|  |
| --- |
| Full name of Academy Director:  Academy Director email:  Post held: |
| Name of Institution:  Institution address: |
| Proposed start date:  Duration:  Total requested:  Number of new PhD Studentships under the Academy:  Head of Department contact name and email:  Finance Office contact name and email:  Contract Office contact name and email:  Press Office contact name and email: |

Please refer to the Guidance for Applicants prior to and while completing this form – Pancreatic Cancer UK has provided further guidance on completing each of the sections.

***Please note that your application should be submitted using this template to*** [***research@pancreaticcancer.org.uk***](mailto:research@pancreaticcancer.org.uk) ***by 1pm on July 31st2019.***

***A hard copy of the full proposal including the Declarations page with wet-ink signatures should be received by Pancreatic Cancer UK within one week of this deadline.***

|  |  |
| --- | --- |
| **Section 1: Participants** | |
| *Please provide details of the Academy Director and each investigator on the programme. Please duplicate the boxes where needed.* | |
| Academy Director name |  |
| Current post held |  |
| Email |  |
| Telephone number |  |
| Contact Address |  |

|  |  |
| --- | --- |
| Academy Investigator name |  |
| Current post held |  |
| Email |  |
| Telephone number |  |
| Contact Address |  |

|  |  |
| --- | --- |
| Academy Investigator name |  |
| Current post held |  |
| Email |  |
| Telephone number |  |
| Contact Address |  |

|  |  |
| --- | --- |
| Academy Investigator name |  |
| Current post held |  |
| Email |  |
| Telephone number |  |
| Contact Address |  |

(Please duplicate the boxes above for additional Academy Investigators)

**Please ensure you have completed the one page CV template within the appendices at the end of this research proposal template for the Academy Director and each Academy Investigator. Where a student has already been identified for the Academy, please also append a CV for the candidate.**

|  |
| --- |
| **Section 2: Lay summary of the Academy programme** |
| *Please provide a clear, concise and comprehensive overview of the proposed programme, for example including:*   * *What are the research themes to be addressed through the academy – what issue(s) in pancreatic cancer will the programme address?* * *How will you support the students to become future leaders in the pancreatic cancer research community?* * *How could the work benefit people with pancreatic cancer in the future?* * *Are patients involved and if so, how?* * *What is the overall timeline for your plans?*   *Please make sure to prepare the lay summary in language suitable for a non‐scientific audience and be sure not to include any confidential information as this summary will be used in Pancreatic Cancer UK’s materials and website.*  *For further guidance on writing a lay summary, please refer to the Guidance for Applicants accompanying this round.* ***(800 words max)*** |
| {INSERT TEXT HERE} |

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| **Section 3: Details of the Academy programme** |
| *This section should be used to give details of your plans for the overall Future Leaders Academy. Details on how to approach this section can be found in the guidance documentation that accompanies this applications form. This should include a clear articulation of:*   * *the overall vision for the Academy* * *why the institute(s) are best suited to host the Academy* * *how the studentships will be structured* * *the strength of plans for training and mentoring* * *track record of the team in supervising and mentoring students* * *commitment to working with Pancreatic Cancer UK on marketing and communication activities*   ***(4000 words max)*** |
| {INSERT TEXT HERE} |

|  |
| --- |
| **Section 4: References** |
| *References must be listed as FULL CITATIONS (please do not use ‘et al’). Each citation must include names of all authors, publication title, book or journal title, volume number, page numbers, and year of publication.* ***(one page max)*** |
| {INSERT TEXT HERE} |

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| --- |
| **Section 5: Patient involvement** |
| *Please describe the way(s) in which you plan to involve people affected by pancreatic cancer if the proposal is funded (this should not include involvement as participants in studies).*  *If no patient and public involvement is planned, please indicate why.* ***(300 words max)*** |
| {INSERT TEXT HERE} |

|  |  |
| --- | --- |
| **Section 6: Use of animals** | |
| *Is your programme likely to involve research that would require the use of animals?* | Yes  No |
| *Please provide further details of how animals would be involved in this programme of work. Where possible, this should include details of the specific animal species and why this species is most appropriate. Please give details of the ways in which you and your organisation demonstrates a commitment to the replacement, refinement and reduction of animals in research concordant with guidance from the NC3Rs.*  *If you answered ‘no’ to the question above, please skip this question.* ***(300 words max)*** | |
| {INSERT TEXT HERE} | |

|  |  |
| --- | --- |
| **Section 7: Related applications** | |
| *Has any aspect of this application been submitted to Pancreatic Cancer UK before?* | Yes  No |
| *If so, please specify which project(s) and please indicate how this application differs.* | |
| {INSERT TEXT HERE} | |
| *Has any aspect of this application been submitted to another funding agency?* | Yes  No |
| *If so, please provide further details including to which funder(s) and when you are likely to receive the outcome(s).* | |
| {INSERT TEXT HERE} | |

