



PhD grant application guidelines

Thank you for your interest in our PhD grant funding scheme

If you have any queries, please email us at grants_admin@breastcancernow.org

Remit and Eligibility

Remit

Our PhD grants are available to researchers working in an institution in the UK or Ireland. Co-Applicants may be based elsewhere, but the PhD studentship and its Principal Investigator **must** be based at an institution in the UK or Ireland in order to be eligible for funding.

Collaborative applications from within UK and Ireland are welcome, although the grant (and associated funding arrangements) will be with the lead applicant's institution. Named academic Collaborators are permitted from outside the UK or Ireland. PhD studentships are available to established researchers who have a strong track record in their field.

PhD grant awards are for three years and can cover student stipend, student fees, and college fees (where applicable), research expenses and essential equipment. Applications should be made by the Principal Investigator whose position and salary will be guaranteed by the host institution.

PhD studentships are designed to capture new and highly qualified science graduates into a career of breast cancer research. The Scientific Advisory Board will assess applications based on:

- The research plan.
- Clear relevance to breast cancer research.
- The perceived outcomes that will lead to a significant advance in understanding of breast cancer.
- The quality of the environment in which the award is to be held.
- The support provided by the supervisor and the host institution to help develop the student's career in research.

It is the expectation that the awards will enrich scientific understanding and expertise in breast cancer research. Applicants should have conducted independent research in the field of breast cancer or be an experienced researcher in a related field, and wish to build on their history and reputation in the breast cancer area, deepening their knowledge and experience.

Eligibility

Please note the following:

- The applicant and PhD studentship must be based within the UK or Ireland in a recognised academic institution.
- Lead Applicants must be a permanent salaried member of staff at a recognised academic institution.
- However, Lead Applicants with a fixed-term position may apply as long as the grant falls fully within the period covered by their tenure.
- Applicants should have a strong academic track record in the field of breast cancer.
- Principal Investigators may not apply for more than one grant as lead PI but may apply as a Co-Applicant or Collaborator on more than one application.

The following are not eligible and will not be accepted:

- Applications for clinical PhD's.
- Applications for part-time studentships
- We will not accept applications from the potential students themselves.
- Research into conditions other than breast cancer.
- Applications for equipment only. We will accept requests for equipment as part of a larger grant, but you must include a clear justification for the equipment in your research proposal.
- An application from a commercial entity.
- Applications for PhD grants which request funding for consumables or running costs only.
- Applications from an individual who is NOT employed by an eligible institution i.e. a university or research institute.
- Applications for methods or service development

If you are unsure about the eligibility and remit of your PhD studentship, you must contact the Research Grants Team (grants_admin@breastcancer.org) before you submit your application. Once the deadline has passed there will be no opportunity to debate individual circumstances and applications not meeting the requirements will be rejected without peer review.

Application process

Applications are to be made using our online [Grant Tracker system](#). You must complete **all sections of the application form** (notes below) and **yourself, any Co-Applicants, the Head of Department** and the **University/Institution Research Grants office** (or finance office if not applicable) must complete the declarations online in order to submit your application. Co-Applicants must confirm their involvement and provide a full CV online. Each Collaborator must confirm their involvement in the grant online and provide a letter, describing their role in the grant.

If you have any queries about filling in this application form, contact the Research Grants Team (grants_admin@breastcancer.org, 020 7749 4121).

Details summary

Title of the PhD studentship

The title of the PhD studentship should be succinct and should accurately reflect the content of the research. Please note that it is mandatory to complete this field to be allowed to navigate away from this section of the application form.

Abstract of research

This should be a maximum of **300 words** and should provide a succinct summary of the proposal. The abstract will be used by potential reviewers to judge whether or not they should review the application.

If your application is successful, your abstract may be published on our website and other web based directories of research (e.g. National Cancer Research Institution, Association of Medical Research Charities). Therefore commercially sensitive or confidential information should not be included in your abstract. If you believe your abstract should not be published as it is highly confidential please contact the Research Funding Team at grants_admin@breastcancernow.org. We will allow you to provide us with a revised abstract that is publishable on our communications.

