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SAMANTHA DICKSON BRAIN TUMOUR TRUST

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SAMANTHA DICKSON BRAIN TUMOUR TRUST

Head to head with brain tumours

Registered Charity no. 1128354
Company limited by guarantee no. 05615995

STAGE 2 - FULL APPLICATION FOR A RESEARCH GRANT

Please note: this form is for the full application stage and should only be completed if the outline application has been successful and a full application has been invited.

General instructions

Applications are invited for funding of £40,000 - £215,000 over 1-3 years (preferably 3 years). Please also note that a maximum of £75,000 is available in any one year.

Applicants may match this funding with up to 100% of additional funding from their Institution or other funder towards their application, combining to create a total project budget of up to £430,000. Applicants are strongly encouraged to secure Matched funding from their Institution towards their application, in order that together we can increase the total levels of funding for brain tumour research in the UK. This is not a requirement of all applications, but will be taken into consideration when making final funding decisions, as outlined in our research strategy. If you declare Matched funding you should obtain a letter from the funder (even if this is your Institution) confirming that they will provide this if the application is funded, and insert a copy of this under section 12 of this form.

This should be in the context of a 'Total Project Budget' of £40,000 - £430,000 – see 'Total Project Budget' and 'Matched funding' below.

Principal applicants must hold an established NHS, academic or research post in the UK and already have a salary for the duration of the award; the salary of the Principal Applicant will not be funded by SDBTT should an award be made. Though projects must be based in the UK, international collaboration is encouraged. Individuals may submit a maximum of two applications for which they are the Principal Investigator. The Principal Applicant's institution will be the Host Institution for the grant.

This form should be read in conjunction with: the information on the Samantha Dickson Brain Tumour Trust (SDBTT) website relating to the grant round, the SDBTT Terms and Conditions of

Sample

Award for Research Grants and research strategy, both downloadable from www.braintumourtrust.co.uk/grantround.

Further to the instructions provided here, you may wish to seek advice and information on the best way to complete your application. For example, you may find NCRI Grantmanship Gateway: <http://www.ncri.org.uk/grantsmanship/> useful in providing guidance for certain aspects.

Please enter your responses in the white areas of the form only. Please do not delete any part of the original form, excepting the template CV (if not used).

An appropriate person (the 'Senior administrative authority') from the Institution must sign the declaration at the end of this form confirming that the Institution supports the application. The Principal applicant and co-applicants must also sign the declaration at the end of this form.

Please provide two copies of your application: one electronic copy via email to research@sdbtt.co.uk and one signed paper copy, addressed to 'Grant Applications' at the Trust mailing address at the top of the application form. The two copies must be identical. No additions or amendments will be permitted following receipt of the electronic copy. Your application must have approval from all signatories including your Institution by this stage. Actual signatures are only required on the paper copy. Furthermore, any further submissions or updates after your initial application will not be passed onto assessors. The electronic copy of your Stage 2 Full Application may be submitted either as an MS Word document (ideally a .doc file), or as PDF document with a duplicate of Sections 1 - 3 provided as a separate MS Word document at the same time. Applications must not exceed 7MB in size. Documents bigger than this must be compressed or zipped to an appropriate size. Any individual email you send SDBTT should not exceed 7MB in size.

The electronic copy of your application form (incorporating any appendices) is the only document that will be passed on to our assessors. Please ensure that you include CVs for each applicant and co-applicant, letters of support from any collaborators you mention and any other appendices within this document.

The deadline for the submission of full applications for this grant round is 12 mid-night on Monday 13 August 2012 for email applications. Please ensure you allow enough time for the application to be approved by a senior administrative authority at the Host Institution in advance of this deadline. The paper copies must arrive by 1pm Monday 20 August 2012. Please note that deadlines are final, and we can not accept applications received after these times.

We aim to acknowledge both the electronic and paper copies of your application within two working days of receipt. If you do not receive such an acknowledgement, please get in touch.

Assessment of Submissions

Your application will be subject to full peer review primarily on the basis of: relevance and potential impact for brain tumours; relevance to the research strategy; originality and importance; feasibility and methodology; suitability of team and environment; appropriateness of support requested; value for money and ethics. Further information on assessment of submissions may be found in the 'Research grants decision making overview' downloadable from our website. Principal Applicants will be sent anonymised peer review comments on their application in mid/late-November 2012, and will have until Wednesday 19 December to respond. They will then be notified of decisions in Mid-February 2013, and any projects funded should start within 6 months of this. Timings are subject to change.

