

Guidelines for Applications for:

Molecular Pathology Training Programme

5 Year Clinician Scientist Fellowship

Closing Date for 2009 Clinician Scientist Fellowship applications

Friday 3^{1st} October 2008

Applications will be externally peer reviewed. The selection panel will short-list applicants for interview. Applicants will be notified of the outcome of their application by February 2009. The interviews for short-listed candidates will be held in February/March 2009.

GUIDELINES FOR APPLICATION FOR THE CLINICIAN SCIENTIST FELLOWSHIP

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GA1 INTRODUCTION

GA1.1 Cancer Research UK's vision, 'Together we will be beat Cancer', is a statement of what the Charity aspires to and why it exists and describes the impact it would like to have on society. Cancer Research UK has four main purposes, each of which describes what we will do to achieve our vision:

- We carry out world-class research to improve our understanding of cancer and find out how to prevent, diagnose and treat different kinds of cancer;
- We ensure that our findings are used to improve the lives of all cancer patients;
- We help people to understand cancer, the progress we are making and the choices each person can make;
- We work in partnership with others to achieve the greatest impact in the global fight against cancer.

Cancer Research UK will only consider research proposals that are cancer-related and that contain a definite research aspect.

GA1.2 These Guidelines are designed to help you prepare an application for a Clinician Scientist Fellowship and to explain the procedures for processing the application. Please ensure you complete your application in conjunction with these Guidelines and with our "Terms and Conditions and Administration Information for Research Grants and Awards" (hereafter Terms and Conditions), which set out the standard Terms and Conditions and Administration Information applicable to all research grants funded by Cancer Research UK (<http://science.cancerresearchuk.org/gapp/terms/>).

GA2 INFORMATION ABOUT THE CLINICIAN SCIENTIST FELLOWSHIP

GA2.1 Clinician Scientist Fellowships

These Fellowships aim to further the careers of medical graduates, who have already achieved high quality research and who wish to combine academic research with clinical practice in the future. At least 20 per cent of their time must be spent in clinical work over the duration of the Fellowship. It is anticipated that applicants may be at different stages of their higher specialist training. Some may have recently finished their specialist training and will use this Fellowship to concentrate on carrying out a period of postdoctoral research. Those who have not already completed their training should have clear plans for doing so at the time of application. The extent of the Fellow's clinical commitment will be negotiable depending on the speciality, the stage of their clinical training and the needs of the research. Each Fellowship will be tailored to the individual's specific needs.

All higher specialist training plans must be approved by the appropriate Royal College and host institution.

Cancer Research UK only considers applications that are cancer orientated and contain a rigorous research focus. Applicants will be considered on the basis of their academic achievements and potential, the appeal and scientific merit of the research project, the research environment provided by the sponsoring department and the availability of supporting expertise and resources.

The selection panel will give preference to proposals where the research project has arisen directly from problems identified in your clinical practice, or where the results of the research can be applied to the clinic.

GA2.2 Eligibility

All applicants should be of Specialist Registrar or Consultant status and have obtained a higher degree in cancer-relevant research, or expect to have received their doctorate by the time they intend to take up an award.

Applicants must have full GMC registration or equivalent, a higher degree with a demonstrable track record in research and a commitment to an academic career path. Those with the intention to specialise in histopathology, haematopathology or clinical biochemistry are particularly encouraged

Fellows must undertake substantial clinical commitments – between 20 and 50% of the duration of the Fellowship should be spent on clinical work. The extent of the clinical commitment is negotiable depending on the specialty, the stage of clinical training and the requirements of the research plan. Ideally, where possible the fellow should be able to commit whole days to the research project.

Some applicants may have finished their specialist training and will use this Fellowship to concentrate on carrying out a period of postdoctoral research. Other applicants may still be undertaking training, but should normally have no more than two years of full time training remaining when the Fellowship is taken up. Those who have not already completed their training should have clear plans for doing so at the time of application, which must be approved by the appropriate Royal College and host institution.

Candidates should note that this Fellowship is for post-doctoral work and not to facilitate the establishment of an independent laboratory. Proposals should be developed in collaboration with the head of the host laboratory and successful candidates should be given the same support and guidance as non-clinical postdoctoral researchers.

Candidates of any nationality may apply but must have been resident and working in the EEA (European Economic Area) for three years immediately before application, be eligible to practice within the UK and intend to pursue a clinical academic career in the UK.

GA2.3 Location

These Fellowships will be based one of the host laboratories in London or Cambridge most suited to their work. Applicants must explore with the Programme Director (Professor Nick Lemoine, nick.lemoine@cancer.org.uk, tel 020 7014 0463) which laboratories qualify for consideration.

GA2.4 Research Support Available

The Clinician Scientist Fellowship will be awarded for a period of 5 years. The selection panel will discuss the length of Fellowship at the interview stage, and will have the final say in the duration of the award. The Fellowship will provide an appropriate salary for yourself, the salary of a research assistant or technician and research running expenses.

Applicants should note that although Cancer Research UK will be paying for some clinical work, it will not meet the costs of any Out-of-Hours supplements.

