How to complete “Staff Notifications” and “Start Date Report”

Select “My Grant” as highlighted below, followed by the “Edit” button as circled in red.

To add the researcher to your grant, please select “Staff Positions” as highlighted below.

And then select “Add Notification”
Enter the Researcher’s details as follows and select ‘OK’.

The Research Funding team will receive notification that staff members have been added to your grant and we will validate this on the system. Once this has been done, you will need to complete a “Start Date Report” which is located under the “Progress Report” section as highlighted below:
In your Start Date Report, we require the exact start date of your project. Note: This is required in order to set up the payment periods for your grant. We will not be able to process invoices until these steps have been completed.

The provisional start date that you put in your application form will show. If you wish to revise this date, please enter the date in the box highlighted below:

**Grant dates**

Currently, your grant dates are set as follows:

Grant Start Date  
24/04/2017

Grant End Date  
23/04/2020

If you wish for your grant start date to be revised, please enter a new date here.

**Researcher Details**

The information shown below is collated from the Staff Notifications section for the current grant. Please examine the information and then confirm that it is accurate.

Researcher 1 (Staff Member 1)  
There were no notification details entered for this researcher. Please specify the estimated start date for this researcher here.

Researcher 2 (Staff Member 2)

You will also be required to upload a copy of the researcher’s CV and answer the following questions regarding sharing of your grant data to external sources. (Please see the screen shot below).
ResearcHer Attachments
Please upload a CV for each of the researchers using the link below.

Grant Data Publication Agreement

Breast Cancer Now is a member of the National Cancer Research Institute (NCRI) (http://www.ncri.org.uk). The NCRI is a UK-wide partnership between the government, charity and industry which promotes co-operation in cancer research among its member organisations for the benefit of patients, the public and the scientific community.

NCRI Partners submit data annually on the grants they are funding for inclusion in the NCRI Cancer Research Database (CaRD). NCRI also provide this information to the web-based International Cancer Research Portfolio (ICRP).

We must have your permission to supply this information to the NCRI for publication.

The information required by the NCRI is shown in the table below. Please specify whether you give your agreement for the item to be published by NCRI and ICRP by checking the box next to each item.

- PI Name
- PI Institution
- Institution Address
- PI Email
- Project Title
- Project Abstract

Publishable Title
You have NOT ticked to agree to publish the title of your project as given in your grant application (for example if there are any IP, confidentiality or patient recruitment issues that would be compromised if the information is made public).

Please provide an amended version that you would be happy for us to use externally.

Publishable Abstract

If you have any questions when completing this, please don’t hesitate to get in contact with us at grants_admin@breastcancernow.org