Remit of Prostate Cancer UK:

Prostate Cancer UK research funding is offered for proposals which target one of our three priority areas for research:

i) Identifying men at highest risk of developing clinically significant prostate cancer;
ii) Distinguishing aggressive prostate cancer from indolent disease;
iii) Finding new, targeted treatments for advanced prostate cancer.

Please see our Research Strategy for further details on these priority areas. Basic science projects should outline a vision of how this work may be taken forward and translated into a clinical setting.

Further details on this grant round can be found in the ‘Frequently Asked Questions’ document.

All proposals must clearly state how the planned research aims to improve the health and wellbeing of men affected by prostate cancer.

The Career Development Fellowship award aims to support researchers who have 3 to 6 years post-doctoral research experience and wish to establish their own research group. The award provides funding of up to £750,000 for five years of support which may include:

- Salary of applicant
- Salary of technician, research assistant or research nurse if required and fully justified
- Research consumables, directly attributable to the project
- Research equipment essential for the project, full justification will be required

Please note that we welcome international applicants to this scheme; However, awards are available to researchers who will be working within the UK (including N. Ireland) for this fellowship. Applicants who are currently based outside of the UK must have identified a host institution and mentor within the UK before applying.

We will not accept:

- Applications intended solely or primarily to fund the purchase of equipment
- Applications from researchers based entirely or primarily outside the UK for the duration of the fellowship
- Applications from commercial organisations
Career Development Fellowship scheme: eligibility criteria

Prostate Cancer UK Career Development Fellowships are available to high calibre researchers who have at least 3, but no more than 6 years experience post the date their PhD was awarded (i.e. date on degree certificate). Applicants cannot have in excess of 6 years experience at the date of the submission deadline (11 March 2015). Due allowance will be given for maternity and long term sick leave; however, please contact the Prostate Cancer UK Research team well in advance of the submission deadline to discuss eligibility.

The award will provide support for 5 years and is intended to provide researchers with their first chance to establish independence. This award is aimed at UK and international academic researchers.

The application must be in English and must come from the prospective Fellow. Applicants will be expected to demonstrate the promise of becoming future research leaders and will have an excellent track record in their previous work.

- The fellowship must be held within the UK in a recognised academic or clinical institution.
- International applicants are welcome to apply, but must have identified a host institution and mentor within the UK prior to submission.
- Fellows are expected to independently lead a research team and direct a programme of work at the host institution. However, it is anticipated that fellows will wish to develop collaborations with others within the institution, as well as with researchers at other institutions.
- Fellows will be expected to have the status of a group leader or equivalent at their host institutions.
- The host institution will be required to identify, in consultation with the fellow, a senior member of the organisation or a local closely linked institution to act as a mentor to the fellow. The mentor must be identified prior to submission and will be expected to provide advice for completion of the application and to confirm their approval of the application. Where the application is successful, the mentor will be expected to have regular meetings with the fellow and will be required to sign annual reviews submitted by the fellow to Prostate Cancer UK.
- Fellowships can include a period of research outside the UK where there is a collaborator based overseas. However, research must be conducted predominantly in the UK and the charity will not make any direct payments to non-UK institutions or pay invoices in any currency other than UK pounds.
- The Head of Department, whose department will host the fellowship, must be able to guarantee to host the fellow and to provide necessary laboratory/office space and any other required resources for the period of the award.

If you are unsure about the eligibility and remit of your project or how to fill in the application form, you must contact the Research Team (research@prostatecanceruk.org; 0203 310 7037) before you submit your application. Once the deadline has passed there will be no opportunity to debate individual circumstances and applications not meeting the requirements will be rejected without peer review.

Note: Applications which do not meet at least one of Prostate Cancer UK’s three priority areas for research funding, as stated in the opening paragraph of these guidelines, will be rejected without peer review.

Making your application

Applications are to be made using our online Prostate Cancer UK CC Grant Tracker system. You must fill out all sections of the application form (notes below) and yourself, your Mentor, the Head of Department and the Finance Officer must complete the online declarations in order for your application to be accepted. Any other Collaborators need not complete an online declaration; however, they should provide a letter of support specifying and confirming their involvement in the project, which must be uploaded by the applicant within the corresponding section of the form. Approval from the Head of Department, Mentor and the Finance Officer will be required after the proposal has been ‘pre-submitted’ (i.e., once the applicant clicks the Submit button). The proposal must be submitted and approved by all relevant parties in advance of the submission deadline (please see below for further details).

