



**PROSTATE
CANCER UK**

Travelling Prize Fellowships

Guidance notes 2019/20

Introduction

Prostate Cancer UK has an ambitious aim: to stop prostate cancer from being a killer. Our [Research Strategy](#) sets out how we will invest in the most innovative research to create a step-change in our knowledge of prostate cancer. We have to be smarter in how we detect and treat prostate cancer at every stage, and we need to develop personalised approaches for every man to achieve the best outcome.

We have identified three key areas where there are substantive gaps in our knowledge or expertise and we would welcome innovative research proposals targeted towards:

- **Better Diagnosis**
(including risk stratification and disease prognosis)
- **Better Treatment**
(for both localised & advanced disease, including improved prediction of which treatment(s) will be effective for an individual)
- **Better Prevention**

We strongly advise that you carefully read through our [Research Strategy](#) for further details on these priority areas before applying. Proposals must clearly state how the planned research aims to improve the health and wellbeing of men affected by prostate cancer.

Following on the success of previous calls, we are launching a third round of Travelling Prize Fellowships.

Our Travelling Prize Fellowships aim to provide a unique opportunity for the most outstanding early career researchers to begin to develop their independent research careers, working in the best research environments in the UK and overseas. Applicants should demonstrate the potential to be an independent researcher, and these Fellowships will help to accelerate the

career trajectories of successful recipients and ultimately ensure they make the biggest impact for men affected by prostate cancer.

At least six months will be spent at another research institution to establish collaborations as well as learning new skills and techniques that will support career development as a prostate cancer researcher. The Fellowships also offer an opportunity to build professional collaborative networks that will increase the impact of the prospective Fellow's research and will assist in the transfer of knowledge across institutional and national borders.

This Fellowship should support the candidate to undertake a research programme that would not normally be possible in a standard postdoctoral position, and which will enable the prospective Fellow to expand their research horizons and develop scientific independence. Applicants will be expected to identify an important research question that builds upon their current expertise and experience, and propose a programme of work to achieve the research aims.

Award

Fellowship awards provide 3 to 4 years of funding of up to £250,000 if the placement(s) are based solely in the UK, or a total of £300,000 if the Fellowship includes a placement at one or more institutions outside of the UK.

Funding that can be applied for:

- Salary of the Fellow
- Additional laboratory personnel support if required (e.g. laboratory technician time)
- Research consumables (that are direct costs of the project)
- Travel costs and additional costs associated with the travel component
- Conference costs

Funds that are requested in the application must be in accordance with our [Finance Eligibility Guidelines](#). Value for money will be a consideration, so care should be taken to ensure that costs have been properly justified with respect to how they are essential or value adding to the research programme that has been proposed.

Eligibility

Travelling Prize Fellowship awards are aimed at researchers who are **within 2 years of their PhD viva, as of 1st October 2019** (i.e. candidates whose PhD viva took place before 1st October 2017 will not be eligible to apply to this scheme).

Candidates may apply if they are in the final year of their PhD (as of 1st October 2019), but in this instance they will be expected to have undertaken their viva **before 1st October 2020** (i.e. within 12 months from the 1st October 2019). A letter of support from the candidate's PhD supervisor should be submitted with the application to provide reassurance that the viva will take place within the stipulated timeframe. If successful, a Travelling Prize Fellowship cannot be taken up until confirmation of a PhD qualification.

We do not intend this award to be suitable for a 'career re-entry' Fellowship; however, if you've been away from research – such as for sick leave or maternity leave – this will be taken into consideration. If candidates are unsure of their eligibility, they should contact Prostate Cancer UK's Research Team in the first instance (research@prostatecanceruk.org).

Please note that single-institution Prize Fellowships will not be considered. We believe that there is substantial benefit to the Fellow, the research community and ultimately to men with prostate cancer in spreading knowledge and building collaborative networks. Therefore, any applications for non-travelling Fellowships will not be accepted.

