



## Open Grant Round

### PhD Studentships - Guidance for Applicants

**The deadline for this funding call is 12pm midday on Thursday 5<sup>th</sup> September 2024.**

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments. It is the only cancer charity in the UK focusing on all types of sarcoma. Since 2009, the charity has funded £6.5 million of scientific and medical research at institutions across the UK.

Our vision is where everyone affected by sarcoma has the treatment, care and support they need. Our mission is to ensure everyone receives the best treatment, care, information and support available and to create the treatments of the future.

### Contents

Open Grant Round .....	1
PhD Studentships - Guidance for Applicants.....	1
Call Details and Scope .....	2
Partner Charities and highlight notices .....	2
Synovial Sarcoma .....	2
Partner Charities.....	2
Grant Types Available .....	4
Eligibility .....	4
Institution .....	4
Applicants .....	5
Second and third supervisors .....	5
The student .....	5
Other general eligibility criteria.....	5
Funding .....	6
How to Apply .....	6
Assessment Criteria.....	7
Resubmission Policy .....	7
Completing the Application Form.....	9
Part One - The Applicants.....	9
Part Two - The Student .....	9

Part Three – The Project .....	9
Part Four – Proposed Research Study .....	13
Part Five – Details of Financial Support Requested .....	14
Part Six – Investigators’ CVs .....	15
Submission of Application.....	15
Allowed and Disallowed Costs .....	16

## Call Details and Scope

**Sarcoma UK’s Open Grant Round provides support for research projects across the spectrum of sarcoma research, including laboratory and clinical research, and for PhD studentships.**

Sarcoma UK is committed to funding world-class science to understand sarcoma better, improve treatments and make a difference to the lives of sarcoma patients. Since 2009, we have funded over £6.5 million of research to a range of high-quality institutions and projects across the UK.

Sarcoma UK’s strategic approach to research is flexible and broad, and the charity is open to supporting high-quality research across a number of scientific and clinical fields across all its funding calls. Areas of exploration that could be considered for funding include, but are not limited to, improving understanding of disease biology, improving diagnosis, developing new or better treatments, and improving quality of life.

Applications for funding will be assessed on both scientific quality and relevance to people affected by sarcoma. Therefore, successful applications will also have a pathway to impact for people affected by sarcoma; applicants should clearly justify this in their proposal.

### Partner Charities and highlight notices

#### Synovial Sarcoma

Synovial sarcoma is a non-ultra-rare subtype of sarcoma with a relatively poor survival rate compared to a number of other subtypes. Analysis of Sarcoma UK’s research programme to date has shown that the charity has received and consequently funded very few research projects exploring synovial sarcoma.

Therefore, applications of all types of research focussing, entirely or in part, on synovial sarcoma are especially encouraged through this funding call.

More information on sarcoma subtype incidence and survival can be found in our [data hub](#).

#### Partner Charities

Sarcoma UK is also pleased to be working with GIST Cancer UK and the Sarah Burkeman Trust on this funding call. Applications which address the areas of research highlighted

below are encouraged and may be considered for funding by Sarcoma UK and/or its partner charities.

## **GIST**

We are pleased to be working for a second year with GIST Cancer UK, a charitable trust which aims to support GIST cancer patients and fund research into GIST to improve treatments and find a cure for this rare cancer. GIST Cancer UK is able to collaboratively fund selected research projects submitted to the open grant round with a focus on GIST cancers.



GIST Cancer UK is interested in supporting applications that:

### **Target the unmet needs of Paediatric, Adolescent, Wild-Type and Syndromic (PAWS) GIST patients, including:**

- improving our understanding of these subtypes
- developing novel therapeutic strategies and treatments

Please note that any funding provided by GIST Cancer UK is not in addition to the funds provided by Sarcoma UK; the purpose of this scheme is that projects deemed fundable through Sarcoma UK's research review process can be co- or fully-funded by GIST Cancer UK when an award is made.

