



Project Grant Application Handbook

For applications submitted in April 2010

This handbook is revised and updated for every grant round.
Please make sure you use an up to date version.

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Section 1 - Who can apply?

- 1.1 AICR project grants are awarded to a single applicant, who is known as the principal investigator (PI) or grantholder, and is responsible (either totally or in the largest part) for writing the application, designing and directing the research project. The PI is responsible for managing the grant. For collaborative projects one of the collaborators must be designated as the PI.
- 1.2 The PI must be based at and have a contract (of employment, honorary appointment or equivalent) with a recognised, non-profit, research institution (i.e. university, hospital or research institute), anywhere in the world, for the duration of the grant requested, or can provide evidence of a reasonable expectation of such a contract (for example, if they are applying to AICR for their own salary).
- 1.3 The PI must have sufficient experience to suggest they can conduct independent research e.g. PhD and three years post-doc research experience, or a similar level of qualification and experience.
- 1.4 If the PI is not the head of the laboratory or group leader where the research will be conducted, the head or laboratory or group leader must be a co-investigator on the application.
- 1.5 The PI may be retired from full-time employment, as long as they remain active in research and have an emeritus position (or equivalent) and a contract of appointment with a recognised research institution.
- 1.6 You may apply to AICR and to other sources of funding for a project grant to support the same project, as long as both AICR and the other organisation are informed. If both applications are successful, you may decide which of the grants to accept. However, if you accept another project grant, the AICR grant offer will be withdrawn. Under some circumstances, with approval from AICR, the PI may accept a small grant from another source to support aspects of the research which is funded by an AICR project grant.
- 1.7 You cannot be a PI on an application to AICR for a project grant if you, or anyone else in your laboratory or research group, has applied for an AICR grant within the last 12 months (i.e. in the October 2009 AICR grant round). See Section 6, Question 2 for more details. This only applies to the PI and not to co-investigators (sometimes called co-applicants) or collaborators. The same person can be a PI and a co-investigator or collaborator on several applications at the same time. NB For applicants moving to a new institution, this restriction applies to the laboratory or research group where the grant would be held.
- 1.8 You cannot apply to AICR for a project grant (either as a PI or co-investigator) 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.

Section 2 – When can you apply?

- 2.1 AICR has two application rounds each year – April and October.
- 2.2 Applications are now invited for submission from 1st April 2010, and must be received in the Grants Office of AICR, in St Andrews, no later than 5pm GMT on Friday 30th April 2010. Proof of postage on the deadline date is not sufficient – applications must be received, in hard copy format, by the deadline.
- 2.3 Applications that are received after the closing date will not be accepted or returned. AICR will arrange to have all copies securely destroyed.
- 2.4 Only one application from the same principal investigator, laboratory or research group will be accepted in any twelve month period (i.e. 12 months must have passed since the last application) unless the Scientific Advisory Committee invites someone to submit an amended application in the next round.
- 2.5 You may reapply with a project (or one very similar) that has been previously rejected by AICR: these are called a resubmission and this must be indicated in Section A, Question 7 of the application form. Resubmissions must be submitted at least one year after the original application and are considered along with all other applications received in the same round. If the project has been altered to accommodate the feedback received on the original application, this should be explained in the main description of the research.
- 2.6 The processing of grant applications to AICR will take approximately 9 months from submission to the commencement of funding for successful applications. Successful applications submitted to the April round are offered a grant which may start on or after 1 January of the following year, and for the October round, from 1 June of the following year. AICR may permit the deferment of the start date by up to 3 months providing our prior approval has been sought. Delays in excess of 6 months will only be granted in exceptional circumstances.

Section 3 - What type of research will AICR fund?

- 3.1 AICR awards project grants of between one and three years to support fundamental and translational research into the causes, mechanisms, diagnosis, treatment and prevention of cancer. This definition is usually interpreted conservatively. For example, we fund research aiming to develop a new treatment with fewer side-effects, or research aimed at treating a specific effect of cancer, such as cachexia, but we do not fund research aimed at treating or ameliorating the side-effects themselves.
- 3.2 We do not award grants for clinical research such as intervention studies, clinical trials, health care delivery research, quality of life studies and many other substantially clinical studies. However, we will consider applications in which a mixture of basic and clinical research is proposed. Before submitting applications of a clinical or semi-clinical nature, potential applicants are strongly encouraged to seek our advice by e-mailing a brief description of the proposed project to our Scientific Co-ordinator (matfield@aicr.org.uk).
- 3.3 The research described in the application should be a discrete, hypothesis-driven project, achievable within the duration of the grant and with the support requested from AICR. Applications which describe a discrete project that would be achievable with the level of support we normally award on our grants (e.g. one or two posts), but do not require any salary funding, will be accepted and considered. The same may apply where consumable funding is not required. However, applications which describe a large programme of work and request partial funding (be it consumables only, or, a salary and consumables) will be rejected, because the whole programme of work is significantly larger than could be supported by one of our project grants.
- 3.4 AICR does not award grants for infrastructure development, sample collection, etc. However, we will award grants for a research project which involves some infrastructure development or sample collection as an essential prelude to the research.
- 3.5 Sometimes the AICR Scientific Advisory Committee will invite a resubmission, giving specific feedback. The relevant box should be checked on Section A, Question 7, and may be submitted as soon as the invitation is made. Invited resubmissions are not given special treatment but are considered along with all other applications received in the round.
- 3.6 AICR does not award PhD studentships per se. However, we do award grants which can include a salary or stipend for a PhD student. See Section 4.7.

Section 4 - What can you apply for?

- 4.1 AICR does not have a formal upper limit for the total cost of an application, but it should be noted that most of the three-year grants we award have a total budget of £200,000 or less. If you want to apply for significantly more than this, you are strongly advised to contact our Scientific Co-ordinator (matfield@aicr.org.uk) in the first instance. Applications requesting substantially more than £250,000 which are submitted without prior discussion are liable to be rejected.
- 4.2 AICR grants cover the direct costs of carrying out a research project, but not the indirect costs which should be met by the research institution. These include the salaries of group leaders, routine technical support, institutional or departmental overheads (sometimes called on-costs or bench fees), administrative support, IT facilities, personal computers, recruitment, publication costs, reprints, journal subscriptions or VAT. standard apparatus which should be found in a well-equipped laboratory, or access to larger equipment which should be found in a well-equipped research centre, such as centrifuges, normal light microscopes, tissue culture facilities, orbital shakers, incubators, etc.
- 4.3 We do not award funds for the standard apparatus which should be found in a well-equipped laboratory (e.g. PCR machines, incubators, freezers, microcentrifuges, pipettes, etc), or access to larger equipment which should be found in a well-equipped research centre, such as larger centrifuges, normal light microscopes, tissue culture facilities, orbital shakers, incubators, etc. However, we will consider requests for specific and unusual apparatus which is essential for the research project proposed, but unlikely to be found in most research institutions. We will also consider requests for routine laboratory apparatus from younger scientists setting up their first laboratory.
- 4.4 AICR will pay for access charges for the use of specific high-cost apparatus, such as NMR, mass spectroscopy, FACS, electron or confocal microscopy; or service charges for sequencing, microarrays, antibody production, etc.
- 4.5 All the costs of carrying out the research project which are not funded by AICR must be funded by the PI's institution or, in some cases, by other sources of external funding.
- 4.6 You may apply for salaries or stipends for (junior or senior) post-doctoral, PhD student, or technical posts. For certain types of projects, where such staffing is essential for the research, other types of salaries may be requested.
- 4.7 AICR does not fund PhD studentships on their own. However, a three-year project grant application may include a salary or stipend for a PhD student, plus any necessary PhD fees. Some applications only request a PhD student stipend and consumables funding. However, these are assessed on the basis of the research project proposed, not on the educational benefits of the PhD studentship.
- 4.8 We do not normally award full or partial salary funding for the PI. This includes staff at US institutions, even if the institution expects them to apportion their salary cost to different grants. However, we will consider salary requests for PIs who are senior

post-docs or research fellows seeking to become independent researchers, but who are not yet senior enough to be a group leader.