Sample

Confidentiality

This Application Form will be treated as confidential by SDBTT, and will be shared with potential funders and peer reviewers only, who will also be required to treat it in confidence. This is with the exception of the lay summary, if the application is funded, and other exceptions as described in the Samantha Dickson Brain Tumour Trust Data Protection Statement (Section 11).

Questions

If you have any questions about this form, about completing your application or about the grant round more broadly, please contact the Research Team on 01252 749990 or at research@sdbtt.co.uk.

Definitions

Principal Applicant

This is the "Principal Investigator" or equivalent.

Co-applicant

Any person who is involved in the creation of the research application and who will be significantly involved in conducting the proposed research if the grant is funded.

Co-funder

Certain specific organisations, as defined in any Award letter, who contribute financially to the funded research via SDBTT.

Matched funding

'Matched funding' is when an Institution or other funder (for example, a Charitable Trust or Foundation or local charity) pledges to make a financial contribution towards the proposed project if the grant is funded.

Total Project Budget

This equals the amount requested from SDBTT (in this application) + Matched funding offered by the Host Institution or other funder.

1. Basic application information

Application reference number

This will have been allocated and communicated to you when or before you were invited to complete your full application.

Title of Project (30 words max.)

Duration (years)

2. Applicant details

Principal Applicant

Title	
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First name	
Surname	
Role in application / project	
Institution	
Positions currently held at any other institution(s) (if applicable)	
Postal address at institution	
Email address	
Telephone number	

Co-applicant 1 (if applicable)	
Title	
First name	
Surname	
Role in application / project	
Institution	
Positions currently held at any other institution(s) (if applicable)	
Postal address at institution	
Email address	
Telephone number	
Fax number	

Co-applicant 2 (if applicable)	
Title	
First name	
Surname	
Role in application / project	
Institution	
Positions currently held at any other institution(s) (if applicable)	
Postal address at institution	
Email address	
Telephone number	
Fax number	

Co-applicant 3 (if applicable) (copy and paste this table for further co-applicants if required)	
Title	
First name	
Surname	
Role in application / project	
Institution	
Positions currently held at any other institution(s) (if applicable)	
Postal address at institution	

Sample

Email address	
Telephone number	
Fax number	

Collaborator 1 (if applicable) (copy and paste this table for further collaborators if required)	
Title	
First name	
Surname	
Role in application / project	
Institution	
Positions currently held at any other institution(s) (if applicable)	
Email address	
Telephone Number	

Head of Department	
Title	
First name	
Surname	
Position in Institution	
Institution	
Positions currently held at any other institution(s) (if applicable)	
Email address	
Telephone Number	

Senior administrative authority*	
Title	
First name	
Surname	
Position in Institution	
Institution	
Email address	
Telephone Number	

*The **Senior administrative authority** is the Institute Secretary, Finance Officer or other appropriate official at the principal applicant's institution who is authorised on behalf of the Institution to express its support of the Application, and who will administer any grant award.

Research team and environment
Please summarise the background of the applicants and describe the research environment in which they work, explaining their track record in research and how they are suited to undertaking the proposed project.

Institutional support
Please outline the Host Institution's track record in research in this area, its support for the project and any strategic priority it gives to brain tumour research.

3. Details of Total Project Budget and funding request

In your application you may request funding of between £40,000 and £215,000.

The Total Project Budget comprises funding requested and any 'Matched funding' offered by your Institution or other funder.

Matched funding

Applicants are strongly encouraged to secure matched funding from an Institution or other source (for example, a Charitable Trust or Foundation or local charity) towards their application. This is not a requirement, but will be taken into consideration when making final funding decisions, as outlined in our research strategy.

'Matched funding' may constitute up to 50% of the Total Project Budget i.e. Matched funding may be equal to or less than the Funding request. You should provide a copy of a letter from your Institution or other funder confirming that they will provide any Matched funding described in your Application under section 12 of this form.

Any Matched funding included in your application should be additional funding, not currently allocated to brain tumour research. Please see the SDBTT Terms and Conditions of Award for Research Grants for further details relating to matched funding. If an award is made, your Institution will be expected to provide SDBTT with full itemised expenditures against the Total Project Budget along with invoices for SDBTT's proportion of these costs.

Example

Total Project Budget = £300,000, comprised of £150,000 requested from SDBTT and £150,000 of Matched funding from your Institution. However, they might wish to contribute only £85,000 to this Total Project Budget, in which case you would need to request the maximum of £215,000 from SDBTT, or reduce the Total Project Budget.

