

Pancreatic Cancer Action

Guidance Notes for the **Early Diagnosis Challenge Award** Application Form

Note 1. Principal Investigator

- ▶ The Principal Investigator must be resident in the UK and the project and any employment must take place in a UK University Hospital, Clinical Trials Unit or a Research Institute affiliated to one of these organisations.
- ▶ As the lead applicant, the Principal Investigator has overall responsibility for supervising the research project.
- ▶ The Principal Investigator's organisation will be the designated 'Host Organisation' for this award and will be responsible for the administration of the award as laid out in the Pancreatic Cancer Action Conditions of Grant document.
- ▶ The Principal Investigator will act as Pancreatic Cancer Action's primary contact for this application.

Note 2. Team Quality & Capability Submission

- ▶ This is to be one page only and must summarise the capabilities and specific roles of each team member for the project and demonstrate that this team can work cohesively.

Note 3. Period of Support

- ▶ The maximum period of support is 36 months
- ▶ Proposed start dates must NOT be later than three months following the Award Letter.
- ▶ Please check the Pancreatic Cancer Action website for details of application rounds and submission deadlines.

Note 4. Scientific Abstract

- ▶ The style of writing should be similar to peer reviewed publication abstracts.
- ▶ The scientific abstract should allow the expert reader to understand the essential elements of the project and provide context to how it fits with the Pancreatic Cancer Action Research Strategy as published on the Pancreatic Cancer Action website.
- ▶ If the project is linked to an approved clinical trial, please reference the trial within the abstract.
- ▶ **Applications with abstracts longer than 250 words will not be considered for funding.**

Note 5. Lay Summary

- ▶ As grant applications will be reviewed by lay reviewers in addition to the Scientific Advisory Committee, it is important that all applications contain an easy-to-understand

lay description of the project and its clinical benefits. The lay summary should be written to the same level as a science feature in a broadsheet newspaper.

- ▶ The lay case should answer the questions below. Detailed explanations are encouraged but please avoid the use of jargon and acronyms. We will not expect complex methodology to be explained.
- ▶ We reserve the right to request a re-submission of a lay summary if it is not clear and understandable. This could result in a delay in funding decisions.
- ▶ It may be helpful to test your Lay Summary with an informed lay reader before submitting.

Lay Title and Objectives	Briefly state the objective(s) of your project
Clinical Benefits	Use this to explain how achieving your research objective(s) will benefit patients or will inform future research that may result in clinical benefit.
Context	Please explain the area(s) that your project seeks to address and the need for further understanding or treatment options etc.
Questions	State what questions your research hopes to answer. Summarise the evidence that led to you to formulate these questions.
Justification	Justify and provide context for your objectives. Explain why your research is so important to the understanding of the disease process or holds particular promise for patient outcomes.
Novelty	Why is your research novel?

Note 6. Prior Submissions

- ▶ If this proposal has been submitted to another funding body/organisation(s) please provide the details including dates of submission any decision made and if still awaiting a decision, when it is due.

Note 7. Use of Animals

- ▶ If the use of animals is used in your research project please tell us about the species you intend to use, the amount of animals required to complete the project and how you calculated this number.
- ▶ Please justify the use of animals and indicate what alternatives were considered and why these were not suitable.
- ▶ The PCA Use of Animals in Clinical Research Policy can be found in the Clinical Research section of our website.

Note 8. Co-Investigators

- ▶ Please list the Co-Investigators in order of time spent contributing to this project (the greatest contributor by FTE first)

Note 9. Joint Funding

- ▶ Pancreatic Cancer Action will consider funding projects jointly with other funding bodies/organisations.
- ▶ Please state clearly which additional sources of funding are being sought and the total amount being requested.
- ▶ Please outline how this money is to be spent, broken down between staff, non-staff, equipment etc.

Note 10. Intellectual Property

Pancreatic Cancer Action requires all Intellectual Property (IP) arising from the work it funds is protected properly in accordance with our Standard Terms of Grant, and that all IP is correctly accredited to help facilitate potential commercialisation.

Note 11. Project Plan

Here we would like to see a detailed plan of your research proposal using the subheadings below. This will be sent to our independent peer reviewers who are specialists in pancreatic cancer research, so please ensure there is the correct level of technical detail. We ask you please to limit the whole project plan to six pages of A4 (including tables and references) using an 11 point font.

Aim and Purpose	Please clearly state the aims and rationale for this research
Background	How does this project fit into the pancreatic cancer research arena and any gaps in knowledge this research will aim to address.
Methodology	Please outline the planned methodology in terms of techniques and timelines. If there are to be novel methodologies, please describe in as much detail as possible. If clinical specimens are to be used, please provide details of the quantities to be used and methods of collection and storage.
Six-Monthly Milestones	Six-monthly updates are a good way of assessing the progress of a project. Our projects are funded through the generosity of our supporters and donors and we have a duty to ensure that the work we fund has discernible outcomes and provides good value for money. Milestones should be clear, challenging and, more importantly, achievable.
Value of research	Please explain clearly how this project will add value to the field of pancreatic cancer research and how it may bring benefit to patients now or in the future.
Collaborators	Please list all collaborators who will be working on this project.
Integration with work of Principal Investigator	How does this project fit into the Principal Investigator's current research programme and expertise? Clearly demonstrate that the Principal Investigator has the necessary research knowledge to undertake this project.
Publications lists	Please list all relevant publications for the Principal Investigator and all Co-Investigators.

Note 12. Detailed costs - Staff

- ▶ We have provided space for two posts on the form – if more are needed please copy and paste the field area and expand the form as necessary.
- ▶ Staff costs do not include PHD studentships
- ▶ We will not fund/part fund salaries of the Principal Investigator or Co-Investigators.
- ▶ When calculating the yearly salaries, please include any annual pay increments.
- ▶ For Year 1 calculations, please include any outstanding pay awards due.
- ▶ To cover future pay awards please use the last % increase applicable to your organisation and staff grade. This should be shown in the indexation field.

Note 13. Detailed costs – Non staff

- ▶ The consumables budget is for use in this project only.
- ▶ All equipment over the value of £500 must be itemised and **justified individually in section 19** and listed in order of priority.
- ▶ Equipment used for the storage of samples should be itemised under the sample collection/storage heading. As should any associated costs such as travel (UK) and specialised shipping relating to the retrieval of samples.
- ▶ Equipment over the value of £5,000 will not be funded by this grant.
- ▶ Outsourced services should be detailed under Professional Services.

Note 14. Cost justification

In this section we would like to see a summary of how you calculated your non-staff costs under each heading.

- ▶ **Consumables:** Individually list consumables, showing how the total budget was calculated. Items over £500 should be individually justified and state why no alternative is available within the host organisation or associated research partners/organisations.
- ▶ **Travel:** Please include costs of travel for example to one UK and once overseas conference in the duration of the project.
- ▶ **Animals:** justification for the use of animals is covered in section 9. Here we need to see a breakdown in costs of purchase, housing, feed etc.
- ▶ **Professional Services:** For any outsourced services, please justify the need to outsource and for spend in excess of £10,000, Pancreatic Cancer Action requires that at least three competitive quotes are obtained.

Note 15. Sources of Support

Salary support for the Principal Investigator and any Co-Investigators must be guaranteed for the entire period of this grant.

- ▶ Please state the current source of financial support for the Principal Investigator and Co-Investigators' salaries.

- ▶ Co-Investigator status cannot be given to any person whose salary is being sought to be funded by the grant.

Note 16. Declarations

- ▶ By signing this, app parties are agreeing to Pancreatic Cancer Action's Conditions of Grant.
- ▶ We will not consider applications without the required signatures.