

Grant Application Handbook
Valid for the October 2014 grant round

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1. What type of research do we fund?

- 1.1 Our goal is to fund scientific research that may, in future, help reduce the incidence of cancer or improve cancer survival. We award project grants to support **basic or translational** research into the causes, mechanisms, diagnosis, treatment or prevention of cancer. **This definition is usually interpreted conservatively.**
- 1.2 We **do not** accept applications for clinical or psychosocial research and other types of applied cancer research. This includes healthcare delivery or patient care research, health economics, public health or policy research, quality of life or behavioural studies, and clinical trials. This list is not exhaustive.
- 1.3 We will consider applications in which human samples or data are used as an essential part of a basic/translational research project, if the following conditions are satisfied.
- Clinical costs cannot be charged to a Worldwide Cancer Research grant. This includes the costs of patient or volunteer recruitment. Applications will not be accepted that contain budget items such as patient expenses, the salaries of purely clinical staff such as research nurses, or honorariums or consultancy fees for clinical collaborators. It is also not acceptable to include costs for the clinical investigation, diagnosis or follow-up of patients involved in the research study.
 - Projects that rely upon a large number of human samples or extensive clinical data must have this resource available through existing biobanks, databases or cohorts. Projects will not be accepted that would involve a considerable effort to recruit patients or volunteers for samples or data; Worldwide Cancer Research-funded projects must focus on conducting hypothesis-led research and not on infrastructure development. This applies equally to all types of research, including epidemiological studies.
- 1.4 Applications on cancer symptoms or treatment side effects are accepted only if there is a very clear link to improving cancer survival. Studies investigating the biology of a side effect or symptom alone are unlikely to be accepted.
- 1.5 Basic studies into fundamental cellular processes, mechanisms and molecules are within remit if it is clear that the aim of the research is to improve the understanding of cancer biology. If a project is to study the normal functioning of cellular processes,

mechanisms or molecules - or to study very basic models such as yeast - evidence supporting the relevance to cancer biology must be laid out.

- 1.6 Our policy on funding animal research states that we will not fund animal research projects in countries or institutions that do not in our view have sufficient controls on laboratory animal welfare. For further details see our animal research policy at the end of this handbook. **If you wish to apply with an animal research project and your country is not pre-approved under our policy, you must contact us well before you submit your proposal.**
- 1.7 Worldwide Cancer Research grants are awarded for novel research proposals that are entirely the original work of the applicants. Any use of another investigator's work or ideas must be fully attributed to the original source. The charity reserves the right to investigate if plagiarism is suspected; this may involve the disclosure of information to third parties and the use of plagiarism-checking software. If evidence of plagiarism is found, in the opinion of Worldwide Cancer Research, the application will be immediately rejected and the applicants may be barred from applying in future. The charity also reserves the right to inform the PI's institution. The PI takes full responsibility for the originality of the project proposal and the submission of an application constitutes acceptance of these terms by all applicants.

If you have any questions about the above points, or are in any doubt about whether your proposal will be considered within remit, you are advised to contact us well before you submit an application.

2. Who can apply for a grant?

- 2.1 Our project grants are awarded to a single researcher, known as the Principal Investigator (PI) or grantholder. The PI is the person with the main responsibility for writing the application, and designing and directing the research project. The PI is also responsible for ensuring all requirements in this handbook and in our grant terms and conditions are complied with.
- 2.2 The PI must be employed at a recognised, non-profit academic research institution anywhere in the world. Honorary contracts and emeritus positions are usually acceptable.
- 2.3 The PI's research institution must be able to accept the terms and conditions within our grant contract, which can be found in Appendix 1 of this handbook. The grant contract is not negotiable except in the rare situation that a clause conflicts with local or national law. Submitting an application to Worldwide Cancer Research is taken as agreement to the terms of our grant contract therefore PIs must ensure the relevant grant or finance officer at their institution has reviewed the contract in detail before an application is submitted. If an institution is unable to agree to the terms of the grant contract when an offer is made, the offer will be withdrawn and the funding offered to another applicant.
- 2.4 The PI must have a contract of employment that will last for at least the duration of the grant requested, or be able to show evidence that their current contract would be extended if the grant were awarded.
- 2.5 A research group can only submit a **single application** to Worldwide Cancer Research **once a year**. For example, if you or another member of your research group was PI on an application to us in April this year, no member of your research group can be PI on a second application until April next year. If, at any stage of a grant round, a research group is found to have submitted multiple applications as PIs, all the applications will be rejected immediately and the group may be barred from applying in future.
- 2.6 The above rule only applies to PIs. You can be PI on one application and a co-applicant or collaborator on other applications at the same time.

- 2.7 The 'one year' rule does not apply to a PI if a) a previous application was withdrawn by the PI before the Scientific Advisory Committee meeting or b) if the Scientific Advisory Committee invited an immediate resubmission or c) the previous application was rejected on grounds of remit or funding policy without scientific review.
- 2.8 Other senior researchers who would be substantially involved in managing the project can be included as co-applicants. Co-applicants should be at senior post-doctoral level or above. Co-applicants do not need to be at the same institution as the PI.
- 2.9 Where a project is collaborative and involves more than one investigator and/or research institution, one of the applicants must take the role of PI. This must be the investigator whose research group will carry out the most the work on the project.
- 2.10 If an award is made for a collaborative project it will be made entirely to the PI's institution. It is the host institution's responsibility to put in place an arrangement to reimburse costs incurred by other institutions during the project. Worldwide Cancer Research takes no responsibility for ensuring the costs of collaborating laboratories are reimbursed.
- 2.11 Commercial, for-profit organisations e.g. biotechnology and pharmaceutical companies cannot apply for a grant. Neither is it permitted for an academic institution to transfer Worldwide Cancer Research grant funds to a commercial organisation except for payment for specific services, items and reagents used in the project. This includes transferring money to spin-out companies from the laboratory or institute.
- 2.12 Individual scientists from commercial organisations can be named as collaborators if they would provide specific expertise or reagents to the project. The nature of their involvement must be made clear. Scientists from commercial organisations cannot be co-applicants.
- 2.13 The PI will usually be a PhD-qualified tenured or tenure-track research group leader. Post-doctoral researchers with more than three years postdoctoral research experience are also eligible to apply for a grant. Post-doctoral applicants who are not yet independent researchers must name their group head as co-applicant on the grant.

- 2.14 Applicants without a PhD who have equivalent research experience may also be considered, but we ask that you confirm your eligibility by emailing the Head of Research before you start preparing your application.
- 2.15 You cannot apply to Worldwide Cancer Research for a project grant (either as a PI or co-applicant) if you are currently applying for, or have received, funding from the tobacco industry or bodies substantially funded by the tobacco industry, within the last 10 years. See the policy section at the end of this document.
- 2.16 PIs working in groups or at institutes that receive long-term or core research funding may apply for a grant, but only for a research project that is clearly distinct from that supported by the other funding. Before a grant is awarded we will request documents relating to the other funding to confirm there is no overlap with our award.
- 2.17 You may apply to other organisations at the same time as Worldwide Cancer Research for funding to support the same project. However, we must be informed of any such ‘parallel’ applications in the relevant section of the application form.
- 2.18 If you choose to submit parallel applications to fund the same project and are offered a grant by both Worldwide Cancer Research and another organisation, you must choose which grant to accept. You are not permitted to double-fund a project or to use your Worldwide Cancer Research grant for a different programme of work to that described in the grant application.
- 2.19 In rare cases, where a parallel award is much smaller than the Worldwide Cancer Research grant, a PI may be permitted to keep both grants with an appropriate reduction in budget to remove any overlap in funding.

3. When can you apply?

- 3.1 Worldwide Cancer Research accepts grant applications twice a year - in April and October. Once registered on our online system you will be able to begin preparing an application when a grant round opens, usually at the beginning of March and September. Completed applications can only be submitted during the submission months of April or October.
- 3.2 For the October 2014 round, **applications must be submitted by 17:00hrs (British Local Time) on Friday 31st October 2014.** Applications that do not meet this deadline cannot be held over for submission in the following round. The key dates for each funding round can be found on our website.
- 3.3 You are advised to allow plenty of time to submit your grant application. **It must be approved by your Head of Department and Authorising Officer before the grant deadline.** We will not extend the deadline to allow these approvals to be completed, or because of any confusion about how the on-line application system works. Grant deadlines will only be extended if we accept fault for causing an unreasonable delay to your submission, e.g. because of a verified technical failure in the on-line grant system.
- 3.4 We cannot guarantee to respond before the grant deadline to any queries sent less than 48 hours before the deadline, although we will try to do so. Please remember that we are based in the UK so you may need to allow for a time difference.
- 3.5 It takes approximately 9 months from the submission of a grant application until the start of funding for successful applications. Successful applications submitted to the April round are offered a grant that would usually start on 1st January of the following year. For applications in the October round, grants usually start on 1st June of the following year. We may allow the start date to be deferred by up to 3 months providing our prior approval has been sought. Delays in excess of 6 months will only be granted in exceptional circumstances.
- 3.6 If you wish to re-submit a project that has been previously rejected by Worldwide Cancer Research (or one very similar), you must do this within 3 years of the original submission. Note that resubmissions are considered in equal competition with all other applications in the round and are not guaranteed to pass preliminary triage.

- 3.7 If the Scientific Advisory Committee formally invites a grant to be resubmitted in a revised form, you may submit it in the next grant round or up to 18 months after the original submission. These are called ‘invited resubmissions’. As for normal resubmissions, these are considered in equal competition with all other applications in the round and are not guaranteed to pass preliminary triage.

4. What funding can you apply for?

- 4.1 Worldwide Cancer Research offers grants for 1-3 year research projects. Grants cover the direct costs of the project including research consumables and reagents, the salaries of research staff working directly on the project, travel to conferences or to visit collaborators, and any essential services or small pieces of equipment. For a more detailed description of eligible budget items, please see the table on the next page.
- 4.2 The host institution must cover all indirect and overhead costs. This is not negotiable even if it is standard practice for your institution to charge overheads to external grants.
- 4.3 **The maximum budget permitted is £250,000**, but it should be noted that most of our 3-year grants have a budget of less than £200,000.
- 4.4 You must submit a research proposal that describes a discrete project achievable within the duration of the grant and with the financial support requested. Applications which describe a large programme of work - for example the work of an entire laboratory - and then request a contribution towards it will be rejected. The grant budget must reflect the work described in the research proposal.
- 4.5 We will not accept applications where it appears that the main purpose of applying for funding is the purchase of equipment or the development of research infrastructure such as tissue banks, patient cohorts or databases. Some equipment or infrastructure development can be included in a Worldwide Cancer Research grant, but only as a small, essential part of a hypothesis-led research project.
- 4.6 We do not offer PhD studentships as a separate type of grant, although PhD student salaries/stipends can be included in a project grant budget. Note that project grant applications which include a PhD student will be assessed only on the scientific strength of the project, not on the educational benefits for the student.

Table 1: Constructing your budget - what can you charge to a Worldwide Cancer Research Grant?

