2016/17 Major Awards
Call for research proposals to accelerate precision medicine trials in prostate cancer

Guidance Notes

Introduction
Prostate Cancer UK has launched an ambitious strategy, to tame prostate cancer in 10 years backed by a new research strategy. One of our major aims over the next ten years is to improve treatments for men with prostate cancer. A key element in improving treatments will be to move away from the current selection of treatments on a blunt one-size-fits-all basis which is ineffective for many men to an approach that is based on stratifying men to different treatments depending on the driving characteristics of their particular cancer.

This precision approach (also known as personalised or stratified medicine) has already been adopted as standard clinical practice for a number of treatments across various cancers (for example trastuzumab in gastric and breast cancer, cetuximab in bowel cancer, and erlotinib in non-small cell lung cancer) and we are beginning to see the first steps towards this in prostate cancer. However, prostate cancer still lags behind other cancers, where large scale multi-arm precision medicine trials (such as The National Lung MATRIX trial and the FOCUS4 trial in colorectal cancer) are up and running and look set to make precision care the standard way of treating those cancers rather than an exception to the norm.

We are determined to close this gap as quickly as possible because rational matching of treatment to individual cancer drivers will give men with prostate cancer more chance of surviving the disease for longer. Precision care should also reduce the number of men wasting time on, and suffering debilitating side effects from, treatments that will never work for them, and instead focus on giving the treatments with the greatest chance of success. Finally, more rational and effective use of treatments in this way will improve the cost/benefit ratio for the NHS.
Our vision is that numerous precision medicine approaches, rationally matching treatment (or treatments) to measurable biomarkers, should be available for men with advanced prostate cancer. These approaches could be delivered either through multiple individual trials or through one or more large scale multi-arm trials similar to the MATRIX and FOCUS4 trials mentioned above. We have identified a variety of blockages or knowledge gaps that are currently standing in the way of this kind of biomarker-driven stratification and treatment matching approach. These blockages differ for different biomarker-treatment combinations and some will be more easily and more quickly resolved than others. Through this funding call we therefore aim to accelerate the progression of as many precision medicine approaches into clinical trials (and thus into clinical practice) as possible.

**Remit**

Prostate Cancer UK is calling for proposals to address the gaps that are preventing rational biomarker-treatment pairings for the precision treatment of advanced prostate cancer from being tested at scale through clinical trials. For guidance, we have provided (below) a non-exhaustive list of some of the knowledge gaps or blockages that we are aware of that may be suitable areas of focus for this scheme. Although precision medicine approaches in the high risk non-metastatic prostate cancer are not within the remit of this particular call we recognise the potential importance of eventually extending a precision approach to that disease setting. Research to identify and stratify men with high risk localised or locally advanced prostate cancer should be submitted to our regular Research Innovation Awards Scheme. Precision medicine in this setting may also form the basis of future strategic calls from Prostate Cancer UK.

The total budget for the scheme is £1.3m and our preference will be to fund a significant programme of work consisting of a number of large, interlinked work packages that seek to address multiple knowledge gaps to allow multiple biomarker-treatment pairings to enter clinical trials within the next 3 years. Work packages designed to develop biomarker-treatment combinations that will require longer to mature into trial-ready pairings (beyond 3 years) will be considered, but only as part of a wider programme of work that will deliver other trial-ready pairings within the 3 year timeframe. Proposals must have a clear plan as to how biomarker-treatment pairings will be taken into clinical trials, and it is strongly recommended that applicants consider whether existing samples, cohorts and/or infrastructures could be capitalised upon to facilitate this progression into a clinical setting.

The desired outcome from this funding is the rapid translation of promising biomarker-treatment pairings into large scale clinical trials and subsequently into clinical practice. Therefore, in the application form, applicants will be asked to outline their plan for that initial translation into clinical trials, and how these findings will be implemented in a clinical setting (most notably that any biomarker analysis could be completed in a timeframe and to a quality that could drive treatment decisions).
Examples of knowledge gaps currently blocking large scale precision medicine trials in prostate cancer (NB this is not intended to be an exhaustive list of all knowledge gaps):

1. Uncertainty about the prevalence of biomarker positive group(s), thereby making it difficult to design suitably powered trials, to prioritise biomarker-treatment pairings to take to clinical trial, and to secure access to corresponding treatments for trial(s).