The abstract should be laid out as follows:

- Background
- Aims
- Techniques and Methodology
- Impact on breast cancer research

Proposed duration

This should be entered in months for three years (36 months).

Other Support

Is this research supported by any other funders? If yes indicate the organisations, degree and time scale of support. **Please note that we will not consider part-funding of PhD's funded elsewhere** (with the exception of international students). However, we will accept applications from institutions that will support the 4th year of a PhD.

Submitted Elsewhere

Is this application being submitted elsewhere? If yes give details of where the application has been submitted, and when a decision is expected.

Type of application

- New application
- Follow on from a successful pilot grant
- Re-funding of a current grant
- Uninvited resubmission

Applications for 'follow on' funding

This type of application arises when a grant holder applies for a new grant where the work is a direct follow on from a successful current grant that is due to end. These will fall into the following categories:

- Where a successful project grant may lead to a proposal for a PhD studentship
- Where a successful pilot grant may lead to a proposal for a PhD studentship

Please select the type of grant that this follows on from in the application form.

Applications for re-funding of a current grant

Applications for re-funding a current grant will be reviewed in competition with all other grant applications submitted in that funding round. This type of application will be subject to the usual peer review process.

Uninvited resubmissions

If the application was rejected without any invitation to re-submit, we will not consider a re-submission of the same application for the same award. However, applications which are significantly different in terms of objectives and scope and that go beyond addressing the referee's concerns of the previous application will be considered in competition with other applications. You must declare it as a revised application and must submit a covering letter along with the application which should detail the modifications which merit its re-consideration. Please select '**Uninvited Resubmission**' in the 'Details' section of the online application form and upload your covering letter using the function provided. The final decision on whether the application will continue in the process is at the discretion of the chair and deputy chair. **We advise all applicants considering an uninvited resubmission to contact the office in advance to check your eligibility (grants_admin@breastcancer.org).**

If the application was rejected without any invitation to re-submit and you plan to submit the research proposal for a different award (for example, a rejected fellowship resubmitted as a project grant), you must include a covering letter must be submitted acknowledging the rejected grant, detailing the modifications which merit its re-consideration and giving the reasons for applying for a different award. This type of application will be subjected to the usual peer review process.

Previously held grants

If you have previously held a grant from Breast Cancer Now or either of its predecessor organisation's (Breast Cancer Campaign and/or Breakthrough Breast Cancer), please provide further information in this section.

Proposed start date

PhD's must start by October of the following year. Award letters will be sent approximately one month after the Board of Trustees meeting.

Lead-Applicant

The Lead Applicant must be the Principal Investigator who will lead the research and be responsible for delivering the project.

Applicant's details and CV

This section displays the Lead Applicant's details and CV (contact address, qualifications, post held, current grant held) as entered by the Lead Applicant during the registration. These details can be updated at any time by visiting the "Manage My Details" section on the portal.

Other Breast Cancer Now applications under consideration

Where applicable, list grants by reference number (if known) and title, stating your role on the grant (e.g. Lead Applicant, Co-Applicant, etc.).

Total number of publications

Enter your total number of publications to date.

Number of first author publications

Enter the number of first author publications to date.

Number of last author publications

Enter the number of last author publications to date.

Most relevant publications to date

This will show your ten most important publications as entered in the "Manage My Details" section of the portal. To edit, go to the "Manage My Details".

Co-Applicant(s)

Co-Applicants will have intellectual input into, and part ownership of the research, if the application is successful; he/she is expected to be actively involved in the project.

To add a Co-Applicant, press “Add a Co-Applicant”, enter the surname, and press “Find contact”.

- If the Co-Applicant is found in our database (correct name, surname, institution and department), select it by clicking on the correct name and follow the instructions
- If the Co-Applicant is not found in our database, click on “Contact not found? Click to add” and follow the instructions.
- Each Co-Applicant added to the grant will receive an email asking them to confirm their involvement with this application, and to enter/update their CV.