The application must come from the prospective Fellow, who will be the Principal Investigator on the grant. The prospective Fellow must have identified a Primary Mentor in the host institution who will support them in putting their application together and throughout the Fellowship if successful. Fellowship Supervisors must also have been identified in every other institution in which the prospective Fellow will work during the Fellowship.

We strongly recommend that applicants use the experience of their Primary Mentor at the application stage to ensure that their application is scientifically sound, deliverable, and well justified.

- The Primary Mentor and Fellowship Supervisor(s) will act as guarantors that there is institutional support for the prospective Fellow, and that adequate lab space and shared resources will be made available to them.
- The Primary Mentor and Fellowship Supervisor(s) must be identified prior to submission and will be expected to provide advice for completion of the application. Where the application is successful, the Primary Mentor will be expected to have regular meetings with the prospective Fellow and will be required to approve annual reports submitted by the Fellow to Prostate Cancer UK.
- The duration of the Fellowship must be between 3 to 4 years.
- The final 12 months of the Fellowship must be spent in a UK institution (typically the host institution).
- Fellowships must include a travel component of at least 6 months at another institution, either within the UK or abroad. Placements at multiple institutions are allowed, however, each placement should be for a minimum of 6 months.
- Applicants may request reasonable costs required to complete the travel component of the Fellowship. Any costs which seem excessive or unreasonable will be queried and may be removed. Please note, it will not be the responsibility of Prostate Cancer UK to arrange the prospective Fellow's placement(s) (including travel/visa requirements, accommodation etc.).
- The host institution must be a UK recognised academic or clinical institution.

- Prostate Cancer UK will contract with the host institution only and it will be the responsibility of the host institution to agree subcontracts with the other institutions involved in the Fellowship.
- Prostate Cancer UK will only make direct payments to the host institution and will not pay invoices in any currency other than GBP British Pound Sterling.
- The Head of Department within the host institution must approve the application and agree to abide to the [Terms and Conditions](#) if a grant is awarded.

Please note that we **will not** accept applications that are:

- Intended solely or primarily to fund the purchase of equipment
- From researchers based entirely outside the UK for the duration of the Fellowship
- Without a travel component
- From commercial organisations
- Outside the remit of our [Research Strategy](#)

The submission deadline for Prize Fellowship applications is 12pm (noon) on 18 November 2019. 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.

Assessment Process

Prospective Fellows must submit their application and make sure that all online declarations and approvals have been completed by the relevant parties before **12pm (noon) on 18 November 2019.**

Applications will be checked by the Research Team at Prostate Cancer UK to ensure that they comply with the basic eligibility for this funding call. Any proposals which do not meet the remit of this call will be rejected without peer review. All remaining applications will be externally peer reviewed in accordance with the principles of peer review set out by the [Association of Medical Research Charities \(AMRC\).](#)

Following peer review, applications will be shortlisted by members of our [Research Advisory Committee](#) in **January 2020** and shortlisted applicants invited to interview, which will take place in **February 2020** (shortlisted applicants will be informed a couple of weeks before interview). All applicants will receive feedback. Final funding decisions will be made in **March 2020** and applicants informed of outcomes by e-mail shortly afterwards.

We recognise that the outcome of your application is important to you and we will inform you of the outcome as soon as possible. We appreciate your patience during this time.

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 12

months of completion of contracting. Please note that if successful, your Fellowship cannot commence until confirmation of your PhD qualification (if not already awarded). This will be a condition of award and we would expect confirmation of your PhD and for this Fellowship to have commenced within 12 months of contract completion. If the Fellowship does not commence in this timeframe, then we may revoke our offer of funding.

Successful applicants must not disclose any details of their proposal publicly until contracting has completed and a communication strategy has been agreed upon with Prostate Cancer UK.

Making your application

The deadline for application submission is 18 November 2019 (12pm noon).

Applications must be made and submitted by the prospective Fellow through our online Prostate Cancer UK [CC Grant Tracker system](#). All sections of the application form (further information below) must be completed.

Before the application can be submitted, the Primary Mentor, Head of Department and Finance Officer from the host institution must complete the online declarations section. The Fellowship Supervisor(s) and any other Collaborators need not complete an online declaration; however, they are required to 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.

