

**Pancreatic  
Cancer  
U  
K**

**Pancreatic Cancer UK  
Research Innovation Fund 2023**

**Guidance for Applicants**

Preparing and submitting your application

## Applicant checklist to review prior to submission

- I have completed all sections of the application form
- I have read the 2023 RIF guidance, T&Cs and FAQs in full
- Representative from Host Institute Research Office has read the T&Cs
- I have adhered to all word limits
- My proposal has a duration of up to 18 months
- My proposal is for no more than £100,000
- I have checked that all costs included are eligible
- I have provided all required CVs
- I have provided letters of support for all my named collaborators outlining their specific role in the proposal and commitment to the work
- I have obtained digital signatures from myself, my Head of Department and Finance Officer
- I have ensured that the full list of authors has been provided for all references and publications listed on CVs (i.e. I have not used *et al.*)

## Contents

<b>1. Remit of the 2023 Research Innovation Fund .....</b>	<b>1</b>
<b>2. Key dates for the 2023 Research Innovation Fund round.....</b>	<b>1</b>
<b>3. Before you start .....</b>	<b>2</b>
<b>4. Eligibility.....</b>	<b>2</b>
<b>Submission and review .....</b>	<b>2</b>
<b>Project timelines .....</b>	<b>3</b>
<b>Applicants .....</b>	<b>3</b>
<b>Ethics.....</b>	<b>3</b>
<b>Funding.....</b>	<b>4</b>
<b>Eligible costs.....</b>	<b>4</b>
<b>5. How your application will be assessed .....</b>	<b>5</b>
<b>Governance .....</b>	<b>5</b>
<b>Review process.....</b>	<b>5</b>
<b>Critical areas of review .....</b>	<b>5</b>
<b>Feedback.....</b>	<b>6</b>
<b>6. Guidance on completing the sections of the application.....</b>	<b>6</b>
<b>Section A: Application details.....</b>	<b>6</b>
<b>Section B: Critical review criteria .....</b>	<b>9</b>
<b>Section C: Finances.....</b>	<b>10</b>
<b>Section D: Additional application specifics .....</b>	<b>11</b>
<b>Declarations .....</b>	<b>12</b>
<b>Appendices .....</b>	<b>12</b>
<b>7. Contact Information.....</b>	<b>14</b>

## 1. Remit of the 2023 Research Innovation Fund

The aim of the Pancreatic Cancer UK Research Innovation Fund is to encourage and support truly unique and innovative research into the causes, treatment and detection of pancreatic cancer and the support for those with it.

The seed funding scheme will provide short-term investment (maximum of £100,000 over 12 to 18 months) to address research questions and hypotheses that are truly innovative in their objectives and/or means of delivery. The focus of the work can be in any field or area of research which, in short or long term, may one day improve the quality of life of people with pancreatic cancer. The proposed studies should be underpinned by rigorous methodological approaches, world class research expertise and high-quality research facilities.

### Statement of innovation

Pancreatic Cancer UK and its Scientific Advisory Board believe that true innovation must be fostered in order to initiate investigation that will lead to the much-needed improvements to the lives of people with pancreatic cancer.

The aspiration towards true innovation may have inherent risks and we are not naïve to that fact. However, innovative ideas delivered with sound and rigorously developed methodology by experts in world-class research institutes will produce results of great value, whether perceived as positive or negative, and as such we will support high risk but potentially high reward research proposals.

To strictly define innovation would be to limit potential, however, in general, we will be looking for proposals that: prove feasibility; generate proof-of-concept data; quickly explore a novel promising observation that may or may not be published; build on very early/limited pilot data; apply a cutting edge technique or knowledge in a novel context; address paradigm shifting questions; fundamentally change how we think about a biological process; enable the completion of compelling investigations that are secondary findings to the primary aims of a current grant.

Proposals may not be deemed innovative if they are: a direct continuation of relatively progressed prior research; aim to produce small incremental gain in knowledge of widely established and well published findings.

Whilst we encourage innovation, proposals must be realistic in their hypothesis, proposed aims and plan of investigation.

## 2. Key dates for the 2023 Research Innovation Fund round

**Monday 2<sup>nd</sup> October 2023**

Research Innovation Fund round opens for applications

**1pm, Thursday 14<sup>th</sup> December 2023**

Deadline for applications

<b>Mid-December 2023</b>	Applications checked for eligibility and applicants emailed with any issues or for further information
<b>February 2024</b>	Applications reviewed by Pancreatic Cancer UK's Scientific Advisory Board (SAB)
<b>March 2024</b>	A funding recommendation is made based on the SAB's scores and comments
<b>April 2024</b>	Applicants informed of the outcome of their application

*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 Research Innovation Fund. 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 Research Grants" (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 2023 RIF 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 2023 Research Innovation Fund 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

- Pancreatic Cancer UK will not consider unrevised applications that have been rejected by the Scientific Advisory Board under a previous round.
- 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.
- 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 Research Innovation Fund 2023 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 2023 Research Innovation Fund awards are for a **duration of between 12 and 18 months**. Applicants are expected to estimate a *realistic* start date allowing for time for recruitment of new staff 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.
- Applications will not be accepted where the study is currently underway.

## 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 the MRC’s institutes or Crick Institute).
- The application should be submitted by one lead applicant with a strong track record in conducting research who will be the person responsible for the direction of the team. We will only accept one application from each lead applicant (though the lead applicant may be involved in another application in a different role).
- Applications from early/mid-career researchers as lead applicants or co-investigators responsible for the delivery of the work are welcome but must be supported by a supervisor deemed an expert in their field.
- 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.
- Applicants should ensure that they have the necessary collaborations in place before submission.
- All participants on the project should have roles clearly defined and collaborators should indicate support and specify involvement through an attached letter of support.
- Collaborators may be based outside the UK, and efforts for international collaboration are encouraged, but Pancreatic Cancer UK’s funding should only be allocated within the UK in your budget.