Budget item	Permitted	Not permitted
Staff salaries	<p>One (occasionally two) research staff who will be employed specifically to work on the project. This can be any type of research staff e.g. post-doc, PhD student, graduate research assistant, technician, clinician scientist etc.</p> <p><i>Note that it is rare for our scientific committee to approve 2 salaries on a project grant. If requesting 2 posts, you are advised to justify the second post very carefully.</i></p> <p>You do not have to request any staff salaries if the project can be conducted by researchers already employed in your group.</p> <p>The PI's salary can be requested only if the PI is a post-doctoral researcher with 3-10 years post-doctoral experience who is trying to establish independence.</p>	<p>No more than 2 full-time salaries can be requested.</p> <p>You cannot request the salary or partial salary of anybody involved in the project who has a tenured, tenure-track or open-ended post, or whose salary is guaranteed and funded by the institution in another way. This applies to the PI, co-applicants and all staff involved in the project and is non-negotiable, even if the institution usually expects the cost of permanently employed staff to be off-set by external funders.</p> <p>We do not under any circumstances off-set the salaries of people employed by the institution as core support staff (e.g. technicians). If fees have to be paid for core services provided within the institution (e.g. statistics, bioinformatics, sequencing services) then include these fees under 'other', not in the salary section.</p> <p>The salary of the PI cannot usually be requested, with only the exception listed to the left.</p> <p>Purely clinical staff, e.g. research nurses involved in patient recruitment, cannot be included in the salary budget.</p>
Research consumables	<p>Our standard consumables allowance is £15,000 per year for each researcher working full-time on the project. This covers routine research consumables e.g. glassware, plasticware, tissue</p>	<p>Do not include unusual, high-cost or non-consumable items in the consumables section - these should be listed in the budget section headed 'other'.</p>

	<p>culture, molecular biology, immunohistochemistry.</p> <p>In exceptional cases the standard allowance can be increased to £30,000 a year if the project requires two full-time members of staff.</p> <p><i>Please note that our scientific committee do not usually award more than £15,000 a year for routine consumables. Do not ask for more than you need - excessive budget requests will be reduced without discussion and may even cause the application to be rejected.</i></p>	<p>More than £30,000 a year is not permitted under any circumstances.</p> <p>More than £15,000 a year is not permitted if only one researcher is employed directly on the project.</p>
Animals	<p>Costs for the purchase, importation, housing and maintenance of animals can be included in your budget.</p> <p>There is no maximum animal budget but costs higher than £5000 per year must be well justified.</p>	<p>Animal research licences/certification and training courses are not eligible costs.</p>
Equipment	<p>Funds can be requested for small pieces of specialist or unusual equipment that is essential for the project.</p> <p>Small pieces of routine equipment can be included only if the PI is a new group leader within the first two years of setting up their first laboratory.</p> <p>Equipment should usually be purchased at the start of the project.</p>	<p>Standard office computer equipment and laptops cannot be included on the grant.</p> <p>Standard equipment that ought to be available in most research institutions e.g. refrigerated centrifuges, PCR machines, gel apparatus (with one exception, see left) are not admissible.</p> <p>We do not offer equipment grants. Do not request large, expensive items of equipment that take up most of the grant budget. Your application will be rejected.</p>
Travel	<p>The standard allowance for conference travel is £500 per year, for each full-time researcher whose salary is paid by the grant.</p>	<p>No conference travel funding can be requested for any staff whose salaries are not paid by the grant, including the PI and co-applicants.</p>

	Other travel can also be requested e.g. visits to collaborating laboratories, but this must be listed separately to conference travel.	
Other	<p>Research costs above the £15,000 consumables allowance can be requested here for specific items. These costs usually fall into two categories:</p> <ul style="list-style-type: none"> • high cost items or experiments e.g microarrays or SILAC. • fees for external or internal services, such as antibody production, DNA sequencing or statistical support. 	<p>Do not include:</p> <p>Publication costs (we have a separate fund to support the costs of open access publishing - see the policy at the end of this document)</p> <p>Institutional overheads and indirect costs, including equipment maintenance, journal subscriptions, secretarial support, advertising, recruitment, office stationery, laptops and equipment etc.</p> <p>Clinical costs. This includes the costs of patient/volunteer recruitment, the investigation, diagnosis, treatment or follow-up of patients providing samples for a research study, and honorarium or consultancy payments to clinical collaborators.</p>

5. How are applications assessed?

- 5.1 After the grant deadline, all applications are checked by our administrative team to ensure they have been completed correctly and that all the required information has been supplied. Applications requiring minor changes will be returned for amendment, but those with major omissions or errors will be rejected without further review.
- 5.2 Please note that if your application is returned for administrative changes, it has not yet been checked for compliance with our research funding strategy and policies. The return of your application for changes does not imply that your application has been judged to be within our funding remit and accepted for scientific review.
- 5.3 Applications are then reviewed by our Head of Research to ensure they comply with our funding strategy and policies. Any applications which do not will be rejected without further review. Please note the Worldwide Cancer Research funding remit is always interpreted conservatively.
- 5.4 The first round of scientific review is a preliminary triage by our Scientific Advisory Committee (SAC). Each application is allocated to the two committee members most suitable to review it and they judge whether it is likely to be competitive for funding. The major assessment criterion is scientific quality; this includes the novelty and potential impact of the research, the strength of the hypothesis and supporting data, the track record and expertise of the applicant, and the quality of the experimental plan. If both SAC members agree an application is not competitive then it is rejected (triaged) without further review.
- 5.5 When preliminary triage is complete, applicants rejected at this stage will be notified by email. There will be no feedback available for applications rejected at preliminary triage and the committee's decision is final.
- 5.6 Scientific Advisory Committee members serve a 4 year term on the committee. The current membership is:

Chair - Professor Harry Vrieling, Leiden University Medical Center, Netherlands
Professor Eduard Batlle, Institute for Research in Biomedicine, Barcelona, Spain
Professor Cedric Blanpain, Université Libre de Bruxelles, Belgium

Dr James Brenton, CRUK Cambridge Research Institute, England
Professor Paul Coffey, University Medical Center Utrecht, Netherlands
Professor Dean Fennell, University of Leicester, England
Professor Peter Fischer, University of Nottingham, England
Professor Jonathan Frampton, University of Birmingham, England
Professor Andrew Fry, University of Leicester, England
Professor Michelle Garrett, University of Kent at Canterbury, Canterbury, England
Professor Kairbaan Hodivala-Dilke, Queen Mary, University of London, England
Professor Aart Jochemsen, Leiden University Medical Center, Netherlands
Professor Michael Lisby, University of Copenhagen, Denmark
Professor Noel Lowndes, National University of Ireland, Galway, Ireland
Dr Angeliki Malliri, CRUK Manchester Institute, England
Dr John Maher, King's College London, England
Professor Jim Norman, Beatson Institute for Cancer Research, Glasgow, Scotland
Professor Christoph Plass, DKFZ, Heidelberg, Germany
Dr Simona Polo, IFOM The FIRC Institute of Molecular Oncology Foundation, Milan, Italy
Professor Catrin Pritchard, University of Leicester, England
Professor Reiner Siebert, University of Kiel, Germany
Dr Albert Tenesa, University of Edinburgh, Scotland
Professor Alain Trautmann, Institut Cochin, Paris, France
Professor Christine Watson, University of Cambridge, England

5.7 Applications which are kept in the round after preliminary triage are then sent to external peer review. We aim to secure at least two external reviews for each application.

5.8 External reviewers are asked to assess applications on the following criteria:

- Relevance - is the proposed research relevant to cancer? If successful, will the results contribute significantly to our understanding of cancer, fundamental biology relevant to cancer, or to the translation of scientific findings into clinical benefit?
- Originality - is the research addressing new and interesting questions? Are other groups working on similar topics which are likely to make this project redundant?
- Experimental design - is the project designed well? Can the experiments answer the question that is being asked?
- Applicants - does the track record of the applicant(s) give confidence that they can deliver the project successfully?
- Achievability - is the project achievable with the resources requested and available to the applicant?

- 5.9 All applications that are externally peer reviewed are discussed at the grant allocation meeting. At the meeting the SAC considers the external reviews, together with their own assessment of the quality of the science, to grade and rank the remaining applications. There is a second round of triage at the beginning of the meeting to remove the applications with no realistic prospect of funding.
- 5.10 Applications are awarded funding based on the ranked list until the allocated funds are spent. Inevitably some high quality projects with good reviews will not be funded because we never have enough funding to support all high scoring projects. Where there is a decision to be made between two applications of equal scientific quality, the SAC are asked to favour the earlier career scientist and/or the more innovative research.
- 5.11 Successful applicants will be notified by email within days of the grant allocation meeting, and asked to informally confirm they will be accepting the grant. The grant contract will follow soon after; the grant cannot be activated until we have received a signed copy of the agreement.
- 5.12 Unsuccessful applicants will be notified as soon as possible, usually within 3 weeks of the grant allocation meeting.
- 5.13 Where external referees have provided comments to be fed back to the applicant we aim to provide these (to both successful and unsuccessful applicants) within a month of the grant allocation meeting. Please note that the referees views may vary markedly from each other, and funding decisions are not made solely on the basis of the external reviews. We will not enter into a debate regarding the content of these reports.

6. How to apply: completing the application form

This section gives practical guidance about filling in the grant application form. It is important that you first read the earlier part of the handbook to ensure that your project proposal is within remit, that you are eligible to apply and that you prepare your budget according to our requirements. Failure to follow the regulations laid out in this handbook may result in your application being rejected.

6.1 Registration

Applicants must register on the Worldwide Cancer Research on-line application system, which can be found at <http://www.worldwidecancerresearch.org/funding/make-an-application>. When completing your registration please **do not** use BLOCK CAPITAL letters for your name, institution and/or country.

Application participants such as the Head of Department, Authorising Officer and any Co-Applicants must also register on the on-line application system if they have not previously done so.

For registration we require that application participants use their institutional email addresses and **not** commercial webmail accounts such as gmail, yahoo, hotmail etc.

Registration can be performed at any time throughout the year and, as the PI, you must check with the other application participants that they have registered on our database before you try to add them to your on-line application.

To identify application participants in our database, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names on the on-line application system. It will also be helpful for you to know the email address they use to access our system.

We request that you do not share your log-in details with other people. You will be held responsible for all activity performed under your account.

6.2 Manage My Details

To complete an application you need to fill in the Basic Information and CV sections of Manage My Details. This information is automatically used to populate some of the Principal Investigator section of the application.

All Co-applicants need to register on the Worldwide Cancer Research on-line application system and fill in the Basic Information and CV sections of Manage My Details, too. This information will automatically populate the co-applicant CVs in the application form.

Please leave the end date of your current employment as blank on the CV.

Please ensure the CVs of the PI and co-applicants are completed in full. Incomplete applications may be rejected without review.

6.3 Research Details page

Title of Project

The maximum permitted length for the project title is 250 characters (including spaces).

Do not use BLOCK CAPITAL letters unless it is scientifically required. To use Greek letters, create them in Word using the insert symbol function, then cut and paste into the project title box.

The project title should give potential referees a clear idea of the proposed research (e.g. Epigenetic influences on FGFR2 signalling in colorectal carcinoma). Avoid novel acronyms and general titles (e.g. Using ARIST to study cancer). You should also avoid including any commercially sensitive or confidential information in the title as this title will be used by Worldwide Cancer Research publicly if the grant is awarded.

If this is a resubmission (either invited or uninvited) you should preferably use the same title as the original application.

Institution where grant will be held

This is the institution where the majority of the research will be conducted and where the PI will be working.

First select the country in the Country Filter box: type any part of the country name and select from the drop-down list. Then do the same for the institution itself.

If your institution is not in the list, please contact Worldwide Cancer Research so that it can be added (grants@worldwidecancerresearch.org).

Department or Unit

Please enter the main department or unit - not the name of your research group - e.g. Department of Cancer Biology, Department of Immunology.

City and Country

Worldwide Cancer Research funds research in many different countries and a) some institutes (e.g. INSERM in France) have many different locations within one country or b) the same names (e.g. National Biomedical Research Centre) are used in many different countries. For these reasons, we request you to enter the city and country to confirm the correct institution is identified.

Duration

The duration of the project can be between 12 and 36 months.

Type of Application

New Application - if your application does not fall into one of the other categories listed below, select this option.

Continuation - select this if you currently hold a grant from Worldwide Cancer Research and are applying to continue the research. You will also be required to complete and attach a 'scientific continuation form' available from the Existing Grant Holders page on our website (<http://www.worldwidecancerresearch.org/funding/existing-grant-holders>).

Resubmission - select this if in the last three years you have applied to us with a similar project that was rejected. You will be required to complete the details of the previous application.

Invited Resubmission - Only select this if you were formally invited to resubmit an application and our Research Office instructed you to select 'Invited Resubmission'. You will be required to complete the details of the previous application. For both types of resubmission you are offered the option of attaching a pdf document (maximum length 2 pages) to respond to any previous comments made by the external referees and/or the Scientific Advisory Committee.