2. The lack of a suitable biomarker to stratify responders from non-responders for a particular treatment.

3. Insufficient preclinical evidence that a proposed biomarker (or biomarkers) adequately stratifies responders from non-responders for a particular treatment, or that it can be measured and reported in a way that would be feasible in clinical practice.

4. Insufficient preclinical evidence that a theoretically rational treatment really does target the identified driver mutation(s) in the biomarker positive population.

5. Insufficient evidence that the biomarker negative group does not benefit from the targeted treatment.

6. Uncertainty over the best approach to treat cancers which are positive for multiple biomarkers.

7. A lack of data showing that proposed approach for a particular biomarker-treatment pairing is likely to be effective in the target patient population.

8. Lack of clarity about the best setting in which to trial or use a biomarker-treatment pairing (hormone sensitive / castration resistant / high volume metastatic / oligometastatic / etc)

Additional Partners
Prostate Cancer UK will be discussing this call and our ambitions in this area with other funders and with contacts from the pharmaceutical and diagnostics industries in order to maximise the likelihood of successful translation of results into precision medicine trials. However, we expect that the greatest likelihood of success in engaging other partners (particularly pharma) will require applicants to make those approaches and engage directly with other partners. Therefore, proposals should outline how the applicants propose to engage the necessary partners who will be needed for the subsequent stages of this research for each proposed biomarker-treatment pairing. Commitment and / or strong engagement of relevant partners already will be seen as a strength of the proposal.
Eligibility criteria

The application must come from the prospective Principal Investigator. To apply to this call, the following criteria must also be met:

- Awards are available to established researchers working within a recognised academic or clinical institution in the UK (including N. Ireland).
- Lead Applicants will normally hold tenured or tenure-track academic appointments, or for clinical applicants, they should hold an honorary academic contract at a recognised academic institution.
- Funds requested in your proposal must be in accordance with our Finance Eligibility Guidelines.

Please note that we will NOT accept applications that:

- Do not fit our Research Strategy or the remit of this scheme
- Are intended solely or primarily to purchase substantial equipment and/or infrastructure
- Are led and submitted by researchers based entirely or primarily outside the UK
- Are submitted by commercial organisations (although commercial researchers can be part of the applicant team)
- Are incomplete or have been completed incorrectly

If you have any queries about completing the application form please contact the Research Team in advance of the submission deadline (email: research@prostatecanceruk.org, or phone: 0203 310 7037).

Once the deadline has passed, you will no longer be able to submit your proposal. If your application has not been submitted AND approved by all necessary parties before the deadline, then your application will no longer be considered. There will be no opportunity to debate individual circumstances. Applications which are incomplete or which do not meet the requirements detailed above will be rejected without being sent for further review.

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. However we would like to remind applicants that contacting the Research Team during this time will not speed up the process. We appreciate your patience.

Once notified of our intention to award, we will begin the contracting process immediately. It is our expectation that contracting should be completed within one month of notification of award (or once any conditions of award have been addressed and/or any financial assessment completed). In any instance, successful projects should commence within six months of completion of contracting.
Making your application

The closing date for the receipt of applications is 12pm (noon) Friday 4 November 2016.

All applications will be peer reviewed by independent, international experts in the field, before being considered by representatives from Prostate Cancer UK’s Research Advisory Committee and co-opted members with particular expertise needed to assess applications to this call.

Applications MUST be made by the Principal Investigator and using our online Prostate Cancer UK CC Grant Tracker system.

You must fill out all sections of the application form (notes below) and any Joint-Lead Applicant(s) (if applicable) and all Co-Investigators must confirm their involvement in the proposal before it can be submitted. Any 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 Lead Applicant within the corresponding section of the form.

Once all sections have been completed, the Lead Applicant, the Head of Department and the University/Institute Research Grants office (or finance office if not applicable) must complete the online declarations in order for your application to be accepted.

