

NORTH WEST CANCER RESEARCH SHORT IMPACT PROJECT
APPLICATION GUIDANCE NOTES

1. Introduction

The purpose of this document is to assist potential applicants for Short Impact Project Grants to be supported by North West Cancer Research (“NWCR” or the “Charity”).

2. Who we are

We are the only independent cancer research charity funding quality research for local people in North West England and North Wales to stop cancer in an era of increased suffering. We aim to stop cancer locally and further afield.

3. Our vision

Achieving a cancer free future.

4. Research

North West Cancer Research supports research through a number of different funding streams. This grant funding is for short impact projects, the criteria for which are covered below. In addition, the Charity also funds structural funding for cancer research in universities, 3-year projects, lectureships, fellowships, equipment and other streams.

Please contact research@nwcr.org in the first instance if you believe your project may not be eligible for the current stream or to discuss the most likely avenue for success.

5. Award

The Short Impact Project funding stream provides funding for projects with a maximum duration of 1-year. Projects may apply with a maximum cost of £100,000 although a figure of £50,000 - £75,000 is anticipated for the majority of applications. Applications should be in the following areas:

- Research which looks at ways of promoting early diagnosis
- Research which focuses on cancer awareness
- Lifestyle based research
- Research which looks at the promotion of factors such as diet and exercise
- Research which tests clinical practice changes which could improve treatment outcomes; and
- Research which seeks to understand the experience of cancer patients.

The key criteria is that the project should provide research in an area which can provide real patient or population benefits within 10 years.

6. Application Process

Applications must be submitted by 5pm on 22 October 2018. Applications that do not meet this deadline will be held over until the following round.

A panel of experienced researchers will meet approximately 2 months after the submission date to review the applications. The applicants will be notified of the final decision within one month of that meeting date.

7. Review

The Charity's review processes have been constructed in line with the guidance set out by the Association of Medical Research Charities (AMRC) Principles of Peer Review (<http://www.amrc.org.uk/publications/principles-peer-review>).

On receipt of full applications, these are sent to all members of the review panel who recommend appropriate referees according to the specific cancer types, research types and research activity being proposed. In addition to this expertise, the Charity will contact suggested reviewers and may also request advice from other experts in their database.

The applications are then sent to the relevant external reviewers who are asked to provide their opinion using a standard form. Referees also provide a score (1-6) which will be taken into consideration by the review panel. Scoring is as follows:

- 6 Research which will contribute significantly to the understanding or management of cancer. World-leading. Highly likely to have a significant impact on the field.
- 5 Research which is very likely to contribute significantly to the understanding or management of cancer. Internationally excellent. Will answer important questions in the field.
- 4 Research which is likely to contribute significantly to the understanding or management of cancer, Internationally competitive. Will advance the field.
- 3 Research of merit which may contribute to the understanding or management of cancer. May not be entirely novel but will generate worthwhile data.
- 2 Research that adds to understanding, but which may be of lesser quality, urgency or significance.
- 1 Research that is flawed in its approach, repetitious or otherwise unlikely to make a significant contribution to cancer research.

At the review panel meeting, the members consider the external references, together with their own assessment of the quality of research and grade and rank the applications accordingly. The application will be scored anonymously from one to six (as above) and the mean average will be calculated.

Whether or not an application is funded will depend upon the resources available at the time.

8. Resubmissions

Resubmissions of applications are not permitted within 12 months unless invited to do so by the Review Panel. If an application is resubmitted, please include a covering letter outlining the changes to the original application, and how you have addressed comments made by reviewers and/or the Panel.

9. Data protection

Applicants must understand and agree to North West Cancer Research holding information about this Research Grant. The information we hold will be used to support our impact measurement work at North West Cancer Research. We will not share your details with any third parties for their marketing purposes' but the Charity may share information about grants funded, including grant holders, with the Association of Medical research Charities and other umbrella groups.

GUIDANCE ON COMPLETING THE APPLICATION FORM

The sections below provide guidance on completing the application form sections.

1. Project Title

The project title should give potential reviewers a clear idea of the proposed research. Any confidential or commercially sensitive information should not be included in the title.

2. Institutions and Departments involved in the project

This should provide the Charity with the details of all institutions, departments and partner organisations involved in a project.

3. Proposed Start Date and Duration

An award should begin as soon as possible and no later than six months after the date of the award letter.

4. Applicant(s)

Only one application, per applicant named as the primary applicant will be considered at each submission round. One additional application per applicant named as the co-applicant can also be considered. Applications will be returned if these guidelines are not adhered to.

All applicants named on the grant MUST sign the application form. If signatures are not included, the application form will not be accepted.

Co-investigators should be researchers who have a significant role in the design or management of the project. The roles of each co-investigator must be justified within the application.

5. Summary of Proposed Research

Please do not include confidential or commercially sensitive information in this summary as it is circulated to potential reviewers.

6. Communications Plan

Outline your plan to communicate details of your research. This should include potential impacts for academic and non-academic users.

7. Impact Summary

The applicant should identify the potential impact of their work and outline the steps they can sensibly make to achieve these. The applicant should demonstrate who might benefit from this research and how. Note that a key factor will be the need to identify how impact would be achieved within 10-years.

8. Previous Submission

If the application is a resubmission to the Charity, please include a covering letter advising this and highlight details of changes from the original application. Where possible, please address the concerns raised by reviewers following the original application.

9. **Proposed Investigation**

The following information should be included:

Background

Preliminary results (if appropriate)

Hypothesis and Specific Aims

Experimental or research plan

Identified risks and contingencies in place

Tables, images and graphs can be included. These will not be included in the 2,000 word count.

10. **Independent Referees**

Nominated reviewers must be experts in the research field and/or be able to provide an expert view on the value and benefits of the research proposal.

Applicants should not provide reviewers from their own organisation or where any possible conflict of interest may arise. This conflict includes people with whom you have held grants within the last five years. It also includes anyone with whom you have published in the same period. Personal relationships are also considered a conflict of interest.

If the applicant does not want a particular reviewer contacted, this can be included in the application, provided a sufficient reason is given e.g. “main scientific competitor” or “commercial sensitivity”.

11. **Summary of Costs**

Costs should be included under a number of categories:

Salaries: Funding will be available for research staff employed specifically to work on the project.

Equipment: Funds can be requested for small pieces of specialist equipment that is essential for the project.

Consumables: Funds can be requested for routine research consumables.

Research carried out in the NHS: Grantholders carrying out research in the NHS must ensure that all costs are attributed according to the [AcoRD \(Attributing the costs of health & social care Research & Development\) Guidelines \(link is external\)](#), or equivalent. It is expected that researchers use the study support service when applications are written.

12. **Signatures**

Please ensure that ALL named applicants sign the form.

The approval of the Head of Department and Administrative representative confirms that the Institution agrees with the budget request and use of facilities.

13. **Letters of Support**

A relevant letter of support should confirm commitment to the proposed project by articulating the benefits of the collaboration, its relevance and potential impact.

14. CVs

When attaching multiple CVs to an application, please include separate CVs and list of publications for all named applicants.

15. Published Papers

Please provide a list of relevant published papers.