

GUIDELINES FOR COMPLETING THE PREVENT BREAST CANCER GRANT APPLICATION FORM

Thank you for your interest in applying for funding from Prevent Breast Cancer.

Please use the following guidelines when you are completing your application.

These guidelines do not cover all the headings that you need to complete on the application form; they address the ones you may have questions about.

Key principles

Prevent Breast Cancer is committed to funding research into breast cancer prevention strategies, as we believe that prevention is better than cure. Our research grants are carefully directed, often in collaboration with other charities and organisations. We continue our emphasis on building a portfolio of world-class research and we are a non-commercial partner of The National Institute of Health Research.

Our research consists of four distinct pillars:-

We are happy to receive applications for a Prevent Breast Cancer grant from research workers in the UK who need funding for a project related to prediction, prevention and early detection.

We do not fund projects involving animal experiments.

Applications are submitted to a Scientific Advisory Board (SAB) including external referees and recommendations sent to the Trustees of the charity.

Approval by the SAB does not guarantee funding because we are a small charity with limited funds. However we would be pleased to read your application and help whenever we can.

The Scientific Advisory Board

- Our Scientific Advisory Board (SAB) will be sent the application to assess the scientific value and suitability for funding. Applications which do not address our criteria of prediction, prevention or early detection will not be considered and the SAB will make a decision regarding eligibility of each application.
- We have adopted a rigorous system to review applications. Once received, each application is reviewed internally by the Scientific Advisory Board, if deemed suitable the application is then sent to two external reviewers who are independent to Prevent Breast Cancer and the host institution. Each reviewer will complete a review form and give a final summary score. A project has to be achievable and the reviewer has to quantify why a project is recommended.
- The reviews are then presented to the Board of Trustees who will then make a decision. If the Chair or any other SAB member has a conflict of interest on a particular application, they will not be involved with the discussion and the decision-making process.
- Funding requests for consumables or equipment under £10,000, or which contribute to an existing research study and have already been peer reviewed by the main funder, will not be sent for further review. A decision about whether to fund these requests will be made by the Board of Trustees.
- Our Scientific Advisory Board is Chaired by Clinician Scientist in Surgical Oncology and Consultant Oncoplastic Breast Surgeon, Professor Cliona Kirwan with support from Consultant Onco-plastic Breast Surgeon, James Harvey.

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What application literature do you need to complete?

All applicants must complete all the relevant sections within the Prevent Breast Cancer Grant Application Form.

Completing Application form for a Prevent Breast Cancer grant

Section 1: Application details

Applicant

Enter one name here, the principal investigator. This person will be the main contact, and grant holder, whose name will be in all correspondence.

Institution

Name of the host institution where the grant will be held.

Address

This should be the full postal address of where the grant will be held and the address of the main contact. If the project is based in more than one institution, one must be chosen as the host institution.

Title of research project

This should be a maximum of **12** words and written in **sentence case** not in capitals.

Proposed duration

This should be noted in months.

Proposed start date

This should be noted in months

Total amount of funding applied for

Applications for funding should be based on actual expenditure and all figures should be entered in GBP (£ Sterling). Invoices will be paid in GBP (£ Sterling)

Abstract of research

This should be a maximum of **150** words.

Co-applicant(s)

Up to six co-applicants are permitted and should be listed here.

Other Support

Please note here whether:

1. Is this research supported by any other outside bodies? If yes indicate the organisations, degree and time scale of support.
2. Is this application being submitted elsewhere? If yes give details of where the application has been submitted, and when a decision is expected.

Section 2 Costs

Personnel details

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This section is intended to detail the person who will directly work on the research proposed. If the researcher is known at time of applying, this section must be filled in. If not, write 'to be appointed'.

If you are applying for more than one salary, please fill in all the relevant boxes. Please note that when applying for a PhD studentship only one stipend/studentship fees can be applied for.

Qualification

Please note here the highest qualification achieved by the researcher.

Grade and Scale point

The grade and scale point at which appointment is expected should be noted here. A copy of the grade/scale system used must be included.

% time

Please note here what percentage of time the researcher will spend on the proposed project.

Salary

Please append a copy of the current, relevant pay scale system used by the host institute. Contact your finance department for advice on potential salary increases.

