



## **RESEARCH AWARDS**

Information for Applicants

**2017 Funding Round**

**“Tackling Yorkshire’s Cancer Problems”**

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## Purpose of the 2017 Funding Round

The purpose of this document is to assist potential applicants for Awards. Throughout this document we will refer to Yorkshire Cancer Research (the “**Charity**”). The Charity’s 2017 Funding Round launched on 7 April 2017 (the “**Round**”).

The key dates for the Round are:

<b>Funding Round opens</b>	<b>Friday 7 April 2017</b>
<b>Application deadline</b>	<b>12 noon, Thursday 15 June 2017</b>
<b>Funding decision</b>	<b>Early December 2017</b>

### About Us and Our Work

Yorkshire Cancer Research was founded in 1925 and is the largest independent regional cancer charity in England. Based in Harrogate and funded entirely by our donors, we have supported vital projects right across Yorkshire for over 90 years. Our commitment is to work towards significantly reducing the devastating impact that cancer has on the lives of people living in and around Yorkshire.

### The Yorkshire Cancer Landscape

Yorkshire has the third worst cancer incidence rates in England. In 2014 around 30,000 people in Yorkshire were diagnosed with cancer with 10 of 21 clinical commissioning groups (CCGs) in the region having incidence rates above the national average. In 2014, around 14,000 people died from cancer with 14 of 21 CCGs having mortality rates above the national average. Yorkshire needs to align its research capabilities and multi-agency resources to address local cancer priorities and build partnerships that will deliver better outcomes for the region.

### The Importance of Research

It is well proven that cancer patients do better in regions that enjoy consistently high levels of investment in medical research. Yet national charities and the Government continue to prioritise their investments towards London and the South East rather than to the North of England where there is the greatest need.

## **Our Changing Agenda**

It is estimated that the number of new cancers diagnosed will increase from 30,000 to around 40,000 per year by 2030. At the same time the number of people expected to survive cancer is set to increase: currently there are an estimated 190,000 people in Yorkshire living with or beyond a diagnosis of cancer. This number is set to rise, and could increase to as many as 295,000 people in Yorkshire by 2030. It takes over a decade and £1 billion to develop a new drug, get it through clinical trials and secure NICE approval before it becomes available for patients. Therefore, realistically, long term drug discovery relies heavily on funding from the Government, global pharmaceutical companies and the very largest charities. Yorkshire Cancer Research must focus on where it can have the most impact, specifically, projects that will address local cancer problems and priorities.

Our agenda is therefore quite different to that of other research charities. We have a unique insight into regional cancer problems and work in collaborative partnerships with other organisations, directing our resources towards saving lives, prolonging life and improving the quality of life of cancer patients in Yorkshire.

## **Our Vision**

Every single person, in every community in and around Yorkshire has the very best chance of living a long and healthy life with, without and beyond cancer.

## **Our Mission**

Helping people in and around Yorkshire to avoid, survive and cope with cancer.

## **Our Goal**

Our goal is to ensure that by 2025, at least 2,000 fewer people in Yorkshire will die from cancer every year.

### Research-led Innovation

We will be “research-led” in all our charitable activities and be focused on delivering solutions and real benefits to the people that we serve.



To read our strategy document, please visit our [website](#).

## 2017 Funding Round

### “Tackling Yorkshire’s Cancer Problems”

As we further establish Yorkshire Cancer Research as a prominent funder of patient focussed cancer research, we continue to define the areas of greatest need for the people and patients of Yorkshire. By detailed analysis of the latest data and information on cancer outcomes in the region (see [Cancer in Yorkshire Report](#)) we have identified thematic areas to be addressed in this year’s Funding Round consistent with our mission to help the people of Yorkshire to avoid, survive and cope with cancer.

As part of our commitment to invest £100m over a 10 year period in cancer research for the benefit of Yorkshire people, we have allocated **£8m for the 2017 Funding Round** to support work in the following priority areas:

#### Living with and beyond cancer

##### 1. Preventing recurrence and promoting better quality of survival for people living with and beyond cancer in Yorkshire

**Lifestyle interventions** - We are particularly interested in proposals which incorporate individualised approaches and can evidence clinical endpoints within the timeframe of the proposed study.

