Thank you for your interest in our Dame Vera Lynn Clinical Research Training Fellowship scheme. If you have any queries, please email us at grants_admin@breastcancernow.org

Before you start your application, please look at our Grant Conditions and Funding Policies on our website here. You will need to agree to these to if your application is successful.

About us
Breast Cancer Now is the UK’s largest dedicated breast cancer research funder. To date, we have invested over £250 million in ground-breaking research. We also provide life-changing care and support services for people affected by breast cancer, and we campaign to make sure that everyone affected by breast cancer receives the best possible treatment, services, support, and care.

About the scheme
There is an urgent need to advance the translation of breast cancer research into the clinic. The Dame Vera Lynn Clinical Research Training Fellowship (CRTF) will focus on translational breast cancer research. It will allow clinically qualified candidates to undertake laboratory and clinical research, leading towards a PhD, aimed at improving the clinical outcomes for people at risk of breast cancer and for patients with breast cancer.

These fellowships have been made possible by the generous support of the late Dame Vera Lynn, her family, and all those that have previously supported the Breast Cancer Research Trust, and who are now working with Breast Cancer Now.

Dame Vera Lynn Fellowships are available to clinically qualified candidates in the UK. They must be undertaken within a high-quality laboratory research environment under the direction of an established breast cancer researcher. Awards will be for up to three years and will cover salary, research expenses and essential equipment.

Candidates for the CRTF may be working in any discipline or clinical specialty, but they should be able to clearly demonstrate that the project will lead to advances in the understanding or treatment of breast cancer, and have a clear potential for benefit to patients with breast cancer.

The requirements of the scheme
Applicants should read our research grant conditions and research policies before completing the application.

We are looking for talented and motivated clinically qualified candidates who are passionate about breast cancer research, have a strong academic track record and hold full GMC registration or equivalent.
**The research**
- The CRTF will support a discrete piece of work which will lead to a PhD. Applicants should demonstrate their ownership of their project and their ambition to aspire to a clinical academic career. They are not expected to have started their PhD.
- Applicants may be working in any discipline, clinical specialty or area of research, but they should be able to clearly demonstrate that the project will lead to advances in the understanding or treatment breast cancer and have a clear benefit for breast cancer patients.

**The candidate**
- Applicants should be at an appropriate point in their clinical training to undertake a PhD and should have clear plans for the completion of their specialty training. Applicants should consult their deanery about undertaking a postgraduate research degree before developing an application.
- During your Fellowship, you can spend time abroad or in industry if this is scientifically justified.
- A successful Fellow is expected to act as a representative and ambassador for Breast Cancer Now.

**The supervisor and research environment**
- Fellowships must be undertaken within a high-quality laboratory research environment. You should select the most appropriate environment and host institution based on your research needs. This can include access to expertise, resources and equipment.
- Fellows will work under the direction of a supervisor, who should be an established breast cancer researcher, and who must be able to demonstrate that their contract covers the duration of the grant.
- The supervisor will be asked to complete a section within the grant application form. Both the Fellow and their supervisor must be based in a UK academic or research institution. However, the application can include collaborators from outside the UK.
- Applicants should approach potential supervisors before starting the application, and the application should be developed in discussion with the supervisor. However, the application must be made by the prospective Fellow, and the Fellow alone will be responsible for defending the application, should they be invited to an interview.

**Support provided**
- The scheme provides full salary support, allowing Fellows protected time to concentrate on their research, training and development. Please contact the Breast Cancer Now research funding team (grants_admin@breastcancernow.org) to discuss any requirements to continue limited clinical work during the duration of the fellowship.
- Applicants at consultant grade will not be considered.
- International applicants wishing to work in the UK are welcome, but funds to cover the extra cost of international tuition fees must be sought from elsewhere.
- Awards will include the salary of the Fellow (medical appointments will be made according to the University’s standard clinical pay scale), and research consumables directly attributable to the project. These will usually be no more than £20,000 per year, but larger amounts will be considered if fully justified.
• The duration of the award will be for 3 years. Awards may be held on a part-time basis to meet personal commitments. For proposed duration of longer than 3 years please contact the Breast Cancer Now research funding team (grants_admin@breastcancernow.org)

The review process
• Breast Cancer Now’s Grants Committee will review applications based on their scientific merit, the importance of the question being asked, the validity of the science proposed, and the cost effectiveness of the proposal. In addition, we will also consider the potential of the candidate to become a competitive researcher, the quality of the environment in which the award is to be held, and the support provided by the host institution to help develop the candidate’s career in research.

