

Clinical Biomarkers Grants– Guidance notes

Funding to identify and implement molecular testing for those affected by brain tumours

Purpose and Scope

As part of our Charity Strategy, [Defeating Brain Tumours](#), we are setting up a scheme to ensure each patient benefits from an early and accurate diagnosis.

This funding scheme has been established to provide grants for the discovery of clinical biomarkers which may bring us closer to an earlier and more accurate diagnosis of brain tumours. The scheme also supports the validation of markers and their implementation into routine clinical use in the UK. Studies may make use of the samples and infrastructure brought about by funded clinical trials, to go beyond the primary and secondary endpoints and generate new knowledge around clinical biomarkers.

Funding

Guide costs: up to £100,000 per year for up to five years.

This funding should be primarily allocated to cover direct costs of consumables, and additional FTE costs where appropriate justification is made. Requests for capital / infrastructure will not be considered since it is expected that this will be available at the Lead Institution as well as all partner organisations.

Grants will be awarded to the Principal Investigator's institution (called the Lead Institution). Funding can be allocated to co-investigator institutions with agreements put in place between all partner institutions.

The award will be made in Pounds Sterling and will be cash limited at the point of award. It will be the responsibility of the Lead Institution to make conversions into 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.

Eligibility

- All grant applications must focus on the research priorities highlighted in our Research Strategy [A Cure Can't Wait](#) and The Charity Strategy [Defeating Brain Tumours](#).
- This award is open to international researchers, but all proposals must demonstrate how they can benefit patients in the UK health system.
- All applications **MUST** include a clinical **AND** a scientific lead.
- It will be looked on favourably if this proposal makes use of the infrastructure and/or samples already in use for a funded trial.
- If proposals are submitted in the context of an already funded clinical trial then this funding should be from an agency which uses peer reviewing methods in its grant assessment (e.g. Cancer Research UK).
- Similarly, if proposals are submitted in the context of an already funded clinical trial, the funding obtained from us may not be used for the purposes of achieving the primary or secondary endpoints of the trial, as this should be covered by the initial funding. Funding is intended to allow the production of new insights (e.g. identification of new biomarkers or further stratification of the trial population), which will lead to early and accurate diagnosis.
- All applications must have input from those affected by brain tumours as early as possible, preferably during scoping of the project.

Assessment criteria

- **Methodology**
Projects must have a sound approach and methodology in order to address the questions raised.
- **Statistical validity**
Projects must be statistically powered so results are significant and meaningful.
- **Expertise of Applicants**
The applicants must be appropriately trained and well suited to carry out the planned studies.
- **Potential for patient benefit**
Projects must articulate a clear pathway leading to patient benefit as well as the anticipated impact and likelihood of achieving an early and accurate diagnosis. Applications with a clear path to clinical or practical application will be strongly favoured. In addition, applications need to demonstrate how their findings will be taken up and funded by the NHS following The Charity's investment.
- **Value for money**
Projects must demonstrate that the funds requested are essential for the work and how these represent value for money.

Evaluation of proposals

The Brain Tumour Charity is a member of the [Association of Medical Research Charities](#) (AMRC) and adheres to its principles of peer review. All applications will be considered by our [Biomedical Scientific Advisory Board](#) (SAB).

Reporting requirements

The Charity will require annual reports to assess the progress being made. We also use the online outcomes system Researchfish, and so will additionally expect updates to be submitted here.

Application instructions

The application form should be read in conjunction with these guidance notes and with The Brain Tumour Charity's [Terms and Conditions](#) downloadable from our website. By applying for a grant, you confirm your acceptance of these terms and conditions.

It is also recommended that you read our Charity Strategy [Defeating Brain Tumours](#) and our Research Strategy [A Cure Can't Wait](#) prior to writing your grant application to ensure that the research proposal complies with at least one of the key areas identified.

Please note that failure to correctly complete the form and abide by the word limits specified will result in your text being automatically cut off by the online grants portal when you have reached the word limit.

There is no deadline for applications with proposals being accepted on a rolling basis. Decisions will be made at already existing SAB meetings and applicants will be told when their SAB assessment will take place at the time of proposal.