Applications should include any salary increases expected to take place during the period of the grant, including annual increments based on the host institution's salary scale and inflationary increases. Please specify the annual percentage increase. Salaries should be costed from the proposed start date of the project not the date of the application.

Employer's on-costs

These costs are superannuation/graduated pension and NI contributions and should be included in the salary for all staff except PhD students.

Expenses

A detailed breakdown of all minor equipment, materials and consumables is requested. Microarray costs are to be listed separately.

Any costs that do not fall under these headings should be listed under other expenses. These should be justified under section J of the research proposal and may not include publication, printing or staff recruitment costs.

Minor equipment

The items requested for here must be limited to the research proposed. New/subsequent requests for equipment will not be considered once the project has started.

Prevent Breast Cancer will not fund a large piece of equipment, unless the project cannot proceed without it being in place. Full justification for the equipment request is required and must be included in the research proposal. Maintenance costs should be included under Other Expenses.

Note: Travel costs

Prevent Breast Cancer will usually cover costs for travel to conferences where Prevent Breast Cancer work is being presented. These travel costs should not be included in the application form, as they should be applied

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for on an individual basis to the Prevent Breast Cancer Trustees as a request for additional funding to promote an existing grant in the form of a letter to the Prevent Breast Cancer Chairman.

Note: Overheads

Prevent Breast Cancer provides project grants, PhD studentships, scientific fellowships and pilot grants on the understanding that the host institution meets the overhead/infrastructure costs. Infrastructure costs include lighting, heating, telephones, use of library facilities, general laboratory equipment. Prevent Breast Cancer will only fund directly incurred costs and not the full economic costs of research (fECs) or a proportion of these.

Prevent Breast Cancer will not normally pay for central support staff salaries e.g. secretarial support, photocopying and postage etc (except in cases where the volume of paperwork and mailings are considerable; for example epidemiological or psychosocial studies).

Intellectual property body

Please provide the name of your host institutions' IP body.

Commercial significance

Please outline if the results of this research are likely to have commercial potential. Also outline if there has previously been any patent filed or commercial interest expressed in the research related to this application.

Research involving animals

Prevent Breast Cancer does not fund projects involving animal experiments

Ethical considerations

If this project requires Ethical Committee approval, please indicate here and attach the relevant Ethical Approval letter to the application. If ethical approval is pending, or to be sought once funding is confirmed please indicate here.

Section 4: Approval and Ratification

Signatures of Head of Department, Finance Office and Research and Development Department

The application must be submitted by/through the Head of Department and also the Officer who will be responsible for administering any grant that may be awarded for example finance officer, bursar or registrar. The contact details provided for the finance officer should be the relevant person to contact in the event of budgetary or invoicing queries should the grant be awarded.

We also require the contact details of the institute's research and development department. They should complete the relevant declarations along with the main applicant, all co-applicants and, where relevant, the second supervisor for a PhD studentship application.

Signatures of applicants and co-applicants

The application must also be signed by the applicant and all co-applicants. Please fill out and attach a separate sheet for each person.

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Final Checklist

Please tick and sign this section to confirm that you have checked your application and ensured that all sections have been completed, all additional documentation is attached and that all necessary signatures are provided.

Any late additional information will not be attached to any application by Prevent Breast Cancer and may result in your application being withdrawn from consideration.

Submission of an application indicates full acceptance of the Terms and Conditions of the Prevent Breast Cancer grant.

Submitting your application form

Email a copy of the application forms to:-

louise@preventbreastcancer.org.uk and ashwini@preventbreastcancer.org.uk

The Grant Application Form must be sent in **MS Word** format

Supporting documents must also be sent by email in an appropriate format, for example pdf, word or excel.

When emailing your application, the subject of your email should read:

Month and year of award meeting PhD/project/fellowship/pilot and the applicant's name, for example; 2020NovPhD Smith.

All application forms and supporting documents should be saved with a file name in the same format, for example; 2020 Smith Application Form.

In addition to the emailed copies you must also submit one hard copy, the signed original hard copy should be sent to the Prevent Breast Cancer office at the address below.

FAO: Ashwini Foster
Prevent Breast Cancer
The Nightingale Centre
Wythenshawe Hospital
Southmoor Road
Manchester
M23 9LT

Please note that only applications submitted using the most up to date Prevent Breast Cancer Application literature will be considered for review.

If you have any suggestions for suitable referees who could review your application please provide all contact details in your covering letter.