**Interventions to support patient self-management** - We encourage projects that support patients’ self-management during and after active treatment. This may include:

- Adherence to medication regimens
- Improved patient knowledge of signs and symptoms of recurrence and late effects of treatment
- Self-management of cancer and treatment-related consequences including late effects
- Better patient understanding of routes back into the system

##### 2. Interventions to address inequalities in access to survivorship services

Inequalities are known to exist across the cancer pathway during and after active treatment. We seek to have a significant impact on the availability and uptake of support services which are thought to vary across Yorkshire by:

- Age
- Gender
- Geography
- Deprivation
- Ethnicity

### **3. Living with and managing advanced cancer**

There is a gap in knowledge about understanding the needs of patients with metastatic, advanced cancer. Proposals could encompass the optimal clinical management of advanced cancer patients or understanding the psycho-social needs of this patient group, including patients that have declined active treatment or those treated without curative intent.

### **Early Diagnosis**

#### **4. Interventions which improve the awareness of cancer signs and symptoms, and translate this awareness into action, targeted towards at-risk populations**

We seek to have a significant impact on the earlier diagnosis of cancer in Yorkshire by supporting interventions involving those at higher risk of developing cancer due to:

- Lifestyle issue - such as smoking, unhealthy diet or weight, or low levels of physical activity
- Geography - due to living in areas of higher deprivation, or in rural areas without good access to cancer services
- Ethnicity - specifically black and minority ethnic groups and those that have large communities within Yorkshire

#### **5. Developing and delivering interventions that can achieve a significant stage shift in diagnosis**

Our 10 year goal is by 2025 at least 2,000 fewer people in Yorkshire will die from cancer every year. Because late stage cancer diagnoses have worse survival rates than those diagnosed at early stages ([see NCIN 2012 publication](#)), if we can achieve a significant stage shift in diagnoses we will have a major impact on lives saved. We would be most interested in interventions in the most common cancers where outcomes are heavily influenced by stage of diagnosis. Applying best practice and innovation within the health services would be encouraged.

#### **6. Addressing variations in cancer screening uptake at a local level**

CCGs show significant variations in their cancer screening uptake rates at the level of individual GP practices despite ongoing pilots both in the UK and abroad. Interventions should aim to improve screening rates in the National Cancer Screening Programmes in lower performing areas to meet or exceed the national minimum targets. While interventions might be delivered at the CCG level, measurement of the efficacy of the interventions would be expected to be evaluated at CCG and/or GP practice level to demonstrate an impact in the poorly performing areas. Innovations to roll out successful pilots within Yorkshire are encouraged, including those using new technologies such as social media and electronic messaging.

## Clinical Trials

### 7. Expanding clinical trials in Yorkshire for wider-scale patient benefit

Evidence shows that patients involved in clinical trials have better outcomes overall.

Therefore, expansion of clinical trials in the region may be expected to not only speed up the process of moving research from the laboratory into clinical application, but also to benefit those patients involved in the studies themselves. We seek to increase the number of clinical trials for cancer treatments including surgery and radiotherapy as well as trials which examine transitions in care pathways or quality of life. We are interested in trials involving the most common cancer types and stages where poorer outcomes have the potential to achieve the greatest gains.

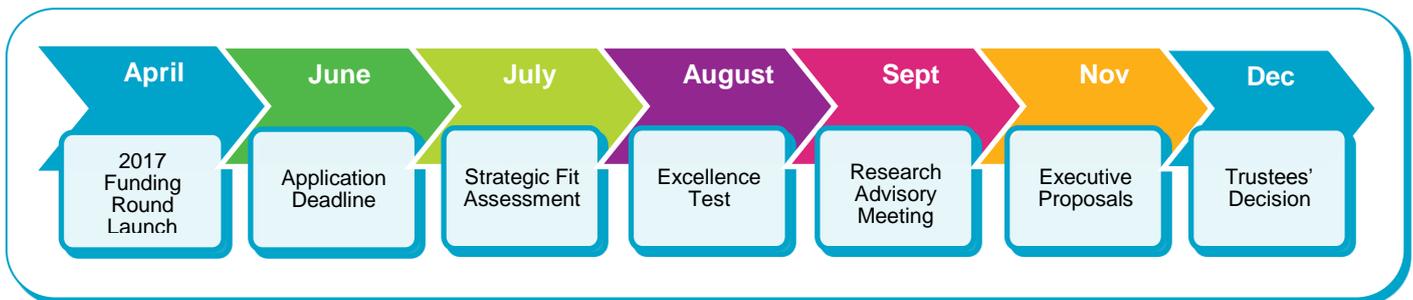
### Important considerations for all applications

