Pancreatic Cancer UK
Grand Challenge 2016

*Taking on the toughest challenges in pancreatic cancer*

**Guidance for Applicants**
Preparing and submitting your application
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Section 1. Executive summary

Under the 2016 Pancreatic Cancer UK Grand Challenge award, £1,000,000 will be available for a single project to tackle one or more of the major barriers or issues in pancreatic cancer, which when resolved would make a significant impact on the lives of those affected.

Further details can be found below:

<table>
<thead>
<tr>
<th>Type of award</th>
<th>Pancreatic Cancer UK Grand Challenge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What</strong></td>
<td>A single award to address <strong>one or more of the most significant issues</strong> in pancreatic cancer. Applications should include a <strong>clear vision</strong> for the programme of work, including the <strong>issue(s) to be addressed, why this represents such a major problem for those affected by pancreatic cancer</strong> and what <strong>impact</strong> the work will have if successful.</td>
</tr>
<tr>
<td><strong>Where</strong></td>
<td>Led from <strong>one not-for-profit UK research institution</strong> with involvement from other centres and wider appropriate collaborations and partnerships.</td>
</tr>
<tr>
<td><strong>Who</strong></td>
<td>Funding will be awarded to <strong>one outstanding team led by a single lead applicant</strong> and involving a multi-disciplinary collaboration, potentially bringing in new expertise to the pancreatic cancer community.</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>A total of <strong>£1,000,000</strong> is available for one award.</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>Between 3 and 5 years.</td>
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*Please note: applications will not be accepted where the primary intent is the purchase of equipment or from commercial organisations.*

Section 2. Key dates for the 2016 Grand Challenge

- **July 2016**
  - Grand Challenge round opens for applications
- **1pm, Tuesday 11 October 2016**
  - Deadline for applications (applicants will be allowed one week from this date to send hard copies of the application form with relevant wet-ink signatures on the Declarations page)
- **5pm, Tuesday 18 October 2016**
  - Deadline for receipt of the hard copy of the application form at Pancreatic Cancer UK’s office in London
- **Mid October 2016**
  - Applications checked for eligibility and applicants emailed with any issues or for further information
- **Mid October – early December 2016**
  - Applications assessed by external peer reviewers
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>Mid December 2016</td>
<td>Applications triaged</td>
</tr>
<tr>
<td>Early January 2017</td>
<td>Applicants informed of outcome of triage</td>
</tr>
<tr>
<td>January 2017</td>
<td>Applications assessed by Pancreatic Cancer UK’s Scientific Advisory Board</td>
</tr>
<tr>
<td>Mid February 2017</td>
<td>Pancreatic Cancer UK’s Scientific Advisory Board meeting to discuss and rank the Grand Challenge applications</td>
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<tr>
<td>March 2017</td>
<td>Pancreatic Cancer UK’s Board of Trustees meets to finalise funding decisions</td>
</tr>
<tr>
<td>By end March 2017</td>
<td>Applicants informed of the outcome of their application</td>
</tr>
</tbody>
</table>

*Please note: each application must be submitted and in its entirety by the deadline above. You will not be able to submit applications after this deadline and we are unable to enter into discussion about the submission of late applications.*

**Section 3. Before you start**

Please ensure you complete your application for the Grand Challenge award in conjunction with these notes. Finally, please also ensure that you and your institution have reviewed Pancreatic Cancer UK’s “Terms and Conditions of Research Grants” (hereafter known as Terms and Conditions), which set out the standard terms applicable to all research grants funded by Pancreatic Cancer UK. These documents can be found on our website: [http://www.pancreaticcancer.org.uk/research/apply-for-a-research-grant/grand-challenge-award/](http://www.pancreaticcancer.org.uk/research/apply-for-a-research-grant/grand-challenge-award/)

Please contact Pancreatic Cancer UK if you have any trouble locating or accessing any of the relevant documentation (please see relevant section below for contact information).

**Section 4. Eligibility**

In order for your application to be considered for the Grand Challenge award, applicants and institutions must conform to the following eligibility criteria as well as any additional requirements outlined in the Terms and Conditions.

**Submission and review**

- Applicants should not approach members of the Pancreatic Cancer UK’s Scientific Advisory Board about their application or the funding decision.
- Once submitted, no further information will be accepted with the application.
- Pancreatic Cancer UK’s Scientific Advisory Board includes lay members who will assess and score your application; the lay summary included with your proposal must be clearly written in plain English and be understandable by a non-scientist.
- Please use the “Pancreatic Cancer UK Grand Challenge Research Proposal” template provided – applications submitted not using this form will not be accepted.
• You must adhere to the word limits given in the application form. Any additional text above these limits will be truncated.

