

FUTURE LEADERS POST-DOCTORAL FELLOWSHIP

Guidance Notes for Applicants at Full Application stage

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Introduction

- This scheme aims to support excellent early career researchers so they can establish themselves as future scientific leaders in the brain tumour field.
- All grant applications must focus on at least one of the research priorities highlighted in our Research Strategy '**Accelerating a Cure**'.
- The named postdoctoral fellow must, at the date of the call deadline, be in possession of a doctoral degree.
- Clinicians moving into full time laboratory based research are welcome to apply, providing they also have a PhD.
- Clinicians (also with a PhD) wishing to spend part of their time on laboratory based research and complete the fellowship alongside their clinical duties will also be considered on a case by case basis. A minimum of 50% FTE must be spent on the fellowship.
- The named postdoctoral fellow's previous research need not be in the brain tumour field, but they must be able to demonstrate how they will apply their prior learning to the study of brain tumours.
- The Mentor must hold an employment contract that exceeds the duration of the proposed research.
- The Host Institution should provide additional transferable skills training to the fellow, such as planning and writing of publications, project management, supervision of junior lab members and presentations in conferences and to the general public.
- This scheme is initially open to international researchers. However, Senior Fellowships must be taken up at a UK-based university or institute.
- Assessment criteria and eligibility criteria are available on our **website**.
- Please read the important documents (**here**) that are applicable to all our grants before applying for funding.
- All applications must have input from those affected by brain tumours as early as possible. To facilitate this we encourage you to engage The Charity's Involvement Network (IN), a network of people who either care for someone who has a brain tumour (or have done in the past) or are living with a brain tumour themselves. More information on the IN 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

Beginning your full application

The application is available for completion via the **Grant Management Portal**. Please read the system guidance, available on the portal, and use these guidance notes to support completion of the application.

Please allow sufficient time for your Head of Department and Administrative Authority to approve this application before the grant deadline. Once the application has been submitted by the Lead Applicant, it will not be received by The Charity, until these individuals have given their approval.

Application Summary

Please complete the details requested, including:

- Title of the programme
- Proposed start date – must not be before 01 October 2022
- Proposed duration – maximum of 36 months
- Total requested – this section will automatically populate when you complete the 'Budget' section of the application.

Applicant Details



Please note:

- For the full application the Postdoctoral Fellow must be the Lead Applicant. Please note: this is different from the letter of intent.
- The Mentor must hold an employment contract with their institution that exceeds the duration of the proposed research.
- The Mentor 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/ Aspiring Fellow

Some of your details will have been pulled through from your CV and any remaining fields should be completed. Please add/amend basic information details in the “Manage My Details” section of the Grant Management Portal.

In addition to the basic contact details please add your Twitter handle. This can be added in the ‘Web page’ field.

A biographical sketch is required for the Lead Applicant. Please download the template from the application form and attach the completed version using the  **Attach**  button.

The Lead Applicant’s institution will be the Host Institution.

Please note:



- All financial awards will be made in Pounds Sterling (£). It will be the responsibility of the Host 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 recommend that the Host Institution establishes a corporate exchange rate agreement if conversion to other currencies is required.

Mentor

Please add the details of the Mentor. Use the ‘Add Contact’ button to search for contacts within our database. If the person you searched for was not found, please add this person to our system by entering their full name and email address. They will receive an email, prompting them to set up a Portal account.

The Mentor will be required to accept their involvement in the application prior to submission. They also need to ensure all their details are populated correctly and use the “Manage My Details” section of the Grant Management Portal to add/ amend their basic information.

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

A biographical sketch is required for the Mentor. Please download the template from the application form and attach the completed version using the  **Attach**  button.

Time Spent by Applicants on Research

Please include the hours the Fellow and Mentor will spend on research per week and how much time they will spend on this specific research project per week.

Collaborators

Please use the 'Add Contact' button to search for contacts within our database. If the person you searched for was not found, please add this person to our system by entering their full name and email address. They will receive an email, prompting them to set up a Portal account.

