



Grant Application Handbook

Valid for the March 2020 grant round

(Open for submissions from Thu 5 March – Friday 3 April 2020)

Please note that application handbooks are round specific and revised regularly.

Please ensure that you are using the correct version.

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1 What type of research do we fund?

- 1.1 Our goal is to support research that seeks to answer the difficult questions in cancer biology. What we are looking for in an application:

INNOVATION & CREATIVITY

We are looking for research that takes intellectual risks to tell us something new about cancer or how it could be prevented, diagnosed or treated. We fund truly new ideas, often those that other funders may overlook

FOCUS & NOVELTY

We want to make the most of our supporters' generous donations by funding standalone research projects that tackle a novel idea. Projects should seek to answer a new and focused research question, not be an incremental piece of research tied to a larger programme grant.

TRANSFORMATIVE & LONG-TERM

We support blue-sky thinking in research and want to direct funding towards projects that could transform an area of cancer research or one day have a major impact on the lives of people with cancer. However, we recognise that important discoveries take time to bear fruit and that it may be many years before the research leads to lives saved or improved.

SCIENTIFIC QUALITY

We want to see the most creative and exciting ideas, but we are also responsible **stewards of our supporters' donations**. **We need to see robust scientific reasoning** and appropriate solid methodology to back it up. The aims of a project should be feasible with the time and resources requested, and with the expertise of the research team.

- 1.2 We award grants to support fundamental or translational research into the prevention, diagnosis or treatment of cancer. We do not prioritise any field of research; we welcome research that draws on epidemiological, behavioural and clinical data to provide a starting point for a new avenue of research. Multidisciplinary or discipline-hopping projects are encouraged where this helps stimulate innovation.

- 1.3 We do not support clinical research, including clinical trials, patient care, nursing or healthcare delivery research. Neither do we support other types of applied cancer research such as policy, public health or psychosocial research. This list is not exhaustive.

Proposals that contain a small clinical element as an essential part of a basic or translational research project are often permitted, but you are advised to contact grants@worldwidecancerresearch.org for advice before submitting your proposal.

- 1.4 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 requested in the budget or charged to a Worldwide Cancer Research grant. This includes costs of patient, volunteer recruitment, 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.

- 1.5 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.

- 1.6 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.

- 1.7 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 (<https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>). If you wish to apply with an animal research project and your country is not pre-approved under our policy, you must contact us (grants@worldwidecancerresearch.org) before you submit your proposal.
- 1.8 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 principal investigator (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, please contact us (grants@worldwidecancerresearch.org) well before you submit an application.