- 4.9 We normally interpret “senior enough to be a group leader” to mean someone with 10-12 year’s post-doctoral research experience, although this is interpreted on a case-by-case basis, because academic career structures vary from country to country. Anyone this senior wishing to apply for their salary is strongly advised to contact our Scientific Co-ordinator (matfield@aicr.org.uk) in the first instance.
- 4.10 We only fund projects involving other sources of external funding where these are for discrete components of the overall funding – e.g. a fellowship funding the PI’s salary, or a PhD student/post-docs salary. Where other sources of external funding are involved, AICR may request copies of applications or other information.
- 4.11 We will not usually award a grant where the project is already supported by other funding – either as core support, a single grant or multiple smaller grants – amounting to about half of the funding our Scientific Advisory Committee considers necessary to cover the direct cost of the project.
- 4.12 AICR will pay for the cost of laboratory animals, including their husbandry, housing and welfare. This is usually charged as a cost per animal per week, or per cage per week. We do not have any limits on animal costs, but any substantial animal costs (i.e. more than £3,000 a year) must be carefully justified, showing the calculations used to produce the funding requested.
- 4.13 The AICR policy on animal research states that we will not fund projects involving animal research in countries or research institutions with limited or non-existent controls on laboratory animal welfare. For further details please see our animal research policy at Section 12 of this handbook.

Section 5 - How to apply to AICR

- 5.1 Applications must be made on the AICR grant application form. There is a new application form for each round, which can be downloaded from the AICR website two months before the start date of each grant round.
- 5.2 Detailed instructions on how to complete the application form are given in Section 6 of this handbook.
- 5.3 AICR uses an automatic application processing system. In order for the application to be processed successfully by our system, you must complete the form on the screen before printing out the necessary copies. Applications which are not completed according to the detailed instructions cannot be processed automatically and may be rejected.
- 5.4 Finally, your signature on the application is taken as your agreement to all of our terms and conditions including the procedures for processing and assessing your application. Feedback on applications can only be provided for those that are sent out to external referees (see Section 7 for further details). AICR will not enter into any discussion or debate on views expressed in such feedback or the decision of our Scientific Advisory Committee, which is final.
- 5.5 Amendments, insertions, corrections or the submission of any additional information will not be accepted once the application has been received by AICR.
- 5.6 The authentication of cell lines is considered an important part of the preliminary data described in any grant application. Applicants should also ensure that all cell lines to be used during the proposed research are adequately authenticated.
- 5.7 In addition to the application form itself, AICR may require other items of information or documents to support an application (see Section 6). Failure to supply such information or documents upon request will cause the application to be rejected.
- 5.8 All applications made to AICR and any additional information or documents supplied are treated as confidential and will only be disclosed to members of AICR staff, Scientific Advisory Committee and external referees, marked as confidential, as and where necessary for their assessment. However, we may share information about your application, in confidence, with other funding agencies if we consider it necessary. At the end of the application process, all copies of applications and other related documents, apart from the ones remaining on file, are securely destroyed.
- 5.9 If it is considered appropriate, where we believe there is good reason, AICR may reject any application at any time, with or without giving the reason.
- 5.10 For successful applications, the grant is based on a contract between AICR, the PI and their institution. The provisions of this contract, which can be found at Section 8, are not negotiable and supersede any conditions which apply to grant applications.

Section 6 - Detailed instructions on completing the application form

General

How to complete the form - In order for the application to be processed automatically by our system, you must complete the form on the screen before printing out the necessary copies.

Fonts - The application should be completed in Times/Times Roman 12pt, Arial 10pt or fonts of a similar style and size. Do not use BLOCK CAPITALS.

Grey boxes - For most of the questions there are grey text boxes where you must type in the information requested. When text is pre-entered in the grey boxes (i.e. Title Forename Initials Surname) please delete what is not required.

Problems - If you have any difficulty with the completion of the application, or understanding of any of the instructions, please consult *Application FAQs* available on <http://www.aicr.org.uk/ApplicationDocuments.stm> or contact the Grants Administration Manager, Debbie Wheelans on +44 (0)1334 477910 or debbie.wheelans@aicr.org.uk.

NB - Applications that do not conform to all the requirements in these instructions may be rejected.

Section A – Application Details

Question 1. Project Title

This can only be one line in length, to a maximum of 100 characters. If you submit a longer title some of the words will be lost.

Question 2. Principal Investigator

Type over the letters in the grey text boxes. Delete the letters where not required.

The principal investigator (PI) must have sufficient experience to suggest they can conduct independent research e.g. PhD and three years post-doc, or a similar level of qualification and experience. They must be the person who, either in total or in the largest part, designed the project or will direct the research. They alone will hold the grant. For collaborative projects, one person must be designated as the PI.

Only one application from the same principal investigator, laboratory or research group will be accepted in any twelve month period (i.e. 12 months must have passed since the last application) unless the Scientific Advisory Committee invites someone to submit an amended application for the next round. For applicants moving to a new institution, this restriction applies to the laboratory or research group where the grant would be held.

This restriction only applies to the PI and not to co-investigators (sometimes called co-applicants) or collaborators. The PI can be a co-investigator or collaborator on several other applications at the same time.

Question 3. Name of Institution

Type over the letters in the grey text boxes. Delete the letters where not required.

This should be the institution where the research will be conducted. It can be any recognised, non-profit research institution anywhere in the world.

Question 4. Co-Investigators

Type over the letters in the grey text boxes. Delete the letters where not required.

If the group leader or head of laboratory is not the principal investigator, then he/she should normally be a co-investigator.

You may include up to three people substantively involved in designing the project and/or directing the research. They can be from different institutions or different countries.

Question 5. Project Duration

This can be from 12 to 36 months.

Question 6. Total Budget Requested

Enter this after you have completed the Financial Details Section C. Give the figure in £Sterling (GBP) to the nearest pound – do not enter decimal places.

Question 7. Type of Application

Only use the Invited Resubmission box if specifically directed to do so by AICR in the feedback about your previous application. If your application is a continuation of a current AICR grant, please attach a scientific report for the current grant, using the continuation application report template available from <http://www.aicr.org.uk/ScientificReports.stm> to each copy of the application, and put a copy on the CD.

Question 8. Type of Cancer

Please indicate if the research proposed is focussed on either bowel or prostate cancer. This is purely for AICR internal use and does not make any difference to the way the application is assessed or its chance of being funded.

Question 9. Address for Correspondence

Please give the current details as at the time of application and inform us later if they change.

Questions 10. Telephone No, 11. Fax No and 12. E-mail Address

Please give the current details as at the time of application and inform us later if they change.