6.4 Principal Investigator page

Principal Investigator Details, Qualifications, Employment

These sections should automatically populate with the information you have supplied in Manage My Details (Basic Information and CV). If anything is incomplete or incorrect please 'Save and Close' the application and amend the information in Manage My Details.

Total number of your peer-reviewed publications (first author, last author, total)

This refers to your entire publication record, not just the 10 applications you include in your CV. Your total publication numbers (total, first author and final author) cannot be identified from the information in Manage My Details. You need to complete these three sections.

Publications

This section should be automatically populated with the information you have supplied in Manage My Details - CV. If anything is incomplete or incorrect please 'Save and Close' the application and amend the information in Manage My Details.

Please note that only the top two lines of your publication list will be shown here. The full list (as given in Manage My Details) is included in the pdf of your application. Only the 10 most recent, relevant, publications should be included in the CV and the references are the only information required. Do not include abstracts or scientific summaries in your publication list.

6.5 Co-Applicants page

You can include up to three co-applicants. Co-applicants should be experienced researchers who have a significant role in the design or management of the project. They can be from any institution and any country but must already be registered to use this application system. Registration can be performed at: <https://grants.worldwidecancerresearch.org>. In order that you can identify application

participants in our database, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names.

The co-applicant's role in the application has two stages:

1. When you add a co-applicant on this page, they will be sent an email inviting them to confirm their involvement with the application and to enter or update their CV. This requires them to be a user of this system, so if they have not already registered, you will not be able to find them on our database.
2. When the application has been completed by the PI, co-applicants have to log in to the system and approve the application for submission. They can view the pdf of the application, but cannot edit it. The PI cannot submit the application until each co-applicant has approved it.

CVs for all co-applicants are mandatory; they appear in the full application pdf that is sent to reviewers. Only the 10 most recent, relevant, publications should be included in the CV and it is the responsibility of the Principal Investigator to ensure that this is adhered to. CVs can be viewed in the Scientific Information section of the application pdf.

There are no restrictions on how often or how many times someone can be a co-applicant in a single grant round.

6.6 People Involved page

This page is designed to show the people who will be involved with the project and the amount of time they will devote to it (on average). We do not request information about the amount of time that each Collaborator will contribute to the project as it is assumed that it will be less than 5% of their time.

Percentage time for Principal Investigator and Co-applicants

Indicate what percentages of their time these people will devote to this project.

People in your research group

List the people within your immediate research group who will be working on this project (apart from the PI and any co-applicants). **DO NOT INCLUDE** anyone whose salary will be paid by the grant - that information is collected in the Financial Details/Staff Salaries section.

You will be asked to upload a short CV for any a staff member who has a PhD (or equivalent) qualification.

Collaborators

List the people outside your immediate research group who will be working on this project (apart from co-applicants). You can only list up to four collaborators - if this is a problem, please contact us.

Collaborators are those people whose involvement is limited to supplying strains or reagents, expertise or advice in a particular experimental technique or area of science, or providing other specific but limited input.

We do not require CVs for collaborators and they do not need to use the on-line system to indicate their agreement. However, we do require you to attach either an email from the collaborator or a scanned letter of agreement (which is on their institutional headed paper).

The email/letter should be dated within the last three months and include some detail of their contribution to the project. There should be a separate email/letter from each individual collaborator.

6.7 Inappropriate Reviewers page

If you consider that someone would not be able to provide an impartial review of your research proposal, or you have other good reasons for not wanting them to see the proposal, you can list them as an inappropriate reviewer.

Reasons such as "main scientific competitor", "commercial sensitivity" are acceptable. Note that this section **will be seen** by the external referees and the Scientific Advisory Committee.

A maximum of 4 inappropriate reviewers can be listed. DO NOT simply list all the main groups working in your field. Such blanket attempts to exclude all expert reviewers will be ignored.

6.8 Head of Department page

The Head of Department (or equivalent) of the institution where the grant will be held, must:

- a) participate in this application
- b) approve the submission of this application.

Your Head of Department must already be a registered user of this application system. Registration can be performed at: <https://grants.worldwidecancerresearch.org>. To identify application participants in our database, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names on the Worldwide Cancer Research on-line application system.

Participating in the application allows the Head of Department to view the pdf of the application, but not edit it. The applicant cannot submit the application until both the Head of Department and Authorising Officer, along with all co-applicants, have agreed to participate.

NB: The approval of the submission by the Head of Department and Authorising Officer is the final step in the application process. After the applicant clicks the Submit button, the Head of Department has to approve the submission and then the Authorising Officer has to approve it, in that order. It is only after they have both done this that the application is actually submitted. This must happen before the application deadline; we will not extend the deadline to allow these approvals to be made.

The approval of the application by the Head of Department and Authorising Officer confirms that the Institution agrees with the budget request and with Worldwide Cancer Research grant application terms, conditions, procedures and grant contract, as described in this issue of the Application Handbook.

The Principal Investigator, Head of Department and Authorising Officer must normally be three separate people, but if the PI is in charge of the department, then the HoD and PI can be the same.

6.9 Authorising Officer page

The application must be approved by an Authorising Officer, normally the Finance Officer or Research Officer (or equivalent) of the institution where the grant will be held. They must:

- a) participate in this application
- b) approve the submission of this application.

Your Authorising Officer must already be a registered user of this application system. Registration can be performed at: <https://grants.worldwidecancerresearch.org>. To identify application participants in our database, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names on the Worldwide Cancer Research on-line application system.

Participating in the application allows the Authorising Officer to view the pdf of the application, but not edit it. The applicant cannot submit the application until both the Head of Department and Authorising Officer, along with all co-applicants, have agreed to participate.

NB: The approval of the submission by the Head of Department and Authorising Officer is the final step in the application process. After the PI clicks the Submit button, the Head of Department has to approve the submission and then the Authorising Officer has to approve it, in that order. It is only after they have both done this that the application is actually submitted. **This must happen before the application deadline. We will not extend the deadline to allow this approval to be made.**

The approval of this application by the Head of Department and Authorising Officer confirms that the Institution agrees with the budget request and with Worldwide Cancer Research grant application terms, conditions, procedures and grant contract, as described in this issue of the Application Handbook.

The Principal Investigator, Head of Department and Authorising Officer must normally be three separate people, but HoD and PI can be the same. The Authorising Officer cannot have any other role in the application. If this causes any problems contact us. After selecting your Authorising Officer, you are required to enter their job title in the space provided.

6.10 Research Summary page

On this page you need to provide a) a scientific abstract (max. 300 words) and b) a lay summary (250 words).

If the scientific abstract contains commercially sensitive or otherwise confidential information, please tick the 'confidential' box. If your application is successful you will be required to provide a non-confidential abstract for publication on the International Cancer Research Partnership website: <https://www.icrpartnership.org/>

The lay summary must be suitable for the general public - we suggest that you write it as if it were a short scientific story in a newspaper. Do not use technical language or jargon.

6.11 Financial Details page

Before completing this section please ensure you have read section 4 of this handbook, which details the costs that are permitted within a Worldwide Cancer Research grant budget. Grants containing ineligible budget items will have these items removed without discussion and may even cause the grant to be rejected.

Staff Costs

a) Staff Member

Please specify (Yes/No) if there is a named candidate for the post. If “Yes”, you will be asked to provide the name of the candidate and upload a copy of their CV (unless their CV has been uploaded in another section of the application). If the post is to be advertised, you should select “No” and proceed to provide information on the post for which you are requesting funding.

The justification section should be used to explain why the appointment is required for the project, the level of experience required or held, the tasks the person will be undertaking and a justification of the costs involved, and any other necessary supporting information.

b) Salary Costs Table

All figures must be given in GBP (£ Sterling) and **must include any on-cost or fringe benefits that the employer is legally obliged to pay and any annual increases for inflation or projected pay awards.** Costs should be rounded up to the nearest GBP (£ Sterling) and written without any currency symbols, commas, full stops, decimal points or zeros (e.g. 153508). Grants are awarded, and payments are made in GBP (£ Sterling). Figures included in this section should be checked with your Finance Office (or equivalent) for accuracy before submission of your application.

If you are requesting funds for a PhD Student, please enter the Stipend along with the degree fees in the Gross Salary. Use the PhD salary/stipend and degree fee rates applicable at your institution. Within the UK, if there are no institutional rates, stipends and fees should be reimbursed at the MRC rates.

If your application is successful you will be required to provide written evidence from your Personnel or HR department that details how the salary figures were calculated. This should normally be an institutional salary scale with further details of any employer's on-costs or fringe benefits such as pensions, tax, insurance or holiday pay that the institution is legally obliged to fund. This also applies to PhD fees and stipends. A grant will not be awarded unless this evidence is provided when requested.

The figures you provide will be the amounts awarded and no further increases will be made by the charity to the salary budget. It is the responsibility of the PI to make sure sufficient funds for the posts being requested are fully covered by the budget request.

Consumables

The standard consumables allowance is **£15,000 per year**. In exceptional circumstances, where a project requires more than one researcher, we may allow consumables to up to £30,000 per year.

Consumables include non-reusable, routine items specific to the research, such as chemicals, enzymes, antibodies, molecular biology kits and reagents, glassware, plastics, dyes, radioisotopes, tissue culture costs, etc.

You must break down your consumables request under at least 3 general headings, for example 'tissue culture', 'PCR', 'immunohistochemistry'. It is not necessary to provide a very detailed breakdown of items and costs, but there should be some justification of the budget requested. Applications that request a flat allowance of £15,000 per year with no attempt to justify the costs will be rejected without review.

If the project requires unusual consumables or particularly large amounts or expensive types of consumables, they should be listed under "Other" and not in the routine consumables section. Examples would be microarray costs, sequencing, or antibody production.

Animals

Animal costs can include the purchase or importation of the animals, weekly charges for housing and other necessary charges (e.g. SPF or microinjection). The species of the animals and numbers should be provided along with a full justification of the budget you are requesting. The information that you provide in this section should be consistent with the information given in the Animal Research and Animal experiment details sections.

Animal costs in excess of £5,000 per annum must be fully and carefully justified, for example, by giving estimates of the number of animals required for each type of experiment, how many experiments of each type, the duration that the animals will need to be maintained and the cost per week per animal. Without such justification the animal costs awarded may be reduced to £5,000 per annum.

Equipment

Equipment costs should normally be included in the first year only, unless there is good reason to purchase it later in the grant. The justification section should be used to explain why the equipment must be purchased for project and is not available any other way.

Travel

Travel costs to attend conferences may be requested up to £500 per year for each person whose salary would be paid by the grant. This allowance can be allocated between the three years as you choose (e.g. the full £1500 in year 3).

We will consider requests for other types of travel, above that allocated for conferences, if it is necessary for the project. The justification for this should indicate the reason for travel, with costs based on economy class fares and accommodation.

Other

This section should be used to request funding for any items that are essential for the project, but which are not included in any of the other sections. This includes charges for the use of specific facilities, fees for specialist services, additional consumables costs, or particularly large amounts or expensive types of consumables. Give each item and the cost separately and explain why it is necessary in the justification.

Indirect and overhead costs are not permitted under any circumstances. See section 4 for examples of ineligible costs.

6.12 Project Description page

Attach a pdf document describing the research project. The following information should be given:

- Background
- Preliminary results (if appropriate)
- Hypothesis and specific aims
- Experimental plan
- References (cited as: Authors, Title, Year, Journal)

Tables, images and graphs can be included but these should be kept as simple as possible (i.e. do not embed multiple tables into one image). The document must be in pdf format only and **must not exceed 8 pages, including references.**

Margins must be no less than 2cm x 2cm and Arial 10 point is the smallest font we will accept. Applications which deliberately reduce the margin size or use smaller fonts for the project description or references will be rejected. It is not in your interest to make your project proposal difficult for reviewers to read.

If your project involves patient information, human volunteers or tissue samples, or animals, you should include a short statement at the end of the project description to explain if ethical/regulatory approval has been granted, has been applied for, will be applied for or is not required. Do not insert copies of ethical approval statements or regulatory approval documents.

