will be used

Research Proposal (1-2 pages)

- Objective
- A brief overview of your proposed work (aims, methods, expected findings, type of outputs)
- Names of any Joint lead Applicants and collaborators
- How you plan to involve Patients and/or the Public
- Estimated costs

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

Depending on whether you are requesting salary or not, please upload either:

Key Research Achievements Upload (For Lead or Joint Lead Applicants, who are not requesting salary). Using the template on eGMS, please;

- 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.
- Describe what you have discovered/developed, why it’s important and what its impact and influence have been in your field, or;
Skills and Experiences Form (For Lead or Joint Lead Applicants requesting salary). Using the template on eGMS please provide:

- 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;
- Please outline how your own research influences or could influence 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;
- Developing/demonstrating personal and scientific skills and knowledge to drive the development of your research;
- How you are developing your personal leadership skills and experience;
- 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.

We will check if your proposal is within TAG’s remit. If accepted, we’ll invite you to submit a full application. Please note that during the office review of the outlines, we may feel that it is more appropriate to refer you to an alternative scheme.

3.3. EGMS

If we approve your pre-application proposal, we’ll open a full application for you to submit using our online Grants Management system, eGMS. Please see our eGMS guidelines in section 5 for information about how to use the system.

3.4. UPLOADS OVERVIEW

You need to upload the following to eGMS in your application for a TAG Project Grant:

- Research Proposal according to Section 3.4.1 of these guidelines.
- Key Research Achievements upload according to Section 3.4.2 (to be completed by all Lead and Joint Lead Applicants who are not requesting their salary).
- Skills and Experience form according to Section 3.4.3 (only to be completed by Lead Applicants who are eligible to request their salary according to CRUK’s policy on salaries of Investigators). Note that applicants completing the Skills and Experience form do not also need to complete the Key Research Achievements form.
- Appendix according to Section 3.4.4 of these guidelines.
• **Additional supporting information** – any relevant documents to support your application. We will inform reviewers and the committee of these documents, but we may not send them all out with the application. You can include unpublished results, but these won’t be forwarded to reviewers or the Committee.

### 3.4.1. THE RESEARCH PROPOSAL

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

Throughout the proposal:

- Don’t exceed **4,000 words** (excluding references, figures, figure legends, timelines and the justification section).
- 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

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Contents of Research Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PURPOSE</strong></td>
<td>• Briefly state the objectives of your research, and their relevance to early diagnosis, policy, practice or knowledge.</td>
</tr>
<tr>
<td><strong>RESEARCH PROPOSAL</strong></td>
<td>(a) Detail the objectives of your work, and state any key milestones. (b) Detail the outputs and outcomes you hope to achieve, and the broad timeframes for these (include papers, reports, meetings, media opportunities, strategic alliances, etc.) (c) Detail any other funding and partnerships, indicating whether these are anticipated or agreed. (d) Summarise your own (or your organisation’s) published work/expertise in the field, linking in information provide din your CV on eGMS. (e) Provide any available preliminary data, unpublished research findings or methodologies supporting your research proposal (please include these in the text, not as an appendix). You might also refer to any relevant preprints or datasets in a citable format (e.g. including a Digital Object identifier) to support your proposal. (f) Outline the methodology you’ll use, including study design, sample size and composition. If your research is trial-based, please include details of: control and treatment groups, likely accrual rates, compliance targets and data collection points. If you’re a non-academic organisation and you’re planning research, you must demonstrate appropriate academic links and agreed support. (g) Any other methodologic/other issues worth highlighting at this stage. (h) Detail how you plan to include Patient &amp; Public Involvement (PPI) in your study. The PPI toolkit contains information, guidance, resources and templates which you may use to aid your research. If this is not relevant to your project, please note this in the research proposal.</td>
</tr>
</tbody>
</table>
(i) Please ensure that your research proposal is grounded in theoretical basis and that literature relevant to your research field has been referenced.

