**Application cover page**

Please refer to the **Guidance for Applicants** **document** which provides further guidance and detail on completing each of the sections below.

|  |  |
| --- | --- |
| Name of lead applicant |  |
| Lead applicant email |  |
| Post held |  |
| Name of Institution |  |
| Institution address |  |
| Scientific project title |  |
| Non-scientific, ‘Plain English’ project title |  |
| Proposed start date |  |
| Duration *(between 12 & 18 months)* |  |
| Total requested *(no more than £100,000)* |  |
| Finance Office contact name and email |  |
| Contract Office contact name and email |  |
| Where did you see the Research Innovation Fund advertised? |  |

***Please note that your application should be submitted using this template to*** [***research@pancreaticcancer.org.uk***](mailto:research@pancreaticcancer.org.uk) ***by 1pm on Thursday 14th December 2023***

*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.*](https://www.pancreaticcancer.org.uk/research/our-policies-advisory-board/scientific-advisory-board/) *Our full privacy policy can be found* [*here.*](https://www.pancreaticcancer.org.uk/privacy-policy/)

**Section A- Application details**

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

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

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

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

(Please duplicate the boxes above to add further collaborators)

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

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

Please ensure you have completed the **one page CV** template within the appendices at the end of this research proposal template for the **Lead applicant and each co-applicant**. Where the lead applicant is an early/mid-career researcher please provide an additional CV from a supervisor. The full author list should be included for any publications listed on CVs.

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

| **2: Lay summary of proposed study** |
| --- |
| *Please provide a clear, concise and comprehensive overview of the proposed work, for example:*   * *Clearly state the aims and objectives of the proposed research, the relevance to people affected by pancreatic cancer, and to the wider research landscape. The pathway to impact should be clearly described.* * *Clearly state* ***why this project is truly innovative*** *in the field of pancreatic cancer and justify why your proposal is most effectively supported by a seed funding scheme.* * *Clearly describe exactly what you are going to do in the project, without jargon or acronyms. You should also outline the key timeline, including milestones and deliverables.* * *Summarise who is involved in the work, and why this is the best group and best environment to take the proposed research forward.* * *If applicable, provide details of how people affected by pancreatic cancer will be involved as participants in the research.* * *Explain how you have involved people affected by pancreatic cancer in the planning or design of the research proposal, and how people would continue to be involved if the project is funded.* * *Describe how you will communicate the findings of the research and ensure they are utilised and built upon.*   *Please make sure to prepare the lay summary in language suitable for a non‐scientific audience and be sure not to include any confidential information as this summary may be used in Pancreatic Cancer UK’s marketing materials and website.*  *This summary will be reviewed and scored by Pancreatic Cancer UK’s lay reviewers and lay Scientific Advisory Board members; it is therefore vital that it is clear, comprehensive and easy to understand.*  *For further guidance on writing a lay summary, please refer to the Guidance for Applicants.* |
| {INSERT TEXT HERE – 800 words max} |
| *Describe your project in a one or two sentence, ‘in a nutshell’, summary.* |
|  |

| **3: Scientific abstract** |
| --- |
| *Please provide a scientific abstract for this project. Please be sure not to include any confidential information as this abstract may be published on Pancreatic Cancer UK’s website and the websites of other organisations that we are members of e.g. AMRC and NCRI.* |
| {INSERT TEXT HERE – 400 words max } |

| **4: Research question: background, importance and relevance** |
| --- |
| *Please clearly and succinctly articulate the main problem/question motivating the study and why this is an important and relevant question within pancreatic cancer.* |
| {INSERT TEXT HERE – 200 words max} |

| **5: Hypothesis and objectives** |
| --- |
| *Please clearly state the study’s hypothesis and the main outcomes of interest, both primary and secondary.* |
| {INSERT TEXT HERE – 200 words max} |

| **6: Previous applications for funding** | |
| --- | --- |
| *Has the lead applicant of this proposal submitted an application to the Pancreatic Cancer UK Research Innovation Fund before?* | Yes  No |
| *If this project has been submitted to Pancreatic Cancer UK previously, please indicate how this application differs.* | |
| {INSERT TEXT HERE} | |
| *Has this project or any element of this project been submitted to another funding agency?* | Yes  No |
| *If this project or any element of this project has been submitted elsewhere, please indicate to which funder, whether you have heard the outcome or when you are likely to hear the outcome.* | |
| {INSERT TEXT HERE} | |

**Section B- Critical review criteria**

**Please note that each of the sections below will be individually scored by referees and the Scientific Advisory Board. For more information on review processes, please refer to the guidance document.**

| **1: Statement of innovation and justification** |
| --- |
| *Please outline how your proposal aligns with the statement of innovation included within the ‘Guidance for Applicants’ document. Please 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.* |
| {INSERT TEXT HERE – 200 words max } |

| **2: Methodology and statistics** |
| --- |
| *Please describe in clear detail the research methods to be used in the proposed research. This should include a plan for the delivery of the project listing the milestones and deliverables that will be reached by the end of the proposed research. Please ensure that any supporting diagrams, graphs or figures are also included in the appendices.*  *You should also include details of the biostatistical or statistical methods and calculations.* |
| {INSERT TEXT HERE- 500 words max} |

| **3: Expertise and environment** |
| --- |
| *Please articulate why applicants, collaborators and the host institute are best placed to deliver valuable outcomes from the proposed study.*  *If your team is new to the pancreatic cancer research field, please indicate how you have ensured that you have the necessary collaborations in place to successfully take this piece of research forward.* |
| {INSERT TEXT HERE – 300 words max} |