Applications must be submitted online through our an online portal:

<https://proposalcentral.altum.com>. Principal Investigators and Lead Institutions must set up an account on proposalCENTRAL. For help on how to use the system, please visit:

<https://proposalcentral.altum.com/Help.asp>

Examples of tutorials available:

- [How to Register your Institution with proposalCENTRAL](#)
- [How to Register as a proposalCENTRAL user](#)
- [How to Create an Application using proposalCENTRAL](#)
- [How to Customize your Browser](#)

For technical Customer Support please email pcsupport@altum.com or call +1 703 964 5840 (Direct Dial International) or 800 875 2562 (Toll-free U.S. and Canada). Normal Business Hours: 8:30am - 5:00pm Eastern Standard Time, i.e. 1.30pm – 10.00pm London time.

If you have a query regarding the grant round or would like to discuss your project, please contact us directly on: research@thebraintumourcharity.org or call +44 (0) 1252 418190.

Please note the following:

- All dates must be entered with the US format mm/dd/yyyy
- Despite the dollar \$ sign, ALL budget costs must be entered in Pounds Sterling

We understand these are issues and are working with proposalCENTRAL to resolve them. In the meantime, we ask that you bear with us and follow the above instructions.

This is our first year using proposalCENTRAL for a full grant application and we understand you may have questions or issues – please do contact us at any stage so we can help you:
research@thebraintumourcharity.org or call +44 (0) 1252 418190.

Professional Profile

Please fill in your details regarding: contact information and personal data for applications (**mandatory data: email and phone number**), other support and publications. You may choose to link this to your ORCID identifier.

In 'Other Support' please include other grants you have received as this will be pulled through to the main application. In addition, please outline all related applications currently under consideration and describe how they relate to this programme (there is an option for Pending status).

Please ignore the Dollar \$ sign. Add the monetary value of your award as it was given to you and in the description add the currency in which this award was made.

In 'Publications' please note you can either manually populate the fields, or you can use the article's PMID, PMCID which will automatically populate them. In order for this to work, you must fill in the ID and then press 'Submit'.

Please note that your Title (e.g. Dr/Professor) is designated by the term '**PREFIX**' on proposalCENTRAL. Make sure you fill this in in your **Professional Profile-> 9) Account Information**.

The screenshot shows the 'proposalCENTRAL Application System' interface. The 'Professional Profile' tab is active. The 'Account Information' section is highlighted with a red box. A red arrow points to the 'Prefix' field. The form contains the following fields:

Name:	Dinis, Mariana	Email:	mariana.dinis@thebraintumourcharity.org
Changing the name and primary e-mail address on the account will alter the name and e-mail attached to any LOIs, Proposals, critiques or awards for all Grant Makers in proposalCENTRAL affiliated with this account.			
Prefix:	<input type="text"/>		
* First Name:	Mariana	Please enter a first name	
Middle Name:	<input type="text"/>		
Maiden Name:	<input type="text"/>		
* Last Name:	Dinis	Please enter a last name	
Suffix:	<input type="text"/>		
* Primary E-Mail Address:	mariana.dinis@thebraintumourcharity.org	Please provide a primary e-mail address for this account. This e-mail address will be used for all correspondence and notifications from proposalCENTRAL and the participating grant-makers. This e-mail address can be used in place of the user id to login.	
* User Login/ ID:	Dinis		
Current Password:	<input type="password"/>	Anytime, if the primary email, user login, password or challenge question information is changed, then the current password is required.	
New Password:	<input type="password"/>	Please enter a password for this account. Passwords must be 6 to 12 characters in length, with at least one alpha and one numeric character	
Confirm Password:	<input type="password"/>	Confirm new password.	

We understand it will be a little time-consuming to fill in this level of detail, but please remember you will only have to do this once and that the system will hold this information for all future applications you wish to submit.

Call for applications

In order to find our calls for applications visit this quick access link:

<https://proposalcentral.altum.com/opportunities.asp?GMID=155>

Alternatively, once you have set yourself up on the system, you can click on 'Grant Opportunities' and then select The Brain Tumour Charity from the list of funders.