Please upload a letter of collaboration for each Collaborator listed. Letters should be signed by the Collaborator named in the application, and include a brief summary of what they will contribute toward the project.

Head of Department and Senior Administrative Authority

Please provide the details of the Head of Department (HoD) and Senior Administrative Authority (SAA) from your Host Institution. Please use the 'Add Contact' button to search for contacts within our database. If the person you searched for was not found, please add this person to our system by entering their full name and email address.

The HoD and SAA will be sent emails by the system once assigned to the application.

These authorities have 2 tasks during the submission of the application. Firstly, they will be required to tick a check box indicating they have read and understood the terms of the proposal and accept the role (HoD or SAA) they have been nominated for. Ticking this box constitutes an electronic signature for the application. Secondly, they will need to approve the final submission of the application. This occurs AFTER the Lead Applicant clicks "Submit".

Please note that the Head of Department and Senior Administrative Authority must both approve the application in order for it to be submitted successfully.

Mentor Recommendation

Please use this section to explain why you are recommending this Fellow for the Future Leaders Postdoctoral Fellowship.

Fellow's expertise, career intentions and motivation to work in the UK

Please use this section to describe your experience and expertise and outline your career plans. You should also explain your motivation to work in the UK ultimately as this is a requirement of the Future Leaders Senior Fellowship.

Required attachments for this section:

- Biosketches for the Lead Applicant (Fellow) and Mentor.
- Letters of collaboration from all named Collaborators.

Lay Section

This section of the application form must be completed in plain English, using non-technical language. The information should be comprehensible to people with no scientific background and abbreviations and acronyms should be avoided. Any unavoidable scientific terminology should be clearly explained.

This section of the application form will be reviewed by the Lay Scientific Advisory Board members as part of the assessment process. 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.

Please note the lay section will be returned to you to be rewritten if it is not easily comprehensible and not written in plain English.

Please note The Brain Tumour Charity has established a Involvement Network (IN) which is a resource applicants can use to check readability of the lay section of the application. If you would like to learn more about Patient and Public Involvement or the IN and the help they can offer please see www.thebraintumourcharity.org/PPI

Lay Summary

Please provide a summary of the research proposed in plain English, using non-technical language. The following sub-headings can be used to structure the summary:

- **Aims and background**
Outline the aims and the research question(s) you will address.
- **Why this research is needed**
Explain why this research is important and how it fits into the current research landscape.
- **Methodology**
Briefly describe the methods and techniques you plan to use in your research.
- **Patient and Public Involvement and dissemination**
Describe any involvement of people affected by a brain tumour, including any engagement with our Involvement Network, and briefly outline how the results will be disseminated.

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

What is your research about?

Please provide background details for the research, addressing the following questions:

- What problem are you trying to address?
- What is already known about the problem?
- How does this research aim to address the problem?
- What is innovative and novel about the proposed research?

Research methods

Please briefly describe the approaches and techniques you will use to answer the research question and address the aims of the programme.

This section should be written in plain English and any technical terms must be clearly explained.

How will this research benefit people affected by brain tumours?

Please describe the potential benefit for people affected by brain tumours. Please include:

- How will this research (ultimately) benefit people affected by brain tumours?
- What are the further steps needed to achieve benefit?
- What is the likely timescale to achieve this benefit?
- Why is this step needed? What important information will this research provide?
- How could the findings from this research be developed and/or put into practice?

Please note that The Brain Tumour Charity funds research that will ultimately offer benefits to people affected by brain tumours. It is therefore important that all applicants consider how their research proposal could lead to patient benefit and what the steps will be on the route to achieving benefit.

Patient and Public Involvement

Please outline how people affected by brain tumours will be involved in the research. As a minimum this should include:

- How people affected by brain tumours have been involved in the development of this proposal
- How people affected by brain tumours will be involved in the dissemination of results
- How the findings from the research will be communicated with the general public

Please note The Brain Tumour Charity has established an Involvement Network (IN) which is a resource available to applicants. If you would like to learn more about the IN and the help they can offer please see www.thebraintumourcharity.org/PPI. If you have consulted the IN, please describe any feedback received and the steps taken to address this.

