



## 2024 Exemplar Application

### 1. Application Details

#### Project Title

Please enter the title of your project. The maximum permitted length for the project title is 250 characters (including spaces).

Do not use BLOCK CAPITAL letters unless it is scientifically required.

If this is a resubmission (either invited or uninvited), you should preferably use the same title as the original application.

#### Principal Investigator

The name of the Principal Investigator (PI) will be automatically generated from your 'My details' page on your portal.

The PI is the person with the main responsibility for writing the application, and designing and directing the research project. The PI is also responsible for ensuring that all requirements in our application handbook and our grant terms and conditions are complied with. The PI must be employed at a recognised, non-profit research institution. The PI's full eligibility criteria can be found in our application handbook

<https://www.worldwidecancerresearch.org/for-researchers/>

#### Name of Institution where grant will be held

Please enter the name of the principal investigator's institution. This is the institution where the majority of the research will be conducted and where the PI will be working.

If your institution is not in the list, contact the Research Funding Team by email ([grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)) to have it added.

#### Country

Select the country of the institution by typing the first three letters in the 'Filter by Country Name' box and selecting from the drop down box which will appear.

#### Department or Unit

Please enter the main department or unit - not the name of your research group - e.g., Department of Cancer Biology, Department of Immunology.

#### City

Please enter the city of your institution where the majority of the research will take place.

#### Proposed Duration (months)

Please enter the proposed duration for your project. Our projects range from 12 -36 months.

**Total amount (£)**

The maximum budget you can apply for is £275,000, regardless of project length. This amount will be automatically generated from the 'Financial Details' section.

**Type of Application**

Please choose the type of your application from the following options:

New Application – if your application does not fall into one of the other categories, select this option.

Resubmission – select this if you have previously applied for a Worldwide Cancer Research grant to support a project which is generally similar in its subject and aims. You are allowed to resubmit an application **ONLY** if you have passed the preliminary triage stage in the previous grant round.

Invited Resubmission - Only select this if Worldwide Cancer Research has informed you that you have been invited to make such an application and instructed you to select 'Invited Resubmission'. If you are not certain, please contact the Research Funding Team for advice.

For both types of resubmission, you are offered the option of attaching a PDF document (maximum length 2 pages) to respond to any previous comments made by the external referees and/or the Scientific Advisory Committee

**Co-applicants**

The name (s) of your co-applicants (if any) will appear here.

You can have up to 3 co-applicants.

**Scientific Abstract of Proposed Work**

Please provide a scientific abstract (max. 300 words) to be shared with potential external peer reviewers, together with your name, institution and project title.

If the scientific abstract contains commercially sensitive or otherwise confidential information, please tick the 'confidential' box. You will be asked to provide a non-confidential abstract.

You will also be asked to provide a lay summary. The lay summary (max 250 words) must be suitable for the general public. Do not use technical language or jargon. If your application is successful, your lay summary will form the basis of what will go on the Worldwide Cancer Research website. Lay summaries may be used for a variety of fundraising and marketing activities, including our bi-annual supporter newsletter, fundraising leaflets, competition mailings and on our website.

**Inappropriate Reviewers**

Please list any person(s) you feel would be unable to provide an impartial review for your application (maximum of 4). Reasons may be 'main scientific competitor', 'commercial sensitivity' or similar.

Note that this section **will be seen** by the external referees and the Scientific Advisory Committee.

**Collaborators**

Collaborators are those people whose involvement is limited to supplying strains or reagents, expertise or advice in a particular experimental technique or area of science or providing other specific but limited input (contributing less than 5% of their time to this project).

You can only list up to four collaborators - if this is a problem, please contact us.

We do not require CVs for collaborators, and they do not need to use the online grants system to indicate their agreement. We do require you to attach either an email from the collaborator or a scanned letter of agreement using their institutional headed paper that is signed (if a letter) and dated within the last three months. It **MUST** include details of their contribution to the project and reference the Worldwide Cancer Research application,

specifying the grant round and project title. If you are attaching an email, it must contain full message headers. There should be a separate email/letter from each individual collaborator.

### **People Working on this project**

Please list the people within your immediate research group who will be working on this project up to a maximum of 3 people (apart from the PI and any Co-applicants).