Once you have found the call you want to apply for, please click 'Apply Now'.

At any point of the application you may wish to save. You can do this by pressing the button 'Save' or simply by clicking 'Next'. Mandatory sections are denoted by a red star, which must be completed before final submission, however you can save your application throughout the process without these sections being completed.

Please note that **spaces count towards character limits**. In addition, please note that **the system does not allow symbol characters to be added**.

1) Title Page

Please enter a brief title for your project and let us know how you heard about it.

2) Download Templates & Instructions

Here you can find our Guidance notes, the Call for Applications and Terms and Conditions. There is also a Co-applicants' Confirmation Form where we ask that you collect signatures from your co-applicants to confirm they are happy with the application and The Brain Tumour Charity's Data Protection and Undertakings policies. No hard copy is required.

Please note: you will be asked to attach the Co-applicants Confirmation Form in section 16) Attachments.

3) Enable Other Users to Access this Proposal

If you wish to grant access of this application to other people, please do so here simply by typing in their email. We suggest that you allow your co-applicants access to your application so they may edit it as well (e.g. choose the permission 'Edit').

You may also wish to give your institution access to the application, as your senior administrative authority will be asked to sign the application on behalf of the Lead Institution (e.g. choose permission 'View').

4) Applicant

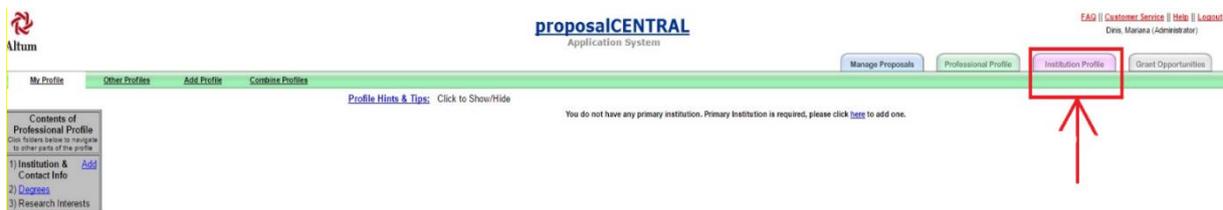
Please provide contact details for the Principal Investigator who should be based at the Lead Institution. This should pull from your Profile, if you have already filled it in. If you haven't, please do take the time to fill it in at this stage.

To be eligible, the Principal Investigator must hold an academic or research position at the Lead Institution and hold an employment contract beyond the period of the grant.

Please note: you will be asked to attach your CV in section 16) Attachments.

5) Institution

Please provide details of your affiliated institution. This should pull from your profile, if you have already filled it in. If your institution is not yet registered, please do so on the 'Institution Profile' tab, followed by 'Add institution'.



6) Co-Applicants & Collaborators

Please note that all applications MUST include a clinical AND a scientific lead.

Enter all the applicants' email addresses. A new window will then pop-up for you to fill in details regarding names, affiliated institutions, role on the programme and expertise details. After you have filled in the details, please click 'Save' and then 'Close window'.

Please note co-applicants and collaborators' institutions need to be added on the system if not already on the list. If this is not done, you will not be able to validate your application.

Please indicate how many hours each week each applicant spends on research and also specifically on this research grant. **Ignore the Phone and Effort shown on the table as we are not collecting this.**

Please note: you will be asked to attach co-applicants' CVs in section 16) Attachments.

7) Project details

Relevance to research priorities (Max 2100 characters)

It is recommended that you read our Charity and Research strategies prior to developing a proposal. Please describe in this section how your proposal addresses early and accurate diagnosis as highlighted in The Charity's Strategy [Defeating Brain Tumours](#) and how it addresses the research priority areas as highlighted in our Research Strategy [A Cure Can't Wait](#).

Team members (Max 1400 characters)

Please provide a list of all members involved in the project, including Principal Investigator, co-applicants, collaborators, fellows, research assistants, and support staff. Please include details of each member, including their role in the team and expertise.

Facilities and resources available to the team (Max 2100 characters)

Please outline the facilities and resources which will be made available to the team across the research institutions. You must also describe the project's access to patients and data.