We will not accept:
• Research into conditions other than breast cancer. However, we will accept applications for co-morbidity projects.
• Applications for methods or service development.
• Applications from a commercial entity.
• Applications for equipment only.
• Applications which request funding for consumables or running costs only.
• Applications for methods or service development.
• Projects part-funded with other funders.

The funding available
The grant will pay for:
• The salary of the Fellow (medical appointments should be made according to the University’s standard clinical pay scale.)
• PhD registration fees at the UK/EU rate
• College fees
• Conference related costs
• Running expenses for the project (up to £20,000 per year, but larger amounts will be considered if fully justified.)
• Small items of equipment

We will consider applications for research that will take place within the NHS. Please refer to ‘Attributing the cost of health and social care Research and Development’ (AcoRD) guidelines here when completing an application for research taking place within the NHS.

Candidates are strongly encouraged to confirm their eligibility by contacting the Research Funding team at Breast Cancer Now before completing an application form. Please contact grants_admin@breastcancernow.org.

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.

Completing the application
Prospective Fellows should apply as Lead Applicants. We strongly recommend that applicants use the experience of their supervisor at the application stage to ensure that their application is scientifically sound, deliverable, and well justified.
Applications should be made using our online Grant Tracker system. You must complete all sections of the application form. The lead applicant, supervisor, collaborators, Head of Department and the University/Institution Research Grants office (or finance office if not applicable) must complete the relevant sections of the form online in order to submit the application.

Supervisors are required to complete three steps.

1) They must first ‘confirm’ their involvement in the project once they have been added application form
2) Provide a full CV, and
3) Complete the ‘Supervisor’ section of the form.

Each Collaborator must ‘confirm’ their involvement in the project online and provide a letter detailing their role in the project.

Please use the following guidance notes to ensure that you complete each section as required. This will help to avoid any delays in submitting your application.

**Lead Applicant**
The prospective Fellow should apply as the Lead Applicant.

- Applications must be submitted by **4pm on the deadline date**.
- Lead Applicants must update their Publication record by visiting the My Publications section.
  - Navigate to Import in the left-hand menu.
  - Click Select Records.
  - Enter the title of publication.
  - Tick the box next to the publication you wish to import and click Complete Import.
  - Click Import.
  - All imported publications will then appear in the Search section of My Publications.

- The Lead Applicant, Co-Applicants, Supervisor and the Head of Department and the University or Institution Research Grants office (or finance office if not applicable) must complete the declarations **at the end** of the application form in order to submit your application. Please give them enough notice to avoid missing the deadline.
- Applicants will receive confirmation by email from the online applications system once a grant application is submitted.
- For the main proposal, you can submit up to **four pages** of figures/preliminary data.
- Applicants should indicate how their proposal meets one or more of Breast Cancer Now’s key strategic objectives as outlined in our **strategy**:
  - Improving treatments, care and services for those affected by secondary breast cancer
  - Improving support for the physical and mental health, and the emotional wellbeing of people affected by breast cancer
  - Developing kinder, smarter treatments for people with breast cancer and improving access to treatments for those affected
  - Improving detection and diagnosis of breast cancer
  - Furthering our understanding of why breast cancer occurs and spreads and using our knowledge to help prevent breast cancer developing.

- The duration of the project should **not** exceed 36 months.
• Provide a succinct abstract of the proposal. Abstracts will be used to approach potential reviewers so they can judge whether or not they can review the application.
• Provide five or six key words that best describe this project. This will be used by the Research Funding team to select the most relevant peer reviewers.
• If successful, projects must start within **nine months** of the award letter being received. Please include the most accurate start date when completing your application form.
• Tell us if the application is being **submitted elsewhere** and provide details of where the application has been submitted and when a decision is expected.
• If the application was rejected **without** an invitation to resubmit, we will **not** consider a resubmission of the same application. However, applications which are significantly different in terms of objectives and scope, and that go beyond addressing the reviewers’ concerns of the previous application, **will** be considered in competition with other applications.

