

Thank you for your interest in Roy Castle Lung Cancer Foundation (RCLCF) funding.

Please use the following document, in conjunction with the ‘Guidelines for completing RCLCF application literature’ when you are completing your application forms.

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# **1. Introduction**

Each year around 39,500 people are diagnosed with lung cancer in the UK. Lung cancer is the UK’s most common cause of cancer death for both men and women, responsible for nearly a quarter (24%) of all male cancer deaths and a fifth (20%) of all female cancer deaths.

The RCLCF is the only UK-wide charity dedicated solely to the defeat of lung cancer. Historically, the charity has funded research, tobacco control initiatives and work in lung cancer patient information, support and advocacy. Ensuring equitable access for lung cancer patients to the best treatment and care, supported by clear and meaningful information, is of paramount importance.

RCLCF’s mission is to beat lung cancer by funding innovative world-class research. Our aim, through research into Early Detection and Patient Experience, is to make a significant impact on lung cancer, for the benefit of patients.

Scientific excellence and relevance to lung cancer are the key principles which will guide RCLCF’s research.

RCLCF is a member of the Association of Medical Research Charities (AMRC), a membership organisation of the leading medical and health research charities in the UK.

**Key Research Objectives**

1. RCLCF will help to build the talent pool in lung cancer research of the highest quality, in the UK and the Republic of Ireland.
2. RCLCF seeks to encourage scientific innovation. RCLCF encourages scientific development and will fund innovative projects that others might not support.
3. RCLCF will continue to make every effort to engage in scientific and public dialogue and encourage scientists to communicate and collaborate with each other and ensure that the results are disseminated in an easy format to the general public.
4. RCLCF will make every effort to ensure that research translates into benefits for patients as quickly and effectively as possible.

This information will help you understand the kind of projects that RCLCF funds, the peer review process and grant management procedures. The terms and conditions of awarded grants are also included. Completion of an application means full acceptance of these terms and conditions.

The guidelines to completing the application form and the application literature itself can be downloaded from the `Apply for a Grant’ page on our website [www.roycastle.org](http://www.roycastle.org).

# **2. Types of Awards Funded by RCLCF**

## **2.1 General information**

Awards are provided for pilot grants and project grants, in universities, medical schools/teaching hospitals and research institutes within the UK and Ireland.

Grants will be made in support of the research project including salaries, minor equipment and consumables costs. RCLCF will not directly employ staff.

All researchers funded by RCLCF will:

* Have a UK wide focus to the research
* Agree to a monitoring framework including interim reports
* Results / outcomes available within the time frame of the project funding.
* Acknowledge RCLCF on all publications
* Be obliged to present results at RCLCF research events
* Engage with RCLCF on communication, of the research project and its findings

RCLCF will only undertake the funding of research that has been peer reviewed, through it’s Grants Committee process.

The Grants Committee and External Reviewers will assess each application in the following areas:

* Potential impact
* Innovative research question
* Quality of methods
* Achievability in the timeline

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

Funding will be for Year 1 only funding or for Year 1 + Year 2 funding (ie, a maximum of 24 months). Projects will be funded in the areas of Early Detection and Patient Experience.

# In general, the focus will be on multiple projects, ideally across the range of topics, outlined below and a maximum of £75,000 for a single piece of research. However, higher funding will be considered for exceptional projects.

# **2.2 Priorities for Funding**

Applications are invited in the following two areas:

1. **Early Detection of Lung Cancer**

The Foundation has a long history of research into Early Detection of Lung Cancer. Widespread detection of this disease, at the point where curative therapy is available, or detection, at a ‘pre-cancerous’ stage, would massively impact on survival. Applications are invited for research projects into high risk population stratification and molecular screening.

1. **Patient Experience**

This area of research is specifically to encourage and foster innovation in patient experience and care. In particular, we invite applications from professional groups, such as nurses and Allied Health Professionals who are very involved in the patient experience of lung cancer.

Applications invited for research into the following areas:

* Health economic and societal burden of lung cancer

### Stigma and negativity associated with lung cancer

### Financial hardship and difficulties experienced by patients and their families

### Relationship between deprivation, poor sense of self worth, literacy rates, low educational attainment and accessing information relating to cancer and cancer treatment.

