

**Pancreatic
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**Pancreatic Cancer UK
Career Foundation Fellowships 2021**

Guidance for Applicants

Preparing and submitting your application

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1. Remit of the 2021 Career Foundation Fellowships

Following discussions with the community we have developed two new fellowships that will support post-doctoral researchers to help them realise their research aims and career ambitions, no matter what their experience or career stage.

The first of these to be opened to application is the **Career Foundation Fellowship**. This provides early career researchers (clinical and non-clinical) the opportunity to develop the skills and build experience needed to take the first step towards becoming an independent investigator. Eligible proposals may focus on any aspect of research that aims to improve the lives of people affected by pancreatic cancer.

2. Key dates for the 2021 Career Foundation Fellowships round

31st August 2021	Career Foundation Fellowships round opens for applications
1pm, Wednesday 3rd November 2021	Deadline for applications
Early November 2021	Applications checked for eligibility and applicants emailed with any issues or for further information
Mid November 2021	Applications assessed by external peer reviewers
January 2022	Applications assessed and shortlisted by Pancreatic Cancer UK's Scientific Advisory Board
Early February 2022	Shortlisted applicants invited for interview
Late February 2022	Interviews
March 2022	Pancreatic Cancer UK's Board of Trustees meets to finalise funding decisions
End of March 2022	Applicants informed of the outcome of their application
From Summer 2022	Successful Career Foundation Fellowships awards begin.

Please note: applications 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.

3. Before you start

These guidance notes are provided to help applicants prepare an application to our Career Foundation Fellowships. Please ensure you complete your application in conjunction with these notes. We have also compiled a list of frequently asked questions.

Please also ensure that you and your institution have reviewed Pancreatic Cancer UK's "Terms and Conditions of Career Foundation Fellowships" (hereafter known as T&Cs), which set out the standard terms applicable to all research grants funded by Pancreatic Cancer UK.

Pancreatic Cancer UK's T&Cs and 2021 Career Foundation Fellowships Frequently Asked Questions (FAQs) can be found on our [website](#).

Please contact the Pancreatic Cancer UK [Research team](#) if you have any trouble locating or accessing any of the relevant documentation.

4. Eligibility

In order for your application to be considered for the 2021 Career Foundation Fellowships round, applicants and institutions must conform to the following eligibility criteria, as well as any additional requirements outlined in the T&Cs.

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.
- External lay reviewers and lay members of Pancreatic Cancer UK's Scientific Advisory Board will assess and/or score your application; the lay summary included with your proposal must be clearly written in plain English and be understandable by a non-scientist. Pancreatic Cancer UK reserves the right to request a resubmission of this lay summary.
- Please use the "Pancreatic Cancer UK Career Foundation Fellowships 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 2021 Career Foundation Fellowships awards are for a **maximum duration of 2 years** and are expected to start no earlier than 1 July 2021 in order to allow time for set-up. Applicants are expected to estimate a *realistic* start date allowing for time for institute contracting and obtaining necessary study approvals.
- The feasibility of completing the project within the stated timelines in the proposal will be taken into consideration by the Scientific Advisory Board when recommending applications for funding. Please be pragmatic when planning your investigations and timelines. Concerns over feasibility and delivery are often cited by reviewers as key areas of concerns in un-funded proposals.

Applicants

- The lead applicant and proposed project must be based in the UK, at a recognised not-for-profit research organisation, such as University, Hospital, or similar Institution (such as an MRC Unit or Institute).