2 Who can apply for a grant?

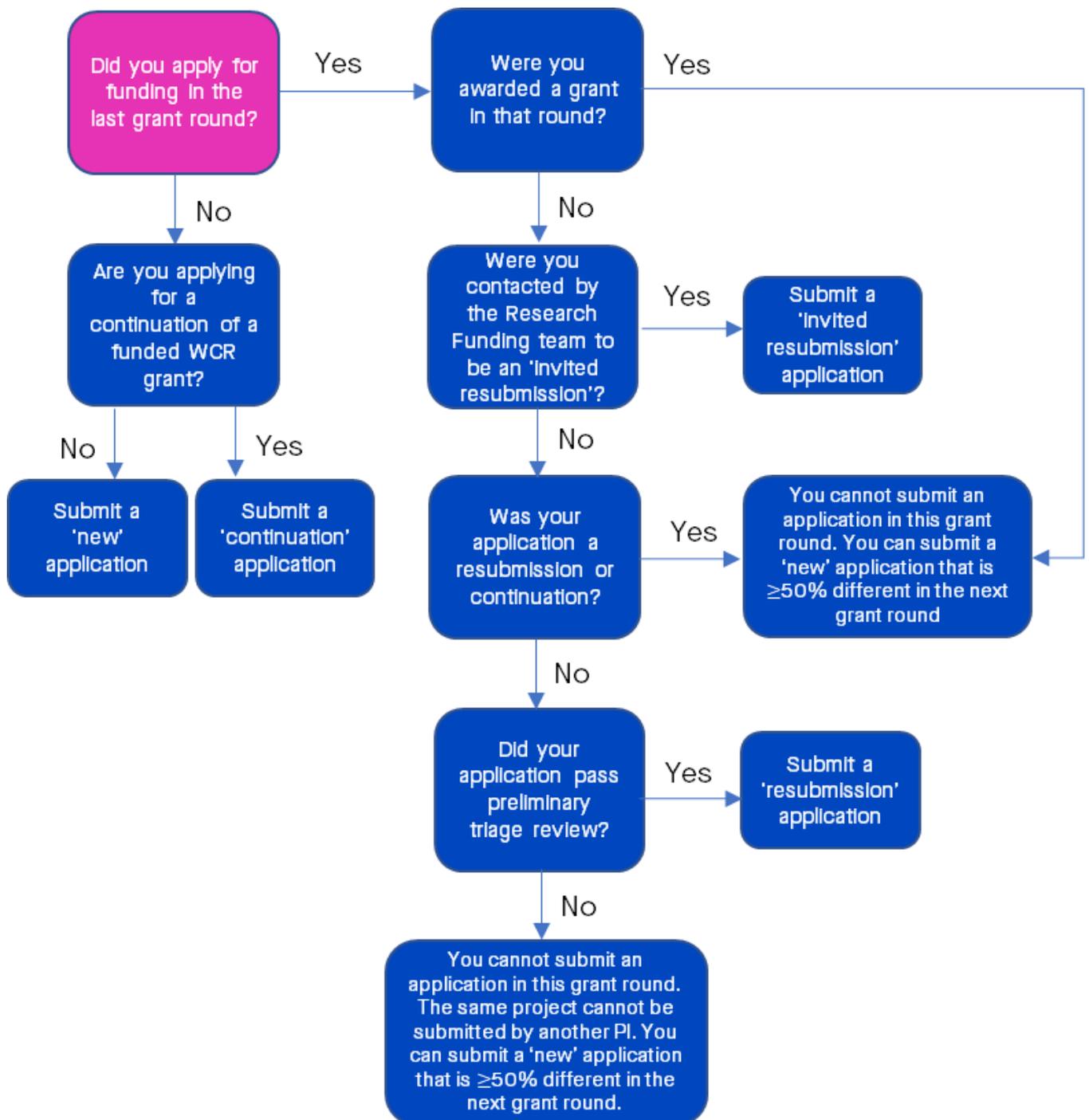
- 2.1 Our project grants are awarded to a single researcher, known as the Principal Investigator (PI) or Grantholder. The PI is the person with the main responsibility for writing the application, designing and directing the research project. The PI is also responsible for ensuring all requirements in this handbook and in our grant terms and conditions are complied with.
- 2.2 The PI must be employed at a recognised, non-profit research institution. Honorary contracts and emeritus positions are usually acceptable. Researchers at commercial, for-profit organisations e.g. biotechnology and pharmaceutical companies cannot apply for a grant. It is also not permitted for a research 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.
- 2.3 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.
- 2.4 The PI will usually be a PhD-qualified tenured or tenure-track research group leader. Other suitably qualified persons with appropriate research experience e.g. Medical doctors, may also apply as the PI. Post-doctoral researchers with more than three years postdoctoral research experience at the time of application 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.**
- 2.5 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 <https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>.
- 2.6 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.

- 2.7 The PI's research institution must be able to accept the terms and conditions within our grant contract, which can be found in Appendix 2 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.
- 2.8 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.
- 2.9 A research group can only submit one application per grant round. For example, if you are the PI on an application, no member of your research group can be a PI on a second application in the same round. If, at any stage of a grant round, multiple PIs are found to be from the same research group, all the applications will be rejected immediately, and the group may be barred from applying in future. You can be PI on one application and a co-applicant or collaborator on other applications in the same grant round.
- 2.10 If the principal investigator on an application is rejected at the preliminary triage review stage of a grant round, they cannot submit an application in the next grant round. Furthermore, the same project cannot be submitted by another principal investigator.
- 2.11 If you wish to re-submit a project (or one very similar) that has been rejected in the most recent grand round, but had passed preliminary triage review, you can re-apply as a 'resubmission' in the next grant round. You will be asked to address any previously provided feedback. Note that resubmissions are considered in equal competition with all other applications in the round and are not guaranteed to pass preliminary triage. You may only resubmit a project once.
- 2.12 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. These are called 'invited resubmissions'. Invited resubmissions are guaranteed to pass preliminary triage and will go out to external peer review. Invited resubmissions will be discussed at the Scientific Advisory meeting. Projects are only re-invited once and the principal investigator cannot re-submit the same project to Worldwide Cancer Research thereafter.

