



## **RESEARCH AWARDS**

Information for Applicants

**2021 Funding Round**

**'Taking action today to save lives in Yorkshire'**

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## Purpose of this document

The purpose of this document is to assist potential applicants for Awards. Throughout this document we will refer to Yorkshire Cancer Research (the “**Charity**”) and the Charity’s 2021 Funding Round launched on 07 October 2020 (the “**Round**”).

## About Yorkshire Cancer Research

Yorkshire is big and beautiful and while we have much to celebrate, sadly the lives of too many people in our region are cut short by cancer. Yorkshire Cancer Research is dedicated to changing this.

**Our Vision** is that people in Yorkshire will be less likely to get cancer and less likely to die from it than elsewhere in the country.

**Our Mission** is to take action today to have the biggest impact on cancer for people in Yorkshire.

We have the ambitious **Goal** of 2000 fewer cancer deaths each year in Yorkshire by 2025.

**Research Led Innovation.** We believe in research led innovation and all our charitable activities focus on delivering solutions and real benefits to the people in Yorkshire.



## 2021 Funding Round

### 'Taking action today to save lives in Yorkshire'

We now invite applications for projects and clinical trials testing the latest innovations in the NHS or local communities to our 2021 Funding Round in the following areas:

- Reducing the risk of developing cancer.
- Improving early diagnosis and cancer screening.
- Improving treatments.

### We aim to grant at least £10m in research funding through the 2021 Funding Round

The proposed work should have the goal to reduce the incidence of cancer in a given population and/or to increase cancer specific survival of cancer patients (but not at the expense of quality of life) during the course of the project. These can include improving existing practices within the health service, the introduction of novel approaches or risk stratification to identify those most likely to develop or potentially have cancer, to improve earlier detection within the population.

**All projects must be testing an intervention, with the emphasis on solving problems rather than describing them.**

### The key dates for the Funding Round

<b>Funding Round Opens</b>	<b>07 October 2020</b>
<b>Preliminary Application Deadline</b>	<b>12 noon, 08 February 2021</b>
<b>Invitations to Submit Full Applications</b>	<b>April 2021</b>
<b>Full Application Deadline</b>	<b>12 noon, 28 June 2021</b>
<b>Funding Decision</b>	<b>Mid-December 2021</b>

## Topic 1: Reducing the risk of developing cancer

37% of cancers are linked to avoidable risk factors such as tobacco, alcohol and obesity [1]. We welcome proposals that consider how we address behavioural, lifestyle and environmental factors to reduce the risk of cancer. The projects must have an interventional element, with the emphasis on solving problems rather than describing them. We are happy to receive applications from researcher/practitioner teams engaged in cycles of development and testing to create sustainable change.

We want 32,000 people to take action to reduce their risk of cancer by 2025, of which we want 6,000 people to give up smoking for at least one year.

**Applications focused on the most commonly diagnosed cancers in Yorkshire (see [Appendix 1](#)) will be prioritised as those projects are the most likely to have the greatest impact.**

## Topic 2: Improving early diagnosis and cancer screening

Analysis from [The Cancer Taskforce Report](#), “Achieving world-class cancer outcomes a strategy for England 2015-2020,” and the [NHS Long Term Plan](#) indicate that early diagnosis will be the main contribution to 2,000 fewer cancer deaths in Yorkshire.

From our own analysis, we are aiming for an additional 60,000 people to engage with at least one national screening programme and 93,000 individuals to benefit from the lung screening and CT scans.

All projects in this area should aim to diagnose more people at an earlier stage to improve survival. Survival need not be an endpoint, but for most cancers, survival at one and five years is much higher if the cancer is detected early (at stage 1) than if it is detected later. [The Office for National Statistics](#) show for many cancer types, 1-year survival is relatively high if diagnosed at stages 1 to 3, with a fall in survival if diagnosed at stage 4. Our aim is that by 2025 the 1-year survival rate in Yorkshire reaches a 78.6% average across all cancers, a shift from 72.3% currently.

**Applications that address the cancers that cause the most deaths in Yorkshire (see [Appendix 1](#)) per year will be prioritised as those projects are most likely to have the greatest impact.**

We welcome applications addressing the following as part of topic 2:

- **Raising awareness and increasing earlier presentation to primary care**

We welcome applications testing interventions that not only **raise cancer awareness**, especially in hard to reach communities, but also result in an **earlier presentation to primary care** for people with potential cancer symptoms. Further, we welcome applications that aim to **decrease the diagnostic interval** for patients, and therefore result in an earlier diagnosis of cancer.

- **Improving pathways**

We welcome applications that test interventions to enhance processes within primary and secondary care to reduce the time to diagnosis and treatment.

- **Increasing participation in national cancer screening programmes**

Addressing geographical variations in the rates of people taking part in national **cancer screening** programmes across Yorkshire represents an area where significant improvements

can be made. We welcome applications to test interventions that can raise the level of cancer screening, especially in areas of greater deprivation, or target identified barriers to attending that can be addressed to improve participation.

