



## **RESEARCH AWARDS**

Information for Applicants

### **2019 Funding Round**

**“Helping the people of Yorkshire, avoid, survive and cope with cancer”**

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## Purpose of the 2019 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 2019 Funding Round launched on 7 March 2019 (the “**Round**”). The key dates for the Funding Round are:

<b>Funding Round Opens</b>	<b>Thursday 7 March 2019</b>
<b>Preliminary Application Deadline</b>	<b>12 noon Wednesday 8 May 2019</b>
<b>Invitations to Submit Full Applications</b>	<b>June 2019</b>
<b>Full Application Deadline</b>	<b>12 noon Thursday 3 October 2019</b>
<b>Funding Decision</b>	<b>March 2020</b>

### About the Charity and its 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 more than 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 some of the worst cancer incidence rates in England. Latest data from 2016 shows around 30,300 people in Yorkshire were diagnosed with cancer with 13 of 21 clinical commissioning groups (CCGs) in the region having incidence rates above the national average. In 2016, around 14,000 people died from cancer, again with 13 of 21 CCGs having mortality rates above the national average. It is well proven that cancer patients do better in regions that enjoy consistently high levels of investment in medical research 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.

### Agenda

It is estimated that the number of new cancers diagnosed in Yorkshire 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 177,000 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. 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.

**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.

**Mission**

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

**Goal**

The Charity's 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 are "research-led" in all our charitable activities and focus on delivering solutions and real benefits to the people that we serve.



## 2019 Funding Round

### “Helping the people of Yorkshire, avoid, survive and cope with cancer”

Yorkshire Cancer Research is committed to investing £100m in groundbreaking research and services, with an ambitious goal of saving an additional 2,000 lives every year in Yorkshire by 2025. The Charity aims to achieve this by focusing on measures to reduce the risk of cancer in communities across the region and improve the diagnosis, treatment and quality of life for people living with or after cancer in Yorkshire.

Since 2015 the Charity has allocated £47m to impactful projects and commissioned work. We now invite innovative applications for projects (including clinical trials) to our 2019 Funding Round in the following areas:

- Reducing the risk of developing cancer (including smoking cessation).
- Early diagnosis and cancer screening.
- Improving treatments.
- Supportive and palliative care.
- Physical activity following a diagnosis of cancer.

The proposed work should have the potential to reduce the risk of cancer, increase cancer specific survival or improve the quality of life of cancer patients during the course of the project.

#### **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 the behavioural, lifestyle and environmental factors aiming to reduce the risk of cancer. The projects must have an interventional element, with the emphasis on solving problems rather than simply describing them. We are happy to receive applications from researcher/practitioner teams engaged in cycles of development and testing to effect sustainable change.

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

Special consideration will be given to smoking cessation initiatives as lung cancer has the highest mortality rates in Yorkshire and it is estimated that more than 7 in 10 cases are caused by tobacco smoking [1].

#### **Topic 2: Early diagnosis and cancer screening**

Analysis from [The Cancer Taskforce Report](#), “Achieving world-class cancer outcomes a strategy for England 2015-2020,” [2] and the [NHS Long Term Plan](#) [3] indicate that early diagnosis will be the main contribution to 2000 fewer cancer deaths in Yorkshire. Currently an average of 49% of the four most common cancers are diagnosed at an early stage in Yorkshire, this ranges from 29.4% in lung cancer to 80.7% in breast cancer. From our own analysis, a 5% stage shift in early diagnosis could result in 87 fewer deaths over 1 year or 153 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 75%, there could be a significant improvement for Yorkshire with approximately 1,546 fewer deaths over 1 year or 1,797 fewer deaths over 5 years.

We welcome applications in the following areas. We will prioritise applications that address the cancers that cause the most deaths in Yorkshire per year, as those projects are the most likely to have the greatest impact [[Appendix 1](#)].

### ***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.

### ***Increasing uptake of national cancer screening programmes***

Addressing geographical variations in the uptake rates of 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 uptake.

The introduction of the FIT test for bowel cancer screening increased screening uptake in Scotland by 8% [[4](#)]. We welcome applications testing solutions to accelerate the full implementation of FIT testing in Yorkshire at an optimum sensitivity. For example:

- Increasing the capacity of the NHS in Yorkshire to undertake more colonoscopies that would allow the FIT threshold to be lowered and the age group to be expanded.
- How best to use bowel scope in combination with FIT to understand whether bowel scope and FIT together find and prevent more cancers than FIT alone.

