

Quest for Cures Letter of Intent Application Guidance Notes



Contents

Quest for Cures Letter of Intent Application Guidance Notes	1
Introduction.....	2
Creating an account on the Grant Management Portal	2
Eligibility Questions.....	3
Application Summary.....	3
Applicant Details	3
Research Summary	5
Letter of Intent	6
Confirmation	7

Introduction

- The scheme aims to bring benefits to patients faster by acknowledging the importance of interdisciplinary team approaches in accelerating the understanding and translation of discoveries.
- Funding of up to £1.5 million per programme over five years is available.
- Please read our **Grant Conditions, Finance Guidelines, and Data Protection Statement** before applying for funding.
- All applications must have input from those affected by brain tumours as early as possible. To facilitate this you may choose to engage The Charity's Research Involvement Network (RIN), a network of people who either care for someone who has a brain tumour (or has done in the past) or are living with a brain tumour themselves. More information on the RIN and how to contact them can be found at thebraintumourcharity.org/PPI
- If you have any queries or would like to discuss your application, please do get in touch with us:
- E-mail: research@thebraintumourcharity.org
- Phone: +44 (0) 1252 418190

Creating an account on the Grant Management Portal

- Follow the instructions within the Portal to create an account. Upon completion an automatic email will be sent:

Dear <name>,

Your account for the The Brain Tumour Charity Grant Management Portal has now been created. Please use the following link to create your password:

<https://grants.thebraintumourcharity.org/Login/Reset/259FT4BVKTMTLYJWLP6QR8FVQ3>

To ensure that you don't miss future emails, please add this email address to your email address book or safe list.

Kind regards,

The Brain Tumour Charity Research Team

- Follow the link within the email to completion registration, at which point another automatic email will be sent with the following detail:

Your registration with our Grant Management Portal has been successful. Please use the following link to create your password:

<https://grants.thebraintumourcharity.org/Login/Reset/JCDCQH4A79B3LRANH6QLXM56B7>

When you log in for the first time you will be asked some additional security questions. To ensure you don't miss future email updates, please add grants@thebraintumourcharity.org to your email address book or safe list.

- If you have forgotten your password, please just click on the 'Forgot Password' link and the system will send you an email with instructions on how to reset this. The email will come from

portal.user@cctechnology.com – so please ensure this email address is added to your safe sender list.

- Ensure that the email address used to enter an application is the same one used to login or create an account otherwise the Grant Management portal can't link them together as it considers them to be different people.

Eligibility Questions

Does the proposed research focus on primary brain tumours?	Yes/No
Does your proposed research focus on at least one of the research priorities highlighted in our research strategy: A Cure Can't Wait?	Yes/No
Does your team contain researchers from at least two institutions?	Yes/No
Do you have an employment contract with your institution that exceeds the duration of the proposed research?	Yes/No

Application Summary

Title of Project	
Total amount requested (£)	
Proposed start date	
Duration of project (months)	

Applicant Details

Please note:

- Lead Applicants must hold an employment contract with their institution that exceeds the duration of the proposed research
- If the lead applicant does not hold an academic or research position, the application must include a co-applicant at the Lead Institution who does
- If the research is to be conducted across UK and non-UK institutes AND the Lead Institution is not UK based, two financial awards will be made: to a designated UK and a designated non-UK institute. In this case, we require there to be a named Lead Applicant, Senior Administrative Authority and Head of Department from both the UK institution and the non-UK institution. These institutions will be responsible for finance administration for any other participating institutes.
- A researcher may serve as lead applicant on only one proposal per grant round
- Co-Applicants will have access to edit this application, and Collaborators will have read only access
- Applications can only be submitted by a Lead Applicant

Lead Applicant

Please add/amend basic information details in the "Manage My Details" section of the Portal.

Please include:

- Full name (including title)
- Institution
- Position
- Department
- Address
- Telephone number
- Email address
- Twitter handle
- Affiliated institutions if applicable
- Expertise

Lead Applicant

Please indicate the contract duration (in months) of the Lead Applicant. If the Applicant has a permanent role, please indicate Permanent or Tenure.

UK/non-UK

Will the Lead Institute be UK-based?

- Yes
- No

If no, will this research will be conducted across UK and non-UK institutes?

- Yes
- No

If the research is to be conducted across UK and non-UK institutes AND the Lead Institution is not UK based, two financial awards will be made: to a designated UK and a designated non-UK institute.

In this case, we require there to be a named Lead Applicant, Senior Administrative Authority and Head of Department from both the UK institution and the non-UK institution. These institutions will be responsible for finance administration for any other participating institutes.

Please note that all financial awards will be made in Pounds Sterling. It will be the responsibility of the Lead Institution to make conversions to other currencies.

The Charity is not responsible for any fluctuations in exchange rate over the course of the programme. We advise that the Lead Institution establishes a corporate exchange rate agreement if conversion to other currencies is required.

