

**Grant Application Handbook**

Valid for the March 2025 grant round

(Open for submissions from Thursday 27 February – Monday 31 March 2025)

*Please note that application handbooks are round specific and revised regularly.  
Please ensure that you are using the correct version.*

## Table of Contents

1	What type of research do we fund?.....	3
2	Who can apply for a grant? .....	6
3	When can you apply? .....	10
4	What funding can you apply for?.....	10
5	How are applications assessed?.....	15
6	Questions? Contacting Worldwide Cancer Research.....	17
7	Appendix 1: How to apply- completing the application form. ....	18
8	Appendix 2: Grant Terms & Conditions .....	36

## 1 What type of research do we fund?

- 1.1 Our goal is to support research that seeks to answer the difficult questions in cancer biology. What we are looking for in an application:

### **Starting new ideas**

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.

### **Exciting and creative**

We are looking for ideas that excite us. 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.

### **Scientific quality**

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.

### **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.

- 1.2 We award grants to support fundamental or translational research into the prevention, diagnosis or treatment of cancer. We do not prioritise any field of research; we welcome research projects with a strong scientific hypothesis that draws on epidemiological, behavioural and clinical data to provide a starting point for a new avenue of research. Multidisciplinary or discipline-hopping projects are encouraged where this helps stimulate innovation.

- 1.3** We do not support clinical research, including clinical trials, patient care, nursing or healthcare delivery research. Neither do we support other types of applied cancer research, such as policy, public health or psychosocial research. This list is not exhaustive.

Proposals that contain a small clinical element as an essential part of a basic or translational research project are often permitted, but you are advised to contact [grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org) for advice before submitting your proposal.

- 1.4** We will consider applications in which human samples or data are used as an essential part of a basic/translational research project if the following conditions are satisfied:

- Clinical costs cannot be requested in the budget or charged to a Worldwide Cancer Research grant. This includes costs of patient or volunteer recruitment, patient expenses, the salaries of purely clinical staff, such as research nurses, honorariums or consultancy fees for clinical collaborators. It is also not acceptable to include costs for the clinical investigation, diagnosis or follow-up of patients involved in the research study.
- Projects that rely upon a large number of human samples or extensive clinical data must have this resource available through existing biobanks, databases or cohorts. Projects will not be accepted that would involve a considerable effort to recruit patients or volunteers for samples or data; Worldwide Cancer Research-funded projects must focus on conducting hypothesis-led research and not on infrastructure development. This applies equally to all types of research, including epidemiological studies.

- 1.5** Applications on cancer symptoms or treatment side effects are accepted only if there is a very clear link to improving cancer survival. Studies investigating the biology of a side effect or symptom alone are unlikely to be accepted.

- 1.6** Basic studies into fundamental cellular processes, mechanisms and molecules are within remit if the research aims to improve the understanding of cancer biology. If a project is to study the normal functioning of cellular processes, mechanisms or molecules - or to study very basic models such as yeast - evidence supporting the relevance to cancer biology must be laid out.

- 1.7 We need to work together to advance research quickly and support the best ideas, so we are partnering with several other cancer research funders for this grant round. This will enable more cutting-edge ideas with the potential for impact to be explored. These additional opportunities for funding are available depending on the cancer type the project focuses on or the country in which the applicant resides. We are partnering with:



**Australian Government**  
**Cancer Australia**



**fundación científica**  
**asociación española**  
**contra el cáncer**

**Fondation**  
pour la **recherche**  
sur le **cancer**



**Irish Cancer Society**  
**Research**

**THE**  
**BRAIN**  
**TUMOUR**  
**CHARITY**



**Cancer**  
**Research Society**

- 1.8 We still welcome grant applications for projects on any cancer type and from any country. These are still encouraged to apply and will not have a reduced chance of success because of the partnerships. Importantly, working with our funding partners will allow us to fund additional projects. No additional action is needed by an applicant for a project that may be eligible for co-funding. Any successful applicants eligible for co-funding will be contacted by our Research Funding Team. More information on our partnerships can be found here: [Working together to fund new cancer cures.](#)
- 1.9 Our Use of Animals in Research policy states that we are committed to ensuring the animal research we fund is as robust and reproducible as possible and that the highest standards of laboratory animal welfare are met. For further details, see our Use of Animals in Research policy (<https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>). **If you wish to apply with an animal research project and have further questions, please get in touch with us ([grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)) before you submit your proposal.**

**1.10** Worldwide Cancer Research grants are awarded for novel research proposals that are entirely the original work of the applicants. Any use of another investigator's work or ideas must be fully attributed to the original source. The charity reserves the right to investigate if plagiarism is suspected; this may involve the disclosure of information to third parties and the use of plagiarism-checking software. If evidence of plagiarism is found, in the opinion of Worldwide Cancer Research, the application will be immediately rejected, and the applicants may be barred from applying in future. The charity also reserves the right to inform the principal investigator (PI)'s institution. The PI takes full responsibility for the originality of the project proposal and the submission of an application constitutes acceptance of these terms by all applicants.

**If you have any questions about the points above, or are in any doubt about whether your proposal will be considered within remit, please contact us ([grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)) well before you submit an application.**

## **2 Who can apply for a grant?**

**2.1** Our project grants are awarded to the Host Institution. The Host Institution is responsible for ensuring all requirements of our grant terms and conditions and policies are complied with by the Principal Investigator (PI) and others involved with the delivery of the research.

**2.2** 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 all requirements in this handbook are complied with and must follow our grant terms and conditions in execution of the award supported by the Host Institution.

**2.3** The PI must be employed at a recognised, non-profit research institution. Honorary contracts and emeritus positions are usually acceptable. Researchers at commercial, for-profit organisations, e.g. biotechnology and pharmaceutical companies, cannot apply for a grant. It is also not permitted for a research institution to transfer Worldwide Cancer Research grant funds to a commercial organisation except for payment for specific services, items and reagents used in the project. This includes transferring money to spin-out companies from the laboratory or institute.

**2.4** Individual scientists from commercial organisations can be named as collaborators if they provide specific expertise or reagents to the project. The nature of their involvement must be made clear. Scientists from commercial organisations cannot be co-applicants.

**2.5** The PI is usually a PhD-qualified, tenured or tenure-track research group leader with at least three years of post-doctoral research experience. Other suitably qualified persons, e.g., medical doctors, with appropriate research experience may also apply as the PI. Post-doctoral researchers with more than three years of postdoctoral research experience **at the time of applying** are also eligible to apply for a grant or if they have a tenure-track position.

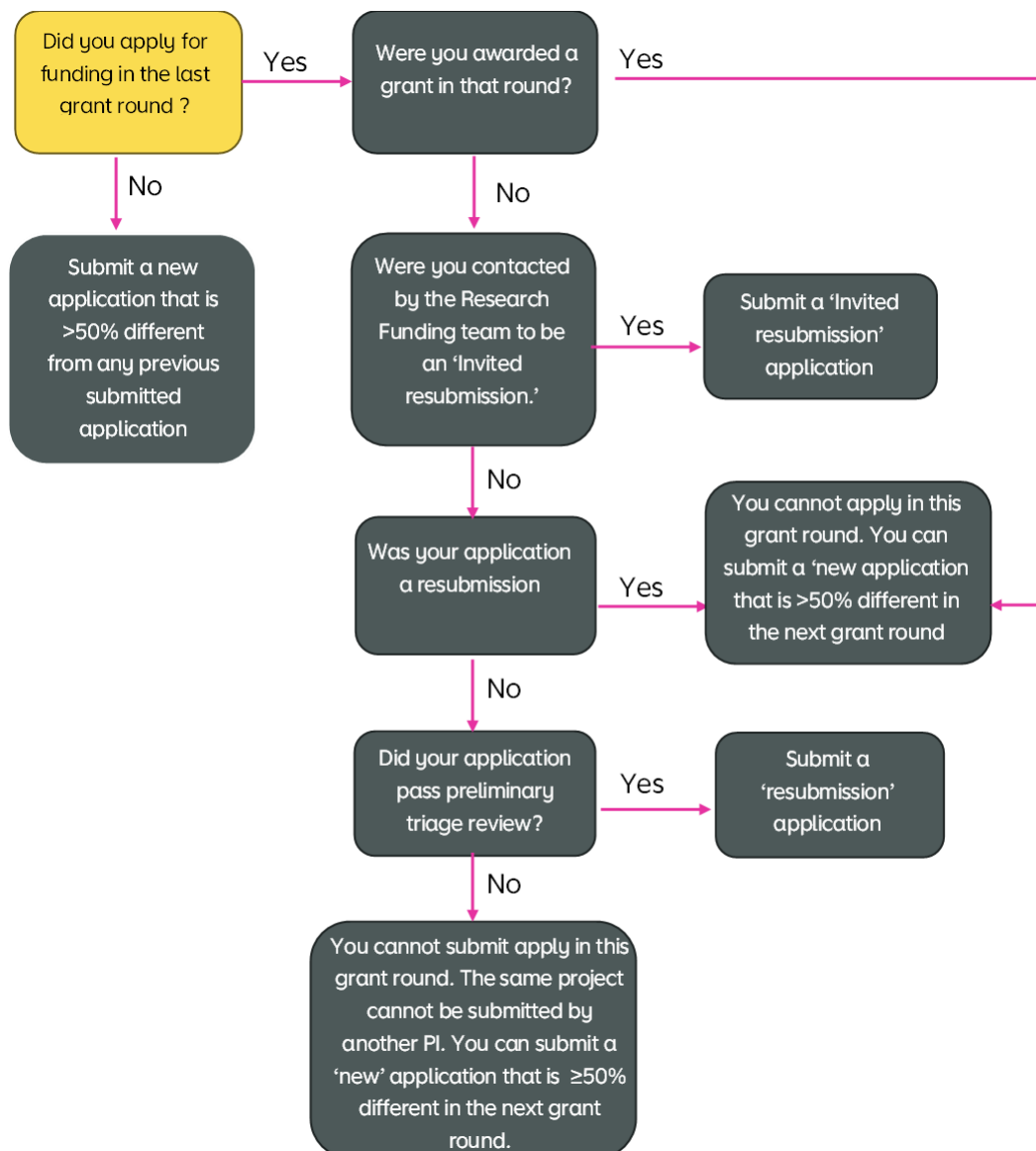
- 2.6** Applicants at a post-doctoral or equivalent level are eligible to apply as PI when they are not yet independent investigators, however they must name their group head as co-applicant on the grant. PIs who have established their first research group within the past 3 years are advised to add their head of department as a co-applicant. All co-applicants, group heads or heads of departments must have a minimum contribution of 5%, which could be as a mentor.
- 2.7** You cannot apply to Worldwide Cancer Research for a project grant (either as a PI or co-applicant) if you are currently applying for, or have received, funding from the tobacco industry or bodies substantially funded by the tobacco industry, within the last 10 years. For further information see our policy section at <https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>.
- 2.8** PIs working in groups or at institutes that receive long-term, or core research funding may apply for a grant, but only for a research project that is clearly distinct from that supported by the other funding. Before a grant is awarded, we will request documents relating to the other funding to confirm there is no overlap with our award.
- 2.9** The Host Institution must be able to accept the terms and conditions within our grant contract, which can be found in Appendix 2 of this handbook. The grant contract is not negotiable except in the rare situation that a clause conflicts with local or national law. Applying to Worldwide Cancer Research is taken as an agreement to the terms of our grant contract. Therefore, PIs must ensure the relevant grant or finance officer at their institution has reviewed the contract in detail before an application is submitted. If an institution is unable to agree to the terms of the grant contract when an offer is made, the offer will be withdrawn.
- 2.10** The PI must have a contract of employment that will last for at least the duration of the grant requested or be able to show evidence that their current contract would be extended if the grant were awarded.
- 2.11** A research group can only submit one application per grant round. For example, if you are the PI on an application, no member of your research group can be a PI on a second application in the same round. You or another member of the same research group can be a co-applicant or collaborator on other applications in the same grant round. If, at any stage of a grant round, multiple PIs are found to be from the same research group, all the applications will be rejected immediately, and the group may be barred from applying in the future.
- 2.12** If the PI on an application is rejected at the preliminary triage review stage of a grant round, they can submit applications in subsequent grant rounds, so long as the research proposal is sufficiently different (at least 50%) from the research proposal that was rejected at preliminary triage review.

