|  |
| --- |
| Full name of Lead applicant: Lead applicant email: Post held:  |
| Host organisation: Organisation address: Project title:  |
| Proposed start date *(should not be earlier that 1 July 2020):* Duration *(a maximum of 12 months):* Total requested *(should be no more than £50,000)*: 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*** ***by 1pm on Wednesday 27th November 2019; 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.***

*In accordance with the****General Data Protection Regulation****(****GDPR****), the personal and other data you submit with your proposal will be processed by Pancreatic Cancer UK, and held on computerised databases and manual files. Your full proposal will be shared with the Clinical Pioneer Award Review Panel. Review panel members will act in line with our Confidentiality and Conflict of Interest policies. Our full privacy policy can be found on our website:* [*https://www.pancreaticcancer.org.uk/privacy-policy/*](https://www.pancreaticcancer.org.uk/privacy-policy/)

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| **Section 1: Participants**  |
| *Please provide details of each participant on the project, including the lead applicant, co-applicants, collaborators and staff members. Where salary costs are being requested, participants should be listed as staff members. Please duplicate the boxes where needed.* |
| Lead applicant name |  |
| Organisation |  |
| Current post held |  |
| Email |  |
| Telephone number |  |
| Contact Address |  |

|  |  |
| --- | --- |
| Co-applicant name |  |
| Organisation |  |
| Current post held |  |
| Email |  |

(please duplicate the boxes above to add further co-applicants)

|  |  |
| --- | --- |
| Collaborator name |  |
| Organisation |  |
| Current post held |  |
| Email |  |

(please duplicate the boxes above to add further collaborators)

|  |  |
| --- | --- |
| Staff member role (or name if known) |  |
| Organisation |  |
| Current post held |  |
| Email |  |

(please duplicate the boxes above to add further staff members)

Please ensure you have completed the **one page CV** template within the appendices at the end of this project proposal template for the **Lead applicant, each co-applicant and each staff member** (if candidate is known). The full author list should be included with any publications listed on the CVs.

You should also include a **letter of support for each collaborator**, detailing their role and demonstrating their commitment to the project.

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| **Section 2: Lay summary of the project**  |
| *Please provide a clear, concise and comprehensive overview of the proposed project, for example including:** *What are the aims of the study?*
* *What issue in pancreatic cancer is the project aiming to address and why is this so relevant and important for people affected by pancreatic cancer?*
* *Who will you be working with on the project and what expertise do they bring?*
* *What are you planning to do?*
* *What is the study timeline, including key milestones?*
* *Are patients involved as participants and if so, what will they be asked to do? If procedures are involved, give details.*
* *Have you involved or will you involve people affected by pancreatic cancer as partners on the study? If so, give details.*
* *How will the work benefit people with pancreatic cancer?*
* *How will you ensure that the outcomes are taken up in the real life setting and how do you plan on taking things forward, for example for regional or national roll-out?*

*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.**This summary will be reviewed and scored by Pancreatic Cancer UK’s lay reviewers; it is therefore vital that it is clear, comprehensive and easy to understand.**For further guidance on writing a lay summary, please refer to the Guidance for Applicants accompanying this round.* ***(500 words max)*** |
| {INSERT TEXT HERE} |

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| **Section 3: Project aims** |
| *Please state briefly the main aims and objectives of the proposed project.* ***(300 words max)*** |
| {INSERT TEXT HERE} |

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| **Section 4: Background**  |
| *Please provide a summary of current and other published work relating to the aims and objectives of the proposed new research.* ***(300 words max)*** |
| {INSERT TEXT HERE} |
| *Has this project been submitted to Pancreatic Cancer UK before?* | [ ]  Yes [ ]  No |
| *If this project has been submitted previously, please briefly indicate how this application differs.* |
| {INSERT TEXT HERE} |
| *Has this project or any element of this project been submitted to another funding agency?* | [ ]  Yes [ ]  No |
| *If this project has been submitted elsewhere, please indicate to which funder and when you are likely to receive the outcome.* |
| {INSERT TEXT HERE} |

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| **Section 5: Statement of significance and relevance to pancreatic cancer** |
| *Please describe the problem or barrier to progress in pancreatic cancer that the proposed research will address and why this is important for people affected by pancreatic cancer.* ***(300 words max)*** |
| {INSERT TEXT HERE} |
| *Please indicate which priority area this proposal addresses:***Diagnostic pathway:*** + Rapid access clinic for vague symptoms [ ]
	+ One stop clinic [ ]
	+ PET-CT scanning integration within diagnostic pathway [ ]

**Treatment pathway:*** + Audit/review/redesign of processes for informed treatment and care decision making [ ]
	+ Develop models of fast track treatments at the surgical and oncological setting so that patients are treated faster and safely [ ]
	+ Develop centralised oncology pathways for inoperable pancreatic cancer patients [ ]
	+ Scoping staffing resource needed to support treatment pathways [ ]

**Supportive care pathway:*** + Prehabilitation/rehabilitation (this can include symptom management, physical fitness, nutritional and mental health and well-being optimisation) [ ]
	+ Enhanced recovery after surgery [ ]
	+ Quality of life metric development [ ]
	+ Specialised psychological support service or intervention [ ]
 |
| *Please give details of how the project addresses this priority area.* ***(200 words max)*** |
| {INSERT TEXT HERE} |

