

Tobacco Advisory Group – Project Grant Application Requirements

In addition to the guidelines below, please also see the Biological Sciences Committee/ Population Research Committee Guidelines at http://science.cancerresearchuk.org/reps/pdfs/guidelines_bsc_prc.pdf?version=1.

Please ensure that you read the Cancer Research UK Terms and Conditions and Administrative Guidelines for Research Grants and Awards at <http://science.cancerresearchuk.org/reps/pdfs/termscond.pdf>. These detail various conditions, including the ways in which Cancer Research UK should be acknowledged in papers/work emanating from the funding.

A) Please fill in the standard application form bearing in mind the following points relating to sections in the form:

Research Project/Programme title (A.1)

The title should accurately reflect the content of the proposal but must not be longer than 230 characters.

Proposed start date (A.2)

The start date must be the first day of any given month and should be within 6 months of the decision (committee meeting) date.

Research Goals (A.4)

Please summarise the primary goals of your research in no more than 50 words. If your application is successful this statement will be published on the Cancer Research UK website. For this reason you should not include information that you do not wish to be made public.

Research Abstract (A.6)

Please provide a succinct summary of the proposal in under 400 words. It should be structured to give (1) a brief background explaining the current context/need for the work in relation to current tobacco control policy, practice or knowledge (2) the specific aims of the research/project (including information on the main anticipated outputs/outcomes); and (3) an outline plan of research (including proposed methods)/ activities to be conducted.

Financial Information (B)

Please fill these in as appropriate, with an accurate a breakdown as possible, bearing in mind:

- Except when the grantee is informed otherwise, awards will be provided on the following basis: After Cancer Research UK has established the level of award for the first instalment (or for awards existing as at February 2009, the 2009/10 instalment) a single, fixed indexation rate will be applied to all subsequent instalments of the award for both salaries and running expenses, with the exception of fellowship and studentship salaries. The indexation rate set will apply for the remaining duration of the award. Once the award value has been set no additional money will be available for any increases to

salaries or running expenses (unless changes in the level of award in subsequent years were approved at time of funding). Please refer to section 7.7 of the Terms and Conditions

- Salaries for staff should be based on current pay scales. Please refer to Section 4a of the Terms and Conditions.
- Full economic costing (section 14) should be completed by academic institutions only. Please read the section thoroughly before proceeding.

Research Classification

Disease site breakdown

Please add:

Laryngeal Cancer 15%

Lung Cancer 50%

Oesophageal Cancer 20%

Pharyngeal Cancer 15%

Research type breakdown

Please classify as appropriate (These should be classified as a percentage of the overall project). The following categories might be particularly appropriate:

Prevention - 3.1; 3.6

Cancer Control, Survival Outcomes - 6.3; 6.5; 6.9

Application Appendices

B) Research proposal

Please also submit a written report (no more than 2500 words), as an appendix. The report should be uploaded in a PDF format and include:

Purpose

Please state briefly the objectives of the proposed research/activities and the significance of these on tobacco control policy, practice or knowledge.

Detailed research/ project plan

Given that the TAG funds both policy and research projects, please answer the points below as fully as possible as appropriate to your proposal.

Please:

- a) State the objectives of the work in more detail and any other key milestones set.
- b) Detail the outputs and outcomes anticipated and broad timeframes for these (papers, reports, meetings, media opportunities, strategic alliances etc).
- c) Detail other funding or non-funding partners funding (please detail whether these are anticipated or agreed).
- d) Detail the applicant's own published work/expertise in the field (or the organisation's expertise if more appropriate) linking in information provided in the CV section of the application form. This is relevant to both academic and non-academic applicants.
- e) Provide preliminary data in support of the proposed new research.

- f) Outline the proposed methodology including study design, sample size and composition. If the research is trial-based, please include details of, control and treatment groups, likely accrual rates, compliance targets and data collection points. If you are a non academic organisation wishing to include research within your proposal, you must demonstrate appropriate academic links and agreed support.
- g) Any other methodological/other issues worth highlighting at this stage.
- h) Explain the funding requested in more detail, if not clear from Section 3 in the main application form.

AMRC Form

Only applicants from a Higher Education Institution need to complete an AMRC form.

Please do not hesitate to contact me if you have any queries.

Ms Helen Haggart
Tobacco Control Officer
Cancer Research UK
t: 020 7061 8153
f: 020 7061 8334
e: helen.haggart@cancer.org.uk