Please note we expect there will be a year moratorium on research within the bowel screening programme from the time of the full introduction of the FIT test. Any applications approved for funding in this area would only be expected to start in line with the end of the moratorium.

### ***Testing and implementing new cancer screening***

Applications should focus 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 tests cannot be in the developmental stage. The project may consider using existing techniques in a novel or adapted way to increase their effectiveness/sensitivity or reduce any negative symptoms associated with the screening technique.

**Topic 3: Improving treatments**

We welcome applications for clinical trials (see section below) and other studies aiming to test new treatments, or improve current treatments, in order to improve survival and/or quality of life for cancer patients.

We will prioritise applications that address the most common cancers and those that cause the most deaths in Yorkshire [[Appendix 1](#)] as those projects are the most likely to have the greatest impact.

**Topic 4: Supportive and palliative care**

There are currently an estimated 177,000 people living in Yorkshire who have had a diagnosis of cancer, and this number is expected to reach as many as 295,000 people by 2030.

Many people with a cancer diagnosis do not get the palliative and supportive care they need. By not receiving palliative care at the right time, patients and their families may not have support in place to ensure they have the best quality of life possible, with proper management of physical problems such as pain, as well as emotional issues. We welcome applications aiming to improve access to, or the quality of, supportive and palliative care including end of life care.

**Topic 5: Physical activity following a diagnosis of cancer**

By reducing cancer recurrence, secondary prevention through physical activity has the potential to affect Yorkshire's cancer outcomes. Being physically active after a cancer diagnosis is linked to better cancer outcomes for several cancers [[5](#), [6](#)]. 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, physical activity after a diagnosis of cancer, especially for those with the highest mortality in Yorkshire, could have significant impacts on the number of cancer deaths [[7](#)].

**Proposals for clinical trials**

We welcome applications for clinical trials in any of the above topic areas from feasibility, pilot and complex trials, through to clinical phase I-III.

Trials should attempt to recruit the majority of the study patients from Yorkshire unless this would prohibit the trial due to there not being enough eligible patients in Yorkshire. In this instance, 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 they aim to offer the trial to.

Priority will be given to applications:

- That will recruit the majority of participants, patients or the public, from within Yorkshire.
- With the largest ratio of "number patients offered the trial in Yorkshire vs number of eligible patients in Yorkshire". Each case will be assessed individually.

## General Considerations

### Type of applications accepted

We will accept applications for research and clinical trial proposals from any form of organisation in the UK that can contribute to the topic areas outlined above. In non-academic led proposals we recommend that an academic collaborator is sought to:

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

### Patient and Public Involvement

Applicants are encouraged to involve lay representatives in aspects of project design and delivery and to review their application where appropriate.

### Maximising our impact

Applications will be prioritised by those projects that are anticipated to have the greatest impact on the Charity's vision, mission and 2025 goal.

In order to maximise our impact:

- Projects aiming to improve survival in the most common cancers and cancers with the highest mortality in Yorkshire will be prioritised in order for us to meet our goal of saving 2000 lives per year by 2025.
- Projects that address how we can positively impact the lives of the people in Yorkshire to reduce preventable cancers will be prioritised, with special consideration of those cancers with high mortality rates.
- Projects aiming to improve quality of life or increase physical activity following a diagnosis in the cancers with the highest prevalence will be prioritised.
- Projects that engage and recruit, where possible and practical, a greater proportion of participants from Yorkshire will be prioritised.
- Projects that if successful could be implemented across Yorkshire and beyond will be prioritised.

### Types of research we support

We expect all Research proposals to consider the following:

- Research projects must address a topic outlined in the Funding Round and have a clear hypothesis and must either:
  - Test an intervention in a human population
  - Have a good chance changing clinical practice, even if only locally, (for example by way of an observational study) during the course of 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 where there is sufficient evidence that the intervention might work when tested i.e. that there is a 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.