- 2.13 If the principal investigator submitted a continuation application or resubmission in the most recent grant round and it was not funded, they cannot submit an application in the following grant round.
- 2.14 If the principal investigator on an application is successful in a grant round, they cannot submit an application in the next grant round.
- 2.15 If the principal investigator has previously applied for funding from Worldwide Cancer Research, any new application submitted must be sufficiently different (at least 50%) from their previous applications.
- 2.16 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** (i.e. with greater than 3-years post-doctoral research experience). Co-applicants do not need to be at the same institution as the PI.
- 2.17 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 most of the work on the project.
- 2.18 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.**
- 2.19 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.
- 2.20 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 will be asked to 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.

2.21 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.

Schematic 1: Guide on Application Types



3 When can you apply?

- 3.1 Once registered on our grant system you will be able to begin preparing an application when a grant round opens. The March 2020 grant round will open on Monday 17 February 2020. Completed applications can only be submitted during the submission period, Thursday 5 March until Friday 3 April 2020.
- 3.2 Worldwide Cancer Research will only accept the first 500 applications submitted in the grant round.
- 3.3 **For the March 2020 round, applications must be submitted by 17:00hrs (British Local Time) on Friday 3 April 2020.**
- 3.4 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 online grants 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 online grants system.
- 3.5 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.
- 3.6 Successful applications submitted to the March 2020 grant round will be offered a grant starting from 1 January 2021. We may allow the start date to be deferred by up to 3 months providing our prior approval has been sought.

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, 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 specialist or unusual equipment. For a more detailed description of eligible budget items, please see Table 1.
- 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 specialist 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 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
<p>Staff salaries</p>	<ul style="list-style-type: none"> ○ 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. The salary justification MUST detail why a staff member of a specific level of experience is requested, referencing the experimental plan and the skill level needed. If a person is named, please explain why they were chosen. <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> <ul style="list-style-type: none"> ○ Degree fees can be requested along with stipend support for PhD Students (the total amount should be entered in the Gross Salary section and breakdown details given in the justification). ○ Please account for any annual increases for inflation or projected pay awards in the requested salaries and note that the grant commences in the next calendar year. ○ You do not have to request any staff salaries if the project can be conducted by researchers already employed in your group. ○ The PI's salary can be requested only if the PI is a post-doctoral researcher with 3-10 years post- 	<ul style="list-style-type: none"> ○ No more than 2 full-time salaries can be requested. ○ 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. ○ 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. ○ The salary of the PI cannot usually be requested. The only exception to this rule is detailed on the left. ○ Purely clinical staff, e.g. research nurses involved in patient recruitment, cannot be included in the salary budget. ○ We do not cover the cost of recruiting staff members.

Budget Item	Permitted	Not permitted
	<p>doctoral experience who is trying to establish independence. The Head of Department must be named as a co-applicant in this case.</p>	
Research consumables	<ul style="list-style-type: none"> ○ Our standard consumables allowance is £15,000 per year for each salaried researcher working full-time on the project. This covers routine research consumables e.g. glassware, plasticware, tissue culture, molecular biology, immunohistochemistry. ○ You must break down your consumables request under at least 3 general headings, for example ‘tissue culture’, ‘PCR’, ‘immunohistochemistry’. ○ In exceptional cases the standard allowance can be increased to £30,000 a year if the project requires two full-time members of staff. 	<ul style="list-style-type: none"> ○ Do not include unusual, high-cost or non-consumable items in the consumables section – these should be listed in the budget section headed ‘other’. ○ More than £15,000 a year per salaried researcher is not permitted.
Animals	<ul style="list-style-type: none"> ○ Costs for the purchase, importation, housing and maintenance of animals can be included in your budget. ○ There is no maximum animal budget. All animal costs must be justified. Animal costs higher than £5,000 per year must be well justified. 	<ul style="list-style-type: none"> ○ Animal research licences/certification and training courses are not eligible costs.
Equipment	<ul style="list-style-type: none"> ○ Funds can be requested for small pieces of specialist or unusual equipment that are essential for the project. ○ 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. 	<ul style="list-style-type: none"> ○ Standard office computer equipment, laptops and tablets cannot be included on the grant. ○ Standard equipment that ought to be available in most research institutions e.g. pipettes, refrigerated centrifuges, PCR machines, gel apparatus (with one exception, see left) are not admissible. ○ We do not offer equipment grants. Do not request large, expensive items of equipment