In this case, you **must** declare your application as a revised application, and **must** submit a covering letter along with the application detailing the modifications which merit its reconsideration. Please select **Resubmission** in the **Details** section of the online application form and upload a covering letter. The final decision on whether the application will continue in the process is at the discretion of the Chair and Deputy Chair of the Grants Committee. We advise all applicants considering a resubmission to contact us at grants_admin@breastcancernow.org in advance of submission to check your eligibility.

**Lead Applicants’ Clinical Details**
You will be required to provide information:

**Stage in clinical training**
Applicants should be at an appropriate point in their specialty training to step out of programme and undertake a postgraduate research degree. You will be required to state what stage you are at in your clinical training (e.g. ST3, ST4, etc.) and what your clinical responsibilities are.

**Plans for completion of clinical training**
You will be asked to include the expected date of CCT and how you will balance your research, clinical commitments and plans for the completion of specialist training.

**Plans for clinical work to be undertaken during the fellowship**
You will need to include the total time you intend to spend each week on clinical work; **please state this either as the number of programmed activities in your contract, or as a percentage of your time**.

The scheme provides full salary support, allowing fellows protected time to concentrate on their research, training and development. However, applicants planning to undertake any clinical sessions during their fellowship are asked to contact the research funding team to discuss this (grants_admin@breastcancernow.org) before you submit your application.

**Professional achievements**
Please include dissertations, prizes, awards, and other significant achievements in your career so far.

**Current responsibilities**
Please include managerial responsibilities, academic duties, training, community outreach.
Research experience to date
Please give details of previous research experience and training, in particular key achievements relevant to your application.

Career intentions
Briefly describe short term and long-term career goals explaining how the Fellowship will further your research and career aspirations. Applicants should explain their suitability for the award, their reasons for choosing the research topic and how they plan to combine their research and clinical work in their future career.

Career breaks and part-time working
Awards may be held on a part-time basis to meet personal commitments.

Confirm consultation with deanery about undertaking a PhD and plans to complete a specialty training
Applicants are required to consult their deanery about undertaking a PhD and their plans to complete specialty training before developing an application.

Supervisor
All applicants are required to select a supervisor. A supervisor is a senior established investigator in the institution where the Fellowship is to be held. They will provide the facilities required for the research programme, will have oversight of the Fellow and will have immediate responsibility for the direction of the research. A supervisor will also actively contribute to the further training of the Fellow.

• To add a ‘Supervisor’ to your application press “Add a Supervisor”, enter the surname, and press “Find contact”. If they are not in the system, you can add a new contact. If the contact appears twice, please contact the office at grants_admin@breastcancernow.org as this means they have two accounts. Selecting the wrong account may result in the invite not being seen. We can determine which account is the correct one to send it to in order to get sign off in good time.
• If the Supervisor's name is in our database (correct name, surname, institution and department), select it by clicking on the correct name and follow the instructions.
• If the Supervisor name is not in our database, click on “Contact not found? Click to add” and follow the instructions.
• Supervisors based in the NHS may experience difficulties receiving these invites, possibly due to the introduction of stricter GDPR rules in the NHS. As such, we advise that you follow up with the person that you've added to the application to ensure they've received the email with instructions on how to enter their details. If an email has not been received, please contact the office and we will help to rectify the issue.

Supervisors must do the following before the submission deadline:
• Once the applicant has added the supervisor’s details, they must “Confirm” their participation in this application, to be allowed to view and edit the application.
• Register and account on Grant Tracker and update their CV by visiting the “Manage My Details” section.
• “Approve” the content of the application before the application can be submitted.

They will also be asked for the following information:

• Show that their contract covers the proposed duration of the fellowship.
• Detail how many people are in the research group, including their positions and funding bodies.
• List past students and how many achieved their degree.
• Include any dates and provide details of support that will be provided for the Fellow in their absence.
• Provide details of the training offered both specific to this project and general research development training.
• Demonstrate the project offers an appropriate level and range of training skills.
• Provide details of what the host institution will provide in terms of support for the fellow and outline what the host institutions expectations are from those holding fellowships.
• Provide details of a second supervisor who will be in place should the main applicant/supervisor be absent.