Please DO NOT INCLUDE anyone who will be listed as a named staff member in the Financial Details section.

Use the "Job Title" field to state the position of the person involved (e.g., PhD student, Technician, Postdoc). Use the "Role/Activities" field to describe the person's contribution to the project (e.g., skills, tasks, techniques). Please state the source of funding for each person's salary.

You will be asked to upload a short CV (maximum of 3 pages) for any staff member who has a PhD (or equivalent) qualification.

## 2. Financial Details

### Financial Details

Before completing this section, please ensure you have read section 4 of the application handbook on our website, which details the costs that are permitted within a Worldwide Cancer Research grant budget.

All figures must be given in £ Sterling (GBP). Costs should be rounded up to the nearest £Sterling and written without any commas, full stops, decimal points or zeros (e.g. £153508). Grants are awarded and payments are made in £Sterling.

Figures included in this section should be checked with your Finance Office (or equivalent) for accuracy before submission to Worldwide Cancer Research.

Indirect and overhead costs are not permitted under any circumstances.

### Staff Costs

Please specify (Yes/No) if there is a named candidate for the post. If "Yes", you will be asked to provide the name of the candidate and upload a copy of their CV. If the post is to be advertised, you should select "No" and proceed to provide information on the post for which you are requesting funding.

The justification section MUST be used to explain why the appointment is required for the project. You should explain the level of experience required or held by the staff member and the tasks the person will be undertaking including experiments, analyses and other tasks as described in the experimental plan. You should provide a justification of the costs involved and any other necessary supporting information.

We expect that staff members whose salary is paid by Worldwide Cancer Research to be working full-time on the project (100% committed). If the staff member will be employed on the project less than 100% of their time or you are requesting less than 100% of their salary, this should be explained in the justification section detailing what they will be working on beside this project.

### Consumables

The standard consumables allowance is **£15,000 per year per researcher** working full time (100% committed) on the project. In exceptional circumstances, where a project requires more than one researcher, we may allow consumables to up to £30,000 per year.

You must break down your consumables request under at least 3 general headings, for example 'tissue culture', 'PCR', 'immunohistochemistry'.

Excessive budget requests will be reduced without discussion and may even cause the application to be rejected.

If you are requesting the salary of a researcher who is not working full-time (100% committed) on the project, you are entitled to request the commitment % of the £15,000 per year consumables allowance. For example, if you are requesting the salary for a researcher working 60% on the project you are entitled to claim £9,000 per year ( $15,000 \times 0.6$ ).

If the project requires unusual consumables or particularly large amounts or expensive types of consumables, they should be listed under "**Other**". Examples include microarrays, SILAC and fees for external or internal services, such as antibody production, DNA sequencing or statistical support.

### Animals

Please ensure that you have read the full text of the Worldwide Cancer Research policy on Use of Animals in Research policy (<https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>) before requesting animal costs.

Animal costs can include the purchase or importation of the animals, weekly charges for housing and other necessary charges (e.g., SPF or microinjection). The species of the animals and total number to be used should be provided, along with a full justification of the budget you are requesting. For example, **give estimates of the**

**number of animals required for each type of experiment, how many experiments of each type, the duration that the animals will need to be maintained and the cost per week per animal.**

### **Equipment**

Funds can be requested for small pieces of specialist or unusual equipment that are essential for the project.

Small pieces of routine equipment can be included **only if the PI is a new group leader** within the first three years of setting up their first laboratory. The only exception is for PIs who are based at an institute in a low-, middle income country (<https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm>), who can request routine equipment regardless of their seniority level.

One laptop/computer per full-time researcher who will be 100% committed to the project may be requested. This is allowed only if it is essential to the project (e.g., required for data processing) and not standard computer work (e.g. data analysis, writing papers etc.).

Equipment costs should normally be included in the first year only, unless there is a good reason to purchase it later in the grant.

The justification section should be used to explain why the equipment must be purchased for the project and is not available any other way.

### **Travel**

The standard allowance for conference registration/travel is £500 per year, for each full-time researcher (but not the PI) whose salary is paid by the grant.

Funds for other travel can also be requested e.g. visits to collaborating laboratories or travel for patient and public involvement. Itemise these requests separately from conference travel, re-using the 'Add Travel' function as necessary. The justification for these should indicate the reason for travel, and costs should be based on economy class fares and accommodation.