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| **Section 6: Details of the project** *Please note: Diagrams, tables and images can be added as an appendix to this form* |
| *Please describe the proposed study design, describing and justifying the methodology in detail.* ***(600 words max)*** |
| {INSERT TEXT HERE} |
| *Please list the proposed timelines for the project including key milestones and deliverables. You may also wish to include a Gantt chart as an appendix within this form.* ***(300 words max)****.* |
| {INSERT TEXT HERE} |
| *Please describe the potential impact your proposal will have in addressing the key issue described for people affected by pancreatic cancer, including benefits to patients, families, the NHS and society.* ***(300 words max)*** |
| {INSERT TEXT HERE} |

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| **Section 7: Dissemination and translation** |
| *What plans do you have for public engagement and broad dissemination?* ***(200 words max)*** |
| {INSERT TEXT HERE} |
| *Please describe plans to ensure adoption of your innovation within the NHS, including details of people and organisations you have engaged or will engage with and strategies for translation into practice or changes in policy.* ***(300 words max)*** |
| {INSERT TEXT HERE} |
| *Please give details of the nature of the intellectual property (IP) that this project will generate, either during or beyond the lifetime of the award. Please also add details of how this IP will be protected, managed and, if appropriate, exploited.* ***(300 words max)*** |
| {INSERT TEXT HERE} |

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| **Section 8: Research team and environment** |
| *Please describe the expertise and contribution the different collaborators involved with the proposal will make and the clinical/research facilities, resources, and equipment that are available to allow successful implementation of the proposed research.* *If your team is new to the pancreatic cancer research field, please indicate how you have ensured that you have the necessary collaborations in place to successfully take this piece of research forward.* ***(300 words max)*** |
| {INSERT TEXT HERE} |
| *Please give details of organisational support and any additional collaborations that are in place that would allow successful implementation of the proposed research, for example financial contributions, equipment, managerial support etc.* ***(300 words max)*** |
| {INSERT TEXT HERE} |
| *Please indicate whether you have engaged with either of the following bodies whilst preparing this application:* |
| *Clinical Trials Unit* | [ ]  Yes [ ]  No | *Research Design Service* | [ ]  Yes [ ]  No |

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| **Section 9: Patient involvement** |
| *Please give details of how you have collaborated with people affected by pancreatic cancer in the design and development of this proposal. Please also describe the ways in which you plan to involve people affected by pancreatic cancer if the proposal is funded.**This should not include details of how patients will be involved as participants of the proposed studies.**If no patient and public involvement is planned, please indicate why. Pancreatic Cancer UK is happy to discuss ways that patients and family members may be able to get involved in the design and delivery of your research. We can also provide access to our Research Involvement Network in supporting pre-submissions – see the guidance notes for details.****(400 words max)*** |
| {INSERT TEXT HERE} |

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| **Section 10: Projected costs** |
| *Please provide a breakdown of the budget requested under this proposal. Pancreatic Cancer UK will only meet directly incurred costs of research. For more information on eligibility of costs, please see the accompanying guidance notes.****Please add rows as required.*** |
| **Salary costs** |
| *Staff member name, role and %FTE* | *Breakdown of costs, e.g. salary, national insurance, superannuation etc.* | *Total costs requested* |
|  |  |  |
|  |  |  |
|  |  |  |
| **Running costs** |
| *Category (consumables, travel, patient involvement etc.)* | *Further details and breakdown of costs* | *Total costs requested* |
|  |  |  |
|  |  |  |
|  |  |  |
| **Equipment (only items over £5,000)** |
| *Item* | *Further details and breakdown of costs* | *Total costs requested* |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total requested** | **£** |
| *Please provide details of any NHS Support and Excess Treatment costs that will need to be met if this application is successful, including a breakdown of costs and justification (please note these will not be met by Pancreatic Cancer UK and you should agree these costs with your R&D department and Local Clinical Research Network before submitting the application for funding)* |
| NHS Support Costs |  |
| NHS Excess Treatment Costs |  |

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| **Section 11: Justification of funding requested**  |
| *Please provide a brief justification of the costs listed in the previous section. Pancreatic Cancer UK’s Research team will scrutinise this budget against the Department of Health AcoRD guidelines, in line with which the charity funds research. This justification must therefore include enough detail for this scrutiny. For more information on the AcoRD guidelines, please see the accompanying guidance notes.* ***(300 words max)*** |
| {INSERT TEXT HERE} |
| *If applicable, please describe how you have engaged with your R&D office and Local Clinical Research Network to ensure any NHS Support and NHS Excess Treatment costs will be met.* ***(200 words max)*** |
| {INSERT TEXT HERE} |

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| **Section 12: 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 13: Monitoring information** |
| *Please state where you heard about this funding opportunity.*  |
| {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 Pancreatic Cancer UK’s Research team by Wednesday 4th December 2019 at:* *Pancreatic Cancer UK, 6th Floor Westminster Tower, 3 Albert Embankment, London SE1 7SP.* |
| *Declaration from the Lead Applicant:** 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.
 |
| Lead applicant name | 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 name | 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 name | 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** |  |  |

## Lead, co-applicant and staff member CVs

Please ensure you have completed this one page CV template for the Lead applicant, each co-applicant and, where applicable, each staff member on the programme.

|  |
| --- |
| **Curriculum Vitae** (please add rows where required) |
| Full name |  |
| Organisation |  |
| 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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|  |  |  |  |  |
| **Grants awarded** |
| Award type and funder | Role on award | Title | Funding amount | Award dates |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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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**(Please duplicate this template to add CVs for co-applicants and staff members (where known))**

## Other appendices

Please append collaborator and supporting letters, diagrams, tables, charts and images here.