- **Testing and implementing new cancer screening methods**

We welcome applications focusing on the implementation of alternative screening strategies to improve current cancer screening techniques or identify new approaches that can be implemented for those cancers that are not routinely screened. However, the screening test cannot be in the developmental stage. The project may consider using existing techniques in a novel or adapted way to increase their effectiveness/sensitivity, reduce any side-effects or reduce any harms associated with screening.

### **Topic 3: Improving treatments**

We welcome applications that test new treatments, or improve current treatments, aiming to improve survival of cancer patients. Any improvement in survival should not be at the expense of quality of life, and so all proposals should aim to measure and publish Patient Reported Outcomes.

Our aim is to save lives. For the purposes of estimating impact on the application forms we are happy to view extending survival beyond 5 years as a ‘life saved’.

Projects solely focused on improving quality of life are not eligible for the funding round.

**Applications that address the most common cancers and those that cause the most deaths in Yorkshire (see [Appendix 1](#)) will be prioritised as those projects are most likely to have the greatest impact.**

### **Proposals for clinical trials in any of the three topics**

We welcome applications for clinical trials in any of the above topic areas from feasibility through to large multi-centre phase III trials.

Trials should attempt to recruit the majority of the study patients from Yorkshire. If this is not possible and would prevent a trial being developed due to there not being enough eligible patients in Yorkshire then applicants must:

- Demonstrate that every effort has been made to recruit as many eligible patients from Yorkshire as possible.
- Outline how many eligible patients there are in Yorkshire and how many the applicants aim to offer the trial to.

**Further to the priorities outlined in the above topic areas, priority will be given to applications for clinical trials:**

- **That will recruit the majority of participants, patients or the public, for the study from within Yorkshire.**
- **With the largest ratio of ‘the number of people offered the trial in Yorkshire vs the number of people eligible for the trial in Yorkshire’.**

## **Impact of the Pandemic**

It is clear the COVID-19 pandemic will have an impact on the diagnosis and treatment of cancer [2]. We welcome applications that seek to mitigate this impact within the priority areas outlined above.

All applications, including those aiming to mitigate the impact of the pandemic, must outline how they intend to operate in the context of the COVID-19 pandemic. We appreciate there are uncertainties in predicting any restrictions that may be in place by the time any study may start. However, we feel it should be possible to consider several scenarios with a commentary as to how the study may work in each scenario.

## General Considerations

### Type of applications accepted

We accept applications for research projects and clinical trials from organisations in the UK that can contribute to the topic areas outlined above. In non-academic led proposals we recommend that an academic collaborator is involved to:

- Provide advice on how best to capture and evaluate appropriate data on the impact of the study.
- Input into the evidence base underpinning a proposal.
- Provide advice on any research or evaluation aspects of the proposal that will maximise the impact.

### Patient and Public Involvement

Researchers should consider opportunities to actively encourage **patient and public involvement** in all aspects of their project development and throughout the ongoing project. Applicants must involve lay representatives in reviewing their application and engage them in aspects of project design and delivery. With intervention studies a strong element of co-design and engagement of the end users throughout are encouraged to ensure all aspects of the impact are considered and captured appropriately.

### Maximising our impact

Please note applications that are anticipated to have the greatest impact toward the funding priorities for this funding round will be prioritised.

### Types of research we support

Research projects and clinical trials must address the Funding Round priorities, have a clear hypothesis and must either:

- Test an intervention in a human population.
- Aim to change clinical practice (for example by way of an observational study to measure impact) during the study.
- We do not fund work that has the primary aim of knowledge generation or development of an intervention. We will only support research projects and clinical trials that seek to test an intervention where there is enough evidence to support the proof of concept.
- We may consider the development of social interventions as part of a wider research project if the team has a track record of quickly developing impactful social interventions.
- We will consider clinical trials at any stage from feasibility through to multi-centre phase III trials.



## Privacy and Use of Personal Data

For full details on how we use your information please view the privacy policy on our website ([www.yorkshirecancerresearch.org.uk/privacy-policy](http://www.yorkshirecancerresearch.org.uk/privacy-policy)). Personal data within the applications will be used by Yorkshire Cancer Research for the purposes of processing and analysing the applications that are submitted. Application information will be shared with external reviewers to assess the suitability of the proposals. Named individuals will only be contacted in relation to their named role within the application unless they have opted for additional contact from Yorkshire Cancer Research.

Email addresses and phone numbers will be used for contacting applicants and co-applicants about their submitted application. Contact details for the Head of Department and Financial Authority will be kept and used to administer the Award and to ensure compliance with the Award Conditions and Policies, should the application be funded. Contact details for the lay representative will only be used to verify their input into the application process. In the Full Application, the applicants' listed preferred and excluded reviewers will be taken into consideration when choosing peer reviewers.