#### **The key dates for the Funding Round**

<b>Funding Round Opens</b>	<b>7 March 2019</b>
<b>Preliminary Application Deadline</b>	<b>12 noon Wednesday 8 May 2019</b>
<b>Invitations to Submit Full Applications</b>	<b>June 2019</b>
<b>Full Application Deadline</b>	<b>12 noon Thursday 3 October 2019</b>
<b>Funding Decision</b>	<b>March 2020</b>

## Application Process

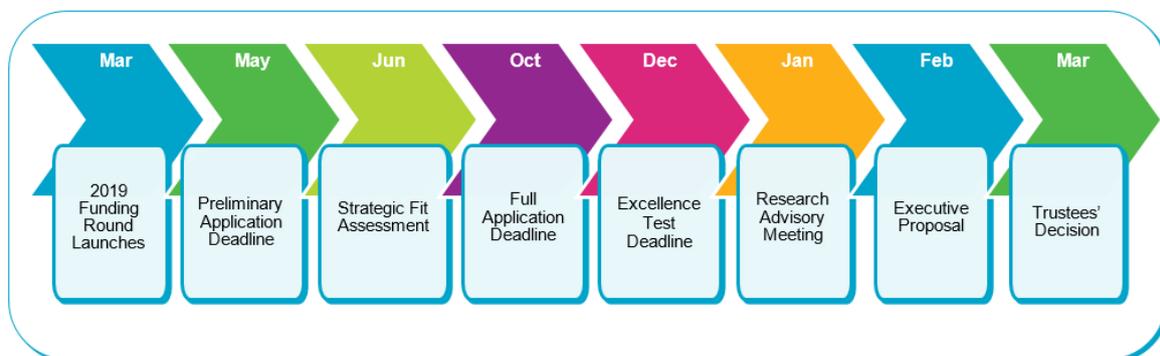
We run a two stage process. Preliminary Applications will be taken through our Strategic Fit Test and those that pass through will be invited in June to submit a Full Application for 3 October deadline.

The Preliminary Application Form can be downloaded along with other documents relevant to the Funding Round <https://yorkshirecancerresearch.org.uk/get-involved/researchers>.

Full Applications are by invitation only based on the preliminary application.

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:



### Privacy and Use of Personal Data

For full details on how we use your information please visit [www.yorkshirecancerresearch.org.uk/privacy-policy](http://www.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 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. The information within **Section 5** 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 6** 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 7** 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 in order to assess any related applications which come in the future 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>. Full applications are by invitation only.

### **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 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. Those applications with a lower level of strategic fit will be rejected. 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 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 Test. 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] – 2019 Preliminary Form”. 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](mailto:research@ycr.org.uk). Application forms in PDF format will not be accepted.

Please email [research@ycr.org.uk](mailto:research@ycr.org.uk) or call 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 Wednesday 8 May 2019. 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 two Award applications within the same Funding Round irrespective of duration and value. Co-applicants details are not required at this stage of the process.

Please provide information as requested in the table. Any personal data included in the application will be used as outlined in “Privacy and Use of Personal Data” (p10).

### **Section 2 – About Your Project**

For **Total Support** requested, please indicate the amount of funding requested. This figure should take into account all aspects of staff costs, marketing (promotion and development), patient/public involvement, equipments and direct costs incurred by the project where appropriate. 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.

For the **Project Summary** and **Project outline** ensure these sections are completed in Calibri font size 10 and 1.5 line spacing.

Please explain in lay terms 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. In the **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.

Researchers should consider opportunities to actively encourage **Patient/public involvement** in all aspects of their project development where appropriate and report on how this was achieved. Please provide an estimate on the numbers within the **Patient/public participation** for the project, the proposed modes of contact and data captured.

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. Considering how the work aligns with the charity goals to help the people of Yorkshire avoid, survive and cope with cancer. Thus helping the Charity achieve the goal to 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.

### **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 in June.**

Before completing the application form please ensure everyone who is a named applicant has read the [Ethics Statement, Award Conditions](#) and [Policies for Awards](#).

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 <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](#). If you do not feel it is appropriate to your research you will be asked to provide an explanation in the checklist.

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] – 2019 Full Application”.

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

Once completed send a total of **15 double-sided** copies of the Full Application and any supporting documentation 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. Any supporting documents should be collated into a single document and can be submitted in PDF format.

Please email [research@ycr.org.uk](mailto:research@ycr.org.uk) or call 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 3 October 2019. Please contact the Charity if you do not receive an acknowledgement within 7 days of your submission.**

### Section 1 – About You

Please see “Privacy and Use of Personal Data” on (p10) for how your personal data in the application will be used. In the Round, applicants may be the Principal Applicant on a maximum of two Award applications irrespective of duration and value.

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 to be made available to Yorkshire Cancer Research.

Please list full name and email for all Co-applicants, full details will be required in **Section 5**. If there are any issues with the form please email [research@ycr.org.uk](mailto:research@ycr.org.uk).