Budget item	Permitted	Not permitted
	<ul style="list-style-type: none"> ○ Equipment should usually be purchased at the start of the project. 	<p>that take up most of the grant budget. Your application will be rejected.</p>
Travel	<ul style="list-style-type: none"> ○ Funds for conference travel can be requested. The standard allowance for conference travel is £500 per year, for each full-time researcher whose salary is paid by the grant. ○ Funds for other travel can also be requested e.g. visits to collaborating laboratories, but this must be itemised separately to conference travel and well justified. 	<ul style="list-style-type: none"> ○ No conference travel funding can be requested for any staff whose salaries are not paid by the grant, including the PI and co-applicants.
Other	<p>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 statistics support. 	<p>Do not include:</p> <ul style="list-style-type: none"> ○ Publication costs. We have a separate fund to support the costs of open access publishing – https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/ ○ Institutional overheads and indirect costs, including equipment maintenance, journal subscriptions, secretarial support, advertising, recruitment, postdoctoral training, office stationery, laptops and equipment etc. ○ 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.

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 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 reviewed by our Director 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 meets our research strategy criteria (see Section 1) and is likely to be competitive for funding. If both SAC members agree an application does not meet the criteria or 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 The current membership of the Scientific Advisory Committee is:

Dr John Maher, King's College London, England (Chair)

Dr João Barata, University of Lisbon, Portugal

Professor Boudewijn Burgering, University Medical Center Utrecht, Netherlands

Professor Amparo Cano, Autonomous University Madrid, Spain

Professor Oriol Casanovas, Catalan Institute of Oncology, IDIBELL, Barcelona, Spain

Dr Jonine Figueroa, University of Edinburgh, Scotland

Professor Awen Gallimore, Cardiff University, Wales

Professor Richard Jenner, University College London, England

Dr Kim Jensen, University of Copenhagen, Denmark

Professor Hemant Kocher, Queen Mary University of London, England

Dr Yogesh Kulathu, University of Dundee, Scotland
Professor Sonia Lain, Karolinska Institute, Sweden
Dr Simon Leedham, University of Oxford, England
Dr Daniel Lietha, Spanish National Cancer Research Centre (CNIO), Madrid, Spain
Professor Michael Lisby, University of Copenhagen, Denmark
Professor John Martens, Erasmus Medical Center, Rotterdam, Netherlands
Professor Andrew McAinsh, University of Warwick, England
Professor Steven Pollard, University of Edinburgh, Scotland
Dr Olivia Rossanese, The Institute of Cancer Research, London, England
Dr Vincenzo Russo, San Raffaele Scientific Institute, Milan, Italy
Professor Primo Schaer, University of Basel, Switzerland
Professor John Spencer, University of Sussex, England
Professor Jan Jacob Schuringa, University of Groningen, Netherlands
Dr Cathy Tournier, University of Manchester, 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 three 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 or fundamental biology relevant to cancer, or to the translation of such research into clinical benefit?
- **Originality** – Is the proposed research addressing new and interesting questions that we currently do not have answers to? Are the results of other groups working in this area likely to make this proposal redundant?
- **Experimental design** – Is the proposed research project and the experiments described in the application designed appropriately to answer the questions being addressed?
- **Applicant** – Does the track record and scientific ability of the applicant(s), as reflected in their CV(s), give confidence that they will be able to carry out the proposed research project successfully?
- **Achievability** – Is the proposed research project achievable with the resources requested in the application and the other resources that the applicant(s) have indicated will be available?