All applicants must demonstrate clearly how their proposal aligns with one or more of the 7 funding priorities which are the focus of the current Funding Round. Any application must also address specific cancer problems in Yorkshire. **Applications must outline how, if the research were to be successful, the work would help people in Yorkshire avoid, survive and cope with cancer.**

Rigorous evaluation of any interventions must be an essential component of any proposal, including baseline measurements wherever possible. We encourage community-based approaches that incorporate co-design involving the target population as well as involving commissioners at the outset of any project.

## Application Process

The processes outlined below have been constructed in line with the guidance set out in the Association of Medical Research Charities (“AMRC”) “Principles of Peer Review” (updated May 2016). All applications in the Round will be assessed in open competition. The following chart gives an overview of the key stages that will be used in processing applications and making decisions:



### Prior to Application

All applicants must contact the Charity to discuss their proposed project prior to making an application. Please email [research@ycr.org.uk](mailto:research@ycr.org.uk) to book an appointment for a call once the Round is launched. **The Research and Innovation team will be available from w/c 24 April 2017 to discuss proposed projects. Applications will not be accepted unless this discussion has taken place.**

### Privacy Statement

For full details on how we use your information please visit [www.ycr.org.uk/privacy](http://www.ycr.org.uk/privacy).

### Application Forms

Application forms and the relevant deadline for submission will be made available on the Yorkshire Cancer Research website.

### Preliminary Screening

Once applications are received, an initial Preliminary Screening is conducted in-house to ensure that applicants meet the basic eligibility criteria. Applicants are advised if their application is not eligible and given reasons where appropriate.

### Strategic Fit Assessment

Applications that pass the preliminary screening stage are then assessed against the published funding priorities for this Round.

This part of the process will be conducted by the stakeholder members of our Research Advisory Panel who are patients, lay people and those who work, or have worked, in cancer healthcare. As such,

applicants are advised to ensure that the lay summary as well as the need and impact statements are all written appropriately for a lay audience.

Over the past few years the Charity has been moving towards patient-centred research and away from basic, fundamental science. As such, we feel that discovery work *per se* is no longer within our remit.

Applicants are advised to note the section “Benefit to Yorkshire” above as these considerations will be taken into account in the Strategic Fit Assessment.

Depending on the volume of applications reaching this stage, the Executive may need to restrict how many applications go forward to the next stage based on how they scored during the Strategic Fit Assessment. If the Round has a significant number of submissions, those applications with a lower level of strategic fit will fall out at this stage; this stage of the process is designed to identify those applications with the **best** strategic fit.

Applicants will be advised whether or not their application has sufficient strategic fit with the Charity’s aims and the funding priorities of the Round to proceed to the next stage. However, the Charity will not provide any detailed feedback at this point.

### **Excellence Test**

Applications which proceed beyond the Strategic Fit Assessment will be subject to expert review based on the principles set down by the AMRC. The number of reviews sought will depend on the amount of financial support requested and the project length.

Relevant experts will be selected from the Research Advisory Panel according to the research activity or technology being proposed. In addition to the expertise available via the Panel, the Charity will also request advice from international experts in the relevant field.

For large-scale, high value Award applications, the Excellence Test stage may include a site visit or interview.

The results of the Excellence Test (from the Panel and external reviewers) will be collated and considered by the Charity in conjunction with the outcome of the Strategic Fit Assessment. The Executive will take selected applications forward to a Research Advisory Meeting subject to the funding limits and priorities at that time.