* Improved care and support for those affected by a lung cancer diagnosis
  + The impact of the symptom burden on those diagnosed with lung cancer
  + Improved symptom management, particularly associated with lung cancer specific and difficult to control symptoms
    - * + Fatigue
        + Breathlessness
        + Weight Loss

### Type of psychological and practical support that families and carers require at diagnosis, treatment, end of life care, and coping with survivorship

### Issues affecting carers and how they can be supported

### Psychological needs of patients living with lung cancer; what skills are needed to support these needs, and who is best placed to deliver this type of support

* Barriers to early diagnosis of lung cancer
  + Interventions to ensure speedier attendance to General Practice and so faster access to diagnosis
  + Relationship between deprivation, poor sense of self worth, literacy rates, low educational attainment and late presentation.

[RCLCF will, ordinarlly, not fund other areas of research. However, in exceptional circumstances, where applicants are able to demonstrate exceptionality, other topics may be considered.]

## **2.3 Pilot Grants**

### 2.3.1 General information

RCLCF pilot grants are available to allow established scientists to investigate and develop new ideas in the field of lung cancer research in the areas of **Early Detection** and **Patient Experience** (see Projects Funded at section 2.2 above for further details). Scientific innovation forms the framework for all RCLCF research; pilot grants therefore will be awarded if they can be clearly demonstrated that support is for a new direction of research for researchers to test hypotheses to provide sufficient data for a full application to RCLCF. It is expected in general that a pilot grant will be used to fund a discrete piece of research that will not be supplemented from other sources. Pilot grants may not exceed 12 months duration.

The applicant must have a proven track record in their own scientific field and be employed in a UK or Ireland university or research institute.

### 2.3.2 Submission information

Please refer to RCLCF’s website for pilot grant application submission deadlines.

### 2.3.3 Costs

A maximum of £25,000 may be applied for.

## **2.4 Project Grants**

### 2.4.1 General information

RCLCF’s projects grants are available to support innovative research in to lung cancer in the areas of **Early Detection** and **Patient Experience** (see Projects Funded Section 2.2 above for further details). RCLCF will award project grants for a clear research proposal of relevance to RCLCF lung cancer research topics and is expected to lead to a significant advance of understanding of lung cancer and its impact. These awards will thereby expand the levels of knowledge and expertise in lung cancer research in the UK and Ireland.

The applicants should have conducted independent research in the field of lung cancer or be an experienced researcher in a related field, and wish to build on their history and reputation in the lung cancer area, deepening their knowledge and experience.

### 2.4.2 Submission information

Please refer to RCLCF’s website for project grant application submission deadlines.

### 2.4.3 Costs

Project grants are awarded for up to two years. Costs covered are salary, consumables and small pieces of equipment. Costs will not normally exceed £75,000 per annum.

Consumables will not normally exceed £15,000 per annum, unless in exceptional circumstances.

### 2.4.4 Restrictions

RCLCF will not accept:

* applications for consumables or running costs only

## **2.5 Follow-on from a RCLCF Pilot Grant**

This kind of application arises when a grant holder submits an application based on the results obtained from a RCLCF pilot grant.

### 2.5.1 Submission information

The applicant must complete the grant application forms as for a normal grant application. In addition to this the application procedure asks for a two-page report outlining the initial aims of the pilotgrant, how you have achieved these aims and how the new project builds on the previous work; to be submitted by the grantee with the application.

Applications for a follow-on from a RCLCF pilot grant will be reviewed in competition with all other grant applications submitted in that peer review round.

**2.6 Travel**

### 2.6.1 To conferences

In order to qualify for the travel award, the grantee (or preferably the researcher) must present work funded by RCLCF, whether it is in the form of a poster or an oral presentation. These travel costs should not be included in the application form as they will automatically be added on to the grant should the application be funded.

RCLCF will pay costs only on receipt of invoice, and will require a short report on the outcomes of the conference.

2.6.1.1 Project grants

RCLCF will provide £1,000 for the costs of travel, registration and accommodation for one international conference and £300 per year for the costs of travel, registration and accommodation for national conferences.