**Project timelines**

• The Grand Challenge award should be between three and five years in duration.

**Participants**

• The application should be submitted by one lead applicant with an outstanding track record in research who will be the person responsible for the direction of the team. We will only accept one application from each lead applicant (though the lead applicant may be involved in another application in a different role).

• The research must be based in the UK, at a recognised not-for-profit research organisation, such as university, hospital, or similar institution (such as the MRC’s institutes and Crick Institute). Collaborators may be included with commercial and international partners, but Pancreatic Cancer UK’s funding should only be allocated to UK not-for-profit organisations in your budget.

• All participants on the project should have roles clearly defined and collaborators should indicate support and specify involvement through an attached letter of support.

• Applicants must ensure that Pancreatic Cancer UK’s support is suitably acknowledged on all publications, posters and presentations resulting from the work. Copies of research papers should be forwarded to Pancreatic Cancer UK and any written press statement associated with the research must be approved by Pancreatic Cancer UK before release.

**Ethics**

• Pancreatic Cancer UK expects that before work commences on the research, all appropriate regulatory approvals are in place. These could include (but are not limited to) those relating to human participation, radiation, genetic manipulation, stem cells, animals, embryos, ethics, personal safety and health and safety.

• Pancreatic Cancer UK expects all researchers to demonstrate a commitment towards the replacement, refinement and reduction of animals in research concordant with guidance from the NC3Rs.

**Funding**

• Under this scheme a total of £1,000,000 is available to fund one Grand Challenge award.

• Once the final award amount has been agreed by Pancreatic Cancer UK’s Board of Trustees, this cannot be amended at a later date.

• Pancreatic Cancer UK welcomes creative approaches to funding including complementary or matched funding to further support the intentions of this award (for example by the host institution or through corporate partnerships). However, it will be expected that the programme will still be delivered within the specified timelines even if additional funding has been secured from other sources.

• As a member of the Association of Medical Research Charities (AMRC), Pancreatic Cancer UK funds research in line with the Department of Health’s AcoRD guidance ([https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-](https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-).
Pancreatic Cancer UK will only pay the directly incurred costs of research, including familiar direct research costs such as:

- student fees and stipend
- salaries of other staff specifically involved in the project
- consumables
- animal costs
- equipment
- travel costs (where travelling between research sites or for project meetings).

- Pancreatic Cancer UK will not pay indirect costs or directly allocated costs of research projects. This could include:
  - shared costs, e.g. estate costs or costs of shared staff or equipment
  - overheads, e.g. library costs, bench fees, living expenses, electricity etc.

- Pancreatic Cancer UK will not meet NHS Support or NHS Treatment Costs. Where applicable, applicants must ensure that these costs will be met should the research be funded and Pancreatic Cancer UK recommends early liaison with the necessary NIHR Networks and NHS departments.

If you are in any doubt as to whether a cost is eligible for funding under this scheme, please contact Pancreatic Cancer UK’s Research team before submitting your application by emailing research@pancreaticcancer.org.uk or calling 0207 820 6705.

Section 5. How your application will be assessed

Governance

In our bid to support research and researchers of the highest quality we have a robust and rigorous review process for each grant that we fund.

Pancreatic Cancer UK is a member of the Association of Medical Research Charities (AMRC), the membership organisation for the leading medical and health research charities in the UK. As a member, our overall strategy and funding schemes comply with best practice for research funding, monitoring and governance policies.

Funding decisions are overseen by Pancreatic Cancer UK’s Board of Trustees (http://www.pancreaticcancer.org.uk/about-us/about-the-charity/patrons-and-trustees/) based on the recommendations by our Scientific Advisory Board (SAB), which has membership drawn from world-leading pancreatic cancer researchers from across the globe. The SAB includes with a diverse range of expertise to ensure that we fund only the highest quality research. The board also includes people with personal experiences of pancreatic cancer as ‘lay’ board members to ensure that the research we fund is relevant and important to our supporters.

Full details of the membership of Pancreatic Cancer UK’s Scientific Advisory Board can be found on our website: http://www.pancreaticcancer.org.uk/research/our-policies-advisory-board/scientific-advisory-board/

All members of our SAB, and the external reviewers who will assess the Grand Challenge applications adhere to a Conflict of Interest policy which is in place to protect and preserve the board when discussing and reviewing research funding applications. This policy can also be
found on Pancreatic Cancer UK’s website: http://www.pancreaticcancer.org.uk/research/our-policies-advisory-board/other-research-policies/

**Review process**
Following the submission deadline, all applications will initially be subject to an eligibility check. Any applicant that does not adhere to the criteria above or has not completed all of the application sections correctly will either be rejected or contacted for revisions.