All applications made through Sarcoma UK's grant rounds will be subject to the same rigorous review process, administered by Sarcoma UK. All such applications will be assessed and ranked alongside every other application Sarcoma UK receives for the round. Those deemed to be fundable will be shared with GIST Cancer UK, who will make the final decision on which projects to support with this funding, in partnership with their Medical Advisory Board.

## **The Sarah Burkeman Trust**

Sarcoma UK is pleased to be working with the Sarah Burkeman Trust, a charitable foundation set up in memory of Sarah Burkeman, who sadly passed away from sarcoma. Sarah was a much-loved and highly talented documentary film-maker who was diagnosed with an undifferentiated uterine sarcoma in 2013. For more on Sarah's story, please visit [our website](#).

The Sarah Burkeman Trust is able to fund selected research projects submitted to the Open Grant Round, up to a maximum total commitment of £200,000. Please note that this is not additional funding on top of the funds requested from Sarcoma UK; the purpose of this scheme is to allow the Sarah Burkeman Trust to fully- or co-fund applications submitted to Sarcoma UK's funding calls.

Applications for this funding are welcome for translational research projects in the following areas in adjacencies to Sarah's own cancer journey:

- Gynaecological sarcomas
- Sarcomas that can particularly affect young people

- Poorly differentiated sarcomas
- Research focussed on early diagnosis
- Immunotherapy

All applications made through Sarcoma UK's grant rounds will be subject to the same rigorous review process, administered by Sarcoma UK. All such applications will be assessed and ranked alongside every other application Sarcoma UK receives for the round. Those deemed to be fundable will be shared with the Sarah Burkeman Trust, who will make the final decision on which projects to support with this funding, in partnership with their Scientific Advisory Panel.

## Grant Types Available

### PhD studentships, up to £140,000.

Sarcoma UK seeks to provide funding for new PhD studentships in lab-based science, with the aim of attracting high-calibre graduates who will go on to develop a career in sarcoma research. Our PhD studentships offer up to £140,000 in funding, comprising a stipend, fees and research expenses. Funding is available for up to four years, with thesis completion expected within four years of the start date.

*Other grant types available through this funding call (please see the relevant documentation)*

### Small Grants, up to £60,000.

These can be used to pump prime ideas for innovative, small studies, or fund additional research to a larger project already underway.

### Large Grants, up to £175,000.

These are to undertake a substantive piece of work; this type of application must support a member of staff as a directly incurred cost. Please note that this member of staff may **not** be a PhD student.

## Eligibility

### Institution

- The host institution for the project must be a UK-based higher education institution, research institute or within the NHS.
- The host institution will be responsible for the entirety of the award, including all administration, liaison with third parties and ensuring compliance with conditions of award by other institutions where appropriate.
- Work on the project may take place at other institutions, which may be outside of the UK, but the host institution is responsible for any sub-contracting and payment of funds to other organisations.
- Collaborative applications are strongly encouraged; collaborators may be based outside the UK. The contribution of co-applicants and collaborators to relevant work packages must be clearly outlined in the application. In addition, applications from investigators outside the immediate field of sarcoma are welcome but are

encouraged to involve the expertise and input of investigators with experience in sarcoma.

- We expect any institution hosting a PhD studentship to show support through commitment to facilitate the research proposed, and provide a basic level of facilities, such as library access, computer equipment and a PhD training programme. The suitability of the host institution or doctoral school as a training environment for the studentship will be assessed at peer and panel review.

