

Guidance for Applicants: Full Application Form

Please note: You are only eligible to submit a full application form, following Letter of Intent Submission, review and approval by Pancreatic Cancer UK's Research. If you have not yet submitted a Letter of Intent, please email the [Research Team](#).

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If you have not yet submitted a Letter of Intent, please email research@pancreaticcancer.org.uk.

1. Applicant checklist to review prior to full application submission

This checklist has been provided for you to ensure all the requirements for the full application form submission have been met. Please tick each box after completion.

I have been invited to complete this application form by Pancreatic Cancer UK following the submission of the Letter of Intent	<input type="checkbox"/>
I have completed all sections of the application form	<input type="checkbox"/>
I have read the Guidance notes, T&Cs and FAQs in full	<input type="checkbox"/>
I have adhered to all word limits	<input type="checkbox"/>
My proposal has a duration of no more than 3 years	<input type="checkbox"/>
My proposal is for no more than £330,000	<input type="checkbox"/>
I have checked that all costs included are eligible	<input type="checkbox"/>
The application includes a minimum of two Principal Investigators from distinct disciplines, with at least one working in pancreatic cancer research and one based in the UK	<input type="checkbox"/>
I have provided all required CVs and collaboration letters	<input type="checkbox"/>
I have obtained digital signatures from 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. Introduction to the Interdisciplinary Treatment Grants

The aim of these grants is to fund bold, pioneering, collaborative projects that improve our understanding of how to effectively treat pancreatic cancer with a more **integrated and holistic approach**. To achieve this, the grants are designed to kick-start or formalise **interdisciplinary collaborations**, enabling researchers to work together from different disciplines to improve current treatments or find new therapeutic targets and approaches.

Key information	
Eligibility	<ul style="list-style-type: none"> • Clinical and non-clinical researchers. • Projects must have a minimum of two Principal Investigators (Lead and Co-Applicant or two Co-Leads) from distinct disciplines, with at least one PI working in pancreatic cancer research. One PI must also be UK-based and designated as the Host Institution for contractual and financial purposes. • Researchers from the same institution, but from more than one specialism, would be considered interdisciplinary. • International collaborations and/or those with commercial organisations are welcome. • Applicants may have worked together previously, but not in the interdisciplinary manner indicated in this proposal. • Alternatively, applicants may have worked together previously in a similar interdisciplinary manner, but not focused on pancreatic cancer.
Award size	<ul style="list-style-type: none"> • Up to £330K
Award duration	<ul style="list-style-type: none"> • Up to 3 years
Essential criteria	<ul style="list-style-type: none"> • Pioneering and bold proposals delivered by interdisciplinary collaborative researchers. • Proposals that demonstrate a relevant and tangible link to the 'Treat better' arm of PCUK's research strategy. • Proposals with a genuine line-of-sight consideration towards impact in the treatment of people with pancreatic cancer.
Desirable criteria	<ul style="list-style-type: none"> • Building collaborations with applied research disciplines. • Forming partnerships internationally and/or with commercial organisations. • Supporting early career researchers. • Attracting researchers from other disease types to pancreatic cancer research.
Application and review process	<ol style="list-style-type: none"> 1. Letter of Intent submission: This is an opportunity for applicants to clarify their ideas and seek advice from Pancreatic Cancer UK's Research Team, ensuring the eligibility criteria of the funding call has been met before embarking on a full application. 2. Full application submission: Following the approval of the Letter of Intent by Pancreatic Cancer UK's Research team. 3. Interview: Approximately 30-minute interview for the lead applicant and a limited number of collaborators/co-applicants with the Review Panel.

Key dates¹	
Funding call opens <i>The Letter of Intent can be submitted anytime while the call is open. However, applicants are advised to do so as soon as possible to leave sufficient time to complete the full application.</i>	1 st February 2024
Deadline for full applications	1pm on 13 th June 2024
Interview with the Review Panel <i>Only applicants shortlisted by the Panel will be invited to interview. Unsuccessful applicants will be notified at this point.</i>	November 2024
Interviewed applicants notified of funding decision	December 2024

Please note: You will not be able to submit the full application after the given deadline and we are unable to enter into discussion about the submission of late applications.