Funding applications for successful Awards may be shared with other organisations usually after our funding decisions have been made, under these strict circumstances:

1. with another Charity if we are considering co-funding the application with them;
2. with Cancer Alliances and Clinical Research Networks to discuss coordination of cancer research activities regionally and resourcing and support issues for conducting the work;
3. annual reporting to [AMRC](#).

For applications that are funded, we will retain records of the initial application in accordance with our internal policies that may be updated from time to time. These records are necessary for assessing the impact of funded Awards, financial review, and protection of our intellectual property interests.

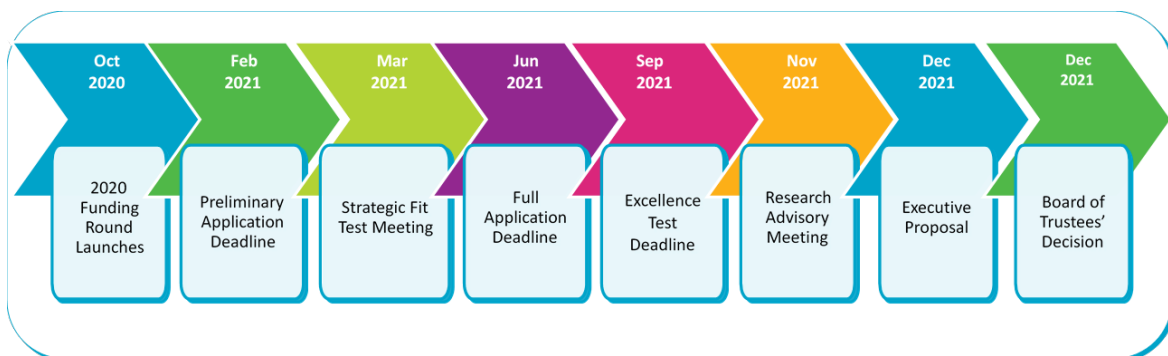
For applications that are not funded within this round, we will retain the applications in order to assess any related applications in the future that might either be a resubmission of an application and/or be related to a previous application.

## Application Process

We run a two-stage process. Preliminary applications will be taken through our Strategic Fit Test and those that pass through will be invited in March to submit a Full Application for 28 June 2021 mid-day deadline. To apply you must register or login via our online platform to access the preliminary application form at <https://yorkshirecancerresearch.flexigrant.com>.

For any queries about the Funding Round or the application process, please email [research@ycr.org.uk](mailto:research@ycr.org.uk).

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:



### Application Forms

Preliminary and Full Application forms must be submitted through the online application form <https://yorkshirecancerresearch.flexigrant.com> by the relevant deadlines. Please note Full Applications are by invitation only. Applications must be submitted by **mid-day** on the date of the deadline for submissions.

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.

### Preliminary Application Screening

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

## **Strategic Fit Test**

Applications that pass the preliminary screening stage are then assessed against the funding priorities for this Round. This part of the process will be conducted by the stakeholder members of our Research Advisory Panel who are cancer patients, people otherwise affected by cancer, 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. Those applications with a lower level of strategic fit will be rejected at this stage. The Charity will not provide any detailed feedback at this point.

## **Full Applications**

Applications passing the Strategic Fit Test, will be invited to submit a Full Application for an Award.

## **Excellence Test**

Full Applications 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 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 Test. The Executive will take selected applications forward to a Research Advisory Meeting subject to the funding limits and priorities for the funding round.

## **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 Test. This will be particularly important to help the Charity determine how best to allocate resources. The meeting will include a balance between stakeholder and 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

### Preliminary Application

To begin the primary application process you must first register or login to the on-line portal <https://yorkshirecancerresearch.flexigrant.com>. All required fields must be completed prior to application by the 08 February **2021 mid-day** deadline. No applications will be accepted after the deadline.

Where appropriate we recommend obtaining advice on your application from a relevant NCRI Clinical Study Group, Clinical Reference Group or Initiative (e.g. CTRad and CMPath) <http://csg.ncri.org.uk/groups/clinical-studies-groups/> as well as the NIHR Clinical Research Network Yorkshire and Humber to provide guidance with your proposal and assistance with the SoECAT (<http://www.nihr.ac.uk/nihr-in-your-area/yorkshire-and-humber/>). If your proposed research impacts any current screening programmes please ensure you have contacted the [Yorkshire and Humber Screening and Immunisation team](#). Please email [research@ycr.org.uk](mailto:research@ycr.org.uk) if you have any questions or would like to request a call back.

### Summary Page

Information to help in the completion of the application can be viewed via the ‘View Instructions’ link. The application tab provides a quick link to the different pages of the application and lets you know the status of your application. Each page has a **Save progress** button which can be used at any time we advise you save your progress regularly. The buttons can be used to navigate backwards or forwards through the application. When you leave a page the progress will be automatically saved, if any mandatory information is incomplete a warning will appear.

