



RESEARCH AWARDS

Information for Applicants

2018 Funding Round

"Saving 2000 lives a year in Yorkshire by 2025"

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Purpose of the 2018 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**”) and the Charity’s 2018 Funding Round launched on 18 January 2018 (the “**Round**”).

The key dates for the Funding Round are:

Funding Round Opens	Thursday 18 January 2018
Preliminary Application Deadline	12 noon Thursday 15 March 2018
Invitations to Submit Full Applications	End of April 2018
Full Application Deadline	12 noon Thursday 21 June 2018
Funding Decision	Early December 2018

About Us and Our Work

Yorkshire Cancer Research was founded in 1925 and is the largest independent regional cancer charity in England. Thanks to our donors we have supported vital projects 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. Latest data from 2015 shows around 30,000 people in Yorkshire were diagnosed with cancer with 12 of 21 clinical commissioning groups (CCGs) in the region having incidence rates above the national average. In 2015, 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 New 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 195,000 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](#).

2018 Funding Round

“Saving 2000 lives a year in Yorkshire by 2025”

Yorkshire Cancer Research is committed to investing £100m in ground breaking research and services, with the ambitious goal of saving 2000 lives a year in Yorkshire by 2025. This year we have allocated **£4m to support the 2018 Funding Round** and have also committed **£6m to support commissioned research** which will be available later in the year. Collectively, the synergy of both response-mode funding and commissioning will allow us to make progress on our target of 2000 lives.

We invite applications for the 2018 Funding Round in three priority areas:

- **Early Diagnosis and Cancer Screening**
- **Cancer Rehabilitation**
- **Clinical Trials**

Early Diagnosis and Cancer Screening

Analysis from [The Cancer Taskforce Report](#), “Achieving world-class cancer outcomes a strategy for England 2015-2020,” the [NHS Five Year Forward View](#) and the [Cancer in Yorkshire report](#) indicates that **early diagnosis** will be the main contribution to 2000 fewer cancer deaths in Yorkshire. From our own analysis, a 5% stage shift in early diagnosis could result in 90 fewer deaths over 1 year or 196 fewer deaths over 5 years in the four most common cancers. If diagnosis of these common cancers achieved the national target for early diagnosis of 62%, there could be a significant improvement for Yorkshire with approximately 1,213 fewer deaths over 1 year or 1,352 fewer deaths over 5 years. Given the central role of early diagnosis in mediating a stage shift in diagnosis, we would welcome applications addressing interventions that not only **raise cancer awareness**—especially in hard to reach communities—but also result in **the translation of earlier presentation to primary care** of people with potential cancer symptoms. We will prioritise projects that address the most common cancers as those are most likely to have the greatest impacts.

Addressing geographical variations in the uptake rates of national **cancer screening** programmes across Yorkshire represents an area where significant improvements may be made. We welcome applications to test interventions that can raise the level of cancer screening especially in areas of greater deprivation.

Cancer Rehabilitation

By reducing cancer recurrence, **secondary prevention through cancer rehabilitation** has the potential to positively impact Yorkshire’s cancer outcomes. Being physically active after a cancer diagnosis is linked to better cancer outcomes for several cancers (US National Cancer Institute). Women who did moderate exercise after a breast cancer diagnosis had 40%-50% lower risk of breast cancer recurrence. For those with a bowel cancer diagnosis, those who engaged in leisure time physical activity had a 31% lower risk of death than those who did not. Hence cancer rehabilitation could have significant impacts on the number of cancer deaths. While physical activity and other lifestyle interventions are clearly one important area of cancer rehabilitation, we

are also interested in other studies to address psychosocial issues of a cancer diagnosis encompassing the areas within “living with and beyond cancer”.

Clinical Trials

Patients treated in research active institutions are known to have better outcomes. Furthermore, those involved in clinical trials may benefit directly from their participation in studies, as well as contributing to the translation of new knowledge into clinical application. We are interested in supporting **clinical trials in the most common cancers**: to improve treatments, monitor patient reported outcomes including quality of life, and to improve detection and survival rates. We will consider trials at any stage from feasibility through to multi-centred phase III trials, but with the caveat that those trials that are multi-site must have a substantial number of patients recruited from Yorkshire.