## Applicants

- The Main Supervisor (PI) should be able to demonstrate evidence of a strong research record, with experience to drive and lead a research project which addresses your proposed research questions. Demonstrable evidence could include publications, successful grant applications and an ability to lead teams. PIs must show evidence of supervising PhD students.
- Applications must have one lead PI only; applications from joint principal investigators are not accepted.
- The PI is responsible for the intellectual leadership of the research project and must be actively engaged in the overall management of the research.
- The principal investigator must hold a permanent, salaried post at the host institution. Where the PI is on a fixed-term contract, their contract must extend at least one year beyond the lifetime of the project, or the host institution must demonstrate that it intends to award a permanent position at the end of the fixed term. In addition, a co-applicant with a permanent post at the host institution should be listed on the application.
- Please note that salary costs for Principal Investigators or Co-Investigators may not be requested. Further details about allowed and disallowed costs may be found on page 14.

## Second and third supervisors

- The second and third supervisors must be appropriate to the needs of the project and have a level of commitment to both the research and the training and development of the PhD student.
- **2<sup>nd</sup> Supervisor:** Should provide academic input and a second line of support for the student.
- **3<sup>rd</sup> Supervisor** (if applicable): Should contribute to the student experience or provide a vital facet to the project.

## The student

- Students do not need to be from the UK, nor resident for any amount of time before the award begins. Please note that stipend and fee rates must be those for UK home students (see below).
- A prospective student does not need to have been identified at the time of submitting the application.
- If a student has been selected, a one-page CV should be included in the application. Students must have a minimum of a 2:1 in their undergraduate degree.

## Other general eligibility criteria

Applications will not be accepted:

- Where the primary intent of the grant is for purchase of equipment
- From commercial organisations.
- Where the PhD studentship is already underway.
- Where the application has been submitted to any of Sarcoma UK's funding calls on more than one previous occasion unless explicitly invited (see below for further details on resubmission requirements).
- From prospective PhD students themselves

If you are unsure about the eligibility of your application, please contact Sarcoma UK's research team by emailing [research@sarcoma.org.uk](mailto:research@sarcoma.org.uk).

## Funding

Sarcoma UK will fund a maximum of £140,000 over 4 years, including:

- **The stipend and fees for the student.** These should either be in line with UK Research and Innovation minimum standard levels for UK home students, or standard host institution levels (with enhanced weighting for London-based studentships if appropriate). You will be asked to specify which stipend rate you are using in your application. Please bear in mind that UKRI's indicative stipend rates usually increase in line with inflation and plan your budget accordingly. Your host institution will be able to support further with this.
- **Research expenses**, such as consumables (directly incurred costs only)
- **Funding towards attendance at appropriate scientific meetings**
- **Project or discipline-specific training** (directly incurred costs only)

Please see the Allowed and Disallowed Costs section (page 16) for further information.

## How to Apply

Applications must be made by the Principal Investigator and submitted by the deadline advertised to [research@sarcoma.org.uk](mailto:research@sarcoma.org.uk). Applications, including CVs and any other supplementary information, should be submitted as one PDF document.

<b>Call opens</b>	Spring 2024
<b>Deadline for application submission</b>	Applications must be submitted to <a href="mailto:research@sarcoma.org.uk">research@sarcoma.org.uk</a> by <b>12pm midday (BST), Thursday 5<sup>th</sup> September 2024.</b> <i>Applications received after this deadline will not be accepted.</i>
<b>Peer review</b>	Following submission, applications will undergo an administrative eligibility and triage check by Sarcoma UK's research team and Grant Review Panel Chair.  If deemed in remit and accepted to the call, applications will then proceed to peer and lay review.  Following peer review, applications with both a mean and median peer review score of less than 6 out of 10 (the threshold score at

	which an application is considered fundable by the Panel) will be triaged out and will not progress further in the process.
<b>Applicant response to peer and lay review</b>	Applicants will be given the opportunity to respond to peer review comments between mid-December 2024 and mid-January 2025.
<b>Grant Review Panel Meeting</b>	<a href="#">Sarcoma UK's Grant Review Panel</a> will meet to discuss applications and make a funding recommendation to Sarcoma UK's Board of Trustees.
<b>Funding outcomes</b>	Expected in March 2025.

## Assessment Criteria

Sarcoma UK's research programme is flexible and broad. Proposals will be assessed on scientific quality and relevance to people affected by sarcoma.