A message will then appear asking you to confirm your selection. ‘Saving’ will generate an email to each Co-Applicant added to the grant. The email will ask them to confirm and approve their participation with the project.

Each Co-Applicant must then do the following before the submission deadline:

- Register with the Grants Online portal and update their CV by visiting the “Manage My Details” section.
- “Confirm” participation as Co-Applicant for this application to be allowed to view the application.
- “Approve” the application before the application can be submitted.

Co-Applicants are able to view, but not edit, the application.

Collaborators

Collaborators do not have access to grant funds. They will be expected to contribute to the overall intellectual direction of the research project or program of research and bring their own resources to the collaboration, but will not be involved in the day-to-day execution of the project.

To add Collaborator(s), press “Add a Collaborator”, enter the surname, and press “Find contact”.

- If the Collaborator is in our database (correct name, surname, institution and department), select it by clicking on the correct name and follow instructions
- If the Collaborator is not in our database, click on “Contact not found? Click to add” and follow the instructions.
- Each Collaborator added to the grant will receive an email asking them to confirm their involvement with this application, and to enter/update their CV.

A message will then appear asking you to confirm your selection. ‘Saving’ will generate an email to each Collaborator added to the grant. The email will ask them to confirm and approve their participation with the project.

Each Collaborator must do the following before the submission deadline:

- “Confirm” participation as Collaborator for this application to be allowed to view the application.
- “Approve” the application.

The Lead Applicant will fill in the reasons for Collaboration (200 words max) and obtain a letter of collaboration (1 page max) from each Collaborator to attach. Collaborators are able to view, but not edit, the application.

Recommended/Excluded reviewers

Please note: this section will not appear in the final pdf version of your application form or any document sent to reviewers. Our office may use this information to assist with the peer review process of your application.

- ***Recommended Reviewers***

Up to four reviewers may be recommended here. Do not include individuals who may present a conflict of interest with your application (e.g. same institution, close/recent Collaborator, co-authorship in the last five years). To add recommended reviewers, click on “Add Recommended Reviewers...” and follow instructions.

- ***Excluded Reviewers***

Up to four excluded reviewers may be listed. To add inappropriate reviewers, click on “Add Excluded Reviewers” and follow the instructions. Please provide a short explanation for excluded reviewers.

Please note: while we will take your suggestions/excluded reviewers into consideration, any decisions on who is approached will be at the discretion of the office.

Head of Department

Please note - if you are adding a Head of Department as a Co-Applicant or Collaborator, please add the dean of your school or faculty as a Head of Department instead and ask them to sign off the application.

Before submission, the Head of Department must confirm the participation of the host institute. The Head of Department will receive an automated email requesting confirmation of participation and approval of the application.

To add your Head of Department, click on “Add Head of Department”, enter surname, and press “Find contact”.

- If the Head of Department is in our database (correct name, surname, institution and department), select it by clicking on the correct name and follow the instructions.
- If the Head of Department is not in our database, click on “Contact not found? Click to add” and follow the instructions.

Before the submission deadline, the Head of Department must:

- “Confirm” participation as Head of Department to be allowed to view the application
- “Approve” the application before the application can be submitted

The Head of Department is able to view, but not edit, the application.

Finance Office

Before submission, the Finance Office must confirm their participation. To add a Finance Officer, click “Add Finance Officer”, enter as surname, and press “Find contact”

- If the Finance Officer is in our database (correct name, surname, institution and department), select it by clicking on the correct name and follow the instructions.
- If the Finance Officer is not in our database, click on “Contact not found? Click to add” and follow the instructions.

The Finance officer added to the grant will receive an email asking to confirm their participation.

The Finance Officer will act as the **FINAL SIGNATORY** of the application – Once the Lead Applicant has pressed “submit”, the Finance Officer will receive a request for **FINAL APPROVAL**. **Due to high volumes of traffic on our system on deadline days, we occasionally experience a time lag in the system. Please allow your finance office at least one day to approve the application AFTER you have submitted the application.**

Before the submission deadline, the Finance Officer must:

- “Confirm” participation as the Finance Officer for this application to be allowed to view and edit the application. This step is required to validate the application form and submit the application for the final approval for from the Finance Officer.
- “Approve” the application. This step is the final approval required for the application to be fully submitted. The Finance Officer will receive a request for a final approval by email once the applicant has pressed “submit”.