### **Other**

This section should be used for research items that are not included in Consumables. These costs usually fall into the following categories:

- High cost items or experiments e.g. microarrays or SILAC
- Fees for external or internal services, such as antibody production, DNA sequencing or statistical support
- Data storage costs

Please list each item and cost separately and provide a full justification of why it is necessary in addition to an explanation of how the cost was calculated (cost/sample, number of samples expected and/or cost/hour for running time where appropriate).

### 3. Scientist Information

#### **PRINCIPAL INVESTIGATOR DETAILS**

##### **Principal Investigator Details**

Your details, employment and qualifications will be automatically generated here based on the information you entered in Manage My Details (Basic Information and CV) on your portal account.

If anything is incomplete or incorrect, please 'Save and Close' the application and amend the information in Manage My Details. It is important to show you meet our eligibility criteria in terms of qualifications and research experience.

##### **Publications**

Please choose the 10 most recent, relevant publications from the dropdown list. This list is automatically populated with the information you have supplied in the 'My Research Outputs' section in your portal account's.

If anything is incomplete or incorrect, please 'Save and Close' the application and amend the information in My Research Outputs. You are allowed to include publications on pre-print servers, such as BioRxiv.

#### **CO-APPLICANTS**

##### **Co-applicants**

You can include up to three Co-applicants. Co-applicants should be experienced researchers (i.e., with more than 3-years post-doctoral research experience or equivalent) who have a significant role in the design or management of the project.

They can be from any institution and any country, but scientists from commercial organisations cannot be Co-applicants. Individual scientists from commercial organisations can be named as collaborators if they provide specific expertise or reagents to the project.

Post-doctoral applicants who are not yet independent principal investigators must name their group head as Co-applicant on the grant. Principal investigators who have established their first research group within the past 3 years are advised to add their head of department as a Co-applicant. A Co-applicant must have a minimum contribution of 5%, which could be as a mentor.

**4. Additional Information****Additional Information**

This is an **optional** section that allows you to highlight any further contributions you make to the research community (such as development of research tools; public engagement and contributions to the wider society, etc). This is also an opportunity to describe how the COVID-19 pandemic or other factors (such as career breaks, parental leave, etc) may have affected your academic work and impacted your career, your research outputs or your ability to deliver research.

Please **do not** use this section to list more publications or irrelevant information.

Applicants are asked to only disclose information that they are comfortable with being shared with the reviewers.

**5. Animal Information****Animal Research Questions**

If your project involves research on live animals, you will need to provide information on the species to be used (maximum of 3). If you are using either a rodent or frog, you will have to complete the relevant questionnaire on animal welfare and attach it to your application. The questionnaire can be found at the bottom of the pop-up window once you have selected the animal species. An 'Attach' option is also found at the bottom of the same pop up window. Please download and complete the questionnaire before attaching it.

We will also ask you if any of the animals are genetically modified, the severity of the procedures (more information regarding the procedures involved is required for moderate and severe procedures), why animal use is necessary with no other alternative approaches, why the species used is the most appropriate and if both sexes are going to be used.

You will also need to justify the number of animals to be used in the proposed experiments. Please provide details on sample size calculations, power analyses and/or statistical advice sought.

All applications that include proposals to use mammals with special protection under UK law (cats, horses, dogs and non-human primates) will undergo an additional layer of external peer review by the UK's National Centre for the 3Rs(<https://www.nc3rs.org.uk/>) for an expert assessment of animal welfare. The full text of the Worldwide Cancer Research policy on Use of Animals in Research can be found at

**<https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>**.



**6. Intellectual Property**

<b>Proposed IP</b>
<p>You must indicate if you or your institution has filed, is in the process of filing, or is planning to file any patents on the theme of this project.</p> <p>If Yes, you must provide details of any proposed or active applications for IP. If you abandoned any applications or patents relevant to your grant proposal, please also include them.</p>

<b>Background IP</b>
<p>You must indicate if there is any background IP that will be used in the research project.</p> <p>If background IP will be required, please describe that background IP, and outline any restrictions on the use of the background or the arising IP. You must state who will be providing this background IP, if they have rights to the IP, and under what conditions these are provided (e.g., what is your relationship with them, did you receive this compound/assay as a gift, or is it set up as collaboration/partnership? What are the conditions linked to this?).</p>

<b>Technology Transfer Office</b>
<p>Please give the name and email address of the appropriate person to contact about the intellectual property or commercialisation of the proposed research. It is your responsibility to inform the Technology Transfer Office of your application and the Grant Terms and Conditions.</p>

**7. Other Funding Information****Similar applications**

You must declare and give details if an identical or similar application has been submitted elsewhere or is likely to be submitted elsewhere by the principal investigator or any of the co-applicants. If you receive more than one offer of a grant for the project, you will have to decide which to accept.