Question 13. Collaborators

Please list anyone else – either from the PI's institution or any other institution - providing scientific input, advice, expertise or reagents important to the success of the project. A letter of agreement from each collaborator outside your institution must be attached to each copy of the application. All the letters of collaboration should be combined into a single pdf document and put on the CD.

Question 14. Resubmission Information

If you do not have the exact information, please give something close i.e. the grant round you applied in (or year), and the project title.

Question 15. Inappropriate Reviewers

Acceptable reasons include: main competitors, commercial sensitivity, etc. If the reason is more complicated include a covering letter of explanation.

Question 16. Signatures

The signatures on the original copy of the application must be signed in person and not scanned.

Please ensure that the Head of Department (or equivalent) and Finance Officer (or equivalent), of the institution where the grant will be held, have seen the current versions of the AICR Project Grant Application Handbook. You should also ensure that any other relevant offices (e.g. technology transfer office, research office, etc) at your host institution are aware of these conditions in this document.

Section B – Research Outline

This should be written to briefly inform our Scientific Advisory Committee about the proposed research project. Do not use any references in this summary.

If awarded, a summary will be made public on the International Cancer Research Portfolio (www.cancerportfolio.org/index.jsp) and the AICR website (www.aicr.org.uk). However, you can tick the box to indicate that your summary is confidential. If a grant is awarded, we will then ask you to supply another summary which can be made public.

Section C1 – Staff Costs

- i) All figures must be given in £Sterling (GBP) and should reflect current costs. Costs should be rounded up to the nearest £Sterling and written without any commas, full stops, decimal points or zeros for the pennies (e.g. £153508). Grants are awarded and

payments are made in £Sterling. Figures included in this section should be checked with your Finance Office (or equivalent) for accuracy before submission to AICR.

- ii) Normally, our grants may only include a maximum of two salaries. If your project requires more than two salaries, please seek advice from the Grants Administration Manager, Debbie Wheelans on +44 (0)1334 477910 or debbie.wheelans@aicr.org.uk. Applications with more than two salaries that are submitted without seeking prior advice are liable to be rejected as our automated processing system cannot deal with them.
- iii) Requests for salaries or stipends may be made for (junior or senior) post-doctoral, PhD student, or technical posts. These should include the name and age of the holder of the position (if known), otherwise use a typical salary scale starting point and state that the post is to be advertised.
- iv) For named post-doctoral (or equivalent) research staff a CV should be included in Section F.
- v) We do not normally award salaries for the principal investigator (PI). However, the PI may apply for their salary if they are a senior post-doc (i.e. with sufficient experience to suggest they can conduct independent research e.g. PhD and three years post-doc, or a similar level of qualification and experience) who is applying for the grant to become an independent researcher or to start their own research group.
- vi) We do not award salaries, or partial salaries, for anyone holding, or appointed to, an established, tenured or tenure-track research position, or anyone who is at the level of (or senior enough to be) a research group leader. This includes staff at US institutions, even if the institution expects them to apportion their salary cost to different grants.
- vii) We do not award partial salary funding for routine technical support.
- viii) Where the salary or stipend has an automatic annual increment on 1st October, these should be included in the salary figures put in Section C1. If an increment is due in the course of the grant year, the calculation should be shown, e.g. “6 months @ Point X, and 6 months @ Point Y, of the XXX Scale”. Only increments which are shown on the application form will be reimbursed.
- ix) Do not include increases for inflation or pay awards. AICR will automatically increase salaries awarded using national pay awards as guidelines.
- x) Stipends and degree fees for PhD students may be requested where the project is suitable for a PhD project. Within the UK, stipends and fees will be reimbursed at the MRC rates only. If funding for a PhD student is requested, the application must include details of the training and supervision procedures for the student. Outside the UK, you may request the normal stipend, fellowship or salary for a PhD student plus any fee they are required to pay to be registered for their PhD degree.

The current MRC rates for grants starting in 2009/10 are as follows. AICR will update stipends with up-to-date rates when available; do not inflate these rates.

		09/10	10/11 (estimated)	11/12 (estimated)
London	Stipend	£15,510	£15,930	£16,360
	Fees	£3,390	£3,480	£3,570
Rest of UK	Stipend	£13,290	£13,650	£14,020
	Fees	£3,390	£3,480	£3,570

- xi) The employer's on-costs must only be those salary on-costs that the employer is legally obliged to pay for staff. For UK applications, these should be shown separately as National Insurance and Superannuation. For non-UK applications, a single figure should be used in this section for each year's total on-costs and a detailed breakdown of the costs given in the Justification Section E.
- xii) A copy of the relevant institutional salary scale, or PhD stipend scale, should be attached for each post requested (this must be in English, or a translation given, with £Sterling costs). Please show the starting grade and point and the month of any annual increment, if applicable. If none are available, you must include a letter from your Finance Office (or equivalent) giving details of how the figures were calculated.

Section C2 – Other Budget Costs

All figures must be given in £Sterling (GBP) and should reflect current costs. Costs should be rounded up to the nearest £Sterling. Grants are awarded and payments are made in £Sterling. Figures included in this section should be checked with your Finance Office (or equivalent) for accuracy before submission to AICR.

1. Consumables may be requested up to £15,000 per year for each researcher whose salary is funded from the grant. Where salaries are not requested, consumables may be requested up to £15,000 per year per person working on the project, up to a maximum of £30,000 per year. This is to cover such items as chemicals, enzymes, antibodies, reagents, oligonucleotides, glassware, plastics, dyes, radioisotopes, tissue culture costs, etc. If the project requires unusual consumables or particularly large amounts or expensive types of consumables, these should be listed under budget point 6 "Other".
2. Animal costs, including the purchase of the animals, weekly charges for housing and other necessary charges (e.g. SPF or blastocyst injections), may be requested where necessary. The species of the animals and numbers should be given. Where the animal costs requested exceed £3,000 per annum, a careful justification of the costs should be given in Section E.
3. Equipment is normally only funded if it is necessary for the project proposed. We will not fund the standard apparatus which should be found in a well-equipped laboratory, or personal computers and laptops. However, we will consider requests for standard apparatus from young researchers establishing their first laboratory. Equipment costs should be indicated in the first year only. Equipment is not supplied in the second or third years of an award. If there is not enough space in this section

for the number of items requested, list them individually on a separate sheet and only include the total in this section.

4. Travel costs may be requested up to £500 per year. However, if the application includes two salaries, this may be increased to £1,000 per year. This request, however, may be allocated between the years as you wish (e.g. £1,500 in year three only). We will consider requests for unusual and specific travel funding if it is necessary for the project. These should indicate the reason for travel, with costs based on economy class fares and accommodation.
5. The “Other” heading should be used to request funding for any items that are essential for the project, but which are not included in any of the aforementioned sections, including charges for the use of specific facilities, unusual consumables or particularly large amounts or expensive types of consumables. Give each item and the cost separately. If there is not enough space in this section for the number of items requested, list them individually on a separate sheet and only include the total in this section. We do not award funding for administrative costs, publication costs, reprints, secretarial assistance, advertising costs, journal subscriptions, maintenance of equipment, departmental/institutional overheads or government taxes (such as VAT).
6. Please total your budget carefully. Enter the yearly salary costs from Section C1 (section A + B) and then total the yearly costs for Section C2 and finally total the budget for each year. Costs should be rounded up to the nearest £Sterling and written without any commas, full stops, decimal points or zeros for the pennies (e.g. £153508).