- The application should be submitted by one lead applicant who will be the prospective Fellow/Principal Investigator (PI) but should have a named Supervisor and Collaborators (if necessary).
- We will only accept one application from each lead applicant.
- Eligible applicants include post-doctoral researchers:
 - early in their careers with limited experience in pancreatic cancer research and are beginning to develop their own research ideas and contribute to the field
 - who are re-entering the field following a career break
 - with some experience and who have made contributions to other research fields and/or disciplines for whom this will be their first application in pancreatic cancer
- Final year PhD students may apply but must have undertaken and passed their viva before the Fellowship start date. **A letter of support from the candidate's PhD Supervisor** should be submitted with the application to provide reassurance that the viva will take place within the stipulated timeframe.
- Both clinical and non-clinical applicants are eligible to apply.
- **Group leaders and PIs (including those who are junior) are not eligible to apply.** This includes short-term, PI start-up awards from Host Institutes intended to support promising post-docs in application for career development award/fellowships. We encourage prospective applicants with this type of current funding to apply for the Career Progression Fellowships.
- Applications from researchers with expertise outside the immediate field of pancreatic cancer are welcome but are strongly encouraged to involve the input and expertise of investigators already working in the field.
- All participants on the project should have roles clearly defined and Supervisors and Collaborators should indicate support and specify involvement through an attached and signed letter of support.
- Applicants can undertake a proportion of their Fellowship in another (UK based or non-UK based) Institute of a named Collaborator however, **Pancreatic Cancer UK will contract with one UK-based Host Institution only** and it will be the responsibility of the Host Institution to agree subcontracts with the other Institutions involved in the Fellowship. Our experience is that this subcontracting takes a significant amount of time, so we advise you to coordinate discussion with the Institutes involved as soon as possible as you are developing your proposal. Applicants undertaking a proportion of their Fellowship at another Institute with a named Collaborator will also be required to **include a signed letter of support from the Finance Department of the Institute.**
- Pancreatic Cancer UK will only make direct payments to the Host Institution and will not pay invoices in any currency other than GBP British Pound Sterling.

Ethics

- Pancreatic Cancer UK expects that before work commences on the research, the lead applicant has ensured, in collaboration with the Host Institution and Institutions of Collaborators (if applicable) that 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

- Each award will be for no more than £200,000.
- Once the final award amount has been agreed by Pancreatic Cancer UK's Board of Trustees, this cannot be amended at a later date.
- Support from the Host Institution during and/or following the award and this stage in career is not essential but is desirable. Host support could include but not limited to:
 - Funding for consumables
 - Funding for animal housing cost
 - Applicant salary or proportion thereof
 - Dedicated staff support and/or PhD student
 - Equipment cost, access and/or use
 - Enrolment within training and mentorship programmes
- Career Foundation Fellows who have successfully met their aims and objectives outlined in the initial proposal will be allowed to apply for continuation funding of up to a maximum of 1 year and £100,000. These applications will be objectively peer-reviewed and previous reports will be used in review. Continuation funding cannot be written in to applications at this stage, nor should it be relied upon for the delivery of the Fellowship aims. Continuation funding is something that can only be discussed with the Research Team towards the end of the award.

Eligible costs

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](#). Applications will not be accepted where the primary intent is the purchase of equipment.

- Pancreatic Cancer UK **will only** pay the directly incurred costs of research, including familiar direct research costs such as: salaries of staff specifically involved in or recruited for the project; consumables; animal costs equipment (though not mobile phones or computers as it is expected these should be supplied by the Host Institution); travel costs (where travelling between research sites or for project meetings); costs for supporting patient involvement; publishing costs for open access journals; costs to attend conferences or international meetings.
- Pancreatic Cancer UK **will not** pay costs including:
 - indirect costs: central services; general maintenance; Good Clinical Practice (GCP) training; overheads, e.g. library costs, bench fees, living expenses, electricity etc.
 - directly allocated costs of research projects: Supervisor and Collaborator's time; estates; costs of shared resources such as staff and equipment
 - costs associated with publication of conventional/non-open access journals
 - 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 or call 0207 820 6705.

All applicants are required to complete an Association of Medical Research Charities (AMRC) Full Economic Costing (fEC) information form as part of the application.

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](#) 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' members to ensure that the research we fund is relevant and important to people affected by pancreatic cancer.

All members of our SAB, and the external reviewers who will assess the Career Foundation Fellowships applications adhere to a [Confidentiality and Conflict of Interest policy](#) which is in place to protect and preserve the board when discussing and reviewing research funding applications.



Review process

Following the submission deadline of the Career Foundation Fellowships round, all applications will undergo the following review process:

1. **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.
2. **External peer review:** We aim to ensure that each application is reviewed by at least four international and/or UK scientific/technical and lay referees.
3. **SAB review:** Applications and external peer reviews are sent to the SAB for further assessment (including review by both scientific/technical and lay members).
4. **Application shortlisting:** Representatives from Pancreatic Cancer UK and a subgroup of the SAB will convene to shortlist reviewed applications.
5. **Interviews:** Each shortlisted applicant will be invited to interview with a panel comprising of SAB members and representatives from PCUK. Recommendations for funding will be made based on reviews and interviews.