The Finance Officer is able to view and edit the application.

Costs

Applications for funding should be based on estimated expenditure and all figures should be entered in **GBP (£ Sterling)**. Invoices will be paid quarterly in arrears **GBP (£ Sterling)** and converted to the currency of request by the bank at their exchange rate on the day the transfer or draft is actioned. Breast Cancer now are not responsible for losses incurred through fluctuations in exchange rates.

PhD grants are awarded for three years. Costs covered are student stipend, student fees, and college fees (where applicable), research expenses and essential equipment. Consumables will not normally exceed **£12,000** per annum, per researcher, excluding animal and microarray costs.

The overall cost of a PhD studentship must not exceed **£100,000 (including London weighting and conference travel costs)**.

Overheads

PhD studentship grants will be funded on the understanding that the host institution meets the overhead and infrastructure costs. Infrastructure costs include items such as lighting, heating, telephones, use of library facilities, general laboratory equipment, general office expenses, core laboratory services (wash up and waste disposal), maintenance and running costs of laboratory equipment, estates costs.

We will only fund directly incurred costs and not the full economic costs of research (fECs) or a proportion of these.

The following list of allowed and disallowed costs indicates what is likely to be permissible on a project grant application but should not be considered exhaustive. The research funding team may query and/or remove any costs that are deemed to be outside of our funding remit. For any queries, please email us at grants_admin@breastcancer.org

Allowed costs:

- One PhD stipend and tuition fees (also college fees for applications from Oxford and Cambridge or equivalent)
- Laboratory materials and consumables directly attributable to the PhD studentship
- Microarray or sequencing costs
- Animal costs (purchase, housing, husbandry, animal licence costs etc.)
- Home office licenses
- Small pieces of equipment (including PC's) if essential for the PhD studentship
- Computer software license (if required specifically for the project, for example image analysis)
- Access charges for shared equipment (for example hourly charge to use microscopy or mass spectrometry equipment)
- Pathology service costs
- Statistician advice/consultancy costs
- Costs associated with authentication/validation of cell lines
- Travel related to the research proposal (for example participant expenses to travel to focus group meetings/interviews/assessments)

Disallowed costs:

- Applications requesting funding of the second or subsequent years of an already existing studentship
- Any salary (only the stipend and fees for one PhD studentship can be requested in the application)
- General office expenses (photocopying, postage etc.). An exception may be made for secretarial assistance and printing costs for epidemiological/questionnaire based studies.
- A proportion of central support staff salaries (e.g. secretarial support).
- A proportion of general technician salaries (for e.g. wash up, waste disposal etc.).
- Equipment maintenance and running costs.
- Staff recruitment costs.
- Publication or printing costs.
- Purchase of books.
- Training courses (including Home Office animal license courses).
- Equipment maintenance and running costs
- Staff recruitment costs
- Printing costs
- Purchase of books
- Open Access charges

Please **do not** include requests for open access publication charges in your application. For more information on Breast Cancer Now's position on open access, please see our [open access policy](#).

Stipend

The stipend awarded for PhD studentships is fixed. Additional London allowances are awarded for applications from London institutions (within the M25).

	Year 1	Year 2	Year 3
Outside of London*	£14,764*	14,978	15,195
London allowances (within the M25)	£2,000*	£2,020*	£2,040*

*or equivalent in Ireland

PhD studentship tuition fees

PhD studentship tuition fees are included, the value of which is dependent on the specific university policy at the time of application. Exceptions are made for applications from Oxford and Cambridge whose PhD students are required to pay studentship and college fees. International student fees cannot be supported in full. If an overseas student is appointed we will pay the UK studentship fees. The remaining cost of the international fees must be sourced elsewhere.