<table>
<thead>
<tr>
<th>REFERENCES</th>
<th>Not included in word count</th>
</tr>
</thead>
<tbody>
<tr>
<td></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. You might also refer to any relevant preprints to support your proposal.</td>
</tr>
<tr>
<td></td>
<td>• Number your references in their order in the text, and list them in the Vancouver style (as outlined by the US National Library of Medicine).</td>
</tr>
</tbody>
</table>

| APPENDIX | Please see below |

### 3.4.2. KEY RESEARCH ACHIEVEMENTS UPLOAD

**Lead and Joint Lead Applicants** named on the application who are not requesting their salary will each need to complete their own separate 1-page Key Research Achievements form. **Using the template on eGMS, please:**

- 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.
- Describe what you have discovered/developed, why it’s important and what its impact and influence have been in your field.

Note that if you’re requesting your salary as a Lead Applicant, you should not complete this form. Please complete the Skills and Experience form instead.

### 3.4.3. SKILLS AND EXPERIENCE FORM

You should only complete this form if you are a Lead or Joint Lead Applicant requesting your salary. 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 at the **Develop Independence** or **Establish Independence** stages. This form shouldn’t exceed 4 pages.

Please use the 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;
- Please outline how your own research influences or could influence 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;
• Developing/demonstrating personal and scientific skills and knowledge to drive the development of your research;
• How you are developing your personal leadership skills and experience;
• 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.

3.4.4. APPENDIX

An appendix is required as a part of the application. Please refer to Table 3 (below) for details on how to complete the ‘Appendix Template’ upload, which can be downloaded from the ‘Uploads’ section of eGMS. Please make sure that this appendix does not exceed 6 pages.

Table 2
How to fill in an Appendix template

<table>
<thead>
<tr>
<th>A1. JUSTIFICATION FOR SUPPORT REQUESTED</th>
<th>Please complete these sections according to the following guidelines. Please see costs guidance for information about eligible costs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please list all costs (staff and running expenses) for the project and provide justification for the associated costs in the relevant box. If you’re requesting multiple staff describe how these staff will work across the different components of your research programme throughout the award.</td>
</tr>
<tr>
<td></td>
<td>Please modify the template to insert the required number of tables according to the number of projects outlined in your proposal. Insert extra rows in each table to enable you to detail all of the costs associated with the project.</td>
</tr>
<tr>
<td>Running Expenses:</td>
<td>Please list general lab consumable costs for each staff member.</td>
</tr>
<tr>
<td></td>
<td>Please list project-specific costs separately from general consumables.</td>
</tr>
<tr>
<td></td>
<td>Please list any requested equipment under £5k.</td>
</tr>
<tr>
<td>Equipment:</td>
<td>Please provide details and scientific justification for any items of equipment (over £5k) requested.</td>
</tr>
<tr>
<td></td>
<td>Please associate the item of equipment to the relevant work package where possible.</td>
</tr>
<tr>
<td></td>
<td>Include any details of contribution(s) made to the purchase of equipment by the host institute.</td>
</tr>
</tbody>
</table>
**A2. SUPPORTING ROLES**

Please provide details of the collaborators involved in your application and outline their role in the project.

**A3. STATISTICAL ANALYSIS PLAN**

Please complete this section if you intend to use clinical data, 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).

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### 3.5. ETHICS AND REGULATORY APPROVAL

If you plan to involve patients, patient tissue or patient information in your research, you’ll need to get ethical approval. It’s your and your Host Institution’s responsibility to make sure you comply with all legal requirements and ethics approval. We understand that you’ll generally need to confirm funding arrangements before you can get ethical approval. However, you will need to provide us with written evidence that all ethical and regulatory[1] approval has been obtained as soon as possible. Please bear this in mind when you propose a start date for your award.

### 3.6. COSTS INFORMATION SPECIFIC THE TAG PROJECT GRANT

This section contains costs guidance specific to the TAG Project Grant. You should read this section along with our eGMS guidelines in section 5 below, which give information about how to fill in the costs section of eGMS, and with our [costs guidance](#).

