Quest for Cures Progression Funding Application Guidance Notes

Contents

Introduction

- The scheme aims to bring benefits to patients faster by acknowledging the importance of interdisciplinary team approaches in accelerating the understanding and translation of discoveries.
- This application should clearly demonstrate major achievements made in the original award and outline how the proposed work will build upon these achievements
- Funding of up to £1.5 million per programme over five years is available.
- 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 www.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
- Phone: +44 (0) 1252 418190

Project Summary

Title of programme	
Total amount requested (£)	This will be automatically populated as you complete the budget section
Proposed start date	
Duration of project (months)	Up to 60 months

Applicant Details

Please note:

- Lead Applicants must hold an employment contract with their institution that exceeds the duration of the proposed research
- If the research is to be conducted across UK and non-UK institutes AND the Lead Institution is not UK based, two financial awards will be made: to a designated UK and a designated non-UK institute. In this case, we require there to be a named Lead Applicant, Senior Administrative Authority and Head of Department from both the UK institution and the non-UK institution. These institutions will be responsible for finance administration for any other participating institutes.
- A researcher may serve as lead applicant on only one proposal per grant round
- Co-Applicants will have access to edit this application, and Collaborators will have read only access
- Applications can only be submitted by a Lead Applicant
- **Please allow sufficient time for the Head of Department and Administrative Authority to approve this application before the grant call deadline. Once the application has been submitted by the Lead Applicant, it will not be received by the Charity, until these individuals have given their approval.**

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

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

Please attach a CV for the Lead Applicant.

Will the Lead Institute be UK-based?
- ☐ Yes
- ☐ No

If 'No': Will this research be conducted across UK and non-UK institutes?
Yes
No

Please note

- If the research is to be conducted across UK and non-UK institutes AND the Lead Institution is not UK-based the award will be split between the designated UK institute and the designated non-UK institute. These institutions will be responsible for finance administration for any other participating institutes. For split awards, please add details of the Lead applicant, Senior Administrative Authority and Head of Department from both the designated UK institution and the dedicated non-UK institution.
- All financial awards will be made in Pounds Sterling. It will be the responsibility of the Lead Institution to make conversions to other currencies.
- The Charity is not responsible for any fluctuations in exchange rate over the course of the programme. We advise that the Lead Institution establishes a corporate exchange rate agreement if conversion to other currencies is required.

Co-Applicants

- 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.
- Please attach a CV for all Co-Applicants.

Time spent on research
For the Lead Applicant, Co-Lead Applicant (if applicable) and all Co-Applicants, please include:
- Time spent on research (hours/week)
- Time spent on this research project (hours/week)

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.

Please upload a letter of collaboration for each collaborator listed. Letters should be signed by the collaborating organisation's named contact, and include a brief summary of how they will contribute toward the project.

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.

Please check you that have uploaded the required attachments for this section of the application:

- Lead Applicant (and co-lead applicant if applicable) & Co-Applicant 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.

Previous Research

Please provide summary information from previous award, including grant number, title of project and award amount *(up to 1000 words)*.

Summary of progress in first research funding period - outputs

Please provide a summary of the following *(up to 1000 words)*:

- Outputs
- Summary of funding leveraged
- Papers published
- How you shared the results

Summary of progress in first research funding period – challenges and context

Please highlight the challenges you overcame during the first funding period, including the following *(up to 1000 words)*:

- How the research did not produce the expected results
- Did the research produce results that exceeded expectation?
- How did your research approach evolve as a consequence of evolving science?

Progression Funding Research Summary

Scientific Summary

Please provide a summary of *(up to 1000 words)*:

- The research questions you want to answer
- The reason for undertaking further research
- Clearly state how potential new funding will relate to the previous funding

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.

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.

Use the following sub-headings to structure the summary *(up to 500 words):*

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 this proposal.
- How will the project measure and minimise the impact brain tumours have on people's lives.

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

You may also find it helpful to refer to the AMRC's **Guidance for Researchers - Writing Lay Summaries**.

Keywords and Categorisation

Please include keywords that best describe your research, being as specific as possible. Click on the plus icon to select keywords.

Please then select the category/categories from the following that are relevant to the research:

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

Research Proposal

Detailed Research Proposal

Please attach a detailed research proposal (up to 10 pages, minimum size 10 font with single spacing). This should include:

- Background and research question to be addressed.
- Aims and key deliverables.
- Methodology.
- Statistical analysis showing results will be significant and meaningful.
- Include justification for the number and types of samples to be collected/ used and evidence that they are fit for purpose.
- Relevant figures.
- Citations. Please provide citations for your research proposal in full, using APA or CSE format. Please note this is separate to the main research proposal (see text box at the bottom of the page) and does not need to be included in the 10 page research proposal.