The maximum PhD studentship tuition fees awarded are below:

	Year 1	Year 2	Year 3
London (within the M25)	£4,256*	£4,320*	£4,380*
Outside of London*	£4,256*	£4,320*	£4,380*

*or equivalent in Ireland

To add PhD stipend and tuition fees, click on “Add PhD stipend and tuition fees” and complete the table:

Staff member details

Enter the details of each staff member, including a brief description of their job title

Qualification

Please note here the highest qualification achieved by the researcher

Justification

Please provide a brief justification of the personnel costs applied for.

Allowances

The Stipend, London weighting and Tuition Fees will be entered automatically. Where appropriate, college fees can be added. Please remove the London Weighting if this does not apply to your institution.

Materials and Consumables

A detailed breakdown and justification for all minor equipment and materials and consumables is requested should be provided here. Microarray/sequencing and animal costs should be listed separately.

Consumables within a PhD studentship will not normally exceed **£12,000** per annum, unless in exceptional circumstances, excluding animal and microarray costs.

Microarray or sequencing cost

You can add a microarray and/or sequencing costs here as required. Please justify the costs as requested.

Minor equipment

We assume a basic level of equipment provision by the host institution. The items requested here must be required specifically for the research proposed. New requests for equipment will not be considered once the PhD studentship has started.

We will not fund a large piece of equipment, unless the project cannot proceed without it being in place. Full justification for the equipment request is required and must be included in the research proposal. Maintenance costs should be included under “Other Expenses”.

Animal costs

In the following section, please detail the animal costs required for this research, including purchase, housing, husbandry, home office project licence costs and then any other animal costs. In the “Additional Details” section of the form, you will be asked to provide further information on the number of animals requires and types procedures to be used. Please also refer to our policy on the [use of animals in scientific research](#).

Other expenses

Any other costs not listed above should be included here.

Conference travel costs

We will cover costs for travel to conferences where work funded by Breast Cancer Now is being presented.

We will add a supplementary conference travel budget of £1900 to the grant application. If your grant application is successful you will need to inform us prior to attending a conference in order to access this budget. Please click “add conference travel costs” and then click save in order to validate the form and allow you to submit. These costs cannot be edited. We will pay costs only on receipt of an invoice and the abstract submitted to the conference.

Travel related to the research proposal (for example participant expenses to travel to focus group meetings/interviews/assessments or travel between collaborating centres) is permissible if fully justified. This must be added in the “Other Expenses” section. Please refer to our [Conference Travel guidelines](#) for more information.

Research Proposal (2000 words)

The core text of your research proposal must address the points listed below. Failure to do so will result in your application being removed from consideration.

- **Aims and purpose of proposed investigation**
Outline the objectives of the research proposal, the significance of any results that may be obtained, and their relevance to breast cancer.
- **Background to the PhD studentship**
Briefly outline the background to this PhD studentship, as well as the need for the current proposal.
- **Plan of investigation and methodology**
Detail the experimental methods, techniques and analyses that will be used to test the proposed hypotheses.
- **Potential risks/challenges**
Outline any potential problems or challenges you anticipate with your proposed investigation, as well as how you plan to address these.
- **Timescale**
Outline the planned timescale for this investigation, including project milestones.

Integration with ongoing research (150 words)

Please describe how the proposal fits into the on-going work of the laboratory where the PhD studentship is taking place.

Expected value (150 words)

Outline the expected value of this research to both the academic community and breast cancer patients. This should include expectations for both long and short term objectives for the results of the PhD studentship.

Figures

An additional two page document containing figures (including legends) and/or a Gantt chart (or similar) may be uploaded here. Please upload the document in PDF format

References

An additional two page document containing references for your proposal (including any relevant publication from your group) may be uploaded here. **[Important note** – If you have used 'Endnote' to format the references, please remove the formatting and convert it to pdf prior to uploading it to the application form.

Abstracts of unpublished papers

An additional one page document containing abstracts of unpublished papers only may be uploaded here. Please upload the document in PDF format

Note: If you wish to include confidential unpublished data in your application which you **do not** wish to be seen by external referees, this should be submitted by email to grants_admin@breastcancernow.org in a separate document to the application form. This information will be treated as confidential; it will be held in the office and will only be seen by two members of the Scientific Advisory Board (SAB).