**Please note that a lay review of all applications is incorporated into the funding process for this call.** Lay reviewers will receive the full text of your application but will be asked to specifically review questions written in plain English, including the lay summary. Lay representation is also included on our Panel. Throughout the process, lay reviewers will not be assessing the quality of the science, but the relevance and potential impact of your proposal for people affected by sarcoma.

**Applications will be assessed on the following criteria by the Panel, peer and lay reviewers:**

- **Scientific quality:** quality and originality of the scientific rationale, approach and experimental methods and design, including animal research if appropriate.
- **Pathway to impact:** likely contribution of the project in terms of advancing scientific knowledge, changing clinical practice or future translational avenues.
- **Team and environment:** track record and suitability of the investigators and research environment to carry out the proposed work. PhD studentship projects will additionally be assessed on the experience of the investigators as supervisors and the support offered to the student.
- **Requested resources:** appropriateness and justification of the requested budget in supporting the direct costs of the research and suitability of the proposed timelines for the project
- **Relevance to people affected by sarcoma:** overall value of the work for people affected by sarcoma, clarity of the lay summary. If applicable, the robustness and appropriateness of plans to involve people affected by sarcoma in the project.
- **Relevance to Sarcoma UK's [Research Strategy](#)**

Feedback from the Grant Review Panel is provided to all applicants. Final decisions on awards are expected in March 2025.

### Resubmission Policy

Sarcoma UK will allow only one resubmission of a previously unsuccessful proposal, unless you have been **explicitly invited** to resubmit for a second time.

For all resubmissions, we require a full explanation of the revisions (additions, deletions and modifications) made to the proposal from its previous iteration, and responding to any

concerns raised by reviewers or the Panel. Please include this explanation as a maximum of 2 pages of A4 attached prior to your application form.

Resubmissions will be checked as part of our triaging process; applications which do not meet the above requirements will not be accepted.



# Completing the Application Form

## Part One – The Applicants

**1. Investigators:** Please list all Main Supervisor (PI) and co-supervisor (Co-I) titles, names and posts held as well as other contact details. Please indicate the numbers of PhD students currently and previously supervised for each supervisor, and the number of hours per week each supervisor will spend on the project.

**2. Administering Organisation:** This should be the employing organisation of the PI. Please provide the name and the business address. Any award made is to the Administering Organisation who will sub-contract to other organisations as appropriate. Provide your contact details and postal address if it is different to that of the host organisation.

## Part Two – The Student

**3. The candidate:** If you have a student identified for this PhD, please give their name and include a one-page CV for them. If you will recruit a student upon award of this project, please state how you plan to recruit the best student for the project.

**4. Doctoral School:** Please indicate if your host institution has a doctoral school or training programme. If so, please provide the name and contact details of the head of the doctoral school. Please also provide details of the training and support for the student, including the core modules and training provided, points of assessment or reporting for students, and any timeframes held by the institution for completion and submission of the student's thesis.

## Part Three – The Project

**5. Project Title:** Please give the full title of your project; this may be used on Sarcoma UK's website and other communications if the project is awarded.

**6. Start date and duration:** Please give the planned project start date and duration in months. It is anticipated that awards will be made in March 2025. With this in mind, please give a realistic start date for the project, factoring in contracting negotiations, ethical approval and staff recruitment.

**7. Funds requested:** Please give this total in £s (Pound Sterling). The maximum budget that can be requested is £140,000. Please also enter the full Economic Cost (fEC) of your proposal. As a member of the Association of Medical Research Charities (AMRC), we pay directly incurred costs only. All awarded projects are eligible for quality-related research (QR) funding. We do not pay fEC but wish to capture this information.

**8. Funding available from the Sarah Burkeman Trust:** If you wish to be considered for funding from the Sarah Burkeman Trust, please indicate, and provide justification as to how your application is in scope for this funding.