Approval from any Joint Lead Applicant(s), the Head of Department and the Research Grants/Finance Officer will be required after the proposal has been ‘submitted’. The proposal must be submitted and approved by all relevant parties in advance of the submission deadline.

The application form consists of 12 sections, each of which are outlined below:

Lead Applicant details
The Lead Applicant must be the Principal Investigator who will lead the research and be responsible for delivering the project.

Information in this section is automatically populated from your contact record. Please ensure that your CV and Basic Information are up to date via the 'Manage My Details' section in the left hand menu. Please note that this section is not accessible directly from the application form, and so to update your personal details you must first ‘Save & Close’ your application and then click on the 'Manage My Details' link in the left hand menu.

When updating your personal details please note the following:

- For publications please only include papers from the past 5 years
- If you have an ORCID ID, please add this to corresponding section under 'Basic Information'
**Personnel**

This section allows you to add the details of any Joint Lead Applicants, Co-Investigators and Collaborators involved in the proposal. You must also clearly specify each individual’s role in the project, and provide any letters of support from the named Collaborators.

**Joint Lead Applicants:**

We would ordinarily expect a project to be led by a single Lead Applicant; however, for this call we recognise the need for multiple Lead Applicants to coordinate the various work packages. To this regard, it is permissible to include **up to 4** additional Joint Lead Applicants.

If you wish to include a Joint Lead Applicant on the proposal, you must provide sufficient explanation (under ‘Role Description’) to justify their role as a Joint Lead Applicants, as well as which aspects of the proposal each person will be leading on and why they are appropriate to lead on that aspect of the project.

To include a Joint Lead Applicant onto the proposal, click on ‘Add Joint Lead Applicant’, input their name within the corresponding search fields and either select the contact if already on our database or otherwise input their details. Once added, an email will be sent to the potential applicant inviting them to take part in this application.

Joint Lead Applicants **must** accept this invitation to confirm their participation on the proposal. Once confirmed, their CV details will automatically be appended to the application PDF.

As with the Lead Applicant’s details, all Joint Lead Applicants must ensure that their relevant details are filled in accurately by going to the ‘Manage My Details’ section. As mentioned above, **Joint Lead Applicants must confirm their participation AND approve the application BEFORE the proposal can be ‘submitted’**.

**Co-Investigators:**

Please include details of all Co-Investigators to be involved in the project. It is our expectation that all Co-Investigators must have an active role in the proposed project (any other personnel should be listed as a Collaborator).

To add their information, click on ‘Add Co-Investigator’, input their name within the corresponding search fields and either select the contact if already on our database or otherwise input their details. Once added, an email will be sent to the potential Co-Investigator inviting them to take part in this application. Repeat this procedure for all Co-Investigators on the proposal.

All Co-Investigators **must** accept this invitation to confirm their participation on the proposal. However, they do not need to approve the application before it is submitted (approval shall be implicit upon their acceptance of the invitation to join the proposal).
You **must** then detail how each Co-Investigator will be involved in the project. To do so, click on 'Add Co-Investigator Role', select the relevant name from the dropdown list provided and input their role in the corresponding section. Please repeat this for all Co-Investigators on this proposal.

**Collaborators:**

To include a Collaborator onto the proposal, click on ‘Add Collaborator’ and follow the same procedures as with adding a Co-Investigator (detailed above). Repeat this procedure for all Collaborators on the proposal.

Collaborators are not required to confirm their participation via the on-line system; however, each Collaborator will receive an email to inform them that they have been selected to be involved on this application and will be asked to provide the Lead Applicant with a supporting letter.

You **must** then detail how each Collaborator will be involved in the project, as with the Co-Investigators. A letter of support from each Collaborator must be uploaded via this section, alongside the corresponding Collaborators' role. Please repeat this for all Collaborators on this proposal.

**Project Summary**

Provide a concise scientific title as well as a lay title for your project, and include the duration of the research project (in months).

Within this section you must 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), and you must select up to 6 keywords from the list provided which best describe the project.