Preliminary Data (500 words)

Please describe any preliminary data that is relevant to your application (500 words max) A one-page document containing figures and figure legends for your preliminary data may be uploaded here. Please upload the document in PDF format.

Additional Details

Power calculations

Where relevant (for example if formal statistical inference will be performed) details about sample sizes and power calculations should be given, including as appropriate:

- The outcome measure on which the power calculations are based
- The size of the difference that the study is powered to detect, and justification of positing that size

For population studies further details should be given, including as appropriate:

- The outcome measure on which the power calculations are based
- The likely prevalence of the exposures of interest
- The justification for the choice of the type I error rate
- The justification for the effect size that the study is powered to detect
- Details on how assumptions made about the completeness of follow-up and covariate data have been taken into account

A one-page document including details about power calculations only may be uploaded in PDF format here.

Intellectual property (IP) management

Please provide the name of your host institutions' Intellectual Property (IP) body. Please refer to our grant [terms and conditions](#) for further information

Patentable results

Please outline if the results of this research are likely to have commercial potential. Please provide further detail if there has previously been any patent filed or commercial interest expressed in the research related to this application.

Research involving animals

If the PhD involves the use of animals, you **must** detail and justify the number and species of animal to be used; whether the animals will be genetically modified (and, if so, will these animals express, or be bred to express, harmful mutations?); why an animal model is

necessary and why this specific model was chosen. Please also describe how the project plan has been refined to adhere to the 3R's by using the minimum number of animals possible and causing the least suffering (please refer to www.nc3rs.org.uk for further details).

Please provide the following:

- Justification for the use of the animals proposed as against any available alternative models
- Full details and justification for the numbers of animals to be used
- Details and justification for the species to be used
- A Description of the procedures to be used and action proposed to refine the techniques and whether they are described as MILD/MODERATE/SEVERE
- A brief justification on why alternatives cannot be used
- An indication whether you will be using genetically modified animals and, if so, whether they will be bred to express harmful mutations

Please upload a copy of the relevant pages of the animal licence including details of the licence holder and number and refer to our policy on the use of animals in scientific research [here](#).

Ethical approval

Patient involvement in medical research

We require that patients are treated according to the [World Medical Association Declaration of Helsinki](#) and the Guidelines for Good Clinical Practice.

If this Project requires Ethics Committee approval, please indicate here and upload the relevant Ethical Approval letter with the application. If ethical approval is pending, or to be sought once funding is confirmed please indicate here.

Stem cells

Please indicate whether the research involves the use of human stem cells, and provide further justification if embryonic stem cells are to be used. As a member of the [Association of Medical Research Charities](#), we support the use of human embryonic stem cells when the research has the potential to make significant medical advances. Please see their [Statement supporting funding for stem cell research in Horizon 2020](#).

Human Clinical material and the Breast Cancer Now Tissue Bank

Please state whether this research will involve the use of tissue samples, Blood samples or derivatives (e.g. plasma, serum) and/or Primary cells. If yes, please indicate whether you plan to obtain this material from the Breast Cancer Now Tissue Bank. If so, please give details. If not, please indicate why you will not use the Breast Cancer Now Tissue Bank. For information about what is available in the Breast Cancer Now Tissue Bank, please visit the website at www.breastcancertissuebank.org. The site also provides information on the [Tissue Access Policy](#). If you intend to access samples from the Breast Cancer Now Tissue Bank, please check that the Bank has the samples you require before submitting the application.

If your grant application is successful, then you may apply to the Tissue Bank for the materials you require. This will not include a repeat of the peer review already undertaken on your grant application, but it will involve our Tissue Access Committee checking the material you require is suitable for your aims.

Please do not request funding to cover the costs of the materials; we will cover these costs for you upon application to the Tissue Bank.