GA2.5 Review

As with all Cancer Research UK fellowships, the grant will be subject to a Scientific Milestone Review in the third year, with continued funding dependent on satisfactory progress.

GA2.6 Contact Information

The scheme administrator for the Senior Clinical Research Fellowship is:

xxxxxx

GA3 COMPLETING THE APPLICATION FORM

GA3.1 General

All applications must include a completed copy of the Application Form and the research proposal. Applications must be printed and not hand-written and should be submitted in both paper and electronic form (see guidelines section GA5.1). Please take time to read the notes below and ensure that the appropriate sections of the form and any necessary supplementary forms have been completed.

The following supplementary forms may be required:

- Additional Co-investigator CV – form CR-UK CICV

These are available online at:

http://science.cancerresearchuk.org/reps/worddocs/apps_cicv.doc

GA3.2 Checklist and Undertakings Form

Please complete the checklist on the first page of the application form and the Undertakings form (Part 2 Office Information) once all other sections of the form have been filled in.

Publication on the internet

The checklist asks for your permission for some sections of your application to be published on the internet if the application is successful. To increase the awareness of Cancer Research UK-funded research and to stimulate interactions between Cancer Research UK scientists, Cancer Research UK maintains a Directory of Research which is published on its web site. Periodically these publishable details are submitted to the National Cancer Research Institute (NCRI) accompanied, in confidence, by outline financial data relating to the application. The NCRI provides publishable information to the web-based International Cancer Research Portfolio. It is a condition of award that the host institution and principal investigator consent to the use and disclosure of this information in this way.

Please note that the application forms allow you to prevent the publication of confidential information contained in your research abstract and, if you wish, your professional contact details.

PART 1- Application Form

GA3.3 Completing the Application Form

Section 1 - Application summary

Please complete this section after filling out sections 2 to 7.

Section 2 - Research proposal outline

2.1 – Research project title

The title should accurately reflect the content of the proposal but must not be longer than 185 letters (including spaces). Applications received with titles longer than this will be shortened by the office.

2.2 - Proposed start date

The proposed start date of a new grant must be the first day of any given month. Where possible Cancer Research UK will comply with requests for a specific start date for an award but adequate time must be allowed for the necessary review and award procedures to be completed. The earliest date on which funding will be available is 1 July 2009 and all successful applicants are expected to take up their Fellowship within 6 months of this date. Please note that if a Fellow has not completed his/her PhD/MD when the Clinician Scientist Fellowship is awarded, no funding will be released until the PhD/MD thesis is submitted.

2.3 - Duration of grant

The usual duration of the award will be for four years, but this will be dependent on the stage a Fellow's career has reached. Applicants who have already completed their specialist training may be offered shorter Fellowships where the focus will be on gaining postdoctoral experience. The selection panel will discuss the length of Fellowship at the interview.

2.4 - Research goals

If your application is successful this statement will be published on the Cancer Research UK website and in other web-based directories of research. For this reason you should not include information that you do not wish to be made public such as commercially sensitive data.

2.5 - Type of application

The following types of application can be made:

- i) *New Application*: an application not previously submitted to Cancer Research UK.
- ii) *Revised Application*: Cancer Research UK will consider revised proposals for some Fellowships, but please contact the scheme administrator in advance if you are planning a resubmission. If you have previously submitted an application for this Fellowship, you should include a covering letter stating how the previous application has been modified, addressing all comments made in feedback from your previous application.

2.6 - Research abstract

If your application is successful then your abstract will be published on the Cancer Research UK website and other web-based directories of research. For this reason you should avoid the unnecessary inclusion of commercially sensitive or confidential information in your abstract. However please be aware that the primary purpose of your application abstract is to aid the peer review process and that it may, for example, be used by potential reviewers to judge whether or not they should take the time to review your application. You should not therefore exclude any information that you feel would reduce the clarity of the abstract for expert reviewers. If you have indicated that your abstract should not be published, then unless your application is highly confidential you will be required to submit a publishable abstract at a later date.

Section 3 - Financial details

These forms must be completed correctly as they will form the basis of any funding you are offered.

Overheads

Cancer Research UK does not pay overheads on research awards. Awards are provided on the understanding that the host institution will meet overhead costs. Overhead costs include lighting, heating, central support staff salaries, costs of equipment maintenance (unless the equipment has been purchased by Cancer Research UK), telephones, photocopying, postage etc. (except in special cases where the volume of paperwork and mailings are considerable, e.g. epidemiological studies), use of library facilities and general laboratory equipment. Access charges for the use of specialised equipment may be an acceptable cost to a Cancer Research UK grant. If you are in any doubt as to what might constitute an overhead, please contact Matthew Wakelin before submitting your application.

3.1 - Financial details - staff

The Fellowship provides a personal salary for the Fellow and will also provide a graduate research assistant or technician at Grade 6 pt 1 (currently **£23,002**).

All staff details must be agreed with the personnel office of the institution where the worker will be employed. Contact your personnel or administrative representative for full details on up-to-date salaries, London weighting, other supplements and the percentage to be used for calculating oncosts (superannuation and National Insurance contributions).