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 programme of research and bring their own resources to the collaboration. They will not be involved in the day-to-day execution of the project. Each Collaborator must do the following before the submission deadline:

- **Confirm** they are a Collaborator for this project via the link which will be automatically emailed, to be allowed to view the application.
- **Approve** the content of the application via the link which will be automatically emailed. This must be done before the application can be submitted.
- The Lead Applicant will fill in the reasons for Collaboration (200 words max) and obtain a letter of collaboration (one-page max) from each Collaborator to attach.

Please note, Co-Applicants and Collaborators can view, but cannot edit, your 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. The Research Funding Team 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 the 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
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 approve the application.

Before submission, the Head of Department must confirm the participation of the host institution. The Head of Department will receive an automated email requesting confirmation
of participation and approval of the application. The Head of Department must do the following before the submission deadline:

- **Confirm** participation as Head of Department to be allowed to view the application via the link which will be automatically emailed.
- **Approve** the content of the application via the link which will be automatically emailed. This must be done before the application can be submitted.

The Head of Department can view, but cannot edit, your application.

**Finance Officer**

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 our system. Please allow your finance office at least two days to approve the application **AFTER** you have submitted your application. The Finance Officer must do the following before the submission deadline:

- **Confirm** participation as Finance Officer via the link which will be automatically emailed, to be allowed to view and edit the application. This step is required to validate the application form, and to submit the application for final approval from the Finance Officer.
- **Approve** the application via the link which will be automatically emailed. This step is the final approval required for the application to be fully submitted. The Finance Officer will receive a request for final approval by email once the applicant has pressed Submit.
- The Finance Officer can view and edit your application.

**Costs**

The Clinical Research Training Fellowships grants are awarded for up to three years. For proposals longer than three years please contact the Breast Cancer Now research funding team to discuss - [grants-admin@breastcancernow.org](mailto:grants-admin@breastcancernow.org).

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 in sterling and converted to the currency of request by the bank at their exchange rate on the day the transfer or draft is actioned. We are not responsible for losses incurred through fluctuations in exchange rates.

Grants will be awarded 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.

Please note that we cannot provide infrastructure support costs to clinical trials units. If you are already in receipt of infrastructure support costs from Breast Cancer Now, such as that for our Research Centre, Units or Tissue Bank, you cannot apply for additional infrastructure support costs in this grant application.

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 permissible on a 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@breastcancernow.org.