Each application will then be subject to external peer review from international and UK experts. We aim to ensure that each application is reviewed by at least five referees.

Following external peer review, representatives from Pancreatic Cancer UK and its SAB convene to shortlist applications to be discussed at the SAB meeting in February. Applicants will be informed of the outcome of this shortlisting.

Shortlisted applications will then be sent to the SAB for further assessment (including review by our lay representatives).

At the SAB meeting each application will be discussed, along with the reviews. The applications of high enough quality will be scored by the SAB giving a final ranking and recommendation for funding.

**Review criteria**
Each application will be assessed against the following criteria:

- **Relevance and importance of the proposed research** - this includes relevance and importance of the overall vision for people affected by pancreatic cancer and potential future impact that could be realised.
- **Track record of the lead applicant** – the lead applicant’s standing in the field, track record (e.g. publications and grants secured) and history of leadership.
- **Strength of the research team and environment** – track record and expertise of the team and suitability of the research environment.
- **Quality of the research proposed** – quality of proposed plans, including strength of research methods and design, appropriateness of proposed study to answer the issue being addressed, feasibility and timelines, and future plans to take the work forward.
- **Support requested** - the appropriateness of the support requested. Does this request represent value for money?

**Feedback**
Following the ratification of the funding decision by Pancreatic Cancer UK’s Board of Trustees, applicants will be informed of the decision and will be provided with feedback. Applicants are reminded that this decision is final. Pancreatic Cancer UK is unable to enter discussions regarding individual funding decisions and SAB members cannot discuss decisions with applicants.
Section 6. Guidance on completing the sections of the application

The following section provides guidance for completing the sections of the application.

Please use the “Pancreatic Cancer UK Grand Challenge Research Proposal” template provided. Applications that exceed the stipulated word limits will be returned for revision.

Please note: in accordance with the Data Protection Act 1998, the personal data you enter into your application form will be processed by Pancreatic Cancer UK and held on computerised databases and manual files.

Section 1: Participants

Please provide the name and contact details for each participant on the Grand Challenge programme. The Grand Challenge award should be led by one lead applicant and can be supported by a team of co-applicants (participants with a specific role on the project), collaborators (participants contributing to the project but without an involved role) and staff members (participants whose salary will be requested through the award).

Pancreatic Cancer UK’s SAB will look at the track record of the team and we therefore require that a one page CV is provided for the lead applicant and each co-applicant. This can be added using the template found in the appendices at the end of the Research Proposal template.

For each collaborator, we would expect a letter of support to be included in the appendices, specifying support for the proposal and details of their specific role in the research.

Section 2: Lay Summary (800 words max)

Please provide a detailed and structured lay summary. It is very important that the summary is written in plain English and is understandable by a non-scientific audience. This summary will be seen by the lay members of Pancreatic Cancer UK’s SAB (people with personal experience of pancreatic cancer) who will score and provide feedback on your application. It is therefore vital that you provide a clear summary with enough information to understand what the aims of your research are and what the impact might be.

The lay summary should be clear and concise, giving a comprehensive overview of the proposed work, including:

- **What is the overall vision for the Grand Challenge** - what major issue in pancreatic cancer is the research aiming to address and why is this important for people with pancreatic cancer?
- **What will the work involve** – this should be described without jargon, and where scientific terms are unavoidable these should be explained.
- **Why is this approach likely to succeed** – why is this approach the most appropriate and likely to succeed where others have not?
- **Who is involved** – you should note the team members, their expertise and specific role on the programme – why are they the best people to be doing this work and have broader collaborations been built to strengthen the team?
- **How will the work benefit people with pancreatic cancer** – how will you take your findings forward, for example to a larger study and in the future into patient benefit?
• **Are patients involved and if so, how** – if you have involved patients or carers in designing or in the future, conducting/supervising the study give details of how, and if patients participate or procedures are involved, give details.
• **What is the overall timeline** – how long will the research take and how long might it take to see the impact?

We recommend that you involve patients, carers or members of the public in helping you to draft your summary – they may be able to give advice on the content, language and structure.

Please **be sure not to include any confidential information** as information from this summary will be used in Pancreatic Cancer UK’s materials and on its website.