Many institutions operate nationally agreed pay models but increasingly local models are being developed. Cancer Research UK will provide salary costs within a recognised pay model, but must be advised of the applicable pay model in the grant application.

Please note that the anticipated staff costs should be entered for the first year of the grant only. Cancer Research UK will take salary increments, merit awards etc. into consideration when issuing annual financial renewals for subsequent years of the grant.

- i) *Last name / First name:* If the name of a worker is not known at the time of application, then enter "to be appointed".
- ii) *Most recent qualification:* Include the highest degree or qualification obtained.
- iii) *Years of past CR-UK support:* The total number of years during which the worker has been paid from Cancer Research UK (including Cancer Research Campaign or Imperial Cancer Research Fund) funding should be noted.
- iv) *CR-UK Job category:* Please identify one of the following codes for each of the proposed posts which best describes the work of that staff member:
 - **RES** Laboratory researcher
 - **TECH** Laboratory technical and other support work
 - **DMC** Data manager & computing roles
 - **STAT** Statistician
 - **CLIN-xx** Clinical staff (please break down using the following sub categories):
 - a) **CLIN-MO** Medical Oncologist
 - b) **CLIN-CO** Clinical Oncologist
 - c) **CLIN-S** Surgeon
 - d) **CLIN-P** Pathologist
 - e) **CLIN-GP** General Practitioner
 - f) **CLIN-O** Other
 - **NURSE** Nursing staff
 - **OMP** Other Professional Allied to Medicine—e.g. psychologists, radiologists
 - **ADMIN** Clerical & administration role
 - **OTHER** Staff members that cannot be classified by these descriptors
- v) *Pay grade:* The grade quoted should be that at which an appointment is required e.g. RA1A, Research Associate (Cambridge), Technician D, Scientific Officer, Nurse etc.
- vi) *Pay scale:* This should be described as 'University', 'MRC', 'Whitley Council', etc.
- vii) *Scale point:* Enter the number of the scale point at which an appointment is required.
- viii) *Full time equivalent (%):* For part-time employment enter the appropriate percentage.
- ix) *First incremental date:* If a worker has an existing salary increment date e.g. from the university or previous grant support, the incremental date should be entered.
- x) *Basic Salary:* The first basic salary (100% fte) which will be paid at the scale point indicated should be entered. Please contact Cancer Research UK for current PhD stipend rates. Do not enter composite salary costs, i.e. estimating pay awards or incremental increases. The figures should be taken from the scale operating at the time of application and should not include provision for anticipated pay awards.
- xi) *Location allowance:* London weighting, or other location allowances.
- xii) *Additional allowances:* Any additional allowances entered in the application form must be explained and fully justified in the "justification for support" section in your research proposal.
- xiii) *Type of Merit award/Supplement:* Indicate the title of any merit award or salary supplement entitlement.
- xiv) *Value of Merit awards or supplements:* Enter the costs of any described merit awards, supplements included. Please note that Cancer Research UK does not meet the cost of NHS merit awards.
- xv) *Studentship fees:* Standard university consolidated fees for post-graduate students, plus college fees for students undertaking research at the Universities of Oxford and Cambridge, will be met.
- xvi) *Oncosts used (%) / Value of oncosts:* Employer's oncosts, i.e. superannuation and National Insurance contributions, must be included for all staff except PhD students.

3.2 - Staff Salary Sub-Total

The total salary costs associated with the fellowship should be entered.

3.3 - Financial administration contact details

Basic contact information should be provided for the staffing administrator responsible for supplying the salary costing information. This will enable faster processing of any staffing issues should an award be made.

3.4 - Running expenses

Detailed running expenses *for the first year only* should be included here. This will form the basis for allocation of running expenses in subsequent years of the grant. If the level of running expenses required will vary in subsequent years of the grant, please summarise these changes in costs in section 3.8 and provide further details and an explanation in the "Justification for support requested" section of the research proposal (see guidelines section GA4.1.6) but do not include the amount in the running total for the first year.

A detailed breakdown of the running costs is required for the purposes of reviewing the application and considering the justification for the running expenses. The level of running expenses provided to successful applicants will be assessed by the awarding committee in light of expenses normally required for similar work. Please note that consumables are usually in the region of £15,000 per bench worker per year, unless there is strong justification for a higher sum. Expenses for animal experiments require special consideration, and applicants must involve a statistician experienced in the area during the planning and costing of their proposals in order to present appropriately justified power calculations, etc. Costs for PET, MR and other related imaging methodologies also require appropriate justification.

Running expenses may include contributions to the use of central facilities or charges for use of specialised equipment where these are required for the research project. Maintenance costs for equipment purchased through a Cancer Research UK grant are permissible while the equipment is being used for approved Cancer Research UK work. Requests for travel expenses to attend meetings should not form part of the grant application, although the cost of travel that forms an integral part of the proposed study (such as travel between collaborating centres or reimbursement of trial-participant expenses) can be included under 'Travel related to research proposal'.

3.5 - Total Running Expenses

The total running expenses (year 1 only) should be entered.