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[1] e.g. sponsorship, MHRA approval, Clinical Trial Authorisation (CTA) approval, insurance or indemnity arrangements, data protection registration, honorary contracts with the appropriate NHS Trust(s) and Trust R&D approval for each site in which the research will be conducted.
### Table 3
Costs Information

<table>
<thead>
<tr>
<th>AMRC</th>
<th>Only applicants from an Higher Education Institution (HEI) need to complete an AMRC form, so please enter ‘0’ in the boxes if you’re not from an academic institution</th>
</tr>
</thead>
</table>
| INCENTIVES | Costs for funding incentives on TAG grants must comply with the guidance below and will be considered by the Committee alongside the funding recommendation:  
• The maximum payment to participants is £20 per research interaction  
• Payments must be vouchers only, excluding the purchase of tobacco or alcohol  
• Participants must be given the option to ‘Donate’ this back to CRUK and underspend on the award will be reconciled by the Office.  
• The total incentive cost must not exceed 20% of the total award cost  
• Incentives costed on project awards, must be clearly listed under the running expenses with the number of participants x the cost of incentive clearly labelled |
| TRAVEL AND SUBSISTENCE | Reasonable travel and subsistence costs may be considered for study group meetings or field work for investigators or supporting members if this is integral to the project. |
| TRAINING | Training course costs may be considered for investigators or supporting members if this is specific to the project. However, travel costs and subsistence to attend training will not be considered. |

#### 3.7 RESEARCH CLASSIFICATION

Please add the following tobacco-specific values under ‘Disease site breakdown’ in the ‘Research classification’ section of eGMS:

- **Laryngeal cancer**: 15%
- **Lung cancer**: 50%
- **Oesophageal cancer**: 20%
- **Pharyngeal cancer**: 15%

#### 3.8 FEEDBACK

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

Our Policy and Information 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.
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 resubmissions, unless recommended by the Committee.

4 APPENDICES

4.7 USEFUL CONTACTS

Once you’ve read these guidelines, please contact us at tag@cancer.org.uk for more information about TAG funding. We also advise you to liaise with any relevant NCRI Clinical Studies Group (CSG) by contacting the chair of the group. You can find details about these groups here.

4.8 TOBACCO POLICY

Cancer Research UK (CRUK), consistent with its Vision and Mission, opposes the promotion and use of tobacco in all its forms, and wishes to do everything it can do to avoid links with the tobacco industry. This reflects both a moral responsibility and the need to ensure we do not damage our reputation from any inappropriate association with the industry.

Research into the traditional tobacco products, novel tobacco products and alternative nicotine delivery systems (ANDS) is essential to CRUK aims to support smoking cessation and harm reduction policies. However, many traditional tobacco products, novel tobacco products and ANDS will be owned by tobacco companies or by companies themselves fully or partially owned by tobacco companies.

Whilst CRUK will consider funding research that uses products owned by tobacco companies or by companies themselves fully or partially owned by tobacco companies, the charity’s preference is that CRUK-funded research, where possible, does not utilise products owned by tobacco companies. CRUK funding for research that uses a product does not constitute endorsement of that product.

CRUK will not provide financial support to those supported by funding from tobacco companies or with commercial links to tobacco companies. CRUK will also not provide financial support where those who are, or would be, supported by CRUK funds are working in proximity to others supported by tobacco industry funding where there is any possibility or likelihood that facilities, equipment or other resources will be shared. The conditions of this Code, at a minimum, apply at research team level.

Please see our Code of Practice on Tobacco Industry Funding for more information on our policy and a complete definition of ‘tobacco company’.
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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>Add</td>
<td>Use this button to add information to your application (e.g. supporting roles, costs etc.)</td>
</tr>
<tr>
<td>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>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>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>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...
outputs in separate sections. Research outputs must be clearly labelled and must be in a citable format (e.g. including a Digital Object Identifier).