Your Total Project Budget should exclude indirect costs and routine travel expenses. Please see the Terms and Conditions for Research Grants for further details of what types of cost are funded.

"%FTE" refers to the proportion of a full time schedule the staff member will work on this project.

Estimation of equipment expenditure should include projected inflationary cost (to a maximum of 3% per year) at the point of perceived purchase.

Please include any expected cost of salary rises over the period of the grant plus inflation, which together would not normally be allowed to exceed 5% per year.

'Consumables' relate to costs associated with materials such as chemicals, reagents, commercial kits, molecular biology items and disposable products used to conduct scientific research as outlined in the grant application. It does not include hardware or other scientific or non-scientific equipment.

Reasonable limited dissemination costs will be considered: these may include funding to attend one conference towards the end of the grant by a single Grant Holder or other researcher funded by the grant who is presenting Funded Research at the conference, up to a

Sample

maximum of £500 in the UK or £1,000 overseas. These should be stated in your application, and will be paid where evidence is provided that a poster or oral presentation was undertaken e.g. conference programme or communication.

One of the criteria your application will be judged against is value for money. If an award is made, you will be expected to complete the project within and according to the budget described below (as may be varied by the Grant agreement), against which invoices will be verified. Furthermore, expenditure will not be expected to exceed quarterly budgets as calculated from the annual maximum expenditure indicated below. Costs should therefore be realistic, but not excessive.

Please give figures below for each of: Total Project Budget, funding request (this application) and Matched funding. Please ensure that all figures add up correctly.

Total Project Budget (£) (equals Funding request plus Matched funding)			
Funding request (£) (greater than or equal to Matched funding)		Matched funding (from Institution or other funder) (£) (equal to or less than Funding request)	
Percentage of Total Project Budget from SDBTT (i.e. represented by funding request)		Percentage of Total Project Budget from Institution or other funder (i.e. represented by Matched funding)	
<p>The Total Project Budget above is expected to fall within $\pm 10\%$ of that in your outline application. This variation is permitted as we recognise that full costing was not required at the outline application stage.</p> <p>Is this the case?</p> <p>If not, please provide robust justification.</p>			

Details of Total Project Budget								
Staff Member				Year 1	Year 2	Year 3	Total	
Staff Salary Including Employer's Costs	Role	Grade	*% FTE					
Equipment Costs (please specify)								

Sample

Materials and Consumables Costs (please specify)				
Other Costs e.g. training, conference attendance, dissemination of results (please specify)				
Annual Totals				

4. Background to support requested

Is this research is currently being supported? If so, please provide details, including the supporting organisation, the nature and amount of any funding, facilities or services, and the start and finish dates.

Has the Principal applicant or any of the co-applicants received prior funding from SDBTT? If so, please provide details for all grants, current and past, including for each grant: grant reference number, title, amount, dates of award and at least one key publication. Please indicate if the current application is a direct follow-on from previous work funded by SDBTT, and highlight this work.

Please note: Applications will be assessed on their own merit and not on the basis of whether they follow on from work currently funded by SDBTT. However, in order to be eligible to apply for grants from SDBTT, applicants are expected to have published at least one peer-reviewed paper in a scientific journal from any previous SDBTT grants which finished more than two years ago.

Total non-SDBTT research funding

Please provide details of all funding currently being received from all other funders by the Principal applicant and the %FTE the Principal Applicant spends on each of these grants. This is to enable SDBTT’s assessors to see the context for this grant application in terms of the total budgets for projects / programmes and the time spent by the Principal applicant. Please include: funder; project title; funding amount, funding dates and %FTE of PI’s time.

Has this or a similar application been submitted to SDBTT before? If so, please give the reference number.

Sample

Has this or a similar application been submitted elsewhere? If so, please provide details including the organisation applied to and the date a decision is expected.

Please note, if this is the case, you are encouraged to incorporate revisions in response to any feedback from reviewers that you have received.

5. Project Summary

Is your project predominantly research into (insert 'x' in up to 2 categories):

High grade tumour(s)	Low grade tumour(s)	Paediatric tumour(s)	Across all / many tumour types

Key Goals (100 words max.)

Summary of Proposal for Scientifically Qualified Assessors (200 words max.)

This summary may appear in or be used as a resource upon which to base text in a range of SDBTT media including its website.

Summary of Proposal in lay language (400 words max.)