Co-Applicants & Collaborators

Please search for contacts within our database. If the person you searched for was not found, please add this person to our system. They will receive an email, prompting them to set up a Portal account.

Time spent on research

For the Lead Applicants, all Co-Applicants and Collaborators, please include:

- Time spent on research (hours/week)
- Time spent on this research project (hours/week)

This is not required for Collaborators.

Head of Department

Please provide details of the Head of Department from your host institution.

Administrative Authority

Please provide details of the Senior Administrative Authority from your host institution. This institution will be responsible for financial administration for any other participating institutes.

Required attachments:

- Lead Applicant (and co-lead applicant if your application has a co-lead) & Co-Applicant CVs.
- Letters of collaboration for all collaborators included. Letters should be signed by the collaborating organisation's named contact, and include a brief summary of what they will contribute toward the project.

Research Summary

Scientific Summary

Please provide a summary of the proposed research suitable for a scientifically qualified assessor (*up to 300 words*).

Lay Summary

Please provide a summary of the research proposed in plain English, using non-technical language. The summary should be comprehensible to people with no scientific background and describe the full scope of the project. Define any unavoidable scientific terminology and avoid using unexplained abbreviations or acronyms. Note that this summary will be used by the Lay Scientific Advisory Board members as part of the assessment process. Use the following sub-headings to structure the summary:

Aims and background

- What is already known about the problem that the project will address?
- What do you hope to find out?

Why this research is needed

- How the results of the research could benefit those affected by a brain tumour – be as specific as possible.
- How does the research offer value for money?

Methodology

- Describe the methods and techniques you plan to use in your research.

Patient and Public Involvement

- Describe any involvement of those affected by a brain tumour, including engagement with our Research Involvement Network (RIN)*
- Outline any plans to involve the RIN in the dissemination of results
- How can the findings from the research be developed or put into practice after completion of the programme?

*To learn more about Public Patient Involvement and the help our RIN can offer, please see: www.thebraintumourcharity.org/PPI.

You may also find it helpful to refer to the AMRC's **Guidance for Researchers - Writing Lay Summaries**.

Do not include any confidential or sensitive information in this section as this section may be used to publicise the project if the application is successful (*up to 500 words*).

Summary of research in one sentence

Please describe your research in one sentence and in lay terms, to be used by The Charity (up to 40 words).

Keywords and Categorisation

Please include keywords that best describe your research, being as specific as possible. If other is selected, please specify.

Please select all categories that are relevant to the research:

- High-grade tumour(s)
- Low-grade tumours(s)
- Paediatric tumour(s)
- Adult tumour(s)

Letter of Intent

Please attach a detailed Letter of Intent as a PDF file (up to 3 pages, minimum size 10 font with single line spacing). This should include:

- What this programme will seek to address
- How this programme could represent a paradigm shift for brain tumour research or use unexplored paths to allow for new discoveries to be made
- How this programme is multi-disciplinary
- How this programme utilises technological advances across fields
- What co-applicants or collaborators will bring to this programme
- How this programme fits with our Research Strategy '*A Cure Can't Wait*'.

Confirmation

Applicants, Co-Applicants, the Head of Department and the Administrative Authority will need to approve the application in order for it to be submitted. **Please note, the application will not be fully submitted until it has been approved by all the necessary participants.**

By approving this application, you are confirming

- You have read and approve the final application.
- You have read and understood The Brain Tumour Charity's Data Protection Statement below.
- You have read and accept The Brain Tumour Charity's **Grant Conditions**.
- If granted, the work will be accommodated and administered in the department/institution in accordance with the grant conditions.
- To the best of your knowledge the information provided in the application is accurate and complete, and understand that the provision of any false or inaccurate information in this application would be considered very seriously and may result in disqualification of the application.
- There are no existing matters that would be a breach of any conditions that have not been brought to our attention in writing.

The Brain Tumour Charity's Data Protection Statement

Information that you supply to The Brain Tumour Charity in connection with this application (which includes all information sent to The Charity that relates to your grant application including **personal data**) will be used to process and administer your application and for the purpose of audit, statistical analysis, administration and/or evaluation. **It will be disclosed to external peer reviewers, some of whom may be based outside the EU/EEA, and may be shared with co-funders or other potential funders.** All parties with whom this information is shared will be required to keep it **securely and in confidence and we have safeguards in place to ensure secure transfer of any data.** The Brain Tumour Charity may publish basic details of successful grant applications (e.g. on its website or in its Annual Report). The Brain Tumour Charity may also release details of successful applications (including your name and employing institution, the programme title and the summary of proposal for scientifically qualified assessors and lay summaries of the research) into the public domain (e.g. via the internet or publicly accessible databases). The Brain Tumour Charity may contact you about the work of The Charity and other award schemes and initiatives that may be of interest to you, or for your views on its funding schemes and application processes. If you would prefer not to receive further communications please let us know. The information you provide will be held on our secure database and in accordance with all data protection legislation and our **privacy policy**.