At any time you can return to the main **Summary page** to navigate to sections directly. The tabs at the top allow you to print or download the current version of the form. When downloading the PDF you will be given two options:

- The **Form Only** option will only have the fields that you have filled in within the application form itself;
- The **Complete Application** option will contain any documents you have uploaded with your application. (The ‘more options’ tab will also allow you to include the **guidance notes** used in the application form).

### Section 1 – About You

Applicants may be the Principal Applicant on a maximum of two Award applications within the same Funding Round irrespective of duration and value. Any personal data included in the application will be used as outlined in “Privacy and Use of Personal Data” ([p9](#)). If there are two Principle Applicants, only the one who has started the application will be required to sign the declaration for the Preliminary Application.

At this time, we only require the Principal Applicant details, the name and position of any co-applicants. Full details for co-applicants will be requested if the Preliminary Application is successful.

All named individuals must be made aware of and accepted the [Award Terms](#), the [Ethic Statement](#) and [Privacy Policy](#). Please email [research@ycr.org.uk](mailto:research@ycr.org.uk) if you have any questions.

Select your affiliated organisations from the drop-down list and add to the field below, only one organisation can be selected as the Lead Organisation. If your host organisation is not available on the drop-down list please contact us at [research@ycr.org.uk](mailto:research@ycr.org.uk) to have it added to the list

## Section 2 – About Your Project

For **Total Support** requested, please indicate the total amount of funding requested. This figure should take into account all aspects of staff costs, marketing (promotion and development), patient/public involvement, equipment and direct costs incurred by the project where appropriate. A detailed, full costing will be requested at the Full Application stage, at which point the support requested must not be significantly different from the amount indicated here.

## Section 3 – Project Description and Need

Stakeholder members of our Research Advisory Panel will be conducting the Strategic Fit Test on all Preliminary Applications, please ensure all responses are appropriate for a lay audience and free of jargon and/or undefined acronyms, your lay representative should review this summary. Please explain in lay terms, in all sections, the objectives of the work and generally how you propose to address them. Should you be invited to submit a Full Application you will later be asked to provide a detailed project plan including milestones, costings and statistical analyses. Therefore, it is unnecessary to go into those details within the Preliminary Application.

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.

## Section 4 – Project Impact and Benefit

In the **Project Impact** and **Impact Description** questions you will be asked to provide an estimate on the number of people that will be impacted as a direct result of being involved in the project (i.e. within the lifetime of the project) and consider the potential number that could be impacted if the project were to be rolled out within Yorkshire and provide information and any assumptions that were used to allow you to arrive at the figures.

**Recruitment of Participants** requires you provide information on the number of individuals you expect to recruit or patient records that will be used within the research, the proposed modes of contact and data captured. If both are being used please provide figures for both. Please indicate the numbers that are internal or external to Yorkshire.

We require both a narrative and a diagram (**Benefit to Patient and the Public** description and **Patient and Public Benefit Diagram**, respectively) to outline the timeline until patient benefit. Considering how the work aligns with the Charity's goals to help every single person in every community in and around Yorkshire to have the very best chance of living a long and healthy life with, without and beyond cancer. Thus, helping the Charity achieve the goal of saving 2000 lives a year in Yorkshire by 2025. Please indicate on the diagram when the end of the Award would be and whether the patient benefit is anticipated during and/or beyond the timeline of the Award itself.

## Section 5 – Patient and Public Involvement

**Involvement of Patients and the Public** question requires that you provide information on opportunities for positive Patient Public Involvement within the design, execution and analysis phases of the project where appropriate. Researchers are encouraged to consider all opportunities to incorporate Patient and public involvement throughout all aspects of their work to enhance the project design and appropriateness of the approaches for those involved.

## Section 6 – Impact of COVID-19

Please provide information on the impact of the pandemic on your proposed research, including any steps that may be required to mitigate the impact.

## Section 7 – Declaration

Please ensure you have read the [Privacy policy](#) and [Ethic statement](#) of the Charity and are aware of the Terms and Conditions of the Award prior to signing the declaration and submitting your application. If two Principle applicants, only the one who has started the application will be required to sign the declaration for the Preliminary Application.

Once an application has been submitted you will receive an email verifying it has been received and you will no longer be able to edit the content. You will still be able to access the application and download it as read-only.

## Full Application

**You can only fill in the Full Application once you have been invited to apply via the online application form <https://yorkshirecancerresearch.flexigrant.com>.** All required fields must be completed prior to application by the **28 June 2021 mid-day** deadline. No applications will be accepted after the deadline.