**Section C- Finances**

| **1: Projected costs** *- please provide a detailed breakdown of the budget requested under this proposal. Pancreatic Cancer UK will only meet directly incurred costs of research. For more information on eligibility of costs, please see the accompanying guidance notes.*  *Please add rows as required.* |
| --- |
| **Salary costs** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff member name or position, role in the project and %FTE** | **Breakdown of costs, e.g. salary, national insurance, superannuation etc.** | **Costs requested** | | |
| Year 1 | Year 2 | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Running costs** | | | | |
| **Category (consumables, animal costs, travel etc.)** | **More information – breakdown of costs** | **Costs requested** | | |
| Year 1 | Year 2 | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Equipment (only items over £500)** | | | | |
| **Item** | **Details** | **Year of claim** | | **Total** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  | **TOTAL BUDGET** | |  |

| **2: Justification of funding requested** |
| --- |
| *Please provide a full justification of the costs listed in the previous section. Pancreatic Cancer UK’s Research team will scrutinise this budget against the Department of Health AcoRD guidelines, in line with which the charity funds research. This justification must therefore include enough detail for this scrutiny. For more information on the AcoRD guidelines, please see the accompanying guidance notes.*  *Please note: if you have patients participating in your project it is likely that NHS costs will be incurred. Please provide assurance that these costs will be met.* |
| {INSERT TEXT HERE – 400 words max } |
| *Please describe any further funding, resources and/or support that has been secured to support the proposed research.* |
| {INSERT TEXT HERE – 200 words max } |

**Section D- Additional application specifics**

| **1: Use of animals** | |
| --- | --- |
| *Does your project involve the use of animals?* | Yes  No |
| *Please provide further details of how animals will be involved in this project. This should include details of the specific animal species and why this species is most appropriate, whether the animals are genetically modified, the number of animals to be used, the severity of procedures and a demonstration that you will implement the replacement, refinement and reduction of animals in research concordant with guidance from the NC3Rs.*  *If you answered no to the question above, please skip this question.* | |
| {INSERT TEXT HERE} | |

|  |  |
| --- | --- |
| **2: Patient involvement** | |
| *Has and/or will your project involve people affected by pancreatic cancer in its development and/or delivery?* | Yes  No |
| *If yes, please give details of how you have collaborated with people affected by pancreatic cancer in the design and development of this proposal. Please also describe the ways in which you plan to involve people affected by pancreatic cancer in the project if it is funded.*  *If no patient and public involvement has taken place/ is planned, please indicate why. Pancreatic Cancer UK is happy to discuss ways that patients and family members may be able to get involved in the design and delivery of your research. We can also provide access to our Research Involvement Network in supporting pre-submissions – see the guidance notes for details.* | |
| {INSERT TEXT HERE – 300 words max } | |

|  |
| --- |
| **3: Intellectual property** |
| *Please provide additional 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.*  *Please skip this question if there are no additional details.* |
| {INSERT TEXT HERE – 300 words max} |

**Declarations**

|  |  |  |
| --- | --- | --- |
| *Please arrange for digital signatures to be included from the relevant people below.* | | |
| *Declaration from the Lead Applicant:*   * I have read Pancreatic Cancer UK’s Terms and Conditions and agree to abide by them. * I note that no alterations can be made to the award without prior approval from Pancreatic Cancer UK. * I shall be actively engaged in day to day control of the programme. * I understand that progress reports will be required by Pancreatic Cancer UK. * I declare that the information given on this form is complete and correct. | | |
| Lead applicant name | Signature | Date |
|  |  |  |
| *Declaration from the Finance Officer:*  I confirm that I have read and accept the conditions under which grants are awarded and that the budget details given accurately reflect the programme of work. I have checked the financial details of this research application and agree to administer the award if made. | | |
| Finance Officer name | Signature | Date |
|  |  |  |
| *Declaration from the Head of Department:*  I confirm that I have read and accept the conditions under which grants are awarded and agree to support the applicant through commitment to facilitate the research proposed. | | |
| Head of Department | Signature | Date |
|  |  |  |

## 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.)* |  |

## Appendices

## 1: References

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

## 2: AMRC Full Economic Cost Form Guidance

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

As a member of the Association of Medical Research Charities (AMRC), Pancreatic Cancer UK monitors the full Economic Costs (fECs) of the research we support. Unlike some other funding bodies, such as the research councils, AMRC member charities will not fund the fECs, or a proportion of these. The figures provided should include the standard indexation rate used by the institution to calculate fECs.

Only universities using TRAC costing methodology should enter actual values in the form.

Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

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

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

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

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

## 3: CVs

Please ensure you have completed this one page CV template for the Lead applicant and each co-applicant. Where the Lead applicant is an early/mid-career researcher we require an additional CV for the Supervisor on the project.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Curriculum Vitae** (please add rows where required) | | | | | | | | | | | | | |
| Full name | | | | |  | | | | | | | | |
| Current post held | | | | |  | | | | | | | | |
| Role on the proposal | | | | |  | | | | | | | | |
| Time to dedicate towards this research (% FTE) | | | | |  | | | | | | | | |
| **Positions held** | | | | | | | | | | | | | |
| Start date | End date | | | Job title | | | Group Leader | | | | Location | | |
|  |  | | |  | | |  | | | |  | | |
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| **Grants awarded** | | | | | | | | | | | | | |
| Award type and funder | | Role on award | | | | Title | | | | Funding amount | | Award dates | |
|  | |  | | | |  | | | |  | |  | |
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| **Publications** | | | | | | | | | | | | | |
| No. first author publications | | |  | | No. last author publications | | |  | Total no. of publications | | | |  |
| **Top 5 publications from the last five years relevant to this application** (please include the full list of authors for each publication) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
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## 4: Other appendices

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