Contingency plans (Max 1400 characters)

Please outline any areas where problems may arise and provide details of how such problems may be overcome. In particular, please describe any potential problems which may prevent you from reaching a milestone.

Implementation plans (Max 2100 characters)

It is crucial that projects funded through this scheme are taken forward and actively contribute to earlier and accurate diagnosis of brain tumours. Projects do not need to be carried out in the UK but they must demonstrate how they can benefit patients in the UK health system (NHS).

For projects focusing on the discovery or validation of biomarkers, please detail the route of their use in the NHS. For projects focusing on the implementation of biomarker tests into the NHS, please detail the route for its continued use with NHS funding after completion of this project.

Public Patient/Community Involvement (PPI) (Max 2800 characters)

In preparation for your submission you **MUST discuss your application with patients or carers**. Please outline here **how this stakeholder group has been involved in the development and shaping of this research project**.

You should to access our Research Involvement Network (RIN) which can provide you with this. www.thebraintumourcharity.org/ppi. If you wish to access the RIN, we recommend that you do so **at least three weeks before the submission deadline**. If left any later, we cannot guarantee that you will get feedback from the group before the application closing date.

Potential for patient benefit (Max 2100 characters)

Please outline what the expected benefits for patients are arising from this project. Indicate the likely timescale for these outcomes and explain the reasons for the suggested timescale.

Working with The Brain Tumour Charity (Max 2100 characters)

Please explain how you will endeavour to work with The Charity to promote the impact of your research during and after your project finishes. In addition, as per our [Terms and Conditions](#), how will you ensure patients and carers have access and/or are made aware of our materials and services?

Please note: you will be asked to attach your detailed research proposal (up to six pages) in section 16) Attachments.

8) Research Summary

Lay summary (Max 2100 characters)

Please provide a summary of the research proposed in plain English. **Note that this summary will be used by the lay reviewers and forms an important part of the assessment process.** Please also provide a lay title to accompany the summary. You will be required to describe the research project using terms that are understandable to a reader with no specialist scientific or medical knowledge and using the sub-headings given:

- The aims of the research programme.
- Why this research is needed.
- How this research will be carried out.
- Relevance of research to people with a brain tumour.

You may find it helpful to refer to the AMRC's [Guidance for researchers - writing lay summaries](#) downloadable from our website.

Summary of research in one sentence

Please describe your project in just one sentence using lay terms. Briefly describe what you are going to do and why you are going to do it.

If your application is successful, the lay summary and sentence will be used by The Charity to publicise our research portfolio, so please do not include any confidential or commercially sensitive information in the summary.

Scientific Summary (Max 2100 characters)

Please provide a summary of the research proposed for a scientifically qualified assessor. **This will be used in the first instance for peer reviewing purposes.**

Keywords

Please select keywords which best describe your research, including tumour type. These will be used in the first instance to find peer reviewers for your application. If you want to add a keyword that is not on the list, please use the 'Other' box above.

Please select ALL the categories shown that are relevant to this application. You MUST choose at least one of each of the following categories: High and/or Low grade AND Adult and/or Paediatric tumour.

9) Timelines & Milestones

Please add here the milestones you anticipate to achieve with this grant. Add each milestone in a new row indicating the year to which it relates, as per the example figure. Please note that these key milestones and timelines will be used to monitor the grant's progress over the duration of the funding.

LOI Sections		Timelines & Milestones													
Click here to view Letter Of Intent.		Save Print <<Previous Next>> Cancel Exit													
Proposal Sections Click name below to go to that section.		Timelines and milestones: Please provide details of key milestones for every 12 months of the programme in the table below along with a detailed Gantt chart for the proposed research.													
1) Title Page 2) Download Templates & Instructions 3) Enable Other Users to Access this Proposal 4) Applicant 5) Institution 6) Co-Applicant & Collaborators 7) Project Details 8) Research Summary		<table border="1"> <thead> <tr> <th>Add</th> <th>Year</th> <th>Milestone Description</th> </tr> </thead> <tbody> <tr> <td>Del</td> <td>Milestone 1 * year 1</td> <td>obtain samples xxxx</td> </tr> <tr> <td>Del</td> <td>Milestone 2 * year 1</td> <td>example 2</td> </tr> <tr> <td>Del</td> <td>Milestone 3 * year 2</td> <td>example 3</td> </tr> </tbody> </table>		Add	Year	Milestone Description	Del	Milestone 1 * year 1	obtain samples xxxx	Del	Milestone 2 * year 1	example 2	Del	Milestone 3 * year 2	example 3
Add	Year	Milestone Description													
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Del	Milestone 2 * year 1	example 2													
Del	Milestone 3 * year 2	example 3													