Key Questions

Relevance to research priorities

Detail how the proposal addresses the research priorities outlined in our research strategy: *'A Cure Can't Wait'. (up to 300 words)*

Research potential

Describe:
- How the proposal advances brain tumour research and its potential for clinical translation.
- How the proposal strengthen ties between basic and clinical research.
- How this translational work will bring research closer to the clinic setting. *(up to 300 words)*

Training and development

Provide an outline of any training and development opportunities available to staff employed on this programme grant. Include a description of what supervision and training (including transferable skills) the programme will provide to PhD students (if applicable). *(up to 300 words)*

Team members

Describe:
- The work that will be undertaken by each team member involved in the programme (the list should include the Principal Investigator, co-applicants, collaborators, fellows, research assistants, and support staff).
- The nature and benefits of any collaboration that is in place, including details of any multidisciplinary approach.
- How the research will be coordinated across participating institutions, including details of how all team members will be kept up to date with ongoing progress. *(up to 500 words)*

Facilities and resources available to the team

Outline the facilities and resources available to the team for the duration of the project. *(up to 300 words)*

Contingency Plans

Outline any areas where problems may arise and provide details of how such problems may be overcome, including any potential problems which may prevent you from reaching a milestone. *(up to 300 words)*

Dissemination plans and working with The Brain Tumour Charity

Describe:

- How you will disseminate research results to a scientific audience and the general public.
- How you will work with The Charity to promote the research during the programme and after its completion date. *(up to 300 words)*

Milestones

Please detail your key milestones for the entire duration of your research proposal and include an estimated timeframe at which milestones will be completed.

Please attach a detailed Gantt chart for the proposed research, referring to the milestones detailed above.

Budget

Please note that only directly incurred costs can be requested. Please refer to our **Finance Guidelines** before completing this section.

Please provide all amounts in Pound Sterling (£).

Please provide justification for all of the requested funds and include as much detail as possible (if no costs have been requested for a specific budget category, please input "n/a" in that justification section).

Salaries

For each staff member, please include:

- Staff name (if known)
- Role
- Period on grant (total months)
- % of full time
- Total salary costs per year

Materials and consumables

For each item, please include total costs per year.

Animals

For each item, please include:

- Species and number of animals to be used
- Cost category (purchase cost or maintenance cost)
- Total costs per year

Travel

For each item, please include total costs per year. Please ensure that the requested travel costs are in accordance with our financial guidelines.

Miscellaneous

For each item, please include total costs per year.

UK/non-UK Budget Breakdown

If research will be conducted across UK and non-UK institutes AND the Lead institute is not UK-based, the award will be split, and two financial awards will be made: to a designated UK institute and a designated non-UK institute. These institutions will be responsible for finance administration for any remaining institutes.

For split awards, please provide a UK/non-UK budget breakdown.

Please note that all financial awards will be made in Pounds Sterling. It will be the responsibility of the Lead Institution to make conversions to other currencies. The Charity is not responsible for any fluctuations in exchange rate over the course of the programme. We advise that the Lead Institution establishes a corporate exchange rate agreement if conversion to other currencies is required.

This research will be conducted across UK and non-UK institutes AND the Lead Institution is not UK-based

- ☐ Yes
- ☐ No

If 'Yes', then please follow the instructions in this section on how to detail the breakdown of the UK and non-UK budgets. A budget breakdown excel template is available to download from the Grant Management Portal. Please complete and attach this document as an excel file.

Current Funding

Please list existing and pending research funding for the Lead Applicant and all Co-Applicants. Please include:

- Status
- Team member
- Funding source
- Project title
- Funding start date
- Finding end date
- Total amount

Assurances

Commercial Exploitation and Competing Interests

- Do any of the Applicants have consultancies, or any equity holdings in, or directorships of, companies or other organisations that might have an interest in the results of the proposed research? If yes, please give brief details.
- Will the proposed research use technology, materials or other invention that, as far as you are aware, are subject to any patents or other form of intellectual property protection? If yes, please give brief details.
- Is the proposed research, in whole or in part, subject to any agreements with commercial, academic or other organisations? If yes, please give brief details.
- Is the proposed research likely to lead to any patentable or commercially exploitable results? If yes, please give brief details.

Ethical and Legal Requirements

- Does your proposal involve human subjects? If yes, please provide details in regards to the Ethics Committee approval, and approved or pending date.
- Does your proposal involve vertebrate animals? If yes, please give the status of relevant approval, and approved or pending date and provide the following additional information:
    1. Detail the animal species being used, why the species/model is most appropriate and whether there are any alternatives approaches that could be used instead.
    2. Justify the number of animals to be used per experiment, including details of any sample size calculations and/or statistical advice sought.
    3. Please select the severity of the procedures being used: Mild / Moderate / Severe.

- Evidence of ethics approval, personal and project licences should be uploaded as attachments.

Additional Information

Relevant publications

Please list the most relevant and recent publications relating to this research proposal, including any that are currently in press. Please include:

- Status
- Title
- PMID
- DOI
- Authors
- Journal

Reviewer Suggestions (not mandatory)

Please provide details of any suggested reviewers and/or non-preferred reviewers. If identifying non-preferred reviewers, please also include a brief explanation.

Letter(s) of Support

Any relevant documents in support of your application can be submitted at this point.

Summary of Required Attachments:

- Lead Applicant and Co-Applicant CVs
- Letters of collaboration for all listed collaborators
- Detailed research proposal
- Gantt chart
- If the research will be conducted across UK and non-UK institutes AND the lead institute is not UK-based, a budget breakdown must be attached as an excel file.
- Ethics approval, personal and project licences
- Letters of support

You will now see a list of the currently uploaded documents in your application for you to refer to.

Please ensure you have uploaded the required attachments. If anything is missing, please go back to the relevant section and upload the necessary documents.

Confirmation

Applicants, Co-Applicants 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 **Terms and 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.