- 2.13** If you wish to re-submit a project (or one very similar) that has been rejected in the most recent grant round, but had passed preliminary triage review, you can re-apply as a 'resubmission' in the next grant round. You will be asked to address any previously provided feedback. Note that resubmissions are considered in equal competition with all other applications in the round and are not guaranteed to pass preliminary triage. You may only resubmit a project once.
- 2.14** If the Scientific Advisory Committee formally invites a grant to be resubmitted in a revised form, you may submit it in the next grant round. These are called 'invited resubmissions'. Invited resubmissions are guaranteed to pass preliminary triage and will go out to external peer review. Invited resubmissions will be discussed at the Scientific Advisory Committee meeting. Projects are only re-invited once, and the PI cannot re-submit the same project to Worldwide Cancer Research after that.
- 2.15** If the PI submitted an application in a previous grant round and it was not funded, they can submit a '**new**' application that must be sufficiently different to previously submitted applications in the following grant round.
- 2.16** If the PI on an application is successful in a grant round, they cannot apply in the next grant round as a PI but can apply in the following grant rounds. They can, however, apply in the next grant round as a co-applicant. Please note that successful co-applicants can apply in the next grant round either as PI or co-applicants.
- 2.17** If the PI has previously applied for funding from Worldwide Cancer Research, any '**new**' application submitted must have a sufficiently different (at least 50%) research proposal compared to any of their previous proposals.
- 2.18** Other senior researchers who would be substantially involved in managing the project can be included as co-applicants. **Co-applicants should be at senior post-doctoral level or above** (i.e., with greater than 3-years of post-doctoral research experience at the time of application). Co-applicants do not need to be at the same institution as the PI.
- 2.19** Where a project is collaborative and involves more than one investigator and/or research institution, one of the applicants must take the role of PI. This must be the investigator whose research group will carry out most of the work on the project.
- 2.20** If an award is made for a collaborative project, the PI's institution, will become the Host Institution for the award and be legally responsible for the delivery of the project as outlined in the application. It is the Host institution's responsibility to put in place an arrangement to reimburse costs incurred by other institutions during the project as outlined in the terms and conditions. **Worldwide Cancer Research takes no responsibility for ensuring the costs of collaborating laboratories are reimbursed.**



- 2.21** You may apply to other organisations at the same time as Worldwide Cancer Research for funding to support the same project. However, we must be informed of any such ‘parallel’ applications in the relevant section of the application form.
- 2.22** If you choose to submit parallel applications to fund the same project and are offered a grant by both Worldwide Cancer Research and another organisation, you will be asked to choose which grant to accept. You are not permitted to double-fund a project or use your Worldwide Cancer Research grant for a different programme of work than that described in the grant application.
- 2.23** In rare cases, where a parallel award is much smaller than the Worldwide Cancer Research grant, a PI may be permitted to keep both grants at the discretion of Worldwide Cancer Research, with an appropriate reduction in budget to remove any overlap in funding.

**Schematic 1: Guide on Application Types**



### 3 When can you apply?

- 3.1 Once registered on our grant system, you can begin preparing an application when a grant round opens. The 2025 grant round will open on Friday 14<sup>th</sup> February 2025. Completed applications can only be submitted during the submission period, Thursday 27<sup>th</sup> February until Monday 31<sup>st</sup> March 2025. Please note that unsubmitted or deleted applications will be permanently deleted from our system after 30 days of the submission closing date.
- 3.2 Worldwide Cancer Research will only accept the first 500 applications submitted in the grant round. Once this cap is reached no further applications can be submitted and the grant round will be closed early.
- 3.3 **For the 2025 grant round, applications must be submitted by 17:00hrs (British Local Time) on Monday 31<sup>st</sup> March 2025. Unless the cap of 500 is reached.**
- 3.4 You are advised to allow plenty of time to submit your grant application. **It must be approved by your Head of Department and Authorising Officer before the grant deadline.** We will not extend the deadline to allow these approvals to be completed, or because of any confusion about how the online grants system works. Grant deadlines will only be extended if we accept fault for causing an unreasonable delay to your submission, e.g., because of a verified technical failure in the online grants system.
- 3.5 We cannot guarantee to respond before the grant deadline to any queries sent less than 48 hours before the deadline, although we will try to do so. Please remember that we are based in the UK.
- 3.6 Successful applications submitted to the March 2025 grant round will be offered a grant starting from 1 January 2026. We may allow the start date to be deferred by up to 6 months, providing our prior approval has been sought.

### 4 What funding can you apply for?

- 4.1 Worldwide Cancer Research offers grants for 1-3 year research projects. Grants cover the direct costs of the project, including research consumables, the salaries of research staff working directly on the project, travel to conferences or to visit collaborators, and any essential services or small pieces of specialist or unusual equipment. For a more detailed description of eligible budget items, please see Table 1.
- 4.2 The Host institution must cover all indirect and overhead costs. This is not negotiable even if it is standard practice for your institution to charge overheads to external grants.
- 4.3 **The maximum budget permitted is £275,000**, but it should be noted that most of our 3-year grants have a budget of about £200,000.

- 4.4 You must submit a research proposal that describes a discrete project achievable within the duration of the grant and with the financial support requested.** Applications which describe a large programme of work – for example, the work of an entire laboratory – and then request a contribution towards it, will be rejected. The grant budget must reflect the work described in the research proposal.
- 4.5** We will not accept applications where it appears that the main purpose of applying for funding is the purchase of equipment or the development of research infrastructure such as tissue banks, patient cohorts or databases. Some specialist equipment or infrastructure development can be included in a Worldwide Cancer Research grant, but only as a small, essential part of a hypothesis-led research project. Projects that concern research in which the main body of work is computational can request data storage and computing power or computing time costs when well-motivated and justified.
- 4.6** PhD student salaries/stipends can be included in a project grant budget. Note that project grant applications which include a PhD student will be assessed only on the scientific strength of the project, not on the educational benefits for the student.

**Table 1: Constructing your budget – what can you charge to a Worldwide Cancer Research Grant?**

<b>Staff Salaries</b>	
<b>Permitted</b>	<b>Not Permitted</b>
<ul style="list-style-type: none"> <li>○ One (occasionally two) research staff who will be employed specifically and fully dedicated to work on the project.</li> <li>○ This can be any type of research staff, e.g., post-doc, PhD student, technician, graduate research assistant, clinician scientist, etc. The salary justification MUST detail why a staff member with a specific level of experience is requested, referencing the experimental plan and the skill level needed. If a person is named, please explain why they were chosen.</li> </ul> <p><i>Note that it is rare for our scientific committee to approve 2 salaries on a project grant. If requesting 2 posts, you are advised to justify the second post very carefully.</i></p> <ul style="list-style-type: none"> <li>○ Degree fees can be requested along with stipend support for PhD Students (the total amount should be entered in the Gross Salary section and breakdown details given in the justification).</li> <li>○ Please account for any annual increases for inflation or projected pay awards in the requested salaries and note that the grant commences in the next calendar year.</li> <li>○ If you intend to have a full-time researcher 100% committed to the project whose salary is covered by another funding source, but would like to request research consumables, you must name the researcher in this section. Please put £0 as the requested salary, explain why the researcher is ideal for the project, and provide details of the funding source. The funding source must only be contributing salary (e.g. PhD scholarship).</li> <li>○ The PI's salary can be requested only if the PI is a post-doctoral researcher with 3-10 years post-doctoral experience who is trying to establish independence. A mentor (either the Head of Department or a Research Group Head) must be named as a co-applicant in this case.</li> </ul>	<ul style="list-style-type: none"> <li>○ No more than 2 full-time salaries can be requested.</li> <li>○ You cannot request the salary or partial salary for anybody who has a tenured, tenure-track or open-ended post, or whose salary is guaranteed and funded by the institution in another way unless you can demonstrate that the person's time will be dedicated to the project.</li> <li>○ We do not under any circumstances offset the salaries of people employed by the institution as core support staff (e.g., technicians). If fees have to be paid for core services provided within the institution (e.g., statistics, bioinformatics, sequencing services) then include these fees under 'Other', not in the salary section.</li> <li>○ The salary of the PI cannot usually be requested. The only exception to this rule is detailed on the left.</li> <li>○ Purely clinical staff, e.g., research nurses involved in patient recruitment, cannot be included in the salary budget.</li> <li>○ We do not cover the cost of recruiting staff members.</li> </ul>

<b>Research Consumables</b>	
<b>Permitted</b>	<b>Not Permitted</b>
<ul style="list-style-type: none"> <li>○ <b>Our total standard consumables allowance is £15,000 per year</b> for each researcher working full-time (100% committed) on the project. This covers routine research consumables e.g., glassware, plasticware, tissue culture, molecular biology, and immunohistochemistry.</li> <li>○ 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 × 0.6).</li> <li>○ You can request consumables for a full-time researcher whose salary is covered solely by another funding source <b>only if they are 100% committed</b> to the project. Please see the Staff Salaries section for details.</li> <li>○ <b>You must break down your consumables' request under at least 3 general headings (using the "Add Consumable" button)</b>, for example 'tissue culture', 'PCR', 'immunohistochemistry'.</li> <li>○ In exceptional cases, the standard allowance can be increased to £30,000 a year if the project requires <b>two full-time</b> members of staff.</li> </ul>	<ul style="list-style-type: none"> <li>○ Do not include unusual, high-cost or non-consumable items in the consumables section – these should be listed in the budget section headed 'Other'.</li> <li>○ Consumables for research positions not listed in the salaries section cannot be claimed.</li> <li>○ Research consumables totalling over £30,000 per year.</li> </ul>
<b>Animals</b>	
<b>Permitted</b>	<b>Not Permitted</b>
<ul style="list-style-type: none"> <li>○ Costs for the purchase, importation, housing and maintenance of animals can be included in your budget.</li> <li>○ There is no maximum animal budget. All animal costs must be justified. Animal costs higher than £10,000 per year must be well justified.</li> </ul>	<ul style="list-style-type: none"> <li>○ Animal research licences/certification and training courses are not eligible costs.</li> </ul>
<b>Equipment</b>	
<b>Permitted</b>	<b>Not Permitted</b>
<ul style="list-style-type: none"> <li>○ Funds can be requested for small pieces of specialist or unusual equipment that are essential for the project.</li> </ul>	<ul style="list-style-type: none"> <li>○ Standard office computers (with one exception, see left) and tablets cannot be included on the grant.</li> </ul>

<ul style="list-style-type: none"> <li>○ Small pieces of routine equipment can be included <b>only if the PI is a new group leader</b> within the first three years of setting up their first laboratory.</li> <li>○ If the PI is based at an institute in a low- or middle-income country (<a href="https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm">https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm</a>), they can request routine equipment regardless of their seniority level.</li> <li>○ 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.).</li> <li>○ Equipment should usually be purchased at the start of the project.</li> </ul>	<ul style="list-style-type: none"> <li>○ Standard equipment that ought to be available in most research institutions e.g., pipettes, refrigerated centrifuges, PCR machines, gel apparatus (with one exception, see left) are not admissible.</li> <li>○ We do not offer equipment grants. Do not request large, expensive or numerous items of equipment that take up most of the grant budget. Your application will be rejected.</li> </ul>
<b>Travel</b>	
<b>Permitted</b>	<b>Not Permitted</b>
<ul style="list-style-type: none"> <li>○ Funds for conference registration/travel can be requested. The standard allowance is <b>£500 per year, for each full-time researcher whose salary is paid by the grant.</b></li> <li>○ Funds for other travel can also be requested, e.g., visits to collaborating laboratories or travel for patient and public involvement, but these must be itemised separately to conference travel and well justified.</li> </ul>	<ul style="list-style-type: none"> <li>○ No conference registration/travel funding can be requested for any staff whose salaries are not paid by the grant, including the PI and co-applicants.</li> </ul>
<b>Other</b>	
<b>Permitted</b>	<b>Not permitted</b>
<p>These costs usually fall into the following categories:</p> <ul style="list-style-type: none"> <li>○ High-cost items or experiments, e.g., microarrays or SILAC.</li> <li>○ Fees for external or internal services, such as antibody production, DNA sequencing or statistics support.</li> <li>○ Specialised software specific to the proposed research is permissible. This should not include standard software licenses (e.g. Microsoft Office, GraphPad).</li> <li>○ Data storage and/or computing time costs may be included in the application. This is only allowable for projects that anticipate generating a lot of data. This must be well</li> </ul>	<p><b>Do not include:</b></p> <ul style="list-style-type: none"> <li>○ Publication costs. We have a separate fund to support the costs of open access publishing – <a href="https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/">https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/</a></li> <li>○ Institutional overheads and indirect costs, including equipment maintenance, journal subscriptions, secretarial support, advertising, recruitment, postdoctoral training, office stationery, etc.</li> <li>○ Clinical costs. This includes the costs of patient/volunteer recruitment, the investigation, diagnosis, treatment or follow-up of patients providing samples for a research study, and honorarium or consultancy payments to clinical collaborators.</li> </ul>

justified. Please provide an estimate of the amount of storage space required.	
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## 5 How are applications assessed?