## Ethics

- Pancreatic Cancer UK expects that before work commences on the research, the lead applicant has ensured, in collaboration with the host institution, 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 £100,000.
- Once the final award amount has been agreed by Pancreatic Cancer UK's Board of Trustees, this cannot be amended at a later date.
- Pancreatic Cancer UK welcomes creative approaches to funding including complementary or matched funding to further support the intentions of the Research Innovation Fund. However, it will be expected that the aims and objectives indicated in applications for Research Innovation Fund awards will still be delivered within the specified timeline even if additional funding has been secured from other sources. Any additional funding should be confirmed at the time of application.

## 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.
- 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: lead and co-applicants' time; estates; costs of shared resources such as staff and equipment
  - costs associated with dissemination, including publication costs and costs to attend conferences or international meetings.
  - 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.*

**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 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 Research Innovation Fund 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. **SAB review:** Applications are sent to the SAB for review. The SAB, which includes scientific/technical and lay members, will provide comments and a score for each application.
3. **Funding recommendation:** The SAB Chairs will make a funding recommendation to PCUK based on the SAB's comments and scores.

### 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 three strategic criteria from section B of the application form that will be critical in informing the Scientific Advisory Board's recommendations.

#### Statement of innovation and justification

Innovation will be crucial in the review and recommendations made so please outline how your proposal aligns with the statement of innovation. Please also justify why your proposal is most effectively supported by a seed funding scheme and/or why other schemes are not suited to the planned research.

#### Methodology and statistics

With research proposals that may be high risk, rigorously developed methodology complemented by accurate and appropriate statistical analysis must be clearly articulated in the



applications to ensure that outcomes, positive or negative, are not undermined by the means of study.

### Expertise and environment

True innovation delivered by world class research experts, teams and institutes mitigate risk and ensures that whatever the outcome, it is of value. Please articulate why applicants, collaborators and host institute are best placed to deliver valuable outcomes.

### **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. 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 Research Innovation Fund 2023 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 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 and can be supported by a team of co-applicants (participants with a specific role on the project), collaborators (participants contributing to the project but without an involved role) and staff members (participants whose salary will be requested through the award).
- Pancreatic Cancer UK's SAB will look at the track record of the lead applicant and supporting team, and we therefore require that a one page CV is provided for the lead applicant and each co-applicant. This can be added using the template found in the appendices at the end of the proposal template.
- For each collaborator, a 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.
- **Why is this project innovative in the field of pancreatic cancer?** You should clearly describe how the project aligns with Pancreatic Cancer UK's statement of innovation (found at the start of this document) without the use of jargon or scientific language.
- **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 300 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](#).

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](#)

### 3: Scientific abstract

- Please provide a brief scientific overview of your project, 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 B: 2 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: Previous 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: Statement of innovation and justification

The Research Innovation Fund is designed to fund proposals that are truly innovative and novel in the field of pancreatic cancer.

Some key points to consider when answering this question include:

- How does the proposal align with the statement of innovation at the start of this document?
- Why are you applying to the Research Innovation Fund to fund your proposal? What justification can you provide to demonstrate that seed funding is appropriate to fund the project?
- Why are other types of funding schemes not suited to the planned research?
- How could this study make subsequent funding applications more competitive? Is there a 'line of sight' from this award towards specific funding mechanisms?

### 2: Methodology and statistics

With research proposals that may be high risk, rigorously developed methodology complemented by accurate and appropriate statistical analysis is essential.

There will be dedicated statistical review by leading statisticians that will contribute to recommendations for funding. Please ensure that you have rigorously checked and/or consulted 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 Project 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.

### 3: Expertise and environment

True innovation delivered by world class research experts, teams and institutes mitigate risk and ensures that whatever the outcome, it is of value.

Some key points to consider when answering this question include:

- What relevant expertise and individual contributions do each of the co-investigators and collaborators bring to the project?
- Why are applicants and collaborators best placed to deliver valuable outcomes?
- Is the team new to the field of pancreatic cancer? Are necessary collaborations in place to successfully undertake and deliver the work, and understand its applicability and translatability in the pancreatic cancer setting?
- How is the host institute best placed to deliver this project? Please describe the research facilities, resources, and equipment that are available to the Lead Applicant and each of the collaborators and co-investigators to allow successful implementation of the proposed research.
- Where the Lead Applicant or any of the collaborators and co-applicants are located in a major research institute or centre, such as an Experimental Cancer Medicine Centre or Cancer Research UK Cancer Centre, please indicate how the proposed research aligns with the Institute/Centre Strategy.

## 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 Research Innovation Fund can include requests for the salaries of staff members who are directly involved in the research project, for example for staff at post-doctoral, clinical or technical level or on administrative scales. Pancreatic Cancer UK will not normally fund the salaries of senior researchers and will only fund applicants who do not hold a tenured position at the host institution.

**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 £500 should be listed as a running expense rather than an equipment cost.

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 staff salaries have been requested, please provide details of their role on the research project.

## 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 150 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](#).

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.

## 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:

- 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).

### 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 and each co-applicant. Where the lead applicant is an early/mid-career researcher responsible for the delivery of the work we require an additional CV from a supervisor deemed an expert in their field. 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 Research Innovation Fund please email the [Research team](#).