

**Pancreatic
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**Pancreatic Cancer UK
2023/24 Career Foundation Fellowships**

Guidance for Applicants

Preparing and submitting your application

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1. Applicant checklist to review prior to submission

- | | |
|--|--------------------------|
| I have completed all sections of the application form | <input type="checkbox"/> |
| I have read the 2023/24 CFF guidance, T&Cs and FAQs in full | <input type="checkbox"/> |
| Representative from Host Institute Research Office has read the T&Cs | <input type="checkbox"/> |
| I have adhered to all word limits | <input type="checkbox"/> |
| My proposal has a duration of up to 3 years | <input type="checkbox"/> |
| My proposal is for no more than £300,000 | <input type="checkbox"/> |
| I have checked that all costs included are eligible (please refer to page 4 for eligible funding) | <input type="checkbox"/> |
| I have provided a CV for myself and my supervisor | <input type="checkbox"/> |
| I have provided letters of support for all my named collaborators outlining their specific role in the proposal and commitment to the work | <input type="checkbox"/> |
| I have obtained digital signatures from myself, my Head of Department and Finance Officer | <input type="checkbox"/> |
| 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 <i>et al.</i>) | <input type="checkbox"/> |

2. Before you start

These guidance notes are to help prepare an application for our 2023/24 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 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 2023/24 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.

3. PCUK Career Foundation Fellowships

The aim of the PCUK Career Foundation Fellowships (CFFs) is to attract and retain researchers in the field of pancreatic cancer early in their career. These awards are intended to provide early career, post-doctoral researchers (clinical and non-clinical) the opportunity to develop the skills and 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. We would however advise that prospective applicants read the Pancreatic Cancer UK [Research Strategy](#) in order to maximise the strategic alignment of their proposals. Researchers currently outside of pancreatic cancer are welcome to apply in collaboration with experts already working in the field.

Please note:

- Having engaged with other funders (e.g. NIHR, UKRI and CRUK), your eligibility to apply for their fellowship awards should **NOT** be affected by holding a PCUK CFF award.
- At the end of the PCUK CFF award, you should be in a competitive position to apply for career development awards from other funders, as indicated in **Figure 1** below. However, if you want to clarify your eligibility for the types of awards you may want to apply for following a PCUK CFF, please contact the relevant funder for more details on their awards and the eligibility criteria:
 - CRUK - fellowships@cancer.org.uk
 - NIHR - Academy-awards@nihr.ac.uk
 - UKRI - fellows@ukri.org

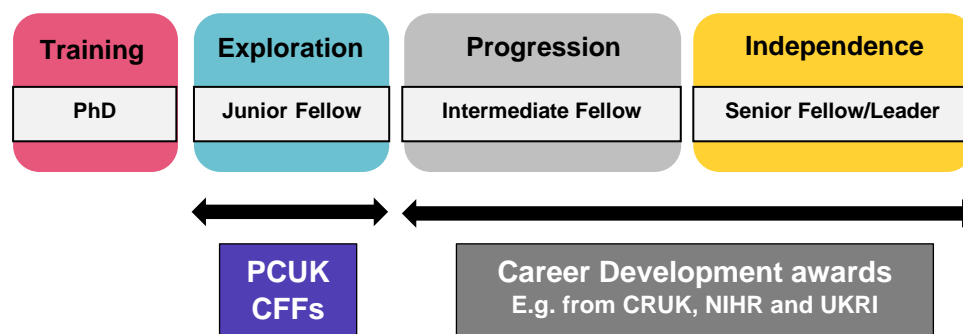


Figure 1: Researcher career pathway and awards available. Following training (e.g. completion of a PhD studentship), postdoctoral researchers are at the exploration stage of their career and beginning to take the initial steps towards establishing themselves within a research field. Once researchers have acquired more experience and demonstrated an ability to deliver independent areas of work, they have progressed further along the career pathway and ultimately achieved complete independence (e.g. as a research leader). **The PCUK CFF award is intended for early career researchers at the exploration stage**, after which they should be in a competitive position to apply for career development awards from other funders, enabling the transition to independent research.

- We have undertaken extensive consultation with the research community and PCUK’s Scientific Advisory Board, as well as benchmarking against other UK fellowship schemes to ensure we have the most appropriate focus within our career support. We believe that the CFFs address a clear gap for researchers who require the means to demonstrate the first steps of independence – these will therefore become the Charity’s strategic focus. As such, **we are pausing Career Progression Fellowships** for the time being. We will regularly review our approaches to career support and revise when appropriate.
- We have made the CFFs deliberately inclusive, recognising that post-docs take very different career routes and that many levels of experience still require a “foundation” investment to allow that researcher to demonstrate their ability to develop and deliver independent research activities. However, **it will be for the applicant to justify how the CFF is relevant to them** at their career stage/experience level and why it allows them to realise their career goals.
- If you have any queries about eligibility, **please do not hesitate to get in touch** and we will ensure that you have the clarity you need before applying to the scheme.