If you require more information or wish to speak to us about what is available from the Tissue Bank, please see our website for relevant contact details

<http://www.breastcancertissuebank.org/get-touch>

When working with human tissue, you should consider if you need expert input from a pathologist. If this is the case, a named pathologist is required as a Collaborator. The Tissue Bank may be able to provide pathology support on a collaborative basis; please indicate in your grant application if you plan to ask for this when you apply to the Tissue Bank for material.

Cell lines

State whether this research will involve the use of cell lines, and if so, please provide further information about the types of cells to be used. If you plan to obtain new cell lines please give details of where they will be sourced from and how they will be authenticated on receipt. All researchers using cell culture must incorporate a specific cell line authentication protocol into their experimental framework, following the general principles of Good Research Practice (MRC, 2000) as well as best practice for cell culture procedures (UKCCCR Guidelines for the Use of Cell Lines in Cancer Research, 1999).

Details on what procedures will be undertaken to validate/authenticate the cell lines, to ensure they are free from cross contamination, microbial contamination and phenotypic drift must be given. Plans to validate cell lines at the start of the project and throughout the research must be given.

PhD supervisor

Second Supervisor

Please provide details of a second supervisor who will be in place should the main applicant/supervisor be absent

Supervision record

Current research group – detail how many people are in the research group and their positions

Current PhD students

List the names of the current PhD students and their positions (include start date and funding body)

Past Students

List past students and how many achieved their degree

Planned sabbatical

Please include any dates and how you plan to keep in touch with the student while you are away

Training environment

Please provide details of the training offered both specific to this project and general research training.

Suitability of the project

Does the project offer an appropriate level and range of training skills?

Institution procedures

Note here what the institution provides (in terms of supervision and assessment) and expects (such as attendance of lectures) from its PhD students.

Lay Overview

Non-disclosure issues

Please state here if there are any IP, confidentiality or patient recruitment issues that would be compromised as a result of external communication of your research to our stakeholders. You should consider details included in your proposal as well as in this lay summary.

Lay Summary

In order to promote a better understanding of the research we fund, we need you to supply a lay summary which will be used to describe this grant to relevant stakeholders, including our Trustees and supporters. The information may also be used for fundraising purposes to ensure we can fund your research should your application be recommended for funding.

Should the grant be awarded the information may be used in lay publications and the audience may include existing and potential donors to the charity. It is essential that all parties understand why and how their money is being spent.

Please note that this is a mandatory section of the application form and must be completed.

Below are some guidelines to help you write a lay summary for your research proposal. To pitch the lay summary at the appropriate level it might help to imagine yourself talking to a friend or a relative about your work. In general, when writing a lay summary, try to avoid using jargon or technical terms – if you must use such terms, define what it means in non-specialised language first.

To write this section, it might help you to think of it as an abstract for a non-scientific audience; do not use your scientific summary. [Please see our website here for examples of lay summaries of the research we fund.](#)

Need for project

Please outline why there is a need to support this particular avenue of research in lay terms (particularly for patient benefit) – what is the problem that this research proposal trying to solve?

For example: “Radiotherapy is a very effective treatment for breast cancer but a small minority of patients develop unpleasant side effects. At the end of treatment some women develop marked redness and peeling of the skin, which usually rapidly heals. A few later develop unsightly red blood vessels or thickening beneath the skin, often associated with chronic pain. These late effects are life-long. At present it is impossible to identify which patients are susceptible to the side effects before they receive treatment.”

Our landmark Gap Analysis was published in Breast Cancer Research in 2013. We recommend that your application has given some consideration to the gaps identified in this report. Please select the following link to view the report [<http://breast-cancer-research.com/content/15/5/R92>]

Aim of the project

Please outline what the project aims to achieve in lay terms.

Testing of project

Please outline the methodological approach to be taken in lay terms. Try to avoid technical terms describing methods, and instead focus on what the methods aim to achieve.

Patient benefit

Please indicate what the relevance of the outcome of the research is to patients with breast cancer or those who are at risk. Give the reader a reason to engage with what you do by explaining how your work will help people affected by breast cancer, even if this is a long way off.