Summary of Proposed Research

Scientific Summary

A scientific summary of the proposed research should be provided, and it should include:



- The research questions you want to answer
- Background and the reason for undertaking further research
- Clearly state how this potential new funding will relate to any previous funding the mentor or aspiring fellow have received for similar research topics

Keywords and Categorisation

Please select the keywords which best describe your research. In particular, please tick whether the research will focus on high grade or low grade brain tumours, and whether it focuses on adult or paediatric tumours.

Research Proposal

Detailed Research Proposal

Please attach a detailed research proposal as a PDF file (up to 10 pages, minimum size 10 font with single spacing) using the  **Attach**  button. This should include:

- Background and research question(s) to be addressed.
- Aims and key deliverables.
- Methodology.
- Justification for the methods chosen.
- Statistical analysis showing results will be significant and meaningful. Statistical calculations should be included.
- Relevant figures.

Please provide the citations for your research in full in the text box using APA or CSE format. This is separate to the main research proposal and does not need to be included in the 10 page limit for the research proposal.

Use of Models

Please include information on the models (including cell models) that will be used in the research. Use the 'Add...' button to enter each model. There should be a separate entry per model being used in the research.

For each model proposed please include a justification for the choice of this model.

Key Questions

Relevance to research priorities

Detail how the proposal addresses the research priorities outlined in our research strategy 'Accelerating a Cure'.

Potential for patient benefit

Please describe how the proposal will lead to benefits for people affected by brain tumours, including:

- How the proposal advances neuro-oncology research and its potential for clinical translation.
- How the proposal strengthens ties between basic and clinical research.
- How this translational work will bring research closer to the clinical setting
- Any other benefits expected from the proposed research and collaboration.

Contingency plans

Outline any problems that may potentially arise and provide details of how such problems may be overcome. Please highlight any problems that might prevent you from reaching a milestone.

Personal development

Please describe the personal development and training opportunities that are available to you through your Host Institution. This should include transferable skills as well as technical skills specific to your research.

Dissemination plans and working with The Brain Tumour Charity

Please outline your plans for dissemination and how you will work with The Charity, including:

- How research results will be disseminated to both a scientific audience and to the general public
- How the team will work with The Charity to promote the research during the programme and after its completion date
- A commitment to keep The Charity informed about manuscript submissions BEFORE publication date.

Leveraged funding or resources

Please describe any funding, facilities or resources in kind that have been received or will be made available for the project. Where funding or support has been given to cover parts of the research proposal please explain how this will complement The Brain Tumour Charity award.

Equality, diversity and inclusion

The Charity is committed to ensuring our research funding practices are inclusive. Please outline any steps your Host Institution is taking to improve its EDI practices. This can include specific initiatives and schemes, training or the overall approach to ensuring equal opportunities.

In addition, please describe any steps that have been taken within the research proposal to ensure it is inclusive.

Milestones

Timelines and Milestones

Please detail the key milestones for the entire duration of the research proposal. The key deliverables for each year of the grant must be specified and an estimated timeframe for the completion of each milestone should be included.

Gantt Chart for the Proposed Research

Please attach a detailed Gantt chart using the  **Attach**  button. The Gantt chart should cover the duration of the proposed research and include all the milestones listed above.

Budget

Please note that only directly incurred costs can be requested. Please refer to our **Finance Guidelines** before completing this section.

All amounts must be provided in Pound Sterling (£) and rounded to the nearest whole pound.

If no costs have been requested for a specific budget category, please input "n/a" in the justification section.

Please note The Charity is not responsible for any fluctuations in exchange rate over the course of the project.

Salaries

For each staff member, please include:

- Staff name (if known)
- Role
- Period on grant (months)
- % of full time
- Total salary costs per year

Materials and consumables

For each item, please include total costs per year.

Animals

For each item please include:

- Species and number of animals to be used
- Cost category (purchase cost or maintenance cost)
- Total costs per year

Travel

For each item, please include total costs per year.