- 5.1 After the grant deadline, all applications are checked by the Research Funding team to ensure they have been completed correctly and that all the required information has been supplied. Applications requiring minor changes may be returned for amendment, but those with major omissions or errors will be rejected without further review.
- 5.2 If your application is returned for administrative changes, it has not yet been checked for compliance with our research funding strategy and policies. The return of your application for changes does not imply that your application has been judged to be within our funding remit and accepted for scientific review.
- 5.3 Applications are reviewed by senior members of the Research department to ensure they comply with our funding strategy and policies. Any applications which do not comply will be rejected without further review. **Please note the Worldwide Cancer Research funding remit is always interpreted conservatively.**
- 5.4 The first round of scientific review is a preliminary triage by our Scientific Advisory Committee (SAC). Each application is allocated to the two committee members most suitable to review it, and they judge whether it meets our research strategy criteria (see Section 1) and is likely to be competitive for funding. If both SAC members agree an application does not meet the criteria or is not competitive, then it is rejected (triaged) without further review.
- 5.5 When preliminary triage is complete, applicants rejected at this stage will be notified by email. There will be **no feedback** available for applications rejected at preliminary triage and the committee's decision is final.
- 5.6 The current membership of the Scientific Advisory Committee is:

Dr Olivia **Rossanese**, The Institute of Cancer Research, London, England (Chair)

Dr Renata **Basto**, Curie Institute, Paris, France

Professor Amy **Berrington**, The Institute of Cancer Research, London, England

Dr Aura **Carreira**, CBMSO-CSIC, Madrid, Spain

Professor Petr **Cejka**, Institute for Research in Biomedicine, Bellinzona, Switzerland

Dr Pim **French**, Erasmus Medical Centre, Rotterdam, Netherlands

Professor Vincenzo **Giambra**, IRCCS Casa Sollievo della Sofferenza, San Giovanni Rotondo, Italy

Dr Daniel **Hodson**, University of Cambridge, England

Dr Denes **Hnisz**, Max Planck Institute for Molecular Genetics, Berlin, Germany

Dr Maite **Huarte**, University of Navarra, Spain

Dr Sheeba **Irshad**, King's College London, England

Dr Miriam **Martini**, University of Turin, Turin, Italy

Professor Marcos **Malumbres**, The Vall d'Hebron Institute of Oncology (VHIO),  
Barcelona, Spain  
Professor Ruth **Palmer**, University of Gothenburg, Gothenburg, Sweden  
Professor Krishnaraj **Rajalingam**, University of Mainz, Germany  
Professor Pipsa **Saharinen**, University of Helsinki, Finland  
Dr Sara **Sigismund**, University of Milan, Italy  
Professor Bruno **Silva-Santos**, University of Lisbon, Portugal  
Dr Laura **Rosenberg**, Astra Zeneca, England  
Professor Sharon **Rossiter**, University of Hertfordshire, England  
Professor Jan Jacob **Schuringa**, University of Groningen, Netherlands  
Professor Louis **Vermeulen**, Genentech, United States and Academic Medical Centre,  
Amsterdam, Netherlands  
Dr Danijela **Vignjevic**, Curie Institute, Paris, France  
Professor David **Withers**, University of Birmingham, England

**5.7** Applications which are kept in the round after preliminary triage are then sent to external peer review. We aim to secure at least three external reviews for each application.

**5.8** External reviewers are asked to assess applications on the following criteria:

- **Relevance** – Is the proposed research relevant to cancer? If successful, will the results contribute significantly to our understanding of cancer or fundamental biology relevant to cancer, or to the translation of such research into clinical benefit?
- **Originality** – Is the proposed research addressing new and interesting questions that we currently do not have answers to? Are the results of other groups working in this area likely to make this proposal redundant?
- **Experimental design** – Is the proposed research project and the experiments described in the application designed appropriately to answer the questions being addressed?
- **Applicant** – Does the track record and scientific ability of the applicant(s), as reflected in their CV(s), give confidence that they will be able to carry out the proposed research project successfully?
- **Achievability** – Is the proposed research project achievable with the resources requested in the application and the other resources that the applicant(s) have indicated will be available?

**5.9** 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 peer review by the UK's National Centre for the 3Rs (<https://www.nc3rs.org.uk/>) for an expert assessment of animal welfare. Our full Use of Animals in Research policy is available at <https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>

**5.10** Peer reviewers are asked not to use generative AI to review the applications. If we suspect the review has been AI generated this review will not be used to assess the application and the reviewer may be barred from applying for funding from Worldwide Cancer Research.



- 5.11** All applications that are externally peer reviewed are assessed by the Scientific Advisory Committee. They will conduct a secondary triage to further remove any applications that have no prospect of being funded. The remaining applications will be discussed, scored and ranked at the Scientific Advisory Committee meeting. Alignment with our research strategy will also be considered.
- 5.12** Applications are awarded funding based on the ranked list until the allocated funds are spent. Inevitably, some high-quality projects with good reviews will not be funded due to limited funds.
- 5.13** Successful applicants will be notified by email as soon as possible after the Board of Trustees has ratified the recommendations from the Scientific Advisory meeting and asked to confirm informally, if they will be accepting the grant. The grant award agreement will follow soon after; the grant cannot be activated until we have received a signed copy of the agreement.
- 5.14** Unsuccessful applicants will usually be notified within one month of the Board of Trustees meeting.
- 5.15** Where external referees have provided comments to be fed back to the applicant, we aim to provide these (to both successful and unsuccessful applicants). Please note that the referees' views may vary markedly from each other, and funding decisions are not made solely on external reviews. We will not enter a debate regarding the content of these reports.

## **6 Questions? Contacting Worldwide Cancer Research**

**Please send all queries to the Research Funding team email address:**  
[grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)

If you wish to speak with someone urgently, our main office number is +44 (0)300 777 7910.

## 7 Appendix 1: How to apply- completing the application form.

### Table of Contents

7.1	Registration.....	19
7.2	Manage My Details .....	19
7.3	My Research Outputs .....	20
7.4	Eligibility Questions and Diversity and Inclusion Survey.....	20
7.5	Research Details page.....	20
7.6	Principal Investigator page.....	22
7.7	Additional Information .....	22
7.8	Co-applicants page.....	23
7.9	People Involved page .....	23
7.10	Inappropriate Reviewers page .....	24
7.11	Head of Department page.....	25
7.12	Authorising Officer page.....	25
7.13	Research Summary page .....	26
7.14	Financial Details page.....	26
7.15	Project Description page.....	30
7.16	Alignment with our Research Strategy .....	31
7.17	Animal research.....	31
7.18	Intellectual Property .....	32
7.19	Other Funding page .....	33
7.20	Attachments page.....	33
7.21	Declaration page.....	34
7.22	Validation page .....	34

This section gives practical guidance about filling in the grant application form. **It is important that you first read the earlier part of the handbook to ensure that your project proposal is within remit, that you are eligible to apply, and that you prepare your budget according to our requirements.** Failure to follow the regulations laid out in this handbook may result in your application being rejected.

**All applications must be completed in English.**

## 7.1 Registration

Applicants must register on the Worldwide Cancer Research grant system, which can be found at <https://grants.worldwidecancerresearch.org>. **When completing your registration, please do not use BLOCK CAPITAL letters for your name, institution, and/or country.**

If your institution does not appear in the drop-down list as part of the registration process, please contact Worldwide Cancer Research ([grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)), providing details of your institution and proof of the non-profit status of the organisation so that it can be added to our database.

All registrants are required to use their personal, institutional email addresses (**not** generic accounts) and **not** commercial webmail such as Gmail, yahoo, Hotmail, etc.

Application participants such as the Head of Department, Authorising Officer and any Co-Applicants must also register on the grant system if they have not previously done so. If application participants are already registered on the grant system, you can add them by searching for their email address.

Registration can be performed at any time throughout the year and, as the PI, you must check with the other application participants that they have registered on our grants system before you try to add them to your online application.

We request that you **do not** share your login details with other people. You will be held responsible for all activity performed under your account.

We recommend that you use Chrome or Safari browsers when using the grant system.

## 7.2 Manage My Details

To complete an application, you need to fill in the Basic Information and CV sections of Manage My Details. This information is automatically used to populate some of the Principal Investigator section of the application.

All Co-applicants need to register on the Worldwide Cancer Research online grants system and fill in the Basic Information and CV sections of Manage My Details. This information will automatically populate the Co-applicant CVs in the application form.

**Please leave the end date of your current employment blank on the CV.**

Please ensure the CVs of the PI and Co-applicants are completed in full. Incomplete applications may be rejected without review.

### 7.3 My Research Outputs

You can search for and import your publications using Europe PMC in this section. If you are unable to import your publication, you can enter its details manually using the 'New' button. A window will open where you can enter the 'Title' of your publication. Please DO NOT enter Authors names, Journals or Publication dates on this page. Once you have pressed the 'Save' button, you will be automatically directed to your Research Output, where you will be able to enter Authors, Journal and Publication date by clicking on 'Journal' or 'People' respectively from the left-hand panel and pressing on 'Add Journal', 'Add Person'. In case your publications includes a long list of authors, please include the first 3 authors and the last author.

Do not include abstracts or scientific summaries in your publication list.

There will be a section later in the application where you will provide the total number of your publications (your entire publication record). You will also be able to select the **10 most recent, relevant** publications for your application.

### 7.4 Eligibility Questions and Diversity and Inclusion Survey

Before you can start your application, you will have to answer a few questions to determine whether you are eligible to apply for our funding. If you are eligible, you will be directed to a diversity and inclusion survey. Please note that once you have filled out the eligibility form, you have to click 'Save' before you can submit it.

The collection of diversity and inclusion data, e.g., age, health, ethnicity, gender, and nationality, is for monitoring purposes only. This data will be treated as strictly confidential and will not be used in any way that allows individuals to be identified. Once this is completed, you will be able to start your application.

If you would like to know more about the data that we collect, please refer to our research funding privacy notice (<https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>).

### 7.5 Research Details page

#### Title of 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.** To use Greek letters, create them in Word using the insert symbol function, then cut and paste into the project title box.

The project title should give potential referees a clear idea of the proposed research (e.g., Epigenetic influences on FGFR2 signalling in colorectal carcinoma). Avoid novel acronyms and general titles (e.g., Using ARIST to study cancer). You should also avoid including any

commercially sensitive or confidential information in the title, as this title will be used by Worldwide Cancer Research publicly if the grant is awarded.

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

#### Institution where grant will be held

This is the Host Institution where most of the research will be conducted and where the PI will be working.

First, select the country in the Country Filter box: type any part of the country name and select from the drop-down list. Then do the same for the institution itself.

If your institution is not on the list, please contact Worldwide Cancer Research ([grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)) so that it can be added to our grants system.

#### 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 and Country

Worldwide Cancer Research funds research in many different countries and a) some institutes (e.g., INSERM in France) have many different locations within one country or b) the same names (e.g. National Biomedical Research Centre) are used in many different countries. For these reasons, we request you enter the city and country to confirm the correct institution is identified.

#### Duration

The duration of the project can be between 12 and 36 months.

#### Type of Application

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

**Resubmission** – select this if you have applied to us with a similar project that was rejected after preliminary triage in the previous grant round. You will be required to complete the details of the previous application. Note that resubmissions are considered in equal competition with all other applications in the round and are not guaranteed to pass preliminary triage. You may only resubmit once.

**Invited Resubmission** - Only select this if you were formally invited to resubmit an application and our Research Funding team instructed you to select 'Invited Resubmission'. You will be required to complete the details of the previous application. Invited resubmissions are guaranteed to pass preliminary triage and will go out to external peer review. Invited resubmissions will be discussed at the Scientific Advisory meeting.

For both types of resubmissions, 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.

## 7.6 Principal Investigator page

### Principal Investigator Details, Qualifications, Employment

These sections should automatically populate with the information you have supplied in Manage My Details (Basic Information and CV). 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 provided by pressing the ' + ' button. This list is automatically populated with the information you have supplied in the My Research Outputs section. 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.

### Early Career Principal Investigator

You will be asked if you are currently a post-doctoral researcher or a principal investigator who has established their first research group/lab within the past 3 years. Please note that this is for internal monitoring only and will not appear on the application form that is reviewed by our Scientific Advisory Committee or external peer reviewers.

There is also a question about how you heard about our grant round. This is for monitoring purposes only and will help us promote our grant rounds in the future.