Section D – Project Description

- i) You should describe a discrete, hypothesis-driven project, achievable within the duration of the grant and with the support requested. Applications which describe a discrete project that would be achievable with the level of support we normally award on our grants (e.g. one or two posts), but do not require any salary funding, will be accepted and considered. The same may apply where consumable funding is not required. However, applications which describe a large programme of work and request partial funding (be it consumables only or a salary and consumables) will be rejected, because the whole programme of work is significantly larger than could be supported by one of our project grants.
- ii) AICR supports fundamental and translational research into the causes, mechanisms, diagnosis, treatment and prevention of cancer. We will consider proposals in which a mixture of basic and clinical research is proposed. However, completely clinical applications, such as intervention studies, clinical trials or health care delivery research and many substantially clinical applications are beyond the remit of AICR. Before submitting applications of a clinical or semi-clinical nature, potential applicants are strongly encouraged to seek our advice by e-mailing a brief description of the proposed project to our Scientific Co-ordinator (matfield@aicr.org.uk).
- iii) Do not exceed the 4 pages allowed for this section. Our automatic application handling process will truncate any longer project descriptions.

- iv) Do not include figures or illustrations in this section as they may be deleted during the automatic application handling process. The Appendix at the end of the application form has been designed to accept any type of table, illustration or figure.
- v) If your project involves patient information, human volunteers or tissue samples, you should include a short statement, at the end of the project description (i.e. the bottom of page D4) to explain if ethical approval has been granted, has been applied for, will be applied for or is not required. It is not necessary to send copies of ethical approval documents.

Section D5 – References

Please list the key references, particularly any recent papers, to support the project description. It is not necessary to give a comprehensive list of all relevant references. Give the title and all authors for each reference, unless there are more than 8 authors, in which case give the most important authors (i.e. first or equal contributions authors, PI or co-applicants and final author) and state how many other authors there were. Do not use a smaller font size to cram in more references – just be more selective with your references.

Section E – a) Justification

Use this to explain why you have made each specific financial request in Section C. This is not intended to be a justification of why the research should be done – that can be put in the introduction to the Project Description in Section D.

Salaries

Explain why you need the particular research staff requested – (e.g. why is a post-doc necessary for this project?). If you are seeking a salary for a named person, please explain why they are suitable for this project. If you are not requesting any salary funding, please use this section to explain the source and duration of the salary funding of the people who will actually carry out the research.

Consumables

Briefly list the types of consumables required and explain why. More detailed explanation should be provided for any unusual types of consumables.

Animal Research

You should request the funding required for the number of animals needed for the project, including their housing, care, maintenance costs and any other specific costs (e.g. rederivation, microinjection, etc). If this is more than £3,000 per annum, please give a detailed justification as explained in this section of the application form. If your animal costs are covered by institutional funds, please simply state this here.

Equipment

We do not award funds for the standard apparatus which should be found in a well-equipped laboratory (e.g. PCR machines, incubators, freezers, microcentrifuges, pipettes, etc), or access to larger equipment which should be found in a well-equipped research centre, such as larger centrifuges, normal light microscopes, tissue culture facilities, orbital shakers, incubators, etc. However, we will consider requests for routine laboratory apparatus from younger scientists setting up their first laboratory.

We will also consider requests for specific and unusual apparatus which is essential for the research project proposed, but unlikely to be found in most research institutions.

Travel

If travel costs above the £500 per year (as explained in C2, point 4 above) are requested, please explain why in this section.

Other

Please explain why the items requested under this heading are essential for the research project and not otherwise available.

Section E – b) Staff

List the names of each person who will work on the project, with a brief description of their role (e.g. Project Leader, Co-Investigator, Post-doc, Technician, Collaborator) and the percentage of their time (i.e. 100% = full time) they will devote to the project over its duration.

If the PI does not have a permanent position, please give details of the source of funding and duration of their salary. You should provide evidence of a reasonable expectation that they will have a salaried position for the duration of the grant requested (see Section 1.2).

Section F – Investigator Information

Enough pages are provided in Section F for all co-investigators and named post-docs. You should include a CV for everyone listed in Section E b) Staff, who holds a PhD, or equivalent. However, please omit the excess pages from the printed copies if you do not need them all.

When entering co-investigators details into Section F on the form, please make sure that they are in the same order as listed in Section A, Question 4.

Do not expand the boxes to include more information. Our automatic application handling process will truncate the information back to the original box size.

Give the title and all authors for each publication, unless there are more than 8 authors, in which case give the most important authors (i.e. first or equal contributions authors, PI or co-

applicants and final author) and state how many other authors there were. Do not add in additional publications and run on to a second page. Our automatic application handling process will truncate the reference list back to the end of the first page.

When listing your recent publications, please give those that you consider will best allow the referees to understand your work in this area and your general research output.

Section G1 – Details of Other Funding Sources

1. AICR has no objection to investigators sending the same project to other funding agencies at the same time as applying to us, as long as this is declared in this section. In the event that both AICR and another funder offer grants, you may decide which to accept.

However, you should check carefully with any other funders you have applied to or will apply to, to ensure they do not have a different policy on this point.

2. Please include details of all current funding and grants awarded but not yet started, including core funding from your institute or research centre. This applies to both the PI and co-investigators.
3. If there is an overlap, please explain what percentage of the research is the same as the project in the AICR application and what funding is being applied for or has been awarded for the overlapping sections.
4. If you wish to discuss whether a body is ‘substantially funded by the tobacco industry’ please contact our Scientific Co-ordinator (matfield@aicr.org.uk).

Section G2 – Details of Previous AICR Funding and Additional Information

1. This includes funding held as the principal investigator or a co-investigator. Please indicate which you were.
2. Please give the exact amount awarded if known. Otherwise an approximation will suffice.
3. If there is insufficient space here, please put the whole list on an additional sheet.
4. This includes other forms of Intellectual Property protection in addition to patents.
5. Please give titles, dates applied for and dates granted.

Appendix

The Appendix section has been designed to accept any type of table, illustration or figure. It can be a maximum of three pages long. Our automatic application handling process will truncate anything longer.

Submission of Your Application

The following must be sent to AICR:

- i. The signed original application plus any appendices and necessary supporting documents, should be supplied single-sided and securely fastened with a staple in the top left corner.
- ii. 30 double-sided copies including any appendices and necessary supporting documents, each stapled in the top left corner. Do not clip or bind copies or place them in plastic wallets.
- iii. A CD containing: a) a Word and a PDF version of the completed application form, b) a single PDF file containing all the letters of collaboration, c) a single PDF file containing all the other supporting documents (i.e. salary scales, PhD training procedures etc) and d) a Word and PDF version of the file containing only the Appendix section of the application.

Supporting Documents/Media

The following supporting documents may need to be submitted with applications (depending on what is required) and a single copy of each should be attached to the back of each paper copy.

Salary scales (or relevant letter in English and £Sterling)

Letters of collaboration

Preprints/Reprints - these will *not* be accepted (however, see below)

Explanatory letter (if required for inappropriate referees)

Detailed lists of items – if there is insufficient space in section C2

Current funding list – if too long for the space on the form

Publications from AICR grant – if too long for the space on the form

Scientific Report for previous AICR grants – if a continuation grant

If you consider it essential to attach a preprint or reprint – e.g. if the research project depends on a particular technique or research development which has been accepted for publication, but not yet published, or has been published in an obscure journal - please contact the Grants Administration Manager.

