**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/prospective Fellow |  |
| Lead applicant email |  |
| Post held |  |
| Name of Institution |  |
| Institution address |  |
| Fellowship title |  |
| Non-scientific, ‘Plain English’ Fellowship title  |  |
| Proposed start date  |  |
| Duration *(up to 3 years)* |  |
| Total requested *(no more than £300,000)* |  |
| Finance Office contact name and email |  |
| Contract Office contact name and email |  |
| Where did you see the Career Foundation Fellowship advertised? |  |

***Please note that your application should be submitted using this template to*** ***research@pancreaticcancer.org.uk*** ***by 1pm, Tuesday 30th January 2024***

*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 Career Fellowship Panel as part of the review process. Referees and Panel members will act in line with our* [*Confidentiality and Conflict of Interest policies.*](https://www.pancreaticcancer.org.uk/what-we-do/about-us/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, Supervisor and Collaborators. Please duplicate the boxes where needed.* |
| Lead applicant name |  |
| Current post held |  |
| Institution |  |
| Email |  |
| Telephone number |  |
| Contact Address |  |

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

(Please duplicate the boxes above to add further co-applicants, if necessary)

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

(Please duplicate the boxes above to add further collaborators, if necessary)

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 Supervisor included in the application.** The full author list should be included for any publications listed on CVs.

You should also include a **signed letter of support from your Supervisor and each Collaborator**, detailing their role and demonstrating their commitment to the project. Final year PhD students must include a letter of support from their PhD Supervisor to provide reassurance that the viva will take place before the Fellowship start date.

| **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.*
* *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.*
* *Explain how achieving the objectives will benefit people affected by pancreatic cancer, either as a direct result of the findings or to inform further research that might lead to benefit and impact in the future – the pathway to impact should be clearly described.*
* *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 Panel 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 the project of work that will be carried out during your Fellowship. 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.*  |
| {INSERT TEXT HERE – 200 words max } |

| **4: Research question: background, importance and relevance** |
| --- |
| *Please clearly and succinctly articulate the main problem/question motivating your work and why this is an important and relevant project within pancreatic cancer. You should also include a summary of any current or published work relating to the proposal.*  |
| {INSERT TEXT HERE – 800 words max} |

| **5: Hypothesis and objectives**  |
| --- |
| *Please clearly state your Fellowship’s hypothesis and the main outcomes of interest, both primary and secondary.* |
| {INSERT TEXT HERE – 400 words max} |

| **6: 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- 800 words max} |

| **7: Previous applications for funding** |
| --- |
| *Has the lead applicant of this proposal submitted an application to Pancreatic Cancer UK before?* | [ ]  Yes [ ]  No |
| *If this project or an element of it 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 Career Fellowship Panel. People affected by pancreatic cancer will also be reviewing this proposal, applicants are therefore encouraged to be sensitive to this when completing the following sections of the application. For more information on review processes, please refer to the guidance document.**

**Section B word limit: 1800 words max.** It is for the applicant to determine the proportion of words used per question.

| **1: 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.* |
| {INSERT TEXT HERE} |

| **2: 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.* |
| {INSERT TEXT HERE} |

| **3: Research environment** |
| --- |
| *Please articulate how and why the named Host Institution, Supervisor(s) and Collaborators are the most appropriate for the effective delivery of this Fellowships and the progression of your research career.**If you are 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 Fellowship forward.* |
| {INSERT TEXT HERE} |

| **4: Training and personal development**  |
| --- |
| *Please outline how you will continue your personal development and enhance your skillset throughout this award.* |
| {INSERT TEXT HERE} |

**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.** |  |
| Year 1 | Year 2 | Year 3 | Total |
|  |  |  |  |  |  |
|  |
| **Category (consumables, animal costs, travel etc.)** | **More information – breakdown of costs** |  |
| Year 1 | Year 2 | Year 3 | Total |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |
| **Item** | **Details** | **Year of claim** | **Total** |
|  |  |  |  |
|  |
| **Type of cost (Conference and Travel costs/ Open Access Publishing)** | **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 from Host and/or Collaborator Institute or other source that has been secured to support the proposed Fellowship.* |
| {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 – 400 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 } |

|  |
| --- |
| **4: Referees** |
| *Please include names* ***and*** *contact details of suggested international external referees for this proposal. You may also include names and contact details of reviewers to be excluded.*  |
| {INSERT TEXT HERE} |

## 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: Lead Applicant and Supervisor CVs

Please ensure you have completed this one page CV template for the Lead applicant/prospective Fellow and 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Grants awarded (if applicable)** |
| Award type and funder | Role on award | Title | Funding amount | Award dates |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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) |
|  |
|  |
|  |
|  |
|  |

## 4: Other appendices

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

**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 formI have read the 2023/24 CFF guidance, T&Cs and FAQs in fullRepresentative 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 3 years | [ ]  |
| My proposal is for no more than £300,000 | [ ]  |
| I have checked that all costs included are eligible (please refer to page 4 for eligible funding) | [ ]  |
| I have provided a CV for myself and my supervisor | [ ]  |
| 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.)* | [ ]  |