¹*Dates later in the year may be subject to minor revisions. Confirmed dates will be communicated to applicants as soon as possible.*

3. Remit

Projects can focus on the treatment of early-stage through to late-stage metastatic pancreatic cancer, which may include:

- **Discovery research to identify and validate novel treatment targets:** Building knowledge of the underlying biology of pancreatic cancer tumours and surrounding cells to discover new ways to target the tumour and the microenvironment.
- **Early phase research exploring and developing new potential therapies:** Research that is building on the discovery of promising biological targets towards understanding initial therapeutic utility.
- **Discovery or applied approaches to optimise existing treatments:** Generating an understanding of how current treatments (e.g. surgery, chemotherapy, radiotherapy, immunotherapy) can be made more effective, increasing treatment responses and decreasing side effects/improving the quality of life.

We are looking for research that considers the line-of-sight to impact in improving treatment for pancreatic cancer patients. We would like to see applicants consider the multifaceted nature of developing treatment options in the justification of their project i.e. consider the person and not just the tumour.

We are specifically looking for research that can only be addressed through interdisciplinary approaches and/or collaborations – i.e., methods or research benefits that would not be realised without interdisciplinary working. We adopt the Research Excellence Framework definition of **interdisciplinary research** as *‘involving significant interactions between two or more disciplines or moving beyond established disciplinary collaborations to achieve outcomes/new approaches that could not be realised within the framework of a single discipline.’* However,

applications are not limited to this definition, and we welcome researchers to define and justify the interdisciplinary nature of their proposal.

Please note: The scale and duration of these grants are not suitable for clinical trials or research that has progressed to a more advanced therapeutic testing.

4. Eligibility

Applicants and institutions must conform to the following eligibility criteria, as well as any additional requirements outlined in the T&Cs.

Applicants

- Projects must have a **minimum of two Principal Investigators** (Lead and Co-Applicant or two Co-Leads) **from distinct disciplines**, with at least one Lead working in pancreatic cancer research.
- At least one Lead Applicant must be based in the UK, at a recognised not-for-profit research organisation, such as university, hospital, or similar institution (e.g. MRC's institutes or Crick Institute) for contractual and financial purposes.
- We will only accept one application from each Lead Applicant, although the Lead Applicant may be involved in another application as a co-applicant or collaborator.
- Applications from early or mid-career researchers as Lead Applicants or Co-Applicants responsible for the delivery of the work are welcome, but must be supported by another applicant or a collaborator deemed an expert in their field.
- Applications from researchers outside the immediate field of pancreatic cancer are welcome but must include expertise of investigators already working in the field.
- All participants on the project should have roles clearly defined and collaborators should indicate support and specify involvement through an attached letter of support before submission of the full application.
- 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.

Project timelines

- The 2024-25 Interdisciplinary Treatment Grants are for a **duration of up to 3 years**. Projects with a duration shorter than this may be submitted. 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 Review 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.
- Applications will not be accepted where the study is currently underway.

Funding

- Each award will be for **no more than £330,000**.
- 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 Interdisciplinary Treatment Grants. However, it will be expected that the aims and

objectives indicated in applications for the grants 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; training and development for early career researchers.
- 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.

Please note: The Interdisciplinary Treatment Grants are not intended for infrastructure support or to fund PhD studentships.

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

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](#).

Submission and review

- Applicants should not approach members of the Review 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 Review 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.
- You must adhere to the word limits given in the application form. Any additional text above these limits will be truncated.

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 for this scheme are overseen by Pancreatic Cancer UK's [Board of Trustees](#) based on the recommendations by our Treatment Grants Review Panel, which has membership drawn from world-leading pancreatic cancer researchers from across the globe. The Panel includes a diverse range of expertise in treatment 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 Treatment Grants Review Panel 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.