Please note that it is important to disclose all information in your project plan that will be necessary for a proper review of your grant. If there are commercially sensitive details, or other confidential information that you do not wish to be seen by reviewers, you must contact us for advice before you submit your application.

6.13 Animal research

Worldwide Cancer Research policy is to only fund research involving the use of animals in those countries or at those institutes where we are confident that acceptable standards of laboratory animal welfare are applied. The full text of the Worldwide Cancer Research policy on funding animal research can be found at the back of this handbook. Applications containing animal research will not be accepted from countries that are not on the pre-approved list, unless permission has been granted by the charity's Head of Research in advance. If your project includes research on live animals - including invertebrates - please complete this section carefully. Information provided in this section should be consistent with that given in the Financial Details, Animals (budget request) section.

Does your project involve the use of live animals?

Please answer Yes or No. If your answer is No, you can proceed to the next page online. If your answer is Yes, you will need to provide information on the species to be used.

Enter species (maximum 3)

Use the 'Add' option to enter the species details. A dropdown list will appear and selection can be made from the list. Up to three species details can be entered by adding them separately.

Animal experiment details page

If you propose to use animals protected under UK law (all vertebrates) you are required to answer some further questions on this page.

Are any of the animals Genetically Modified?

Please answer Yes or No

What would be the severity of the procedures?

Indicate the severity of the procedures to be used. More information will be required for moderate and severe procedures.

Why is animal use necessary; are there any other possible approaches?

State why animal use is necessary.

Why is the species/model to be used the most appropriate?

Explain why you have chosen the species/model detailed in your project description.

Please justify the number of animals to be used per experiment, including details of any sample size calculations and/or statistical advice sought.

Carefully justify the number of animals to be used in the proposed experiments.

6.14 Other Funding page

Similar Applications

You must declare (and give details) if an identical or similar application has been submitted elsewhere, or is likely to be submitted elsewhere by the principal investigator or any of the co-applicants. In the event that you receive more than one offer of a grant for the project, you may decide which to accept.

Current Research Funding

You **must** list all the current research funding held by the PI and all co-applicants, including funding that has been awarded but not yet started. This includes all research grants, collaborative programmes, contracts, core support, start-up funding, etc. We use this section to confirm that the research in your grant application has not already been funded. If this section is not completed for all applicants, the grant may be rejected without review.

Overlap

You must give details of any part of the research proposed in this application that overlaps or duplicates research supported by the above funding or application(s). If there is some overlap, please tell us how much and in what area of the project.

Previous Worldwide Cancer Research (AICR) Funding

You must indicate (and give details) if the principal investigator and/or any co-applicants have previously held a grant from Worldwide Cancer Research (AICR) - either as the PI or a co-applicant on that grant. Grant reference numbers are particularly helpful. You are also asked to provide a list of publications arising from this grant.

Patents

You must indicate if you or your institution has filed, is in the process of filing, or is planning to file any patents on the theme of this project.

Technology Transfer Office

Please give the name and email address of the appropriate person to contact about the intellectual property or commercialisation of the proposed research.

Tobacco Industry Funding

Worldwide Cancer Research will not accept applications from anyone (either as a PI or co-applicant) who is currently applying for, or has received, funding from the tobacco industry, or bodies substantially funded by the tobacco industry, within the last 10 years.

You must indicate if this applies to you. Our full policy on tobacco industry funding can be found at the back of this handbook.

6.15 Attachments page

This page simply lists all the documents that you have attached to your application. These will form part of the application pdf.

Removing or changing these attachments is normally done on the page where they were originally attached, although a few do have a 'Delete' option on the Attachments page.

6.16 Declaration page

Before you can submit your application, you must declare

- that the application is complete, accurate and in accordance with policies and guidelines laid out in the handbook

- that you have read and understood the Worldwide Cancer Research policies on Funding Animal Research, Tobacco Industry Funding, Human Stem Cell Research Funding and the Grants Privacy Policy.
- that the relevant regulatory approvals or licences necessary for the conduct of the proposed work have been granted, or will be sought if the grant is awarded.
- that the information in the application is complete and correct to the best of your knowledge; you have checked (and printed) the PDF version* of the application and confirm that it is ready to be reviewed and assessed; you accept that the details contained in the application will be viewed by a third party (i.e. external peer reviewers) and are happy that the information will be shared accordingly.
- that you agree to provide any further information that Worldwide Cancer Research may reasonably require to assess this application.
- that you have read the current application handbook and understand that this application will be subject to the rules, policies and procedures detailed within it.
-

* Please note that the PDF version of the application is the version which is sent to reviewers, so it is worth taking the time to check through it carefully.

6.17 Validation page

This page lists the parts of the application that need to be completed before it can be fully submitted. Some of these (i.e. the agreement to participate by Head of Department and Authorising Officer and the approval by co-applicants) will require other people to take action.

Once all these parts of the application have been completed, you can then:

- a) Click 'Save and Close'
- b) Click 'PDF the application' and print a copy to check. This is the version that the reviewers will see, so you should check carefully for any omissions or errors. It is your responsibility to ensure that the pdf version of the application is correct.
- c) Click the 'Submit' option (only available during the submission window). NB: you have to go to the Validate page first - to do a final check - before the 'Submit' button becomes active.

Remember - after you click 'Submit', the submission still has to be approved by the Head of Department and Authorising Officer before the submission deadline.

Once the Head of Department and Authorising Officer have approved the application, the application will automatically be submitted. This must be done before the submission deadline.

For the avoidance of doubt:

We will not extend the deadline to allow the final approvals to be made, or because of any confusion about how the on-line submission process works. It is your responsibility to ensure that your grant application is completed with enough time remaining to contact the Research Office if you have any difficulties with the submission process. Please remember that we are based in the UK, therefore some applicants will need to allow for a time difference. We cannot guarantee to respond before the grant deadline to any queries sent in the final 48 hours of the submission window, although we will try to do so.

Grant deadlines will only be extended if we accept that Worldwide Cancer Research was at fault in unreasonably delaying the submission of your grant. Technical failures of the application system will only be accepted as a reason to extend the deadline if they are verified by the IT company that hosts the on-line grant portal.

7. Questions? Contacting Worldwide Cancer Research

Please send all queries to the Research Office email address: grants@worldwidecancerresearch.org

If you wish to speak with someone urgently, our main office number is +44 (0) 1334 477910.

Your main contacts at Worldwide Cancer Research when submitting a grant application are:

Dr Lorraine Black, Grant Round Manager - for most queries, including the eligibility of applicants and specific budget items.

Ms Evelyn Quate, Grant Round Administrator - for administrative queries, for example problems registering on the online system.

Dr Helen Rippon, Head of Research - for guidance about funding remit or policies.

Ms Debbie Wheelans, Grants & Information Manager - for questions relating to grant terms and conditions and award procedures.

Appendix 1: Grant Terms & Conditions

Dear [INSERT NAME OF PRINCIPAL INVESTIGATOR]

Title: [INSERT GRANT TITLE]

Grant Reference Number: [INSERT GRANT REFERENCE]

Award Agreement

I refer to your grant application dated [DATE] (the “**Application**”) submitted to Worldwide Cancer Research.

I am pleased to confirm that the Application was successful and Worldwide Cancer Research has agreed to provide to the Institution the sum of [GRANT ORIGINAL AWARD] (the “**Grant**”) for the purposes of enabling you, the Grantholder, to carry out the research project, “[GRANT REFERENCE]” - “[GRANT TITLE]” (the “**Project**”).

The Grant shall be provided to the Institution subject to the general terms and conditions detailed in this letter and the schedule consisting of 5 parts attached to and forming part of this letter (the “**Schedule**”). This letter, together with the Schedule, is the contract among the Grantholder, Worldwide Cancer Research and the Institution (the “**Award Agreement**”). The Grantholder and the Institution will be deemed to have read, understood and accepted the terms of the Award Agreement by their acceptance of the Grant.

The Grant will commence on or after [DATE].

Conditions of Payment of Grant

The following payment conditions relate to all grants awarded by Worldwide Cancer Research:

Grant Start Dates

Projects which are awarded funding in an April grant round will commence on 1 January the following year. The grant year will run from 1 January to 31 December in each calendar year (the “**Grant Year**”).

Projects which are awarded funding in an October grant round will commence on 1 June the following year. The Grant Year will run from 1 June to 31 May in the following calendar year.

If, for any reason, the Project is unable to commence on its determined start date, the start date may be deferred by a maximum of three months, subject to the prior written approval of Worldwide Cancer Research. Deferments in excess of six months will only be granted in exceptional circumstances.

Claims and Reimbursement of Expenditure

The Grant will be remitted to the Institution in four quarterly payments per annum, in arrears. In order to release each payment, you must complete and submit a Worldwide Cancer Research claim form. The first claim form should be submitted at the end of the first quarter which follows the start date of the Grant, and must be accompanied by the bank and payment details form as shown in part 4 of the Schedule. Failure to provide the bank and payment details form may result in payment of the Grant being delayed.

Claim forms must be signed by you and countersigned by the Institution's Finance (or Authorising) Officer or the Research Grants Officer, prior to submission. **Please note that Worldwide Cancer Research will not accept scanned signatures** – original signatures are required.

Claim forms must be fully completed and must include staff names and a breakdown of costs, where indicated. Please note that invoices from the Institution are not sufficient to release a payment.

Each claim form shall be accompanied by invoices or other documentation which adequately supports the expenditure which is being claimed. A breakdown of expenditure for each budget heading can be in the form of a print out from your project account or finance system, covering the period of the claim - it should be emailed to grants@worldwidecancerresearch.org at the time your claim is posted. Any claim for equipment still needs to be supported by invoices or receipts. If you are unable to provide an itemised breakdown we will accept copies of any invoices and receipts. Whether the documentation supplied is deemed to adequately support the expenditure claimed on the claim form shall be at the discretion of Worldwide Cancer Research (acting reasonably). The documentation must be in English (or an English translation must be provided).

All expenditure incurred must be claimed within the timeframe of the relevant grant year and the claim for the fourth quarter must be submitted to Worldwide Cancer Research no later than three months following the end of that quarter. **It is your responsibility to ensure that claims are made within the timescales stated.** Please note that Worldwide Cancer Research is unable to reimburse any expenditure which is not claimed within six months of the end of the relevant grant year, and cannot make retrospective payments relating to a previous grant year. Claims must be based on actual expenditure.

Overseas Grant Payments

All figures should be entered in GBP (£ Sterling) on the claim form. Claims will be remitted in GBP (£ Sterling) and converted to the currency of request by the bank at its exchange rate on the day the transfer is approved. All costs incurred relating to the transfer of funds shall be paid by Worldwide Cancer Research. The Grantholder is liable for all costs incurred in the conversion of funds from GBP (£ Sterling) to the currency of request.

Worldwide Cancer Research is not responsible for losses incurred through fluctuations in exchange rates.

Grant Years and Progress Reports

Worldwide Cancer Research has produced a budget based on the Application, covering the duration of the Project. The budget is fixed and will not increase on an annual basis. Details of how the budget is broken down can be found at part 2 of the Schedule (the "**Budget Breakdown**").

Irrespective of the number of Grant Years for which the Grant is awarded, each Grant Year has a separate budget and sums allocated for each Grant Year may not be carried forward into another Grant Year.

Continuation of funding for Grant Years two and three of the Project (if applicable) will be dependent upon you as the Grantholder making adequate progress (in the opinion of Worldwide Cancer Research) in terms of the Project in the preceding Grant Year.

In order for the Grant to be continued, scientific reports on the progress made towards achieving the objectives set out in the Application will be due to be submitted (via portal) to Worldwide Cancer Research in accordance with the following timescales:

Period of Project to be Covered by Report	Report Due to be Submitted to Worldwide Cancer Research
month 1 - month 6	prior to grant payment at month 9
month 7 - month 18	prior to grant payment at month 21

Worldwide Cancer Research shall use these scientific progress reports to assess your progress towards achieving the objectives as set out in the Application. Continued funding for the Project shall be dependent on Worldwide Cancer Research's acceptance of the scientific progress reports detailed above. Worldwide Cancer Research must deem each scientific report satisfactory before subsequent payments can be released.