Please see the background details on page 3 for more information about this scheme. Please note that this is not additional funding but is designed to allow the Sarah Burkeman Trust to fully or co-fund applications submitted to Sarcoma UK.

**9. Subtype and age range:** Please indicate the sarcoma subtype the project focusses on (if applicable). Please provide details if the project applies to multiple subtypes, or if relevant subtypes are not listed in the table.

Please also indicate the age range your research focusses on, with details if appropriate.

**10. People affected by sarcoma:** Please indicate if your project requires people affected by sarcoma to participate directly in the study (e.g. attending clinic, providing samples, as members of a patient involvement panel).

Please also give details of the nature of this participation – in other words, if patients are involved as participants, what would they be asked to do? **Please note that responses for this question will be reviewed by people affected by sarcoma and therefore please write in plain English.**

### **11. Ethical approvals**

- a. Please indicate if and why the project needs ethical approval for working with human subjects and give an indicative date of approval (this should be factored into your start date). 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.
- b. Please indicate if your study requires the use of patient samples and explain how these will be accessed, and whether support has been granted by necessary stakeholders.

Please note that awards will not activate until ethical approval is confirmed in writing.

### **12. Application assessment**

Depending on the nature of your project, you may need to engage one of more of the following; please complete as appropriate:

- a. Has this application been reviewed for any Excess Treatment costs your Trust may need to claim? (For more information: <https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/excess-treatment-costs.htm>)
- b. Has this application had any input from the Research Design service? (For more information: <https://www.nihr.ac.uk/explore-nihr/support/research-design-service.htm>) If yes, please state which Research Design Service.
- c. Has this project involved discussion with a Clinical Trials Unit? (For more information: <https://www.ukcrc.org/research-infrastructure/clinical-trials-units/ukcrc-registered-ctus-website/>) If Yes, please state which Unit.

### **13. Research involving animals**

*As a member of the Association of Medical Research Charities, Sarcoma UK supports their [statement](#) on animal research. We fully support measures which will replace, reduce or refine the use of animals in research, in line with legislation on the 3Rs (for further guidance, please visit the NC3R's website <https://www.nc3rs.org.uk/the-3rs>)*

**a. Approvals and licences:** Please state if any animal work is needed for your proposal. If yes, please provide details of 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).

**b. Please state if the proposals require the use of animals from outside the UK.**

**c. Procedures and approaches:** Please provide details of the procedures involving animals that are to be used as part of this work. Please justify the use of animals in your research and whether there are any alternative experimental approaches for this work which do not require the use of animals. Please explain your choice of species or model as part of this work. Please explain the nature of the procedures to be undertaken during this work and provide details of and justify the number of animals to be used per experiment. Please detail any work which may contribute to the replacement, refinement or reduction in animal use.

Please note that your application may be referred for additional expert review on these aspects if appropriate, in line with NC3Rs guidelines.

**14. Other sources of funding:** Sarcoma UK must be informed if the project is either supported or has been supported by another organisation. This will not affect the outcome of funding decision. However, please note that in order to receive funding from either charity, the grant holder may not be in receipt of any funding or financial assistance from the same work. 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 the title, funder and value of award.
- ii. If the project is being submitted elsewhere, please indicate where it is being submitted to and the anticipated outcome date.
- iii. If the project has been submitted to another funder in the last 12 months, please indicate where it was submitted to and the outcome.
- iv. If you already have partial external funding in place for this project or related work, please indicate this here and provide details of this funding.

**15. Intellectual Property and Exploitation:** Please state whether the project may have potential intellectual property (IP). List any IP which may be arising from the research (patents; questionnaires, copyrighted material etc.). Please 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 / Technology Transfer manager.

**16. External reviewers:** Sarcoma UK is an AMRC member and funds only high-quality research. External expert peer review is vital to this process. We request you identify up to three reviewers who may be suitable. Nominated reviewers should be experts in the field and should be able to provide an expert view on the value and benefits of the proposal. Reviewers may be based internationally.