## 7.7 Additional Information

Worldwide Cancer Research acknowledges that your qualifications and publication lists do not always reflect all your work. This section allows you to highlight any further contributions you make to the research community (such as the 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 add your publications.

PLEASE NOTE that this section is **optional** and by completing it you are consenting to the information being shared with external peer reviewers and our Scientific Advisory Committee. Applicants are asked to only disclose information that they are comfortable with being shared with the reviewers. For more information on how we collect, store and process personal information as part of our research grant application and award management activities, our Research Funding Privacy notice can be found [here](#).

## 7.8 Co-applicants page

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 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.

All Co-applicants must already be registered to use the online grants system. Registration can be performed at: <https://grants.worldwidecancerresearch.org>. To identify application participants in our database, you will need to know the exact email address they used to register on the Worldwide Cancer Research grants system.

The Co-applicant's role in the application is as follows:

1. When you have added a Co-applicant, they will be sent an email inviting them to confirm their participation in the application, to enter or update their CV and to complete their 'Grant contact publication' form.
2. After confirming their participation, the Co-applicant will then be given access to their 'Grant contact publication' form where they add and submit their publications. Only the **10 most recent, relevant** publications should be included, and it is the responsibility of the Principal Investigator to ensure that the Co-applicant completes the form before submission.
3. When the application has been completed by the PI, Co-applicants must approve the application for submission. They can view the PDF of the application but cannot edit it.

**Please note that the PI cannot submit the application until each Co-applicant has completed all of the above.**

**CVs for all Co-applicants are mandatory; they appear in the full application PDF that is sent to reviewers.** CVs can be viewed in the Scientist Information section of the application PDF.

There are no restrictions on how often or how many times someone can be a Co-applicant in a single grant round.

## 7.9 People Involved page

This page is designed to show the contribution of people who will be involved with the project.

### Percentage time for Principal Investigator and Co-applicants

Indicate what percentages of their time these people will devote to this project.

### People in your research group

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.

**Listing too many people for the work proposed may be regarded negatively as our grants are for discrete projects rather than research programmes with large teams of staff.**

### Collaborators

We do not request information about the amount of time that each collaborator will contribute to the project as it is assumed that it will be less than 5% of their time. List the people outside your immediate research group who will be working on this project (apart from Co-applicants). You can only list up to four collaborators - if this is a problem, please contact us.

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.

We do not require CVs for collaborators, and they do not need to use the online grants system to indicate their agreement. However, we do require you to attach either an email from the collaborator or a scanned letter of agreement **using their institutional headed paper**. The email/letter should be 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.

### **7.10 Inappropriate Reviewers page**

If you consider that someone would not be able to provide an impartial review of your research proposal, or you have other good reasons for not wanting them to see the proposal, you can list them as an inappropriate reviewer.

Reasons such as "main scientific competitor" and "commercial sensitivity" are acceptable. Note that this section **will be seen** by the external referees and the Scientific Advisory Committee. **A maximum of 4 inappropriate reviewers can be listed**. **DO NOT** simply list all the main groups working in your field. Such blanket attempts to exclude all expert reviewers will be ignored.



## 7.11 Head of Department page

The Head of Department (or equivalent) of the Host institution where the grant will be held, must:

- a) participate in this application
- b) approve the submission of this application.

Your Head of Department must already be a registered user of the online grants system (please refer to Section 7.1). Registration can be performed at: <https://grants.worldwidecancerresearch.org> and your Head of Department should complete the CV section in their account. If application participants are already registered on the grant system, you can add them by searching for their email address.

Participating in the application allows the Head of Department to view the PDF of the application, but not edit it. The applicant cannot submit the application until both the Head of Department and Authorising Officer, along with all Co-applicants, have agreed to participate.

NB: The approval of the submission by the Head of Department and Authorising Officer is the final step in the application process. After the applicant clicks the Submit button, the Head of Department has to approve the submission and then the Authorising Officer has to approve it, in that order. The Head of Department and Authorising Officer cannot be the same person. It is only after they have both done this that the application is officially submitted. **This must happen before the application deadline; we will not extend the deadline to allow these approvals to be made.**

The approval of the application by the Head of Department and Authorising Officer confirms that the Host Institution agrees with the budget requested by the applicant and with the Worldwide Cancer Research grant application terms, conditions, procedures, and grant contract, as described in this issue of the Application Handbook.

The Principal Investigator and the Head of Department can be the same person.

## 7.12 Authorising Officer page

The application must be approved by an Authorising Officer, normally the Finance Officer or Research Officer (or equivalent) of the Host institution where the grant will be held. They must:

- a) participate in this application
- b) approve the submission of this application
- c) accept in principle the terms and conditions of this award on behalf of the Host Institution

Your Authorising Officer must already be a registered user of the online grants system (please refer to Section 7.1). Registration can be performed at: <https://grants.worldwidecancerresearch.org>. Registration using general office accounts is **not** permitted. If application participants are already registered on the grant system, you can add them by searching for their email address.

Participating in the application allows the Authorising Officer to view the PDF of the application, but not edit it. The applicant cannot submit the application until both the Head of Department and Authorising Officer, along with all Co-applicants, have agreed to participate.

NB: The approval of the submission by the Head of Department and Authorising Officer is the final step in the application process. After the PI clicks the Submit button, the Head of Department has to approve the submission, followed by the Authorising Officer, in that order. The Head of Department and Authorising Officer cannot be the same person. It is only after they have both done this that the application is officially submitted. **This must happen before the application deadline. We will not extend the deadline to allow this approval to be made.**

The approval of this application by the Head of Department and Authorising Officer confirms that the Host Institution agrees with the budget request and with Worldwide Cancer Research grant application terms, conditions, procedures, and grant award agreement, as described in this issue of the Application Handbook.

The PI, Head of Department and Authorising Officer must normally be three separate people, but Head of Department and PI can be the same. The Authorising Officer cannot have any other role in the application. If this causes any problems, please email [grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)

### **7.13 Research Summary page**

On this page you need to provide a) a scientific abstract (max. 300 words) and b) a lay summary (250 words). The scientific abstract will be shared with potential external peer reviewers and may be shared with potential co-funders, together with your name, institution and project title. The scientific abstract may influence external peer reviewer decisions to review.

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 that, if your application is successful, will be published on the International Cancer Research Partnership website: <https://www.icrpartnership.org/>

The lay summary must be suitable for the general public – we suggest that you write it as if it were a short scientific story in a newspaper. Do not use technical language or jargon. If possible, we would recommend that you ask a non-scientific person to review the lay summary. If your application is successful, your lay summary will form the basis of what will go on the Worldwide Cancer Research website which you can access here: <http://www.worldwidecancerresearch.org/research/projects>. We will also ask for your photo to go with the summary.

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. We may also use the information and photos after your grant has ended, for example, when communicating the outcomes of the project after publication of manuscripts.

### **7.14 Financial Details page**

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

containing ineligible budget items will have these items removed without discussion and may even cause the grant to be rejected.

### Staff Costs

You must only ask for the staff you need to perform the tasks in the proposed project. Our Scientific Advisory Committee takes a view on whether a project needs 1 or 2 dedicated researchers and awards the corresponding number of posts.

If your application is successful:

- You will not be permitted to use up any surplus salary budget on extra posts not originally in the application
- The salary requested for the desired position (except in extenuating circumstances) is not subject to modification
- Any salary budget remaining once you have recruited the posts that were awarded on the grant cannot be used to pay for other staff or transferred to other budget categories.

Any requests for staff changes following the initiation of a grant must be scientifically justified and approved by Worldwide Cancer Research. We understand that changing scientific needs of the project may come to favour a different staffing arrangement than that originally applied for.

#### a) Staff Member

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 (unless their CV has been uploaded in another section of the application). 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.

Please provide details of the type of staff member (e.g., graduate research assistant, PhD student, postdoctoral, technician or other), their position and the time they will spend on the project. Staff members employed and salary paid by Worldwide Cancer Research are expected 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.

If you wish to have a full-time staff member 100% committed to the project whose salary is covered by another funding source, but would like to request research consumables, you must name the staff in this section. Please put £0 as the requested salary and in the justification section, provide additional details of the funding source. The funding source must be contributing salary only (e.g., PhD scholarship) and not providing monies for any research expenses.

The justification section **MUST** be used to explain why the appointment is required for the project. Reference should be made to the level of experience required or held, the tasks the person will be undertaking as described in the experimental plan, a justification of the costs involved and any other necessary supporting information.

#### b) Salary Costs Table

All figures must be given in GBP (£ Sterling) and **must include any on-cost or fringe benefits that the employer is legally obliged to pay and any annual increases for inflation or**

**projected pay awards.** Costs should be rounded up to the nearest GBP (£ Sterling) and written without any currency symbols, commas, full stops, points or zeros (e.g. £153,508 should be written as 153508). Grants are awarded and payments are made in GBP (£ Sterling). Figures included in this section should be checked with your Finance Office (or equivalent) for accuracy before submission of your application.

If you are requesting funds for a PhD student, please enter the stipend along with the degree fees in the Gross Salary. Use the PhD salary/stipend and degree fee rates applicable at your institution. Within the UK, if there are no institutional rates, stipends and fees should be reimbursed at the MRC rates.

If your application is successful, you will be required to provide written evidence from your Human Resources department that details how the salary figures were calculated. This should normally be an institutional salary scale with further details of any employer's on-costs or fringe benefits such as pensions, tax, insurance or holiday pay that the institution is legally obliged to fund. This also applies to PhD fees and stipends. A grant will not be awarded unless this evidence is provided when requested.

**The figures you provide will be the amounts awarded and no further increases will be made by the charity to the salary budget.** It is the responsibility of the PI to make sure sufficient funds for the posts being requested are fully covered by the budget request.

#### 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. 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 ( $15,000 \times 0.6$ ).

You can request consumables for a full-time researcher who will be **100% committed** to the project and whose salary is covered solely by another funding source. Please see the above Staff section for details.

Consumables for research positions not listed in the salaries section cannot be claimed.

Consumables include non-reusable, routine items specific to the research, such as chemicals, enzymes, antibodies, molecular biology kits and reagents, glassware, plastics, dyes, radioisotopes, tissue culture costs, etc.

**You must break down your consumables' request under at least 3 general headings (using the "Add Consumable" button).** For example, 'tissue culture', 'PCR', 'immunohistochemistry'. Separate headings are created using the 'Add Consumables' function. It is not necessary to provide a very detailed breakdown of items and costs, but there should be some justification for the budget requested. **Applications that request a flat allowance of £15,000 per year with no attempt to justify the costs will be rejected without review.**

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. If you have any questions, please contact the Research Funding team ([grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)) in advance.

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 numbers 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**. Without such justification, the animal costs awarded may be reduced. The information that you provide in this section should be consistent with the information given in the Animal Research and Animal experiment details sections. Any animal costs over £10,000 must be well justified.

### Equipment

Funds can be requested for small pieces of specialist or unusual equipment that are essential for the project. Small pieces of routine equipment, laptops or computers 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.

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. Please consult Table 1, in this handbook, for further information on permitted equipment requests.

### Travel

Travel costs and registration fees to attend conferences may be requested up to a rate of £500 per year for each person whose salary would be paid by the grant. This allowance can be allocated over the duration of the grant (e.g., £500 per annum, or the full £1500 in year 3). These costs should be itemised as ‘conference travel’ and further details provided in the justification.

We will consider further requests for travel (over and beyond the conference travel mentioned above; e.g. visits to collaborating laboratories or travel for patient and public involvement), if it is necessary for the success of the project. **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.

**All travel funding should be made in the Travel section of the financial details page, NOT in the Other funding section.**

### 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

Give each item and the cost separately (using 'Add Other') and explain why the item is necessary in the justification (e.g., cost per sample, cost per hour).

**Indirect and overhead costs are not permitted under any circumstances.** See section 4 for examples of ineligible costs.

### **7.15 Project Description page**

Our grants are for discrete projects rather than research programmes with large teams of staff. **You must submit a research proposal that describes a discrete project achievable within the duration of the grant and with the resources and financial support requested.**

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)

If appropriate, please describe what sex and/or gender considerations you have made in your experimental design.

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 10 MB or 8 pages, 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.

**Please note that it is important to disclose all information in your project plan that will be necessary for a proper review of your grant. If there are commercially sensitive details, or other confidential information that you do not wish to be seen by external reviewers, you must contact us for advice before you submit your application ([grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)).**

**Worldwide Cancer Research expects all use of Artificial Intelligence (AI) tools for the development of the application be declared. Applicants will be asked to declare if they have used AI to develop their application.**

## **7.16 Alignment with our Research Strategy**

Our research strategy is very important to us at Worldwide Cancer Research. Our SAC will judge applications based on how well they align with our research strategy. Please address the four criteria: Starting new ideas, Exciting and creative, Scientific quality, and Transformative impact.