3.6 - Equipment

Cancer Research UK assumes a basic level of equipment provision by the host institution and applications should be limited to items required specifically for the research proposed. A full justification for the equipment request must be included in the "Justification for support requested" section of your research proposal (see guidelines section GA4.1.6).

Please note: Requests for small items of specialised equipment that are essential to the project will be considered, but must be fully justified in the research proposal. Equipment funding rarely exceeds £3,000.

3.7 - Total Equipment Costs

The total equipment costs associated with the Fellowship should be entered.

3.8 - Projected costs

Please provide approximate total costs under the given headings. Cancer Research UK will index running expenses each year at a rate that is reviewed on an annual basis. Salary increases will be met or considered as set out in the Terms and Conditions. Any other increases that have not been detailed in your application will not normally be funded, so please ensure that you discuss any planned increases in costs with your research administrator before submitting your application to ensure eligibility for funding. If present, all such increases must be fully justified in the research proposal.

Section 4 - Additional Research Information

4.1 - Collaborations

A Collaborator is an individual who is named in the application and has agreed to supply research materials, specific expertise or access to patients, but will not be involved in the day to day running of the project.

Written confirmation from your collaborator should be included with your application in the form of an original signed letter that states their willingness to participate in the project. If these letters are delayed then they should be sent to the office separately, noting your application reference number, which will be given to you when your application is acknowledged.

4.2 - Animal studies

Please see guidelines section GA4.1.7 for details of additional justification required as part of your research proposal and guidelines section GA4.2.5 for the procedure for submission of ethical approval details.

4.3 - Human studies

Clinical studies represent a very sensitive area where the consequences of mismanagement could result in harm to patients and, for Cancer Research UK, litigation and/or adverse publicity. Please see guidelines section GA4.2.4 for details of the ethical approval details that should be submitted as part of your application.

4.5 - Commercial outputs

Cancer Research UK, as a UK medical research charity, is obliged to ensure that the fruits of Cancer Research UK-funded research are used and disseminated so that the understanding, diagnosis and treatment of cancer is maximised for the benefit of the cancer patient and the general population. Please refer to section 12 of the Terms and Conditions for details of how Cancer Research UK meets these obligations through its wholly owned subsidiary Cancer Research Technology Limited (CRT).

To contact Cancer Research Technology please visit the CRT website at:
<http://www.cancertechnology.co.uk>, email researchers@cancertechnology.co.uk
or phone 020 7269 3640.

4.6 - Other Cancer Research UK Support

If the principal investigator or any co-investigators already hold Cancer Research UK awards, please list them in the first box. For each award you should list the grant reference, principal investigator, title, duration, level of support and type of award. All grant reference numbers should be in the format C### / A### (where '###' is equal to a numerical value).

A statement should then also be given that explains how the new application fits in with any of the identified existing Cancer Research UK support. Applications that overlap significantly with existing grants are unlikely to be supported. In the event that an overlap is identified between current and proposed work, the office may contact you for clarification.

4.7 - Awards from Other Organisations

Details should be given of any other awards from other research organisations currently awaiting decision or already held by both yourself and any co-investigators.

Has a similar application been submitted to other organisations for consideration?

It is accepted that scientists may wish to submit a proposal for consideration by more than one funding body. Cancer Research UK does not discriminate against applications that are also being considered elsewhere, provided the applicant has submitted details of other applications on the Additional Information Form. Failure to disclose details of these applications will be considered a breach of Cancer Research UK's Terms and Conditions. Should funding be offered by more than one agency the applicant will be invited to choose

which grant to accept. Please note that in these circumstances Cancer Research UK will not duplicate the support provided by another funding body. If you have applications pending with other organisations, please let us know the title of the application, the organisation to which you are applying, the amount requested and date on which the result is expected. Please attach abstracts of any applications pending with other funding bodies if they are the same as the current application or are for associated pieces of research.

Section 5 – Fellowship applicant’s details

5.1 – Fellowship applicant

The Principal Investigator on this award should be the person who will take up the Clinician Scientist Fellowship. The Fellow will lead the day to day running of the project and will provide the main intellectual input into the research and will be the lead contact for the award and will be considered to be the “grant holder”.

5.2 - Contact details

Please note the full address of the host department and institution where the grant will be held and administered. If a project is to be based at two or more institutions, one institution must be designated as the host institution. If support is awarded the grant will be paid to a single institution that will be responsible for transfer of funds to the other centres and will administer the grant.

5.3 - Alternative contact details

If you are applying for a grant to be held at host institution other than the one at which you currently work, please enter your current contact details in this section. You can also use this section to enter your direct contact details if you *do not* wish these to be published on our website. Please enter departmental telephone and email details in section 5.2.

Section 6 – Curriculum Vitae – Fellowship applicant

An up-to-date CV and recent publication list for the principal investigator must be provided. Please note that only the information requested on the Form is required; separate CVs or extensive publication lists will be returned to the applicant for amendment, which may result in a delay in processing your application.

6.1 - Name of applicant

Clinical and research commitments may vary in different years of the Fellowship. The applicant is expected to devote at least 50 per cent of time over the course of the Fellowship to research. However, the time devoted to clinical work/training over the course of the Fellowship must not fall below 20 per cent, in order to maintain clinical credibility.