Please note that suggested reviewers should not be provided where;

- The reviewer is based at your own institution

- The reviewer is a collaborator or researcher with whom you have published in the last five years.
- The reviewer is a member of [Sarcoma UK's Grant Review Panel](#)
- Any possible [conflict of interest](#) may arise.

We consider possible conflicts of interest when selecting experts to review a proposal and reviewers are asked to identify any conflicts of interest prior to commencing their review, or may decline if appropriate. Please be assured that this section will be removed from your application prior to review and will only be seen by members of Sarcoma UK's research team.

If there are reviewers you would prefer that we did not contact, please include these in the email submission of your application, with justification.

**17. Key words:** Please provide a list of up to 5 key words that best summarise the project. These will be used internally to assist with finding peer reviewers.

**18. Lay summary of the proposed project:** All research projects funded by Sarcoma UK must have relevance and importance to people affected by sarcoma and should have a clear pathway to impact for patient benefit. As part of the review process, your grant application will be reviewed and scored by people with personal experience of sarcoma. Your lay summary forms a key aspect of this review process. Lay Reviewers and Lay Members of the Grant Review Panel will primarily assess proposals on the relevance and importance of the proposed science to people affected by sarcoma.

Please be sure not to include any confidential information as this lay summary may be published on Sarcoma UK's website.

Please ensure you write in **plain English** and that scientific concepts are explained for a non-expert audience (assume a maximum of a GCSE-level knowledge of science). Please ensure you write clearly and succinctly, using non-technical language, and avoid acronyms and jargon. Further guidance on how to write a good lay summary is available from the NIHR [here](#).

As a guideline, your summary should cover:

- **Background and rationale**
  - Why are you doing the study?
  - What is already known about the problem that the project will address?
  - What do you hope to find out?
- **What you plan to do and how you will go about it**
  - Describe what you plan to do during the project, including the key milestones, deliverables, the methods you plan to use and your intended outcomes
- **The potential impact of the study for people affected by sarcoma**
  - What will be the benefit of your research for people affected by sarcoma?
  - How can the findings from the research be developed or put into practice after completion of the project?

**19. Collaborators:** List any collaborators here. Please provide a project-specific supporting letter for each collaborator detailing what they contribute to the project, attached at the end of your application. A template page is provided at the end of the application for additional Co-I's, please add at the end of Part One.

**20. Declaration and institutional Approval:** To ensure good governance the application must be approved within the host institution by 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.

#### Part Four – Proposed Research Study

Please provide a full description of the proposed study, to a maximum length of 6 pages. Please use a minimum of 10-point size font and ensure all figures and data are displayed in a clear and legible format.

References and power calculations are not counted in your page limit. Please ensure that references are provided in full, with all authors listed where appropriate.

Proposals should clearly describe background evidence to support the project, including figures, data and publications. Planned experiments should be described in clear work packages, detailing how these experiments will answer the hypotheses posed. It is important that proposals demonstrate how the research may lead to patient benefit and should include patient and public involvement.

Please use the following headings, with details below as to what each section should cover.

- **Project Title**  
Please give the full title of your proposed project.
- **Project hypothesis (if different from Title)**  
What is your scientific question?
- **Academic Abstract**  
The academic abstract for the project proposed. *Please be sure not to include any confidential information as this abstract may need to be shared with other organisations (for example, the Association of Medical Research Charities during their annual data collection).*
- **Background and rationale for the project**  
Please provide any relevant developments in this area which will put this research proposal into context, including previous research supporting the proposal and why additional funding is needed, if appropriate.
- **Purpose of the Research**

Please explain the need for the research in this area and the proposed objectives, key deliverables and rationale for particular lines of research planned.

- **Plan of investigation and methods to be employed**

Please give a detailed plan of your aims and the work planned to deliver these aims. This should include your methodologies and any experimental approaches or techniques, data analysis, planned statistical analysis, and evidence to support and justify any models used. Additional pages may be used for any power calculations if appropriate.

