QUEST FOR CURES

Guidance Notes for Applicants at Letter of Intent (LOI) stage

Contents

Introduction

- This programme of funding awards aims to bring benefits to patients faster by harnessing interdisciplinary team approaches to accelerate the understanding and translation of discoveries.
- All grant applications must focus on at least one of the research priorities highlighted in our Research Strategy '**Accelerating a Cure**'.
- Funding of up to £1.5 million per programme over five years is available.
- Guidance notes and eligibility criteria are available on our **website.**
- Please read the important documents (**here**) that are applicable to all our grants 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 Involvement Network (IN), a network of people who either care for someone who has a brain tumour (or have done in the past) or are living with a brain tumour themselves. More information on the IN and how to contact them can be found **here.**

If you have any queries or would like to discuss your application, please do get in touch with us:
- o   E-mail: research@thebraintumourcharity.org
- o   Phone: +44 (0) 1252 418190

Please see the **website** for the assessment criteria for this application.

The deadline for Letter of Intent applications is Wednesday 12 July at 1pm UK time.

Beginning your LOI application

The application is available for completion via the **Grant Management Portal**. Please read the system guidance, available on the portal, and use these guidance notes to support completion of the application.

Please allow sufficient time for your 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

Please complete the details requested, including:

- Title of the programme
- Proposed start date – must not be before 01 June 2024 . Must be 01 of a month
- Proposed duration – maximum of 60 months
- Total requested – please specify the total amount required for this award. A maximum of £1,500,000 is available for this award.

Applicant Details

Please note:

- Lead Applicants must hold an employment contract with their institution that exceeds the duration of the proposed research.
- If the Lead Applicant does not hold an academic or research position, the application must include a Co-applicant at the Host Institution who does.
- A researcher may serve as Lead or Co-Lead Applicant on only one proposal per grant round.

- If the Lead Applicant is based outside the UK and if the research will include UK research institutes, then a Co-Lead Applicant from the lead UK Institution will be required.
- 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.

Lead Applicant

Some of your details will have been pulled through from your CV and any remaining fields should be completed. Please add/amend basic information details in the "Manage My Details" section of the **Grant Management Portal**.

In addition to the basic contact details please add your Twitter handle. This can be added in the 'Web page' field.

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

A biographical sketch is required for the Lead Applicant. Please download the template from the application form and attach the completed version using the ⊕**Attach** ⊗ button.

The Lead Applicant's institution will be the Host Institution.

Please note:

- All financial awards will be made in Pounds Sterling (£). It will be the responsibility of the Host 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 recommend that the Host Institution establishes a corporate exchange rate agreement if conversion to other currencies is required.

Co-Lead Applicant

If the Host Institution is based outside the UK, and the research will be conducted across UK and non-UK institutes, a Co-Lead Applicant is required.

Please use the 'Add Contact' button to search for contacts within our database. If the person you searched for was not found, please add this person to our system by entering their full name and email address. They will receive an email, prompting them to set up a Portal account.

The Co-Lead Applicant will be required to accept their involvement in the application prior to submission. They also need to ensure all their details are populated correctly and use the "Manage My Details" section of the Grant Management Portal to add/ amend their basic information.

A biographical sketch is required for the Co-Lead Applicant. Please download the template from the application form and attach the completed version using the ⊕**Attach** ⊗ button.

Co-applicants

Please add the details of the co-applicants. Use the 'Add Contact' button to search for contacts within our database. If the person you searched for was not found, please add this person to our system by entering their full name and email address. They will receive an email, prompting them to set up a Portal account.

The co-applicants will be required to accept their involvement in the application prior to submission. They also need to ensure all their details are populated correctly and use the "Manage My Details" section of the Grant Management Portal to add/ amend their basic information.

Co-applicants are those individuals with responsibility for the day to day management and delivery of the project. Co-applicants are considered part of the project team and are expected to share responsibility for its successful delivery. Collaborators normally provide specific expertise on particular aspects of the project but who do not share in the responsibility for the delivery of the project.