Please note: you will be asked to attach your Gantt Chart in section 16) Attachments.

10) Budget Period Detail

As a member of the [AMRC](#) and in line with their guidelines, The Brain Tumour Charity will only reimburse directly incurred research costs. The Charity will not fund indirect costs nor will it pay on a percentage basis.

Directly incurred costs are actual costs explicitly identifiable as arising from the conduct of a project (e.g. staff salaries, equipment, materials, travel).

Directly allocated costs are costs of resources used by a project that are shared by other activities and based on estimates (e.g. principal and co-applicant costs, estates costs).

Indirect costs are non-specific costs charged across all projects that are based on estimates (e.g. HR and finance services, library costs).

As above, please note that despite the dollar \$ sign, all budget costs must be entered in Pounds Sterling.

Please add the budget per year by clicking on the grey boxes relating to the different years. The date pertains that year only.

LOI Sections		Budget Period Detail											
Click here to view Letter Of Intent.		Save Print <<Previous Next>> Cancel Exit											
Proposal Sections Click name below to go to that section.		Enter Proposed Start and End Dates for each Budget Period: ENTER BUDGET AMOUNTS AND CLICK SAVE TO CALCULATE TOTALS. NOTE: Please input all your costs in Pound sterling.											
1) Title Page 2) Download Templates & Instructions 3) Enable Other Users to Access this Proposal		<table border="1"> <thead> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Year 1	Year 2	Year 3	Year 4	Year 5					
Year 1	Year 2	Year 3	Year 4	Year 5									
		Start Date (mm/dd/yyyy) 4/1/2017 End Date (mm/dd/yyyy) 3/31/2018											
Personnel Cost													

Please detail the costs listed below separately:

Personnel Costs

Funds may be requested for the salary of any postdoctoral researchers, graduate research assistants, technicians or other person who will be employed directly on this grant. This scheme is not intended to provide funding for the Principal Investigator nor PhD studentships. Grants cannot be used to offset the salaries of any core-funded academic or clinical staff. Please include any expected cost of salary rises over the period of the grant plus inflation, which together would not normally be allowed to exceed 5% per year.

If you already know the person's name who will be employed by this grant, please add it. If not, just add 'TBC'.

Materials and Consumables

Please detail here the materials and consumables you will use for this grant. Add lines as required.

Animals

Animal costs should be listed separately for different species and must be split into purchase and maintenance costs.

Equipment

The Charity assumes a basic level of equipment provision by the institutions involved with the research and applications should be limited to items required specifically for the research proposed.

Travel

You should justify any necessary travel for meetings with collaborators and conferences, excessive travel costs will be queried and may be reduced.

Miscellaneous

Add here any other budget item which does not fit into the categories above and clarify what the cost(s) are for.

11) Budget Summary & Justification

When you save the budget items entered on section **10) Budget Period Detail**, a table will be automatically created in this section with your total request. Please note you cannot edit this table. If you wish to do, you must return to section 10).

Justification of costs associated with the grant

Please provide a justification for the costs requested for this grant. For the animals section please specify the species and the number of animals to be used.

If you did not include an item in your budget for a particular section, unfortunately you will still be required to fill in a justification. In this case just type 'N/A'.

12) Current Funding

Please include current and recent funding obtained in the last five years for the co-applicants from The Brain Tumour Charity and other funding organisations. This should include amount awarded, grant start and end dates and position on the grant, along with the number of hours per week (effort as a percentage) that are spent on current research grants. **Please ignore the Dollar \$ sign. Add the monetary value of your award as it was given to you and in the description add the currency in which this award was made.**

Outline also all related applications currently under consideration for funding from other funding bodies, their current status and how they relate and/or overlap to the research described in this grant.