- **Pathway to impact for sarcoma patients**

Please articulate the importance of this research in this context, and in particular how this research could lead to meaningful benefits for sarcoma patients in the short or long term. Please also explain how far this research is from clinical implementation and/or direct patient impact.

- This section will form a fundamental part of our Lay Review assessment process, where applications are reviewed by people affected by sarcoma, who are not scientific experts. Please ensure you write in plain English and that scientific concepts are explained for a non-expert audience.

- **Justification for the support requested**

Justify your resources in terms of the project plan and achieving the proposal's objectives. (Please see the allowed and disallowed costs at the end of this guidance document.)

- **Plans for dissemination**

Please detail where you would intend to share findings of the research, to a scientific audience, to a lay audience, and how you plan to work with Sarcoma UK to promote your research and after completion of the project.

- **Plans for progression of the research**

Please detail next steps for the project upon its completion and how you plan to progress these avenues.

**20. Milestones:** Please list key milestones with timelines for the entire duration of your research proposal.

**21. Gantt chart:** Please include a detailed Gantt chart corresponding to the milestones outlined in question 20.

**22. Contingency plans:** Please cover any key risks posed by any aspects of your proposal, including those related to timelines and reaching milestones, with mitigations. A maximum of 300 words may be used.

## **References**

Please also provide a full list of references for this section; please note that this will not be included in your 6-page limit.

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

Please give a full breakdown of the requested costs for the research. As is standard for medical research charities, Sarcoma UK will only pay Directly Incurred Costs (DIC). These costs are explicitly identifiable as arising from the conduct of a project and infrastructure costs such as heating, lighting or routine office supplies will not be funded. Applications for funding should be based on estimated expenditure and all figures should be entered in GBP (Pound Sterling).

A separate list of allowed and disallowed costs can be found at the end of this guidance document (page 16). Questions on allowed and disallowed costs should be directed to [research@sarcoma.org.uk](mailto:research@sarcoma.org.uk). Please ensure you check rates and calculations prior to submission.

### Part Six – Investigators’ CVs

Please provide a CV, which should include employment history and a list of research publications, for the PI and all co-investigators. This should be a maximum of two pages per individual.

Please include any collaborators’ letters associated with the project.

### Submission of Application

Please submit **one** PDF document including an application form, CVs, ethical approval documentation and any appendices and letters etc to [research@sarcoma.org.uk](mailto:research@sarcoma.org.uk) by **12pm midday on Thursday 5<sup>th</sup> September 2024**.

**Applications missing this deadline will not be accepted.**

If you have not received an acknowledgement within three working days contact us on 020 7250 8271.

## Allowed and Disallowed Costs

<b>Stipend and fees</b>	
Allowed	Disallowed
<ul style="list-style-type: none"> <li>Stipend and fees for the student either in line with UKRI minimum levels for UK home students, or the host institution's levels.</li> </ul>	<ul style="list-style-type: none"> <li>Salary costs for Principal Investigators</li> <li>Salary costs for Co-Investigators</li> <li>Student recruitment costs</li> <li>Lab bench fees</li> <li>Apprenticeship levy</li> <li>Redundancy, childcare costs</li> <li>Overseas student fees</li> <li>Applications requesting fee costings alone</li> <li>Applications for partially completed PhD studentships</li> </ul>
<b>Consumables</b>	
Allowed	Disallowed
<p>Consumables and materials directly attributable to the project and where fully justified. A non-exhaustive list of example acceptable costs includes:</p> <ul style="list-style-type: none"> <li>Laboratory chemicals and materials (e.g. reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plastic ware and glassware)</li> <li>Gloves, lab coats, goggles, protective shoes</li> <li>Animal purchase, transportation, maintenance (including food) and experimentation costs.</li> <li>Costs to support the authentication of cell lines, for example, screening for contamination by mycoplasma, STR profiling for human cell lines or DNA fingerprinting for non-human cells. We will also cover purchase of cell lines from cell banks such as ATCC</li> </ul>	<p>Home Office Licences and animal handling training costs</p>