## **7.17 Animal research**

Worldwide Cancer Research policy is to only fund research involving the use of animals when we are confident that acceptable standards of laboratory animal welfare are applied. When considering what constitutes an acceptable standard, Worldwide Cancer Research puts great emphasis on the principle of the Three R's (Reduction, Refinement and Replacement). 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/>.

If your project includes research on live animals – including invertebrates – please complete this section carefully. Information provided in this section should be consistent with that given in the Financial Details, Animals (budget request) section.

### Does your project involve the use of live animals?

Yes or No. If your answer is No, you can proceed to the next page. If your answer is Yes, you will need to provide information on the species to be used.

### Enter species (maximum 3)

Use the 'Add' option to enter the species' details. Up to three species' details can be entered by adding them separately.

If you add either a rodent, zebrafish 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.

### Animal experiment details page

If you propose to use animals protected under UK law (all vertebrates), you are required to answer some further questions on this page.

Worldwide Cancer Research is committed to ensuring that high animal welfare standards are adopted in its funded research projects which involve animal experimentation.

Please show, in your answers to the questions detailed below, what steps you have taken to implement the principles of the Three R's in animal experimentation.

- **Replacement** – describe why there is no alternative to using animals in this research.
- **Reduction** – explain the steps you will take to keep the number of animals used to a minimum (i.e., to obtain more information from fewer animals or more information from the same number of animals).
- **Refinement** – show that you have designed your experiments to ensure that the animals used will suffer as little as possible (e.g., use of improved housing or changes to procedures which will minimise pain and suffering).

Are any of the animals Genetically Modified?

Yes or No

What would be the severity of the procedures?

More information regarding the procedures involved is required for moderate and severe procedures.

Why is animal use necessary; are there any other possible approaches?

State why animal use is necessary.

Why is the species/model to be used the most appropriate? What are the sex considerations in your experimental design?

Explain why you have chosen the species/model detailed in your project description and if both sexes are going to be used. Provide a justification if this is not the case.

Please justify the number of animals to be used per experiment, including details of any sample size calculations and/or statistical advice sought.

Carefully justify the number of animals to be used in the proposed experiments.

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.

## **7.18 Intellectual Property**

Intellectual property (IP)

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.

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.

You must indicate if there is any background IP that will be used in the research project.



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?).

Where Worldwide Cancer Research funding has led directly to Intellectual Property being commercialised and licensed, we need to ensure that our interests are protected in any commercial agreements that will cover the results/data/IP stemming from the associated project. Worldwide Cancer Research ask for a 10% share of the Net Revenue. Please refer to Appendix 2: Grant Terms & Conditions for more information.

#### Technology Transfer Office

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 in Appendix 2.

### **7.19 Other Funding page**

#### 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 PI 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.

#### Current 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.

#### Overlap

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 (AICR) Funding

You must indicate (and give details) if the PI 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.

### **7.20 Attachments page**

This page simply lists all the documents that you have attached to your application.

Removing or changing these attachments is normally done on the page where they were originally attached. Please note that all attachments should be uploaded in PDF format, using other formats may impede the submission process.

## 7.21 Declaration page

Before you can submit your application, you must declare:

- that the application is complete, accurate and in accordance with policies and guidelines laid out in the Terms and Conditions and application handbook.
- that you understand that all unsubmitted applications will be permanently deleted 30 days after the submission date for this grant round
- that you have read and understood the Worldwide Cancer Research policies on Tobacco Industry Funding, Funding Animal Research, Funding Human Stem Cell Research, Open Access Publishing, Conflict of Interest and Research Funding Privacy Notice
- that the relevant ethical and/or regulatory approvals or licences necessary for the conduct of the proposed work have been granted or will be sought if the grant is awarded
- that you accept that the details contained in the application will be viewed by a third party (i.e. external peer reviewers) and are happy that the information will be shared accordingly (this may be outside the UK and European Economic Area); that you have gained permission from the others named in the application to include their personal data and have made them aware that their data will be shared accordingly
- that you agree to provide any further information that Worldwide Cancer Research may reasonably require to assess this application
- that any outputs from generative Artificial Intelligence (AI) tools in this application have been acknowledged and if used, have been used in accordance with relevant legal and ethical standards.
- that the information in the application is complete and correct to the best of your knowledge; you have checked (and printed) the PDF version\* of the application and confirm that it is ready to be reviewed and assessed.

\* Please note that the PDF version of the application is the version, which is sent to reviewers, so it is worth taking the time to check through it carefully.

## 7.22 Validation page

This page lists the parts of the application that need to be completed before it can be fully submitted. Some of these (i.e., the agreement to participate by Head of Department and Authorising Officer and the approval by Co-applicants) will require other people to act.

Once all these parts of the application have been completed, you can then:

- a) Click 'Save and Close'
- b) Click 'PDF the application' and print a copy to check. This is the version that the reviewers will see, so you should check carefully for any omissions or errors. It is your responsibility to ensure that the PDF version of the application is correct. Please note that the lay summary is not included in the PDF of the application as this is not required for review purposes.

- c) Click the 'Submit' option (only available during the submission window). NB: you have to go to the Validate page first – to do a final check – before the 'Submit' button becomes active.

Remember – after you click 'Submit', the submission still has to be approved by the Head of Department and Authorising Officer before the submission deadline.

Once the Head of Department and Authorising Officer have approved the application, the application will automatically be submitted. This must be done before the submission deadline or cap of 500 applications has been reached. You will receive a notification email confirming that your application has been submitted.

**For the avoidance of doubt:**

**We will not extend the deadline to allow the final approvals to be made, or because of any confusion about how the online submission process works. It is your responsibility to ensure that your grant application is completed with enough time remaining to contact the Research Funding team ([grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)) if you have any difficulties with the submission process. Please remember that we are based in the UK. We cannot guarantee to respond before the submission deadline to any queries sent in the final 48 hours of the submission window, although we will try to do so.**

**Grant deadlines will only be extended if we accept that Worldwide Cancer Research was at fault for unreasonably delaying the submission of your grant. Technical failures of the grants system will only be accepted as a reason to extend the deadline if they are verified by the IT Company that hosts the system.**

## 8 Appendix 2: Grant Terms & Conditions

In 2024 Worldwide Cancer Research undertook a review of their Award Terms and Conditions which had remained largely unchanged for over 10 years. Most of the content remains the same but, to help ensure they are not a blocker to potential applicants and enable the Charity to fund ideas from anywhere, there are four key areas that have been updated:

- Legal contract will now only be between the Charity and the Host Institution to remove any concerns of personal liability to the Principal investigator. The Principal Investigator will still be required to acknowledge that they have 'read and understood' all conditions under which the grant has been awarded.
- Consent is no longer required from Worldwide Cancer Research before commercialisation of Intellectual Property but the Charity must be notified in a timely manner of any patents or licensing agreements relating to the funded research.
- IP revenue expectations of the Charity have been reviewed and simplified to align better with international expectations with a flat rate of 10% of Net Revenue from commercialisation rather than the previous expectation of 50% share of Net Revenue negotiated dependent on other financial contributions.
- Liability clauses have been updated to reflect current requirements.

The new Terms and Conditions will be applied to all Awards granted from the 2025 Grant Round launched on the 14<sup>th</sup> Feb 2025.

This is the schedule referred to in the foregoing Award Agreement between Worldwide Cancer Research, **[INSERT NAME OF PRINCIPAL INVESTIGATOR]** and **[INSERT HOST INSTITUTION]**

This is the Schedule referred to in the foregoing Award Letter between Worldwide Cancer Research and [insert name of Host Institution]Schedule - Part 1

Terms and Conditions for Research Grant Award

## **1. Offer of Research Grant Award and Basis of Contract**

- 1.1. Worldwide Cancer Research shall make the Grant available to the Host Institution in accordance with the Award Agreement.
- 1.2. No variation of the Award Agreement shall be effective unless such variation is in writing and signed by an authorised signatory of Worldwide Cancer Research.
- 1.3. Worldwide Cancer Research reserves the right to amend these Terms and Conditions or applicable policies at any time. The Host Institution will be informed of any amendments.
- 1.4. In the event of a conflict between the Terms and Conditions and the Award Letter, the Award Letter shall prevail.
- 1.5. Should the Host Institution choose to accept the offer of the Grant as set out in the Award Agreement, the Host Institution shall complete the acceptance process set out in the Award Letter. If the Host Institution is unable to complete the acceptance process or accept these Terms and Conditions, Worldwide Cancer Research may withdraw the offer contained in the Award Agreement without incurring any liability to the Host Institution.
- 1.6. The Host Institution shall:
  - 1.6.1. comply with the Award Agreement and all applicable policies detailed on the Website;
  - 1.6.2. ensure that the Principal Investigator and all individuals and institutions involved in the Project are aware of and comply with the terms of the Award Agreement and all applicable policies;
  - 1.6.3. support the Principal Investigator to deliver the Project as outlined in the Application;
  - 1.6.4. obtain written approval from Worldwide Cancer Research in respect of any requested change to the Start Date (which, in all cases, shall be no later than 6 months from the Start Date set out in the Award Letter).
  - 1.6.5. provide information to Worldwide Cancer Research on any staff or individual working on the Project as soon as such information is available;
  - 1.6.6. obtain, and provide written confirmation upon request to Worldwide Cancer Research of, all ethical approvals, consents and licences required to deliver the Project.
  - 1.6.7. promptly supply any information, documentation, and materials in respect of the Project and/or Award Agreement that is requested by Worldwide Cancer Research to support the administration of the award; and
  - 1.6.8. be responsible and liable for the actions and omissions of its employees, sub-contractors, collaborating institutions, and agents in connection with the Project and the Award Agreement.

## 2. Definitions and Interpretation

2.1. Words and expressions in these Terms and Conditions shall have the same meanings as attributed to them in the Award Letter. Otherwise, the definitions and rules in this clause 2 apply to these Terms and Conditions:

**Annual Budget:** the budget produced by Worldwide Cancer Research annually to be deducted from the Grant amount set out in the Award Letter.

**Annual Reconciliation Period:** the period of one (1) calendar year commencing on the Start Date (or, for each subsequent Grant Year, the annual anniversary of the Start Date).

**Application:** the grant application in respect of the Project submitted to Worldwide Cancer Research by the Host Institution.

**Award Agreement:** the Award Letter (including any annexes thereto), and its Schedule, including these Terms and Conditions.

**Award Letter:** the letter from Worldwide Cancer Research offering the Grant to the Host Institution, to which this Schedule is attached.

**Costs:** all external expenses incurred and paid by the Host Institution in connection with the filing, prosecution and maintenance of Intellectual Property rights in the Results including, but not limited to, official filing fees, agent costs, and reasonable legal and other advisory and consultancy fees. For the avoidance of doubt: (i) Costs shall not include internal costs of the Host Institution relating to these activities, regardless of the legal constitution of Host Institution's TTO; and (ii) any chargeable TTO translation costs shall not exceed 10% of Gross Revenue following the deduction of direct costs, and where the Host Institution wishes to seek costs higher than such 10%, the granting of such shall be at the discretion of Worldwide Cancer Research, subject to the Host Institution demonstrating why higher translation costs are required. For the avoidance of doubt, Costs shall not include salary or taxes in respect of Host Institution's or its TTO personnel or the inventors or generators of the Results.

**Data Protection Laws:** all applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR; the Data Protection Act 2018 (DPA 2018) (and regulations made thereunder); and the Privacy and Electronic Communications Regulations 2003 (SI 2003 No. 2426) as amended; and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data (including the privacy of electronic communications); and the guidance and codes of practice issued by the Information Commissioner or other relevant data protection or supervisory authority and applicable to a party.

**Departure Date:** the date stipulated in a novation agreement upon which the Award Agreement will transfer to the relevant Successor Institution.