Critical areas of review

There are a number of sections within the applications form, all of which will be utilised in review and must be completed unless stated as being optional. However, below are a number

of strategic criteria from Section B of the application form that will be critical in informing peer reviews and Scientific Advisory Board member's recommendations.

- **Personal Statement:** Please provide a personal statement detailing your research experience, the subject of your PhD project/current post-doc position and why you feel you would be suitable for this Fellowship.
- **Career Vision Statement:** Please provide a statement detailing your career vision and ambitions, how you will reach this and how this Fellowship will play a role in achieving those career ambitions.
- **Research environment:** Please articulate how and why the named Host Institution, Supervisor(s) and Collaborators are the most appropriate for the effective delivery of this Fellowships and the progression of your research career.
- **Training and career development:** Please outline how you will continue your personal development and enhance your skillset throughout this award.

Feedback

Following the ratification of the funding decision by Pancreatic Cancer UK's Board of Trustees, all applicants will be informed of the decision and provided with feedback from the SAB on request. Applicants are reminded that the decision of the SAB is final. Pancreatic Cancer UK is unable to enter discussions regarding individual funding decisions and SAB members cannot discuss decisions with applicants.

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 Career Foundation Fellowships Research Proposal" template provided. Applications that exceed the stipulated word limits will be returned for revision.

Please note: 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 external referees and members of Pancreatic Cancer UK's Scientific Advisory Board as part of the review process. Referees and SAB members will act in line with our [Confidentiality and Conflict of Interest policies](#). Our full privacy policy can be found [here](#).

Section A: Application details

1: Applicants

- Please provide the name and contact details for each participant on the project. The project should be led by one lead applicant who will be the prospective Fellow/PI and supported by a named Supervisor and other Collaborators (participants contributing to the project but without an involved role)
- Pancreatic Cancer UK's SAB will look at the track record of the lead applicant and supporting team, and we therefore require that a one page CV is provided for the lead

applicant and Supervisor. This can be added using the template found in the appendices at the end of the proposal template.

- For each Collaborator, a signed letter of support should be included in the appendices, specifying support for the proposal and details of their specific contribution to the research.

2: Lay Summary of proposed study

Please provide a detailed and well-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 people with personal experience of pancreatic cancer including lay external reviewers from our [Research Involvement Network](#) and lay members of Pancreatic Cancer UK's SAB 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. Please also **be sure not to include any confidential information** as if the proposal is successful, this summary may be used in Pancreatic Cancer UK's materials and on our website.

The lay summary should be clear and concise, giving a comprehensive overview of the proposed work, for example under the following headings:

- **What are the aims of the study?** Provide clear aims and objectives for the project.
- **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?** You should clearly describe why and how your project addresses such an important issue in pancreatic cancer. There is no need to explain at length the generic importance or impact of the disease as the group who will be reviewing the summary will have a deep understanding of this already.
- **What are you planning to do?** Describe what you will do on the project, avoiding jargon and without describing complex methodology. You should also give details of the key milestones and deliverables for the project. The use of non-scientific analogies is encouraged and diagrams can be included as aids (though not as an alternative to the narrative).
- **How will the work benefit people with pancreatic cancer?** Please give details of the potential impact that could be realised should the project be successful in its aims.
- **Who will you be working with on the project and what expertise do they bring?** Give a brief overview of the team, the expertise they bring and their roles on the project.
- **Are patients involved as participants and if so, what will they be asked to do? If procedures are involved, give details.** If applicable, please describe what will be asked of patients who will be asked to take part in the study as participants.
- **Have you involved or will you involve people affected by pancreatic cancer as partners on the study? If so, give details.** If applicable, please describe the ways in which you've worked or plan to work in partnership with people affected by pancreatic cancer to develop the study and draft the application, or to conduct the research if it is funded.

- **How do you intend to disseminate the findings of your work and ensure they are built upon?** Describe how the findings of your work be shared, whether they are positive or negative.

We **strongly encourage** applicants to involve patients, carers or members of the public in drafting the lay summary. They may be able to advise on the content, language and structure of the summary, as well as the relevance and importance of the proposal to people who have been effected by pancreatic cancer.

Pancreatic Cancer UK has established a **Research Involvement Network**, which is comprised of over 250 people with lived experience of pancreatic cancer. If you would like to involve members of the Network in the development of your proposal/ lay summary, please download and complete an [application](#) from our website and send it along with any questions you have to the [Research team](#) before the 30th September 2021.