Please provide a concise scientific abstract (in no more than 500 words), outlining the background to the application, the proposed aims of the 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, or at high risk of, prostate cancer.

Please be aware that your abstract may be sent to potential peer reviewers to establish their ability to review the proposal, and if funded, the abstract will also be shared with the National Cancer Research Institute (NCRI), the International Cancer Research Partnership (ICRP), the Academy of Medical Research Charities (AMRC) and Europe PubMed Central.

Therefore, please **do not include any confidential or commercially sensitive information in this section.**
Aims, objectives and milestones
Please summarise the main aims of the project in no more than 200 words. This section will be used to complete the main aims section of the contract if your application is recommended for funding, so please summarise the main focus of the project as succinctly as possible.

Please then bullet point the main objectives of the proposal, along with a brief timetable of milestones, in no more than 500 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.

You must then detail how your proposal will support the progression towards a precision medicine approach to becoming the standard clinical practice in prostate cancer, in no more than 500 words. As stipulated in the remit above, our vision is that numerous precision medicine approaches, rationally matching treatment (or treatments) to measurable biomarkers, should be available for men with advanced prostate cancer. You should therefore indicate how your proposal will bridge this gap and will bring us closer to this goal.

Project Description
Please describe your proposal by answering all of the questions within this section:

Background to the project (up to 1,000 words)
Please detail the most relevant background information necessary to understand the wider context to your proposed approach and how this will develop biomarker-treatment pairings to a stage where they are ready for clinical trials. You should focus on the more general background to the proposal in this section - you will be required to provide more detailed background information about specific biomarker-treatment pairings in the corresponding section below.

Optional preliminary data
If you have any pilot or preliminary data that will strengthen your proposal you may upload an appending document here (MS Word or PDF only and no more than 10 pages)

Detailed plan of investigation (no word limit)
Please detail the proposed programme of work, broken into work packages where relevant. You will have an opportunity to talk about specific biomarker-treatment pairings in the corresponding question below so the focus here should be on the structure, timings and delivery of the programme of work etc. In particular you must clearly stipulate and justify the patient population you intend to investigate.

This section should give reviewers a clear understanding of the work proposed, along with planned timeframes and anticipated outputs, outcomes and impact.
What biomarker-treatment pairings will you specifically be investigating, and what are the current barriers to taking these into a clinical trial? (no word limit)

For each biomarker-treatment pairing you propose to investigate please outline:

- the rationale for studying them
- the barriers that are currently preventing them from being moved into large scale stratified trials
- the work that you propose to complete in order to close those gaps
- when you envision the pairing to be entering clinical trial
- which companies own the relevant assets, and the stage of negotiations with these companies for access to the drug and/or biomarker during this programme
- whether the research proposed will add significant commercial value to these existing assets

Please detail how your team of investigators and collaborators is best placed to deliver the proposed programme of work? (up to 500 words)

Explain here why this team is most suited and well positioned to conduct this work.

Will the proposed programme capitalise on existing samples, cohorts or infrastructure? if, so please provide further details (up to 500 words)

As mentioned above, proposals must have a clear plan as to how biomarker-treatment pairings will be taken into clinical trials. It is strongly recommended that applicants consider whether existing samples, cohorts and/or infrastructures could be capitalised upon to facilitate this progression into a clinical setting. Please specify here whether you intend to utilise existing samples, cohorts and/or infrastructure within this project.

Potential problems and contingency plans (up to 500 words)

It is acknowledged 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.

Patient & Public Involvement (up to 500 words)

Prostate Cancer UK is supportive of the active involvement of patients and the public in research activities as it can ensure that the research remains patient focused. You should describe whether men with prostate cancer, or their relatives/partners etc., will be involved in the design, planning or management of this research, and if so, what their role will be. Please note, we do not consider the recruitment of patients to take part in a study as involvement in research.
References
You may include up to 200 full references which have been referenced within the Project Description section (in Vancouver format).

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

Lay summary
Describe the research proposal under the headings provided, 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.