Application and review process

The application and review process for the Interdisciplinary Treatment Grants consists of 3 phases:

1. Letter of Intent submission.

This is an opportunity for applicants to clarify their ideas and seek advice from PCUK's Research Team, ensuring the eligibility criteria of the funding call has been met before embarking on a full application. It is a compulsory step, but it is not necessary at this stage to have a fully formed proposal nor to have secured the required interdisciplinary collaborations.

2. Full application stage.

This is a detailed application form and has been made available to applicants following the submission of a Letter of Intent.

- Full applications received by **13th June 2024** will be peer-reviewed by at least three independent referees in accordance with the guidelines set out by the Association of Medical Research Charities (AMRC). All referee comments and scores will be made available to applicants in an anonymous format.
- All referee comments and scores will be used by the Review Panel to shortlist applicants to the interview stage. Unsuccessful applicants will be notified at this point.

3. Interview stage.

Each shortlisted applicant will be invited to interview in **October 2024** with the Review Panel and representatives from Pancreatic Cancer UK. This will be a 30-minute interview for the lead applicant and a limited number of co-applicants and/or collaborators. Recommendations for funding will be made based on reviews and interviews.

Please note: Dates later in the year may be subject to minor revisions. Confirmed dates will be communicated to applicants as soon as possible.

6. Guidance on completing the sections of the full application form

The following section provides guidance for completing the sections of the full application form. Applications that exceed the stipulated word limits will be returned for revision. 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 – Lead Applicant(s), Co-Applicants, collaborators and staff members (participants whose salary will be requested through the award).
- Projects must have a minimum of two Lead Applicants (Lead and Co-Applicant or two Co-Leads) **from distinct disciplines**, with at least one Lead working in pancreatic cancer research.
- At least one Lead Applicant 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) for contractual and financial purposes.
- The Review Panel will look at the track record of the applicants and supporting team, and we therefore require that a CV (restricted to 2 pages) is provided for the Lead Applicant(s) and each Co-Applicant. This must be added using the template found in the appendices at the end of the application form.
- **A letter of support** for each collaborator should be provided in the full application.

2. Lay summary of proposed study

Please provide a well-structured lay summary. It is 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 Treatment Grants Review 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 treatment is the project aiming to address?** You should clearly describe how your project addresses the treatment of pancreatic cancer.
- **What are you planning to do?** Describe what you will do on the project, avoiding jargon and without describing complex methodology. The use of non-scientific analogies is

encouraged, and diagrams can be included as aids, but 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. 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.
- **Who will you be working with on the project and what expertise do they bring?** Give a brief overview of the interdisciplinary team, the expertise each member brings and why this collaboration is necessary to achieve the aims of 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 to advise on the content, language and structure of the summary, as well as the relevance and importance to people who have been affected by pancreatic cancer. Pancreatic Cancer UK has established a [Research Involvement Network](#), which is comprised of over 500 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 form 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](#) and/or [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.
- Please make reference to how your proposal has an interdisciplinary approach.
- 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 the hypothesis and objectives of the proposed research and ensure that the ways you propose to meet these are addressed the Methodology and Expertise sections.

6. Methodology and statistics

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 and how do the hypothesis and objectives feed into this? What key milestones and deliverables will be reached by the end of the proposed research?
- Although not a prerequisite, please provide details of any pilot data.
- 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? Use the full application to highlight areas of logistic or scientific risk in your planned programme of work and detail the risk mitigation plans that you have in place.

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.

7. Previous applications for funding

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

Section B: Critical review criteria

Please note that each of the sections below will be individually scored by referees and the Interdisciplinary Treatment Grant 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.

1. Strategic alignment (400 words max)

Please explain how your proposal, in the short or long term, will address a core challenge in pancreatic cancer treatment. You should demonstrate a relevant and tangible link to the 'Treat better' arm of [Pancreatic Cancer UK's research strategy](#) and consider the line-of-sight toward impact in the treatment of people with pancreatic cancer.

