



# Guidance for Applicants

## Clinical Research Grant Round 2019

Sarcoma UK is the national charity for bone and soft tissue cancer. Our research programme has been running since 2009 with over £2.6 million invested in research across 49 projects to date.

We are looking to receive applications for clinically focused research which will benefit patients during their diagnosis, treatment and care.

Applications must focus on patients, any applications which do not directly involve patients or address their clinical treatment will be ruled ineligible.

We have 2 grant schemes:

- Small Grants, up to £25k in value. These can be used to pump prime ideas and provide proof of concept or fund additional research to a larger project already underway.
- Large Grants, up to £120k in value. These are to undertake a substantive piece of work; this type of application must support a member of staff as a Directly Incurred cost (can be a researcher or PhD student).

**Date call opens:** 26 March 2019

**Deadline date:** 3pm - Thursday 15 August 2019 – Applications received after this deadline will not be accepted.

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### PART ONE – Project details

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**1. Project Title:** Please list the full project title; when awarded this will be used in all correspondence and listed on our website.

**2. Investigators:** The Principal Investigator (PI) must hold a permanent post at either a UK Higher Education Institute or the NHS. Please list all PI and Co-I titles, names and posts held. Please indicate how many hours per week (hpw) will be spent on the project for each PI / Co-I. If there are more than 3 investigators, please list this on a separate sheet and submit with your application.

**3a. Administering Organisation:** This should be the employing organisation of the PI, please provide the name and the central or business address. Any award made is to the Administering Organisation.

**3b.** Provide your contact details and postal address if it is different to that of the host organisation.

**4. Start date and Duration:** It is anticipated that awards will be announced in December 2019. Please give a realistic start date, factor in ethical approval and staff recruitment.

Give duration in months.

**5a. Total Grant requested:** Please give total in £s (GBP)

**5b.** As a Medical Research charity, we do not pay fEC but wish to capture this information.

Our AMRC membership means our awarded research projects are eligible for QR funding. We are an NIHR partner Charity.

**6a.** Indicate whether you are applying for a Small Grant or a (under £25k) or a Large Award (£120k max)

**6b. if you are applying for a small grant.** Please indicate if the proposed research is Pump Priming, Additional work on an already funded project or Other. If other, please state clearly what the what is.

**7.** If the research is sarcoma sub-type specific please indicate, with 130+ subtypes of sarcoma, these are main subtypes only, please select or enter in Other.

If the research covers all sarcoma types, enter NA.

**8a. Ethical approvals:** please indicate if the project needs ethical approval and give an indicative date of approval (this should be factored into your start date).

**8b:** If already in place, please give the IRAS study number or include a copy of the approval letter with the application. If you haven't yet submitted an application, please share your planned submission date.

Any clinical trials or study funded by Sarcoma UK are eligible for inclusion on the NCRI Clinical Studies Group Portfolio. Please indicate this when completing your Ethical Approval submission.

Dependant on the nature of your project, you may need to engage one of more of the following:

**9a.** Has this application been reviewed for any Excess Treatment costs your Trust may need to claim?

<https://www.nihr.ac.uk/funding-and-support/study-support-service/resources/excess-treatment-costs.htm>

**9b.** Has this application had any input from the Research Design service?

<https://www.nihr.ac.uk/about-us/how-we-are-managed/our-structure/research/research-design-service>

Is Yes, please list which RDS? <https://www.nihr.ac.uk/about-us/how-we-are-managed/our-structure/research/research-design-service/contact-us.htm>

**9c.** Has this project involved discussion with a Clinical Trials Unit?

<https://www.ukcrc.org/research-infrastructure/clinical-trials-units/ukcrc-registered-ctus-website/>

If Yes, please list which Unit

**9d.** Does this study involve recruiting patients to a trial or a study? The National Cancer Research Institute (NCRI), Sarcoma Clinical Studies Group (CSG) can provide input for applications and advise on recruitment to study, especially around any competing studies.

<https://csg.ncri.org.uk/about-the-csqs/clinical-studies-groups/sarcoma/>

**10. Animal work:** Please state if any animal work is needed, the date of approval and the name of the Animal Licence holder for the project (this may be at an institutional level). Please state if the work is to be outsourced and where to (if known at application stage).

**11. Other funding:** Sarcoma UK needs to know if the project is either supported or has been supported by another organisation. If you are under a confidentiality clause, please indicate yes and enter CONFIDENTIAL

**i.** If the preliminary work (or very similar) has been previously externally funded, please supply the project details, including; Title, Funder and value of award).

**ii.** If the project is being submitted elsewhere, please indicate who to and anticipated outcome date.

**iii.** If the project has been submitted to another funder in the last 12 months. Please indicate who it was submitted to and the outcome.