After the proposal has been submitted by the prospective Fellow, approval from the Primary Mentor, Head of Department and Finance Officer from the host institution will be required. The proposal must be submitted and approved by all relevant parties in advance of the submission deadline.

Applicant details

CV information in this section is automatically populated from your contact record. Please therefore 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 and Close' your application and then click on the 'Manage My Details' link in the left-hand menu. Please add your [OCRID iD](#), to the corresponding section under 'Basic Information'.

Applicants are required to provide information on the date of their PhD Viva. If this has not yet taken place, applicants are required to provide a reasonable expected date as to when their viva will take place, in addition to uploading a letter from their PhD Supervisor to provide reassurance that the viva will take place within the stipulated timeframe.

In addition to the above, please provide a personal statement (500 words) explaining why you are suitable for this Fellowship and your proposed future plans beyond the Fellowship if your application is successful (300 words). Your personal statement should include

information that underlies your research experience, the subject of your PhD project and why you feel you are suitable for this Fellowship.

Personnel

Primary Mentor Details

A Primary Mentor must be identified in the host institution in which the Fellow will work during the Fellowship. The Primary Mentor will provide the prospective Fellow with independent support and advice for the duration of the award. To add the Primary Mentor to the application, click on 'Add Primary Mentor details' and search for their name on our contact list, or if not on this list, they can be invited to register. They will then be emailed and invited to register on the Prostate Cancer UK Grant Management System and to confirm their acceptance of participating on your application. Once your Primary Mentor has confirmed participation, their CV details will automatically be added to the application. The Primary Mentor must therefore ensure that their Basic Information and CV details are complete (under the 'Manage My Details' section) prior to submission.

The Primary Mentor must be located within the same department/institution in which the Fellow's work will be based during the Fellowship and be able to effectively provide the necessary support. Primary Mentors will act as guarantors that there is institutional support for the Fellow, and that adequate lab space and shared resources are available. The Primary Mentor will also be required to approve the application, confirming they have contributed to the preparation of the application, will continue to provide mentorship for the duration of the award and will approve all progress reports.

Please note that a Letter of Support is not required from the Primary Mentor, but instead they must complete the Primary Mentor Declaration section of the form (see the 'Declarations' section below).

Head of Department Details

Include details of the Head of Department at the host institution by clicking on 'Add Department Head' and following the same procedure as with adding your Primary Mentor. They will be emailed and invited to register on the Prostate Cancer UK Grant Management System and to confirm their acceptance of participating in your application.

The Head of Department at the host institution 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 at the host institution is required to supply a Letter of Support to confirm their support to host the Fellow and must also confirm acceptance of the award [Terms and Conditions](#) via the Head of Department Declarations section of the application form. Please note that a Letter of Support is not required from the Head of Department at the placement institution(s).

Finance Officer

Include details of the Finance Officer at the proposed host institution. As with the Head of Department, click on 'Add Finance Officer' and follow the online prompts.

Fellowship Supervisor Details

A Fellowship Supervisor must be identified in each placement institution in which the prospective Fellow will work during the Fellowship. Fellowship Supervisors will provide the candidate with independent support and advice for the duration of the award. To add your Fellowship Supervisor(s) to the proposal, click on 'Add Fellowship Supervisor 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 and to confirm their acceptance of participating on your application. Once your Fellowship Supervisor(s) has/have confirmed participation, their CV details will automatically be added to the application. The Fellowship Supervisor(s) must therefore ensure that their Basic Information and CV details are complete (under the 'Manage My Details' section) prior to submission.

The Fellowship Supervisor(s) must be located within the same department/institution in which the prospective Fellow will work during their travel placement and be able to effectively provide the necessary support. Fellowship Supervisor(s) will act as guarantors that there is institutional support for the candidate, and that adequate lab space and shared resources are available.