The lay summary will be reviewed by representatives of our lay assessment committee (Grants Advisory Panel), as well as our board of trustees, who make the final funding decision. It is therefore in your interest to take a great deal of care over this section. Prostate Cancer UK staff will take no responsibility for translating the science if the lay summary is inadequate.
As stipulated in our terms and conditions, we consider Intellectual Property (IP) to include:

all materials, patent rights, know-how, trade marks, service marks, registered designs, copyrights, database rights, design rights, confidential information, applications for any of the above, and any similar right recognised from time to time in any jurisdiction, together with all rights of action in relation to the infringement of any of the above.

**FOREGROUND IP**

We require all considerations surrounding IP to be declared and agreed upon upfront, before any award can commence. Any potential to develop new, FOREGROUND IP should be identified and detailed within your application.

Please also describe your proposed plans to suitably protect and utilise the IP, along with your institution's current processes and available expertise in managing IP, including contact details of your IP/Tech Transfer Office.

Please note, it is our expectation that any foreground IP arising from Prostate Cancer UK funded research should be owned by and vest in the Research Institution. We expect to be consulted on the exploitation of any new FOREGROUND IP and for any net revenue generated from its commercial exploitation to be shared in accordance with our terms and conditions.

**BACKGROUND IP**

We recognise that your research may build upon or utilise pre-existing Background IP, generated and owned by yourselves or others. We therefore require that you declare all relevant Background IP specifically relating to this proposal, how this will be utilised in this project and whether your proposed study is likely to add significant commercial value to this existing IP.

Where Background IP has already been protected, we do not expect ownership of that IP to change. However, if research funded by Prostate Cancer UK adds significant value to the Background IP that may strengthen its potential for commercialisation, its value at the point of commercialisation, or may provide opportunities for additional commercial exploitation, then we would expect to enter discussions with the relevant parties regarding a revenue share, royalty payments or other form of reimbursement to acknowledge the charity’s contribution towards the development of the resultant asset.

For all relevant Background IP already associated with this work, please specify the owner of that IP, whether discussions have been held with them regarding access to this IP/provision of materials (e.g. provision of drug, biomarker etc.) and whether any agreements are already in place covering the potential future exploitation of this background IP. If possible, it will strengthen your proposal if you can provide a letter of support from any third party/parties whose Background IP shall be utilised with this proposed study (upload all letters as a single MS Word or PDF only).
IP Commercialisation

Prostate Cancer UK requires any intellectual property generated to be properly identified, secured and exploited. Where Prostate Cancer UK funds have supported the generation of Foreground IP, or added significant value to pre-existing Background IP, and that IP is subsequently commercially exploited, then our contribution towards the discovery and/or development of this IP should be recognised through a revenue share, royalty payments or another form of reimbursement to enable the charity to continue to pursue its charitable objectives.

Where significant value is likely to be added to a commercial asset as a result of Prostate Cancer UK funding, please explain the proposed arrangements for revenue sharing, royalty payments or other reimbursement from the party commercialising the asset to your host institution and/or to Prostate Cancer UK.

Please also clarify whether you have already (or if you expect to) entered into any commercialisation agreements with a third party(ies) as a result of the work proposed in this application.

Scientific Integrity

Grants will only be awarded to institutions that have official policy and procedures designed to protect scientific integrity. Please specify if this is indeed the case.

Approvals and licences

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; however, if approval/licences have already been obtained, please attach the corresponding letters in this section (MS Word or PDF only). 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 submission deadline, please inform the Research Team immediately. Please also note that it is a requirement that any cell lines to be used in the proposal are authenticated/validated appropriately at the outset of the project, and as such you may include reasonable costs in your application to conduct these checks.

If the project involves the use of animals, you must detail the number and species of animal to be used; whether the animals will be genetically modified; why an animal model is necessary and why this specific model was chosen. Please also describe how the project plan has been refined to adhere to the 3Rs by using the minimum number of animals possible and causing the least suffering (please refer to www.nc3rs.org.uk for further details). We require this information to ensure that all necessary approvals are/will be in place and to collect data for the Association of Medical Research Charities (AMRC) on the use of animals within our grant portfolio. If the appropriate approvals are already in place, please provide the Home Office Number and upload the licence in the corresponding section within the form (MS Word or PDF only).