A CD containing: a) a Word and a PDF version of the completed application form, b) a single PDF file containing all the letters of collaboration, c) a single PDF file containing all the other supporting documents (i.e. salary scales, PhD training procedures etc) and d) a Word and PDF version of the file containing only the Appendix section of the application.

Please note that files should be no more than 5mb. If your application and illustrations exceed the 5mb limit, please split the documents, as above.

Please ensure that the pdf versions are complete and error free, as these will be sent to referees. It is your responsibility to have the correct information on your documents.

Application Deadline

Applications must be received in AICR's Grants Office, no later than 5pm GMT on Friday 30th April 2010. Proof of postage by the deadline date is not sufficient. Applications that are received after the closing date will not be accepted or returned, but all copies will be securely destroyed.

Please send your applications to: The Grants Office
Association for International Cancer Research
Madras House
South Street
St Andrews
Fife KY16 9EH
Scotland

For further information please contact Debbie Wheelans, Grants Administration Manager,
Tel: +44 (0)1334 477910 Fax: +44 (0)1334 478667 or
email debbie.wheelans@aicr.org.uk

Section 7 - How your application will be assessed

- 7.1 The processing of grant applications to AICR will take approximately 9 months from submission to the commencement of funding for successful applications. Successful applications submitted to the April round are offered a grant which may start on or after 1 January of the following year, and for the October round, from 1 June of the following year. AICR may permit the deferment of the start date by up to 3 months providing our prior approval has been sought. Delays in excess of 6 months will only be granted in exceptional circumstances.
- 7.2 All applications received in the relevant submission period will be subject to an initial review which may reject applications for reasons such as being incorrectly completed, ignoring our application guidelines, being outside the areas of research that we support, failing to comply with our policies on animal research or tobacco-industry funding, requesting unrealistic levels of funding, etc.
- 7.3 There will then be an initial triage by the AICR Scientific Advisory Committee assessing all of the applications and removing those which they consider do not merit further assessment or peer review. Applicants are notified as soon as possible if their application has been rejected at this stage. There will be no feedback for applications rejected at this stage, nor will we enter into any discussion or debate.
- 7.4 The current membership of the AICR Scientific Advisory Committee is:

Chairman - Professor Alan Clarke, Cardiff University, Wales
Professor Bruno Amati, European Institute of Oncology, Milan, Italy
Dr Axel Behrens, CRUK London Research Institute, England
Dr Dominique Bonnet, CRUK London Research Institute, England
Professor Pierre van der Bruggen, Ludwig Institute, Brussels, Belgium
Professor Antony Carr, University of Sussex, England
Professor Lena Claesson-Welsh, Uppsala University, Sweden
Dr Simon Cook, Babraham Institute, Cambridge, England
Professor Nicola Curtin, University of Newcastle upon Tyne, England
Professor Jeff Evans, University of Glasgow, Scotland
Professor Ron Hay, University of Dundee, Scotland
Dr Jos Jonkers, Netherlands Cancer Institute, Amsterdam, Netherlands
Professor Peter Lichter, German Cancer Research Centre, Heidelberg, Germany
Professor Laura Machesky, Beatson Institute for Cancer Research, Glasgow, Scotland
Dr Angel Nebreda, Spanish National Cancer Center, Madrid, Spain
Professor Neil Perkins, University of Bristol, England
Dr Jonathan Pines, Gurdon Institute, Cambridge, England
Professor Alan Rickinson, University of Birmingham, England
Dr Mark Searcey, University of East Anglia, England
Professor Michael Seckl, Imperial College London, England
Professor Hugues de The, University of Paris, France
Professor Bart Vanhaesebroeck, QMC/Barts, London
Professor Ulla Vogel, Technical University of Denmark, Soborg, Denmark
Professor Harry Vrieling, Leiden University Medical Centre, Netherlands

- 7.5 Following the initial triage, the remaining applications will then be sent out to external peer reviewers (also called referees). We endeavour to get 2 external reviews for each application.
- 7.6 External reviewers are asked to evaluate applications on five specific criteria:
- a) 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?
 - b) 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?
 - c) Experimental design - Is the proposed research project and the experiments described in the application designed appropriately to answer the questions being addressed?
 - d) Applicant - Does the track record and scientific standing of the applicant(s), as reflected in their CV, give confidence that they will be able to carry out the proposed research project successfully?
 - e) Achievability - Is the proposed research project achievable with the resources requested in the application and the other resources that the applicant(s) has indicated will be available?
- 7.7 At the grants allocation meeting each application will be assessed by the committee considering the external reviews and their own assessment of the quality of the science. There will be a further triage to remove applications judged to have no prospect of being funded.
- 7.8 The remaining applications will be discussed and graded. Applications will be awarded funding on the basis of this graded list until the allocated funds are expended. Inevitably some high quality projects with good external reviews will not be funded simply because we never have enough money to fund all the worthwhile projects which score highly.
- 7.9 The successful applicants will be notified by email, followed by an offer of award letter and supporting paperwork (contract agreements, budget, IPR letter etc.). Unsuccessful applications will also be notified by email. Feedback on applications can only be provided for those that are sent out to external referees. You should note that our review form is in 2 parts; the first part is for the exclusive use of AICR and will not be disclosed to the applicants under any circumstances. We ask reviewers to complete a second page to pass on comments, suggestions, criticisms etc. to the applicant but we cannot make this compulsory.

Section 8 - AICR grant contract

AGREEMENT RELATING TO A GRANT OFFERED BY THE ASSOCIATION FOR INTERNATIONAL CANCER RESEARCH

The following conditions apply to any grant offered by the Association for International Cancer Research and accepted by the named Grantholder(s) and their employing Institution. The Grantholder(s) and employing Institution will be deemed to have understood and accepted these conditions, and is required to sign a copy of the agreement when accepting the grant.

AGREEMENT:

dated this day of October 2010

among (a) principal investigator and hereinafter known as “the Grantholder”,
(b) hereinafter known as “the Institution”, and (c) The Association for International Cancer Research, Madras House, St Andrews, Fife, KY16 9EH and hereinafter known as “the Charity”.

Whereas the Charity has agreed to support a research project to be undertaken by the Grantholder(s), as detailed in the Offer of Award dated October 2010, and to make available to the Institution the sum of £xxxxx for the purposes of enabling the Grantholder to carry out the research project, “Project Title”, it is now agreed among the Grantholder, the Institution and the Charity as follows:

1. The Grantholder(s) and the Institution hereby confirm that they understand and accept the conditions for making a Grant Application to the Association for International Cancer Research as set out in these conditions and the current versions of the following documents available from the AICR website: AICR Project Grant Application Handbook and Application FAQs, and as may be advised from time to time by the Charity and it is expressly understood and agreed that the support provided by the Charity is intended to be personal to the Grantholder(s) and creates no obligations or duties between the Charity and the Grantholder(s) other than as set out in these conditions. The Grantholder(s) will use their best endeavours to complete the research project within the period specified in the Grant Application or as otherwise agreed between the Grantholder(s) and the Charity and at a cost not exceeding the overall grant awarded by the Charity in terms of the Offer of Award, and will make no material change to the nature of the research project without prior written approval of the Charity. Should the Grantholder(s) leave the Institution for any reason and join another university, research organisation or other institution (the Successor Institution) the Successor Institution shall be free to accept and undertake responsibility for the continuing administration of the research project, subject always to the express approval of the Charity, on the terms set out in these conditions or any other terms that the Charity may in its absolute discretion conclude with the Successor Institution. All equipment purchased with funding awarded on a grant from AICR shall be the property and responsibility of the Institution, but if the Grantholder moves to another institution, the equipment shall become the property and responsibility of that Successor Institution. Save for Clause 16 below as between the Charity and the Institution this agreement shall terminate on the date of departure of the Grantholder(s) from the Institution with no liability or continuing duties on the part of the Charity or the

Institution, the terms of this agreement shall nonetheless continue in full force and effect between the Charity and Grantholder(s). The Grantholder(s) shall give six (6) weeks advance notice to the Charity prior to departure from the Institution of any intended move to the Successor Institution and shall use their best endeavours to procure that an agreement is entered into between the Successor Institution and the Charity on these conditions or such other terms as the Charity in its absolute discretion shall determine. Save for Clause 16 below references in these conditions to the Institution shall include the Successor Institution.