**The information below is for illustrative purposes only and may be updated at the time we invite Full Applications. Applicants invited to submit a Full Application will receive instructions on how to complete the Full Application form.**

Some fields will auto populate from the Preliminary Application, we recommend that you review all content to ensure it is still accurate. All mandatory fields must be completed, and declarations signed by the Principle Applicant(s), Financial Authority and Head of Department prior to submission. Once submitted the document can be accessed but **not** amended. Please allow sufficient time to complete and review your application as no submissions will be accepted after the deadline has expired. All named individuals must be made aware of and accepted the Terms and Condition of the [Award](#), the [Ethic Statement](#) and [Privacy Policy](#). Please email [research@ycr.org.uk](mailto:research@ycr.org.uk) if you have any questions.

## Summary Page

Information to help in the completion of the application can be viewed via the 'View Instructions' link.

The **Summary** tab provides a quick link to the different pages of the application and lets you view the status of your application.

The **Participant** tab allows you to invite other individuals to review and provide the required sign-off for your application. You will not be able to submit your application if the required individuals have not signed their declaration forms. You can invite as many individuals to collaborate on the form as you require.

If co-applicants and lay representatives are asked to collaborate via the portal, they will need to register, unless they have already done so. Once registered they can review the application and if required add their CV information directly to the portal, alternatively their CV can be uploaded using the form provided. If you wish any individual to have editing privileges, or want to check if individuals are already registered you must contact us [research@ycr.org.uk](mailto:research@ycr.org.uk). Before submitting the application, you must ensure all invited co-applicants are aware of all the Award Conditions, Policy Award, Ethics and Privacy statements for the Charity.

Each page within the application has a '**Page comments box**', this can be expanded by clicking on the '+' sign at the top of the page. This free text box provides a field to communicate with collaborators via the application. **Please be aware that this will be visible to any individuals who have access to the application, and you may wish to delete any comments prior to submission.**

### **Section 1 – About You**

Please review the data in this section auto populated from the Preliminary Application and supply further information as required. Any personal data included in the application will be used as outlined in [Privacy and Use of Personal Data](#). If two Principle Applicants are listed both must sign the declaration before the application can be submitted. Applicants may be the Principal Applicant on a maximum of two Award applications irrespective of duration and value.

A 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, in particularly the project summary. The applicants need to ensure that the lay representative has given permission for their details and email address to be made available to Yorkshire Cancer Research if they have not registered on the portal.

Please list full name and email for all co-applicants, CV's will be required in '**Section 8 Team and Project Details**' if they have not already registered and submitted a CV via the portal.

### **Section 2 – Project Summary and Need**

You will be required to provide general information on your proposed project. Please ensure the total amount requested in **Section 2** matches the total of the costings in **Section 7** and is not significantly different from the amount requested in the Preliminary Application.

Please review the auto populated fields on this page and add a **Technical Summary** on the proposed research.

### **Section 3 – Project Impact and Benefit**

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. In the **Project Impact** section you will be



asked to provide an estimate on the number of people that will be impacted as a direct result of being involved in the project (i.e. within the lifetime of the project) and asked to consider the potential number that could be impacted if the project were to be rolled out to Yorkshire. Please provide information on how you reached the figure and any assumptions made in the calculations in the field provided below the numbers.

You will be asked to review the **Benefits to patient and the public** narrative and **diagram** you supplied for the Preliminary Application. Amend as required to reflect changes to the proposed project.

#### **Section 4 – Recruitment and Participation**

Where practical please include numbers of individuals or records you would expect to participate/access during the project and how they would participate with the project. Please provide information on recruitment plans, anticipated rates and sites that you plan to use within the project and evidence that you have sufficient support in place to deliver your objectives.

If your project is a clinical trial, you will be asked to provide further details. Please give an indication if there are any **stop/go criteria** that could be used to determine the acceptability of the project and the predicted numbers to be recruited at that point.

Yorkshire Cancer Research will not provide funding for animal research through this funding round and as such it is mandatory that you acknowledge that there will be no animal work as part of the proposal.

#### **Section 5 – Patient and Public Involvement, and Team Engagement**

**Involvement of patients and public** should be an important aspect in the design, execution and analysis of the proposed project, please provide information on where you have patients and public involvement in the development of the proposal and where they will continue to be involved throughout the project.

Yorkshire Cancer Research encourages all Award holders to help us create brand awareness of Yorkshire Cancer Research, particularly when promoting the work funded by the Charity. The aim is to ensure that we are recognisable and known for the work funded in Yorkshire; as this helps us raise money to ensure we can fund as many projects as possible across the region. Please indicate in the **Team Engagement** field where you believe you and your team would be able to support initiatives to engage with patients and the public.

#### **Section 6 – Project Description**

Please download, complete and then upload the Project Description document to provide information on the project background, description and references. For applications of  $\leq$ £350k, the project background and detailed project plan has a word limit of 2500 words excluding up to 5 tables, figures and any references. For larger applications of  $>$ £350k, please complete the project background and detailed project plan within a maximum of 15 pages, including figures and tables but excluding references.