The key dates for the Funding Round are:

Funding Round Opens	Thursday 18 January 2018
Preliminary Application Deadline	12 noon Thursday 15 March 2018
Invitations to Submit Full Applications	End of April 2018
Full Application Deadline	12 noon Thursday 21 June 2018
Funding Decision	Early December 2018

Important considerations for all applications

Please note that we will be returning to a **two stage process**. Initial **Preliminary Applications** will have a **15 March deadline**. These Preliminary Applications will be taken through our Strategic Fit Test and those that pass through will be **invited at the end of April to submit a Full Application for a 21 June deadline**. The Preliminary Application Form can be downloaded from <https://yorkshirecancerresearch.org.uk/get-involved/researchers> along with other documents relevant to the Funding Round.

Please note if you do not submit a Preliminary Application by the 15 March deadline you will not be eligible to submit a Full Application later in the process. Full Applications are by invitation only.

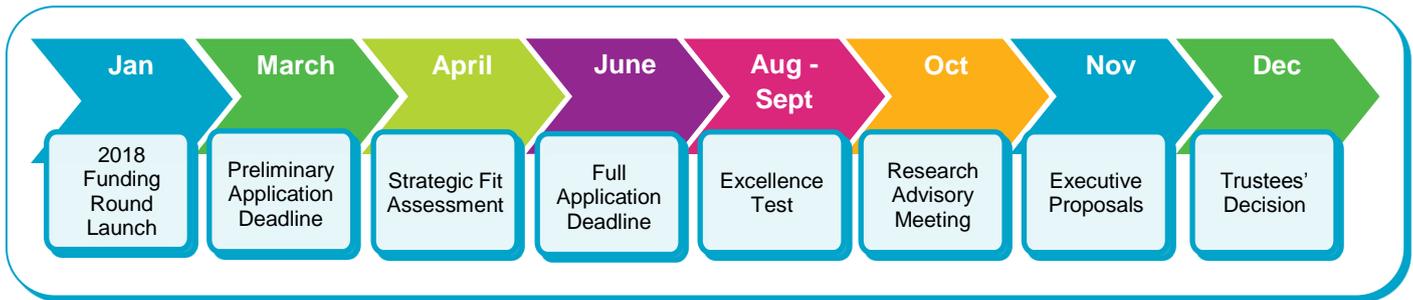
Applications will be accepted from any organisation in the UK that can contribute to saving 2000 lives in Yorkshire in the priority areas outlined above.

Applications must outline how, if the research were to be successful, the work would help us toward our goal of saving 2000 lives a year in Yorkshire.

For any queries about the Funding Round or the application process, please email research@ycr.org.uk

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:



Privacy and Use of Personal Data

For full details on how we use your information please visit <https://yorkshirecancerresearch.org.uk/privacy-policy>.

Personal data within the Preliminary and Full applications will be used by Yorkshire Cancer Research for the purposes of processing and analysing the applications that are submitted. Email addresses and phone numbers will be used for contacting applicants and co-applicants about their submitted proposals. Contact details for the Head of Department and Administrative 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.

The information within Section 6 of the Full Applications on “Applicant Expertise” will be shared with external reviewers to judge the qualifications of the project team and their ability to deliver on results as outlined. In the Full Application Section 7 on Previous Yorkshire Cancer Research Awards, this information will be used by our internal team as well as external reviewers to ensure that all previous awards to the Principal Applicant have been conducted in compliance with our Awards Conditions and Policies and that good progress has/will be made on the project. In Section 8 of the Full Application relating to preferred and excluded reviewers, the applicants’ suggestions will be taken into consideration in 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.

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 will be necessary for assessing impacts 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 for a period of **five** years, in order to assess any related applications which come in during that time that might either be a resubmission of an application and/or be highly related to a previous application.

Application Forms

Preliminary and Full Application forms and the relevant deadlines for submission are available on the Yorkshire Cancer Research website at <https://yorkshirecancerresearch.org.uk/get-involved/researchers>. **Please note that Full Applications should only be completed once the applicants have been notified that their Preliminary Application has passed through the Strategic Fit Test.**

Preliminary Application Screening

Once Preliminary Applications are received, an initial 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.

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.

Full Applications

Subject to applications passing the Strategic Fit Test, selected applicants will be invited at the end of April 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 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

Guidance for Preliminary Application

Please ensure all sections of the application form are completed.

Complete the application form electronically and please name the file in the format “[SURNAME] – 2018 PRELIMINARY APPLICATION”.

Once completed, print and sign the original application form (electronic signatures are accepted) and send a total of **15 double-sided copies** 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. Application forms in PDF format will **not** be accepted.

Please email research@ycr.org.uk or ring 01423 877231 if you have any questions.