2. The Grantholder(s) may work independently or under the direction of or in partnership with other research workers, who may or may not also be receiving support from the Charity.
3. Neither the Grantholder(s) nor staff covered in the Offer of Award are employed by the Charity, and the Charity does not accept any liability as an employer. Employer's on-costs in relation to the Grantholder(s) and/or the said staff may be reimbursed by the Charity to the Institution from the overall grant awarded by the Charity to the Grantholder(s), but responsibility for meeting these liabilities lies entirely with the Institution.
4. Nothing in the Offer of Award or in these conditions shall be deemed to constitute a partnership between the Charity and the Grantholder(s) or the Institution and neither the Grantholder(s) nor the Institution shall have any authority to bind the Charity in any way.
5. In any advertisement for research workers to be appointed by the Institution in relation to the research project, the Institution will state that the research project is funded by the Charity, and will advise the Charity of details of, or alterations to, each appointment made, as soon as practicable after such appointment or alteration is made.
6. The Institution will arrange for its Finance Department to submit to the Charity quarterly in arrears on the Charity's printed original Claim Form, and supported by suitable invoices (as determined by the Charity, acting reasonably), a claim detailing all costs incurred by the Grantholder(s) in carrying out the research project during the quarter within the limits agreed in the Offer of Award. Payment must be in accordance with the "Conditions of Payment of AICR Grant Awards" which are attached to this contract. No other method of payment will be permitted. **The Charity will not reimburse any expenditure which is not claimed within 6 months of the end of a grant year, a "grant year" being the period from 1 January to the following 31 December.** Should the Grantholder(s) leave the Institution for any reason the final period in respect of which a claim may be presented by the Institution to the Charity shall be from the date of the last quarter for which a claim has been submitted or is due, and the date of departure of the Grantholder(s) from the Institution.
7. The Charity will not reimburse more than one Institution on the grant; it is the responsibility of the Grantholder(s) to put in place a charge-back arrangement with the Institution outwith their own Institution.
8. For grants held in the UK, the Charity will only pay salaries on the nationally agreed UCEA pay scale, and will include in the award, anticipated increases due to inflation, subject to the availability of funds. **This increase is intended to cover nationally agreed pay awards only, and for the avoidance of doubt there will be no obligation on the Charity to fund any further increased pay awards, bonuses, merit awards or anything else.**

9. The Charity will not reimburse VAT or any other taxes or duties on the purchase of any consumables, equipment or other items covered by this Offer of Award.
10. The Institution undertakes to meet all other costs, taxes, charges and liabilities not covered by the Offer of Award but necessary for the Grantholder(s) to successfully carry out the research project described in the application.
11. The award of funding for years two and three of this project (if applicable) will be dependent upon the Grantholder(s) making adequate progress in years one and two.
 - a) The Grantholder(s) will submit (by hard copy or e-mail) 500-word reports on the progress made towards achieving the objectives set out in the application, or as modified by subsequent agreement with AICR, six months and eighteen months after the start of the grant. These will be considered by AICR to assess the progress achieved. Continued funding (if applicable) after the end of the first year is dependent upon AICR accepting the six-month report and continued funding after the end of the second year is dependent upon AICR accepting the eighteen-month report. Failure to submit these reports will result in the grant being suspended.
 - b) The Grantholder(s) will supply to the Charity a final report in terms reasonably required by the Charity on the work of the research project within three months of the termination date of the research project. If a request for further funding is submitted before the termination date, an interim report will require to be submitted. **Final payments due under this Agreement will be withheld pending the Charity receiving and being satisfied with the final report.**
12. Subject to Clause 14 below, the Grantholder(s) will assist the Charity in its policy of publicising as widely as possible its grants and progress in scientific research supported by the Charity, and will not enter into any restrictive publication arrangements in relation to any results, data or other information relating to or arising from the research project without the prior written consent of the Charity. The Charity will respect any reasonable requests from the Grantholder(s) not to publish confidential information. In particular it is hereby agreed by the Institution and the Grantholder(s) that, subject to Clause 14:
 - a) The Grantholder(s) will send the Charity an advance copy of all publications arising from the grant within 7 days of them being accepted for publication.
 - b) Any press or media releases relating to the research supported by the grant will acknowledge the financial assistance given by the Charity, using the Charity's full title of the Association for International Cancer Research, in the text.
 - c) The Institution will send the Charity an advance copy of any press or media releases relating to the research supported by the grant not less than 7 days before they are released.
 - d) The Charity may use the application, final and any interim reports in such manner as it may think 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(s) or the Institution provided that in doing so it acknowledges the report as its source.
 - e) The Grantholder(s) and the Institution will acknowledge the financial assistance given by the Charity in any published documents related to the research supported by the grant, either in the text or in a footnote, using the Charity's full title of the Association for International Cancer Research.

13. The Grantholder(s) and the Institution must comply with current AICR policies, or new policies that may come into force during the grant period, and supply information relevant to those policies as required.

Commercial Benefits

14. The Institution and/or the Grantholder(s) are required to consider and inform the Charity of any results, data and/or other information arising from the research 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 that consideration in order to ensure all the necessary steps to protect any intellectual property rights are taken prior to disclosure. However, there should be no unnecessary delay before publication.
15. The Institution and the Grantholder(s) shall use all reasonable endeavours to exploit commercially the results, data and/or other information arising from the research project in a manner conducive to maximising the commercial benefit (as defined hereafter) arising therefrom, except where it is otherwise agreed with the Charity (either itself or through its agent) subject to Clause 19.
16. Any benefit resulting from commercial exploitation (including, but not limited to, any monies, shares, options or other rights) arising from the research project, hereafter known as the Revenue Income, whether such commercial exploitation is effected by the Institution or the Charity (either itself or through its agent), shall following reimbursement of direct costs incurred in carrying out the exploitation, be divided equally between the Institution on the one hand and the Charity (or its agent) on the other. In the case of the Grantholder(s) leaving to join the Successor Institution the apportionment of any benefit resulting from commercial exploitation shall be agreed between the Charity, the Institution and the Successor Institution. In the event that the research project is not wholly funded by the Charity, a revenue share shall be agreed which reflects the relative contribution of all parties involved.
17. 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 research project the Institution and/or the Grantholder(s) will:
 - a) provide on a confidential basis to the Charity (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(s) 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
 - b) take into account in its negotiations with third parties any representations made by the Charity bearing in mind the legitimate interest of the Charity in such negotiations as a potential recipient of a share of the Revenue Income and, keep the Charity (or its agent) fully advised on a confidential basis as to the progress of such negotiations; and
 - c) 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 the Charity (or its agent), and in any case not less than once a year.
18. The Institution shall allow the Charity, (or its agent), to meet and discuss with the Grantholder(s) any results, data and/or information arising from the research project and any potential for the protection of such 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 the Charity (or its agent) will inform the Institution.