The Fellowship Supervisor must provide a Letter of Support detailing the level of support they will provide, an overview of the intended project plan for the placement and their views of the candidate's suitability for the award. **Please note a Letter of Support from each Fellowship Supervisor is a mandatory requirement.**

Collaborators

Include the details of any other Collaborator involved in the proposed project 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.**

Project summary

Provide a concise scientific title as well as a lay title for the project. Please also include a proposed start date for the Fellowship (this should be no earlier than **1 April 2020**). Please note that it is our expectation that projects should commence within 12 months of completion of contracting, and that Fellowships cannot commence until confirmation of a PhD qualification.

Within this section you must also indicate which one (or more) of the Prostate Cancer UK priority areas your project will 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 lead to benefits for men affected by prostate cancer.

Please do not include any confidential or commercially sensitive information in this section. Please do not include any confidential or commercially sensitive information in this section. 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) and the International Cancer Research Partnership (ICRP) and any other organisation as specified in the grant terms and conditions.

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 the application is recommended for funding, so please summarise the main focus of the project as succinctly as possible.

Bullet-point the key 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 provided 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.

We highly recommend asking a lay audience to review this section before submitting the application. Further guidelines for the involvement of lay representatives and how our Patient Representative Network could strengthen your application can be found on our [website](#).

This section is broken-down into the following:

- 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)
- Please write a summary of the project in one sentence (up to 50 words).

Do not include any confidential or commercially sensitive information in this section.

Please ensure this summary does not contain any information that is confidential or commercially sensitive, or likely to be considered as such in the future, and that you are happy for all information in this section to be publicised at a later date. 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.

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. Research projects should be hypothesis-driven and proposals that are not sufficiently hypothesis-driven are likely to be rejected. 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)

Please detail any preliminary/pilot data that supports and strengthens your application within this section. Figures can be included by uploading up to 3 Word or PDF files via the 'Optional preliminary data figure attachments' section and following the on-screen prompts. Papers that have been accepted for publication but are not yet in print can also be uploaded here if you wish for them to be seen by the reviewers. However, Manuscripts under review or in preparation cannot be provided as additional information.

Detailed plan of investigation (up to 3000 words)

Please detail the proposed programme of work, broken into work packages where relevant and describe the methodology you will use to address the objectives. The focus here should be on the structure, timings and delivery of the programme of work etc. This section should give reviewers a clear understanding of the work proposed, along with planned time-frames and anticipated outputs, outcomes and impact.

Sample sizes must be clearly stated and justified. In particular, studies involving patients 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 and data sharing (up to 100 words)

Describe how you intend to disseminate the outcomes of your Fellowship to the prostate cancer research community, during and at the end of your project and to men affected by prostate cancer. 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.

Please also describe how you will make any data, cell lines, tissue samples, excess material etc. freely available to others in the research community.

Justification of choice of host institution (up to 200 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.

Integration of this project into the ongoing work of the group/department (up to 200 words)

We believe an isolated, unsupported research project is unlikely to achieve anything significant for men affected by prostate cancer. Please 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.

What will be the impact of your proposed project (both in the short and long term – up to 100 words)?

We wish to understand the potential impact of your research both in the short and longer term. Our ultimate aim is to deliver clinical impact as quickly as possible to improve the lives of men affected by, or at high risk of, prostate cancer.

It is understood that research into underpinning biological mechanisms is likely to have patient benefit only in the long-term. Your response should focus on the impact to these men rather than just academic outputs.

What would need to happen after this grant (if successful) to realise the long term impact for men described above? (up to 100 words)

We wish to understand how your research fits into the wider research landscape and the potential impact of your work across a timescale longer than this project to assess your plans for achieving impact.

We are aware that several additional steps and significant follow on funding may be required in order to deliver longer term impact. Please provide brief details of what those subsequent steps could be and future pathway to translate any positive findings towards clinical benefit.