- 5.9 All applications that include proposals to use mammals with special protection under UK law (cats, horses, dogs and non-human primates) will undergo an additional layer of peer review by the UK's National Centre for the 3Rs (<https://www.nc3rs.org.uk/>) for an expert assessment of animal welfare. Our full animal research policy is available at <https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>
- 5.10 All applications that are externally peer reviewed are evaluated at the Scientific Advisory meeting. At the meeting, the SAC considers the external reviews, together with their own assessment of the quality of the science to conduct a second round of triage, where applications with no realistic prospect of funding are removed. The remaining applications are discussed, graded and ranked.
- 5.11 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 due to a lack of funds. Where there is a decision to be made between two applications of equal scientific quality, the SAC are asked to favour the more innovative research and/or the earlier career scientist.
- 5.12 Successful applicants will be notified by email as soon as possible after the Scientific Advisory meeting, and asked to informally confirm they will be accepting the grant. The grant award agreement will follow soon after; the grant cannot be activated until we have received a signed copy of the agreement.
- 5.13 Unsuccessful applicants will usually be notified within one month of the Scientific Advisory meeting.
- 5.14 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 Scientific Advisory meeting. Please note that the referees' views may vary markedly from each other, and funding decisions are not made solely on external reviews. We will not enter into a debate regarding the content of these reports.

6 Questions? Contacting Worldwide Cancer Research

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

If you wish to speak with someone urgently, our main office number is +44 (0)300 777 7910.

7 Appendix 1: How to apply- completing the application form

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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.

All applications must be completed in English.

7.1 Registration

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

If your institution does not appear in the drop-down list as part of the registration process, please contact Worldwide Cancer Research (grants@worldwidecancerresearch.org), providing details of your institution and proof of the non-profit status of the organisation so that it can be added to our database.

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

Application participants such as the Head of Department, Authorising Officer and any Co-Applicants must also register on the grant system if they have not previously done so. If application participants are already registered on the grant system, you can add them by searching for their email address.

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 grants system before you try to add them to your online application.

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

7.2 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.

Only the 10 most recent, relevant, publications should be included in the CV and the references are the only information required. Please cite all authors when filling in the section in Manage My Details. Do not include abstracts or scientific summaries in your publication list. The font size should be equivalent to Arial 10 point. There will be a section later in the application where you will provide a full list of publications.

All Co-applicants need to register on the Worldwide Cancer Research online grants system and fill in the Basic Information and CV sections of Manage My Details. 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.

7.3 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 (grants@worldwidecancerresearch.org) so that it can be added to our grants system.

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 be required to provide the funded grant details and you can attach a completed continuation scientific report.

Resubmission – select this if you have applied to us with a similar project that was rejected in the previous grant round. You will be required to complete the details of the previous application. Note that resubmissions are considered in equal competition with all other applications in the round and are not guaranteed to pass preliminary triage. You may only re-submit once.

Invited Resubmission - Only select this if you were formally invited to resubmit an application and our Research Funding team instructed you to select 'Invited Resubmission'. You will be required to complete the details of the previous application. Invited resubmissions are

guaranteed to pass preliminary triage and will go out to external peer review. Invited resubmissions will be discussed at the Scientific Advisory meeting.

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.

7.4 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.** It is important to show you meet our eligibility criteria in terms of qualifications and research experience.

Early career Principal Investigator

You will be asked if you are currently a post-doctoral researcher or a principal investigator who has established their own research group/lab within the past 3 years. Please note that this is for internal use only and will not appear on the application form that is reviewed by our Scientific Advisory Committee or external peer reviewers.

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.**

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. The font size should be equivalent to Arial 10 point.

7.5 Co-applicants page

You can include up to three Co-applicants. Co-applicants should be experienced researchers (i.e. with more than 3-years post-doctoral research experience or equivalent) who have a significant role in the design or management of the project. They can be from any institution and any country, but scientists from commercial organisations cannot be Co-applicants.

Individual scientists from commercial organisations can be named as collaborators if they would provide specific expertise or reagents to the project.

All Co-applicants must already be registered to use the online grants system. Registration can be performed at: <https://grants.worldwidecancerresearch.org>. In order to identify application participants in our database, you will need to know the exact email address they used to register on the Worldwide Cancer Research grants system.

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 the online grants system, so if they have not already registered, you will not be able to find them on our system.
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 Scientist 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.

7.6 People Involved page

This page is designed to show the contribution of people who will be involved with the project. 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 up to a maximum of 3 people. **DO NOT INCLUDE** anyone whose salary will be paid by the grant - that information is collected in the Financial Details/Staff Salaries section.

Use the “Job Title” field to state the position of the person involved (e.g. PhD student, Technician, PostDoc). Use the “Role/Activities” field to describe the person’s contribution to project (e.g. skills, tasks, techniques). Please state the source of funding for each person’s salary.