<table>
<thead>
<tr>
<th>Allowed Costs</th>
<th>Disallowed Costs</th>
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<tbody>
<tr>
<td>• Applicant’s salary*</td>
<td>• Salaries other than the lead applicant’s salary (only the salary and tuition fees for one Fellow can be requested in the application)</td>
</tr>
<tr>
<td>• Tuition fees</td>
<td>• A proportion of central support staff salaries (e.g. secretarial support).</td>
</tr>
<tr>
<td>• College fees</td>
<td>• A proportion of general technician salaries (e.g. wash up, waste disposal).</td>
</tr>
<tr>
<td>• Laboratory materials and consumables directly attributable to the project up to £20,000 per annum.</td>
<td>• Staff recruitment costs</td>
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<tr>
<td>• Home Office licenses</td>
<td>• Apprenticeship levies</td>
</tr>
<tr>
<td>• Pathology service costs</td>
<td>• Purchase of books</td>
</tr>
<tr>
<td>• Travel related to the research proposal (e.g. participant expenses to travel to focus groups, interviews) if justified. This must be added in the Other Expenses section. Please refer to our conference travel guidelines for more information.</td>
<td>• General office expenses (e.g. photocopying, postage). An exception may be made for secretarial assistance and printing costs for epidemiological/questionnaire-based studies.</td>
</tr>
<tr>
<td>• Animal costs. You can include purchase, housing, husbandry, animal licence costs. You will be asked for the species, number and unit cost of all animals. Please also refer to our policy on the use of animals in scientific research.</td>
<td>• 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.</td>
</tr>
<tr>
<td>• Small pieces of equipment (e.g. PC) if essential for the project. If above £5000, please discuss with the office.</td>
<td>• Equipment maintenance and running costs.</td>
</tr>
<tr>
<td>• Computer software license, if required specifically for the project (e.g. image analysis).</td>
<td>• Publication or printing costs.</td>
</tr>
<tr>
<td>• Access charges for shared equipment (e.g. hourly charge to use microscopy or mass spectrometry equipment).</td>
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<tr>
<td>• Statistician advice/consultancy costs.</td>
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<tr>
<td>• Costs associated with authentication and validation of cell lines.</td>
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<tr>
<td>• Conference and travel costs. We will cover costs for travel and registration for conferences up to the value of £1,900, where work funded by Breast Cancer Now is being presented.**</td>
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<tr>
<td>• Microarray or sequencing costs.</td>
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<tr>
<td>• Training courses (including Home Office animal licence courses).</td>
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*You will be asked to attach the salary scales for your institution in PDF format and to complete the following information: staff member details, level of qualification, role, grade and scale, annual inflation rate and date, basic salary, employer contributions and justification of the position being requested. For more detailed information, please click the help buttons next to each section.
PhD fees should be included using rates outlined in the table below. Universities are free to set their own fees, but they can’t charge additional amounts to students with a Breast Cancer Now studentship above the rates outlined. To add PhD tuition fees and/or college fees, click on “Add fees” and complete the table:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>£4,596</td>
<td>£4,687</td>
<td>£4,781</td>
</tr>
</tbody>
</table>

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.

**Please click Add Conference Costs and then click save in order to validate the form and allow you to submit. These costs cannot be edited and are entered in year one for technical reasons but can be used across all years as required. These costs must be included within the overall total of the project and not in addition to. No other conference and related travel costs above this are permitted.

NHS Costs
We accept applications for research taking place within the NHS. If applying for NHS support costs or treatment costs, applicants should complete a SoECAT form, which is available to download from the NIHR’s website [here](#). The costs of non-commercial research are met by different funders depending on the type of cost. Guidance from the Department of Health and Social Care for the Attribution of Costs for Research and Development (AcoRD) sets out the principles for determining who pays for the different costs. Please refer to this guidance before completing the costs section of your application. As a member of the Association of Medical Research Charities (AMRC), Breast Cancer Now will only fund the costs for activities attributed to the Research Part A Costs category, in line with the AcoRD guidelines. The following costs should not be included in your budget:

- Research Part B Costs (the NHS pays these costs where the funder is an AMRC Member)
- Service Support Costs
- Treatment Costs
- Excess Treatment Costs (ETCs)

NHS Service Support Costs should be funded via the Clinical Research Networks. NHS Treatment Costs, including any ETCs/Savings, will be met by the NHS through normal patient care commissioning arrangements. Further background information and links to resources are provided below.

**Excess Treatment Costs (ETCs)**
ETCs occur when treatment costs (the patient care costs) in a research study are greater than in routine care. For example, a patient taking part in research may be given a new drug to see how it performs in comparison with the standard drug given to non-research patients. If the cost of the new drug being tested in the study is more than the one usually prescribed, then it is an Excess Treatment Cost, as it would not occur in standard care. For non-commercial research studies, these costs are the responsibility of the NHS.

NHS England (with the NIHR and HRA) want to improve the management of these costs and thereby, through a more rapid, consistent, and standardised approach, cut delays, maximise patient recruitment and make administration simpler. In line with this, NHS England has implemented a new national ETC process. The ETC process is managed by the NIHR Local
Clinical Research Networks (LCRN), on behalf of their local Clinical Commissioning Groups (CCGs), and in collaboration with NHS England’s Specialised Commissioning function. This will create a single point of access for all proposals for which ETCs may be applicable and is designed to make the process simpler for researchers to navigate. As part of this process, researchers will be required to complete a SoECAT form for clinical research. To ensure HRA approval and NIHR portfolio adoption, a completed SoECAT form must first be approved and signed by an AcoRD specialist. For further details see the next section.