6.2 - Qualifications

Enter the date of award, the title (e.g. PhD, Biochemistry) and the awarding body (e.g. University of Manchester, UK) of up to 6 qualifications. Please list your most recent qualification first.

6.3 - Current post

Please ensure that you list your current position, full job title and brief details of your responsibilities. For all posts, past and present, it is important to indicate who your direct supervisor is/was.

6.4 - Previous positions held

Please list all previous positions held, with your job title, location and the name of the group leader you worked for where the position involved a research component.

6.5 - Research Experience

Please give brief details of your research experience to date. This should include where/when you undertook the research, what the duration of the project was, who your

supervisor was and what the key aims and findings were. Please note that a more detailed account of your research experience is required in section 6.6.

6.6 - Laboratory Report

Please provide a summary of the work undertaken for your PhD/MD and any subsequent post-doctoral research. You should give details of the aims of your research, the main techniques and approaches used and the key findings. The head of this laboratory will be asked to provide a confidential academic reference (see section 6.10 below).

6.7- Clinical Experience

Please give brief details of your clinical experience and the date on which your CCST was awarded, or is expected to be awarded.

6.8 - Plans for Completion of Clinical Training

If you have not yet completed your clinical training, you must provide a detailed plan for doing so. This plan must be approved by the relevant Royal College and post graduate dean prior to your application and you should include documentary evidence of this approval (see section GA 4.2 supporting documents). Your plan should clearly indicate the amount of time to be spent on research and on clinical training and what the clinical training component will comprise. The amount of time spent on clinical training and research may vary in different years of the Fellowship, but over the whole Fellowship you should spend no less than 50% time on research and no less than 20% on clinical work. If you have already completed clinical training, leave this section blank. This section does not need to be completed if you have already completed your clinical training.

6.9 - Career Ambitions

Please give brief details of why you are applying for the Clinician Scientist Fellowship and what your long term goals are. You should include details of why you believe you are suitable for the fellowship, the factors influencing your choice of host institution/ research topic and what you hope to achieve as a result of the fellowship. If you have already completed clinical training, you should include a breakdown of the proportion of time to be spent in research and clinical practice should also be included, together with details of the clinical work to be undertaken.

6.10 - Academic Referees

Please provide the names and contact details of two academic referees. Please provide email addresses where possible. One of these people should be your PhD supervisor. If there are several people related to your PhD that it would be appropriate for us to contact, and you would like us to ask more than two people for references, please include additional details in a covering letter/email with your application.

6.11 - Publications

Please provide the number of your peer-reviewed publications broken down into the number of first author, last author and total publications, then list your publications during the last 5 years *that are of relevance to the application*. Please note publications in the following format, underlining the name of the investigator: e.g. Andrews A, Brown B & Charles C (1999) Title of paper Nature **217**, 199-201.

Section 7 – Co-investigator Details

7.1 - Co- investigator

Your doctoral research laboratory head should be named on the grant as a co-investigator. You may also name a clinical advisor as a co-investigator if this is appropriate for the research proposal / stage of clinical training.

A Co-investigator is a researcher who will have significant input into a research project as outlined above, but do not have any other specific leadership role. Cancer Research UK recognises the significance of co-investigator status by naming co-investigators on Grant Award Letters and by requiring co-investigators to sign the Undertakings Form accepting the Terms and Conditions under which Cancer Research UK awards are made.

7.2 - Contact details

Please note the full contact details of the co-investigator.

Section 8 – Curriculum Vitae - Co-investigator/Co-applicant

An up-to-date CV and recent publication list must be provided for any co-investigators or co-applicants. Please note that only the information requested on the Form is required; separate CVs or extensive publication lists will be returned to the applicant for amendment, which may result in a delay in processing your application. For each additional co-investigator, please complete the supplementary form CR-UK CICV available online at: http://science.cancerresearchuk.org/reps/worddocs/apps_cicv.doc

Please refer to the guidance notes for sections 6.2 to 6.4 and 6.11 for information on how to fill out this section.

Section 9 – Curriculum Vitae – Named research staff

An up-to-date CV and recent publication list must be provided for any named research staff. Please note that only the information requested on the Form is required; separate CVs or extensive publication lists will be returned to the applicant for amendment, which may result in a delay in processing your application. For each additional co-investigator, please complete the supplementary form CR-UK CICV available online at: http://science.cancerresearchuk.org/reps/worddocs/apps_nrscv.doc

Please refer to the guidance notes for sections 6.2 to 6.4 and 6.11 for information on how to fill out this section.

PART 2 Office Information

Section 1 – Undertakings

This form must be signed by the principal investigator and co-investigators, Head(s) of Department and the appropriate administrative authority for the host institution. These individuals must have taken note of Cancer Research UK's Terms and Conditions for awards: <http://science.cancerresearchuk.org/gapp/terms/>

Section 2 – Peer Review

This section will not be included when your application is sent to reviewers. Please nominate up to 5 reviewers and supply as much contact information as you can for each reviewer. See guidelines section GA7 for details of how Cancer Research UK uses peer review to inform its funding decisions.