Please note that failure to submit progress reports as detailed above shall result in subsequent Grant payments being withheld.

You will supply a final scientific report on the work of the Project within three months of the completion date of the Project. Final payments will be withheld pending receipt by Worldwide Cancer Research of this final report. In order to release the final payment, the final report must be deemed satisfactory by Worldwide Cancer Research.

If a request for further funding from Worldwide Cancer Research is submitted before the completion date of the Project, an interim report must be submitted using the continuation scientific report template.

We will intimate to you the necessary report template which we will require you to use in the preparation of each scientific report.

Transfer of Funds

The transfer of allocated funds between the budget headings detailed in the Application and at part 2 of the Schedule, (i.e. staff costs, consumables, animals, equipment, travel and other) **is not permitted** under any circumstances.

Where overspending has occurred under any budget heading on a claim, Worldwide Cancer Research will deduct such overspend from the sum reimbursed in terms of that claim (even if other headings are underspent).

At the end of a Grant Year, any remaining grant funds which have not been spent will belong to Worldwide Cancer Research. Such remaining sums cannot be carried forward into a subsequent Grant Year.

Not Funded by Worldwide Cancer Research

Salary Increases, Maternity, Paternity and Sick Leave

Worldwide Cancer Research will not reimburse the cost of paid maternity, paternity or adoption leave for staff whose salaries are funded by the Grant. Worldwide Cancer Research will also not cover the cost of extended periods of paid leave due to illness. Staff funded by the Grant are employed by the Institution and it is the Institution's responsibility to comply with all of its obligations under employment law.

It may be acceptable to use the Grant to cover the cost of replacement staff during periods of maternity, paternity, adoption or long-term sick leave, but only with prior written permission from Worldwide Cancer Research.

The staff costs award is based on the calculations shown in the Application and these will not increase on an annual basis. No additional funding will be available from Worldwide Cancer Research to meet pay awards, bonuses, salary increments, merit awards or any other salary changes during the course of the Grant.

Administration Costs

Please note that costs such as photocopying charges, publication costs, reprints, secretarial/administrative assistance, telephone costs, advertising costs, journal subscriptions, service agreements and maintenance of existing equipment and departmental/institutional overheads are **not** funded by Worldwide Cancer Research.

Additional Charges by the Institution

The Institution is not entitled to claim any additional charges such as overheads, bench fees or administrative costs. The Institution may only be reimbursed for costs incurred which are within the remit of the Grant.

Media and Publications

In order to assist Worldwide Cancer Research in raising funds for research grants, we require to publicise and promote the work which we support. To this end, we require copies of any publications supported by and acknowledging Worldwide Cancer Research funding not less than 7 days before the date of publication.

You are also required to send advance copies of any press or media releases relating to the Project, as soon as possible and certainly prior to their publication. Publications and press releases should be sent to the Science Communications Manager, using the email address below. Worldwide Cancer Research will of course respect any embargo deadlines and will often work together with journals and press offices at the institutions or other funding bodies involved in the work. Please note that in some circumstances the contract gives Worldwide Cancer Research first publicity rights, for example if Worldwide Cancer Research have funded the lead author of the publication.

The Worldwide Cancer Research logo (the “**Trade Mark**”) must be clearly visible on all presentation slides and/or paperwork, posters, handouts and laboratory websites. A copy of the current logo of Worldwide Cancer Research is attached at part 3 of the Schedule. Any modification shall be intimated to you from time to time by Worldwide Cancer Research in writing.

Worldwide Cancer Research requires all grantholders to provide biographical materials (including high resolution photographs of you, and other lab members), and to help produce a report (in lay terms) on your research. This report should be written so that it can be used on our website, in our publications and on other materials prepared by Worldwide Cancer Research. Our Science Communications Manager will be in touch with you in the near future regarding this.

Change of Circumstances

Should you wish to make any changes to what was stipulated in the Application, **you must seek the prior written consent of Worldwide Cancer Research**. Such changes include (but are not limited to) the replacement of personnel funded by Worldwide Cancer Research, requests for deferral of start date, suspensions during or extensions to the end of the Grant, or significant changes to the aims or methodology of the project set out in the Application.

If during the period of the Grant you decide to move to a new institution (the “**Successor Institution**”), the Grant will move with you (unless Worldwide Cancer Research decides otherwise). You are required to give Worldwide Cancer Research at least **six weeks’ notice of the date of transfer**. A novation agreement in the form set out at part 4 of the Schedule (but subject to any amendments deemed necessary in order to address any practical issues relating to the Project) is required to be entered into between you, Worldwide Cancer Research, the Institution and the Successor Institution.

If the Grant has funded equipment required for the Project, all such equipment must be transferred to the Successor Institution.

Claims from the Successor Institution will not be processed until all claims from the Institution have been received by Worldwide Cancer Research.

General

Please note that the terms of the Award Agreement are non-negotiable. Should you choose to accept the Grant, both copies of the Award Agreement should be signed by you and by the Commercial/Contracts Manager or Legal Advisor (as appropriate) on behalf of the Institution. One signed copy must be returned to the Grants Manager no later than **[DATE]**. Failure to submit the signed Award Agreement to the Grants & Information Manager before this date (or if we have not heard from you in relation to accepting the grant offer) will result in the offer being automatically withdrawn.

The other signed copy should be retained by the Finance/Research Office of the Institution. Please note that, whilst Worldwide Cancer Research expects to deal directly with the Institution regarding claim forms and payments, **you are at all times ultimately responsible for the administration of the Grant.**

Any queries regarding grant awards and payments should be addressed to the Grants Manager, using the contact details below. Please note that you should quote your grant reference number (as stated on page 1 of the Award Agreement) in all future communication with Worldwide Cancer Research.

We look forward to hearing from you.

Yours sincerely

Norman Barrett

Chief Executive

Worldwide Cancer Research, Madras House, South Street, St Andrews, Fife, KY16 9EH

Telephone: +44(0)1334 477910 Fax: +44(0)1334 478667

Email: grants@worldwidecancerresearch.org

We acknowledge receipt of the terms of the Award Agreement which we hereby accept.

.....
[INSERT NAME OF PRINCIPAL INVESTIGATOR] Date

.....
 Commercial Contracts Manager/Legal Advisor *please delete Date
[INSTITUTION]

.....
 Print Name

This is the schedule referred to in the foregoing Award Agreement between Worldwide Cancer Research, [INSERT NAME OF PRINCIPAL INVESTIGATOR] and [INSERT HOST INSTITUTION]

Schedule

Part 1

Terms and Conditions for Research Grant Award

1. **Contract**

These terms and conditions form part of the Award Agreement which sets out the only terms and conditions upon which Worldwide Cancer Research is prepared to offer the Grant to the Grantholder and the Institution. No variation of the Award Agreement shall be valid unless in writing and signed on behalf of Worldwide Cancer Research. In the event of a conflict between the terms and conditions contained in the letter and those contained in the Schedule, the terms of the letter shall prevail.
2. **Definitions**
 - 2.1 Words and expressions in these terms and conditions shall have the same meanings as attributed to them in the offer letter. Otherwise, the definitions and rules of interpretation in this clause 2 apply to these terms and conditions:
 - “**Completion Date**” means the date on which the Project is completed;
 - “**Departure Date**” shall have the meaning ascribed to it at clause 10.1 of these terms and conditions;
 - “**Equipment**” shall have the meaning ascribed to it at clause 4.8 of these terms and conditions;
 - “**FAQs**” means the Application FAQs (as updated from time to time) which are available on the Website;
 - “**Grant Year**” means the period from 1 January to 31 December for grants which are awarded as part of the April grant round; or the period from 1 June to 31 May for grants which are awarded in the October grant round;
 - “**Handbook**” means the Worldwide Cancer Research Project Grant Application handbook (as updated from time to time) which is available on the Website;
 - “**Intellectual Property**” means all patents, rights to inventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world which derive from the Project;
 - “**Novation Agreement**” means the novation agreement in the form set out in part 4 of the Schedule;
 - “**Progress Report**” means a scientific report on the progress made towards achieving the objectives set out in the Application (or as modified by subsequent agreement by Worldwide Cancer Research);
 - “**Revenue Income**” means any benefit including, but not limited to, any monies, shares, options or other rights arising from the commercial exploitation of the Intellectual Property generated from or arising as a result of the Project;
 - “**Start Date**” means the commencement date of the Grant as stipulated on page 1 of the Award Agreement;
 - “**Website**” means www.worldwidecancerresearch.org
 - 2.2 Clause and paragraph headings shall not affect the interpretation of the Award Agreement

- 2.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's legal and personal representatives, successors and permitted assignees.
- 2.4 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 2.5 Words in the singular shall include the plural and vice versa.
- 2.6 A reference to one gender shall include a reference to the other gender.
- 2.7 A reference to a statute, statutory provision or any subordinate legislation made under a statute is to such statute, provision or subordinate legislation as amended or re-enacted from time to time and, in the case of a statute, includes any subordinate legislation made under that statute.
- 2.8 A reference to **writing** or **written** includes faxes and e-mail.
- 2.9 Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.
3. **Provision of Grant**
- 3.1 Subject to the availability of funds (and subject to clause 9 of these terms and conditions), Worldwide Cancer Research shall make available the Grant to the Grantholder on the terms of the Award Agreement for the purpose of enabling the Grantholder to carry out the Project.
- 3.2 Worldwide Cancer Research, the Grantholder and the Institution acknowledge and agree that the Grant creates no obligations or duties among Worldwide Cancer Research, the Grantholder and the Institution other than as set out in the Award Agreement.
- 3.3 The Grantholder undertakes to use his/her best endeavours to complete the Project within the time period specified in the Application or as otherwise agreed between Worldwide Cancer Research and the Grantholder and at a cost not exceeding the sum of the Grant as stipulated at page 1 of the Award Agreement. The Grantholder agrees that he/she shall not make any material change to the Project without the prior written approval of Worldwide Cancer Research.
- 3.4 Worldwide Cancer Research shall produce an annual budget which is based on the Grantholder's budget request as stipulated in the Application. The budget shall not be increased on an annual basis and for the avoidance of doubt, there shall be no obligation on Worldwide Cancer Research to fund or reimburse any increased pay awards, bonuses, merit awards or any other changes to staff salaries.
- 3.5 The Grantholder shall ensure that the Institution shall submit to Worldwide Cancer Research, quarterly in arrears, a claim form which shall detail all costs incurred by it and/or the Grantholder in carrying out the Project during the previous quarter (within the limits stipulated in the Budget Breakdown). Each claim form shall be accompanied by invoices or other documentation which adequately supports the expenditure claimed on the relevant claim form. Whether the documentation supplied is deemed to adequately support the expenditure claimed on the claim form shall be at the discretion of Worldwide Cancer Research (acting reasonably). Claims which are not adequately supported by documentary evidence shall not be reimbursed. The Institution shall be responsible for repaying to Worldwide Cancer Research immediately upon receipt of a written demand by Worldwide Cancer Research any Grant funds which have been remitted to the Institution in the absence of adequate supporting documentation. Payment of Grant funds shall be made in accordance with the conditions of payment detailed in the Award Agreement and no other method of payment shall be permitted.
- 3.6 In the event that the Grant is awarded for a term which is longer than one Grant Year, continuation of grant funding for Grant Years two and three shall be dependent upon the Grantholder making adequate progress in the preceding Grant Year. Whether the Grantholder has made adequate progress shall be at the discretion of Worldwide Cancer Research, having considered the Progress Reports which have been submitted to Worldwide Cancer Research or the failure of the Grantholder to furnish adequate Progress Reports.
- 3.7 Worldwide Cancer Research shall not reimburse any expenditure which is not claimed within six months of the end of the Grant Year.