See the NIHR guidance on ETCs for further information about ETCs and the way they are paid. For queries and assistance with ETC payments, please contact the NIHR’s helpdesk at etc.helpdesk@nihr.ac.uk.

Schedule of Events Costs Attribution Template (SoECAT)
Researchers applying for clinical research grants need to complete a SoECAT to be eligible for the NIHR Clinical Research Network portfolio, and to access the appropriate funding support for the study. The SoECAT is a spreadsheet tool that helps to keep track and calculate the different activities and costs associated with clinical research in a standardised way. Please follow the NIHR SoECAT guidance and ensure you have downloaded the correct version of the SoECAT tool.

You must submit a completed SoECAT form with your grant application if:

- You are applying for funding for clinical research.
- You will carry out your research in England.
- Your research requires HRA approval.
- Your research will use NHS England resources.
- Even if your clinical research does not involve ETCs.

NIHR AcoRD specialists work with researchers, R&D support and/or CTUs, to confirm that the attribution of costs is accurate before submission to the HRA and funding bodies. They can also signpost to resources and training to understand the principles of AcoRD, provide tailored advice, help to resolve queries, and validate the attribution of costs. Please note that the AcoRD specialists cannot be held accountable for any delays for late submissions to funding bodies. If you need support from an AcoRD specialist in your region on how to correctly identify and attribute relevant activities, please contact your LCRN representative at the early stage of developing your application. Other sources of assistance and support are the NIHR Early Contact and Engagement team or the NIHR Study Support Helpdesk at supportmystudy@nihr.ac.uk.

Once complete, please convert the completed SoECAT form to a PDF and upload it to the cost section of your application form. Please label the file NHS Support and Treatment Costs. To convert the SoECAT form to PDF and include all tabs in the spreadsheet, do the following:

- Click File and then Export.
- Create PDF/XPS.
- Click Options in the dialogue box.
- Select Entire Workbook in the Publish What section.
- Click OK.
- Select the file you want to save it in and click Publish.
- Upload it by selecting Attach and searching for the folder you saved the SoECAT form in.
A Letter of Support **must** be included with the application from the lead NHS provider acknowledging the amount requested and confirming that these are the likely costs. Please upload the letter of support using the NHS Letter of Support function. Useful information when applying for funding for a clinical study can be found in the table below.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Useful Information</th>
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<tbody>
<tr>
<td>UK Clinical Research Collaboration</td>
<td>Registered Clinical Trial Units</td>
</tr>
<tr>
<td>National Cancer Research Institute</td>
<td>For clinical applicants based in the UK, it is recommended that your study is reviewed by the NCRI Clinical Studies Group</td>
</tr>
<tr>
<td>National Cancer Research Institute</td>
<td>Breast Group</td>
</tr>
<tr>
<td>Breast Cancer Now</td>
<td>Tissue Bank</td>
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<tr>
<td>National Institute for Health Research</td>
<td>Clinical Trials Toolkit</td>
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<tr>
<td>UK Clinical Research Collaboration</td>
<td>Tissue Directory and Coordination Centre</td>
</tr>
<tr>
<td>Medical Research Council</td>
<td>Guidelines on Human Tissue and Biological Samples for Use in Research</td>
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<tr>
<td>National Cancer Research Institute</td>
<td>Clinical Trial Pathology Advisory Group</td>
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<tr>
<td>National Cancer Research Institute</td>
<td>The SPIRIT-Path provides guidance to address the variability in how pathology is planned and delivered in clinical trials</td>
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</table>

**The research proposal**

We only fund the best quality research so that every penny donated towards research will benefit people with breast cancer. It’s vital that you make your application stand out from the crowd. Below are some tips and pitfalls to avoid when preparing your grant application to give yourself the best chance of success. It is important to note your proposal does not need to be 4000 words. This is an upper limit for those who need additional space e.g. to explain mechanistic detail. It is not a requirement and is there to allow flexibility for those who need it. Proposals are typically 2000-2,500 words long.