**Other Research Funding**

You **must** list all the current research funding held by the PI and all Co-applicants, including funding that has been awarded but has not yet started. This includes all core support, research grants, collaborative programmes, contracts, start-up funding, etc. We use this section to confirm that the research in your grant application has not already been funded.

Please ensure that full project titles are provided in English. If this section is not completed for all applicants, the grant may be rejected without review.

You must give details of any part of the research proposed in this application that overlaps or duplicates research supported by the above funding or application(s). If there is some overlap, please tell us how much (percentage overlap) and in which aims of the project.

**Previous Worldwide Cancer Research ( or AICR) Funding**

You must indicate and give details if the principal investigator and/or any Co-applicants have previously held a grant from Worldwide Cancer Research (previously known as AICR) - either as the PI or a co-applicant on that grant. Grant reference numbers are particularly helpful. You are also asked to provide a list of publications arising from this grant.

**8. Alignment with Research Strategy****Please describe how your research proposal starts a new idea.**

We are looking for innovative research that takes intellectual risks. To us, that means helping researchers turn their bold idea into reality. And if there's a risk of failure, we are willing to take it, if the rewards for success are worth it. We want to see ideas which have the potential to start new lines of research and to tell us something new about cancer and how it could be prevented, diagnosed or treated. We want to make the most of our supporters' generous donations by funding standalone research projects. Projects should seek to answer a focused research question, not be an incremental piece of research tied to a larger programme grant.

Max 500 words.

**Please describe how your research proposal is exciting and creative.**

We are looking for ideas that excite. The ones that make us go, "I wish I had thought of that". We are looking for proposals with a creative approach to answering fundamental questions that could change how we think about cancer. Often these are ideas that other funders may overlook.

Max 500 words.

**Please describe how your proposal demonstrates high quality science.**

We want to see the most exciting and creative new ideas, but we are also responsible stewards of our supporters' donations. We need to see robust scientific reasoning and appropriate solid methodology to back it up. The aims of a project should be feasible with the time and resources requested, and with the expertise of the research team.

Max 500 words.

**Please describe how your research proposal has transformative impact.**

We support blue-sky thinking in research and want to direct funding towards projects that could transform an area of cancer research or one day have a major impact on the lives of people with cancer. While impact on cancer patients is a priority for us and our supporters, we recognise that important discoveries take time to bear fruit and that it may be many years before the research leads to lives saved or improved.

Max 500 words.

**9. Project Description****Research Proposal**

Our grants are for standalone research projects that tackle a novel idea. Projects should seek to answer a new and focused research question, and not be an incremental piece of research tied to a larger programme grant. You must submit a research proposal that describes a discrete project with robust scientific reasoning and appropriate solid methodology to back it up. The aims of your project should be feasible with the time and resources requested, and with the expertise of the research team.

Please attach a pdf document describing the research project. The following information should be given:

- Background
- Hypothesis and specific aims
- Preliminary results (if appropriate)
- Experimental plan including time scales and milestones
- Potential risks and challenges
- References (cited as: Authors, Title, Year, Journal)

Tables, images and graphs can be included but these should be kept as simple as possible (i.e. do not embed multiple tables into one image). The document must be in pdf format only and **must not exceed 8 pages (or 10MB), including references.**

**Margins must be no less than 2cm x 2cm and Arial 10 point is the smallest font we will accept.** Applications which deliberately reduce the margin size or use smaller fonts for the project description or references will be rejected. It is not in your interest to make your project proposal difficult for reviewers to read.

For top tips from our Scientific Advisory Committee on what they look for in a research proposal, please go to: <https://www.worldwidecancerresearch.org/for-researchers/our-application-process/>