### **Research Advisory Meeting**

The Research Advisory Meeting will help identify the highest quality applications using the output from the Excellence Test and the Strategic Fit Assessment. This will be particularly important to help the Charity determine how best it might allocate resources. The meeting will include a balance between the stakeholder and the research/clinical members of the Panel.

### **Executive Proposals**

All relevant information and outputs from the previous stages will be collated and reviewed by the Executive.

**Strategic Fit is the most critical parameter and the Charity will give preference to applications that score well in this respect.** Having scrutinised the scoring and feedback from the Panel, and the discussions in the Research Advisory Meeting, the Executive will then compile a range of recommendations to be presented to the Board of Trustees.

### **Trustees' Decision**

The Trustees will meet to consider the recommendations made to them. The Trustees' decision is final and there is no appeal process.

## Application Form Guidance

### Overall Guidance

Before completing the application form please read the [Award Conditions and Policies for Awards](#).

**We require applicants to contact the Charity about whether their application falls within the scope of the published funding priorities. Once the Funding Round is open please email [research@ycr.org.uk](mailto:research@ycr.org.uk) to arrange a call with a member of our Research & Innovation team before making an application. Calls will be scheduled from 24 April 2017.**

**Applications received without this consultation will not be eligible.**

We recommend obtaining advice on your application from a relevant Clinical Studies Group <http://csg.ncri.org.uk/groups/clinical-studies-groups/> as well as the NIHR Clinical Research Network Yorkshire and Humber <http://www.nihr.ac.uk/nihr-in-your-area/yorkshire-and-humber/>.

Please ensure all sections of the application form are completed and you have fulfilled the criteria on the checklist at the end of the application.

Please complete the application form electronically using Calibri font size 10. In [Section 3](#) please use 1.5 line spacing. Please name the file in the format “[SURNAME] – 2017 FULL APPLICATION”.

Once completed, print and sign the original application form (electronic signatures are accepted) and send it, along with **15** double-sided photocopies to: **Jacob Smith House, 7 Grove Park Court, Harrogate HG1 4DP**. Also, please email a Microsoft Word format version of your application to [research@ycr.org.uk](mailto:research@ycr.org.uk). Application forms in PDF format will **not** be accepted. If your application is successful in the Strategic Fit Assessment we will require you to provide additional hard copies.

Please email [research@ycr.org.uk](mailto:research@ycr.org.uk) or ring 01423 501269 if you have any questions.

**We must receive BOTH the electronic and hard copy versions of your application by the deadline, 12 noon on Thursday 15 June 2017.**

**Please contact the Charity if you do not receive an acknowledgement within 7 days of your submission.**

### Section 1 – About You

All applicants should refer to Section 9 of the application form (Conditions and Policies for Awards) before signing Section 1.

In the Round, applicants may be the Principal Applicant on a maximum of 2 Award applications irrespective of duration and value.

Please provide information on all applicants as requested in the table, **including information on employment end date if this is before the end of the project**. We require this information to ensure there will be sufficient staff in post for the duration of the project.

A patient or lay representative must be consulted in the process of developing your application. This representative may be asked to provide applicants with non-technical commentary on the application as a whole, and particularly the project summary. The applicants need to ensure that the lay representative has given permission for their email address and/or telephone number to be made available to Yorkshire Cancer Research. Email [research@ycr.org.uk](mailto:research@ycr.org.uk) for further guidance if required.

## **Section 2 – About Your Project**

Please ensure the total amount requested matches the total of the costings in Section 5.

The strategic focus of this Funding Round requires projects to deliver a direct and measurable impact on cancer patients and/or cancer outcomes in Yorkshire. We require 2 separate diagrams (e.g. Gantt charts) about the project milestones and the timeline for patient benefit. Because we measure impact by direct patient/public benefit within the lifetime of the Award and potential impact after the Award has completed, please indicate whether the patient benefit is anticipated during and/or beyond the timeline of the Award itself.

Any part of an application that has been reviewed by the Charity previously, but not funded, is not eligible to re-apply for funding at any time unless the applicant is specifically invited. Resubmitted applications will be considered in open competition in accordance with AMRC guidance.