- 3.8 In the event that the Grantholder ceases to be employed by the Institution for any reason, the final period in respect of which a claim may be submitted to Worldwide Cancer Research by the Institution shall be from the first day of the quarter immediately preceding the Departure Date to the Departure Date.
- 3.9 Worldwide Cancer Research shall not be liable to reimburse or make any Grant payment to more than one institution at a time and shall not in any circumstances be responsible for reimbursing or making payment to any third party institution, person or organisation involved in the Project. In the event that any third party institution is involved in the Project (other than the Institution), it shall be the responsibility of the Grantholder to ensure that any third party institution is reimbursed for any expenditure incurred by it in terms of the Project and the Grantholder shall procure that a chargeback agreement is put in place between the Grantholder, the Institution and the third party institution. Worldwide Cancer Research shall be provided with copy of such chargeback agreement immediately following its execution by all parties.
- 3.10 The Institution undertakes to meet all other costs, taxes, charges and liabilities not covered by the Grant but necessary for the Grantholder to successfully carry out the Project.
- 3.11 The Grantholder and the Institution shall be required at all times to comply with Worldwide Cancer Research's rules, policies and procedures relating to research grants and awards in force from time to time during the grant period including those which are contained in the Handbook and in the FAQs and as communicated to the Grantholder and/or the Institution by Worldwide Cancer Research from time to time.
- 4. Staff and Equipment**
- 4.1 The Grantholder may work on the Project independently or may opt to work on the Project in partnership with or with assistance from research workers (each of whom may or may not be receiving support from Worldwide Cancer Research in their own right). The costs incurred by the Institution as a result of the employment or engagement of the Grantholder and any research workers or staff members who are involved with the Project shall be the responsibility of the Institution. The Institution may then be reimbursed from the Grant for staff costs which are incurred through the employment or engagement of any research workers or staff members who are paid salaries from the Grant (subject to clause 4.4 and 4.7 of these terms and conditions).
- 4.2 Nothing in the Award Agreement shall render the Grantholder nor any research worker or staff member who is involved with the Project an employee, worker, agent or partner of Worldwide Cancer Research. The Grantholder shall not and the Institution shall ensure that any research worker or staff member who is involved with the Project shall not hold him/herself out as such.
- 4.3 The Institution shall be fully responsible for and indemnify Worldwide Cancer Research against any liability, assessment or claim for:
- 4.3.1 taxation whatsoever arising from or made in connection with the employment or engagement of any research worker or staff member who is involved with the Project where such recovery is not prohibited by law; and
- 4.3.2 any employment-related claim or any claim based on worker status (including reasonable costs and expenses) brought by the Institution or the Grantholder against Worldwide Cancer Research arising out of or in connection with the Project.
- Worldwide Cancer Research may satisfy such indemnity (in whole or in part) by way of deduction from any grant payment due to be paid.
- 4.4 Worldwide Cancer Research will not reimburse the cost of paid maternity, paternity or adoption leave for staff who are paid salaries from the Grant. Worldwide Cancer Research will also not reimburse the cost of paid leave for any staff due to illness. Staff are employed or engaged by the Institution and it is the Institution's responsibility to ensure that it complies with its obligations under employment law. The Institution undertakes that it will upon receipt of a written request from Worldwide Cancer Research supply to Worldwide Cancer Research the attendance records of any staff member who is paid a salary from the Grant. In the event that such attendance records show that Worldwide Cancer Research has unknowingly or mistakenly reimbursed the cost of paid maternity, paternity, adoption or sick leave for any member of staff paid a salary from the Grant, the Institution shall repay to Worldwide Cancer Research the full amount of such maternity, paternity, adoption or sick leave which has been paid by Worldwide Cancer Research.
- 4.5 In some instances, with the prior written consent of Worldwide Cancer Research, a Grant may be used to cover the cost of replacement staff members to take the place of staff members who are absent due to periods of maternity, paternity or adoption leave or sickness absence.
- 4.6 Any advertisement for research workers or other staff members to be appointed by the Institution in relation to the Project must state that the Project is funded by Worldwide Cancer Research and the Institution undertakes to disclose to Worldwide Cancer Research the details of, and any alteration to, each appointment made as soon as is practicable after the appointment.
- 4.7 Notwithstanding anything in this clause 4, staff expenses shall in all circumstances be limited to the amount which is detailed in the Budget Breakdown (with the exception of clause 9.1).

4.8 All equipment purchased with funds provided by the Grant (the “**Equipment**”) shall be the property and responsibility of the Institution. The Institution shall during the Grant period maintain the Equipment (at its own expense) in good and substantial repair in order to keep it in good operating condition including replacement of worn, damaged and lost parts, and shall make good any damage to the Equipment. Worldwide Cancer Research shall not reimburse the cost of replacement Equipment and shall not reimburse the cost of repairs to damaged Equipment.

4.9 The Institution shall not without the prior written consent of Worldwide Cancer Research part with control of (including for the purposes of repair or maintenance), sell or offer for sale, underlet or lend the Equipment or allow the creation of any mortgage, charge, lien or other security interest in respect of it.

5. **Media and Publications**

5.1 Subject to clause 6.1, the Grantholder and the Institution undertake to assist Worldwide Cancer Research in fulfilling its policy of publicising as widely as possible its grants and progress in scientific research supported by Worldwide Cancer Research. The Grantholder and the Institution undertake not to enter into any restrictive publication arrangements in relation to any results, data or other information connected with or arising from the Project, without the prior written consent of Worldwide Cancer Research, it being understood that in terms of clause 6.1, certain Intellectual Property may be required to be protected and such Intellectual Property ought to remain confidential. Further, Worldwide Cancer Research will use reasonable endeavours to respect any reasonable requests from the Grantholder and/or the Institution not to publish confidential information. It is hereby agreed by the Institution and the Grantholder that:

5.1.1 The Grantholder and/or the Institution will provide Worldwide Cancer Research (by email to grants@worldwidecancerresearch.org) with an advance copy of all publications arising from the Grant within seven days of them being accepted by the publishing organisation for publication;

5.1.2 The Grantholder and the Institution will offer Worldwide Cancer Research the first right to issue a press release (or any other form of public relations material) about research publications arising from Worldwide Cancer Research-funded research where Worldwide Cancer Research funds the salary of the lead author or the Grant has funded the majority (a minimum of 51%) of the work of the publication in question. Should Worldwide Cancer Research decide not to use this right, this right will then revert to the Institution.

5.1.3 The Grantholder and the Institution will provide Worldwide Cancer Research with such photographs and other materials as reasonably requested for use on websites, fundraising, publicity and other materials;

5.1.4 Any press or media releases produced by the Grantholder and/or the Institution relating to the Project supported by the Grant will acknowledge the financial assistance given by Worldwide Cancer Research, using Worldwide Cancer Research's full title, in the text.

5.2 The Grantholder and/or the Institution will provide Worldwide Cancer Research (by email to grants@worldwidecancerresearch.org) with an advance copy of any press or media releases relating to the research supported by the Grant not less than seven days before they are released by the relevant publishing medium.

5.3 Worldwide Cancer Research may use the Application (including details of staff named in the Application, their qualifications and employment history), Progress Reports, final and any interim reports in such manner as it sees fit and may copy, publish and distribute the applications and such reports or parts of them in any part of the world without payment to the Grantholder or the Institution provided that such use respects the confidential nature of any such material contained within these documents, that in doing so it acknowledges these documents as its source.

5.4 The Grantholder and the Institution will acknowledge the financial assistance given by Worldwide Cancer Research in any published documents, or presentations related to the research supported by the Grant, either in the text or in a footnote, using Worldwide Cancer Research's full title.

5.5 The Grantholder and Institution agree to be bound by the provisions of clause 5 of these terms and conditions both during the term of the Grant and after the expiration or termination of the Grant.

5.6 Worldwide Cancer Research reserves the right to publish details of the Grant, including the name of the Grantholder, the name of the Institution, the title of the Project, the grant award, and a summary of the Project on the Website, the NCRI website, the International Cancer Research Partnership website and in relevant publications.

5.7 The Institution will display a web link from its website to the Website.

5.8 The Grantholder shall, upon request, act as an external referee for Worldwide Cancer Research to help it assess other grant applications.

- 5.9 The Institution and/or Grantholder shall promptly supply any information relevant to the Grant that is requested by Worldwide Cancer Research.
- 5.10 Worldwide Cancer Research shall retain ownership of and all rights in the Trade Mark. The Grantholder and the Institution shall be granted a perpetual, non-transferable royalty-free licence to use the Trade Mark under the Award Agreement to the extent necessary for the purpose of fulfilling its obligations under the Award Agreement. No other rights shall be granted to the Grantholder or the Institution relating to any Intellectual Property of Worldwide Cancer Research.
- 6. Commercial Benefits and Patient Benefits**
- 6.1 The Institution and/or the Grantholder shall on a continuing basis throughout the term of the Grant fully inform Worldwide Cancer Research of any results, data and/or other information arising from the Project (including any Intellectual Property rights they may contain) which might be suitable for commercial exploitation. Publication or any other form of public presentation of said results, data and/or other information should not occur until after Worldwide Cancer Research has been informed in terms of this clause 6.1 and has given its written consent to such disclosure (such consent shall not be withheld unreasonably in the event that all the necessary steps to protect any Intellectual Property rights have been taken (where reasonably appropriate) prior to such disclosure).
- 6.2 The Institution and the Grantholder shall use all reasonable endeavours to exploit commercially the results, data and/or other information arising from the Project in a manner conducive to maximising the patient benefit arising therefrom, except where it is otherwise agreed with Worldwide Cancer Research (either itself or through its agent) subject to clause 6.6 of these terms and conditions.
- 6.3 Any Revenue Income, whether effected by or derived from commercial exploitation by the Institution or Worldwide Cancer Research (either itself or through its agent), shall following reimbursement of direct costs incurred by either the Institution or Worldwide Cancer Research in carrying out the exploitation, be divided equally between the Institution and Worldwide Cancer Research (or its agent) in terms of a revenue share arrangement which will be put in place. In the case of the Grantholder leaving to join the Successor Institution the apportionment of the Revenue Income shall be agreed between Worldwide Cancer Research, the Institution and the Successor Institution before there shall be any transfer of the rights arising from the Award Agreement to the Successor Institution. In the event that the Project is not wholly funded by Worldwide Cancer Research, or where Worldwide Cancer Research is/was not the sole funder of the research from which the Intellectual Property being exploited is derived, a revenue share arrangement shall be put in place which reflects the relative contribution of all parties involved such that an equitable share of commercial rights and benefits is achieved.
- 6.4 Before entering into any arrangement with a third party, or commencing any procedure (including patent application) in relation to any results, data and/or information arising from the Project the Institution and/or the Grantholder shall:
- 6.4.1 provide, on a confidential basis to Worldwide Cancer Research (and/or its agent) in such reasonable detail as may be requested, details of the proposals for the exploitation of the results, data and/or information, including, where possible, details of any agreement it is proposed that the Institution and/or the Grantholder enter into with any third party, the identity of that third party and that third party's intentions with regard to the use or exploitation of the results, data or information; and
 - 6.4.2 take into account in its negotiations with third parties any representations made by Worldwide Cancer Research, bearing in mind the legitimate interest of Worldwide Cancer Research in such negotiations as a potential recipient of a share of the Revenue Income and, keep Worldwide Cancer Research (and/or its agent) fully advised on a confidential basis as to the progress of such negotiations; and
 - 6.4.3 provide on a confidential basis detailed accounts of Revenue Income and relative costs at such frequency and in such detail as required from time to time by Worldwide Cancer Research (or its agent), and in any case not less than once a year.
- The above provisions also apply retrospectively to any arrangements entered into before the Grant was awarded which grant rights to the results/data/Intellectual Property generated as a result of the Grant award.
- 6.5 The Institution shall allow Worldwide Cancer Research (or its agent), to meet and discuss with the Grantholder any results, data and/or information arising from the Project and any potential for the protection of any Intellectual Property and for the commercial exploitation of their research. If any of the said results, data and/or information are deemed protectable or have potential for commercial exploitation then Worldwide Cancer Research (or its agent) will inform the Institution. Any information provided to the Worldwide Cancer Research or its agent shall be kept confidential until it is in the public domain.
- 6.6 Worldwide Cancer Research reserves the right to exploit (either itself or through its agent) the said results, data and/or information and/or apply for patents in its own name, if and to the extent that:

- 6.6.1 the Institution decides not to take or does not take active steps towards protecting the Intellectual Property and/or exploiting the same within six months of the same being documented by the Institution and/or the Grantholder unless there is a reasonable reason for this as communicated in writing to Worldwide Cancer Research/its agent; or
- 6.6.2 if prior thereto, the Institution states in writing that it does not intend to exploit the same; or
- 6.6.3 if the Institution agrees with Worldwide Cancer Research (or its agent) to allow Worldwide Cancer Research (or its agent) the right to exploit the same.