The deadline for full applications is 12pm BST (noon) on 11 March 2015.
In the event of us receiving a large number of applications, proposals will be triaged by the Research Advisory Committee before external peer review to eliminate those with no realistic chance of success. The applications after the triage stage will then be assessed by members of our Grants Advisory Panel (a lay review panel consisting of people with direct experience of prostate cancer) and will be sent for peer review by at least two independent referees in accordance with the guidelines set out by the Association of Medical Research Charities (AMRC). Each application will be reviewed by members of the Research Advisory Committee and those with the highest scores will be shortlisted for interview expected to be held late June/early July 2015.

Interviews are expected to be held in late June to early July 2015 and applicants will be notified a few weeks before the interview to inform them whether they have been shortlisted. Final funding decisions will be made in July 2015 and shortlisted applicants will be informed of the outcome by email shortly afterwards. We recognise that the outcome of your application is important to you and your staff and we will inform you of the outcome as soon as possible. We appreciate your patience during this time.

Notes on the application form

Applicant details
The online grant management system obtains your details from the contact details entered when first registering with the system. Please ensure that the relevant details are filled in accurately in the ‘My details – Basic Information’ section. Also ensure that your CV details under the ‘My details’ section are up to date as they will automatically appear on this page.

Applicants are also required to provide a personal statement (max. 300 words) to include information on your track record and suitability for the Fellowship award and a statement regarding proposed future plans (max. 300 words) is also requested. Please note, information on your eligibility to work in the UK will be queried at this stage.

Personnel
Mentor Details
Include details of the Mentor who will provide the Fellow with independent support and advice for the duration of the award. To add your Mentor to the proposal, click on ‘Add Mentor details’ and search for their name on our contact list, or if not on this list, you will be able to invite them to register. They will then be emailed and invited to register on the Prostate Cancer UK Grant Management system to confirm their acceptance of participating on your application. Once your Mentor has confirmed participation, their CV details will automatically be appended to this page (click on the magnifying glass under CV in the table). The Mentor must therefore ensure that their Basic Information and CV details are complete (under the ‘Manage My Details’ section) prior to submission. The Mentor may be located within the same department/institution or from a different institution, as long as they are able to effectively provide the necessary support. The Mentor will also be required to approve the application, confirming they have contributed to the preparation of the application, will continue to mentor you for the duration of the award and will approve all progress reports. Please note a Letter of Support from the Mentor is optional and not a mandatory requirement.

Head of Department Details
Include details of your Head of Department by clicking on ‘Add Department Head’ and following the same procedure as with adding your Mentor. They will be emailed and invited to register on the Prostate Cancer UK Grant Management system to confirm their acceptance of participating in your application. The Head of Department will be required to approve the application, confirming they will guarantee to host you as a Fellow and provide necessary laboratory/office space and any other required resources for the period of the award. The Head of Department is also required to supply a Letter of Support to confirm their support to host the Fellow. They are also asked to indicate the longer-term support that the host institution anticipates for you after the award. The Head of Department must also confirm acceptance of the award Terms and Conditions.

Collaborators
Include collaborator details by clicking ‘Add Collaborator’ and following the online prompts. Collaborators are not required to confirm their participation via the on-line system; however, each Collaborator will be emailed to
inform them that you have selected them as a Collaborator for this application and asked to provide you with a supporting letter. Please attach a Letter of Support from each Collaborator as indicated and describe the role for EACH Collaborator on the project.

**Personal Referees**
Include a minimum two personal Referees by clicking on ‘Add Referee’ and following the online prompts. The Referees will receive an email informing them that they have been selected as a referee for you for this application. They will be asked to contact you directly to supply a Letter of Support if they have not been contacted by you already. Please append their letters of support detailing your suitability for this Fellowship within this section. Your Referees should be someone who has worked closely with you as supervisor or mentor in the past, and not the Head of Department. Please note the office is only able to accept letters of support in the English language.

**Staff CVs**
If a potential staff member has been identified for your project at the time of application, please follow the prompts to include a 2 page CV. Please note this is not mandatory at this stage.

**Finance Officer**
Include details of the Finance Officer at the proposed institution here. Click on ‘Add Finance Officer’ and follow the online prompts.