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

[INVOLVE plain English summaries](#)

[The Plain English Campaign](#)

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3: Scientific abstract

- Please provide a brief scientific overview of the project of work that will be carried out during your Fellowship, including the aims and objectives, methodology and expected outcomes if successful.
- Citations should not be used in the abstract.
- Abbreviations, if needed, should be spelled out.
- Please be sure not to include any confidential information as this abstract may be published on Pancreatic Cancer UK's website and will be shared with other organisations that Pancreatic Cancer UK are members of (e.g. Association of Medical Research Charities and National Cancer Research Institute) during their annual data collection.

4: Research question: background, importance and relevance

Some key points to consider when answering this question include:

- What is the main problem/question motivating the study? Why is this question important?
- How does the proposed work aim to improve the lives of people with pancreatic cancer in the short, medium or long term? Even if outcomes are currently uncertain, how extensive could the potential impact be?
- How has this question been addressed thus far in the relevant literature? What are the competing theories for explanation of this question? How is this study different from prior research on this problem/question?
- If relevant previous studies are limited, why is this the case? Why has this unique approach and/or theory not been considered previously?

- If promising literature comes from another cancer type, how can these findings be extrapolated to the context of pancreatic cancer?
- What is the potential significance of the results if the project is successful e.g. potential paradigm shift, identifies a new biological mechanism.

5: Hypothesis and objectives

Please state briefly the hypothesis and objectives of the proposed research and ensure that the ways you propose to meet these are addressed in 'Section A: 6 Methodology and statistics'.

Some key points to consider when answering this question include:

- What are the main outcomes of interest?
- Which outcomes are primary to the analysis, which are secondary, and why?

6: Methodology and statistics

There will be dedicated statistical review by leading statisticians that will contribute to recommendations for funding. Please ensure that you have rigorously detailed your methodology and statistical approaches, consulting with a statistician where feasible and appropriate.

Some key points to consider when answering this question include:

- What is the plan for the programme of work: how do the hypothesis and objectives stated in 'Section A: 5- Hypothesis and Objectives' feed into this plan? What key milestones and deliverables will be reached by the end of the proposed research?
- Is there pilot data? Can it be summarised here for reviewers? How has it been used in preparation for this submission?
- What is the basic methodological framework of the study? Why is it suitable to address this research question? What are the key experimental approaches being used to test your hypothesis and achieve objectives?
- How will data be collected and processed?
- If appropriate, please detail 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.
- What potential logistic or scientific problems may arise? What contingencies, solutions or alternative plans are proposed to address these?

There is the option to include any relevant charts, tables or diagrams as appendices at the end of the Proposal template. We recommend that you include a Gantt chart illustrating your projected timelines, milestones and deliverables. This opportunity should not be used as an extension of the word limits for other sections of the application.

7: Other applications for funding

Please provide details of whether you have submitted this proposal/a similar proposal to Pancreatic Cancer UK or another organisation for funding previously.

Section B: Critical review criteria

1: Personal statement

The Career Foundation Fellowships are fundamentally about supporting the burgeoning career of an early stage researcher. It is essential that reviews can understand your career to date in order to appreciate what has informed your Fellowship application.

Some key points to consider when writing your personal statement include:

- Details of PhD study and what you learned academically, technical and personally about yourself and where you may want your career to lead you?
- If applicable, what your next position(s) was, details of that role and why you chose that next step in your career?
- What is the narrative that underpins your career choices and positions up until now?
- Why have your experiences up until now made you feel that you are suitable for this particular Fellowship and not other positions/funding sources?
- Why is now the right time to apply?

2: Career Vision Statement

These Fellowships will only form a part of an applicant's research career but has the potential to be transformative. Reviewers will need to understand what your career ambitions are and how this Fellowships fits in to that vision.

Some key points to consider when writing your Career Vision Statement include:

- What is the next step in your career and how does this Fellowship enable you to take that step?
- Thinking more long term, if you were successful in your Fellowship applications, where do you want your career to go subsequently?
- What are the things you will need to achieve in order to realise your ambitions and can you identify now the things that will help you achieve them?
- What is your research or career mission statement?

3: Research environment

The people, networks, and infrastructure that surround you as you begin to establish your independence are critical. Please detail how your environment at Host and/or Collaborator Institutes that will help you make your proposed Fellowship a success.

