

**Pancreatic
Cancer
U
K**

Pancreatic Cancer UK Future Leaders Academy 2019

*Supporting the brightest minds in pancreatic cancer
research*

Guidance for Applicants

Preparing and submitting your application

Contents

| | |
|---|----|
| Section 1. Executive summary | 1 |
| Section 2. Key dates for the 2016 Future Leaders Academy | 1 |
| Section 3. Before you start | 2 |
| Section 4. Eligibility | 2 |
| Submission and review | 3 |
| Project timelines | 3 |
| Participants | 3 |
| Funding | 4 |
| Section 5. How your application will be assessed | 4 |
| Governance | 4 |
| Review process | 5 |
| Review criteria | 5 |
| Feedback | 6 |
| Section 6. Guidance on completing the sections of the application | 6 |
| Section 7. Contact Information | 12 |

Section 1. Executive summary

Pancreatic Cancer UK is committed to attracting new research talent and retaining expertise within the field. Through our Future Leaders Fund we are taking the lead in building the critical mass of research leaders and supporting them in their clinical and non-clinical careers.

On the back of previous successful Future Leader calls, Pancreatic Cancer UK is now providing funding to establish a **Future Leaders Academy**. Further details can be found below:

| Type of award | Pancreatic Cancer UK Future Leaders Academy |
|-----------------|--|
| What | Funding for a group of at least five PhD students to undertake research focusing on pancreatic cancer in one organisation or a group of strongly linked, collaborative institutions. The award will support high-calibre graduates to undertake a series of projects in one or more area of pancreatic cancer research . The exact projects that each student will undertake may not be known at this stage but the theme, broad research areas to be addressed and overall vision of the Academy should be made clear in the research proposal. |
| Where | Within one or a collaborative group of not-for-profit UK research institution . |
| Who | Funding will be awarded to one outstanding Academy Director , working with a team of investigators. This team will be responsible for the training and supervision of the Academy Future Leaders. |
| Cost | A total of up to £625,000 is available to meet the following costs: <ul style="list-style-type: none">• Fees and stipend for at least five PhD students• Up to £15,000 per year available for running costs including consumables, travel, dissemination, animal costs and equipment. |
| Duration | Up to 4 years. |

Please note: applications will not be accepted where the primary intent is the purchase of equipment, where the PhD studentship is currently underway or from commercial organisations.

Section 2. Key dates for the 2019/20 Future Leaders Academy

May 1st 2019

Future Leaders Academy round opens for applications

1pm, July 31st 2019

Deadline for applications (applicants will be allowed one week from this date to send hard

| | |
|-------------------------------------|--|
| | copies of the signatory page of the application form) |
| 5pm, Wednesday 7 August 2019 | Deadline for receipt of the hard copy of the application form at Pancreatic Cancer UK's office in London |
| Early August 2019 | Applications checked for eligibility and applicants emailed with any issues or for further information |
| Mid-August 2019 | Applications assessed by external peer reviewers |
| October 2019 | Review comments sent to applicants for rebuttal |
| November 2019 | Rebuttal deadline |
| December 2019/January 2020 | Applications assessed by Pancreatic Cancer UK's Scientific Advisory Board |
| February/March 2020 | Pancreatic Cancer UK's Scientific Advisory Board meeting to discuss and rank the Future Leaders Academy applications |
| March 2020 | Pancreatic Cancer UK's Board of Trustees meets to finalise funding decisions |
| By end March 2020 | Applicants informed of the outcome of their application |

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 Future Leaders Academy award in conjunction with these notes. Please 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/future-leaders-fund/>

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 2019 Future Leaders Academy, 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 Future Leaders Academy 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 2019 Future Leaders Academy is for a maximum of 48 months.

Participants

- The application should be submitted by one Academy Director, supported by a team of Investigators.
- This award should not be used to support students who are already in post and whose studentships are underway.
- The proposed Future Leaders Academy must be based in the UK, at a recognised not-for-profit research organisation/s, such as university, hospital, or similar institution (such as the MRC's institutes or Crick Institute).
 - The Academy can be hosted by a single institution or by multiple institutes under a 'collaborative academy'. A collaborative model could bring together multiple institutes from same city/region or based on established collaboration
 - A collaborative academy will need to articulate how key criteria (training and research programme, expertise in pancreatic cancer, peer support) will not be compromised as a result of a multiple site approach.
- Investigators should be able to demonstrate evidence of a strong track record of leadership and supervision of PhD students, as well as a strong research record (including publications, successful grant applications and ability to lead teams).
- The students supported under this award must be known as a 'Pancreatic Cancer UK Future Leaders' and Pancreatic Cancer UK's support should be 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.
- A prospective student need not have been identified at the time of submitting the application. For any applications where students have been chosen, a one page CV can be included in the appendices.

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 £625,000 is available to establish the Future Leaders Academy which should include at least five students. Funding can be used to meet student fees and stipend and to support running costs of up to £15,000 per year.
- 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 programme will still be delivered within the specified timelines even if additional funding has been secured from other sources.
- 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 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 (SAB) 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 Future Leaders Academy 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 and people with lived experience of pancreatic cancer. We aim to ensure that each application is reviewed by at least five scientific/technical referees.

The external reviewer comments will then be provided to applicants for their rebuttal comments.

If required, representatives from Pancreatic Cancer UK and a subgroup of the SAB will convene to shortlist reviewed applications to be discussed at the SAB meeting in February 2020. Applicants will be informed of the outcome of this shortlisting.

Applications will then be sent to the SAB for further assessment (including review by both scientific/technical and lay members and applicant rebuttal comments).

At the SAB meeting each shortlisted application will be discussed, along with the reviews and rebuttals. The applications will be scored by the SAB giving a final ranking and recommendations for funding.