- Please read our [grant conditions and research policies](#) and make sure what you’re requesting is allowable.
- Give all the information required in the correct format.
- Ask someone to proofread your applications; reviewers will be put off by typographical and grammatical errors.
- Ensure figures are correctly labelled and referenced.
- Read the Academy of Medical Sciences’ [10 top tips for grant applicants](#).
- You should include details of the aims and purpose of the proposed investigation, background to the project, your plan of investigation and methodology, any potential risks or challenges, your timescale, figures, and references.

**Power Calculations**

Many grant applications are declined because they fail to provide clear power calculations. Please provide an outline of your experimental design and power calculations where relevant. It **will** be reviewed by a statistician on the Grants Committee. Where details of specific experiments are not known, you may provide and illustrative example. Please see the information provided in the Additional Details section of your Grant Tracker application form.
Please note that the NC3R’s website includes a number of experimental design resources including the Experimental Design Assistant (EDA), a free online tool to help optimise experimental design. The EDA can be used to create a visual map of your planned experiments (or a few of them) that may be useful in discussions with your team and statistical advisors.

**Additional Information**
For more detailed information, please click the Help buttons next to each section.

- Where projects involve patients, we require that patients are treated according to the [World Medical Association Declaration of Helsinki](https://www.wma.net/en/30publications/10policies/b3/) and the Guidelines for Good Clinical Practice.
- **Stem cells**: 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](http://www.amrc.org.uk/), we support the use of human embryonic stem cells when the research has the potential to make significant medical advances.
- Using 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 our Tissue Bank. If so, please give details. If not, please indicate why you will not use our Tissue Bank.
  - For information about what is available in our Tissue Bank, please visit our [website](http://www.breastcancernow.org) or contact us at tissue.bank@breastcancernow.org. The site also provides information on our Tissue Access Policy. If you intend to access samples from our Tissue Bank, please check that we have the samples you require before submitting the application.
- If your grant application is successful, 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.
- 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 the research will involve the use of cell lines, and if so, 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 best practice for cell culture procedures (UKCCCR Guidelines for the Use of Cell Lines in Cancer Research, 2000: Br. J. Cancer 82, 1495–1509: [www.nature.com/bjc/journal/v82/n9/abs/6691169a.html](http://www.nature.com/bjc/journal/v82/n9/abs/6691169a.html)).
- 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.
**Lay Overview**

We rely on the generosity of our supporters and have a responsibility of reporting back to them, as well as to the public on what research projects we are funding and how they are progressing. For this reason, the lay overview section of a research project in a grant application form and progress report forms is important. A good lay overview helps the wider public to understand what you are doing as a researcher and helps us as a charity to raise funds and ensure we continue funding the best research into causes, prevention, and treatment of breast cancer. We ask researchers to write these sections in plain English to be understandable to a non-scientific audience, such as a Breast Cancer Now supporter or member of the public.

It is worthwhile asking someone without a scientific background to read your lay summary before you submit the application. Please refer to the tips below on writing a lay overview and see our website here for good examples of lay summaries of the research we fund. The lay overview should be able to demonstrate the relevance and importance of your research to people with, or at risk of developing, breast cancer, as well as its potential impact. It is useful to include a timescale on how long until the results from your work could reach breast cancer patients, or people at risk of developing the disease.

Some useful resources include the NIHR guidance on how to write a research summary in clear and concise plain English, and the Readability Calculator, which is a computer-based text analysis which highlights language features, such as long sentences or specialist words, and calculates a readability score. You will need to enter your email address to use the tool for free. Please also click the Help buttons next to each section for more detailed information.

Your lay summary should broadly cover these areas:

- Why are you doing the research? What is the motivation behind the research application? Why is this research needed?
- State clearly the aims and objectives of the research project for a lay audience. What do you hope to find?
- Describe clearly what you are going to do throughout the project to achieve your aims. Scientific detail isn’t necessary, but the major steps in your research project should be mentioned. You should also mention the timescale for your project.
- Explain how achieving your project aims could benefit people with or at risk of breast cancer. You should clearly demonstrate how your research relates to breast cancer and to Breast Cancer Now’s strategic aims.