6.7 In the event that any Intellectual Property arising from any results, data and/or information arising from the Project is deemed protectable in terms of clause 6.5 above and the Institution (in the reasonable opinion of Worldwide Cancer Research) does not take any active steps towards protecting such Intellectual Property or does not (in the reasonable opinion of Worldwide Cancer Research) fully co-operate with Worldwide Cancer Research's (or its agent's) attempts to protect such Intellectual Property, the Institution and the Grantholder shall immediately upon request assign to Worldwide Cancer Research (or its agent), for no cost, their respective whole right, title and interest in and to the results, data and/or other information. The Institution and the Grantholder shall co-operate fully with Worldwide Cancer Research (or its agent) in entering into such other documents and taking such steps at the expense of Worldwide Cancer Research (or its agent) as may be reasonably necessary to allow Worldwide Cancer Research (or its agent) to exploit fully and effectively the results, data and/or other information.

7. Scientific Integrity

- 7.1 It shall be the responsibility of the Institution to investigate any allegation or suspicion of scientific fraud. The Grant will not be awarded to the Grantholder if the Institution is unable to produce to Worldwide Cancer Research information regarding its procedure for dealing with scientific fraud.
- 7.2 In the event that scientific fraud by any party to the Award Agreement or any third party who is involved in the Project is suspected or alleged during the term of the Project, the Institution shall notify Worldwide Cancer Research and keep Worldwide Cancer Research informed of all further developments. Worldwide Cancer Research reserves the right to suspend the Grant if it is of the view that the Institution is not taking adequate steps to investigate the suspicion or accusation.
- 7.3 In the event that an investigation by the Institution results in a case of scientific fraud being proven, Worldwide Cancer Research reserves the right to terminate the Grant immediately and to require the Institution to repay to Worldwide Cancer Research all funding which has been remitted to the Institution in terms of the Grant prior to the date on which scientific fraud was proven.
- 7.4 Neither the Grantholder nor the Institution may not accept any other grant or research funding to carry out the Project, or any part of it, without the prior approval of Worldwide Cancer Research, such approval not to be withheld unreasonably.

8. Research Governance

- 8.1 The Institution must ensure that all research, experiments and activities undertaken in relation to the Project conform with all relevant laws and regulations which apply to such activities. Such laws and regulations include, but are not limited to:
 - 8.1.1 health and safety;
 - 8.1.2 genetic modification;
 - 8.1.3 the use of animals;
 - 8.1.4 stem cells;
 - 8.1.5 human tissue;
 - 8.1.6 human volunteers; and
 - 8.1.7 data protection.
- 8.2 The Institution and the Grantholder undertake to ensure that, at all times during the period of the Grant:
 - 8.2.1 all research is conducted to the appropriate ethical standards;

- 8.2.2 all research is conducted to the appropriate scientific standards;
- 8.2.3 all information relating to the research is handled, stored and disseminated appropriately;
- 8.2.4 all appropriate health and safety regulations are enforced and followed;
- 8.2.5 proper financial and accounting procedures are followed; and
- 8.2.6 a quality research culture is fostered within the Institution.

9. Termination

- 9.1 Worldwide Cancer Research has the right to terminate the Grant and the Award Agreement at the end of any Grant Year by giving four weeks' prior written notice to the Grantholder and the Institution, without prejudice to the rights and duties of either party accrued prior to the date of termination. In the event that the Grant and the Award Agreement are terminated in accordance with this clause 9.1, Worldwide Cancer Research may (at its sole discretion) reimburse from the Grant any reasonable staff costs which arise from Worldwide Cancer Research's termination of the Grant and the Award Agreement. For the avoidance of doubt, staff costs/expenses paid out in accordance with this clause 9.1 shall in all circumstances be limited to the total amount of the Grant which is outstanding at the date of termination.
- 9.2 In the event that the Institution wishes to terminate the Grant and the Award Agreement, it must provide the following documents to Worldwide Cancer Research:
- 9.2.1 four weeks' prior written notice;
 - 9.2.2 a scientific report by the Grantholder covering the period from the end of the period covered in the previous Progress Report (which was submitted to Worldwide Cancer Research) to the date of termination; and
 - 9.2.3 a written statement of the reasons for termination.
- Termination of the Award Agreement and the Grant in terms of this clause 9.2 is at the discretion of Worldwide Cancer Research and is without prejudice to the rights and duties of each party accrued prior to the date of termination. Failure to submit the report detailed at clause 9.2.2 shall result in the final Grant payment being withheld.
- 9.3 Worldwide Cancer Research may at any time terminate the Award Agreement with immediate effect, with no liability to make any further payment in terms of the Grant (other than in respect of any accrued expenditure at the date of termination) if the Institution and/or the Grantholder are in material breach of any of their obligations under the Award Agreement. Any delay by Worldwide Cancer Research in exercising its rights to terminate shall not constitute a waiver of those rights.
- 9.4 Worldwide Cancer Research may immediately terminate the Grant and the Award Agreement in the event that:
- 9.4.1 any party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986; or
 - 9.4.2 any party commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors; or
 - 9.4.3 a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of any party (being a company); or
 - 9.4.4 an application is made to court, or an order is made, for the appointment of an administrator, or if a notice of intention to appoint an administrator is given or if an administrator is appointed, over the other party (being a company); or
 - 9.4.5 the holder of a qualifying floating charge over the assets of that other party (being a company) has become entitled to appoint or has appointed an administrative receiver; or
 - 9.4.6 a person becomes entitled to appoint a receiver over the assets of the other party or a receiver is appointed over the assets of the other party; or
 - 9.4.7 any party (being an individual) is the subject of a bankruptcy petition or order; or
 - 9.4.8 a creditor or encumbrancer of any party attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of that party's assets and such attachment or process is not discharged within 14 days; or
 - 9.4.9 any event occurs, or proceeding is taken, with respect to any party in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 9.4.1 to 9.4.8 (inclusive) of these terms and conditions; or
 - 9.4.10 any party suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business; or
 - 9.4.11 the Grantholder dies or is expelled or dismissed from the employment of the Institution and no suitable (in the sole opinion of Worldwide Cancer Research) alternative grantholder, arrangement or agreement between Worldwide Cancer Research and the Institution can be agreed in order to continue the Project; or

9.4.12 there is a material change of circumstances relating to either the Institution, the Grantholder or the Project which (in the reasonable opinion of Worldwide Cancer Research) fundamentally changes the circumstances on which Worldwide Cancer Research determined to award the Grant to the Institution.

10. **Change of Institution**

10.1 Should the Grantholder leave the Institution in order to take up an offer of employment with another university, research organisation or other institution (the "**Successor Institution**"), the Grantholder shall seek the consent of Worldwide Cancer Research to the transfer of the Grant to the Successor Institution. Subject to the express written consent of Worldwide Cancer Research, the Successor Institution shall be free to accept and undertake responsibility for the continuing administration of the Project, on the terms set out in the Award Agreement and/or on any other terms that Worldwide Cancer Research may in its absolute discretion conclude with the Successor Institution. The Institution shall enter into the Novation Agreement (and shall execute any other paperwork required to effect the transfer of the Grant) if required to do so by Worldwide Cancer Research and shall, from the date stipulated in the Novation Agreement (the "**Departure Date**"), cease to be a party to the Award Agreement and shall have no further obligations to Worldwide Cancer Research in terms of the Award Agreement from the Departure Date.

10.2 Notwithstanding clause 10.1 of these terms and conditions, the Grantholder shall remain bound by the terms of the Award Agreement.

10.3 The Grantholder shall give no less than six weeks' written notice of the request to transfer the Grant to the Successor Institution to Worldwide Cancer Research prior to the Departure Date and the Grantholder shall use his or her best endeavours to procure that the Successor Institution shall enter into the Novation Agreement in relation to the transfer to it of the Institution's rights and obligations in terms of the Award Agreement. Failure by the Grantholder to comply with this clause 10.3 shall be deemed a material breach of the agreement in terms of clause 9.4.

10.4 The Equipment shall be the property and responsibility of the Institution, but, notwithstanding clause 4.8, if the Grantholder moves to the Successor Institution and Worldwide Cancer Research has authorised the transfer of the Grant to the Successor Institution, the Equipment shall become the property and responsibility of that Successor Institution.

10.5 For the avoidance of doubt, all references in the Award Agreement to the Institution shall, with the exception of clause 6.3 of these terms and conditions, be deemed to include the Successor Institution.

10.6 In the event that Worldwide Cancer Research does not consent to the transfer of the Grant to the Successor Institution, and no suitable (in the sole opinion of Worldwide Cancer Research) alternative grantholder, arrangement or agreement between Worldwide Cancer Research and the Institution can be agreed which facilitates the continuation of the Project, Worldwide Cancer Research shall have the right to immediately terminate the Grant and the Award Agreement in accordance with clause 9.4.12 of these terms and conditions.

11. **Data Protection**

11.1 The Grantholder and the Institution consent to Worldwide Cancer Research holding and processing data relating to him/her/it for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data" as defined in the Data Protection Act 1998 (UK). All personal data will be processed in accordance with Worldwide Cancer Research's privacy policy, detailed at part 5 of the Schedule.

11.2 The Grantholder and the Institution consent to Worldwide Cancer Research making his/her/its relevant data available to those who provide products or services to Worldwide Cancer Research, regulatory authorities, governmental or quasi-governmental organisations and business contacts of Worldwide Cancer Research or any part of its business.

11.3 The Grantholder and the Institution consent to the transfer of his/her/its relevant data to Worldwide Cancer Research's business contacts outside the European Economic Area in order to further the interests of the Grantholder and/or the Institution.

12. **Miscellaneous**

12.1 A waiver of any right under the Award Agreement is only effective if it is in writing and it applies only to the party to whom the waiver is addressed and the circumstances for which it is given.

- 12.2 If any provision of the Award Agreement is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions will remain in force.
- 12.3 If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, that provision will apply with whatever modification is necessary to make it valid, enforceable and legal.
- 12.4 The Award Agreement constitutes the entire agreement between the parties. The parties acknowledge and agree that (save in the case of fraud), in entering into the Award Agreement they do not rely on any undertaking, promise, assurance, statement, representation, warranty or understanding (whether in writing or not) of any person (whether party to the Award Agreement or not) relating to the subject matter of the Award Agreement other than as expressly set out in the Award Agreement.
- 12.5 Worldwide Cancer Research endeavours to have Applications reviewed and considered by at least two external referees. The public comments offered by such external referees will be disclosed to the Grantholder. The external referees are entirely independent of Worldwide Cancer Research and the views and opinions of the external referees are not representative of the views and opinions of Worldwide Cancer Research. Worldwide Cancer Research will not comment on, nor discuss the content of the comments by the external referees.
- 12.6 The Grantholder and the Institution shall not, without Worldwide Cancer Research's prior written consent, assign, transfer, charge, sub-contract or deal in any other manner with all or any of the Grantholder's and the Institution's rights or obligations under the Award Agreement. Worldwide Cancer Research may at any time assign, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under the Award Agreement.
- 12.7 Nothing in the Award Agreement is intended to, or shall operate to, create a partnership between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name of or on behalf of or otherwise to bind the other in any way, (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 12.8 The Award Agreement is made for the benefit of the parties to it and is not intended to benefit, or be enforceable by, anyone else.
- 12.9 Notice given under the Award Agreement shall be in writing, sent for the attention of the person, and to the address, given in the Award Agreement (or such other address, or person as the relevant party may notify in writing to the other party) and shall be delivered personally, sent by pre-paid, first-class post or recorded delivery. A notice is deemed to have been received, if delivered personally, at the time of delivery, in the case of pre-paid first class post or recorded delivery, 48 hours from the date of posting and, if deemed receipt under this clause 12 is not within normal business hours (meaning 8.30 am to 4.30 pm Monday to Friday on a day that is a Business Day), at 8.30 am on the first business day following delivery.
- 12.10 Scots law shall be the applicable law of the Award Agreement and the Scottish courts shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with the Award Agreement or its subject matter.