**Section 3: Details of the Grand Challenge vision**

The Grand Challenge should address one or more major issues or barriers in pancreatic cancer. In the vision section you must make a strong case for support of your project in terms of the issue or barrier that will be addressed, why this is a major problem and why resolution would have a significant impact on the lives of those affected by the disease. You should also provide details of previous research undertaken in the area that underpins the research, clearly justifying the need for this project at the current time.

Finally, you should clearly detail the aims and objectives of the award.

**Section 4: The research plan**

This section should be used to give details of your planned approach under the Pancreatic Cancer UK Grand Challenge. Proposals must include details of the research methods and analyses to be employed, as appropriate to the aims and objectives. A detailed description and justification of the methods to be used is essential, for example if appropriate you should describe the sample size and power calculations for the proposed study, including the outcome measures on which the power calculations have been based, the justification for the size of difference that the study is powered to detect and whether the sample size calculation has taken into account the anticipated rates of non-compliance and loss to follow-up. This description should be tailored and justified according to how exploratory the proposed research will be.

You should also detail the key milestones and deliverables under the programme, along with details of potential problems and associated contingencies. You should also provide details of the expected outputs and outcomes of the work, how you plan to realise the benefits for people affected by pancreatic cancer and any potential future plans for the research.

Within the appendices you do have the option to include any relevant charts, tables or diagrams. We recommend that you include a Gantt chart illustrating your projected timelines, milestones and deliverables. The appendices should not be used as an extension of the word limits for other sections of the Research Proposal, and any such extra text included here will be removed.

**Section 5: Expertise and environment**
This section should be used to make a case for the team’s suitability, strength and how it work together successfully to deliver to the aims and objectives under the Grand Challenge.

You should describe the expertise, track record and the individual contributions the different collaborators and co-investigators involved with the proposal will make. You should also include details of how the team will work together and examples of achievements from previous collaborations.

This section should also be used to demonstrate why the team is best placed to carry out the research and why the host institution is best placed to facilitate the work, for example how your institution will support you to ensure that the ambitions of your research proposal can be achieved and how your research proposal complements and addresses your institution's strategic aims and priorities.

Section 6: References
References must be listed as FULL CITATIONS – please do not include et al. Each citation must include names of all authors, publication title, book or journal title, volume number, page numbers, and year of publication. You should not give more than one page of references.

Section 7: Patient involvement
Please provide an indication of where and how patients and the public have been involved in the proposal and how they will contribute to the proposed research. If there has been no public involvement and or none is planned please say why.

Section 8: Use of Animals
Teams using animals within their research should provide a justification. Additionally, applicants must demonstrate how they are implementing the replacement, refinement and reduction of animals in research concordant with guidance from the NC3Rs.

Section 9: Intellectual property
Please ensure that you have read Pancreatic Cancer UK’s Terms and Conditions with regards to our expectations for the management of intellectual property. Please give details of arrangements planned for any IP resulting from the Grand Challenge, including plans for management and exploitation and engagement with Pancreatic Cancer UK in this process.

Section 10: Related applications
Please provide details of the history of this application and whether it has been submitted to any other research funders.

Section 11: Referees
Details of suggested and excluded referees can be included. Please provide the full name and contact details for each referee.

**Section 12. Monitoring information**

Please indicate where you heard about this funding call.

**Section 13: Projected costs**

Pancreatic Cancer UK will meet the directly incurred costs of the research project, with the understanding that the Host Institution will meet the directly allocated and indirect costs. Any NHS Support and Treatment costs will be met through the usual funders under the Department of Health’s AcoRD guidance (https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-health-and-social-care-research). Applicants have a duty to inform the relevant NHS Trust R&D office(s) of the possible NHS cost implications of proposed research projects at the earliest opportunity and MUST indicate within the Research Proposal that the relevant provider(s) have been notified and provide an update on the status of such discussions within the application.

**a) Salary costs**

The Grand Challenge award can include requests for the salaries of staff members who are directly involved in the research project, for example for staff at post-doctoral, clinical or technical level or on administrative scales. Pancreatic Cancer UK will not normally fund the salaries of senior researchers and will only fund applicants who do not hold a tenured position at the host institution. Please note all staff details and costs must be agreed with the research services office of the institution where the worker will be employed.

Please note that increases in salary costs resulting from a later start date than planned and agreed with Pancreatic Cancer UK will not be covered. Staff costs should include anticipated nationally agreed pay awards; following the Board of Trustees’ approval there will be no changes to budgets of the agreed awards.

Pancreatic Cancer UK does not meet the cost of NHS merit awards or clinical excellence awards or any other supplement or enhancement earned in the course of providing patient care to NHS patients.