Finally, please also indicate whether the research will involve the use of stem cells, providing further justification if embryonic stem cells are to be used.
Finances
Please refer to our Finance Eligibility Guidelines for further details regarding cost eligibility. Please note that value for money will be a consideration in making final funding decisions, and so we would advise applicants to ensure that the amount they are requesting is a realistic reflection of what is needed. Budget items MUST be broken down in as much detail as possible and entered as separate items under the following headings:

Salary costs:
Include salary details for the personnel who will be employed directly on this project. Grants cannot be used to offset the salaries of any core-funded academic or clinical staff. Please name individuals where possible.

Research expenses:
Detail all expenses that will be directly incurred by the project, except for any animal costs (these should be included separately in the corresponding sections). 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 with above, 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 dissemination costs and purchasing of equipment. Equipment should only be included if essential for the project and must be purchased within the first half 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.
Any items which appear excessive or which have not been suitably justified will be queried by Prostate Cancer UK staff and may be removed from the budget if the application is recommended for funding. 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.

Where applicable, applications should be costed in line with the AcoRD framework for attributing the costs of clinical research, and our standard terms and conditions regarding eligibility of certain costs apply.

**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 not be considered. Please refer to our Finance Eligibility Guidelines for further details.**

**Justification of budget:**

Please also provide a detailed justification of the costs that you expect to incur (in no more than 1000 words). In particular you should justify the number and seniority of any staff to be employed on the project, and the inclusion of any costly equipment (or any other significant expenditure) deemed essential for the proposed project. If the project will include a clinical element, please also state whether the study is likely to receive support from a research network and, if so, the support that will be provided.

Please also detail whether you have received, or if you are planning on applying for/receiving, any additional funding or in kind contributions towards this programme of work (in no more than 1,000 words).

**Declarations**

The application must be approved by the Lead Applicant, Joint Lead Applicant(s), the Head of Department and the Finance Officer who will be responsible for administering any grant that may be awarded. Both the Head of Department and the Finance Officer must be registered on the on-line Prostate Cancer UK CC Grant Tracker system to approve the application, and must complete their corresponding ‘Declarations’ section within the online form.

In the case of the Finance Officer, click on ‘Add Finance Officer’ within the ‘Declaration - Finance Officer’ section and follow the steps to select and invite your Finance Officer to participate (following the same procedure as with adding a Co-Investigator). They must then log into the system and access the ‘Declaration – Finance Officer’ section of the application form and complete the declaration question.

Please follow the same procedure with the Head of Department under the ‘Declaration – Head of Department’ section.

Approving the application will imply that the approver has read the terms and conditions and agrees to abide by them if a grant is awarded.
Submitting your application

Once you have completed all sections of the form you must go to the ‘Validation’ tab in the left hand menu of the online application. This will highlight any sections which still need completing, or that exceed the stipulated word limits or which require confirmation and/or approval from others.

Please note that all mandatory sections of the form must be completed (within the stipulated word limits), and the Joint Lead Applicants and all Co-Investigators must confirm their involvement 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.

When all sections are complete the application is ready to be submitted. You must ‘Save and Close’ the application and this will then take you back to the application details page. The Submit button on the right hand side should now be activated, and you can click this to submit your proposal.

The application will require approval from all Joint Lead Applicants, the Head of Department and the Finance Officer after the proposal has been ‘submitted’. The proposal must be submitted by the Lead Applicant and approved by all relevant parties in advance of the submission deadline. Applications which have been submitted but do not have the necessary approvals will not be accepted.

Once submitted and approved by the relevant parties, you should receive an automated email confirming your submission. Please note you may also download a PDF of the submitted application via the ‘View/Print’ button on the right hand side of the application details screen.

Contact Us

If you have any queries regarding your application please contact the Research Team at Prostate Cancer UK via:

Email: grants@prostatecanceruk.org OR research@prostatecanceruk.org.

Phone: 0203 310 7037