**Cancer Research Grant Application Form 2023**

This application and the data contained will be processed by the Royal Free Charity and held on electronic databases. By submitting the application, the lead applicant and all members of the project team have consented to sharing their data with the charity. The Royal Free Charity will not disclose details of this application to a third party without the lead applicant’s permission. However, your application may be shared with external peer reviewers for the purpose of assessing your application. Your application will be processed in accordance with our [privacy policy](https://royalfreecharity.org/about/privacy-policy/).

We aim to showcase all our awards on our website. If your application is successful, we may publicise the award on our website including an abstract. We will not include any confidential information.

It is strongly recommended that you read the accompanying guidance document for this grant round.

**Section 1: Application details**

|  |  |
| --- | --- |
| **Lead applicant** |  |
| **Project title** |
|  |
| **Start date** [dd/mm/yyyy] |  |
| **End date** [dd/mm/yyyy] |  |
| **Research location** (tick all that apply for a multi-site study) | **Royal Free Hospital** |  |
| **Barnet Hospital** |  |
| **Chase Farm Hospital** |  |
| **University College London** |  |
| **Other** |  |
| **Which organisation will administer this award? UCL or RFL** |  |
| **Total amount requested (£)** |  |
| **Is your application associated with a clinical study?** | Yes/No |
| **If yes, state the name of the trial and the EudraCT/ISRCTN number** |
|  |

**Co-applicant/collaborator names** (Add rows as necessary)

|  |  |
| --- | --- |
| **Co-applicant name** |  |
| **Co-applicant name** |  |
| **Co-applicant name** |  |
| **Co-applicant name** |  |
| **Collaborator name** |  |
| **Collaborator name** |  |

**Section 2: Strategic alignment**

|  |
| --- |
| Outline how this application complements or aligns with the [RFL R&D strategy](https://freenet2.royalfree.nhs.uk/sites/group-services/research-and-development-r-d/SitePage/84121/rfl-r-d-strategy-2022-27). You should also reference alignment with the RFL governing objectives. [200 words maximum] |
|  |
| Outline how this application complements or aligns with one of the four themes in the [NHS Long Term Plan](https://www.longtermplan.nhs.uk/areas-of-work/cancer/#:~:text=Our%20NHS%20Long%20Term%20Plan,more%20following%20their%20cancer%20diagnosis.) for cancer. These are: 1) Prevention awareness and screening; 2) Diagnosis; 3) Treatment; 4) Personalised care. [200 words maximum] |
|  |

**Section 3: Project details**

This section should be completed in scientific language.

|  |
| --- |
| **Scientific abstract.** Provide a scientific abstract of the work that will be carried out during the project. You should briefly include background, aims, methodology and outputs and patient benefit. [200 words maximum] |
|  |
| **Background.** Describe the background to the project, the current state of knowledge and the work leading up to this application, including any preliminary data. [1000 words maximum] |
|  |
| **Aims and objectives.** The proposed research should be hypothesis-led and seek to answer a specific question(s). [200 words maximum] |
|  |
| **Project plan.** Describe the experimental and methodological approaches including how they relate to the aims of the project. Include the analyses you will use. [1000 words maximum] |
|  |
| **Expected outputs and outcomes.** Describe the anticipated outputs and outcomes, and their significance. [500 words maximum] |
|  |
| **Impact.** Describe what impact the outputs and outcomes will have from this grant. [400 words maximum] |
|  |
| **Risk and mitigation strategies.** Outline any key risks to delivering the research, and what steps will be put in place to help mitigate or resolve them. [300 words maximum] |
|  |
| **References.** Include the references to the research outlined in this application. |
|   |

**Section 4: Lay project details**

This section should be completed in plain English using non-technical language. If your application is successful, this section will enable our fundraising and communications teams to get a better understanding of the research and may be quoted by them when communicating with our supporters and donors.

|  |
| --- |
| **Lay summary sentence.** Describe your project in a one or two sentence summary. |
|  |
| **Lay summary.** The proposed research should be hypothesis-led and seek to answer a specific question(s). Please do not include any confidential information as this abstract may be published on the Royal Free Charity’s website. [200 words maximum] |
|  |
| **Background.** Outline what the background is to this application. Is it a continuation of your existing research? [400 words maximum] |
|  |
| **Wider research landscape.** How does this piece of research complement the wider relevant research landscape? [300 words maximum] |
|  |
| **Research programme.** How will this grant complement your research programme? |
|  |
| **Research need.** Why is this research needed? Is there a gap that this research aims to address? [300 words maximum] |
|  |
| **Aims and Objectives.** What are the aims and objectives? [200 words maximum] |
|  |
| **Patient and public involvement.** How have you involved patients in your research and proposal development? [750 words maximum] |
|  |
| **Impact.** What impact will this project have for patients? If successful, when will the benefits of your research reach patients? [300 words maximum] |
|  |
| **Reducing inequalities.** How will this project lead to improving cancer health inequalities and outcomes? [300 words maximum] |
|  |
| **Future studies.** If the research is successful, what are the next steps after this research project? What further research will be needed? [300 words maximum] |
|  |

