

# Future Leaders Letter of Intent Application Guidance Notes



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## Introduction

- This scheme aims to support excellent early career researchers so they can establish themselves as future scientific leaders in the brain tumour field.
- Over 12 years, this scheme could provide the right researcher with up to £1.6million in funding and the support needed to set up their own lab.
- The scheme runs in three parts (Postdoctoral Fellowship, Junior Fellowship and Senior Fellowship), with only those entering the scheme as postdoctoral fellows eligible for the subsequent grants.
- Up to six postdoctoral fellowships will be awarded, for an investment of up to £60,000 each per year for three years. The initial application is to be made by a strong mentor who will guide them through this initial term.
- After three years these postdoctoral fellows will be invited to submit an application for a four year Junior Fellowship, totalling up to £480,000, to support themselves and a research associate in a host laboratory. During this time, fellows should develop as independent researchers and begin to build their own groups.
- In the third stage of funding, successful fellows will be invited to apply for a five year Senior Fellowship, totalling up to £1million, to support the applicant and a small research group. This senior post MUST be at a UK university or institution.
- We encourage a change in host institution and mentor at each stage to facilitate the applicant's development into a fully independent group leader.
- Please read our **Grant Conditions**, **Finance Guidelines**, and **Data Protection Statement** before applying for funding.
- All applications must have input from those affected by brain tumours as early as possible. To facilitate this you may choose to engage The Charity's Research Involvement Network (RIN), a network of people who either care for someone who has a brain tumour (or has done in the past) or are living with a brain tumour themselves. More information on the RIN and how to contact them can be found at [thebraintumourcharity.org/PPI](http://thebraintumourcharity.org/PPI)
- If you have any queries or would like to discuss your application, please do get in touch with us:
  - E-mail: [research@thebraintumourcharity.org](mailto:research@thebraintumourcharity.org)
  - Phone: +44 (0) 1252 418190

## Creating an account on the Grant Management Portal

- Follow the instructions within the Portal to create an account. Upon completion an automatic email will be sent:

Dear <name>,  
Your account for the The Brain Tumour Charity Grant Management Portal has now been created. Please use the following link to create your password:  
<https://grants.thebraintumourcharity.org/Login/Reset/259FT4BVKTMTLYJWLP6QR8FVQ3> To ensure that you don't miss future emails, please add this email address to your email address book or safe list.  
Kind regards,  
The Brain Tumour Charity Research Team

- Follow the link within the email to completion registration, at which point another automatic email will be sent with the following detail:

Your registration with our Grant Management Portal has been successful. Please use the following link to create your password:  
<https://grants.thebraintumourcharity.org/Login/Reset/JCDCQH4A79B3LRANH6QLXM56B7>  
When you log in for the first time you will be asked some additional security questions. To ensure you don't miss future email updates, please add [grants@thebraintumourcharity.org](mailto:grants@thebraintumourcharity.org) to your email address book or safe list.

- If you have forgotten your password, please just click on the 'Forgot Password' link and the system will send you an email with instructions on how to reset this. The email will come from portal.user@cctechnology.com – so please ensure this email address is added to your safe sender list.
- Ensure that the email address used to enter an application is the same one used to login or create an account otherwise the Grant Management portal can't link them together as it considers them to be different people.

## Eligibility Questions

Does the proposed research focus on primary brain tumours?	Yes/No
Does your proposed research focus on at least one of the research priorities highlighted in our research strategy: <b>A Cure Can't Wait?</b>	Yes/No
Do you (the Mentor) have an employment contract with your institution that exceeds the duration of the proposed research?	Yes/No

## Application Summary

Title of Project	
Amount requested (£)	
Expected start date	
Duration of project (months)	

## Applicant Details

Please note:

- The lead applicant is the Mentor who is recommending the Fellow.
- The Lead Applicant must hold an employment contract with their institution that exceeds the duration of the proposed research
- The Letter Of Intent must be submitted by the Mentor.
- Successful applications will be invited to submit a full proposal.
- The full proposal must be submitted by the aspiring Fellow.

## Lead Applicant

Please add/amend basic information details in the “Manage My Details” section of the Portal.

Please include:

- Full name (including title)
- Institution
- Position
- Department
- Address
- Telephone number
- Email address
- Twitter handle
- Affiliated institutions if applicable
- Expertise

### **Lead Applicant**

Please indicate the contract duration (in months) of the Lead Applicant. If the Lead Applicant has a permanent role, please indicate Permanent or Tenure.

### **Fellow & Collaborators**

Please search for contacts within our database. If the person you searched for was not found, please add this person to our system. They will receive an email, prompting them to set up a Portal account.

### **Head of Department**

Please provide details of the Head of Department from your host institution.

### **Administrative Authority**

Please provide details of the Senior Administrative Authority from your host institution. This institution will be responsible for financial administration for any other participating institutes.