19. The Charity reserves the right to exploit (either itself or through its agent) the said results, data and/or information and apply for patents in its own name, if and to the extent that:
 - a) the Institution decides not to take active steps towards protecting the intellectual property and/or exploiting the same within 6 months of the same being documented by the Institution and/or the Grantholder(s); or
 - b) if prior thereto, the Institution states in writing that it does not intend to exploit the same; or
 - c) if the Institution agrees with the Charity (or its agent) to allow the Charity (or its agent) the right to exploit the same.
 - d) In the event of the Charity exercising its right to exploit the results, data and/or other information in terms of this Clause 18, the Institution and the Grantholder(s) will forthwith upon request assign to the Charity (or its agent) for no cost their respective whole right, title and interest in and to the results, data and/or other information, and will co-operate fully with the Charity (or its agent) in entering into such other documents and taking such steps at the expense of the Charity (or its agent) as may be reasonably necessary to allow the Charity (or its agent) to exploit fully and effectively the results, data and/or other information (See Clause 16).

Scientific Integrity

20. In the rare event of scientific fraud occurring the Charity wishes to make it clear that it is the responsibility of the employing authority to investigate this. The Offer of Award is dependent upon the employing authority being able to produce evidence of the procedure for dealing with scientific fraud.
21. If a case of scientific fraud is suspected in the course of the research the Charity should be notified and kept informed of further developments. At the initial stages of the enquiry the Charity would not normally suspend the grant. However, if adequate steps are not taken to proceed with the investigation the Charity will suspend the grant. If fraud is proven, the Charity will terminate the grant immediately.
22. The Grantholder(s) may not use any of the research work described in the application in an application for any other research funding without the prior approval of the Charity.

Research Governance

23. The Institution must ensure the research conforms with all relevant laws and regulations that apply to the research including, but not limited to health and safety, genetic modification, the use of animals, stem cells, human tissue, human volunteers and patient information:
 - a) ensuring that the research is conducted to the appropriate ethical standards,
 - b) ensuring that the research is conducted to the appropriate scientific standards,
 - c) ensuring that information relating to the research is handled, stored and disseminated appropriately,
 - d) ensuring that all appropriate health and safety regulations are enforced,
 - e) ensuring that proper financial and accounting procedures are followed, and

- f) ensuring that a quality research culture is fostered within the institution.

Miscellaneous

24. AICR reserves the right to publish details of the grant, including researcher's name, institution, title of project, grant award, and project abstract on the AICR website, the NCRI website, and in relevant publications.
25. The Institution will display a web link from its website to the AICR website at www.aicr.org.uk
26. The Grantholder(s) shall, upon request, act as an external referee for the Charity to help them assess other grant applications.
27. The Institution and/or Grantholder(s) shall promptly supply any information relevant to the grant that is requested by the Charity.
28. If the Institution or Grantholder(s) fail to comply with any of the provisions of this Agreement, the Charity shall, having given reasonable notice that the Institution or Grantholder(s) are failing to comply, have the right to terminate the grant forthwith.

This Agreement should be signed by the Grantholder(s) and the Authorised Signatory of the Institution, and returned to the Association by November 2010 if the Offer of Award is accepted.

Signed on behalf of the Association for International Cancer Research (the Charity)

Signed by the Principal Investigator

Signed on behalf of the Institution

Section 9 - AICR grants – conditions of payment for the UK

1. Claims:

Payment of grants will be made in four quarterly payments per annum in arrears, following submission of an original AICR claim form with the relevant information including the name(s) of staff and a breakdown of the costs where indicated. The Grantholder and claiming officer must sign the form prior to submission to The Charity – scanned signatures are not permitted.

All expenditure incurred must be claimed within the timeframe of the relevant grant year (i.e. the claim for the 4th quarter should be submitted no later than 3 months after the end of that quarter). The Charity will not reimburse any expenditure which is not claimed within six months of the end of a grant year. The Charity will not make any retrospective payments relating to a previous grant year. Claims should be based on actual expenditure.

The institution must not add any charges for overheads, bench fees, administrative costs or any other purpose except to reimburse them for money spent on items covered by the Offer of Award.

Final payments will be withheld pending the Charity receiving a satisfactory final scientific report.

2. Salaries:

AICR will reimburse salaries on the appropriate points on the UCEA salary scale only. If your application was based on your institution's unique scale, AICR has transferred this to the relevant points on the UCEA scale.

AICR has calculated your salaries award based on the above but has included anticipated increases due to inflation rates at a maximum of 5% each year. These figures will not be increased on an annual basis, and AICR is not obliged to pay any further increases in pay awards, bonuses or merit awards that may follow.

3. Equipment:

Where an award for equipment has been made, the AICR claim form (year 1 only), must be supported by an invoice, with a description of the item(s) purchased.

4. Transfer of Funds:

The transfer of allocated funds between headings in the grant application, (i.e. *Salaries, Consumables, Animals, Equipment, Travel and Other,*) **is not permitted**. Where an overspend is indicated in any budget heading on a claim, the Charity will deduct the overspend from the sum reimbursed, even if other headings are underspent. Any underspend on an award at the end of a grant year will revert to the Charity, and such sums cannot be carried forward into another grant year.

5. Grant Years:

Irrespective of the number of years a grant is awarded, each year has a separate budget and sums allocated for each grant year **may not be carried forward** into another grant year.

Continuation of funding for years two and three (if applicable) of the project will be dependent upon the Grantholder(s) making adequate progress in years one and two. A report on the progress made towards achieving the objectives set out in the application, will be due at six months and eighteen months after the start of the grant. Failure to submit these reports will result in the grant ending after the first or second year respectively.

The Grantholder will supply a final report on the work of the research project within three months of the termination/completion date of the research project. Final payments will be withheld pending the Charity receiving a satisfactory final scientific report.

If a request for further funding from AICR is submitted before the completion date of the project, an interim report must be submitted using the continuation application report template.

6. Start Dates:

The grant years for this project will commence on 1st January and finish on 31st December of the following year. If for any reason it has not been possible to start on the due date, the Charity may permit the deferment of the start date by up to 3 months providing our prior approval has been sought. Delays in excess of 6 months will only be granted in exceptional circumstances.

7. Bank & Payment Details:

The Bank & Payment Details Form **must be completed** and submitted to AICR either prior to, or with, your first quarterly claim. Failure to provide these details may result in a delay in the payment of your grant.

8. Items Not Reimbursed:

Costs such as photocopying charges, publication costs, reprints, secretarial/administrative assistance, telephone costs, advertising costs, journal subscriptions, maintenance of existing equipment, departmental/institutional overheads and government taxes (such as VAT) are **not** funded by the Charity.

9. Change of Circumstances:

Any change in the circumstances of the award, e.g. the replacement of personnel funded by the Charity, requests for delays to the start, suspensions during or extensions to the grant, should be reported as soon as possible to AICR, with permission given by the Charity to alter the grant in any way.