You should use simple and clear language, short sentences with a clear structure, active phrases rather than passive voice, and language that is mindful of people affected by breast cancer. You should avoid unnecessary jargon, abbreviations, and technical terms wherever possible. If you must use them, please provide a clear explanation. You should also avoid using the scientific abstract or other parts of the application intended for scientific audience with a few word changes.

**Patient and Public Involvement**

Complete this section to explain how patient and public involvement has informed and/or influenced the development of your application, and how patients and/or members of the public will be involved in the research. The term involvement refers to an active partnership between patients, members of the public and researchers in the research process. PPI does not refer to the recruitment of patients or members of the public as participants in a clinical
trial or study. For additional guidance on involving patients or members of the public in research, many resources are available for researchers:

- **INVOLVE** Briefing notes for researchers: Public involvement in NHS, public health and social care research (INVOLVE is a national advisory body funded by the NIHR to support public involvement in NHS, public health and social care research).
- **INVOLVE** Briefing note: Why involve members of the public in research?
- **People in Research** is a resource to help members of the public find opportunities to get involved in research, and for research organisations and researchers to advertise involvement opportunities.
- **Cancer Research UK** Patient Involvement Toolkit for Researchers.
- **Breast Cancer Voices** invites people whose lives have been changed by breast cancer to share their experiences and thoughts on Breast Cancer Now’s services, research, campaigns, and funding.

Describe how you have involved, or plan to involve, people affected by breast cancer in your research. Briefly describe any involvement activities already completed and if, or how, they influenced development of the research proposal. Outline your plans for research involvement during the research. Involvement activities might include:

- Participation in the choice of research topics. Helping to ensure that the research is a valuable and respectful use of people’s time, and the results are likely to be useful to patients/the public.
- For clinical studies, advising on the process of informed consent, making it easier for prospective participants to understand the research and potential risks.
- Checking that the practical arrangements for participants are appropriate and not overly burdensome, thereby improving the patient experience.
- Assisting in oversight and management of the research (e.g. serving on a Trial Steering Committee).
- Improving the communication of findings to people taking part and the wider public (e.g. helping in the drafting of a plain English summary of findings).

**Letter of Support**
Where relevant, please upload a letter of support from patient involvement groups.

**Training and support to those actively involved in your research**
Describe any training and support you have offered, or will offer, to people involved in your research. Refer to the INVOLVE guidelines for developing training and support for public involvement in research.

**Expenses and payment**
Provide details of any reimbursement of expenses and/or involvement payments you have offered, or will offer, to people involved in your research. For further guidance, refer to the NIHR INVOLVE policy on payments and expenses for members of the public.

**If there are no plans for active research involvement**
If you have not involved people affected by breast cancer in your research to date and/or have no future plans to do so, please explain why research involvement is not considered to be appropriate or feasible.

**Data Sharing Plan**
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. In some disciplines, for example bioinformatics and proteomics, it is common practice to make large data sets available in public access databases. Applications in other areas should describe here any mechanisms or databases currently used to share data, or indicate any issues and barriers that exist which hinder them from data sharing.

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

**Completing the application process**

**Declaration**

You will be asked to agree to the following statement: “I confirm that all requests listed above have been completed at the time of submission. I understand that Breast Cancer Now will not attach any additional information once the application 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 [Grant Conditions](#).”

**Attachments**

This section lists all the documents that have been uploaded/attached to your application. Please check that each document has been clearly labelled for reviewers as all attachments will be at the end of your application.

**Validation**

This section lists any incomplete fields that require completion before you can validate your application form and submit. If none of the application form sections are listed, this means your application form has passed all validation checks and can be submitted for final approval to your finance office.

**Submitting your application**

Once your application form has passed the validation stage (including approvals from Co-Applicants, Collaborators, and Head of Department), you may submit using the [Submit Application](#) button on the right-hand side of the page.

At this stage, an automated email will be sent to your Finance Officer to Approve your application. It is only upon your Finance Department’s approval that your application is fully submitted to Breast Cancer Now. This must be completed before the deadline.

If you have any queries regarding your application or have any difficulties submitting your application, please contact the Research Funding Team at:

[grants_admin@breastcancernow.org](mailto:grants_admin@breastcancernow.org)