13) Other Support

Please include current and recent funding obtained in the last five years for the Principal Investigator from The Brain Tumour Charity and other funding organisations. This should pull from your profile, if you have already filled it in. If you haven't, please do take the time to fill it in at this stage.

This should include amount awarded, grant start and end dates and position on the grant, along with the number of hours per week (effort as a percentage) that are spent on current research grants. **Please ignore the Dollar \$ sign. Add the monetary value of your award as it was given to you and in the description add the currency in which this award was made.**

Outline also all related applications currently under consideration for funding from other funding bodies, their current status and how they relate and/or overlap to the research described in this grant.

Past grant holders of The Brain Tumour Charity are expected to have published at least one peer-reviewed paper in a scientific journal from any previous grants which finished more than two years ago.

14) Organization Assurances

It is the responsibility of the Lead Institution to ensure that all ethical, legal and regulatory requirements relating to the research are met, as indicated in Clause 3 of The Brain Tumour Charity's [Terms and Conditions](#).

This includes issues regarding the use of radioactive isotopes, pathogenic organisms, genetically modified organisms (GMOs), and toxic and hazardous substances, and research involving human participants, human tissue or cells, animals, and animal tissue or cells.

The Brain Tumour Charity is a member of the AMRC and as such will only fund research which complies with the law of the country where the research is being conducted. **Any research funded overseas must**

be carried out in the spirit of the UK legislation as well as being compliant with all local legislation and ethical review procedures.

All appropriate documentation referring to the use of animals or with regards to projects involving investigations on humans should ideally be submitted with the application form. Otherwise, or if ethical approval can only be considered after funding is approved, the final outcome of the approval process must be submitted to The Brain Tumour Charity as soon as it is known. No part of the grant will be paid until the final ethical approval has been received.

Please note: there is an option to attach ethical approvals in section 16) Attachments.

Human Subjects

Please let us know whether the research grant requires the approval of an ethics committee, certification of the institutes at which the research will be conducted, personal licences for individual researchers, a project licence, or any other permissions or legal documentation and what the status of this approval is.

Vertebrate Animals

Please let us know whether the research grant involves Vertebrate Animals and what the status of the approval is.

The Brain Tumour Charity will only support the use of animals where no viable alternative exists: the applicant must have regard to animal welfare and advances in the refinement, replacement and reduction of animal use and as such we will only fund compliant institutions. International partners which will conduct such experiments may be required to provide documentary evidence regarding national, regional and local standards of animal welfare as well as the institution's animal house handbook and policies and details of the ethics committee.

In the UK, a Local Animal Research Ethics Committee must approve research proposals involving the use of animals as part of the Ethical Review Process mandated by Home Office legislation introduced in 1999. Furthermore, the project and individual researchers must also be in possession of a Home Office licence.

In the questions outlined in the application form, please describe how you will address the principles of the Three Rs – Replacement, Reduction and Refinement. Please state the severity of the procedures to be used on live animals and describe how you have optimised these procedures to ensure the animals suffer as little as possible. Please describe why the use of animals is necessary for your proposal and whether any other approaches, that do not require the use of live animals, could be used as an alternative. Furthermore, please provide a justification as to why the animal model was chosen – this may include references to previous studies using the model. Please also justify the number of animals to be used throughout your research and provide evidence that shows the sample sizes chosen will be statistically relevant.

For further information on the use of animals in research please see our [Terms and Conditions](#).

Commercial Exploitation and Competing Interests

The Brain Tumour Charity is committed to advancing understanding, diagnosis and treatment of brain tumours through its support for biomedical research. As a charity, we are under an obligation to ensure that the useful results of the research that we fund are applied for the public good. To meet these objectives, we encourage institutions and researchers funded by us to play an active role in ensuring the protection and exploitation of the Intellectual Property (IP) arising out of the research we fund.

Legislation regarding IP varies according to country: it is the responsibility of the Lead Institution to inform The Charity of the IP law in their location.