2. Interdisciplinary approach (400 words max)

We are specifically looking for research that can only be addressed through interdisciplinary approaches and/or collaborations – i.e., methods or research benefits that would not be realised without interdisciplinary working. Please explain what your interdisciplinary approach is and why it is necessary to address your research question.

3. Expertise and environment (500 words max)

This section is an opportunity to articulate why the applicants, collaborators and the Host Institution are best place to deliver the proposed study. Host institution approvals and letters of support from collaborators should be provided with the full application.

Some key points to consider when answering this question include:

- What relevant expertise do each of the applicants and collaborators bring to the project and why are they best placed to deliver it?
- How is the Host Institute best placed to deliver this project? Please describe the research facilities, resources, and equipment that are available to the applicants and each of the collaborators to allow successful implementation of the proposed research.
- Where the applicants or any of the collaborators 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 Interdisciplinary Treatment Grants grant round 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 Animal Related Costs section. 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.

d) *Training and development cost*

We welcome the support of early career researchers in their development and career progression in all awards, not just Fellowships. Therefore, any costs associated with training and development for early career researchers associated with this proposal can be budgeted for and should be detailed in this section.

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') 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 form](#) from our website and send it along with any questions you have to the [Research Team](#).

3. Intellectual property

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

4. Referees

Please include details of any suggested or excluded reviewers for your application. Please provide the full name **and** contact details for each referee. Pancreatic Cancer UK makes no guarantee that suggested reviewers will be approached.

Declarations

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

Appendices

1. References

References **must be** listed as FULL CITATIONS – please do not include *et al.* Each citation must include names of all authors, publication title, book or journal title, volume number, page numbers, and year of publication. Please note that no more than one page should be used for references.

2. AMRC Full Economic Cost Form Guidance

As a member of the Association of Medical Research Charities (AMRC), Pancreatic Cancer UK monitors the full Economic Costs (fECs) of the research we support. Unlike some other funding bodies, such as the research councils, AMRC member charities will not fund the fECs, or a proportion of these. The figures provided should include the standard indexation rate used by the institution to calculate fECs. Only universities which are using TRAC costing methodology should enter actual values in the form. Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

Monitoring the full Economic Costs of charity-funded research in UK HEIs

Background:

AMRC issued updated guidance to its members and to universities regarding its position on changes to costing research applications and the move to a system of estimating fECs in 2004. AMRC member charities do not fund the indirect costs on grants awarded to UK universities as a matter of principle. The move to funding on a percentage basis by other types of funders, such as the research councils, is unlikely to be adopted by the charity sector in the foreseeable future; the reasons for this decision are set out in AMRC's position statement and guidance document.

Following the 2004 Spending Review, the Government recognised the importance of charity funding in universities and announced that a separate stream of funding, administered by HEFCE to English universities, would be introduced from 2006/07 to provide additional support for charitable research. The allocation of the Charity Research Support Fund (CRSF) in England will be based on the amount of income from eligible charities; most AMRC member charities will be eligible for the CRSF. AMRC member charities have agreed that it would be helpful to collect information about the full costs of the research they support, in order to develop a better understanding of the charity contribution, inform future discussions about the CRSF and to assess future sustainability.

Applicants and host institutions should note that the data sought is for monitoring purposes only and will not form part of the peer review or decision-making process that AMRC member charities use.

Elements of the new cost headings are:

Directly Incurred Costs: these include the familiar direct costs of research, and it is assumed these are included in the funds you are applying to Pancreatic Cancer UK for. They may include:

- 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 CV template in no more than 2 pages within the appendices at the end of the application form for the lead applicant and each co-applicant. 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. This is to enable Pancreatic Cancer UK to check any conflicts of interest.

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 Review Panel members.

Contact Information

For further guidance on completing this form, please email the [Research Team](#).