**Project summary**
Provide a concise scientific title as well as a lay title for your project and detail summary figures of the funding being requested. Please only list the total sums for salary, research expenses (including animal) and any other costs (e.g. equipment, travel) in this section, as an itemised budget is requested later. Applications for more than £750,000 are unlikely to be funded without substantial justification for a higher level of funding. **We advise applicants to complete this section after the main finance section of the form.**

Please also include a proposed start date for the Fellowship. Please note that it is our expectation that successful projects should commence within six months of completion of contracting.

Within this section you must also indicate which one (or more) of the Prostate Cancer UK priority areas your project shall address (please refer to our Research Strategy for further details), explaining why your research meets the selected priority area(s) (in no more than 100 words).

You must then select up to 6 keywords from the list provided which best describe the project, and provide a brief scientific abstract (no more than 200 words), outlining the background to the application, the proposed research to be undertaken and the expected outcomes. All proposals must clearly state how the planned research aims to improve the health and wellbeing of men affected by prostate cancer.

**Please do not include any confidential or commercially sensitive information in this section.**

Please be aware that this section will be sent to potential peer reviewers and if funded will also be shared with the National Cancer Research Institute (NCRI) and the International Cancer Research Partnership (ICRP).

**Key hypotheses, aims, objectives and milestones**
Please summarise the main aim of the project in no more than 100 words. This section will be used to complete the main aim section of the contract if your application is recommended for funding, so please summarise the main focus of the project as succinctly as possible.

Bullet-point the main hypotheses to be investigated, along with short descriptions of how this will be achieved and a brief timetable of milestones, in no more than 300 words. This section is meant to provide an ‘at a glance’ summary of your project plan for reviewers and the Research Advisory Committee, so please keep it succinct and to the point.

**Lay summary**
Describe the research proposal under the given headings, in terms understandable to a reader with no specialist scientific or medical knowledge. It is advised to pitch the summary at a level similar to that of a
medical research report in a newspaper. Do not include scientific jargon or abbreviations without further explanation. Within this section of the form, the following questions must be completed:

- What are you proposing? (up to 200 words)
- Why are you proposing it? (up to 200 words)
- How are you proposing to do it? (up to 200 words)
- What evidence or supporting data do you have to support this project? (up to 200 words)
- What are the expected outcomes? (up to 100 words)
- How could it make a difference to the lives of men affected by prostate cancer? (up to 100 words)
- Summary of the project in one sentence (up to 50 words)

**Warning: Do not include any confidential or commercially sensitive information in this section!**

This lay summary will be used by Prostate Cancer UK to publicise our research portfolio should your application be successful in receiving funding. Please ensure you are happy for all information in this section to be publicised at a later date.

It is in your interest to take a great deal of care over this section. The lay summary will be used to inform our lay advisors as well as the charity’s Board of Trustees, who make the final funding decision. If your lay summary does not clearly convey the importance of your research project for men affected by prostate cancer then it may very well adversely affect the chance of your application being funded. Prostate Cancer UK staff will take no responsibility for translating the science if the lay summary is inadequate.

For further guidance please refer to the ‘AMRC Guidance for Researchers – writing lay summaries’ document.

**Project description**

All proposals should articulate a strong, central research question and place it in the context of current knowledge and the potential benefit for men affected by prostate cancer. Basic, clinical and translational studies should usually be hypothesis-driven. All references referred to in this section should be listed in the next section under ‘References’ (50 maximum).

Please outline your proposal under all the given headings:

**Background** (up to 500 words)
Introduce only the most relevant background information necessary to understand the wider context of your proposal – do not write a literature review. It is advised that you place your proposal into a patient-centred context rather than focussing on scientific questions alone.

**Preliminary data** (up to 500 words)
Pilot data will strengthen your application, please ensure you include it here. Figures should be attached as documents below the text box. Papers that have been accepted for publication but are not yet in print can be provided to the Research Manager if you wish them to be seen by reviewers (research@prostatecanceruk.org). Manuscripts under review or in preparation cannot be provided as additional information; any relevant data should be included in this section.

**Detailed plan of investigation** (up to 3000 words)
Describe the methodology you will use to address each hypothesis, along with timescales for each section of the research.
Sample sizes must be clearly stated and justified. In particular, clinical studies must clearly state the number of people to be recruited, describe the method of recruitment and assess the feasibility of full recruitment. Clinical trials must describe how the study is statistically powered and for what endpoint. Projects using human or animal tissue samples should state the source and indicate the availability of tissue.