**Section 5. Further information**

|  |
| --- |
| **Ethics and regulatory approval** |
| Does this application require ethical and/or regulatory approval? | Yes/No |
| If yes, provide details of the ethical and/or regulatory approval(s) that you have or will seek for this project. You must include details of 1) the Committee or regulator; 2) the date of (actual/planned) application(s); 3) the outcome or date of expected outcome. |
|  |
| If ethical and/or regulatory approval is not required, please enter a justification. |
|  |
| If approval is already in place for this research, include the final letter as an attachment when you submit this application. |

|  |
| --- |
| **Research involving animals.**  |
| Does your application include procedures to be carried out on animals in the UK under the Animals (Scientific Procedures) Act 1986? | Yes/No |
| ***Only complete the remaining section if your research involves animals.*** The information below is also required for AMRC reporting purposes. |
| If yes, which species will be used? |
|  |
| Are any animals genetically modified? | Yes/No  |
| Have the relevant Home Office approvals been obtained: personal, project and/or establishment licences? | Yes/No/Not required |
| If Yes, provide the personal and project licence numbers:  |
| Have the relevant approvals been given by an Animal Welfare and Ethical Review Body? | Yes/No/Not required |
| Does your application involve the use of animals or animal tissue outside the UK? | Yes/No |
| If your project involves the use of animals, what would be the severity of the procedures? | Mild/Moderate/ Severe |
| Please provide details of any moderate or severe procedures (250 words maximum) |
|  |
| Why is animal use necessary? Are there any other possible approaches? (250 words maximum) |
|  |
| Why is the species/model to be used the most appropriate? (250 words maximum) |
|  |
| Provide a justification for the number of animals to be used per experiment, including details of any sample size calculations and/or statistical advice sought. |
|  |

|  |
| --- |
| **Intellectual Property (IP)** |
| Provide information on the IP potential of your research. |
|  |
| Is there is any existing IP associated with your project? | Yes/No |
| If yes, please provide details. |
|  |
| How will this be managed? |
|  |
| If appropriate, explain how you will engage with the Innovation & Enterprise Office. |
|  |
| Industrial Support. Does the research involve any external commercial organisation (including collaborations and donations)? | Yes/No |
| If yes, provide further details of the commercial partner, including contact details, details of the support/collaboration and any conflicts of interest. |
|  |

|  |
| --- |
| **Environmental sustainability.** Outline how you have considered the environmental impact of your research project and the measures, if any, in place to reduce the impact on the environment. [300 words max]. |
|  |

**Section 6. Finances**

|  |
| --- |
| **Breakdown of costs.** Provide a breakdown of the costs requested in this application under each heading, if applicable. The Royal Free Charity will only fund directly incurred costs. Please ensure that the breakdown matches the total requested on Page 1. (Add rows as necessary)For any RFL costs, the lead applicant must calculate the costs via RFL R&D.For any UCL costs, the lead applicant must provide the costings as calculated via Worktribe. |
| **Salary costs** |
| Staff member 1. Position (or named individual): |
|  | FTE | Basic salary | N.I. | Superannuation | London weighting | Total  |
| Year 1 |  |  |  |  |  |  |
| Year 2 |  |  |  |  |  |  |
| Year 3 |  |  |  |  |  |  |
| Staff member 2. Position (or named individual): |
|  | FTE | Basic salary | N.I. | Superannuation | London weighting | Total  |
| Year 1 |  |  |  |  |  |  |
| Year 2 |  |  |  |  |  |  |
| Year 3 |  |  |  |  |  |  |
| Staff member 3. Position (or named individual): |
|  | FTE | Basic salary | N.I. | Superannuation | London weighting | Total  |
| Year 1 |  |  |  |  |  |  |
| Year 2 |  |  |  |  |  |  |
| Year 3 |  |  |  |  |  |  |

|  |
| --- |
| **Consumables** |
| Item | Unit cost | Total |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Animal costs** |
| Species | Number  | Purchase costs | Maintenance and experimental procedure costs | Total |
|  |  |  |  |  |
| **Patient and Public Involvement costs** |
| Item  | Unit cost | Total |
|  |  |  |
|  |  |  |
| **Other costs** |
| Item  | Unit cost | Total |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Justification of costs.** Provide a detailed justification for the costs requested in this application, clearly outlining how these relate to the objectives and proposed timescales. [400 words maximum] |
|  |

|  |
| --- |
| **Additional funding and support.**  |
| Has this application been submitted, or recently submitted, elsewhere? | Yes/No |
| If yes, provide dates, the outcome and funder. |
|  |
| Provide details of any matched funding associated with this application. |
|  |
| Provide details of any support provided by the host institution, special purpose fund or any other sources to support this project. |
|  |
| If this research project is successful, what planned applications will be made to other funders? |
|  |