**End Date:** the date on which the Project is completed.

<b>Equipment:</b>	any and all equipment purchased wholly or partially with the Grant.
<b>Final Reconciliation Period:</b>	the period from the date of the last provided interim reconciliation until the End Date.
<b>Grant:</b>	the sums payable to the Host Institution in respect of the Project as set out in the Award Letter.
<b>Grant Year:</b>	until the End Date, each 12 month period commencing on the Start Date (or any subsequent anniversary thereof) (or any pro-rata portion thereof in respect of periods of less than 12 months).
<b>Gross Revenue:</b>	consideration received by the Host Institution from any commercial exploitation of the Results and/or the Intellectual Property in the Results), including (but not limited to) licence fees, option fees, up-front fees, royalties, minimum royalties and milestone payments, sub-licence initiation fees and any other monetary or in-kind compensation received by the Host Institution from the licensing or other exploitation or disposal of the Results and/or the Intellectual Property in the Results) in forms including but not limited to monies, shares, or options and any other form of non-cash income. It is intended to cover all cash and non-cash income that the Host Institution receives.
<b>Intellectual Property:</b>	all patents, rights to inventions, utility models, materials, copyright and related rights, trademarks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world which derive from the Project.
<b>Net Revenue:</b>	Gross Revenue minus Costs.
<b>Open Access Publishing Policy:</b>	Worldwide Cancer Research's policy on publishing and open access as available on the Website, [NEW LINK TO BE INSERTED] as updated from time to time.
<b>Parties:</b>	the parties to this Agreement, being Worldwide Cancer Research and the Host Institution.
<b>Payment Schedule:</b>	the schedule for payments of the Grant, detailed at Part 3 of the Schedule.
<b>Personal Data:</b>	as defined in the Data Protection Laws.
<b>Principal Investigator:</b>	the individual identified as the lead applicant in the Application.

<b>Progress Report:</b>	a scientific report on the progress made towards achieving the objectives set out in the Application.
<b>Project:</b>	the project set out in the Award Letter, as further detailed in the Application.
<b>Research Grant Award:</b>	the award of the Grant to the Host Institution in accordance with the Award Agreement.
<b>Results:</b>	any information, data, material, inventions or other results that arise during the performance of the Project.
<b>Start Date:</b>	the commencement date of the Grant as stipulated in the Award Letter.
<b>Successor Institution:</b>	any university, research organisation or other institution to whom the Host Institution transfers the Grant award as a result of the Principal Investigator changing employment.
<b>Term:</b>	the period between the Start Date and the End Date, or if earlier the date of earlier termination of the Award Agreement.
<b>Terms and Conditions:</b>	the Terms and Conditions contained in this Schedule to the Award Letter.
<b>TTO:</b>	The technology transfer office of an institution (or equivalent body, howsoever constituted, even if legally separate from the institution) that manages the protection and exploitation of the institution's Intellectual Property.
<b>UK GDPR:</b>	has the meaning given to it in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018.
<b>Website:</b>	Worldwide Cancer Research's website, found at <a href="https://www.worldwidecancerresearch.org/">[https://www.worldwidecancerresearch.org/]</a> or at such other domain as notified by Worldwide Cancer Research from time to time.

- 2.2. Clause and paragraph headings shall not affect the interpretation of the Award Agreement.
- 2.3. A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's legal and personal representatives, successors and permitted assignees.
- 2.4. Words in the singular shall include the plural and vice versa.
- 2.5. A reference to a statute, statutory provision, or any subordinate legislation made under a statute is to such statute, provision or subordinate legislation as amended or re-enacted from time to time and, in the case of a statute, includes any subordinate legislation made under that statute.
- 2.6. A reference to writing or written includes email.
- 2.7. Any phrase introduced by the terms including, include, in particular or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.



### **3. Provision of Grant**

- 3.1. Worldwide Cancer Research shall make available the Grant to the Host Institution as set out in the Award Agreement solely for the purpose of enabling the Host Institution to carry out the Project. Such provision of the Grant is subject to: (i) the availability of funds; and (ii) the Host Institution's compliance with the Award Agreement.
- 3.2. The Host Institution shall complete the Project: (i) by the End Date, or any date agreed in writing between the Parties; and (ii) at a cost not exceeding the value of the Grant. The Host Institution acknowledges that Worldwide Cancer Research shall not provide any funding in excess of the value of the Grant.
- 3.3. The Host Institution shall make no changes to the Project without the prior written approval of Worldwide Cancer Research.

### **4. Annual Budget and Payment of Grant**

- 4.1. The Grant amount set out in the Award Letter shall be split into annual amounts by Worldwide Cancer Research via the Annual Budget. The Annual Budget and Payment Schedule shall be solely determined by Worldwide Cancer Research based on information received through the Application and amended subject to clause 5.7.
- 4.2. The Annual Budget shall not increase in line with inflation or any other form of pay adjustment, and Worldwide Cancer Research shall not fund or reimburse any increased pay awards, bonuses, merit awards or other changes to employee salaries.
- 4.3. Each Grant Year shall have its own Annual Budget and no funding shall be carried from one Annual Budget into another Grant Year's Annual Budget without the prior written consent of Worldwide Cancer Research (such consent being at Worldwide Cancer Research's sole discretion and subject to the provision of sufficient scientific justification). Any sums remaining in an Annual Budget, after the reconciliation process at clause 5, shall be retained by Worldwide Cancer Research and shall no longer be made available to the Host Institution.
- 4.4. The transfer of allocated funds between the budget headings detailed in the Application is only permitted with the prior written consent of Worldwide Cancer Research, such consent being at Worldwide Cancer Research's sole discretion and subject to the provision of sufficient scientific justification.
- 4.5. Subject to clause 5, Worldwide Cancer Research shall pay the Annual Budget to the Host Institution, quarterly in arrears, in accordance with the Payment Schedule.
- 4.6. Payments will be remitted in GBP (£ Sterling) and converted to the currency of request by the bank at its exchange rate on the day of the transfer. Worldwide Cancer Research is not responsible for losses incurred through fluctuations in exchange rates and cannot be claimed against the Grant.
- 4.7. The final payment of the Grant, as detailed in the Payment Schedule, will only be paid following:
  - 4.7.1. submission of the final reconciliation in accordance with clause 5;
  - 4.7.2. submission of the final Progress Report as set out in clause 6; and
  - 4.7.3. acceptance of the final reconciliation and final scientific report by Worldwide Cancer Research.
- 4.8. Following the final payment of the Grant detailed in the Payment Schedule, Worldwide Cancer Research shall not accept or reimburse any further claims or requests for payment.

- 4.9. The Host Institution is not entitled to any additional charges such as overheads, bench fees, publication or administrative costs. The Host Institution may only be reimbursed for costs incurred which are within the remit of the Grant. The Host Institution undertakes to meet all other costs, taxes, charges and liabilities not covered by the Grant but necessary for the Host Institution to successfully carry out the Project.

## 5. Reconciliations

- 5.1. The Host Institution shall provide to Worldwide Cancer Research an interim reconciliation on an annual basis, no later than three (3) months following the end of the relevant Annual Reconciliation Period.
- 5.2. If: (i) the interim reconciliation is not received within the time specified at clause 5.1; or (ii) Worldwide Cancer Research does not consider the information provided by the Host Institution to be complete and adequate, Worldwide Cancer Research reserves the right to suspend payments of the Award until such time as the Host Institution provides complete and adequate information.
- 5.3. The Host Institution shall submit a final reconciliation to Worldwide Cancer Research within three (3) months of the End Date.
- 5.4. As part of each interim reconciliation and final reconciliation, the Host Institution shall:
- 5.4.1. set out all eligible costs based on actual expenditure incurred by the Host Institution in carrying out the Project during the Annual Reconciliation Period or Final Reconciliation Period; and
  - 5.4.2. provide accompanying invoices and documentation for any costs detailed in the Annual Reconciliation Period of or Final Reconciliation Period.
- 5.5. All reconciliations submitted to Worldwide Cancer Research and all accompanying documentation must be provided in English (or an English translation provided).
- 5.6. All figures should be entered in GBP (£ Sterling) on the reconciliation form.
- 5.7. Any overspend or underspend revealed during the reconciliation process under any budget heading will be deducted from available budget under the relevant heading in the following year (or, if such overspend or underspend occurs in the final Grant Year, Worldwide Cancer Research shall invoice the Host Institution for any such amount following the final reconciliation and the Host Institution shall pay each invoice within thirty (30) days of the date of the invoice).
- 5.8. It is the Host Institution's responsibility to ensure that any requested reports and reconciliations are submitted within the timescales stated herein. Acceptance of such is at the discretion of Worldwide Cancer Research. The Host Institution's failure to adhere to this Clause 5 shall be deemed a material breach.
- 5.9. The Host Institution shall be responsible for repaying to Worldwide Cancer Research immediately upon receipt of a written demand by Worldwide Cancer Research any Grant funds which have been remitted to the Institution in the absence of adequate supporting documentation. Payment of Grant funds shall be made in accordance with the conditions of payment detailed in the Award Agreement.
- 5.10. If the Principal Investigator ceases to be employed by the Host Institution, Worldwide Cancer Research shall determine whether the Grant: (i) shall be transferred to a suitable candidate with the Host Institution; (ii) shall be transferred to a succeeding Host Institution (Clause 15); or (iii) shall be terminated (Clause 14).
- 5.11. If the Principal Investigator ceases to be employed or otherwise engaged by the Host Institution for any reason, the Host Institution shall inform Worldwide Cancer Research at least one (1) calendar month in advance of the date of the Principal Investigator's employment with the Host Institution ending.

- 5.12. Upon being notified that the Principal Investigator’s employment with the Host Institution is ending or is due to end:
- 5.12.1. Worldwide Cancer Research shall be entitled to withhold future payment of the Grant pending submission of a satisfactory reconciliation form (in accordance with the standards set out in this clause 5 by the Host Institution);
  - 5.12.2. in the event that the Principal Investigator and Host Institution wish for the Grant to transfer to the Principal Investigator’s new employer, the Principal Investigator shall submit a request to Worldwide Cancer Research with a case for the suitability of the intended Successor Institution to take over the Grant, alongside notification of their employment ending with the Host Institution in accordance with clause 5.11;
  - 5.12.3. the Host Institution shall submit a final reconciliation form within 3 months of the Principal Investigator’s employment with the Host Institution ending;
  - 5.12.4. such a reconciliation shall be used by Worldwide Cancer Research to determine any final payment of Grant which may be due to the Host Institution prior to any decision under clause 5.10 over the future of the Grant; and
  - 5.12.5. in the event of overpayment within the Grant Year, Worldwide Cancer Research shall invoice the Host Institution for the outstanding amount and the Host Institution shall pay the amount identified in any such invoice within thirty (30) days of the date on the invoice.

**6. Progress Reports**

- 6.1. Payment of the Grant is conditional upon the Host Institution submitting satisfactory Progress Reports according to the table set out in this clause 6.1 that Worldwide Cancer Research has accepted and approved in accordance with clause 6.2.

<b>Period of Project to be Covered by Report</b>	<b>Report Due to be Submitted to Worldwide Cancer Research</b>
month 1 - month 6	prior to grant payment at month 9
month 7 - month 18	prior to grant payment at month 21
month 18 – End Date	prior to final grant payment within 3 months after End Date

- 6.2. Acceptance and approval of any Progress Report submitted in accordance with clause 6.1 shall be at the sole discretion of Worldwide Cancer Research.
- 6.3. In accordance with clause 4.7, the final payment of the Grant shall be withheld by Worldwide Cancer Research pending completion of the final report detailed at clause 6.1.
- 6.4. In addition to the Progress Report requirements at clause 6.1, the Host Institution shall also submit short follow up reports on the third and sixth anniversaries of the End Date when requested.

**7. Management of Research Grant Award**

- 7.1. Worldwide Cancer Research shall only make payment of the Grant to the Host Institution and shall not in any circumstances be responsible for reimbursing or making payment to any third party institution, person or organisation involved in the Project.
- 7.2. Where the Application indicates that another organisation is involved in the Project, it shall be the responsibility of the Host Institution to allocate funds to any such organisation and to ensure that any such collaborating party or third-party organisation: (i) is reimbursed in accordance with the Annual Budget; and (ii) complies with the terms and conditions of this Award Agreement.
- 7.3. Where any part of the Project will be carried out by a third party, the Host Institution shall ensure that such third party is bound by a written collaboration agreement or subcontract, as appropriate. The Host Institution shall ensure that such written agreement flows down the terms of this Award Agreement, including (without limitation) vesting all Results and Intellectual Property in the Results in the Host Institution on creation. The Host Institution shall provide Worldwide Cancer Research with a copy of any such agreement on request.
- 7.4. The Host Institution shall be responsible and liable for proper financial management of the Grant and use of charitable funds, including the creation and retention of records of expenditure in connection with the Grant. The Host Institution shall provide such records to Worldwide Cancer Research upon request. The Host Institution must keep in place all procedures and security arrangements which enable it to monitor and protect against fraudulent activity, bribery, and any other illegal practices.
- 7.5. The Host Institution shall comply (and shall ensure that any collaborating organisations and subcontractors comply) with Worldwide Cancer Research's rules, policies and procedures. Worldwide Cancer Research's research policies can be found on the Website and concern animal research, human stem cell research, tobacco industry funding, open access publishing, conflict of interest and research funding.
- 7.6. The Host Institution shall not accept any other grant or research funding to carry out the Project, or any part of it, without the prior approval of Worldwide Cancer Research.