**Potential problems and contingency plans** (up to 150 words)
We understand that research projects often do not run entirely to plan. Please highlight the problems this project is mostly likely to encounter and explain how they will be dealt with.

**Dissemination plans** (up to 100 words)
Describe how you intend to disseminate the outcomes of the fellowship to the prostate cancer research community and to men affected by prostate cancer, during and at the end of your project. If men affected by prostate cancer have been or will be involved in developing this research project, explain how. It is expected that research directly involving men affected by prostate cancer has a clear plan for feeding back results to participants at the end.

**Justification of choice of host institution (up to 150 words)**
Please justify the choice of the proposed host institution, the support that the research environment will provide and how it will support your career development in establishing yourself as an independent investigator.

**Integration of this project into the ongoing work of the group/department (up to 200 words)**
An isolated, unsupported research project is unlikely to achieve anything significant for men affected by prostate cancer. Explain here why the group/department is suitable to host this project and how the project will integrate into a wider, sustainable and long-term research programme.

**Value of this project to the prostate cancer research community (up to 100 words)**
How will this project contribute to the wider research effort into the prevention, diagnosis, treatment and understanding of prostate cancer? Include short and long-term aims.

**Value of the project to men affected by prostate cancer (up to 100 words)**
This section is, of course, critically important. Projects that have a clear route to patient benefit will be viewed favourably. It is understood that research into underpinning biological mechanisms is likely to have patient benefit only in the long-term. Nevertheless, you should still provide evidence that a pathway exists to translate any positive findings towards clinical benefit.

**References**
Include up to 50 full references (Vancouver format) referenced in the project description in this section.

**Gantt chart**
Insert a Gantt chart detailing the main goals, milestones, deliverables and associated major costs for the grant duration. These will be the key goals and timelines from which the progress of your project shall be measured against, so please ensure they are achievable within the given timeframe. Attach as a MS Word or PDF document.

**Other sources of funding/approvals and licences**
Give details of any other funding received or applied for on the topic of this application. In the case of funding already received, it is important to explain how this proposal differs from ongoing work and forms a discrete project. For recent funding applications it is acceptable to have submitted the same project to another funder - please inform the charity of the outcome as soon as it is known.

Funding will not be released to successful applicants until all regulatory approvals for the project are in place. Do not include time for animal licence or ethics applications in your project schedule. If submissions are in process please indicate the status of the application(s) and when a final decision is expected. If approvals are obtained after the deadline, please inform the Research team as soon as possible.

If the project involves the use of animals, you must explain why an animal model is necessary and why this specific model was chosen. Also describe how the project plan has been refined to use the minimum number of animals possible and cause the least suffering (please refer to [http://www.nc3rs.org.uk](http://www.nc3rs.org.uk) for further details).

**Intellectual property / Scientific Integrity**
Prostate Cancer UK requires that any intellectual property generated by the project is properly identified, secured and exploited. Intellectual property shall vest with the host institution; however the institution must enter into a revenue sharing agreement with the charity if any such intellectual property is to be commercially exploited. For further information, see the [Terms and Conditions](#) of award.
Grants will only be awarded to institutions that have official policy and procedures designed to protect scientific integrity.

**Finances**

Prostate Cancer UK does not pay Full Economic Costs; do not include indirect, estate or any other non-attributable overhead costs in your budget. Applications containing these costs will be returned immediately.

Grants cannot be used for:
- Directly allocated costs, other than fees relating to the use of core equipment/services. For such fees, the cost per sample/unit time should be stated.
- Patient care, treatment and healthcare support costs associated with clinical research that ought to be covered by other sources of funding e.g. through normal NHS commissioning or through NIHR CRN mechanisms. See the grant FAQs for more details.
- Departmental/institutional support staff or services e.g. administration, HR services, libraries, IT support, telephony, infrastructure maintenance.
- Redundancy costs
- Costs of maternity, paternity or sick leave
- Computer equipment or software, unless essential for a computer-based research project
- Stationery, photocopying and postage charges, unless a direct expense of the research project
- Staff recruitment and advertising costs
- Publication costs for work other than that funded directly by Prostate Cancer UK.

Applications for more than £750,000 are unlikely to be funded without substantial justification for a higher level of funding. You should budget for a start date no earlier than October 2015. Please note that after funding is awarded, any changes in budget allocations must be approved in advance, in writing by Prostate Cancer UK, and increases in the total budget will not be permitted under any circumstances. Make sure you include allowances for annual pay awards and inflation – your university/institute finance office should be able to advise on appropriate inflation levels.

