

Guidelines for submission of application for project funding – Small Grants up to £50k and 12 months duration 2018



You are invited to submit a detailed application for your proposed project.

The deadline for receipt of completed applications is **5pm on Friday 31st August 2018**

Guidelines for completion of detailed project grant application [Note: for Small Grants up to £50k and 12 months duration, candidates need only fill out those sections they believe are essential and it is not necessary to use the full word limits suggested].

PART A: Main proposal

1. **Project title.** Please provide a suitable title for the Small Project application.
2. **Lead applicant.** Please name *only one lead applicant*. The lead applicant must be employed by the Host Institution, which must be in the UK, and should be the person who will have lead responsibility for managing the project. The lead applicant will be our named point of contact for all correspondence in relation to this application and, in the event that funding is awarded, this person will be responsible for management of the grant, provision of progress reports etc.
3. **Co-applicants.** In addition to the lead applicant you may identify *up to three* co-applicants. Co-applicants should have a central role in the management of the proposed project. You may identify any other key collaborators under section 10f below.
4. **Total funding requested.** The requested funds for Small Projects should not exceed £50k.
5. **Duration of project.** The maximum duration for Small Project grants is 12 months.
6. **Proposed start date.** Please give an indication of when you anticipate starting work on this project, should your application be successful.
7. **Additional applications submitted.** Please indicate whether applications have been submitted to any other funding agencies in respect of this project and provide details where applicable.
8. **Human participation.** Please indicate whether the project involves the use of human subjects and/or human tissue and provide the requested documentation.
9. **Use of animals.** Please indicate whether the project involves the use of animals and provide the requested documentation.
10. **Detailed research proposal.** Please be sure to address all headings and respect the stated word limits. You may include tables and figures as appropriate but please note that any colour figures should be collated into a separate appendix document.
 - a. **Scientific abstract (max 250 words).**
 - b. **Original hypothesis (max 250 words).** State the main research questions/hypotheses to be addressed.

- c. **Background to the project (max 500 words).** Give the background to the problem you are seeking to address, summarise the existing state of knowledge in the project field and explain how the project will contribute to this knowledge. Ultimately, what will be the impact for children with cancer?
- d. **Design of the research (max 1,500 words).** Describe the proposed research, including clearly defined, measurable research objectives. You must adequately justify why the chosen experimental design is suitable. Acknowledge and address potential difficulties. Reference established protocols where possible and justify any unusual or novel techniques. The purpose of any proposed statistical analysis should be clearly stated, rather than simply giving the name of a statistical test or software package. Where applicable, demonstrate that the study will have sufficient resolving power.
- e. **Key milestones, with expected completion dates (max 150 words).** These will be referred to during the annual review process if funding is awarded.
- f. **Ability of research team to complete project (max 350 words).** Give details of the expertise and prior knowledge contained within the project team and explain how the project fits in with existing work being carried out within the team. Explain why you are well placed to carry out the proposed research e.g. completion of pilot studies or preliminary work, adequate patient numbers, facilities in place, in house expertise etc. *Brief CVs (2 pages each) should be provided for all named applicants.*

Please also provide details of the external collaborations that are necessary for successful completion of the project. Letters of collaboration are required from any collaborators (but not co-applicants) external to the Host Institution.

- g. **Budget.** Our project grants are intended to provide funds for the employment of suitably qualified staff and the purchase of essential equipment and consumables for projects lasting up to one year that address the objectives outlined above. Please complete the budget form using the given headings. Please make sure that your budget is realistic and takes into account anticipated inflationary increases and pay awards. The amount of the grant will not be increased or extended other than in exceptional circumstances - salary rises do not constitute exceptional circumstances. Salary for the PI will not be funded.

Please note that we will not contribute towards the cost of tenured posts.

Please also note that we can only fund direct research costs, we cannot fund institutional overhead costs such as rent, general utilities, general administrative or secretarial costs. Children with Cancer UK meets the qualifying criteria for HEFCE's Charity Research Support Funds, through which you may be able to recoup some of the full economic costs of the research.

- h. **Clear justification for financial support (max 250 words).** Please detail the relevance of all the costs listed in the budget.
- i. **References.** In the standard format: *Author(s). Year. Title of article. Title of journal; volume: start page-end page.*
- j. **CVs.** Please use the template provided to provide a brief (two page) curriculum vitae for the Lead Applicant and each of the Co-applicants. You must adhere to the two page limit.

PART B: Lay overview

Please use the given headings to provide a clear, plain English explanation of the proposed work – and the background to it.

You should avoid using too much jargon and too many technical and scientific terms and acronyms; explain them clearly when you do use them. You should aim to strike a balance between superficial descriptions and those that are too detailed and complex.

PART C: Reviewer nomination form

In order to facilitate the review process, please supply names and contact details of three appropriate reviewers for this proposal. Nominated reviewers must be in a position to provide an independent review of the proposed research. They should be external to your institution and should not be people with whom you have current collaborations. They may be from the UK or overseas.

You also have the opportunity to veto one person who you specifically do not wish us to approach in relation to this project.

PART D: Declarations and signatures

Please print this form, collect the relevant signatures and return a scanned version of the completed form.

Submission of completed application

Applications must be submitted electronically only. The file must arrive by **5pm on 31st August 2018**

- Part A: Main proposal document – including CVs of all named applicants and budget. The electronic version of this should take the form of a single file.
- Supporting documents: please include copies of approval documentation (human participation and/or use of animals) and letters of collaboration from external collaborators. The electronic versions of these should be collated into two files (one for approval documentation, one for letters of collaboration).
- Part B: Lay overview
- Part C: Reviewer nomination form
- Part D: Declarations and signatures

The completed documents should be emailed to: joseph.bryan@childrenwithcancer.org.uk

The files may be either Word or PDF with each Part in a separate file. These files must be original documents, not scanned from paper copies (letters of collaboration, approval documents and Part D may be scanned).

Timetable

The Scientific Advisory Panel will meet in the autumn of 2018 and we will notify applicants of outcomes shortly thereafter.

As part of our assessment process, applicants will be invited to respond to the comments of external reviewers. The turn-around time will necessarily be fairly short so please let us know if you are likely to be unavailable at any time from July to September 2018.

Queries

Please telephone Joseph Bryan, Research Grants Manager on **0207 400 7588** or e-mail at joseph.bryan@childrenwithcancer.org.uk