You will be asked to upload a short CV (maximum of 3 pages) for any staff member who has a PhD (or equivalent) qualification.

Listing too many people for the work proposed may be regarded negatively as our grants are for discrete projects rather than research programmes with large teams of staff.

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 online grants system to indicate their agreement. However, we do require you to attach either an email from the collaborator or a scanned letter of agreement **using their institutional headed paper**. The email/letter should be signed (if a letter) and dated within the last three months; it **MUST** include details of their contribution to the project and reference the Worldwide Cancer Research application, specifying the grant round and project title. If you are attaching an email it must contain full message headers. There should be a separate email/letter from each individual collaborator.

7.7 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.

7.8 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 the online grants system (please refer to Section 7.1). Registration can be performed at: <https://grants.worldwidecancerresearch.org> and your Head of Department should complete the CV section in their account. If application participants are already registered on the grant system, you can add them by searching for their email address.

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. The Head of Department and Authorising Officer cannot be the same person. 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 requested by the applicant and with the Worldwide Cancer Research grant application terms, conditions, procedures and grant contract, as described in this issue of the Application Handbook.

The Principal Investigator and the Head of Department can be the same person.

7.9 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 the online grants system (please refer to Section 7.1). Registration can be performed at: <https://grants.worldwidecancerresearch.org>. Registration using general office accounts is not

permitted. If application participants are already registered on the grant system, you can add them by searching for their email address.

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, followed by the Authorising Officer, in that order. The Head of Department and Authorising Officer cannot be the same person. 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 award agreement, as described in this issue of the Application Handbook.

The PI, Head of Department and Authorising Officer must normally be three separate people, but Head of Department and PI can be the same. The Authorising Officer cannot have any other role in the application. If this causes any problems, contact us.

7.10 Research Summary page

On this page you need to provide a) a scientific abstract (max. 300 words) and b) a lay summary (250 words). The scientific abstract will be shared with potential external peer reviewers, together with your name, institution and project title and may influence their decision to review.

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. If your application is successful, your lay summary will form the basis of what will go on the Worldwide Cancer Research website which you can access here: <http://www.worldwidecancerresearch.org/research/projects>. We will also ask for a photo of yourself to go with the summary.

Lay summaries may be used for a variety of fundraising and marketing activities including our bi-annual supporter newsletter, fundraising leaflets, competition mailings and on our website. We may also use the information and photos after your grant has ended, for example when communicating the outcomes of the project after publication of manuscripts.

7.11 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

You must only ask for the staff you need to perform the tasks in the proposed project. Our Scientific Advisory Committee takes a view on whether a project needs 1 or 2 dedicated researchers and awards the corresponding number of posts.

If your application is successful:

- You will not be permitted to use up any surplus salary budget on extra posts not originally in the application
- The salary requested for the desired position (except in extenuating circumstances) is not subject to modification
- Any salary budget remaining once you have recruited the posts that were awarded on the grant cannot be used to pay for other staff or transferred to other budget categories.

Any requests to staff changes following the initiation of a grant must be scientifically justified and approved by Worldwide Cancer Research. We understand that changing scientific needs of the project may come to favour a different staffing arrangement to that originally applied for.

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.

Please provide details of the type of staff member (e.g. graduate research assistant, PhD student, postdoctoral, technician or other), their position and the time they will spend on the project. If the staff member will be employed on the project less than 100% of their time or you

are requesting less than 100% of their salary, this should be explained in the justification section.

The justification section **MUST** be used to explain why the appointment is required for the project. Reference should be made to the level of experience required or held, the tasks the person will be undertaking as described in the experimental plan, 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, points or zeros (e.g. £153,508 should be written as 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 Human Resources 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 per requested researcher** working full time on the project. In exceptional circumstances, where a project requires more than one researcher, we may allow consumables to up to £30,000 per year. Excessive budget requests will be reduced without discussion and may even cause the application to be rejected.

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'. Separate headings are created using the 'Add Consumables' function. 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". Examples include microarrays, SILAC and fees for external or internal services, such as antibody production, DNA sequencing or statistical support.

Animals

Please ensure that you have read the full text of the Worldwide Cancer Research policy on funding animal research (<https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>) before requesting animal costs. 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 Research Funding team (grants@worldwidecancerresearch.org) in advance.

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. For example, give 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. The information that you provide in this section should be consistent with the information given in the Animal Research and Animal experiment details sections. Any animal costs over £5,000 must be well justified.