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

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

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

7.6. DIVERSITY MONITORING

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

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

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

7.7. SUPPORTING ROLES

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

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

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

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

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

Table 2
Supporting roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SUPPORT</td>
<td>Someone who’ll give you (the lead applicant) administrative support.</td>
</tr>
<tr>
<td>CO-INVESTIGATOR</td>
<td>Someone who’ll give significant intellectual input to your research. They’ll also be responsible for the day-to-day running of some of your work.</td>
</tr>
<tr>
<td>COLLABORATOR</td>
<td>Someone who’ll supply research materials, specific expertise or patient access, but won’t be involved in the day-to-day running of your research.</td>
</tr>
<tr>
<td>HEAD OF DEPARTMENT</td>
<td>The head of the department where most of your research will take place. They’ll need to guarantee any necessary resources and lab/office space for the duration of your award.</td>
</tr>
<tr>
<td>JOINT LEAD APPLICANT</td>
<td>Someone who’s essential to the programme and who’ll contribute the same amount of time and intellectual input to your research as you (the lead applicant).</td>
</tr>
<tr>
<td>LEAD APPLICANT (PRINCIPAL INVESTIGATOR)</td>
<td>The principal investigator of your research proposal.</td>
</tr>
<tr>
<td>NAMED RESEARCH STAFF</td>
<td>Any named research staff that will be involved in your research.</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>Someone who’ll be involved in your training programme and give you advice and support for your research.</td>
</tr>
<tr>
<td>RESEARCH ASSISTANT</td>
<td>Someone who’ll assist in the day-to-day running of your research, but won’t be responsible for intellectual input.</td>
</tr>
</tbody>
</table>
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</td>
<td>In this task, you’ll be asked to do three things:</td>
<td>• Joint Lead Applicants&lt;br&gt;• Co-investigators&lt;br&gt;• Some Named Research Staff&lt;br&gt;• Head of Department&lt;br&gt;• Administrative Support&lt;br&gt;• Mentor&lt;br&gt;• Academic Referee</td>
</tr>
<tr>
<td>APPLICATION PARTICIPATION</td>
<td>1. Agree to Cancer Research UK’s <a href="#">grant conditions</a>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Explain what you’ll contribute to the research proposal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. State how many hours per week you’ll be dedicate to the research</td>
<td></td>
</tr>
<tr>
<td>COLLABORATE ON APPLICATION</td>
<td>Depending on your award, you may be asked to do any of the following in this task:</td>
<td>• Joint Lead Applicants&lt;br&gt;• Co-investigators&lt;br&gt;• Head of Department&lt;br&gt;• Mentor&lt;br&gt;• Academic Referee&lt;br&gt;• Some Named Research Staff (see your <a href="#">application guidelines</a>).</td>
</tr>
<tr>
<td></td>
<td>• Complete your ‘CV Posts and Qualifications’, and ‘CV Publications’, as explained in Sections 3.4 and 3.5.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Accept our <a href="#">grant conditions</a>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Upload a document (e.g. a letter of support)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>eGMS will explain what to do, and you can find more information in your <a href="#">application guidelines</a>.</td>
<td></td>
</tr>
</tbody>
</table>

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

9.1. I NEED TO RESET MY PASSWORD

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

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

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

9.3. I CAN’T UPLOAD MY RESEARCH PROPOSAL

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

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

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

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

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

9.6. I HAVEN’T HAD CONFIRMATION OF MY APPLICATION

You might not have clicked the ‘Submit’ button on the last page of your application. If you’ve done this but haven’t received confirmation, contact the grants helpline.
10. ADDITIONAL INFORMATION

10.1. USEFUL CONTACTS AND RESOURCES

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

- FAQs: accessible within eGMS
- Grants helpline (for eGMS-related queries): 020 3469 5452 or grants.helpline@cancer.org.uk
- Your award’s Research Funding Manager (for remit/content-related queries): You can find their contact details on our website or in your application guidelines.
Appendix 1: AMRC Full Economic Cost Form Guidance

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

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

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

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

Background

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

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

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

Elements of the new cost headings are:

Directly Incurred Costs: these include the direct costs of research and it’s assumed these are included in the funds for which you’re applying to CRUK for. They may include:
• Staff (e.g. research assistant salaries)
• Consumables and other costs directly attributable to the project
• Equipment
• Travel and subsistence

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

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

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

For further information regarding AMRC’s positions on funding in universities, please refer to the web pages at: [http://www.amrc.org](http://www.amrc.org).