### Section 2 – About Your Project

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 4** 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. In the **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. The Charity encourages **Patient/Public Involvement** throughout the project design and life of the project to capture their unique perspective to inform the research. Where practical please include numbers of individuals you would expect to participate during the duration of the project and potential further applications of the programme, if successful under **Patient/Public Participation**. Much of the information on the need, impact, patient involvement and patient benefit of the project can be copied over from the Preliminary Applications.

Please provide a 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.

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, have their chance of survival directly impacted or have an improved quality of life.

We further ask, if practical, to calculate if this project were successful and rolled out across Yorkshire how many people would benefit in the longer term, from a reduced risk of cancer, have their chance of survival directly impacted or have an improved quality of life.

### 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 Charity goals to help the people of Yorkshire avoid, survive and cope with cancer to save 2000 lives 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, improving quality of life beyond diagnosis and treatment of cancer.

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

- Will you be working with a Clinical Trials Unit? If yes, please provide details.
- How do you plan to recruit study subjects?
- If the majority of the potential subjects are not located in Yorkshire, what proportion of those eligible for the trial in Yorkshire are anticipated to take part? Please provide evidence and justification for any assumptions made.
- What is your anticipated rate of recruitment?
- How many centres or sites do you plan to recruit from? Please list these centres/sites.
- Who is/are the study sponsor(s)?
- What criteria will be used to stop the study if necessary?
- Please confirm that the study sites have sufficient infrastructural support to deliver the trial.

For the **Research Outputs and Intellectual Property** in **Section 3** please include details of any relevant IP opinions from your host institution.

### Section 4 – 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.

Further information on charity funding and the NHS is available from National Institute for Health Research: <https://www.nihr.ac.uk/research-and-impact/nhs-research-performance/research-costs.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/funding-and-support/study-support-service/resources/excess-treatment-costs.htm>). 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.

**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.

Full consideration of production and development costs of all marketing materials or on-line 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 [website](#) for details.

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 5 – Applicant Expertise

All applicants should refer to **Section 8** of the Full Application form (Conditions and Policies for Awards) before signing **Section 5**.

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. Co-applicants will need to provide a signature on the Full Application and are aware of the Ethical Statement, Award Conditions and Policies of Award.

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). Please duplicate the tables for each additional applicant or staff member as required, and renumber as appropriate.

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

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

### **Section 6 – 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 7 – 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 8 – Acceptance of Award Conditions and Policies for Awards**

Please ensure all applicants named in **Section 1** agree to the statements outlined in **Section 8** before signing **Section 5**.

Only the Principal Applicant, the Head of Department and Financial Authority (and not all co-applicants) need to sign the acceptance of the Ethics Statement, Award Conditions and Policies for Awards and provide supporting letters where required.

### **Engagement and Charity Promotion Opportunities**

This section is for internal use only and will not impact the review process or funding decision for your application.

Our aim is to ensure the charity is recognisable and known for the work funded in Yorkshire, this helps us to raise money to ensure we can fund as many projects as possible across the region We ask that you provide some information on how your team may help us raise brand awareness including any fundraising activity.

This may include: tours of your facility to volunteers and fundraisers; opportunities for your team to fundraise on behalf of the Charity; engagements and outreach where you could consider using Charity resources such as banners/flyers etc..

If your project requires marketing, or public/patient engagement, expertise to be employed for the success of the project please outline how our brand can be incorporated into this work. If you plan to use a communications or brand agency to help you with the project they will be able to advise on the incorporation of the Yorkshire Cancer Research brand.

### **Checklist**

We have provided a checklist for you at the end of the application to ensure you have provided all the required information and that the appropriate advice has been sought from groups that may be impacted if your application is to be successful.

## 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 some parts of the application have grey boxes for completion and some do not? Do I need complete the grey boxes?**

Yes, please complete the grey boxes where relevant. They are built in to assist processing the applications. Please note that you will not have the ability to use “spell check” within the grey boxes. When editing please ensure your cursor is where you wish to inset text to avoid overwriting existing information.

#### **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 Wednesday 8 May 2019 for the Preliminary Application** or **12 noon Thursday 3 October 2019 for the Full Application**.

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

You will be notified before the end of June 2019 whether you will be invited to submit a Full Application. Final funding decisions will be made at the Board of Trustees' meeting in March 2020 and you will be informed in early April 2020 of the outcome.