Part 2

Budget Breakdown

Worldwide Cancer Research Grant Ref: 15-0000

[INSERT NAME OF PRINCIPAL INVESTIGATOR]

[INSERT NAME OF INSTITUTION]

		Grant Year 1	Grant Year 2	Grant Year 3	Total
		01/06/15-31/05/16	01/06/16-31/05/17	01/06/17-31/05/18	
STAFF COSTS	Requested				
	Awarded				
CONSUMABLES	Requested				
	Awarded				
ANIMALS	Requested				
	Awarded				
EQUIPMENT	Requested				
	Awarded				
TRAVEL	Requested				
	Awarded				
OTHER	Requested				
	Awarded				
TOTALS		£	£	£	£

Notes: These budget figures will not increase on an annual basis.

Appendix 2: Worldwide Cancer Research funding policies

For further information or guidance about any Worldwide Cancer Research funding policy please contact Dr Helen Rippon, Head of Research (grants@worldwidecancerresearch.org).

A1: Policy on Tobacco Industry Funding

- 1.1 Worldwide Cancer Research is a UK-based charity which aims to support research into the causes, mechanisms, diagnosis, treatment and prevention of cancer by funding research projects in recognised non-profit research institutes around the world.
- 1.2 Our ultimate objective is to work towards the prevention or effective treatment of all cancers. As a direct consequence of this objective, we are completely opposed to the use of tobacco, which remains the world's greatest preventable cause of cancer, as well as many other serious diseases.
- 1.3 Whilst Worldwide Cancer Research supports academic freedom, we consider working with, supporting, or accepting support from the tobacco industry to be incompatible with the objective of improving the prevention or treatment of cancer. Accordingly, we will not support any researchers who work with or accept funding from the tobacco industry.
- 1.4 To implement this policy, we will not accept applications from anyone (either as Principal Investigator or co-applicant) who is currently applying for, or has received, funding from the tobacco industry, or bodies substantially funded by the tobacco industry, within the last 10 years.
- 1.5 In addition we apply the following principles to ensure that this policy is implemented effectively;
 - a) This policy also applies to anyone who has served as an employee, consultant or advisor of the tobacco industry within the last 10 years.

- b) Our definition of ‘a body substantially funded by the tobacco industry’ shall be as determined by the Worldwide Cancer Research Trustees. It includes the Council for Tobacco Research, Centre for Indoor Air Research, Institute for Science and Health.
- c) Our definition of tobacco industry funding does not include:
 - i) funding that the tobacco industry has been obliged to give to support research as part of any legal settlement or other punitive measure,
 - ii) legacies from tobacco industry investments, as long as those investments are sold before the funds are awarded,
 - iii) funds from foundations or trusts which, for historical reasons, bear a tobacco industry name but are no longer associated with the industry in any other way.
- d) If a Worldwide Cancer Research grantholder accepts funding from the tobacco industry, or bodies substantially funded by the tobacco industry, Worldwide Cancer Research have the right to terminate their Worldwide Cancer Research funding immediately.

A2: Policy on Funding Animal Research

- 2.1 Worldwide Cancer Research policy is to only fund research involving the use of animals in those countries or at those institutes where the Trustees are confident that acceptable standards of laboratory animal welfare are applied. When considering what constitutes an acceptable standard, Worldwide Cancer Research puts great emphasis on the principle of the Three R's (Reduction, Refinement and Replacement) in animal experimentation.
- 2.2 The Trustees use several benchmarks to decide which countries or institutions meet the criteria of an acceptable standard of laboratory animal welfare. These are:
- a) A system of regulatory control which meets the requirements of the EU Directive 86/609 on the approximation of laws, regulations and administrative provisions of the Member States regarding the protection of animals used for experimental or other scientific purposes, or the Council of Europe Convention for the protection of vertebrate animals used for experimental and other scientific purposes (ETS 123) or any directives or conventions which supersede them.
 - b) A system of local committee-based regulatory control which offers an equivalent level of regulatory control to that exercised by the systems in the USA or Canada.
 - c) Any system, whether formal or informal, local or national, which results in a level of laboratory animal welfare equivalent to that produced by a) or b) above.

2.3 The following countries have acceptable national standards:

All EU Member States
Australia
Canada
Israel
New Zealand
Norway
Switzerland
USA

This list is not exclusive and we are happy to consider documentary information about national, regional or local systems and standards of animal research to determine whether they meet with the above policy.

A3: Policy on Funding Human Stem Cell Research

The following policy covers only the use of human cells and tissue.

- 3.1 The following will be supported, assuming the research is scientifically justified and conducted under appropriate ethical and regulatory approvals.
 - a) The isolation and use of adult stem cells and tumour stem cells
 - b) Use of established embryonic stem cell lines
 - c) Production and use of induced pluripotent stem (iPS) cell lines.
- 3.2 It is the responsibility of the principal investigator and the research institution to ensure that the research complies with all relevant laws and regulations in their country.
- 3.3 Human ES cell research must be conducted under the guidelines laid down by the International Society of Stem Cell Research (ISSCR)^a.
 - a) Research must use a characterized ES cell line of fully traceable provenance that is confirmed to have been generated in accordance with the ethical and legal principles outlined in the ISSCR guidelines.
 - b) Unless otherwise required by the research, ES cell lines should be obtained directly from a recognized stem cell bank or bio-repository.
- 3.4 We can see no scientific justification for cancer research to support the following at the present time, therefore we will not fund:
 - a) Derivation of new ES cell lines from human embryos.
 - b) Any use or production of human embryos, including hybrid, chimeric, or admixed embryos.

^a *Guidelines for the Conduct of Human Embryonic Stem Cell Research. International Society for Stem Cell Research, 2006.*
<http://www.isscr.org/guidelines/ISSCRhESCguidelines2006.pdf>

A4: Policy on Open Access Publishing

- 4.1 This policy applies to peer-reviewed articles describing original research that was fully or partially funded by Worldwide Cancer Research.
- 4.2 The publication of research findings in open access form is a mandatory part of our terms and conditions for grants awarded from October 2013. The grant PI will be held responsible for adherence to this policy; non-compliance may ultimately affect the likelihood of being awarded any future grants.
- 4.3 Either the ‘gold’ or the ‘green’ route to open access (OA) is acceptable, and embargos of up to 6 months for green OA are permitted. We do not wish to place narrow limits on where scientists can publish their work.
- 4.4 Worldwide Cancer Research will facilitate gold OA publishing by making funds available to support article processing costs (APCs). This will be in the form of a separate budget, with APCs provided on application, at Worldwide Cancer Research’s discretion. Publication costs must not be charged to individual grants.
 - a) All Worldwide Cancer Research (or AICR) grantholders, past and present, are eligible to apply for APCs when publishing work in gold OA form that was wholly or substantially supported by their Worldwide Cancer Research grant(s).
 - b) The maximum contribution we will make towards a single APC is £2000.
 - c) If we pay an APC, the paper must be published under a CC-BY Creative Commons, Attribution licence.
 - d) If we pay an APC, the paper must become OA immediately upon online publication and made available through PubMed Central (or linked PMC repository) by the publisher.
- 4.5 Worldwide Cancer Research has joined the Europe PMC funding group to facilitate green OA publishing. Grantholders who do not choose the gold OA route must now self-archive their manuscripts into Europe PMC. Some journals will automatically archive manuscripts into Europe PMC when Worldwide Cancer Research is declared as a funder of the work, but it is the PI’s responsibility to ensure that this happens.
- 4.6 PIs who were awarded a Worldwide Cancer Research (AICR) grant before October 2013 are encouraged to adhere to this policy. They are equally eligible to apply for APCs and archive their manuscripts into Europe PMC.

Further information on open access publishing routes and how to comply with this policy is available on the research pages of the Worldwide Cancer Research website (www.worldwidecancerresearch.org)

A5: Research Privacy Policy for Grant Applicants and Grantholders

Under the Data Protection Act 1998 (UK), we have a legal duty to protect any personal information we collect from you. We are committed to protecting your information and use leading technologies and encryption software to safeguard your data, and keep strict security standards to prevent any unauthorised access to it. This policy explains how Worldwide Cancer Research uses any information you give to us, and the ways in which we protect your privacy.

What information do we collect?

Worldwide Cancer Research may collect and process several types of personal information including; your name, contact address and telephone number, email address, photograph, date of birth, nationality, educational history and employment history.

We collect personal information when you contact us with an application query, make a grant application to Worldwide Cancer Research, or provide us with your details. If you contact us, we may keep a record of that correspondence.

We may collect details of your visit to our website (including, but not limited to, traffic data, location data, weblogs and other communication data) and the resources that you access.

Cookie Statement

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

Uses made of the Information

We use your details for administrative purposes; to process your grant application in accordance with the specified Terms and Conditions and if you are successful in your application, to administer the Grant. If you have provided consent we will also contact you in the future regarding reviewing applications we receive. This may involve passing your information on to our third party agents and service providers who are contracted by Worldwide Cancer Research in order to fulfil the business purposes of the charity.

If you are successful in your grant application, Worldwide Cancer Research will use some of your details for promotional material which may be available online or disclosed through our fundraising campaigns worldwide. This forms part of our grants contract and the information we may use includes your name and institution and any promotional photographs or videos you supply to, or is taken by Worldwide Cancer Research. This may involve passing your information on to our third party agents and service providers who are contracted by Worldwide Cancer Research in order to fulfil the business purposes of the charity. We may also contact you to request additional promotional material or to invite you to attend our events and conferences.

We may use your data, or permit selected third parties to use your data, as part of the application process and to provide you with information about services which may be of interest to you. We or they may contact you about these by post, telephone and/or email.

If you are successful in your application, we will share your data with the institution at which you will carry out your research.

By providing us with your details, including sensitive personal information, you consent to the collection and use of your data in accordance with this Privacy Policy. If at any point you wish to change how we can contact you please email us at grants@worldwidecancerresearch.org or write to the Grants & Information Manager, Worldwide Cancer Research, Madras House, South Street, St Andrews, KY16 9EH, Scotland.

As part of the application process, Worldwide Cancer Research may transfer your information to countries outside the European Economic Area for the purposes of reviewing and assessing your application, and if you are successful, for the purposes of administering the grant. By providing your details you consent to such transfers. If we do make such a transfer we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

Third party disclosures

Worldwide Cancer Research does not trade or reciprocally share personal information with any other organisation. We will however pass your information onto third parties for the purposes of reviewing your grant application, and if you are successful in your application, we will share your details with your institution. We may also disclose your information if required or permitted to do so by law.

Other websites

Worldwide Cancer Research's website (www.worldwidecancerresearch.org) contains links to other websites. This privacy policy applies only to Worldwide Cancer Research's site, so you should always be aware when you are moving to another site; read the privacy statement of

any site which collects personal information. We do not pass on any personal information you have given us to any other site, however if you leave the Worldwide Cancer Research site, for example when you are using our secure online donation pages, you are going through to external agencies pages who process donations on our behalf. It is clear when you are connecting to an external website.

Your rights

Under the Data Protection Act 1998 (UK) you have the right to request a copy of any information we hold about you and to update any inaccurate information. Worldwide Cancer Research reserves the right to charge a statutory fee for any information request. Should any of your personal details change, or you would like to make a request please write to the Grants & Information Manager, Worldwide Cancer Research, Madras House, St Andrews, Fife, KY16 9EH or contact us at grants@worldwidecancerresearch.org.

Changes to this privacy policy

If this privacy policy changes in any way, we will place an updated version on our website. Regularly reviewing this ensures you are always aware of what information we collect and how we use it.