2.6.1.2 Pilot grants

No travel grants are awarded for pilot grants.

### 2.6.2 For recruitment

RCLCF does not cover the travel expenses for staff recruitment.

### 2.7 Grant Extensions

### 2.7.1 Grant in abeyance

If a researcher employed on a RCLCF funded grant leaves, we will agree to put the grant into abeyance for a period of up to 12 months. If the position is not filled within this time funding may be withdrawn, and a request made for the grant to be resubmitted in a competitive grant round. A letter will be sent to the grant holder, and also the finance and research and development departments, requesting an update on the grant at three monthly intervals. Failure to respond to these letters will also risk withdrawal of funding.

## **2.8 Applications for Projects Taking place Within the NHS**

The Grants Committee will consider applications for research that will take place within the NHS. Should the research become part of a NCRN clinical trial RCLCF will fund the research but will not act as a sponsor.

## **2.9 Applications which fall out of RCLCF’s Funding Remit**

### 2.9.1 Animal research

RCLCF has undertaken never to fund any research projects using live animals.

### 2.9.2 Equipment grants

The Grants Committee will not consider applications for equipment only. Under exceptional circumstances funding for large pieces of equipment may be considered within a project grant application where there is overwhelming evidence that RCLCF funding was required, the project could not proceed without it being in place, and that the equipment would be solely used for lung cancer research. Full justification for the equipment request is required and must be included in the research proposal.

### 2.9.3 Applications from outside the UK and Ireland

RCLCF will not consider applications from outside the UK and Ireland. However, they would consider an application involving a non-UK/ Ireland collaboration provided that the main grant holder and researcher was UK or Ireland based and the research will be carried out in a UK or Ireland institution.

### 2.9.4 Applications from a commercial entity

RCLCF will not consider an application from a commercial entity.

### 2.9.5 Applications for consumables costs only

The Grants Committee will not consider applications for project grants which request funding for consumables only.

2.9.6 Funding will **not** be granted for the following:

* Research is not lung cancer specific
* Does not fit with research criteria
* Research has already been completed in this area
* Has little or no potential impact on lung cancer patients, their families.
* The proposal project does not have the ability to change opinion or practice
* Is not felt to be innovative / creative
* Does not represent ‘Value for Money’
* Proposals which consist solely of evaluations of existing health services
* The stated impacts/outcomes do not occur within the period of the project funding
* Research which cannot be translated into generic environments

# **3. Application Procedure**

If you would like to apply for a RCLCF grant, please download the application literature from the ‘Apply for a Grant’ pages of RCLCF’s website at [www.roycastle.org](http://www.roycastle.org)

Submitting you application form:

Please email a copy of the application forms in MS Word or pdf formatalong with all supporting documents to [**grants@roycastle.org**](mailto:grants@roycastle.org)

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

Year & Month/project/pilot and the applicant’s name, for example; 2015MarProjectJones.

All application forms and supporting documents should be saved with a file name in the same format, for example; 2015MarProject Jones form A

The signed originals should also be sent to the RCLCF office:

Jackie Tebbs

Research Grant Executive

Roy Castle Lung Cancer Foundation

4-6 Enterprise Way

Wavertree Technology Park

Liverpool L13 1FB

Please note that only applications submitted using the most up to date RCLCF application literature will be considered for review.

# **4. Deadlines for 2015**

RCLCF grants open annually. The 2015 submission opens on 3 November 2014 and the deadline for submission is 12.00 noon on Monday 2 March 2015. Applicants will be informed of the decision by the end of August 2015. No applications will be considered after the deadline. Please refer to the website for further information on dates.

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# **5. Peer Review Process**

Your application will be considered by our Grants Committee.Form A: Lay Summary and Form B: Scientific Abstract will be used to assess applications for continuation to second stage (ie full review by Grants Committee and external review).

Those applications deemed unsuitable for RCLCF support after stage one will not be sent out for external international review and will therefore not be considered for funding. You will be notified of this decision. On request, unsuccessful applicants may receive anonymised feedback.