Please ensure this summary is written with sufficient clarity for a non-scientific lay audience i.e. the general public. It should encompass the background, purpose, plan and relevance of the research to people with brain tumours. A knowledge of brain tumours should not be assumed, and any scientific terms key to the meaning of the summary should be explained. You may find it helpful to refer to the AMRC's 'Guidance for researchers – writing lay summaries' downloadable from http://www.amrc.org.uk/our-members_patients-participate.

This summary may appear in or be used as a resource upon which to base text in a range of SDBTT media including its website. It will also be used by SDBTT's lay reviewers, and forms an important part of the assessment process.

6. Project Details

Word limits are not given, but answers in this section should not be overly long.

Selected relevant graphs, figures and supporting data may be included within the text or as an appendix (within this document).

Sample

Full references should be provided as an appendix (within this document). Hyperlinks to the relevant papers online are encouraged.

Background to proposal, hypothesis (original or otherwise), aims and reasoning

This should include an outline of previous work you have undertaken in this field.

Relevance to and potential impact for brain tumours

Plan of Investigation

This should include:

- **Study design**
- **Methodology:**
 - **use of people / animals / cells / tissue cultures**
 - **clinical/laboratory techniques and procedures**
 - **statistical and data analysis plan**

Please provide a timetable for the proposed research. This should include specific, measurable, realistic milestone goals for every 6 months of the project (you will be expected to adhere to these if your application is funded).

What are the potential risks that could affect the success of the project and how will you manage these?

Detailed justification for support

This should include justification for staff requested, specifying their roles, responsibilities and location, if appropriate, with respect to the proposed project and justification for equipment purchase, maintenance and other significant items.

7. Wider benefits of the research

Intellectual property

Please note paragraph 12 of the SDBTT Terms and Conditions of Award for Research Grants which relates to intellectual property. Do you envisage that any intellectual property will arise from this research? If so, please give details below.

Public engagement

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How do you plan to communicate your research to increase public awareness and understanding of brain tumours and research?

Training and development

SDBTT is keen to nurture and develop expertise in brain tumour research. What training and development opportunities will staff funded by this grant receive?

Selected relevant graphs, figures and supporting data

You may append these here if not included within the body of your answers.

8. Ethical and Legal Requirements

It is the responsibility of the Host Institution to ensure that all ethical, legal and regulatory requirements relating to the research are met, as indicated in paragraph 3 of the SDBTT Terms and Conditions of Award for Research Grants.

This includes issues regarding the use of radioactive isotopes, pathogenic organisms, genetically modified organisms (GMOs), and toxic and hazardous substances, and research involving human participants, human tissue or cells, animals, and animal tissue or cells.

A Local Animal Research Ethics Committee must approve research proposals involving the use of animals as part of the Ethical Review Process mandated by home office legislation introduced in 1999. The appropriate documentation should ideally be submitted with the Grant Application Form. Otherwise or if ethical approval can only be considered after funding is approved, the final outcome of the approval process must be submitted to SDBTT as soon as it is known. No part of the grant will be paid until the final ethical approval has been received.

SDBTT will only support the use of animals where no viable alternative exists, and the applicant must have regard to animal welfare and advances in the refinement, replacement and reduction of animal use.

In respect of projects involving investigations on humans, appropriate documentation regarding ethical committee and other necessary approvals should ideally be obtained prior to and submitted with the Grant Application Form. Where approval can only be considered after funding is approved, the final outcome of the approval process must be submitted to SDBTT as soon as it is known.

Please read Samantha Dickson Brain Tumour Trust (SDBTT) 'Terms and Conditions of Award for Research Grants' for further ethical and legal requirements.

Does the research project require the approval of an ethics committee, certification of the institute at which the research will be conducted, personal licences for individual researchers, a project licence, or any other permissions or legal documentation? If so, please provide details and supporting documentation, including whether these have been obtained, or if not yet obtained, when this is expected to happen.

Sample

Does the work proposed involve the use of protected animals* in regulated procedures under the Animals (Scientific Procedures) Act 1986, and if so, what species and how many animals?

*Defined here as any living vertebrate other than man, and one invertebrate species *Octopus vulgaris*. Protection extends to certain immature forms.

If animals are used in this study please provide justification for their use, and for the numbers and species used.

Describe the experimental procedures involved and how any pain, suffering, distress and / or lasting harm to the animals will be minimised.

Are any of the procedures of substantial severity?

Have the procedures been recently reviewed by the Named Veterinary Surgeon (NVS), Named Animal Care and Welfare Officer (NACWO) and ethical review process (ERP)?