**iv.** If you already have partial external funding in place, please indicate this here and provide details of funding.

**12. Exploitation:** Please answer if the project may have potential IP

List any IP which may be arising from the research (patents; questionnaires, copyrighted material etc.). Identify how your host organisation makes decisions and manages its IP registration (this may be signposting to the host organisation) and the name of your IP / Tech Transfer manager.

**13. External reviewers:** Sarcoma UK is a member of AMRC and funds only high quality research. External peer review is vital to this process.

We request you identify up to two reviewers who may be suitable.

If there are any reviewers who you would consider unsuitable, please provide their name. We will take your comments on board regarding those who you would prefer not view the application; it would be very helpful if you can provide a reason why, we will treat this in confidence.

You may leave this section blank if you have no preferences.

**14. Lay summary:** Our supporter and donor community are very supportive of our research programme. Your lay summary will go to the Board of Trustees, which includes medical, scientific and lay representation. The lay summary will also feature on our website alongside your project details (if awarded). Please write clearly for a non-scientific audience, and avoid acronyms and jargon.

**15. Investigator contact details:** Give PI and Co-I contact details

**16. Collaborators:** List any collaborators; please provide a project specific supporting letter for each collaborator detailing what they contribute to the project.

**17. Institutional Approval:** To ensure good governance the application must be approved within the host institution by both the PI's Head of Department / Division / School / Dean as appropriate. The form must also be signed by the Finance / Administrative officer on behalf of the organisation which will manage the award. Those signing must have the authority to sign on behalf of the organisation. We accept electronic signatures, or a scanned page.

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### **Part Two – Proposed Research Study**

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The proposed study should be no more than five pages, with an additional page for references and any power calculations, if needed.

Title of the Study

Clinical Hypothesis (if different from Title) – give your clear hypothesis driven research question

Academic Abstract

Purpose of the Research – what will the research bring to the field?

Background / Rationale – why is this research important?

Impact / potential impact on sarcoma patients – how this will make a difference to patients

Plan of investigation and methods to be employed

Justification for the support requested

Plans for dissemination (If you are applying for a Pump Priming grant, indicate where you think the proposed work may lead to).

(an additional page may be used for references and power calculations if needed)

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### **Part Three – Details of Financial Support Requested**

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Sarcoma UK will only pay Directly Incurred costs (DIC). Applications for funding should be based on estimated expenditure and all figures should be entered in GBP (£ Sterling).

#### **Allowed and disallowed costs**

The following list is not considered exhaustive. Sarcoma UK may query and/or remove any costs that are deemed to be outside the funding remit. For any queries, please email us at [research@sarcoma.org.uk](mailto:research@sarcoma.org.uk)

Allowed costs include:

- Salary for those member(s) of staff carrying out the research and who will be employed on the grant (Please note that we will not cover salary costs for tenured posts). If you applying for a Large Award, a DIC member of staff must be included (this may be a PhD student, see below).

- If you wish to fund a PhD student on a larger grant, please cost the Student Stipend at UK Research Council levels. We are unable to fund a clinical stipend. We will fund fees at the UK home level set by your institution
- Consumables and materials directly attributable to the project
- Animal costs (purchase, housing, husbandry, animal licence costs etc.)
- Equipment essential to the project (quotes must be obtained for items over £10k and included with the application)
- Software license (if project specific)
- Up to £2000 in dissemination costs per project. For any costs associated with project dissemination, including: publication charges (see our Open Access Policy), poster printing, media production.
- Travel related to the research proposal (for example participant expenses to travel to focus group meetings/interviews/assessments)
- Access charges for shared equipment / facilities in “Other/Exceptional items”
- Statistician advice/consultancy costs included in “Other/Exceptional items”

Disallowed costs include:

- PI or Co-I salary
- Equipment maintenance and running costs
- Staff recruitment costs
- General lab equipment including PC’s for researchers, we expect a basic level of lab equipment to be available.
- Full economic costs; Directly Allocated and Indirect costs.
- General office expenses (photocopying, printing, postage etc.). An exception may be made for admin assistance and printing costs if the project is epidemiological/questionnaire based
- Excess Treatment Costs

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### **Part Four – Investigators CV’s**

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Please provide a CV for all Investigators. Max 2 pages per individual.

Please include any Collaborators letters associated with the project.

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### **Submission of Application**

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Please submit **one** document including an application form, CV’s and any appendices, letters etc. (in Word or PDF) to [research@sarcoma.org.uk](mailto:research@sarcoma.org.uk) by **3pm** on **Thursday 15 August 2019**. If you have not received an acknowledgement within three working days contact us on 020 7250 8271.