10. Contacts

Any queries regarding to grant awards and payments should be addressed to the Grants Administration Manager, AICR, Madras House, South Street, St Andrews, Fife KY16 9EH. Tel No: +44 (0)1334 477910 Fax No: +44 (0)1334 478667
e-mail: debbie.wheelans@aicr.org.uk

Section 10 - AICR grants – conditions of payment outside the UK

1. Claims:

Payment of grants will be made in four quarterly payments per annum in arrears, following submission of an original AICR claim form with the relevant information including the name(s) of staff and a breakdown of the costs where indicated. The Grantholder and claiming officer must sign the form prior to submission to The Charity – scanned signatures are not permitted.

All expenditure incurred must be claimed within the timeframe of the relevant grant year (i.e. the claim for the 4th quarter should be submitted no later than 3 months after the end of that quarter). The Charity will not reimburse any expenditure which is not claimed within six months of the end of a grant year. The Charity will not make any retrospective payments relating to a previous grant year. Claims should be based on actual expenditure.

The institution must not add any charges for overheads, bench fees, administrative costs or any other purpose except to reimburse them for money spent on items covered by the Offer of Award.

All figures should be entered in GBP (£ Sterling). **Claims will be paid in GBP (£ Sterling) and converted to the currency of request by the bank at their exchange rate on the day the transfer is actioned. The Charity is not responsible for losses incurred through fluctuations in exchange rates.**

Final payments will be withheld pending the Charity receiving a satisfactory final scientific report.

2. Budget:

AICR has produced a budget based on your request, covering the duration of your project. The budget figures are set and will not increase on an annual basis.

3. Equipment:

Where an award for equipment has been made, the AICR claim form (year 1 only), must be supported by an invoice, with a description of the item(s) purchased.

4. Transfer of Funds:

The transfer of allocated funds between headings in the grant application, (i.e. *Salaries, Consumables, Animals, Equipment, Travel and Other,*) **is not permitted.** Where an overspend is indicated in any budget heading on a claim, the Charity will deduct the overspend from the sum reimbursed, even if other headings are underspent. Any underspend on an award at the end of a grant year will revert to the Charity, and such sums cannot be carried forward into another grant year.

5. Grant Years:

Irrespective of the number of years a grant is awarded, each year has a separate budget and sums allocated for each grant year **may not be carried forward** into another grant year.

Continuation of funding for years two and three (if applicable) of the project will be dependent upon the Grantholder(s) making adequate progress in years one and two. A report on the progress made towards achieving the objectives set out in the application, will be due at six months and eighteen months after the start of the grant. Failure to submit these reports will result in the grant ending after the first or second year respectively.

The Grantholder will supply a final report on the work of the research project within three months of the termination/completion date of the research project. Final payments will be withheld pending the Charity receiving a satisfactory final scientific report.

If a request for further funding from AICR is submitted before the completion date of the project, an interim report must be submitted using the continuation application report template.

6. Start Dates:

The grant years for this project will commence on 1st January and finish on 31st December of the following year. If for any reason it has not been possible to start on the due date, the Charity may permit the deferment of the start date by up to 3 months providing our prior approval has been sought. Delays in excess of 6 months will only be granted in exceptional circumstances.

7. Items Not Reimbursed:

Costs such as photocopying charges, publication costs, reprints, secretarial/administrative assistance, telephone costs, advertising costs, journal subscriptions, maintenance of existing equipment, departmental/institutional overheads and government taxes (such as VAT) are **not** funded by the Charity.

8. Bank & Payment Details:

The Bank & Payment Details Form **must be completed** and submitted to AICR either prior to, or with, your first quarterly claim. Failure to provide these details may result in a delay in the payment of your grant.

9. Change of Circumstances:

Any change in the circumstances of the award, e.g. the replacement of personnel funded by the Charity, requests for delays to the start, suspensions during or extensions to the grant, should be reported as soon as possible to AICR, with permission given by the Charity to alter the grant in any way.

9. Contacts

Any queries regarding to grant awards and payments should be addressed to the Grants Administration Manager, AICR, Madras House, South Street, St Andrews, Fife KY16 9EH. Tel No: +44 (0)1334 477910 Fax No: +44 (0)1334 478667
e-mail: debbie.wheelans@aicr.org.uk

Section 11 – AICR policy on tobacco industry funding

- 11.1 AICR is a UK-based charity which aims to support research into the causes, mechanisms, diagnosis, treatment and prevention of cancer by funding research projects in recognised non-profit research institutes around the world.
- 11.2 Our ultimate objective is to work towards the prevention or effective treatment of all cancers. As a direct consequence of this objective, we are completely opposed to the use of tobacco, which remains the world’s greatest preventable cause of cancer, as well as many other serious diseases.
- 11.3 Whilst AICR supports academic freedom, we consider working with, supporting, or accepting support from the tobacco industry to be incompatible with the objective of improving the prevention or treatment of cancer. Accordingly, we will not support any researchers who chose to work with or accept funding from the tobacco industry.
- 11.4 To implement this policy, we will not accept applications from anyone (either as applicant or co-investigator) 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.
- 11.5 In addition we apply the following principles to ensure that this policy is implemented effectively.
- 1) This policy also applies to anyone who has served as an employee, consultant or advisor of the tobacco industry within the last 10 years.
 - 2) Our definition of ‘a body substantially funded by the tobacco industry’ shall be as determined by the AICR trustees. It includes the Council for Tobacco Research, Centre for Indoor Air Research, Institute for Science and Health.
 - 3) Our definition of tobacco industry funding does not include a) funding that the tobacco industry has been obliged to give to support research as part of any legal settlement or other punitive measure, b) legacies from tobacco industry investments, as long as those investments are sold before the funds are awarded, c) funds from foundations or trusts which, for historical reasons, bear a tobacco industry name but are no longer associated with the industry in any other way.
 - 4) If an AICR grant-holder accepts funding from the tobacco industry, or bodies substantially funded by the tobacco industry, we will terminate their AICR funding.
- 11.6 AICR reserves the right to amend this policy as it considers appropriate. Any questions concerning this policy should be directed to the Scientific Co-ordinator (matfield@aicr.org.uk).

Section 12 - AICR Policy on Funding Animal Research

12.1 AICR policy is to only fund research involving the use of animals in those countries or at those institutes where the Trustees are confident that acceptable standards of laboratory animal welfare are applied. When considering what constitutes an acceptable standard, AICR puts great emphasis on the principle of the Three R's (Reduction, Refinement and Replacement) in animal experimentation.

12.2 The Trustees use several benchmarks to decide which countries or institutions meet the criteria of an acceptable standard of laboratory animal welfare. These are:

- a) A system of regulatory control which meets the requirements of the EU Directive 86/609 on the approximation of laws, regulations and administrative provisions of the Member States regarding the protection of animals used for experimental or other scientific purposes, or the Council of Europe Convention for the protection of vertebrate animals used for experimental and other scientific purposes (ETS 123) or any directives or conventions which supersede them.
- b) A system of local committee-based regulatory control which offers an equivalent level of regulatory control to that exercised by the systems in the USA or Canada.
- c) Any system, whether formal or informal, local or national, which results in a level of laboratory animal welfare equivalent to that produced by a) or b) above.

12.3 The following countries have acceptable national standards:

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

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

12.4 For further information on this policy, please contact AICR's Scientific Co-ordinator, Dr Mark Matfield (matfield@aicr.org.uk).