Section 3 – Research Classification

This section will not be included when your application is sent to reviewers. If successful, outline details of your award will be published on Cancer Research UK and other national and international research web sites. Use of keywords will ensure your work is highlighted when people search for research in your field. Applications without keywords will not be accepted.

3.3 – Type of Research

The Common Scientific Outline (CSO) is a classification system used by UK and US funding bodies to help lay the framework for better coordination among cancer research organisations by making it easier to compare public, private, national, and international cancer research efforts. For example, the International Cancer Research Portfolio (<http://www.cancerportfolio.org/>) is organised around the CSO categories and details of Cancer Research UK funded awards are automatically uploaded to this database.

If you need further definitions of the categories of research, please refer to the Common Scientific Outline at: <http://www.cancerportfolio.org/cso.jsp>

Section 4 - Equal Opportunities

This section will not be included when your application is sent to reviewers or the selection panel. Cancer Research UK operates a policy of equality of opportunity and fair treatment and aims to ensure that unfair discrimination does not occur, especially on the grounds of gender, marital status, race, colour, ethnic or national origins, disability, age (below the normal retiring age), religious belief, sexual orientation or other. To help us monitor the effectiveness of our policy, we ask you to complete this confidential questionnaire and return it with your form. We understand that some applicants may hesitate to provide the personal details requested, but please be assured that by completing this form you will be helping us ensure that all applicants receive fair treatment. The questionnaire will be removed from your application and the information you have provided will be used for statistical monitoring purposes only. Cancer Research UK collects, stores and processes data in accordance with the terms of the UK Data Protection Act 1998 (Registration no. Z6256472).

Section 5 – Full Economic Costing information

Cancer Research UK is a member of the Association of Medical Research Charities (AMRC). 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 (available from the AMRC website: <http://www.amrc.org.uk>)

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, which includes Cancer Research UK. Cancer Research UK, along with other AMRC member charities, has agreed that it would be helpful to collect information about the full costs of the research it supports, in order to develop a better understanding of the charity contribution, inform future discussions about the CRSF and to assess future sustainability.

Fellowship 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 for this award.

Completing the form

Please provide the full costs of the research under the following headings:

Directly Incurred Costs:

These include the familiar direct costs of research such as:

- Staff salary costs
- Consumables and other costs directly attributable to the project
- Equipment
- Travel and subsistence, where justified as part of the research project

Directly Allocated Costs

These are usually shared costs, based on estimates and do not represent actual costs on a project-by-project basis:

- Investigators: the time spent by the Principal Investigator and Co-Investigators should be calculated and costed. Given that this is a fellowship application, the full costs of the Principal Investigator's salary will, of course, be funded.
- 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 will not fund these costs.
- Other Directly Allocated: these include the costs of shared resources, such as staff and equipment. Cancer Research UK may fund some costs falling under this heading, as outlined in the guidelines above, and as long as they are fully justified.

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 will not fund these costs.

All these costs must be provided for the entire duration of the fellowship, not just for the first year.

If you are requesting contributions towards any Directly Allocated Costs (apart from your own salary) or Indirect Costs you must provide justification for this. If you have any questions about what Cancer Research UK will or will not fund, please contact Matthew Wakelin.

GA4 THE RESEARCH PROPOSAL

The research proposal should be placed immediately after Section 2.6

GA4.1 Format

No forms are provided for the research proposal, which should be prepared in the format described below. Text should be double line spaced and you should use a font no smaller than Arial point 11 in black. The proposal should be organised under the following headings and the pages numbered, and should be no more than 2,000 words (excluding the reference list, figures and figure legends). In fairness to our referees and Committee reviewers, applications that exceed their limit significantly will be returned for revision.

GA4.1.1 Name of the applicant

Please print the surname and initials of the Fellowship applicant in the top right hand corner of all pages.

GA4.1.2 Purpose

State briefly the objectives of the project or programme and the significance of the results that may be obtained (e.g. eventual clinical application).

GA4.1.3 Background

Provide a summary of your current and other published work relating to the purpose of the project or programme.

GA4.1.4 Detailed Research Plan

The plan of the project or programme should be described with details of experimental methods and techniques. Where possible, preliminary data to support the experimental plan should be included in the proposal. Reference should be made to the applicant's own published work where the relevant techniques have been applied, or an indication of the

availability of the appropriate expertise should be included. Any research or methodology that has not been accepted for publication must be incorporated into the body of the text. Manuscripts that have not been accepted for publication may not be appended (see also guidelines section GA4.2 – Supporting Documents).

GA4.1.5 Timescale and potential problems

Please give an indication of the milestones and time-scales for the various components of the plan (e.g. year 1: positional cloning, year 2: refinement and sequencing etc.), clearly indicating that completion is possible within the period of support requested. Any potential logistic or scientific problems should be identified and solutions or alternative plans proposed.

GA4.1.6 Justification for support requested

Applicants should justify each individual cost listed in section 3 of the application form (staff costs, running expenses and equipment) as appropriate, giving brief details of the levels requested. If additional costs are anticipated in the second or subsequent years of the grant, then these should be noted here.