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 the project and is not available any other way. Please consult Table 1, in this handbook, for further information on permitted equipment requests.

Travel

Travel costs to attend conferences may be requested up to a rate of £500 per year for each person whose salary would be paid by the grant. This allowance can be allocated over the duration of the grant (e.g. £500 per annum, or the full £1500 in year 3). These costs should be itemised as ‘conference travel’ and further details provided in the justification.

We will consider further requests for travel (over and beyond the conference travel mentioned above), if it is necessary for the success of the project. **Itemise these requests separately from conference travel**, re-using the ‘Add Travel’ function as necessary. The justification for these should indicate the reason for travel, and costs should be based on economy class fares and accommodation.

All travel funding should be made in the Travel section of the financial details page, NOT in the Other funding section.

Other

This section should be used for research items that are not included in Consumables. These costs usually fall into two categories:

- 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

Give each item and the cost separately (using ‘Add Other’) and explain why the item is necessary in the justification.

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

7.12 Project Description page

Our grants are for discrete projects rather than research programmes with large teams of staff. **You must submit a research proposal that describes a discrete project achievable within the duration of the grant and with the resources and financial support requested. The research proposal should address how it aligns with Worldwide Cancer Research’s research strategy.**

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

Background
Hypothesis and specific aims
Preliminary results (if appropriate)
Experimental plan including time scales and milestones
Potential risks and challenges
Likely outcomes and the value to both the academic community and cancer patients
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 5 MB or 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 external reviewers, you must contact us for advice before you submit your application (grants@worldwidecancerresearch.org).

7.13 Alignment with our Research Strategy

Our research strategy is very important to us at Worldwide Cancer Research. Please address the four criteria: Innovation and creativity, Focus and novelty, Transformative and long-term, Scientific quality

7.14 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. 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). The full text of the Worldwide Cancer Research policy on funding animal research can be found at <https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>. 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 Director 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?

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. 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.

Worldwide Cancer Research is committed to ensuring that high animal welfare standards are adopted in its funded research projects which involve animal experimentation. Please show, in your answers to the questions detailed below, what steps you have taken to implement the principles of the Three R's in animal experimentation.

- **Replacement** – describe why there is no alternative to using animals in this research.
- **Reduction** – explain the steps you will take to keep the number of animals used to a minimum (i.e. to obtain more information from fewer animals or more information from the same number of animals).
- **Refinement** – show that you have designed your experiments to ensure that the animals used will suffer as little as possible (e.g. use of improved housing or changes to procedures which will minimise pain and suffering).

Are any of the animals Genetically Modified?

Yes or No

What would be the severity of the procedures?

More information regarding the procedures involved is 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.

All applications that include proposals to use mammals with special protection under UK law (cats, horses, dogs and non-human primates) will undergo an additional layer of external peer review by the UK's National Centre for the 3Rs (<https://www.nc3rs.org.uk/>) for an expert assessment of animal welfare.

7.15 Intellectual Property

Intellectual property (IP)

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.

If Yes, you must provide details of any proposed or active applications for IP. If you abandoned any applications or patents relevant to your grant proposal, please also include them.

You must indicate if there is any background IP that will be used in the research project

If background IP will be required, please describe that background IP, and outline any restrictions on use of the background or the arising IP. You must state who will be providing this background IP, if they have rights to the IP, and under what conditions these are provided (e.g. what is your relationship with them, did you receive this compound/assay as a gift, or is it set up as collaboration/partnership? What are the conditions linked to this?).

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. It is your responsibility to inform the Technology Transfer Office of your application and the Grant Terms and Conditions in Appendix 2.

7.16 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 core support, research grants, collaborative programmes, contracts, start-up funding, etc. We use this section to confirm that the research in your grant application has not already been funded. Please ensure that full project titles are provided in English. 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 (percentage overlap) 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.

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 <https://www.worldwidecancerresearch.org/for-researchers/our-research-policies/>.

7.17 Attachments page

This page simply lists all the documents that you have attached to your application.

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**. Please note that all attachments should be uploaded in PDF format, using other formats may impede the submission process.