Miscellaneous

For each item please include total costs per year.

Indirect Costs of Research

As an Association of Medical Research Charities (AMRC) member, The Brain Tumour Charity monitors the indirect cost of the research we support. Unlike some other funding bodies, such as the research councils, AMRC member charities will not fund the indirect costs of research, or a proportion of these. The figures provided should include the standard indexation rate used by the institution to calculate indirect costs.

The Charity will only cover the direct costs included in the budget breakdown above. Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

Please refer to our **Finance Guidelines** for advice on what are considered eligible costs that The Charity will pay for.

Total Indirect Costs

Please provide an estimate of the total indirect costs for this research. This should include the Principal Investigators salary, estate costs and other indirect costs of research, such as administration costs, library expenses and utility charges.

Indirect Cost Breakdown

Please describe how these costs have been calculated and summarise what has been included in the Total Indirect Cost above.

Current Funding

Please list existing and pending research funding for the Lead Applicant (Aspiring Fellow). including:

- Status
- Team member – will default to the Lead Applicant.
- Funding source
- Title of project
- Funding start date
- Funding end date
- Total amount – please include the currency.

Assurances

Commercial Exploitation and Competing Interests

Please complete the questions in this section to confirm:

- If any of the applicants have consultancies, or any equity holdings in, or directorships of companies or other organisation that might have an interest in the results of the proposed research.
- If the proposed research uses technology, materials or other invention, that as far as you are aware, are subject to any patents or other form of intellectual property protection.
- If the proposed research, in whole or in part, is subject to any agreements with commercial, academic or other organisations.
- If the proposed research is likely to lead to any patentable or commercially exploitable results.

If the answer is yes to any of the above points, you will be required to provide more details in the form.

Ethical and Legal Requirements

Please complete the questions in this section to confirm:

- If the proposal involves human subjects. Details of the Ethics Committee approval or expected date of approval are required if it does.
- If the proposal involves vertebrate animals. Details of ethical approval, or expected date of approval are required if it does. In order to ensure the proposal adheres to NC3Rs guidance additional information will be required, including:
 - Details of the animal species being used, why this species/model is the most appropriate and whether there are any alternative approaches that could be used instead.
 - Whether any of the animals being used are genetically modified.
 - Justification for the number of animals to be used per experiment, including details of sample size calculations and statistical advice sought
 - Indicate the severity of the procedures being used – mild, moderate or severe.

Evidence of ethics approval, personal and project licences should be uploaded using the 'Add' button at the bottom of this section.

Additional Information

Reviewer Suggestions

Please use the 'Add a Reviewer' button to add the names of people that you would recommend as a reviewer and those who you would prefer we didn't contact for a review. Please include a justification for your choice to help us understand the nature of your relationship with the individual and why you think they would or wouldn't be a suitable reviewer for this application.

Letters of Support

Please use the  **Attach**  button to upload any letters of support you have received for this application.

Required Attachments

Please make sure you have attached all of the following documents to the application:

- Biographical sketches for the Lead Applicant (Fellow) and Mentor
- Letters of collaboration for all named collaborators
- Detailed research proposal
- Gantt chart
- Ethics approval, personal and project licenses
- Letters of support – as necessary i.e. confirmation by clinical department to confirm protected academic time

You will see a list of the currently uploaded documents in your application to refer to. If anything is missing please return to the relevant section of the application and upload the necessary document.

Confirmation

The Brain Tumour Charity 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](#).

- I confirm that I (and all those providing personal information in the application) have read and understood The Brain Tumour Charity's Data Protection statement above.
- I confirm that I have read, understood and accept the The Brain Tumour Charity's Grant Conditions ([found on this webpage](#)).
- I have read and approve the completed application form. If granted, the work will be accommodated and administered in the department/institution in accordance with the grant conditions. I also confirm that there are no existing matters which would be a breach of any conditions which have not been brought to your attention in writing.
- I 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. To the best of my knowledge, the information provided in this application is accurate and complete.