## **Section 3 – Full Project Description**

Ensure this section is completed in Calibri font size 10 and 1.5 line spacing.

For Awards of ≤£350k, the project background and detailed plan has a word limit of 2500 words excluding tables and figures.

For larger Awards of >£350k, please complete the project background and detailed plan within a maximum of 15 pages, including figures and tables.

Feedback from reviewers has requested clarity and information on milestones, cost justifications and power calculations for sample sizes, where appropriate.

## **Section 4 – Research Outputs and Intellectual Property**

Please include details of any relevant IP opinions from your host institution.

## **Section 5 – Project Costings**

In order to protect the Charity's cash-flow and secure best value, Yorkshire Cancer Research provides fixed costs Awards which do not allow any additional costs for inflation of staff costs, consumables or third party services over what has been requested.

It is therefore the responsibility of the applicant to estimate any such cost increases during the lifetime of the Award and then manage within those costs.

The applicant will be expected to provide sufficient detail that demonstrates how they will manage the Award funding so as to accommodate the expected cost increases that may or may not occur during the lifetime of the proposed project.

The Principal Applicant will be expected to provide regular updates to the Charity on the financial position of the Award and explain any unexpected variances.

Any underspend that occurs or is likely to occur will be discussed with the Principal Applicant and may be deducted from the Award at the absolute discretion of the Charity.

For applications from Higher Education Institutions (HEIs), overheads, estates and indirect costs will not be considered for funding in any application in accordance with AMRC guidelines on full economic costing (fEC). The AMRC provide further information: <http://www.amrc.org.uk/our-work/working-with-others/working-with-universities/charity-funding-in-universities>.

Non-HEI applicants should only include direct costs related to the project.

Salary costs for applicants or additional staff may only be included if they are a **directly incurred** project cost requested for the Award. Applicants or staff whose salary is already paid from other sources (e.g. by the University, Organisation, or another grant) may **NOT** be included in the Award.

**A breakdown of individual non-salary costs must be provided for any item over £3000.**

Reasonable travel costs associated with a named collaborator can be included where they are essential for project delivery.

Travel to conferences and publication costs have a dedicated funding stream for existing Award holders. Please see our [website](#) for details. These costs should **not** be included in the application form.

**You MUST check that your totals in the costings section of the application form are correct. We recommend using Excel to ensure totals are correct. Applications with inaccurate total costs may be considered ineligible.**

### **Section 6 – Applicant Expertise**

Please ensure you provide information on qualifications for all applicants and additional staff (where the candidate is known). Please duplicate the tables for each additional applicant or staff member as required.

For applications of ≤£350k, please provide up to 5 selected publications.

For larger applications of >£350k all relevant publications are requested.

### **Section 7 – Previous Yorkshire Cancer Research Awards**

This section only applies to applications where any Applicant named in Section 1 has been the Principal Applicant of a Yorkshire Cancer Research Award with a start date within the past 5 years.

Leave this section blank if this does not apply.

**Section 8 – Reviewers**

Please provide **at least 2 and up to 4** preferred reviewers for their application.

Excluded reviewers will not be asked to provide reviews.

**Section 9 – Conditions and Policies for Awards**

Please ensure all applicants named in Section 1 agree to the statements outlined in Section 9 before signing Section 1.

Only the Principal Applicant needs to sign the acceptance of Award Conditions and Policies for Awards.

**Section 10 – Communications**

Please indicate your preferences about Charity communication with all applicants and the lay representative. Please complete this section to let us know whether you would like to receive our research newsletter and funding announcements, and separately whether you would like to hear about the work we do and other ways you can get involved, including fundraising. If you do not want to hear from Yorkshire Cancer Research, other than in relation to this application, please write your name but leave the tick boxes blank. All named applicants should complete this section. Please note, you will be removed from our research newsletter circulation list for funding call announcements if you do not indicate that you wish to be on this distribution list, in line with The Fundraising Regulator guidance on “opt in” communications.

## Frequently Asked Questions

### **Are applicants based outside of Yorkshire eligible to apply for Yorkshire Cancer Research Funding?**

Yes, researchers at institutions across the UK are eligible to apply for funding from Yorkshire Cancer Research. Please note, however, that all Awards will need to demonstrate direct benefit to Yorkshire patients/public.