For each item of equipment the following should be stated: (1) description or title, (2) the manufacturer's name, (3) price quoted (excluding VAT for specialised medical or scientific equipment), (4) the amount of any import or other tax that may be imposed, (5) installation and delivery costs, where appropriate. Please note that maintenance costs in the first and subsequent years should be entered as running expenses in section 3 of the application form. Cancer Research UK will normally provide maintenance costs for any equipment awarded by Cancer Research UK during the life of the award.

GA4.1.7 Justification for research involving the use of animals (if appropriate)

Cancer Research UK requires investigators to demonstrate that their requirement for animal experimentation has been evaluated fully, addressing the potential for replacement, reduction, and refinement of experimental procedures. The following details must be provided for all proposals that involve the use of animals:

- i Justification for the use of the animals proposed as against any available alternative models.
- ii Full details and justification for the numbers of animals to be used
- iii Details and justification for the species to be used
- iv Description of the procedures to be used and action proposed to refine the techniques

Consideration of your application may be delayed if this information is not given when the proposal is first submitted (please also see guidelines section GA4.2.5).

GA4.1.8 References

The listed references should include the following information: All authors, year of publication, Title of the paper, Journal name, volume and page numbers.

GA4.1.9 Revised application

If you have previously submitted an application for this Fellowship, you should include a covering letter stating how the previous application has been modified, addressing all comments made in feedback from your previous application.

Please note that the aim of these Fellowships is to allow clinician scientists to undertake post doctoral research. Cancer Research UK expects Fellows to receive the same level of support and input from their laboratory head as a non-clinical post doc would receive. Proposals should be developed in close collaboration with your proposed laboratory supervisor.

GA4.2 Supporting documents

GA4.2.1 Photographs and colour figures

Only where completely unavoidable, should photographs or colour figures that cannot be photocopied successfully in black and white be submitted. Any images or photographs should be included within the research proposal.

GA4.2.2 Supporting letters

All supporting letters should be placed at the end of the application

If you have not yet completed clinical training, you should include letters / documentation indicating agreement of your training plan by the relevant authorities.

All applicants **must** provide a letter of support from the Heads of both the clinical and research departments in which you intend to work. These should clearly state their support for the application and agreement to the proposed division of time between the clinic and laboratory. They should also comment on your suitability for this type of Fellowship at this stage of your career.

You **must** include letters of support from all collaborators named in section 4.1.

GA4.2.3 Preprints and unpublished papers

Preprints and reprints are not required for an application and **should not be sent** unless the data or the methodology is directly applicable to the proposal and has not been published previously by the applicant. For this purpose preprint refers exclusively to papers which have been refereed and accepted for publication. Details of the journal and publication date are required. If publications are submitted with an application, **one paper copy and an electronic copy** should be provided.

Non-peer reviewed papers should not be submitted with an application and any such papers sent will not be forwarded to referees. Research that has not been accepted for publication should not be cited in the reference list (e.g. 'manuscript in preparation', 'submitted for publication' etc.).

GA4.2.4 Ethics Committee approval (for studies involving patients)

All supporting documents should be placed at the end of the application

In all studies involving patients, patient tissue or patient information the necessary ethics approval must be obtained before any research is undertaken and the appropriate documentation should be submitted with the application. It is the responsibility of the applicant and the host institution to ensure compliance with all legal requirements and ethics approval.

For studies involving patients a copy of the submission to the local Ethics Committee and the letter of approval should be submitted with the application. If the submission is still under consideration or if ethical approval can only be considered after funding is approved, please indicate the anticipated date when approval will be decided and forward the letter of approval as soon as it is available.

GA4.2.5 Ethics approval (for studies involving animals)

All supporting documents should be placed at the end of the application

A Local Animal Research Ethics Committee must approve research proposals involving the use of animals and the appropriate documentation should be submitted with the application. Where ethical approval can only be considered after funding is approved, the final outcome of the approval process must be submitted as soon as it is known.

It is the responsibility of the host institution to ensure that all ethical and legal requirements and Home Office regulations are met.

GA5 SUBMISSION OF THE APPLICATION

GA5.1 Paper Copies

Please submit one copy of the application form Parts 1 and 2, a copy of your research proposal and all supplementary forms, supporting letters and documents. The copy must be single sided, unbound and of a quality suitable for photocopying. The pages of the application form must be in the requested order. Supporting letters and documents should be placed at the end of the application form.

GA5.2 Electronic Copies

A PDF format of Part1, Part 2 and your research proposal must be saved as **separate** documents. A PDF version of your supporting letters (collaborators and Department Head) and/or proof of ethical approval must also be saved separately and submitted electronically.

Where no form is provided, text should be double line spaced. Please use a font no smaller than Arial point 11.

GA5.3 Submission

Please email your application to the address shown on the front page of the application form and post paper copies to Kaye Yeung at the following address:

Institute of Cancer
Barts and The London
School of Medicine & Dentistry
Old Anatomy Building Ground Floor,
Charterhouse Square
London
EC1M 6BQ

Cancer Research UK takes no responsibility for deadlines missed due to consultation of sources other than the correct Cancer Research UK funding Committee's webpage for deadline dates.