**Salary:**
Include salary details for the applicant (as Principle Investigator) and graduate research assistants, technicians or research nurses who will be employed directly on this project, please name individuals where possible. Please note that this fellowship aims to establish the applicant as an independent researcher and we expect the inclusion of salary for additional employees in this application. We expect the Fellow to devote 100% of their time to this project. Fellowship grants cannot be used to support students or to offset the salaries of any core-funded academic or clinical staff.

**Research expenses:**
Detail all expenses that will be directly incurred by the project, except for any animal costs. If you are including fees for the use of any core research facilities – for example, DNA sequencing or flow cytometry – please state the cost per hour or per sample. These costs must be fully justified within the ‘Justification of Budget’ section.

**Animal purchase costs:**
Animal costs should be listed separately from other research expenses and **must** be split into purchase and maintenance costs under the corresponding headings within the form. Within the ‘Animal purchase costs’ section, please detail the species of animal(s) to be used, along with the number of individuals required, the aim/sub-study this relates to, as well as the associated purchasing costs. If more than one species of animal is to be used, please enter these separately.

**Animal maintenance costs:**
As above, within the ‘Animal maintenance costs’ section, please detail the maintenance costs relating to the species of animal(s) to be used. Again, please detail the species of animal(s) to be used, the aim/sub-study this relates to and the associated maintenance costs. If more than one species of animal is to be used, please enter these separately.
Other costs:
This section should include any other costs such as conference travel, publication and equipment. Equipment must be purchased within the first three years of the grant and should not represent a substantial proportion of the overall budget. We encourage research findings to be freely available and disseminated as widely as possible, and so it is permissible to include a small allocation to cover the costs of open access publishing.

Justification of budget
Justify the budget requested in no more than 300 words. You are advised to pay attention to the following, where relevant:

- Staff costs. You should justify the number and seniority of any staff to be employed on the project, in terms of the expected amount and complexity of work. Salary costs that appear to be excessive will be queried and may be reduced.

- Equipment. Prostate Cancer UK will only support the purchase of items deemed essential for the proposed project. Expensive items of equipment will be approved in only the most exceptional circumstances. Note that all equipment will remain the property of Prostate Cancer UK and should not be used for other projects without written permission from the Research Manager. Please see our Terms and Conditions for more details.

- Animal costs. Many medical research charities have noticed a sharp increase in the animal house costs charged by some institutions in recent years. Animal house charges that appear excessive in comparison with other institutions will be queried and may be reduced.

- Clinical research costs. State whether the study is likely to receive support from a research network and, if so, the support that will be provided. Please note that research support from clinical research networks will be considered to represent ‘added value’ for the charity’s investment.

- Travel and conferences. You should justify any necessary travel for meetings with collaborators and conferences, excessive travel costs will be queried and may be reduced.

- Relocation expenses: International applicants are entitled to apply for up to £2,000 to cover reasonable relocation expenses in the first year of the Fellowship. This can be used to cover the costs incurred from moving from the current institution to the UK host organisation, including transportation costs. Any costs which seem excessive or unreasonable will not be accepted.

Declarations
The application must be approved by the applicant, the Mentor, the Head of Department and the Finance Officer who will be responsible for administering any grant that may be awarded. These individuals must be registered on the on-line Prostate Cancer UK CC Grant Tracker system to approve the application. In the case of the Finance Officer, click on ‘Add Finance Officer’ within the ‘Personnel’ section and follow the steps to select and invite your Finance Officer to participate. Please follow the same procedure to invite the Head of Department and Mentor to your proposal.

Please note that all mandatory sections of the form must be completed (within the stipulated word limits), and all relevant parties must confirm their involvement in the proposal before the application can be submitted. Any such discrepancies will be flagged under the ‘Validation’ section of the online form, and you will be unable to submit your application until these have been resolved.

The proposal must be submitted by you and approved by the Mentor, the Head of Department and the Finance Officer in advance of the submission deadline. Applications which have been submitted but do not have the necessary approvals will not be accepted.
If you have any queries regarding this application please contact the Research team (research@prostatecanceruk.org, Tel. 0203 310 7037).

Prostate Cancer UK is a charity registered in England and Wales (1005541) and in Scotland (SCO39332)