### **Why do some parts of the application have grey boxes for completion and some do not? Do I need to worry about this?**

No, the grey boxes are built in to assist processing the applications. There's no need to worry about them when completing the application – just write in the grey box which appears as you type.

### **I am one of the co-applicants on the project and my salary is paid by my University. Can I cost in my time on the project?**

No, under AMRC rules we can only pay for directly incurred costs of the project, see: <http://www.amrc.org.uk/our-work/working-with-others/working-with-universities/charity-funding-in-universities>.

### **Can I include travel costs for collaborations?**

Yes, you may include reasonable costs for collaborations necessary for the project. These may include travel, accommodation and subsistence costs as long as these costs are essential for the delivery of the project.

### **Can I include travel costs for attending conferences?**

No, there is a separate funding stream for travel costs for researchers that are already funded by Yorkshire Cancer Research. Please see our website for further details and application forms.

### **I don't understand the question about whether I'm employed beyond the end date of the proposed Award. Why is this important?**

We need to know that staff will be in post for the duration of the Award to ensure completion of the project. Should personnel changes be anticipated within the timeframe of the Award, we need to know who else will be taking over on the project.

### **Why do I need a patient/lay representative to input into the application?**

At Yorkshire Cancer Research **every** Award we fund must have clear relevance to our mission to "...help people in and around Yorkshire to avoid, survive and cope with cancer". Input from a patient or lay representative is crucial to ensuring that each application has a clearly articulated alignment with our mission.

**Who should I ask to be my patient or lay representative? What will they need to do?**

The patient or lay representative could be anyone with an interest in the proposal. They need to be aware of the aims of the work and should input on the application as a whole and particularly the project summary **in lay terms**. Applicants often underestimate the importance of the summary being understandable to lay readers. In addition to the project summary, the patient or lay representative may also wish to comment on the needs for and impacts of the project. Please note that applicants need to ensure the lay representative has given permission for their email address and/or telephone number to be provided to Yorkshire Cancer Research and will also need to indicate their communication preferences in Section 10.

**Are electronic signatures acceptable? How do I insert them?**

Yes, electronic signatures are acceptable. Please note that all co-applicants will need to sign the application.

**For inserting electronic signatures:** You can copy and paste a signature into the box from a Microsoft Word document or as a PNG image.

**I've got my electronic application ready for the deadline, but the hard copies will arrive the next day. Is this OK?**

No, both electronic versions and hard copies of the applications **must** be received in our offices by the deadline of **12 noon on Thursday 15 June 2017**. Please note that if your application passes the Strategic Fit Assessment you will be asked to provide further hard copies of the application.

**How do you use the information about preferred and excluded reviewers?**

All applications will be reviewed by members of our Research Advisory Panel as well as external reviewers. In choosing the external reviewers, the preferred reviewers provided by applicants will be considered as potential reviewers as long as they have not co-published with any of the co-applicants within the past 3 years. We will ensure that the excluded reviewers will not be chosen to review the application.

**When will I find out if my proposal has been funded?**

Final funding decisions will be made at the Board of Trustees' meeting in early December 2017. We will notify applicants about funding decisions shortly thereafter.

**What are the benefits to contacting the CRN Yorkshire & Humber prior to making an application?**

Engagement with experts in the [CRN Yorkshire & Humber team](#) will provide you with support for the setup and delivery of your study, based on excellent relationships with primary care, community, secondary and tertiary healthcare systems. This will include robust early

feasibility support, aiming to improve the probability of recruitment to time and target. For more information, contact the CRN Yorkshire & Humber Study Support Service at [studysupport.crn yorkshumber@nihr.ac.uk](mailto:studysupport.crn yorkshumber@nihr.ac.uk).

**What if I need to make revisions to the application after the submission deadline and who do I contact if I have any queries?**

Please contact us at [research@ycr.org.uk](mailto:research@ycr.org.uk) or ring 01423 501269 to discuss if this situation arises. Revisions are not usually accepted once the review process has started.