7.18 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 Terms and Conditions and application handbook
- that you have read and understood the Worldwide Cancer Research policies on Tobacco Industry Funding, Funding Animal Research, Funding Human Stem Cell Research, Open Access Publishing, Conflict of Interest and Research Funding Privacy Notice.
- 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 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 (this may be outside the European Economic Area); that you have gained permission, from the others named in the application, to include their personal data and have made them aware that their data will be shared accordingly.
- that you agree to provide any further information that Worldwide Cancer Research may reasonably require to assess this application.
- 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

* 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.

7.19 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. Please note that the lay summary is not included in the PDF of the application as this is not required for review purposes.

- 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. You will receive a notification email confirming that your application has been submitted.

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 online submission process works. It is your responsibility to ensure that your grant application is completed with enough time remaining to contact the Research Funding team (grants@worldwidecancerresearch.org) if you have any difficulties with the submission process. Please remember that we are based in the UK. We cannot guarantee to respond before the submission 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 grants system will only be accepted as a reason to extend the deadline if they are verified by the IT Company that hosts the system.

8 Appendix 2: Grant Terms & Conditions

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

This is the schedule referred to in the foregoing Award Agreement between Worldwide Cancer Research, «Lead Applicant» and «Grant Host Institution Legal Name»

Schedule

Part 1

Terms and Conditions for Research Grant Award

1. Contract

Worldwide Cancer Research is prepared to offer the Grant to the Grantholder and the Institution under the set of terms and conditions. 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:

“Application” means the grant application submitted by the Lead Applicant

“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;

“Grant Year” means the 12 month period from the start of the grant

“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, trademarks, 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;

“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;

“Successor Institution” means another university, research organisation or other institution the Grantholder chooses to take up an offer of employment with, upon leaving the Institution

“Website” means Worldwide Cancer Research’s website, <https://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 & Conditions of Payment**
- 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. 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.
- 3.6. The Grantholder shall ensure that the Institution shall submit to Worldwide Cancer Research, quarterly in arrears, a claim form (Part 3) which shall detail all costs, based on actual expenditure, 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. The documentation must be in English (or an English translation must be provided). It is the **Grantholder's** responsibility to ensure that claims are made within the timescales stated.

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). Invoices from the Institution are not sufficient to release a payment. Claims which are not adequately supported by documentary evidence shall not be reimbursed.

- 3.7. 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.
- 3.8. 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.
- 3.9. Continuation of grant funding shall be dependent upon the Grantholder submitting satisfactory scientific reports according to the table below. Whether a scientific report is deemed satisfactory shall be at the discretion of Worldwide Cancer Research. Final payments will be withheld pending receipt by Worldwide Cancer Research of the final report. Worldwide Cancer Research will also require completion of a short follow up report three years after the closure of the grant.

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
month 18 – completion date	within 3 months after completion date

- 3.10. Worldwide Cancer Research shall not reimburse any expenditure which is not claimed within six months of the end of a Grant Year.

- 3.11. The transfer of allocated funds between the budget headings detailed in the Application and in the Budget Breakdown (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).
- 3.12. 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.
- 3.13. 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.
- 3.14. 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.
- 3.15. The Institution is not entitled to claim any additional charges such as overheads, bench fees, publication or administrative costs. The Institution may only be reimbursed for costs incurred which are within the remit of the Grant. 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.
- 3.16. The Grantholder and the Institution are required to **comply with Worldwide Cancer Research's rules, policies and procedures**. Our research policies can be found on the Website and concern animal research, human stem cell research, tobacco industry funding, open access publishing, conflict of interest and research funding privacy. Additional information not available on the Website may be 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:

4.1.1. 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

4.1.2. 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 of the 'Worldwide Cancer Research', 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 of the 'Worldwide Cancer Research'.
 - 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, biographical materials (including high resolution photographs of the Grantholder, and other lab members), 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. 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 can be provided upon written request. 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. The Grantholder or 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. The Novation Agreement will be provided upon written request to Worldwide Cancer Research.
- 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 policies, available on Website.
- 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. 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.
- 12.6. 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).
- 12.7. 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.

- 12.8. 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.
- 12.9. 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

[INSERT NAME OF PRINCIPAL INVESTIGATOR]

Worldwide Cancer Research Grant Ref: 21-1000

[INSERT NAME OF INSTITUTION]

		Grant Year 1	Grant Year 2	Grant Year 3	Total
		01/01/21-31/12/21	01/01/22-31/12/23	01/01/23-31/12/24	
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.