**b) Running costs**

Detailed running expenses should be included here. This could include general running expenses (such as tissue culture costs, plastic-ware etc.) and specific expenses for the project (such as microscopy or sequencing costs). This could also include individual charges for use of specialised department equipment where specifically required for the research.

Any costs relating to the use of animals should be categorised under the section with the category Animal Related Costs. The cost of obtaining or maintaining licences will not be met by Pancreatic Cancer UK.

Requests for travel expenses will be allowed where travelling between sites, when necessary for the research.

**c) Equipment**
Pancreatic Cancer UK expects the Host Institution to provide a basic level of equipment for the research to be undertaken. Any supplementary equipment should be fully justified. Any equipment that is less than £5,000 should be listed as a running expense rather than an equipment cost.

Section 14: Justification of funding requested

Please provide a brief explanation and justification of the costs listed in the “Projected Costs” section of the application (staff costs, running expenses and equipment). You should ensure that the costs requested are eligible to be met by Pancreatic Cancer UK (see Eligibility sections above) and that where costs will be met from other sources this support has been agreed (evidence to confirm this can be uploaded in the Appendices).

Appendices

AMRC Full economic costing information (applicants based in UK Higher Education institutions only)

As a member of the Association of Medical Research Charities (AMRC), Pancreatic Cancer UK monitors the full Economic Costs (fECs) of the research we support. Unlike some other funding bodies, such as the research councils, AMRC member charities will not fund the fECs, or a proportion of these. The figures provided should include the standard indexation rate used by the institution to calculate fECs.

Only universities which are using TRAC costing methodology should enter actual values in the form.

Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

Background

AMRC issued updated guidance to its members and to universities regarding its position on changes to costing research applications and the move to a system of estimating fECs in 2004. AMRC member charities do not fund the indirect costs on grants awarded to UK universities as a matter of principle. The move to funding on a percentage basis by other types of funders, such as the research councils, is unlikely to be adopted by the charity sector in the foreseeable future; the reasons for this decision are set out in AMRC’s position statement and guidance document.

Following the 2004 Spending Review, the Government recognised the importance of charity funding in universities and announced that a separate stream of funding, administered by HEFCE to English universities, would be introduced from 2006/07 to provide additional support for charitable research. The allocation of the Charity Research Support Fund (CRSF) in England will be based on the amount of income from eligible charities; most AMRC member charities will be eligible for the CRSF. AMRC member charities have agreed that it would be helpful to collect information about the full costs of the research they support, in order to develop a better understanding of the charity contribution, inform future discussions about the CRSF and to assess future sustainability.
Applicants and host institutions should note that the data sought is for monitoring purposes only and will not form part of the peer review or decision-making process that AMRC member charities use. Elements of the new cost headings are:

**Directly Incurred Costs:** these include the familiar direct costs of research and it is assumed these are included in the funds you are applying to Pancreatic Cancer UK for. They may include:

- Staff (e.g. research assistant salaries)
- Consumables and other costs directly attributable to the project
- Equipment
- Travel and subsistence.

**Directly Allocated Costs:** these are shared costs, based on estimates and do not represent actual costs on a project-by-project basis. Previously, these costs came under the ‘indirect costs’ heading but the following items will now be calculated separately:

- Investigators: the time spent by the Principle Investigator and Co-Investigators will be calculated and costed (Pancreatic Cancer UK is unlikely to fund these costs).
- Estates: the way these are calculated may vary between institutions. Different categories of space will be costed differently, for example laboratory space will be different to office-based costs (Pancreatic Cancer UK is unlikely to fund these costs).
- Other Directly Allocated: these include the costs of shared resources, such as staff and equipment (Pancreatic Cancer UK is unlikely to fund these costs).

**Indirect Costs:** these costs are necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs. Indirect costs will be calculated separately by each HEI, according to TRAC methodology (Pancreatic Cancer UK is unlikely to fund these costs).

For further information regarding AMRC’s positions on funding in universities, please refer to the web pages at: [http://www.amrc.org.uk/publications/statement-supporting-research-universities](http://www.amrc.org.uk/publications/statement-supporting-research-universities)

**Lead and co-applicant CVs**

Please ensure you have completed a one page CV template within the appendices at the end of this research proposal template for the lead applicant and each co-applicant.

**Other Appendices**

Please append letters, diagrams, tables and images to the end of your application. Whilst appendices may contain preliminary (unpublished) results which support the application, please note that unpublished manuscripts will not be sent to referees and SAB members.

**Section 7. Contact Information**

If you have any questions or wish to discuss your application, please contact the Research team at research@pancreaticcancer.org.uk or by phone on 0207 820 6705.