For further information on our policies relating to IP, please refer to The Brain Tumour Charity's [Terms and Conditions](#).

15) Publications

This should pull from your profile, if you have already filled it in. If you haven't, please do take the time to fill it in at this stage. Please add relevant papers that you feel will aid your application.

In 'Publications' please note you can either manually populate the fields, or you can use the article's PMID, PMCID which will automatically populate them. In order for this to work, you must fill in the ID and then press 'Submit'.

16) Attachments

On the table only mandatory attachments are shown. A list of all attachments can be seen in the "Select Appropriate Attachment Type" box.

CVs

Your CV should include your education and employment history as well as any other information you feel will demonstrate your track record in and commitment to research into brain tumours. Publications and funding will be pulled from your profile so there is no need to add this.

Your co-applicants' CVs should include education, employment history and key publications as well as any other information you feel will demonstrate their track record in and commitment to research into brain tumours. Funding obtained is requested in the application form so there is no need to add this.

Detailed research proposal

Please provide full details of your proposal. These should include:

- Background of the proposal and research question to be addressed.
- Aims and key deliverables.
- Statistical analysis showing results will be significant and meaningful. Include justification for the number and types of samples to be used and evidence that they are fit for purpose.
- Methodology.
- Strategic importance of this research.

You may include figures and tables within this proposal but please note these will count towards the page limit. You may add up to six pages of information, minimum font size 10 with single line spacing.

Gantt Chart

The Gantt chart should detail the main goals, milestones and deliverables associated with each 12 months of the programme. Please note that these key milestones and timelines will be used to monitor the programme's progress over the course of the grant.

References

Please provide citations for the research proposal in full, including title of paper, authors, year of publication and journal.

Signed Signature Page

Please read the statements on this page as well as our [Terms and Conditions](#) in advance of signing the page.

Please print the signature page automatically populated in section 19) Signature Page, obtain signatures from the Principal Investigator (applicant Assurance and confirmation of costs in Pound Sterling) **and** senior administrative authority, on behalf of the Lead Institution (Signing Official Assurance), and upload it here. Only page 1 is required to be printed, signed and uploaded.

Non-mandatory attachments

If you already have any ethics Committee approval or Animal License please upload it choosing the attachment type as Ethical and Legal Requirements.

If you have any co-applicants in your project, please upload the Co-applicants Confirmation Form as an attachment type with the same label.

17) Reviewer Recommendations

You are invited (but not obligated) to nominate up to five reviewers who can be academics from anywhere in the world and have particular expertise in this area of research, making them qualified to assess your application critically. You should not nominate individuals with whom you have a close collaboration, with whom you have worked previously, who work at your institution, with whom you have published in the last two years, or with whom you are likely to have a significant conflict of interest, e.g. close friends etc. or for any other reason. We may use all, any or none of these reviewers at our discretion. If there are any reviewers you would like us not to use, please also list these.

18) Validate

Once you're happy with your application, please click on Validate to see if any of the mandatory fields are yet to be filled in. A yellow box will show up detailing any missing information.

19) Signature Page(s)

Please note this page looks editable but this is not true. In fact, all fields are automatically populated from your application form. If some fields are blank, then we are not collecting that information.

Signature of Signing Official refers to the senior administrative authority will be asked to sign the application on behalf of the Lead Institution. The 'senior administrative authority' from the Lead Institution must agree to the declaration at the end of this form confirming that the Institution supports the application. The Principal Investigator must also agree to this declaration.

Once this page has been printed and signed, it must be uploaded on section **16) Attachments**.

All submitted applications will be treated as having agreed with the Data Protection statement and Undertakings statement as outlined.

20) Submit

Once your application has been validated and there are no more errors, please click 'Submit'. After you submit, you will not be able to make any changes to your application.

When you submit, an automated email will be sent to the Principal Investigator to confirm submission. If this email is not received within ten minutes; please contact proposalCENTRAL [Customer Service](#) team for assistance.

Further information

If you have further questions about making an application, please contact the Research Team.

Email: research@thebraintumourcharity.org

Call: +44 (0) 1252 418190