Applications that progress to stage two will be reviewed by RCLCF’s External International Review Panel. We expect that these reviewers treat your application as confidential.

# **6. Grants Committee Meeting**

All grants put forward for external review are reviewed with the reviewers’ comments and the grants are then re-scored. The grants are then ranked from the highest to lowest, and those that the Grants Committee deem suitable to be funded are then recommended to the Board of Trustees of RCLCF, who make the final decision as to whether or not the charity should fund the project. Please note that the charity will not enter into any discussion regarding this process and that the decision taken by the Board of Trustees is final.

You will be informed whether your application has been successful by a formal letter along with Terms and Conditions of Award and Start Date Declaration form.

# **7. Terms and Conditions of Award**

## **7.1 Payment of Grant**

Grants will be paid quarterly in arrears, on the receipt of an invoice from the Finance Officer. RCLCF is not liable as employer of any persons to whom support may have been given. Payment of invoices will not begin until a signed start date form has been received.

Grant amounts agreed will not be increased or extended other than in exceptional circumstances and where funds are available. Applications should include in the application form expected cost of salary rises over the period of the grant.

## **7.2 Project Management**

### 7.2.1 General

RCLCF must receive advance written notification of any changes to personnel. Any changes to the principal investigator must also be approved, in writing, by the researcher and any co-applicants. RCLCF must also approve any other changes to be made to the project itself.

Full financial and performance monitoring of research grants will be undertaken by RCLCF.

The Grant holders are expected to be actively engaged in their project and will remain responsible for conduct throughout.

RCLCF requires to be given in writing the names, qualifications, career plans and tenure of all individuals working on the project.

Failure to comply with any of the above may risk withdrawal of the grant from RCLCF and may require the submission of a new application.

### 7.2.2 Reports and Publications

RCLCF will request a report on the progress of your grant at the end of each year. Failure to submit such a report will jeopardise the continuation of support by RCLCF.

Final reports on all projects are also required and the final invoice will not be paid until this is received.

The grant holder must notify RCLCF, in advance of publication, of the acceptance of their abstract or paper for publication or presentation so that we can prepare a press release when appropriate. Acknowledgement of the support of RCLCF is required in all publications relating to the research including abstracts submitted to scientific meetings. If you wish to use our logo on any publications or presentations please contact the RCLCF office for more information.

RCLCF maintains a library of all publications resulting for research funded by them. Electronic copies of abstracts and all published papers (acknowledging the support of RCLCF) must be sent to [**grants@roycastle.org**](mailto:newemailaddress@roycastle.org)

### 7.2.3 Contact with the Media

It is important for the charity to raise its profile where appropriate; RCLCF supports and encourages the researcher to promote their RCLCF funded work with the media but strictly in consultation with the charity’s Communications department.

RCLCF Communications department will contact the researcher when appropriate to help respond to relevant media enquiries and PR initiatives about the charity’s work.

RCLCF’s communication department will draft a press release regarding the award, to national and local media. Further press releases regarding the award will be issued, as appropriate. Any media work undertaken by RCLCF, regarding the award, will be carried out with the full involvement of the grant holder.

### 7.2.4 Charity visits

RCLCF will invite grant holders and researchers to attend a variety of charity meetings and receptions in order to present RCLCF funded work. All travel expenses will be paid.

RCLCF will undertake to visit grant holders during the course of the grant, to which the charity may invite the local MP, RCLCF staff, trustees, Grants Committee, fundraisers, spokespeople and supporters.

### 7.2.5 Intellectual Property

RCLCF’s aim is to exploit the outcome of its research so that the understanding of lung cancer is maximised. Neither the host institute of RCLCF (nor its agents) shall be under an obligation to protect intellectual property and materials where, in the parties reasonable opinion, there is insufficient commercial justification to do so.

The host institute shall allow RCLCF (or its agent) to visit, meet and discuss with RCLCF grantees the results of their research and any potential for protection of such Intellectual Property Rights and for the commercial exploitation of their research. If, in the opinion of RCLCF (or its agent), any results of RCLCF -funded research are protect able or have a potential for commercial exploitation then RCLCF (or its agent) will inform the host institute.