GA6 RECEIPT AND PROCESSING OF APPLICATIONS

GA6.1 Numbers of applications considered at meetings

The number of applications considered by the panel is not usually limited.

GA6.2 Acknowledgement of applications

Receipt of the application will be acknowledged in writing (email, fax or letter) within two weeks of the closing date for submission.

GA6.3 Deferral of applications

Cancer Research UK reserves the right to defer consideration of applications without prior reference to the applicant and accepts no responsibility for the consequences of any delay in considering an application.

GA6.4 Processing of applications

If there is a problem with the application or any of the required attachments are missing the application may be returned to you, in which case consideration of the application may be deferred to a later meeting. If certain documents, are not available at the time of submission it is strongly recommended that you indicate when these will be available and

forwarded to Cancer Research UK. No grant will be awarded until all the required conditions have been met and the necessary documentation received and approved by Cancer Research UK.

GA7 REVIEW PROCEDURES

GA7.1 Peer Review

Cancer Research UK is rigorous in the application of peer review in the assessment of its research. All applications will be reviewed by experts in the field. In-house expertise, represented by the membership of the funding panel is in most cases supplemented by written assessments by external referees. These reports may be made available to the applicant (see Section GA10 - Feedback). Applications for funding are accepted on the understanding that Cancer Research UK will select appropriate referees to review the proposal without reference to the applicant. External referees' reports will be taken into account when considering applications but other factors relating to Cancer Research UK's portfolio and priorities will also influence the committee's decisions. In all cases the panel's decisions are final.

GA7.2 Scoring system

Cancer Research UK uses five main rating categories, which are, in descending order: Outstanding, Forefront, Competitive, Good and Not Competitive. The Outstanding rating is reserved for truly exceptional applications. Applications rated as Good or above are potentially fundable, although in most cases the funding cut-off will fall in a higher category. The Not Competitive rating is given to applications which, for whatever reason, are not recommended for funding.

A sixth rating category, Preliminary, is reserved for applications which are considered to be unfundable in their current form but that may be fundable with further work and this rating may be used by a funding panel if it wishes to consider a reapplication.

The funding panel may associate a numerical score with the rating categories so that all the proposals can be ranked to establish a funding cut-off. Numerical scores, if used, are for use **within the committees only** but applicants may be advised of the rating category that their proposal received.

GA8 CONFIDENTIALITY

Cancer Research UK requests its referees to consider all applications in confidence but if an applicant has any concerns regarding commercial confidentiality of the data or proposals this should be indicated clearly in a covering letter. If necessary Cancer Research UK will contact the applicant to discuss any steps that need to be taken to preserve the confidentiality of the application.

GA9 NOTIFICATION OF OUTCOME

Candidates will be notified whether they have been short-listed for interview by February 2008. Short-listed candidates will be interviewed in February/March 2008.

GA10 FEEDBACK

Cancer Research UK always aims to provide feedback on applications. Comments from external referees' will be sent to Fellowship applicants prior to their interview with the Selection Panel and, following the interview, comments from the Panel may be available. Please note that if the external referees' comments were not submitted with the intention of them being seen by the applicant, it may not be possible to provide feedback.

Applicants are asked to note that feedback on an application or the application process will only be provided by Cancer Research UK's Research Management and Planning Directorate. Members of Cancer Research UK Funding Committees and Selection Panels adhere to the Code of Practice for Funding Committees, which exists to ensure the protection of applicants, committee members and external reviewers and to ensure the impartiality of the review process. Committee members cannot discuss committee decisions with applicants and applicants must not approach committee members directly. The peer review process is of the highest importance and Cancer Research UK reserves the right not to consider applications from individuals who compromise its integrity.

GA11 REVISION / RESUBMISSION OF AN APPLICATION

For most funding schemes, Cancer Research UK accepts resubmission only if the Panel requests a revised proposal. Cancer Research UK will consider revised proposals for some Fellowships, but please contact the scheme administrator in advance if you are planning a resubmission.

GA12 AWARD OF A RESEARCH GRANT

Once an application for financial support has been approved a grant will only be awarded when Cancer Research UK is satisfied that all the necessary conditions have been met.

Before any grant can be awarded Cancer Research UK may require that a satisfactory arrangement between the host institution and Cancer Research Technology is in place concerning intellectual property and commercial exploitation of Cancer Research UK-funded research. Technology transfer agreements are already in place with the majority of relevant institutions but if an agreement does not exist, or the parties cannot reach agreement, award of the grant will be delayed until this issue is resolved to the satisfaction of both the host institution and Cancer Research UK.

GA13 TERMS AND CONDITIONS FOR RESEARCH GRANTS

Please take time to study the Terms and Conditions under which Cancer Research UK grants are awarded. Along with the Grant Award Letter these form the contract between Cancer Research UK, the host institution and the grant holder and must be adhered to by all parties.

Research Funding
Cancer Research UK
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