**Section 7. Applicant details**

Lead applicant

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title**  |  |
| **Department** |  |
| **Primary employer (UCL or RFL)** |  |
| **Address**  |  |
| **Email address** |  |
| **Role on this project** |  |
| **Time spent on research** |  | **Time spent on this project** |  |
| **ORCID ID** (if registered) |  |
| **Employment history** (Add rows as necessary) |
| **Dates** (Years) | **Position** | **Organisation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Education & Training** (Add rows as necessary) |
| **Date** | **Qualification** | **Organisation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Grant funding** (List all the awarded grants from the Royal Free Charity and external funders in the last 5 years) |
|  |
| **Publications** (List your most important research publications that are relevant to the application) |
|  |

Co-applicant(s) (Duplicate table as necessary)

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title**  |  |
| **Department** |  |
| **Institution (UCL or RFL)** |  |
| **Address**  |  |
| **Email address** |  |
| **Role on this project** |  |
| **Time spent on research** |  | **Time spent on this project** |  |
| **ORCID ID** (if registered) |  |
| **Grant funding** (List all the awarded grants from the Royal Free Charity and external funders in the last 5 years) |
|  |
| **Publications** (List all your publications in the last 3 years) |
|  |

Collaborator(s) (Duplicate table as necessary)

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title**  |  |
| **Department** |  |
| **Institution**  |  |
| **Address**  |  |
| **Email address** |  |
| **Role on this project** |  |

**Section 8. Peer reviewer suggestions**

|  |
| --- |
| **Peer reviewers.** This information will be treated confidentially. You may wish to include the names of up to three peer reviewers. You must not have any conflicts of interest with your suggested reviewers. These include they must not be from the Royal Free London NHS Foundation Trust or UCL and you must not have published or collaborated with them in the last three years. Please provide their names and contact details. |
| Reviewer 1 |  |
| Reviewer 2 |  |
| Reviewer 3 |  |
| You may also include the names of people who you do not want to review your application. Please provide their names and institution. |
|  |

**Section 9. Attachments**

You must attach a Gantt chart to your application which shows how long work packages will take to be delivered and when.

The following must also be attached to this application only if they are relevant:

* For UCL submitted applications, a Worktribe costs spreadsheet, unless provided in the Finance table above
* Collaborator(s) letter of support
* Other letters of support, such as host institution
* Ethical approval letter(s)
* Animal Welfare and Ethical Review Body approval
* Quotes for equipment greater than £5,000

**Section 10. Approvals**

Typed or electronic signatures are acceptable.

|  |
| --- |
| **Lead applicant** |
| I confirm that all co-applicants and collaborators have agreed and signed-off this application.I confirm that the information given in this application is complete and correct. |
| Name  |  | Date  |  |
| Signature |  |
| **UCL Research Finance Office representative – UCL costs.** If UCL is administering this grant or there are UCL costs, the UCL Finance Office representative signature is required. UCL costs need to be submitted using Worktribe.If there are no UCL costs and only RFL costs, a UCL Finance Office representative signature is not required.  |
| I confirm that the finance costs in this application are accurate for this research project and if UCL is the lead organisation, UCL agrees to administer the award if granted. I understand that if this application for funding is successful, the host organisation will be required to confirm acceptance of the charity’s terms and conditions. |
| Name  |  | Date  |  |
| Position  |  |
| Signature |  |
| **RFL Director of R&D – RFL costs.** If RFL is administering this grant or there are RFL costs, the RFL Director of R&D’s signature is required.If there are no RFL costs and only UCL costs, the RFL Director of R&D signature is required to confirm that the research is aligned with the RFL Research strategy. |
| RFL led application – I confirm that the finance costs in this application are accurate for this research project and if RFL is the lead organisation, RFL agrees to administer the award if granted. I understand that if this application for funding is successful, the host organisation will be required to confirm acceptance of the charity’s terms and conditions. UCL led application – I confirm that the content of this application is in line with the goals and aims of the RFL Research Strategy |
| Name  |  | Date  |  |
| Signature |  |
| **Head of Department or Clinical Director.** Relevant person from the organisation administering this award. |
| I confirm that I support the lead applicant to undertake this project, and confirm that the project will primarily take place in this department.  |
| Name  |  | Date  |  |
| Position  |  |
| Organisation |  |
| Signature |  |

**Section 11. Submitting your application**

You must ensure you have all the necessary approvals and sign-offs before you submit your application. The completed application including approvals and sign-offs must be submitted by **4:00pm on the date advertised**. Any applications received after 4:00pm will not be accepted.

Applications must be sent to grants@royalfreecharity.org. You will receive confirmation of receipt of your application.