Travel Placement(s)

Please provide details of your planned placement(s) outside of your host institution. **Placements can be either within the UK or abroad and must be for at least six months in duration.** Multiple travel components are permissible, however each placement must be for at least 6 months. Each placement can be added through 'Add Information on Placement(s)' and you will be required to provide details for the following:

- Location of placement
- Duration of the placement (number of months)
- Timeline of intended travel plans (up to 200 words)
- Justification for your choice of location. What is your/your Primary Mentor's relationship with your chosen Fellowship Supervisor at this institution? Why is this the most suitable institution to carry out your placement and how will it advance your training and development? (up to 300 words)
- What you will be doing during this placement and how will it benefit your research project (up to 300 words)

References

In this section, you can include up to 50 full references (Vancouver format) referenced in the project description.

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 Word or PDF document.

Other sources of funding/approvals and licences

Other sources of funding

Please provide details of any other funding received, or applied for, on the topic of this application (up to 200 words per section). 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; however, please give an indication as to when you will know the outcome of the other submission(s). You must inform the Research Team of the outcome as soon as it is known. If your proposal will involve an industry partner, please specify whether they will be providing any financial or in-kind contributions towards the research (e.g. free or discounted provision of drugs for the project).

Approvals and licences

All necessary regulatory approvals and licences for the project must be in place before the corresponding work can commence. In most instances, approvals and licences should be in place before the grant begins, and so should not be included within the project schedule/Gantt chart. We appreciate that some proposals may not require specific approvals until the later years of the project (e.g. where a clinical trial is not scheduled until after some initial pre-clinical studies). In this instance, it is permissible for the approvals to be obtained at the relevant time, however, this must be approved by Prostate Cancer UK in advance of the grant commencing.

Funding will not be released until all necessary approvals and licences are in place (unless specifically agreed in advance with Prostate Cancer UK, in which case payments may be withheld during the grant until the necessary approvals are in place).

If approvals/licences have already been obtained, please attach the corresponding letters in this section (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.

The UKCRC Tissue Directory and Coordination Centre supports the work of biobanks by improving access to their human tissue samples for research purposes. The Tissue Directory aims to maximise the use of new and existing human tissue sample collections and allows searching based on various criteria and available datasets. For further advice and guidance please refer to the UK Clinical Research Collaboration website.

Use of Animals

If the project involves the use of animals, you must detail the number and species of animal to be used and whether the animals will be genetically modified. You must clearly justify why an animal model is necessary to advance this research. You should clearly describe why an animal model is necessary and why this specific model was chosen. In particular, taking into careful consideration:

- Whether the research question can be addressed via other means, without the use of animals
- Whether the potential benefit justifies the possible adverse effects to the animals
- Why the specific approach/model is the most appropriate
- How to optimise the experimental design and statistical analysis to minimise the number of animals required
- What steps will be taken to minimise any pain, suffering, distress and lasting harm to the animals, and what will happen to them at the end of the experiment (including the use of humane endpoints)
- How the results and resources can be shared with the research community

You should also consider whether anyone else has already generated the model(s) required for this study and if so, why it is not feasible to obtain the necessary materials from them and/or why new models need to be generated.

Please also describe how the proposed sample size has been determined and 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, whilst also ensuring that the study is sufficiently powered and reproducible (please refer to <https://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 (Word or PDF only).

The NC3Rs offers a free online tool, the [Experimental Design Assistant \(EDA\)](#), which provides guidance for researchers in the design of their experiments. The tool helps to ensure that researchers use the minimum number of animals required to achieve the scientific objectives, as well as the most appropriate methods to reduce subjective bias and to optimise the statistical analysis. For further advice and guidance please refer to www.nc3rs.org.uk/.

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.

Intellectual Property

As stipulated in our [Terms and Conditions](#), we consider Intellectual Property (IP) to include: all materials, patent rights, know-how, trademarks, 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.

We strongly recommend discussing this proposal with your Primary Mentor and IP/Technology Transfer Office and to complete this section with their support. Please provide the contact details of your colleague within your IP/Technology Transfer Office.

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 the application, along with your proposed plans to suitably protect and utilise the IP.