### **Required attachments:**

- Lead Applicant and Fellow CVs.
- Letters of collaboration for all collaborators included. Letters should be signed by the collaborating organisation’s named contact, and include a brief summary of what they will contribute toward the project.

## **Research Summary**

### **Scientific Summary**

Please provide a summary of the proposed research suitable for a scientifically qualified assessor (*up to 300 words*).

### **Lay Summary**

Please provide a summary of the research proposed in plain English, using non-technical language. The summary should be comprehensible to people with no scientific background and describe the full scope of the project. Define any unavoidable scientific terminology and avoid using unexplained abbreviations or acronyms. Note that this summary will be used by the Lay Scientific Advisory Board members as part of the assessment process. Use the following sub-headings to structure the summary:

### ***Aims and background***

- What is already known about the problem that the project will address?
- What do you hope to find out?

### ***Why this research is needed***

- How the results of the research could benefit those affected by a brain tumour – be as specific as possible.
- How does the research offer value for money?

### ***Methodology***

- Describe the methods and techniques you plan to use in your research.

### ***Patient and Public Involvement***

- Describe any involvement of those affected by a brain tumour, including engagement with our Research Involvement Network (RIN)\*
- Outline any plans to involve the RIN in the dissemination of results
- How can the findings from the research be developed or put into practice after completion of the programme?

\*To learn more about Public Patient Involvement and the help our RIN can offer, please see:

[www.thebraintumourcharity.org/PPI](http://www.thebraintumourcharity.org/PPI).

You may also find it helpful to refer to the AMRC's [Guidance for Researchers - Writing Lay Summaries](#).

Do not include any confidential or sensitive information in this section as this section may be used to publicise the project if the application is successful (*up to 500 words*).

### ***Summary of research in one sentence***

Please describe your research in one sentence and in lay terms, to be used by The Charity (up to 40 words).

### ***Keywords and Categorisation***

Please include keywords that best describe your research, being as specific as possible. If other is selected, please specify.

Please select all categories that are relevant to the research:

- High-grade tumour(s)
- Low-grade tumours(s)
- Paediatric tumour(s)
- Adult tumour(s)

## Letter of Intent

Please attach a detailed Letter of Intent as a PDF file (up to 3 pages, minimum size 10 font with single line spacing). This should include:

- Details of the work relation between the Mentor and the Fellow.
- Reasons for the Mentor to support the Fellow, details of what this person and their lab will bring to this fellowship and what they will provide to the Fellow.
- Details of commitment of Fellow to continue on this scheme, applying for Junior Fellowship and, if successful, for Senior Fellowship and, importantly, take this fellowship up in the UK.
- Details of the Fellow's scientific contribution to date and Fellow's commitment to research into brain tumours.
- Details of how this fellowship will be the first step towards independence of the Fellow.
- How this programme fits with our Research Strategy '**A Cure Can't Wait**'.
- Short summary of the research project the Fellow would undertake.

## Confirmation

Applicants, Fellow and the Administrative Authority will need to confirm that they have read and understand The Brain Tumour Charity Data Protection Statement and other undertakings as detailed below:

Information that you supply to The Brain Tumour Charity in connection with this application (which includes all information sent to The Charity that relates to your grant application including personal data) will be used to process and administer your application and for the purpose of audit, statistical analysis, administration and/or evaluation. It will be disclosed to external peer reviewers, some of whom may be based outside the EU/EEA, and may be shared with co-funders or other potential funders. All parties with whom this information is shared will be required to keep it securely and in confidence and we have safeguards in place to ensure secure transfer of any data. The Brain Tumour Charity may publish basic details of successful grant applications (e.g. on its website or in its Annual Report). The Brain Tumour Charity may also release details of successful applications (including your name and employing institution, the programme title and the summary of proposal for scientifically qualified assessors and lay summaries of the research) into the public domain (e.g. via the internet or publicly accessible databases). The Brain Tumour Charity may contact you about the work of The Charity and other award schemes and initiatives that may be of interest to you, or for your views on its funding schemes and application processes. If you would prefer not to receive further communications please let us know. The information you provide will be held on our secure database and in accordance with all data protection legislation and our [privacy policy](#).

- I confirm that I (and all those providing personal information in the application) have read and understood The Brain Tumour Charity's Data Protection statement above.
- I confirm that I have read, understood and accept the The Brain Tumour Charity's [Grant Conditions](#)
- I have read and approve the completed application form. If granted, the work will be accommodated and administered in the department/institution in accordance with the grant conditions. I also confirm that there are no existing matters which would be a breach of any conditions which have not been brought to your attention in writing.

- I understand that the provision of any false or inaccurate information in this application would be considered very seriously and may result in disqualification of the application. To the best of my knowledge, the information provided in this application is accurate and complete.