



Sarcoma UK 2024/25 Research Workshop Scheme

Guidance for Applicants

Sarcoma UK is the national charity for bone and soft tissue cancer. Our research programme has been running since 2009, with over £8 million invested in research across 98 projects to date.

Sarcoma UK is offering a funding scheme to facilitate meetings, promote research ideas and give sarcoma researchers the space to meet, discuss ideas, brainstorm questions and plan research applications. The overall aim is to increase funded sarcoma research, improve patient care and increase treatment options.

How it works

Please fill in an Application Form and return to Sarcoma UK by Friday 17th January 2025. Sarcoma UK has a fixed pot of funding for workshops for the year 2024-2025 and will review all applications after the deadline and award funding until all money has been spent.

If successful, you will be sent an agreement letter confirming the funding level, date of event and terms, including the follow-up schedule.

Once your event has been held, you will need to provide a brief report, and expenses claim to be reimbursed. We will follow up with a 12- and 24- month impact report after the event to find out what it has led to.

Applicants must have a permanent post at a UK-based research institution or within the NHS.

Workshop expenses will be paid via a single invoice directly to the host institution only.

What you can apply for

Grants are available for up to £3,000 and can be used to fund:

- **Venue and equipment hire**
- **Catering costs**
- **Travel and accommodation expenses**
- **Hire of external facilitator**
- **Materials**

- **Childcare provisions**

The aim of this grant is to facilitate workshops with a pathway to developing research applications and supporting sarcoma research. These funds cannot be used to attend a sarcoma meeting, conference, symposium, workshop or research event held by another organisation. It can be used to hold a sarcoma specific research session at another meeting, subject to agreement from the main event organiser.

Applicants may choose the most appropriate time and place for the workshop. Workshops should be held up to within 12 months of the date awarded. Workshop funds must be invoiced to Sarcoma UK by 31st March 2026.

How to apply

Please complete the Application Form and send it to research@sarcoma.org.uk. You will then be formally notified of the outcome and successful applicants will be sent an agreement.

Guidance for Completing the Application Form

Lead applicant name: Give your full name, including any titles

Institution / Organisation: Give the full name and legal address of your academic or clinical institution.

Proposed title of meeting / workshop: Please give the title of your meeting / workshop.

Planned date of meeting / workshop: The meeting should be within 12 months after notification of successful applications.

Aim of the meeting / workshop: Please provide details of what you are trying to achieve with this workshop.

Proposed content: Please provide brief details of the meeting / workshop, including a draft programme or what the format of the meeting would be. E.g. talks, roundtable, brainstorming.

Proposed number of attendees: Please indicate how many attendees you are expecting.

Do you plan to use an external facilitator? Depending on the type of meeting / workshop you are planning, it may be beneficial to have an external facilitator. If so, please provide their name, or how you plan to secure an external facilitator if you do not have one agreed for this event.

Is this a new group or collaboration? Please indicate if this is a new group or collaboration looking at ideas and research, and if so, how did you meet?

Indicate why the Sarcoma UK Research Workshop Scheme will help facilitate your research: Please explain why this grant will help in your future research aims. If this funding was not available, how else would you take this idea forward?

What are the next steps for after the workshop and what is the pathway to future research? Please explain how this workshop will facilitate sarcoma research.

Have you secured, or applied for, any other full or partial funding to support this meeting / workshop? If yes, please give details including amount and sponsor. If this is confidential, please indicate.

Is this meeting / workshop part of another meeting / conference / event? If yes, please give the name, date and location.

If yes, give the date and location, as well as confirmation from the event organiser that will accommodate this additional session: Please include a copy of written confirmation (email or letter).

Would you like a member of the Sarcoma UK research team to attend your meeting and is there anything specific you would like our support with? Please request if you would like Sarcoma UK to support or assist this event in any other way and specify what support or assistance you would like. E.g. circulate to researchers, look for patient input (not guaranteed).

Guidance for completing the Finance table

You can apply for a total of £3000. Applications requesting more than this amount will not be accepted.

- A. Venue Hire:** How much is the venue and associated equipment for the meeting? Equipment includes projectors, flipcharts etc.
- B. Catering Costs:** How much is catering? If the venue will offer a delegate rate to incorporate both venue and catering hire, please show this under venue and explain it's a delegate rate
- C. Travel and Accommodation Costs:** Please give as a total figure for all attendees.
- D. Hire of External Facilitator:** Please give the total cost, inclusive of any VAT that may be payable.
- E. Materials:** Please give a total cost.
- F. Childcare Provisions:** Please give a total cost.
- G. Other:** Please give total cost

Other: Please indicate what specific financial requests you require and these will be considered in a case-by-case basis.

Please electronically sign and date your completed Application Form and send it as one document to research@sarcoma.org.uk by Friday 17th January 2025.