## **8. Staff and Equipment**

- 8.1. The Principal Investigator may work on the Project independently or opt to work on the Project in partnership with or with assistance from research workers (each of whom may or may not be receiving support from Worldwide Cancer Research in their own right). The costs incurred by the Host Institution as a result of the employment or engagement of the Principal Investigator and any research workers or staff members who are involved with the Project shall be the responsibility of the Host Institution. Worldwide Cancer Research shall only reimburse eligible staff related costs where they have been appropriately detailed in the Application and approved through the Annual Budget.
- 8.2. Nothing in the Award Agreement shall render the Principal Investigator nor any research worker or staff member who is involved with the Project an employee, worker, agent or partner of Worldwide Cancer Research. The Host Institution shall ensure that any research worker or staff member who is involved with the Project, including the Principal Investigator, shall not hold him/herself out as an employee, worker, agent or partner of Worldwide Cancer Research.
- 8.3. The relationship of the Host Institution (and the Principal Investigator or any other staff working on the Project) to Worldwide Cancer Research will be that of independent contractor and nothing in this Agreement shall render it (nor the Principal Investigator or any other staff working on the Project) an employee, worker, agent or partner of Worldwide Cancer Research and the Host Institution shall not hold itself out as such and shall procure that the Principal Investigator or any other staff working on the Project shall not hold themselves out as such.

- 8.4. Worldwide Cancer Research shall not be entitled to and will not seek to exercise any supervision, direction or control over the Host Institution or the Principal Investigator (or any substitute) in the manner of performance of the Project, save that Worldwide Cancer Research shall give reasonable and lawful instructions as may be needed to direct the Host Institution as to how the Project should be carried out.
- 8.5. The Host Institution shall be fully responsible for and shall indemnify Worldwide Cancer Research for and in respect of the following:
  - 8.5.1. any income tax, National Insurance and social security contributions (and any equivalent in any other jurisdiction) and any other liability, deduction, contribution, assessment or claim: (i) arising from a determination that the Project and/or Grant is deemed employment; or (ii) made in connection with either the performance of the Project or any payment or benefit received by the Principal Investigator (or any other individual working on the Project) in respect of the Project, where such recovery is not prohibited by law. The Host Institution shall further indemnify Worldwide Cancer Research against all reasonable costs, expenses and any penalty, fine or interest incurred or payable by Worldwide Cancer Research in connection with or in consequence of any such liability, deduction, contribution, assessment or claim;
  - 8.5.2. any liability arising from any employment-related claim or any claim based on worker status (including reasonable costs and expenses) brought by the Principal Investigator, any substitute or any other individual working on the Project against Worldwide Cancer Research arising out of or in connection with the provision of the Grant and/or Project, except where such claim is as a result of any act or omission of Worldwide Cancer Research.
- 8.6. The Grant may only be used to cover the cost of the salary of replacement staff members to take the place of staff members who are absent due to period of maternity, paternity or sickness absence with the prior written consent of Worldwide Cancer Research. The Grant may not be used to meet the cost of sick leave or maternity, paternity or adoption leave for staff who are paid salaries from the Grant. As set out at clause 8.1, the costs incurred by the Host Institution as a result of the employment or engagement of the Principal Investigator and any research workers or staff members who are involved with the Project shall be the responsibility of the Host Institution and it is the Host Institution's responsibility to ensure that it complies with its obligations under employment law in respect of them.
- 8.7. Upon receipt of a written request from Worldwide Cancer Research, the Host Institution shall provide Worldwide Cancer Research with the attendance records of any staff member who is funded by the Grant. If such records show that Worldwide Cancer Research has unknowingly or mistakenly reimbursed the Host Institution for the cost of paid maternity, paternity, adoption or sick leave for any member of staff paid a salary from the Grant, the Host Institution shall repay the full amount of such payment to Worldwide Cancer Research.
- 8.8. The Host Institution shall ensure that all advertisements for staff to be appointed or employed in relation to the Project clearly state that the Project is funded by Worldwide Cancer Research.
- 8.9. The Host Institution undertakes to disclose to Worldwide Cancer Research the details of, and any alteration to, each individual appointed to work on the Project as soon as is practicable after the appointment.
- 8.10. Notwithstanding anything in this clause 8, staff expenses payable under the Grant shall in all circumstances be limited to the amount which is detailed in the Annual Budget.
- 8.11. Subject to Clause 15.2, all Equipment shall be the property and responsibility of the Host Institution.
- 8.12. The Host Institution shall maintain the Equipment at its own expense in good and substantial repair in order to keep it in good operating condition including replacement of worn, damaged and lost parts, and

shall make good any damage to the Equipment. Worldwide Cancer Research shall not reimburse the cost of replacement Equipment and shall not reimburse the cost of repairs to damaged Equipment.

- 8.13. The Host Institution shall not without the prior written consent of Worldwide Cancer Research part with control of (including for the purposes of repair or maintenance), sell or offer for sale, underlet or lend the Equipment or allow the creation of any mortgage, charge, lien or other security interest in respect of it.

## 9. Media and Publications

- 9.1. Subject to this clause 9 and clause 10, the Host Institution undertakes to disseminate Results, always in accordance with the Open Access Publishing Policy.
- 9.2. The Host Institution shall not (and shall ensure that no one working on the Project shall) enter into any restrictive publication arrangements in relation to any Results connected with or arising from the Project, including any arrangements which may conflict with the Open Access Publishing Policy.
- 9.3. The Host Institution shall:
- 9.3.1. provide Worldwide Cancer Research (by email to [grants@worldwidecancerresearch.org](mailto:grants@worldwidecancerresearch.org)) with an advance copy of all publications arising from the Grant and/or Project no later than thirty (30) working days in advance of submission for publication;
  - 9.3.2. notify Worldwide Cancer Research at the time of providing an advance copy under clause 9.3.1 if any information, data, Results or Intellectual Property contained in the publication is capable of Intellectual Property protection;
  - 9.3.3. inform and co-ordinate with Worldwide Cancer Research for any press releases on the Project funding and results.
  - 9.3.4. provide Worldwide Cancer Research with photographs and support the creation and delivery of other resources as reasonably requested for use on websites, fundraising, publicity and other materials; and
  - 9.3.5. acknowledge the financial assistance given by Worldwide Cancer Research in all press or media releases and all publications, published documents or presentations related to the Grant. Worldwide Cancer Research should be acknowledged in all such publications, documents and presentations using the format: "This work was supported by Worldwide Cancer Research (grant reference number xx-xxxx)".
- 9.4. If anything contained in a publication submitted to Worldwide Cancer Research under clause 9.3 is capable of Intellectual Property protection, the Host Institution shall not publish (and shall ensure that no others involved in the Project publishes) such publication until such time as: (i) it has consulted with Worldwide Cancer Research in accordance with clause 9.3.2; and (ii) in consultation with Worldwide Cancer Research, the appropriate intellectual property protection has been sought and approved. If Worldwide Cancer Research or its agent ask for a publication to be delayed to protect intellectual property potential, an agreed approach must be decided within three (3) months of receiving notification to publish.
- 9.5. Worldwide Cancer Research may use the Application (including details of staff named in the Application, their qualifications and employment history), Progress Reports, final interim and follow up reports in such manner as it sees fit and may copy, publish and distribute the applications and such reports or parts of them in any part of the world without payment to the Host Institution or any other person or organisation working on the Project provided that: (i) such use respects the confidential nature of any such material contained within these documents; (ii) that in doing so it acknowledges the source of the material; and (iii) Worldwide Cancer Research complies with all Data Protection Laws.

- 9.6. Worldwide Cancer Research reserves the right to publish details of the Grant, including the name of the Principal Investigator, the name of the Host Institution, the title of the Project, the Research Grant Award, biographical materials (including high resolution photographs of the Principal Investigator, and other lab members), and a summary of the Project on the Worldwide Cancer Research website, the International Cancer Research Partnership website and in relevant publications.
- 9.7. The Host Institution shall ensure that the Principal Investigator shall, upon request, act as an external referee for Worldwide Cancer Research to help it assess other grant applications.
- 9.8. The Host Institution shall include Worldwide Cancer Research's logo (as provided by Worldwide Cancer Research from time to time) on all presentation slides and/or paperwork, posters, handouts and laboratory websites relating to the Project. Worldwide Cancer Research hereby grants to the Host Institution a non-exclusive, non-transferable, non-sublicensable, royalty-free licence for the Term to the Worldwide Cancer Research logo to the extent necessary to comply with this clause 9.8.
- 9.9. This clause 9 shall continue in full force and effect indefinitely during the Term and following the expiration or termination of this Award Agreement.

## **10. Intellectual Property & IP Revenue Sharing**

- 10.1. The Results (and any Intellectual Property therein) shall be owned by the Host Institution.
- 10.2. In addition to its obligations under clause 9.3.2, the Host Institution shall, on a continuing basis throughout the Term, inform Worldwide Cancer Research of all Results (including any Intellectual Property rights they may contain) which might be suitable for Intellectual Property protection and/or commercial exploitation. The Host Institution shall not publish (or make available in any other form of public presentation) any Results unless authorised in accordance with clause 9.4.
- 10.3. Subject to clause 9 and this clause 10, the Host Institution shall identify and implement strategies for the identification, protection and exploitation of all Results and the Intellectual Property in the Results funded by the Grant.
- 10.4. Subject to clause 9 and this clause 10, the Host Institution shall use all reasonable endeavours to commercialise the Results, except where otherwise agreed with Worldwide Cancer Research. Host Institution shall not enter into any arrangements, including any commercial or non-commercial licence or assignment, which would limit or exclude or which has the potential to limit or exclude the use of Results (including any Intellectual Property Rights they may contain) for the benefit of further cancer research, clinical trials or for authorised use in cancer patients. If Worldwide Cancer Research, acting reasonably, in its sole discretion considers that the Host Institution has entered into any arrangement in breach of this clause 10.3, Worldwide Cancer Research may require the Host Institution to immediately terminate such arrangement, and the Host Institution shall ensure that any arrangement it enters into in respect of the Results shall include a provision allowing such termination.
- 10.5. The Host Institution shall, at its own cost and expense, obtain and maintain protection of any and all Intellectual Property in the Results which is capable of being protected.
- 10.6. Worldwide Cancer Research reserves the right to exploit (either itself or through its agent) the Results and/or apply for patents and other registrable Intellectual Property in its own name relating to the Results, if and to the extent that:
  - 10.6.1. the Host Institution does not take active steps to protect or exploit the Results and/or Intellectual Property in the Results, to the extent that such Results and/or Intellectual Property in the Results, are capable of protection and/or exploitation (in such circumstances, the Host Institution shall provide justification to Worldwide Cancer Research on why such steps have not been taken);

- 10.6.2. the Host Institution notifies Worldwide Cancer Research that it does not intend to protect or exploit the Results where such Results and/or Intellectual Property in the Results, are capable of the same;  
or
- 10.6.3. the Parties agree that Worldwide Cancer Research (or its agent) will take forward any such protection or exploitation.
- 10.7. The Host Institution shall co-operate fully with Worldwide Cancer Research (or its agent) in entering into such other documents and taking such steps at the expense of Worldwide Cancer Research (or its agent) as may be reasonably necessary to allow Worldwide Cancer Research (or its agent) to exercise its rights under clause 10.6.
- 10.8. In the event a patent application for protection of Intellectual Property connected to the Results has been filed, the Host Institution shall notify Worldwide Cancer Research and provide information on the data covered by the patent and all relevant filing information to Worldwide Cancer Research no later than three (3) months after filing.
- 10.9. The Host Institution shall, within thirty (30) days of any agreement, including a licensing agreement, relating to any of the Results and/or the Intellectual Property in the Results being signed, notify Worldwide Cancer Research of such fact and the Host Institution shall provide, on a confidential basis, to Worldwide Cancer Research a copy of any such agreement if requested.
- 10.10. In the event that the Host Institution commercialises any Results and/or Intellectual Property in the Results (whether by licensing, disposing of, or otherwise exploiting such Results) and/or Intellectual Property, the Host Institution shall (within three (3) months of such commercialisation) enter into a revenue sharing agreement (the "RSA") with Worldwide Cancer Research. The RSA will be on fair and reasonable terms to be agreed between the Parties, and will provide for the payment of a 10% share of the Net Revenue to Worldwide Cancer Research.
- 10.11. Within thirty (30) days of each annual anniversary of the Start Date, or such other time as agreed in the RSA, the Host Institution shall pay to Worldwide Cancer Research 10% of all Net Revenue generated during the calendar year immediately preceding such anniversary.
- 10.12. All payments to Worldwide Cancer Research shall be made in pounds (£) sterling.
- 10.13. The Host Institution shall, on the anniversary of the date agreed between the parties (or the Start Date if no date is agreed), provide Worldwide Cancer Research with a statement of all Gross Revenue received and Costs incurred in connection with the protection of the Results during the calendar year immediately preceding such Date.
- 10.14. The Host Institution shall be responsible for maintaining records of all Gross Revenue, Equity, Net Revenue, Costs, taxes, exploitation and commercialisation activities relating to the Results and Intellectual Property in the Results and shall provide access to, or copies of, such records upon reasonable written request by Worldwide Cancer Research (or its Agent).