Data sharing plan

We are interested in finding out how researchers are sharing their research data, in addition to publishing in peer review journals and presenting at conferences. Please complete this section with details of your data sharing plans.

This data sharing plan will not be reviewed as part of the funding decision, and will be used for data gathering and monitoring purposes only.

Completing the data sharing plan

In some disciplines, for example bioinformatics and proteomics it is common practice to make large data sets available in public access databases. If your project will generate large data sets please describe how these will be shared. Descriptions may include:

- Data quality and standards – data should be released in a format that conforms to agreed community standards, especially where this allows interoperability with other relevant datasets.
- Methods for data sharing - for example through deposition in existing public databases or on request, including access mechanisms where appropriate.
- Standards and metadata - the standards and methodologies that will be adopted for data collection and management.
- Relationship to other data available in public repositories.
- Further intended and/or foreseeable research uses for the completed dataset(s).
- Proprietary data - any restrictions on data sharing due to the need to protect proprietary or patentable data.
- Timeframes for public release of data.

We are keen to encourage data sharing in all scientific disciplines (in addition to those detailed above). Applications in other areas should describe here any mechanisms or databases currently used to share data, or indicate any issues and barriers that exist to hinder data sharing.

Our position statement on data sharing

As a member of the National Cancer Research Institution (NCRI), we endorse the [NCRI data sharing policy](#) and ask that researchers share the data generated from publicly funded research, in order to maximise value to the research community and ultimately for patient benefit. We have contributed to the costs of the NCRI Informatics Initiative, which supports the development of data standards and promotes a culture of data sharing.

We encourage applicants to detail their data sharing plans in their application form.

Applicants who do not currently share their data will be encouraged to indicate what issues and barriers exist that hinder them from making their data available to the wider research community

Please **do not** include requests for open access publication charges in your application. For more information on Breast Cancer Now's position on open access, please see our [open access policy](#).

Research category

Please select from the research categories outlined, **three** categories that your research proposal falls within.

The research categories we use mirror the Common Scientific Outline (CSO) codes used by the National Cancer Research Institution (NCRI). Further information on these categories can be found on the [ICRP website](#).

Categorising your application will help us to monitor the types of applications received and funded. This information is for monitoring purposes only and the information you provide will have no bearing on the referees selected to review your proposal, or on the decision of whether to award the grant.

Declaration

You will be asked to agree to the following statement:

I understand that Breast Cancer Now will not edit any section of the application form once it is submitted. Failure to provide all required information may result in the application being rejected from consideration. I understand that submission of an application indicates full acceptance of the terms and conditions of award as detailed in the grant [terms and conditions](#).

Please tick the box to confirm that you have read and agree to the above declaration.

Attachments

This section will list all the documents uploaded with your application.

Validation

Validating your online application form

This section will list all the sections and fields that still require completion or correction in order to validate your application form and submit it. If none of the application form sections are listed, this means your application form has passed all the validation checks and can be submitted for final approval to your finance office.

Submitting your Application

Please follow the next steps to assist you in completing the application process:

1. **Press “Save & Close”**

Once your application form has passed the validation stage (including approvals from Co-Applicant(s) and Head of Department and Collaborator(s)), click “Save and Close”. You will be taken to the details page of your application. The submit application button on the right hand side of the page should be available.

2. **Click “Submit”**

At this stage, an automated email will be sent to your Finance Office to “Approve” your application. This is only upon your **Finance Department final approval** that the application is fully submitted to the Grants Administration office. This must be completed before the deadline for submission.

3. **Submission notification**

All participants will receive a confirmation email that the application has been fully submitted to Breast Cancer Now, once the final approval from the Finance Office has been obtained.

A hard copy of your grant application form is not required at this stage. One hand-signed hard copy will be requested if your application has been deemed suitable by the SAB and sent for external peer review. You will be notified of this in due course.

Grant management

Please refer to our **Grant Terms and Conditions** and **Funding policies** on our website [here](#).

If you have any queries regarding this application please contact the Research Funding Team (grants_admin@breastcancer.org, 020 7749 4121)