The appropriate authority in the host institute and /or the grant holder is required to consider and inform RCLCF (or its agent) of any results produced from or arising during the course of RCLCF -funded research and any rights in those results, including any patents, design rights, copyright and other industrial and intellectual property rights, whether registrable or not and all scientifically useful or commercially exploitable material, know-how and data relating to any invention arising from RCLCF-funded research (“Intellectual Property Rights”) which might be suitable for commercial exploitation. Publication or any other form of public presentation of the results should not occur until after that consideration and all necessary steps to protect any Intellectual Property Rights have been taken. However, there should be no unnecessary delay before publication.

The host institute may elect to take all necessary steps to protect any Intellectual Property Rights, as may from time to time be identified by the host institute and /or RCLCF (or its agent) and notified by each of them to the other. If the host institute decides not to protect any Intellectual Property Rights, RCLCF (either itself or through its agent) may elect, but is not obliged, to take the necessary steps required to protect those Intellectual Property Rights. In this case, the host institute shall co-operate fully with RCLCF (or its agent) and ensure that their employees, contractors and agents do the same and will, upon RCLCF’s (or its agent’s) request, assign to RCLCF (or its agent), at no cost (but without prejudice to paragraph 5), their respective whole right, title and interest in and to the results of any Intellectual Property Rights relating to those results.

All revenues generated through the commercial exploitation of the Intellectual Property Rights arising from research funded by RCLCF, shall following reimbursement of costs directly incurred in protecting the intellectual Property Rights and in carrying out the exploitation be divided equally between the host institute on the one hand and RCLCF (or its agent) on the other regardless of which undertook the commercial exploitation. In the event that parties other than those funded by RCLCF contribute to the generation of Intellectual Property Rights, the parties shall meet to agree who should assume responsibility for such action and a revenue share which reflects the relative contributions of all parties. Successful applicants must therefore advise RCLCF of all other financial assistance to their projects.

The host institute shall be solely responsible for rewarding the inventors and department in which the researchers are situated out of its share of the revenue net of the aforementioned costs.

The prior written agreement of RCLCF (or its agent) is required for any commercial exploitation of the research results and any Intellectual Property Rights, before the host institute or any individuals involved in RCLCF -funded research enter into any agreement, accept any appointment or take any action, which involves agreeing with a third party to any restrictions on publication, or the early disclosure, of the results of their research.

RCLCF (or its agent) reserves the right to refuse such agreement or to grant agreement subject to such terms and conditions as RCLCF (or its agent) may decide.

RCLCF retains the right to call for an assignment to RCLCF of all Funded Intellectual Property. Such right is likely only to be exercised in exceptional circumstances. After such an assignment has been completed RCLCF and the host institution shall negotiate in good faith to agree the terms of a revenue share agreement in respect of net income received by RCLCF arising from the commercial exploitation of such Funded Intellectual Property.

The host institution shall retain copies of all agreements (including collaboration agreements, material transfer agreements and confidential disclosure agreements) proposed and/or completed relating to Funded Intellectual Property. The host institution shall provide RCLCF with copies of such agreements as RCLCF may request from time to time.

For the avoidance of doubt, RCLCF reserves the right to vary its policy from time to time regarding ownership and exploitation of the Intellectual Property Rights and to change these Conditions accordingly.

### 7.2.6 Scientific Fraud/Integrity

In the event of fraud occurring, RCLCF wishes to make it clear that it is the responsibility of the employing authority to investigate this. If a case of scientific fraud is suspected in the course of the research, then RCLCF should be notified and kept informed of further developments. At the initial stages of the enquiry RCLCF would not normally suspend the grant. However, if adequate steps are not taken to proceed with the investigation, RCLCF will suspend the grant. If fraud is proven RCLCF will terminate the grant immediately.

### 7.2.7 Experimental Animals

RCLCF has undertaken never to fund any research projects using live animals.

### 7.2.8 Patient Involvement in Research

We require that patients be treated according to the World Medical Association Declaration of Helsinki and the Guidelines for Good Clinical Practice.

**Completion of an application means full acceptance of the above terms and conditions.**