In the **Project Background** we ask for the rationale behind the proposed project (with appropriate referencing), and ask that you provide an estimate, with calculations, of the number of people who will benefit as a direct result from the work outlined in the proposal (this may be within the lifetime of the Award or realised following the Award, but in either case only impact gained as a direct result of the Award should be included).

We further ask, that you provide information with calculations, on how many people would benefit in the longer term, from a reduced risk of cancer, or have their chance of survival directly impacted, if this project were successful and rolled out across Yorkshire.

Reviewers often request clarity and information on milestones, cost justifications and power calculations for sample sizes, where appropriate, so please consider this when completing the **Full Project Description** section of the downloaded Project Description template. We require all applications to indicate how they are strategically aligned with the Charity's goal to achieve 2000 fewer people dying of cancer every year in Yorkshire by 2025. Please estimate to what extent this project will contribute to a combination or one of: positively impacting the lives of people in Yorkshire to reduce the risk of cancer, the goal of saving 2000 lives a year in Yorkshire by 2025.

Please upload a separate Gantt chart with a timeline of the **Project milestones** and indicate if any of these could be Stop/Go decisions impacting the next phase of investigation.

### **Section 7 – Project Costing**

In order to protect the Charity's cash-flow and secure best value, Yorkshire Cancer Research provides fixed cost 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 provides further information here: <https://arma.ac.uk/wp-content/uploads/2017/11/AMRC-CRSF-FAQs.pdf>. Non-HEI applicants should only include direct costs related to the project. Further information on Charity funding and the NHS is available from National Institute for Health Research: <https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/early-contact-and-engagement.htm>. For information on Excess treatment costs you should contact the Clinical Research Network (CRN) to

validated the Schedule of Events Cost Attribution Template - SoECAT (<https://www.nihr.ac.uk/documents/schedule-of-events-cost-attribution-template-soecat-guidance/23214>) Please ensure you contact your local CRN as soon as you start your application to ensure they have enough time to validate your SoECAT prior to the grant submission date.

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.

Each cost (salary and non-salary) must be added to the budget table using the existing field or added via the 'Add New Item' button. When adding/altering items in the individual fields you must 'Save Progress' before the budget table will update all the calculations. When you use the 'Add New Item' button you must choose salary or non-salary from the drop-down menu. If you add a total amount this will automatically be distributed equally across the year of Award displayed. The cells can then be modified individually. The default number of years on the budget table is four. Only use the number of years required for the project, extra years can be added using the tab provided.

**Add additional post** functionality asks you to provide information on the individual posts indicated in the budget table. Please fill in the information requested to populate the table if you already have a candidate to be considered for a specific role.

A breakdown of individual non-salary costs must be provided for any item over £3,000 and any quotes can be uploaded in a PDF format. Reasonable travel costs associated with a named collaborator can be included where they are essential for project delivery.

Full consideration of production and development costs of all marketing materials or online presence required for the success of the project must be costed for appropriately considering any purchasing policies within host institutions. Travel to conferences and publication costs have a dedicated funding stream for existing Award holders, these costs should not be included in the application form. Please see our financial guidelines for details.

You must check that your totals in the costings section of the application form are correct and that the total reflects the total amount of the Award requested.

If the cost total of the project is significantly different from that applied for in the Preliminary Application, you must provide justification in the box provided for the cost increase or decrease.

## **Section 8 – Team and Project Details**

**Project Team** - Provide a brief commentary on why the research group you proposed is best placed to deliver the project.

All named applicants and staff associated with any Award are expected to be aware of and adhere to the [Ethics Statement](#), [Privacy Policy](#), [Conditions and Policies](#) associated with the Award. All co-applicants are expected to provide a CV, either using the template provided within the application or they can input their own CV directly into the My CV area within the portal. If co-applicants need to

review the application online they will be required to register to access the applications, they will initially be given read-only access. If you require them to edit the application, they must have their access permissions changed. Please contact us at [research@ycr.org.uk](mailto:research@ycr.org.uk) to request that their permissions be amended.

Please ensure you provide information on qualifications and examples of success in similar projects for all applicants and additional staff (where the candidate is known).

For applications of ≤£350k, please provide up to 5 selected publications. Whereas for larger applications of >£350k all relevant publications are requested.

### **Project Details**

Please answer the questions as directed on the application form. Where you have not been in contact with relevant bodies that may be impacted by the research you will be required to provide a brief justification of why. Please provide information on any IP consideration of the host organisation that may impact the Conditions of the Award as outlined in the supporting information provided to applicants.

### **Section 9 – Impact of COVID-19**

Please provide information on the impact of the pandemic on your proposed research, including any steps that may be required to mitigate the impact.

### **Section 10 – Details of existing Yorkshire Cancer Research Awards**

This section only applies to applicants where any principle or co-applicant 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. If this does apply, please provide the information as directed for each individual Award held.