We must receive BOTH the electronic and hard copy versions of your application by the deadline, 12 noon Thursday 15 March 2018.

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

Section 1 – About You

Applicants may be the Principal Applicant on a maximum of 2 Award applications within the same Round irrespective of duration and value. Co-principal applicants may be considered; please indicate as such on the table in Section 1 and in a cover letter.

Please provide information on all applicants as requested in the table. Any personal data included in the application will be used as outlined in “Privacy and Use of Personal Data” above. Please ensure that all individuals listed in the application are aware of this.

Section 2 – About Your Project

For Total Support Requested, please indicate the amount of funding requested. 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.

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.

Because 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.

In the **Project Outline**, ensure this section is completed in Calibri font size 10 and 1.5 line spacing.

Please explain 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 Round requires projects to make significant contributions to saving 2000 lives a year in Yorkshire by 2025. We require both a narrative and a diagram (**Patient/Public Benefit Description** and **Patient/Public Benefit Diagram**, respectively) to outline the timeline until patient benefit. 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 3 – Acceptance of Award Conditions and Policies for Awards

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

A signature from the Head of Department is also required.

Guidance for Full Application

Please ONLY complete and submit the Full Application after you have been invited to do so by the Research Team following the outcome of the Strategic Fit Test at the end of April.

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

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 <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 completed 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] – 2018 FULL APPLICATION”.

Once completed send a total of **15 double-sided copies** 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. Application forms in PDF format will **not** be accepted.

Please email research@ycr.org.uk or ring 01423 877231 if you have any questions.

We must receive BOTH the electronic and hard copy versions of your application by the deadline, 12 noon Thursday 21 June 2018.

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 Full Application form (Conditions and Policies for Awards) before signing Section 1.

Please see “Privacy and Use of Personal Data” on p.8 for how your personal data in the application will be used.

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 for further guidance if required.

Section 2 – About Your Project

Please ensure the total amount requested in Section 2 matches the total of the costings in Section 5 and is not significantly different from the amount requested in 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. Much of the information on the need, impact, patient involvement and patient benefit of the project can be copied over from the Preliminary Application as different reviewers will be considering the Preliminary and Full Applications.

Section 3 – Full Project Description

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

For applications of ≤£350k, the project background and detailed project plan has a word limit of 2500 words excluding up to 5 tables and figures.

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

Reviewers often request clarity and information on milestones, cost justifications and power calculations for sample sizes, where appropriate, so please consider this when completing this section of the application form. We require all applications to indicate how they are strategically aligned with the current Funding Round **“Saving 2000 lives a year in Yorkshire by 2025”**. Therefore, please estimate the lives saved by 2025 as a result of this work, including a description of any assumptions made.

If your proposal is a clinical trial, please address the following issues in your full project description:

1. Will you be working with a Clinical Trials Unit? If yes, please provide details.
2. How do you plan to recruit study subjects?
3. What is your anticipated rate of recruitment?
4. How many centres or sites do you plan to recruit from? Please list these centres/sites.
5. Who is/are the study sponsor(s)?
6. What criteria will be used to stop the study if necessary?
7. Please confirm that the study sites have sufficient infrastructural support to deliver the trial.

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 provides further information here: <https://www.amrc.org.uk/charity-research-support-fund-faqs#Why-is-the-CRSF-important>. 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 your application.

Excluded reviewers will not be asked to provide reviews.

Section 9 – Acceptance of Award 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, the Head of Department and Administrative Authority (and not all co-applicants) need to sign the acceptance of Award Conditions and Policies for Awards.

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.

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. But please note that you will not have the ability to use “spell check” within the grey boxes. So therefore, all entries should be read through carefully.

Are electronic signatures acceptable? How do I insert them?

Yes, electronic signatures are acceptable. Please note that all co-applicants will need to provide a signature on the Full 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 Thursday 15 March 2018 for the Preliminary Application** or **12 noon Thursday 21 June 2018 for the Full Application**.

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

You will be notified at the end of April whether you will be invited to submit a Full Application. Final funding decisions will be made at the Board of Trustees' meeting in early December 2018.

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 or ring 01423 877231 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?

Our 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 style appropriate for a lay audience.

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

We would suggest a Gantt chart highlighting when the patient/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://www.amrc.org.uk/charity-research-support-fund-faqs#Why-is-the-CRSF-important>

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. We will only use the personal data for the lay representative to confirm their input into the application process.

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.

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.cnyorkshumber@nihr.ac.uk.