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| --- |
| **Section 8: Referees** |
| *Please include names and contact details of suggested external referees for this programme. You may also include names of reviewers to be excluded.* |
| {INSERT TEXT HERE} |

|  |
| --- |
| **Section 9: Monitoring information** |
| *Please state where you heard about this funding opportunity.* |
| {INSERT TEXT HERE} |

| **Section 10: Projected costs** *- please provide a breakdown of the budget requested under this proposal –* ***please add rows where needed****.*  *Pancreatic Cancer UK will only meet directly incurred costs of research.* |
| --- |
| **PhD costs** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Breakdown of PhD Studentship costs (including fees, stipend)** | | | **Costs requested** | | | | |
| Yr 1 | Yr 2 | Yr 3 | Yr 4 | Total |
| Student 1 |  | |  |  |  |  |  |
| Student 2 |  | |  |  |  |  |  |
| Student 3 |  | |  |  |  |  |  |
| Student 4 |  | |  |  |  |  |  |
| **Running costs** | | | | | | | |
| **Category (consumables, animal costs, travel etc.)** | | | **Costs requested** | | | | |
| Yr 1 | Yr 2 | Yr 3 | Yr 4 | Total |
|  | | |  |  |  |  |  |
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| **Equipment (only items over £5,000)** | | | | | | | |
| **Item** | | **Details** | **Year of claim** | | | **Total** | |
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|  | |  | **TOTAL BUDGET** | | |  | |

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| **Section 11: Justification of funding requested** |
| *Please provide a brief justification of the costs listed in the previous section.* ***(400 words max)*** |
| {INSERT TEXT HERE} |

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| **Declarations**  *Please print the full application and arrange for wet-ink signatures from the relevant people below. The hard-copy should then be sent to the Research team at Pancreatic Cancer UK by Wednesday 7 August 2019 at:*  *Pancreatic Cancer UK, 6th Floor Westminster Tower, 3 Albert Embankment, London SE1 7SP.* | | |
| *Declaration from the Academy Director:*   * I have read Pancreatic Cancer UK’s Terms and Conditions and agree to abide by them. * I note that no alterations can be made to the award without prior approval from Pancreatic Cancer UK. * I shall be actively engaged in day to day control of the programme. * I understand that progress reports will be required by Pancreatic Cancer UK. * I declare that the information given on this form is complete and correct. | | |
| Academy Director | Signature | Date |
|  |  |  |
| *Declaration from the Finance Officer:*  I confirm that I have read and accept the conditions under which grants are awarded and that the budget details given accurately reflect the programme of work. I have checked the financial details of this research application and agree to administer the award if made. | | |
| Finance Officer | Signature | Date |
|  |  |  |
| *Declaration from the Head of Department:*  I confirm that I have read and accept the conditions under which grants are awarded and agree to support the applicant through commitment to facilitate the research proposed. | | |
| Head of Department | Signature | Date |
|  |  |  |

## Appendices

## AMRC Full Economic Cost Form Guidance

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

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 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.

Further background information can be found in the Guidance for Applicants.

|  |  |  |
| --- | --- | --- |
|  | **Full economic costs (£)** | **Charity contribution (£)** |
| **Directly incurred costs** |  |  |
| Staff |  |  |
| Travel & subsistence |  |  |
| Other costs |  |  |
| Equipment |  |  |
| **Sub total** |  |  |
| **Directly allocated costs** |  |  |
| Applicant salary costs |  |  |
| Co-applicant salary costs |  |  |
| Estates costs |  |  |
| Other directly allocated costs |  |  |
| **Sub total** |  |  |
| **Indirect costs** |  |  |
| **Other costs** |  |  |
| **Sub total** |  |  |
| **TOTAL** |  |  |

**Proportion of time spent by applicants on research**

|  |  |  |
| --- | --- | --- |
|  | **Number hours per week spent on research** | **Number hours to spend per week on this project?** |
| **Lead Applicant** |  |  |
| **Co-applicant 1** |  |  |
| **Co-applicant 2** |  |  |
| **Co-applicant 3** |  |  |

## Investigator CVs

Please ensure you have completed this one page CV template for the Academy Director and each investigator on the programme. Where a student has already been identified for the project, please also append a CV for the candidate.

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| **Curriculum Vitae** (please add rows where required) | | | | | | | | | | | | | | | |
| Full name | | | | |  | | | | | | | | | | |
| Current post held | | | | |  | | | | | | | | | | |
| Role on the proposal | | | | |  | | | | | | | | | | |
| Time to dedicate towards this research (% FTE) | | | | |  | | | | | | | | | | |
| **Positions held** | | | | | | | | | | | | | | | |
| Start date | End date | | | Job title | | | | Group Leader | | | | | Location | | |
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| **Track record in PhD supervision** | | | | | | | | | | | | | | | |
| Student name | | | | Year PhD started | | | Year PhD awarded | | | | Current post (if known) | | | | |
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| **Grants awarded** | | | | | | | | | | | | | | | |
| Award type and funder | | Role on award | | | | Title | | | | | | Funding amount | | Award dates | |
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| **Publications** | | | | | | | | | | | | | | | |
| No. first author publications | | |  | | No. last author publications | | | |  | Total no. of publications | | | | |  |
| **Top 5 publications from the last five years that support this application** | | | | | | | | | | | | | | | |
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## Other appendices

Please append diagrams, tables and images here.