## **11. Scientific Integrity**

- 11.1. The Host Institution shall be responsible for investigating any allegation or suspicion of scientific fraud, research misconduct or any other issues affecting the delivery or management of the Project.
- 11.2. The Host Institution shall have appropriate policies in place to support scientific best practice and delivery of the Project, including policies on scientific fraud and research misconduct.
- 11.3. If an issue of scientific fraud, research misconduct, or an ethical issue is suspected or alleged in connection with the Project, the Host Institution shall:



- 11.3.1. notify Worldwide Cancer Research as soon as it is aware of the alleged or suspected issue; and
  - 11.3.2. update Worldwide Cancer Research on any further developments regarding any investigation taking place into the issue and provide such information as is necessary to allow for effective management of the Grant and monitoring of such by Worldwide Cancer Research.
- 11.4. If, in Worldwide Cancer Research's reasonable opinion, the Host Institution has failed to take appropriate steps to investigate any suspicion or accusation regarding scientific fraud or research misconduct, Worldwide Cancer Research shall be entitled to suspend the Grant until such time as it is satisfied that the Host Institution has taken appropriate steps.
- 11.5. Where an investigation results in a case of scientific fraud and/or research misconduct being proven, Worldwide Cancer Research reserves the right to terminate the Grant immediately and to require the Host Institution to repay any payments made under the Grant to Worldwide Cancer Research.
- 11.6. The Host Institution shall meet with Worldwide Cancer Research (or its agent) upon the reasonable request of Worldwide Cancer Research and provide such information or updates relating to the Project (including in relation to the Results) as is reasonably requested by Worldwide Cancer Research.

## **12. Research Governance**

- 12.1. The Host Institution must ensure that all research, experiments and activities undertaken in relation to the Project conform with all relevant laws and regulations which apply to such activities.
- 12.2. The Host Institution undertakes to ensure that, at all times during the Term:
- 12.2.1. all research is conducted to the appropriate ethical standards;
  - 12.2.2. all research is conducted to the appropriate scientific standards;
  - 12.2.3. all information relating to the Project is handled, stored, and disseminated properly;
  - 12.2.4. all appropriate health and safety regulations are enforced and followed;
  - 12.2.5. proper financial and accounting procedures are followed; and
  - 12.2.6. a quality research culture is fostered within the Host Institution.
- 12.3. The Host Institution and any third parties working on the Project are required to comply with Worldwide Cancer Research's rules, policies and procedures (including but not limited to those on use of animals in research, human stem cell research, tobacco industry funding, open access publishing, conflict of interest and research funding privacy), as updated on the Website from time to time. Additional information not available on the Website may be communicated to the Host Institution by Worldwide Cancer Research from time to time.

## **13. Liability**

- 13.1. Nothing in this Award Agreement shall limit or exclude either Party's liability in respect of: (i) death or personal injury resulting from that Party's negligence; (ii) fraud or fraudulent misrepresentation; or (iii) any other sort of liability which may not legally be so limited or excluded.
- 13.2. The sole financial obligation of Worldwide Cancer Research under or in connection with the Award Agreement shall be its obligation to pay the Grant in accordance with the Award Agreement.

13.3. Subject to clauses 13.1 and 13.2, Worldwide Cancer Research excludes all its liability (howsoever arising, including through negligence) to the Host Institution.

13.4. The Host Institution hereby holds harmless and indemnifies Worldwide Cancer Research against any and all losses, damages, expenses or costs which Worldwide Cancer Research suffers or incurs (including in respect of any third party claims) in connection with: (i) the Award Agreement; (ii) the Project; or (iii) the Results, in each case which arise as a result of, or in connection with, the actions or omission of the Host Institution or any party working on the Project.

#### **14. Termination**

14.1. Worldwide Cancer Research shall be entitled to suspend, terminate or reclaim the Grant in whole or in part including but not limited to where:

14.1.1. the Host Institution fails to submit any reports, records or reconciliations required under this Award Agreement on time or to the standard required;

14.1.2. in the reasonable opinion of Worldwide Cancer Research, the Host Institution has failed to maintain progress on the Project; or

14.1.3. the Host Institution has breached or failed to comply with the Award Agreement.

14.2. Worldwide Cancer Research may terminate the Award Agreement with immediate effect, with no liability to make any further payment of the Grant (except, at Worldwide Cancer Research's sole discretion, in respect of any properly accrued expenditure at the date of termination) in the event that:

14.2.1. the Host Institution is in material breach of any of its obligations under the Award Agreement;

14.2.2. Worldwide Cancer Research, at its sole discretion, believes scientific or financial misconduct has taken place in connection with the Project;

14.2.3. the Host Institution has entered or is threatening to enter an insolvency event or otherwise suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business;

14.2.4. there is a material change of circumstances relating to either the Host Institution or the Project which, in the reasonable opinion of Worldwide Cancer Research, fundamentally changes the circumstances on which Grant was awarded;

14.3. In the event that the Host Institution wishes to terminate the Award Agreement, it must provide a written statement justifying the reasons for the termination to Worldwide Cancer Research, four (4) weeks prior to the termination coming into effect.

14.4. Upon initiating or receiving a notice of termination, the Host Institution shall:

14.4.1. provide a Progress Report covering the period from the last provided Progress Report until the date of termination; and

14.4.2. submit a final reconciliation form (which shall be in accordance with the requirements of clause 5).

14.5. Termination of the Award Agreement under terms of this clause 14 is without prejudice to the rights and duties of each Party accrued prior to the date of termination. A concluding letter will be issued by Worldwide Cancer Research upon: (i) satisfactory receipt of the items listed in clause 14.3 and 14.4; and

(ii) reimbursement to Worldwide Cancer Research by the Host Institution of any uncommitted funds as determined during the Final Reconciliation.

14.6. The following clauses of these Terms and Conditions shall continue to apply after the End Date: 1.2, 1.4, 1.6.7, 1.6.8, 2, 4.3, 4.6, 4.7, 4.8, 4.9, 5.1–5.9(inclusive), 5.12, 6, 7.1, 7.2, 7.4, 7.6, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.11, 8.13, 9, 10, 11.1, 11.3, 13, 14.5, 14.6, 15, 16, 17, 18, 19, 20, 21.

## **15. Change of Institution**

15.1. Should the Principal Investigator leave their employment with the Host Institution and Worldwide Cancer Research approves the transfer of the Grant to a Successor Institution in accordance with clause 5.10;

15.1.1. The Host Institution shall complete a final reconciliation in accordance with clause 5.12;

15.1.2. The Host Institution shall enter into a novation agreement between the Host Institution, the Successor Institution and Worldwide Cancer Research;

15.1.3. The Host Institution shall co-operate to assist in the transfer of the Grant and shall execute any paperwork required to effect the transfer of the Grant;

15.1.4. From the Departure Date, the Host Institution shall cease to be a party to the Award Agreement subject to clause 14.6; and

15.1.5. Subject to the written consent of Worldwide Cancer Research and completion of the process set out in this clause 15.1, the Successor Institution shall be free to accept and undertake responsibility for the continuing administration of the Project, on the terms set out in this Award Agreement and/or on any other terms that Worldwide Cancer Research may in its absolute discretion conclude with the Successor Institution.

15.2. If the Grant transfers to a Successor Institution, the Equipment shall become the property and responsibility of that Successor Institution. The Host Institution shall enter into such documents as is necessary to effect such transfer.

15.3. If Worldwide Cancer Research does not consent to the transfer of the Grant to the Successor Institution, and no suitable alternative can be agreed (in the opinion of Worldwide Cancer Research), Worldwide Cancer Research shall have the right to immediately terminate the Grant and the Award Agreement.

## **16. Data Protection**

16.1. Worldwide Cancer Research will process Personal Data of the Principal Investigator and research personnel of the Host Institution when it is necessary for the purposes of the Award Agreement. This may include for legal, personnel, administrative and management purposes. Personal Data will be processed in compliance with the Data Protection Laws.

16.2. All Personal Data will be processed in accordance with the Worldwide Cancer Research's Research Funding privacy notice, which is available on the Worldwide Cancer Research website. When necessary for the performance of the Award Agreement, Worldwide Cancer Research may make Personal Data of the Principal Investigator and research personnel available to third parties who provide services or expertise to Worldwide Cancer Research, and to seek additional funding from our international partners, for grant/expense claim payments and to the International Cancer Research Partnership. Some of these third parties may be based outside of the UK and European Economic Area.

## **17. Confidentiality**

17.1. Worldwide Cancer Research will use reasonable endeavours to ensure that any confidential information disclosed to it will be held as confidential. Notwithstanding this, Worldwide Cancer Research may require to disclose confidential information to the extent required by any law or regulation or any court of competent jurisdiction.

## **18. Notices**

18.1. Notice given under the Award Agreement shall be in writing, sent for the attention of the person, and to the address, given in the Award Agreement (or such other address, or person as the relevant Party may notify in writing to the other Party) and shall be delivered personally, sent by pre-paid, first-class post or recorded delivery.

18.2. A notice is deemed to have been received, if delivered personally, at the time of delivery, in the case of pre-paid first class post or recorded delivery, 48 hours from the date of posting and, if deemed receipt under this clause 18 is not within normal business hours (meaning 8.30 am to 4.30 pm Monday to Friday on a day that is a Business Day), at 8.30 am on the first business day following delivery.

## **19. Miscellaneous**

19.1. A waiver of any right under the Award Agreement is only effective if it is in writing and it applies only to the party to whom the waiver is addressed and the circumstances for which it is given.

19.2. If any provision of the Award Agreement is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions will remain in force.

19.3. If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, that provision will apply with whatever modification is necessary to make it valid, enforceable and legal.

19.4. This Award Agreement constitutes the entire agreement between the Parties. The Parties acknowledge and agree that (save in the case of fraud), in entering into the Award Agreement they do not rely on any undertaking, promise, assurance, statement, representation, warranty or understanding (whether in writing or not) of any person (whether Party to the Award Agreement or not) relating to the subject matter of the Award Agreement other than as expressly set out in the Award Agreement.

19.5. The Host Institution shall not, without Worldwide Cancer Research's prior written consent, assign, transfer, charge, sub-contract or deal in any other manner with all or any of the Host Institution's rights or obligations under the Award Agreement. Worldwide Cancer Research may at any time assign, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under the Award Agreement.

19.6. Nothing in the Award Agreement is intended to, or shall operate to, create a partnership between the Parties, or to authorise either Party to act as agent for the other, and neither Party shall have authority to act in the name of or on behalf of or otherwise to bind the other in any way, (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

19.7. No third party shall have any rights to enforce this Award Agreement under the Contract (Third Party Rights) (Scotland) Act 2017.

## **20. Dispute Resolution**

20.1. In the event of a dispute arising out of or relating to this contract, including any question regarding its existence, validity or termination, the Parties shall first seek settlement of that dispute by mediation in

accordance with the London Court of International Arbitration Mediation Rules, which rules are deemed to be incorporated by reference into this clause 20.

20.2. If the dispute is not settled by mediation within 120 days of the commencement of the mediation, or such further period as the Parties shall agree in writing, the dispute shall be referred to and finally resolved by arbitration under the London Court of International Arbitration Rules, which rules are deemed to be incorporated by reference into this clause 20.

20.3. The language to be used in the mediation and in the arbitration shall be English.

20.4. In any arbitration commenced pursuant to this clause 20,

20.4.1. the number of arbitrators shall be one; and

20.4.2. the seat, or legal place, of arbitration shall be Scotland.

20.5 Nothing in this clause 20 shall prevent either Party from resolving disputes in accordance with clause 21 if a Party considers it is necessary to do so in order to: (i) obtain emergency injunctive relief; or (ii) preserve a cause of action that would otherwise be lost.

## **21. Law and Jurisdiction**

Scots law shall be the applicable law of the Award Agreement and, subject to clause 20, the Scottish courts shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with the Award Agreement or its subject matter.