Some key points to consider when detailing your research environment include:

- Why is your Supervisor the best person to help support you in your Fellowship?

- Why are you working with your named Collaborators and what is their unique expertise and insights that will enhance your Fellowship?
- Why is your Host Institute and, if applicable, your Collaborator Institutes best placed to support you in this Fellowship and at this stage in your career?
- How will the collaborations, associations and networks established support you throughout your career?

4: Training and professional development:

Technical skill and academic knowledge base are important to achieving success but developing and honing “soft” competencies and skills are equally important in developing a well-rounded approach to your research and career progression. Examples of “soft” skills include: public speaking, public and patient involvement and engagement, writing, networking, project management, team management, mentoring and supporting others etc.

Some key points to consider when detailing your technical and professional development needs include:

- What do you believe you are good at and how will you continue to improve those skills?
- What are your training needs and how will you address them? Please be as specific as possible
- Are you/will you be part of any professional groups or in regular attendance of conferences that will enable you to build your networking and collaborations?

Section C: Finances

1: 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](#). 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

Applications to the Career Foundation Fellowships can include requests for the salary of the applicant/prospective Fellow only. Applicants can choose not to budget salary or only a proportion of salary if this already covered under another grant. Applicants who hold a tenured position at the Host Institution, even if temporary, are unlikely to be supported through Career Foundation Fellowships but are encouraged to consider the Career Progression Fellowships

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.

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.

d) *Conferences and travel costs*

Detailed expenses for attending and travelling to conference, collaborator meetings or secondments should be included here. Costs associated with the travel component (e.g. accommodation) can also be included. Please contact the [Research Team](#) to get guidance on what associated travel costs are covered by our financial eligibility.

e) *Open access publication costs*

Requests to cover open access publication charges arising from successful Fellowships can be included here or any underspend redirected to these costs following the completion of the Fellowship.

For more information regarding eligible costs, please see the 'Eligibility' section of this guidance or email the [Research team](#).

2: Justification of funding requested

- Please provide a full explanation and justification of each cost included 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 'Eligible Costs' 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).
- Where applicant/prospective Fellow salaries have been requested to partially cover their full time employment (e.g. 0.5 FTE), please provide details of where the remaining salary is derived from.

Section D: Additional application specifics

1: Use of animals

- Applicants using animals within their research should provide a full justification. Please also state if the animals you intend to use in the research are genetically modified.
- Applicants are required to provide the power calculations that were used to determine the appropriate sample size. If statistical calculations have not been used to determine the appropriate number of animals to be used, applicants should explain why not and provide the alternative basis for calculation.
- Additionally, applicants must demonstrate that they are implementing the replacement, refinement and reduction of animals in research concordant with guidance from the NC3Rs.

2: Patient involvement

Please provide an indication of where and how patients and the public have been involved in developing 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.

Pancreatic Cancer UK has established a **Research Involvement Network**, which is comprised of over 250 people with lived experience of pancreatic cancer who have all expressed an interest in getting involved in research. If you would like to involve members of the Network in the development of your proposal (this could be through any format including online questionnaires and focus groups), please download and complete an [application](#) from our website and send it along with any questions you have to the [Research team](#) before the 30th September 2021.

You can also find more helpful resources and tips around how to do effective public and patient involvement on our [Research Hub](#).

3: Intellectual property

Please ensure that you have read Pancreatic Cancer UK's T&Cs with regards to our expectations for the management of intellectual property. Please only answer this question if there are any details of any intellectual property (IP) or commercial potential arising from the project that would not ordinarily be covered by your Host Institute's policies.

4: Referees

Please include details of any suggested or excluded reviewers for your application. Please provide the full name **and** contact details for each referee.

Pancreatic Cancer UK makes no guarantee that suggested reviewers will be approached.

Declarations

Please obtain digital signatures from the relevant people detailed in the Research Proposal Template.

Appendices

1: 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.

Please note that no more than one page should be used for references.

2: 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:

- Salary
- 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 Supervisor and Collaborators 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).

3: 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/prospective Fellow and Supervisor. Publications included on CVs 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.

4: 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.

7. Contact Information

To discuss applications to the Pancreatic Cancer UK Career Foundation Fellowships please email the [Research team](#) or by phone on 0207 820 6705.