

Cancer Research UK Annual revision of Terms and Conditions and Administrative Guidelines Summary of Changes

This 'Summary of Changes' document is a quick guide to the revisions from the July 2010 version. The changes that may affect the way your grant is administered are listed below but any non-substantive editorial changes are not listed. Extracts from the new version have, in some examples being simplified, and therefore do not reflect the exact wording of the new condition. This summary must be read in conjunction with the new Terms and Conditions.

Title

Revision: Cancer Research UK Terms and Conditions and Administrative Guidelines for Research Grants and Awards have been redefined as 'Grant Conditions'.

Reason for change: The new Grant Conditions make up the Terms and Conditions, along with the Grant Award Letter and the Funding Policies.

Section 4.3 Recruitment and Employment of Staff

Deletion: Clinical research training must meet the requirements of the appropriate Royal College and/or Post Graduate Medical Education and Training Board.

Reason for change: Covered in wording 'received training appropriate to their duties, in accordance with any applicable legal or regulatory requirements' (4.1.4).

Section 7.5a Administrative Guidelines: Equipment payments

Deletion: Equipment claim procedure removed.

Reason for change: The procedure is not a condition of award and is covered in eGMS.

Section 10 Drug Development Office (DDO) Clinical Trials

Deletion: Removed some sections of DDO Clinical Trials and Projects

Reason for change: Incorporated within Intellectual Property (section 6)

Section 12.1.2 Clinical Trials

Deletion: The Host Institution is responsible for ensuring that arrangements for the management and monitoring of clinical trials meet the standards laid out in the UK Medicines for Human Use (Clinical Trials) Regulations 2004 and meet all legal requirements.

Reason for change: Covered in Responsibilities in Research Practice (4.1.4 see above)

Sections 14 Acknowledgement of Support from Cancer Research UK, 15 Publicity, 16 Working with Fundraisers and Supporters

Deletion: All sections removed.

Reason for change: Sections combined and simplified into Publicity, Publication and Reporting (section 7). Publicity section minimised but detail replaced with key links on the Funding & Research website.

Section 4.1.5 Responsibilities in Research Practice; Employment

Addition: The Host Institution must ensure that appropriate Premises are available to house the Research Personnel and all equipment is fully maintained and serviced for the duration of the Grant. The Host Institution must comply with and perform all obligations and duties at law (including all health and safety legislation) in respect of the Premises.

Section 4.1.7 Responsibilities in Research Practice - Employment

Addition: Researchers in receipt of salary support from CR-UK must ensure that their time commitments to commercial organisations and other non-research activities are compatible with the policies of the institution and any conditions in the Grant Award Letter.

Section 4.1.8 Responsibilities in Research Practice - Employment

Addition: CR-UK funded researchers must disclose to their institutions (a) benefits in cash in excess of £10 000 per annum or (b) benefits in equity of any level, received either as compensation for work undertaken for a commercial organisation, or in consideration of the transfer of intellectual property.

Section 4.1.9 Responsibilities in Research Practice - Employment

Addition: In managing a conflict of interest, the institution must use all reasonable endeavours to ensure that CR-UK is not put at risk of being in breach of charity law or regulation because of the relationship of a CR-UK funded researcher with a commercial organisation.

Section 4.2.2 Project Management

Addition: The Host Institution must hold appropriate policies of insurance covering personal indemnity, public liability, and employer's liability and shall maintain such insurance policies throughout the Project and any commercialisation of the Results.

Section 4.2.3 Project Management

Addition: The Host Institution must ensure proper financial management of grants and accountability for the use of public funds.

Section 4.2.5 Project Management

Addition: The Host Institution must ensure that adequate resources are provided to support the activities and timeframe described in the GAL.

Section 4.2.9 Project Management

Revision: CR-UK's DDO must be notified of any potential new treatment arising from a CR-UK Grant. It is expected that the CR-UK New Agents Committee will be the preferred route for clinical testing of any potential new treatment. This section has been moved from section 10.4 of Drug Development Office (DDO) Clinical Trials as it applies to all grants.

Section 4.3 Scientific Conduct

Revision: Expanded expectations of Host Institution in managing research misconduct by detailing the specific requirements of their procedures and highlighting their responsibility in managing any conflicts of interests.

Section 4.4 Ethical Responsibilities

Revision: Reworded ethical and animal approval, making reference to the 'Guidelines for the welfare and use of animals in cancer research' (Workman et al 2010). Examples of regulatory requirements removed; requirements now all-inclusive stating the Host Institution is to accept full responsibility for ensuring that any such approvals are in place.

Section 4.5.1 Request to Referee Future Applications

Addition: Grantholders are expected to respond positively and punctually to requests to referee CR-UK grant applications.

Reason for change: To encourage a more positive response to peer review requests.

Section 5.2.5 Grant Management

Addition: The NHS number (or equivalent in the devolved UK health departments) must be recorded for all patients entering clinical trials supported by CR-UK. The collection of NHS number is strongly encouraged in trials of healthy volunteers.

Reason for change: To utilise NHS data for future research.

Section 5.3.6 Grant Management – Salary Allocation

Addition: The Grantholder must notify CR-UK when the situation for long term leave arises. Any unspent salary allocation for the post after long term leave has been paid may be used to employ temporary cover.

Section 5.5.7 Grant Management – Financial Reconciliations

Addition: The Host Institution shall provide written confirmation that the Grant has been used for the purpose for which it was awarded and shall enable CR-UK and its agents to visit and discuss the administration and accounting with the Host Institution. Where elements of expenditure under the Grant have been subcontracted, the Host Institution should ensure that the right of access extends to the accounts, records, equipment and facilities of any such subcontractor relevant to the management of the Grant.

Section 5.6.2 Grant Management - Equipment

Addition: The Host Institution must ensure that it has in place clearly defined procedures for the procurement of equipment and that equipment funded by the Grant is acquired by the Host Institution in accordance with these procedures. CR-UK will not accept any liability to pay VAT due to any failure of the Host Institution to claim relief on qualifying equipment.

Reason for change: To ensure the award is used to maximum advantage.

Section 5.6.4 Grant Management - Equipment

Addition: CR-UK will not pay any access charges for use of equipment funded by a CR-UK grant.