A biographical sketch is required for each co-applicant. Please download the template from the application form and attach the completed version using the ⊕**Attach** ⊗ button.

Collaborators

Please use the 'Add Contact' button to search for contacts within our database. If the person you searched for was not found, please add this person to our system by entering their full name and email address. 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 Collaborator named in the application, and include a brief summary of what they will contribute toward the project.

Head of Department and Senior Administrative Authority

Please provide the details of the Head of Department (HoD) and Senior Administrative Authority (SAA) from your Host Institution. If the research will be conducted across UK and non-UK institutes then a HoD and SAA will be required for the Host Institution and the Lead UK Institution.

Please use the 'Add Contact' button to search for contacts within our database. If the person you searched for was not found, please add this person to our system by entering their full name and email address.

The HoD and SAA will be sent emails by the system once assigned to the application.

These authorities have 2 tasks during the submission of the LOI.

1. They will be required to tick a check box indicating they have read and understood the terms of the proposal and accept the role (HoD or SAA) they have been nominated for. Ticking this box constitutes an electronic signature for the application and can be done any time after the application has been started in the portal.
2. They will need to approve the final submission of the LOI. This occurs AFTER the Lead Applicant clicks "Submit".

Please note that the Head of Department and Senior Administrative Authority must both approve the application for the application to be submitted.

Required attachments for this section:

- Biosketches for the Lead Applicant, Co-Lead Applicant and Co-applicants.
- Letters of collaboration from all named Collaborators.

Summary of Proposed Research

Lay Summary

This section of the application form must be completed in plain English, using non-technical language. The information should be comprehensible to people with no scientific background and abbreviations and acronyms should be avoided. Any unavoidable scientific terminology should be clearly explained.

This summary will be reviewed by the Lay Scientific Advisory Board members as part of the assessment process.

Please note you will be asked to rewrite the lay summary if it is not easily comprehensible and/or not written in plain English.

Aims and background

- What problem do you aim to address?
- What is already known about the problem that the project will address?
- What do you hope to find out? Outline your aims and the research question you will address.

Why this research is needed

- How will the results of the research benefit those affected by a brain tumour? Please be as specific as possible.
- How does it fit in the current research landscape?
- How does the research offer value for money?

Methodology

- Briefly describe the methods and techniques you plan to use.

Patient and Public Involvement and Dissemination

- Describe any involvement of those affected by a brain tumour, including engagement with our Involvement Network.
- Briefly outline the plans for dissemination of results, including any plans to involve our Involvement Network.
- How can the findings from the research be developed or put into practice after completion of the programme?

Please note The Brain Tumour Charity has established an Involvement Network (IN) which is a resource applicants can use to check readability of the lay section of the application. If you would like to learn more about Patient and Public Involvement or the IN and the help they can offer please see **https://www.thebraintumourcharity.org/funding-for-brain-tumour-researchers/patient-public-involvement/**

You may also find it helpful to refer to the AMRC's Guidance for researchers - writing lay summaries.

Scientific Summary

A scientific summary of the proposed research should be provided, and it should include:

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

Keywords and Categorisation

Please select the keywords which best describe your research. In particular, please tick whether the research will focus on high grade or low grade brain tumours, and whether it focuses on adult or paediatric tumours.

Letter of Intent

Please attach a detailed Letter of Intent as a PDF file (up to 3 pages, minimum size 10 Arial font with single spacing) using the ⊕Attach ⊖ button. This should include:

- What this programme will seek to address
- How this programme is multi-disciplinary and multi-national

- How this programme utilises technological advances across fields
- What co-applicants or collaborators will bring to this programme
- How this programme fits with our Research Strategy: **Accelerating a Cure**.

Please don't include citations within the Letter of Intent. These will be requested as part of the full application if you are shortlisted.

Confirmation

The Brain Tumour Charity Data Protection Statement

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 (**found on this webpage**).

- 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.