### **Section 11 – Reviewers details**

Please provide **at least 2 and up to 4** preferred reviewers for your application if you wish them to be considered to review your application. Excluded reviewers will not be asked to provide reviews.

### **Sections 12 to 15 – Declaration of Award Conditions and Policies for Awards**

Only the Principal Applicant(s), the Head of Department and Financial Authority need to sign the acceptance of the Ethics Statement, Award Conditions and Policies for Awards and provide supporting letters where required. By providing the list of co-applicants you are indicating that they too have read and accepted the above.

Please be sure that the declaration from the Head of Department and Finance Office is completed only when you are ready to submit as you will not be able to edit the text after they have signed-off on the proposal. Only once all the required individuals have signed off the proposal will you be able to submit the application for consideration. Please leave yourself sufficient time to get the required sign off prior to the deadline.

### **Application Submission**

Only once all mandatory sections are complete, all co-applicants have finalised their submission and any Principle Applicants, Heads of Department and Financial Authority have signed their declarations will a **'Submit'** button appear. Once submitted you cannot edit your application.

If there are any questions arising during the completion or submission of the application form please contact us at [research@ycr.org.uk](mailto:research@ycr.org.uk).

## Frequently Asked Questions

### General FAQ's

#### **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.

#### **Can I resubmit an application that has been unsuccessful in a previous funding round?**

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. As such any application must be significantly different from any previous applications to be eligible for consideration. All previous submissions to the Charity should be declared in the Preliminary Application form in **Section 2**.

#### **Why do I need to register to apply for an application?**

Fluent Technology Ltd. are the providers of the cloud-based Flexi-Grant portal that processes the data you provide. You must [register](#) to access the secure site to apply for funding. More information on the data we hold on you can be found in our [Privacy Policy](#) and information on Fluent Technology Ltd can be found on their [website](#). Further, by registering with the site you negate the need to sign your application physically or electronically. There is no longer a requirement to post us hard copies of the application form.

#### **Can I copy and paste into the online forms?**

Yes, you will be able to copy and paste into the online form from other sources. However please be aware of the word count, as only the maximum number of words will be pasted.

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

No, as you need to login using a secure password you do not need to provide an electronic signature. By selecting the 'I accept' box you have provided a unique identifier that acts as a signature in this instance.

#### **My application is ready by the deadline, but my Head of Department/Finance Authority have yet to sign the declaration, can I still submit the application?**

No, you need to allow yourself enough time to ensure that the proper authorisation can be obtained to support your application. You can resend the invite to the Head of Department/Finance department.

#### **I have signed the declarations, but I want to amend my application is there anything I can do?**

Yes, if you contact [research@ycre.org.uk](mailto:research@ycre.org.uk), you can have your application 'rolled back' to allow you to edit the proposal. However, you will need institutional authorisation again and all the required declarations must be signed before you can submit the application (this must be done by the deadline date).

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

You will be notified in March 2021 whether your Preliminary Application has been successful and you will be invited to submit a Full Application.

Final funding decisions will be made at the Board of Trustees meeting in December 2021 and you will be informed in mid-late December 2021 of the outcome.

### What is the success rate of applications to the funding rounds?

Over the last five years we have had an average success rate of 17%. Details are provided in the table below:

Funding Round	2015	2015 £5m Special	2016	2017	2018	2019
Percentage of successful applications	14%	9%	22%	32%	13%	17%
Total amount awarded	£2.2m *	£4.9m	£7m	£3.7m*	£3.3m*	£8.3m

\*Note – We had more funding available in these rounds than was Awarded following peer review.

### What if I need to revise 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) and we will call you to discuss if this situation arises. Revisions are not usually accepted once the review process has started.

## Preliminary Applications

### Who will be reviewing the Preliminary Applications?

Stakeholder members of our Research Advisory Panel will be considering the Preliminary Applications for the degree of Strategic Fit with the Charity's aims and missions. Therefore, it is important that all sections be written in a style appropriate for a lay audience.

### Is the Patient and Patient Public participation the same as the impact?

No, the Patient and Public Participation is asking the number of patients/people/healthcare professionals directly recruited as part of the trial itself. Not all of them may be impacted directly by participating in the research.

### What are you looking for in the Patient and Public Benefit Diagram?

We would suggest a Gantt chart highlighting when the patient and public benefit will occur for the Award. Please identify the end of the Award in the diagram in order to clearly distinguish benefits within the timeframe of the Award from those coming further in the future.

## Full Applications

### 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 <https://arma.ac.uk/wp-content/uploads/2017/11/AMRC-CRSF-FAQs.pdf>.

**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 patient/lay input into the application? Who should I ask to be my patient or lay representative? What will they need to do?**

Patient and Public Involvement (PPI) is crucial to ensuring that your proposed research takes into account how best interact with cancer patients or the public. PPI will almost certainly improve your application and we strongly encourage you to seek out as much PPI to help you develop and refine your research proposal. You may have local cancer support groups, institutional or other local PPI panels to draw on. The NCRI consumer forum may also be able to help you.

