

Future Leaders Full 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.
- The named Postdoctoral Fellow's previous research need not be in the brain tumour field, but they must be able to demonstrate how they will apply their prior learning to the study of brain tumours.
- The Mentor must hold an employment contract that exceeds the duration of the proposed research and the Host institution should provide additional transferable skills training to the fellow, such as planning and writing of publications, project management, supervision of junior lab members and presentations in conferences and to the general public.
- The scheme is initially open to international researchers. However, Senior Fellowships must be taken up at a UK-based university or institute.
- We encourage a change in host institution and Mentor at each stage to facilitate the applicant's development into a fully independent group leader.
- All grant applications must focus on at least one of the research priorities highlighted in our Research Strategy 'A Cure Can't Wait.'
- 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 <https://www.thebraintumourcharity.org/funding-for-brain-tumour-researchers/patient-public-involvement/>
- 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
- **Please allow sufficient time for the Head of Department and Administrative Authority to approve this application before the grant 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.**

Application Summary

Title of Project	
Amount requested (£)	This will be automatically populated as you complete the budget section
Expected start date	
Duration of project (months)	

Applicant Details

Please note:

- For the Full Application the Postdoctoral Fellow must be the Lead Applicant
- The Mentor must hold an employment contract that exceeds the duration of proposed research
- Applications can only be submitted by the Lead Applicant

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 attach a CV for the Lead Applicant.

Mentor

Please add the name of the Mentor for this application.

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

Please attach a CV for the Mentor.

Time spent on research

Please state the time spent on research and on this research programme (hours/week) for both the Lead Applicant and the Mentor.

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.

Mentor recommendation

- This section is to be completed by the Mentor, and should outline why they are recommending the Fellow for the Future Leader Scheme (*up to 1000 words*).

Fellow's expertise

- This section is to be completed by the Fellow, and should outline the Fellow's expertise, career intentions and motivation to work in the UK (*up to 1000 words*).

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

- Lead Applicant and Mentor 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.
- How will the project measure and minimise the impact 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:

<https://www.thebraintumourcharity.org/funding-for-brain-tumour-researchers/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*).

Keywords and Categorisation

Please include keywords that best describe your research, being as specific as possible. Click on the plus icon to select keywords. If other is selected, please specify.

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

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

This should include:

- Background and scientific justification
- Research question(s) to be addressed
- Aims and key deliverables
- Methodology, including sample size justification and statistical analysis plan
- Any relevant figures

Please note, citations for your research proposal are added separately and do not need to be included in the 10 page research proposal.

Key Questions

Relevance to research priorities (*up to 500 words*)

Please detail how your research proposal aligns with our research strategy: **A Cure Can't Wait**.

Potential for patient benefit (*up to 500 words*)

Please outline how this research may lead to patient benefit and the anticipated impact of this.

Contingency plans (*up to 500 words*)

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.

Patient and Public Involvement (PPI) (*up to 500 words*)

Please outline how you obtained input to your research proposal from those affected by brain tumours, any amendments you made as a result of this input, and any future plans for PPI with the project.

Personal Development (*up to 500 words*)

Please describe the personal development and training opportunities that are available to you through your Host institution.

Dissemination plans and working with The Brain Tumour Charity (*up to 500 words*)

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.

Milestones

Timelines and 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.

Gantt chart

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 (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.

Miscellaneous

For each item, please include total costs per year.

Current Funding

Please list existing and pending research funding for the Lead Applicant. Please include:

- Status
- Funding source
- Title of project
- 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 status of relevant approval, and approved or pending date. In addition, please provide the following information, where applicable:
 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. 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

Fellow Publication Record

Please add up to 10 of your most relevant publications including any that are currently in press. Please include:

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

Reviewer Suggestions (not mandatory)

Please provide the details of any preferred and/or non-preferred reviewers. If identifying non-preferred reviewers, you must also include a brief explanation in the text box at the bottom of the pop-up window.

Letter(s) of support

Please submit any relevant documents in support of your application here.

Summary of Required Attachments:

- Fellow and Mentor CVs

- Letters of collaboration for all listed collaborators
- Detailed research proposal
- Gantt chart
- 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

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.