Any new, Foreground IP arising from a Prostate Cancer UK funded project shall be owned by and vest in the host institution. The host institution should use reasonable endeavours to identify, protect and commercially exploit any Foreground IP arising from the project, and should promptly notify Prostate Cancer UK of any such IP as it arises. We expect to be consulted on the exploitation of any new Foreground IP and for any profits from exploitation to be shared in accordance with our grant [Terms and Conditions](#). If the host institution

decides not to protect or to abandon any such IP generated through this project, then Prostate Cancer UK shall have the right, but not the duty, to protect and exploit the IP commercially. Please refer to our [Terms and Conditions](#) for further information.

Background IP

We recognise that your research may build upon or utilise pre-existing Background IP, generated and owned by yourselves or others. For this reason, we want to be clear regarding what existing Background IP is in place, and what new, Foreground IP may be generated through Prostate Cancer UK funded research. 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 Word or PDF only). Please refer to our [Terms and Conditions](#) for further information.

Finances

The total maximum cost that can be requested for a Travelling Prize Fellowship based only in the UK is £250K and the total maximum cost of a Travelling Prize Fellowship including one or more placements at institutions outside the UK is £300K.

Please refer to our [Finance Eligibility Guidelines](#) for further details regarding cost eligibility. Budget items must be broken down in as much detail as possible and entered as separate items under the headings below. 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.

Where applicable, please note that 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. Those applications with a clinical element must complete a [Schedule of Events Cost Attribution Tool \(SoECAT\)](#).

Salary

Include salary details for the applicant (as Principal Investigator) and any other additional support required on this project (please name individuals where possible). 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. Fellows may request reasonable costs required to complete a period of the Fellowship away from the host institution, whether this is abroad or in the UK. This can include a supplement to their UK salary if they intend to live in countries with a significantly higher cost of living than the UK, or if there is a significant increase in the cost of living if the placement is within the UK. Please enter any supplementary salary costs under the 'Other Costs' section.

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 costs related to the travel component of the Fellowship such as travel, relocation and supplemented living costs. Please also include costs associated with conferences and equipment in this section. Publication costs should not be included within the project budget. Instead, requests to cover open access publication charges arising from successful Fellowships should be made directly to the Prostate Cancer UK Research Team once the manuscript has been accepted for publication by the journal. Additional funds will be granted (outside of the project budget) to cover the cost of successful claims.

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.

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 brief justification of the costs that you expect to incur (in no more than 500 words). In particular you should justify any salaries included on the proposal, 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.

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. If the amount requested does not cover the full study costs (e.g. where the work would be part funded by another grant) please also provide brief details as to how the remaining costs of the study will be met.

Declarations

The application must be approved by the Lead Applicant, Primary Mentor, the Head of Department and the Finance Officer who is based at the host institution and 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 and must complete their corresponding 'Declarations' section within the online form.

In the case of the Primary Mentor, click on 'Add Primary Mentor' within the 'Personnel' section and follow the steps to select and invite your Primary Mentor to participate. They must then log into the system to access the 'Declaration – Primary Mentor' section of the application form. They are required to complete additional questions to indicate available resources, suitability of the candidate and to comment on the training and development opportunities available to the prospective Fellow. They must then complete the declaration question.

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. 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 for the Head of Department, who must then complete the corresponding 'Declaration – Head of Department' section.

Approving the application will imply that the approver has read Prostate Cancer UK's [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 Primary Mentor, Head of Department and Finance Officer must confirm their involvement and approve 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.

When all sections are complete and all necessary approvals have been made, 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 the Primary Mentor, Head of Department and Finance Officer from the host institution after the proposal has been 'submitted'. The proposal must be submitted by the Lead Applicant and approved by the Primary Mentor, Head of Department and Finance Officer from the host institution 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 Head of Department and Finance Officer, 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.

Key dates

- **12 August 2019:** Travelling Prize Fellowships open for application
- **18 November 2019 (12pm noon):** Deadline for application submission
- **January 2020:** Applicants notified of shortlisting outcome and shortlisted applicants invited to interview
- **February 2020:** Shortlisted applicant interviews
- **March 2020:** Shortlisted applicants notified of outcome

Contact Us

If you have any queries with regard to your eligibility or application, please contact the Research Team at research@prostatecanceruk.org