Further, the application will need a named patient or lay representative, this could be anyone with an interest in the proposal, they can be listed as co-applicant. 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 if they have not registered online to access the application. We will use this data as per our [privacy policy](#).

**Can I include travel costs for PPI representatives?**

Yes, you may include reasonable costs for your PPI representative to support the project. These may include reasonable reimbursements for their time, travel, accommodation and subsistence costs as long as these costs are essential for the delivery of the project. More information is available on the [NIHR INVOLVE](#) website.

**In the Impact section what numbers to you want?**

We ask that you provide an estimate, with calculations, of the number of people who will benefit as a direct result from the work outlined in the proposal (this may be within the lifetime of the Award or realised following the Award, but in either case only impact gained as a direct result of the Award should be included). This can include the number of people at reduced risk of cancer or the number of people that have their chance of survival directly impacted.



**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 if 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.

**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, email the CRN Yorkshire & Humber Study Support Service at [supportmystudy@nihr.ac.uk](mailto:supportmystudy@nihr.ac.uk).

## References

- [1] <https://www.nature.com/articles/s41416-018-0029-6>  
 [2] [https://www.thelancet.com/journals/lanonc/article/PIIS1470-2045\(20\)30388-0/fulltext](https://www.thelancet.com/journals/lanonc/article/PIIS1470-2045(20)30388-0/fulltext)

## Appendix 1

	Incidence (2017) <sup>1</sup>			Mortality (2017) <sup>2</sup>			% attributed to preventable risk factors <sup>3*</sup>	% diagnosed at early stage (2018) <sup>4</sup>	1 year survival (2013-2017) <sup>5*</sup>	5 year survival (2013-2017) <sup>5*</sup>
	Rank by number of cases	Number of cases	ASR	Rank by number of deaths	Number of deaths	ASR				
Lung	1	4,317	91.35	1	3,078	65.24	78.8%	29.9%	40.6%	16.2%
Breast	2	4,047	159.37	4	867	33.02	22.9%	78.9%	95.8%	85.0%
Prostate	3	3,692	167.71	3	924	44.98	n/a	49.0%	96.6%	86.6%
Bowel	4	3,233	68.74	2	1,285	27.39	54.1%	39.6%	78.3%	58.4%
Skin	5	1,115	23.35	17	154	3.19	86.8%	84.2%	98.2%	91.3%
NHL	6	1,067	22.52	11	352	7.42	3.4%	23.2%	79.4%	65.6%
Bladder	7	918	20.26	8	431	9.68	48.6%	62.0%	74.1%	52.6%
Kidney	8	904	18.99	12	325	6.96	33.5%	49.4%	79.3%	63.8%
Leukaemia	9	899	18.91	10	377	8.06	12.0%	n/a	72.4%	53.5%
Pancreatic	10	825	17.39	5	737	15.55	31.2%	19.9%	25.4%	7.3%
Oesophageal	11	755	16.31	6	594	12.89	58.7%	16.5%	46.5%	17.0%
Uterine	12	706	27.70	16	200	7.60	34.4%	76.3%	89.5%	75.6%
Ovarian	13	582	22.87	14	297	11.43	11.1%	36.1%	71.7%	42.6%
Stomach	14	558	12.09	9	379	8.16	53.1%	22.2%	47.4%	21.6%
Multiple myeloma	15	491	10.50	15	248	5.28	13.6%	n/a	82.7%	52.3%
Liver	16	467	10.08	7	451	9.75	48.3%	n/a	38.1%	12.7%
Brain and CNS	17	418	8.61	13	324	6.75	2.5%	n/a	39.9%	12.2%
Cervical	18	241	9.64	18	61	2.41	99.8%	n/a	81.1%	61.4%
Gallbladder	19	108	2.19	19	58	1.19	19.9%	n/a	n/a	n/a

\* England data only

1. [https://www.cancerdata.nhs.uk/incidence/age\\_standardised\\_rates](https://www.cancerdata.nhs.uk/incidence/age_standardised_rates)

2. [https://www.cancerdata.nhs.uk/mortality/age\\_standardised\\_rates](https://www.cancerdata.nhs.uk/mortality/age_standardised_rates)

3. Brown, K.F., et.al., 2018. The fraction of cancer attributable to modifiable risk factors in England, Wales, Scotland, Northern Ireland, and the United Kingdom in 2015. British journal of cancer, 118(8), p.1130. <http://www.nature.com/articles/s41416-018-0029-6>

4. [https://www.cancerdata.nhs.uk/stage\\_at\\_diagnosis](https://www.cancerdata.nhs.uk/stage_at_diagnosis)

5. <https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/bulletins/cancersurvivalinengland/stageatdiagnosisandchildhoodpatientsfollowedupto2018>