Review criteria

Each application will be assessed against the following criteria:

- **Strength of the training programme** – *this includes: plans for recruitment of students; plans for integration of the Academy within the host institution; details of the training (both technical and complementary skills such as grant writing, scientific communication, patient involvement) and mentoring programme and student support (pastoral care, external mentorship, career guidance)*
- **Justification of the overarching research programme** – *this includes: justification for the need for the academy; justification of the research themes to be addressed including relevance and importance to pancreatic cancer; feasibility and appropriateness of timelines; and how the research programme complements that of the host institution.*

- **Track record of the Academy Director and Investigators** – *this includes reputation and track record in the research community, and experience of student mentoring and supervision.*
- **Support requested** - *the appropriateness of the support requested.*

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 Future Leaders Academy 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 the Academy Director and each Investigator on the programme.

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 Academy Director and each Investigator. This can be added using the template found in the appendices at the end of the Research Proposal template. Where a candidate has already been identified to fill one of the PhD Studentship positions, their CV should also be added as an appendix.

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 are the research themes to be addressed through the academy** – what issues in pancreatic cancer is the research aiming to address and why is this important for people with pancreatic cancer?
- **How will you support the students to become future leaders in the pancreatic cancer research community** – what are your plans to support and develop the students, and encourage them to remain in the field of pancreatic cancer research?
- **How could the work benefit people with pancreatic cancer in the future** – how could your findings be taken forward and what impact might this have?
- **Are patients involved and if so, how** – if you have involved patients or carers already give details of how, and if patients will be involved in the programme if it is funded, please also give details.
- **What is the overall timeline** – what are the key milestones for the programme?

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 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 information from this summary will be used in Pancreatic Cancer UK's materials and on its website.

For more information on how to write a clear and informative lay summary please use the following resources:

[INVOLVE plain English summaries](#)

[The Plain English Campaign](#)

If you have further enquiries on the use of appropriate language, please email the Research Team at research@pancreaticcancer.org.uk.

Section 3: Details of the Academy programme (4000 words)

This section should be used to give details of your plans for the overall Future Leaders Academy.

In late 2018, The Wellcome Trust undertook a [broad review of biomedical research PhD training](#) to provide evidence on which to base future funding decisions. They reported key findings as to the effectiveness and the future of PhD programmes. We suggest that where applicable these findings should be incorporated in to the Future Leader Academy applications.

At this stage, the exact projects to be undertaken by each student might not be known, but the **overall vision for the Academy** should be clear. You should include:

- the themes of research that the studentships will focus on (which should address areas of research relevant to pancreatic cancer)
- details of potential projects, if they have already been developed
- consideration on how to mitigate duplication or significant overlap of individual student projects whilst retaining a common theme

You should make clear **why the institute(s) are best suited to host the Academy**. This should include details on:

- how the programme complements the existing work of your organisation
- how the work of the host institute(s) will be enhanced by the academy
- details of additional collaborations that are in place that would allow successful implementation of the proposed research, for example financial contributions, equipment etc.
- how the new students will be integrated within your organisation's broader PhD programme
- how the supported students will retain a collegiate charity identity in a wider institute that may host dozens of students

The application should include details on **how the studentships will be structured**. This should include details and justification for:

- duration of programme
- what process you will use to work with the candidates on deciding the project for their PhD e.g. direct entry in to projects vs first year lab rotation model
- the split of rotation and project (if applicable)
- recruitment and student selection to ensure that you are able to recruit top quality graduates
- PhD assessment, during and at the end of studentship (innovation in this area is welcomed)

Your application will be assessed on the **strength of plans for training and mentoring**. This should include details on:

- what organisation, management and administrative arrangements you have in place for the students (e.g. host institute research manager or studentship coordinator)
- what the technical and scientific training programme will look like? This should include how students are supported in day to day research delivery, project mentoring and oversight, opportunities to discuss work in progress at departmental meetings, training in key technical areas
- details of non-technical training and student support. This could include: grant writing skills and/or scientific communication courses; training days on patient involvement; mentoring programme from early career researchers from other research groups/fields; and student support (pastoral care, wellbeing/mental health)
- how you will maximise the chances of the students being awarded PhDs and continuing to contribute to pancreatic cancer research in their future career

Please describe the past experience and **track record of the team in supervising and mentoring students** and team members.

Finally, you should give details of plans for public engagement and dissemination of findings. **There should be a commitment to working with Pancreatic Cancer UK on marketing and communication activities.**

Any supporting figures, photographs or tables may be added as an appendix at the end of the application. This should not be used as an opportunity to include extensions to the text.

Section 4: 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 5: 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.

If you would like to find out more about patient involvement, [INVOLVE](#), the national advisory group for patient involvement, have information and resources to effectively integrate patient insight in to your work.

Section 6: Use of Animals

Teams using animals within their research should provide a justification - applicants must demonstrate that they are implementing the replacement, refinement and reduction of animals in research concordant with guidance from the NC3Rs.

Section 7: Related applications

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

Section 8. Referees

Details of suggested and excluded referees can be included. Please provide the full name and contact details for each referee. We greatly appreciate these suggestions as it allows us to deliver more effective peer review whilst avoiding delays to the process.

Section 9. Monitoring information

Please indicate where you heard about this funding call.

Section 10: 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 full costs of a group of studentships will be met, with the expectation that at least five studentships will be supported.

b) Running costs

Under this scheme, £15,000 per year is available to meet running costs, including: consumables, travel, training, conferences, equipment and animal costs.

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 11: 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 Cost Form Guidance

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.

Monitoring the full Economic Costs of charity-funded research in UK HEIs

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).

Investigator CVs

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

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 Pancreatic Cancer UK's Research team, either by email at research@pancreaticcancer.org.uk or by phone on 0207 820 6705.