Ethical approvals and licences

You may append these here.

9. Competing Interests

Please disclose any potential competing interests that any of the applicants may have. These may be professional or proprietary interests in a product or service being used in the project, amongst other types of competing interest. If there are none, please also indicate this also.

10. CVs

Please add CVs of maximum two pages each in length for the Principal applicant and any co-applicants here. Include %FTE on this project, current and prior appointments, current grants and full citations for all peer review journal publications from the last three years (including those in press) and up to ten key prior publications. Please list only your original research publications and other scholarly contributions that you consider to be significant. CVs are *not* required for collaborators.

Sample

You may use or adapt the template below if you wish, but are not obligated to do so, and may delete it if you do not use it.

CURRICULUM VITAE OF APPLICANT(S)

A separate CV must be completed by the Principal Applicant and each Co-applicant

Surname:		Forenames:	
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Date of birth:	
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Title of current post:	
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Date of appointment:	
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With whom do you have your contract of employment?

Current salary if salary is being requested as part of this application (not applicable to Principal Applicants, for whom salaries will not be funded in this grant round):	
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PREVIOUS POSTS HELD (list the most recent first)

Dates	Position	University / Institution

Grants currently held

EDUCATION / TRAINING (list the most recent first)

Date	Degree	Subject	University / Institution

Summary of scientific career to date, including key achievements

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PUBLICATIONS

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11. Letters of collaboration

If you have identified any collaborators who are not co-applicants, you should insert their letters of support here.

12. Matched funding

If you have declared any Matched funding in this application, please insert here a copy of the letter from your Institution or other funder confirming that they will provide this if the application is funded.

13. Samantha Dickson Brain Tumour Trust Data Protection Statement

Information that you supply to the Samantha Dickson Brain Tumour Trust (SDBTT) in connection with this application (which includes all information sent to SDBTT that relates to your grant application) will be: used to process your application and for the purpose of audit and / or evaluation; disclosed to external peer reviewers, some of whom may be based outside the EAA. It may also be passed to any Co-funders or potential funders. All parties with whom this information is shared will be required to keep it in confidence. SDBTT may publish basic details of successful grant applications (e.g. on its website or in its Annual Report). SDBTT may also release details of successful applications (including your name and employing institution, the project title and the summary of proposal for scientifically qualified assessors and lay summaries of the research) into the public domain (e.g. via the internet or publicly accessible databases). SDBTT may contact you about other award schemes and initiatives that may be of interest to you, or for your views on its funding schemes and application processes. If you would prefer not to receive further communications please let us know. The information you provide will be held securely in accordance with SDBTT's internal policy and the Data Protection Act 1998. In addition, when SDBTT shares the information you provide with Co-funders, it requires the details to be held under similar terms, securely in accordance with the Data Protection Act 1998. For more details please contact us.

14. Undertakings

I the undersigned confirm that I (and all those providing personal information in the application) have read and understood the Samantha Dickson Brain Tumour Trust Data Protection statement above.

I have not changed, added to or deleted from (with the exception of the template CV) the text in

Sample

any of the instruction or question boxes in this Application Form.

I confirm that I have read, understood and accept the Samantha Dickson Brain Tumour Trust (SDBTT) Terms and Conditions of Award for Research Grants. I have read and approve this completed application form. If granted, the work will be accommodated and administered in the department/institution in accordance with the grant conditions. I also confirm that there are no existing matters which would be a breach of any conditions which have not been brought to your attention in writing.

I understand that if the provision of any false or inaccurate information in this application would be considered very seriously and may result in disqualification of the application. To the best of my knowledge, the information provided in this application is accurate and complete.

Principal Applicant	Name			
	Signature*		Date	
Co-applicant 1	Name			
	Signature*		Date	
Co-applicant 2	Name			
	Signature*		Date	
Co-applicant 3	Name			
	Signature*		Date	
Head of Department	Name			
	Position			
	Signature*		Date	
Senior administrative authority – on behalf of the Host Institution	Name			
	Position			
	Signature*		Date	

Signatures are required on the paper copy only.

Your full application should be submitted as an MS Word document (ideally a .doc file) or PDF + Word document (see General instructions for details) by email to research@sdbtt.co.uk by no later

Sample

than 12 mid-night on Monday 13 August 2012. An identical signed paper copy should be sent to 'Grant Applications' at the Trust mailing address at the top of this application form, and must arrive by 1pm Monday 20 August 2012.

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