Equipment	
<b>Allowed</b>	<b>Disallowed</b>
<p>Equipment essential and directly attributable to the project. Costs must be acceptable and proportionate in the context of the total amount funded. A non-exhaustive list of example acceptable costs includes:</p> <ul style="list-style-type: none"> <li>• Costs may include purchase, delivery, and installation of scientific equipment if that equipment is specific to the research covered by the grant</li> <li>• Software license(s) (if project specific)</li> <li>• Dissemination costs per project. This should include any costs associated with project dissemination, including: publication charges, poster printing, media production.</li> <li>• Access charges for shared equipment / facilities</li> <li>• Where justified, personal computing costs for named individuals engaged to work specifically on the grant (capped at £1,000 per person over the duration of the grant)</li> <li>• Maintenance charges applicable for the duration of the award</li> <li>• Archiving, repository fees, data storage costs and data management services. Sharing and management costs must be reasonable and proportionate in the context of the overall grant.</li> </ul> <p>Quotes must be obtained for items of equipment over £10,000 and must be included within your application.</p>	<ul style="list-style-type: none"> <li>• Standard per unit IT sharing charges</li> <li>• Open access database publication fees</li> <li>• Basic/general laboratory equipment including PCs for students (unless specialist equipment required for the project - this must be included in the 'justification for support' section)</li> <li>• Generic office software</li> </ul>
Other	
<b>Allowed</b>	<b>Disallowed</b>
<ul style="list-style-type: none"> <li>• Direct Costs related to the filing, prosecution and maintenance of the Intellectual Property, as well as Technology Transfer fees will be covered in accordance with each charity's Intellectual Property policies.</li> </ul>	<ul style="list-style-type: none"> <li>• General office expenses not specific to the project such as photocopying, printing, postage etc. An exception may be made for admin assistance and printing costs if the</li> </ul>

<ul style="list-style-type: none"> <li>• For patient representatives that are involved with, sitting on steering groups or advisory boards specifically relating to the funded research, reasonable travel and subsistence costs will be reimbursed</li> <li>• For patient involvement representatives sitting on steering groups or advisory boards specifically relating to the funded research, reasonable travel and subsistence costs will be reimbursed</li> <li>• Appropriate and justified fees and costs associated with patient sample collection, processing and shipping will be paid.</li> <li>• Postage if related to the scientific aspect of the award</li> <li>• If posting specific materials (including research survey responses, delivery costs)</li> </ul>	<p>project is epidemiological/questionnaire based</p> <ul style="list-style-type: none"> <li>• Incentives to patients associated with sample collection</li> <li>• Full economic costs, directly allocated and indirect costs</li> <li>• General postage costs and office software</li> <li>• Fees to professional organisations</li> <li>• Phone/computer accessories</li> <li>• Health and safety</li> <li>• Furniture</li> <li>• Central HR costs and taxes</li> <li>• Shared catering</li> <li>• Department support staff</li> <li>• Insurance</li> <li>• Gifts</li> <li>• Insufficiently evidenced costs</li> </ul>
<b>Travel</b>	
<b>Allowed</b>	<b>Disallowed</b>
<ul style="list-style-type: none"> <li>• Travel related to the research proposal such as participant expenses to travel to focus group meetings, interviews or assessments</li> <li>• Travel for meetings where relevant to the grant</li> <li>• Training costs, where the training is related to the science of the award and required specifically to carry out the proposed research, or formal training in experimental design and methodology. Course details must be fully justified.</li> </ul>	<ul style="list-style-type: none"> <li>• First class travel</li> <li>• Conference and meeting attendance where not related to the funded proposal</li> <li>• Non science specific training, such as personal development</li> </ul>