Summary of key information	
Career level	<p>Eligible applicants include early career post-doctoral researchers (clinical and non-clinical):</p> <ul style="list-style-type: none"> • with limited experience (e.g. final year PhD students) in pancreatic cancer research and are beginning to develop their own research ideas and contribute to the field • with experience of and contribution to pancreatic cancer research, but have yet to demonstrate the ability to develop and deliver their own independent research ideas • with some experience of pancreatic cancer research who are re-entering the field following a career break • with some experience and who have made contributions to other relevant research fields and/or disciplines for whom this will be their first application in pancreatic cancer
Size	Up to £300,000
Duration	Up to 3 years
Research area	Any aspect of research that aims to improve the lives of people affected by pancreatic cancer. We would however advise that prospective applicants read the Pancreatic Cancer UK Research Strategy in order to maximise the strategic alignment of their proposals.

Key dates	
30 th Oct 2023	Applications open
30 th Jan 2024	Deadline for applications
Early July 2024	Interviews
October 2024	Applicants informed of the outcome of their application

4. Eligibility

In order for your application to be considered for the 2023/24 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.

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 early career post-doctoral researchers:
 - with limited experience (e.g. final year PhD students) in pancreatic cancer research and are beginning to develop their own research ideas and contribute to the field
 - with experience of and contribution to pancreatic cancer research, but have yet to demonstrate the ability to develop and deliver their own independent research ideas
 - with some experience of pancreatic cancer research 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 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.
- The CFFs are not career development awards used to establish independent research groups. **Group leaders and PIs (whether salaried or not) 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.
- 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.

Submission and review

- Applicants should not approach members of the Pancreatic Cancer UK's Fellowship Panel 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 Fellowship Panel 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 "2023/24 Career Foundation Fellowship 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 2023/24 Career Foundation Fellowship awards are for a **maximum duration of 3 years**. Applicants are expected to estimate a *realistic* start date allowing for time for institute contracting and obtaining necessary study approvals. Successful candidates may change their initially stated start date, but only if it is raised before contracts have been agreed and signed and the new start date is not over 9 months following outcome.
- The feasibility of completing the project within the stated timelines in the proposal will be taken into consideration by the Fellowship Panel 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 unfunded proposals.

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 £300,000**.
- 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 at this stage in the 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

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.

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 [Career Foundation Fellowship Panel](#), which has membership drawn from world-leading pancreatic cancer researchers from across the globe. The Fellowship Panel includes a diverse range of expertise to ensure that we fund only the highest quality research. The board also includes people with personal experiences of pancreatic cancer as 'lay' members to ensure that the research we fund is relevant and important to people affected by pancreatic cancer.

All members of our Panel, 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 Fellowship 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. **Fellowship Panel review:** Applications and external peer reviews are sent to the Panel for further assessment (including review by both scientific/technical and lay members).
4. **Application shortlisting:** The Chairs of the Fellowship Panel will convene to shortlist reviewed applications.
5. **Interviews:** Each shortlisted applicant will be invited to interview with the Fellowship Panel and representatives from Pancreatic Cancer UK. Recommendations for funding will be made based on reviews and interviews.

Critical areas of review

There are a number of sections within the application 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 the Fellowship Panel 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 Fellowship 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 Fellowship Panel comments. Applicants are reminded that the decision of the Panel is final. Pancreatic Cancer UK is unable to enter discussions regarding individual funding decisions and Panel 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 "2023/24 Career Foundation Fellowship 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 Fellowship Panel as part of the review process. Referees and Panel 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 Fellowship Panel 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 Fellowship Panel 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 350 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 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 reviewers 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 that have been 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?
- How will you go about building your network and collaborations through the Fellowship?

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.

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) *Networking, conferences and travel costs*

We strongly support Fellows using the budget to build their professional networks and relationships. Detailed expenses for attending and travelling to conferences, 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) *Training and development costs*

We welcome applicants budgeting for any cost associated with their training and development as an early career researcher establishing their independence, ultimately towards PI/group leader. Any cost associated with this should be detailed in this section.

f) *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 350 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](#) by late November 2023.

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.

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 Panel members.

Declarations

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

7. Contact Information

To discuss applications to the Pancreatic Cancer UK Career Foundation Fellowships, please email the [Research team](#).