#### **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 call 01423 877231 to discuss if this situation arises. Revisions are not usually accepted once the review process has started.

**In the Impact section what numbers do 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, have their chance of survival directly impacted or have an improved quality of life.

We further ask, if practical, to calculate if this project were successful and rolled out across Yorkshire how many people would benefit in the longer term, from a reduced risk of cancer, have their chance of survival directly impacted or have an improved quality of life.

**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.

**Is the Patient/Patient Public participation the same as the impact?**

No. The Patient/Public Participation is asking the number of patients/people/healthcare professionals directly recruited as part of the trial itself. Some or all of them may be impacted directly by participating in the research, but not necessarily all of them.

**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?**

Patient and public involvement often improves research applications and resulting work if funded. Please involve patients or the public in the design of the project.

Further to this we ask that the application has a named patient or lay representative, this 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 use this data as per our [privacy policy](#).

**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, 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.england.nhs.uk/wp-content/uploads/2016/10/cancer-one-year-on.pdf>
- [3] <https://www.longtermplan.nhs.uk/>
- [4] <https://www.isdscotland.org/Publications/index.asp>
- [5] [US National Cancer Institute](#)
- [6] [Clinical Oncology Society of Australia](#)
- [7] <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4342017/pdf/pone.0118253.pdf>

## Appendix 1

	Incidence (2016) <sup>1</sup>			Mortality (2016) <sup>2</sup>			% attributed to preventable risk factors <sup>3*</sup>	% diagnosed at early stage (2016) <sup>4</sup>	1 year survival (2012-2016) <sup>5*</sup>	5 year survival (2012-2016) <sup>5*</sup>
	Rank by number of cases	Number of cases	ASR	Rank by number of deaths	Number of deaths	ASR				
<b>Lung</b>	1	4,551	93.51	1	3,342	68.88	78.8%	29.4%	39.6%	15.3%
<b>Breast</b>	2	4,316	162.32	4	889	32.42	22.9%	80.7%	95.8%	85.3%
<b>Prostate</b>	3	3,642	160.07	3	991	47.13	n/a	42.8%	96.5%	87.1%
<b>Bowel</b>	4	3,369	69.28	2	1,301	27.03	54.1%	41.9%	78.5%	59.1%
<b>Skin</b>	5	1,178	23.66	17	155	3.19	86.8%	87.4%	98.0%	91.6%
<b>NHL</b>	6	1,131	22.85	9	423	8.62	3.4%	28.8%	79.2%	65.9%
<b>Kidney</b>	7	1,061	21.61	13	337	7.00	33.5%	52.2%	78.4%	63.3%
<b>Leukaemia</b>	8	877	17.78	11	395	8.24	12.0%	n/a	71.7%	52.6%
<b>Bladder</b>	9	836	17.85	7	455	9.81	48.6%	64.6%	74.8%	55.1%
<b>Pancreas</b>	10	829	16.96	5	766	15.66	31.2%	17.7%	24.4%	7.0%
<b>Uterus</b>	11	764	28.81	16	184	6.73	34.4%	76.0%	89.6%	75.7%
<b>Oesophagus</b>	12	759	15.84	6	636	13.16	58.7%	22.4%	46.0%	16.2%
<b>Ovary</b>	13	625	23.56	14	316	11.84	11.1%	40.8%	71.3%	42.1%
<b>Stomach</b>	14	561	11.83	10	419	8.86	53.1%	25.9%	47.1%	20.9%
<b>Liver</b>	15	514	10.64	8	452	9.26	48.3%	n/a	36.7%	12.1%
<b>Brain and CNS</b>	16	477	9.38	12	340	6.81	2.5%	n/a	38.7%	11.3%
<b>Multiple Myeloma</b>	17	456	9.37	15	224	5.09	13.6%	n/a	82.1%	51.7%
<b>Cervical</b>	18	273	10.46	18	65	2.43	99.8%	n/a	81.1%	60.8%

Table references

\* 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](http://www.nature.com/articles/s41416-018-0029-6)
4. [http://www.ncin.org.uk/cancer\\_type\\_and\\_topic\\_specific\\_work/topic\\_specific\\_work/cancer\\_outcome\\_metrics](http://www.ncin.org.uk/cancer_type_and_topic_specific_work/topic_specific_work/cancer_outcome_metrics)
5. <https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/conditionsanddiseases/bulletins/cancersurvivalinengland/nationalestimatesforpatientsfollowedupto2017>