

Quest for Cures initiative – Guidance notes stage 1 – Letter of Intent

Funding for collaborative discovery teams with transformational research ideas

Purpose and Scope

Following on from the launch of our research strategy '[A Cure Can't Wait](#)', we are establishing Collaborative Discovery Teams.

This scheme has been designed to acknowledge the growing importance of international and interdisciplinary team approaches to accelerating the understanding and translation of discoveries and so bring benefits to patients faster. We are seeking innovative approaches to address the critical questions that could present a paradigm shift for brain tumour research or use unexplored paths to allow for new discoveries to be made.

These awards are designed to foster a collaborative research process, strengthen the ties between basic and clinical research and promote transformational brain tumour research advances with the potential for rapid clinical translation. Multidisciplinary teams working in synergy should be formed from the most talented and promising researchers across international institutions to address the issues and utilise technological advances across fields. Teams should be formed of researchers across at least two/three institutions, with international collaborations encouraged. A researcher may serve as Principal Investigator on only one proposal in this grant round.

Eligibility

- All grant applications must focus on the research priorities highlighted in our Research Strategy '[A Cure Can't Wait](#)'.
- This award is open to international researchers, but applications including a UK collaborator will be looked on favourably.
- The Principal Applicant must have a contract with the institution covering the duration of the grant. If the Principal Applicant does not hold an academic or research position, the application must include a co-applicant at the Lead Institution that does.
- The team should be comprised of both established and promising researchers from multidisciplinary backgrounds.
- The collaborative team should have the relevant expertise of laboratory and clinical researchers to demonstrate how discoveries will be translated and taken forward to patient benefit.

We encourage teams to be comprised of:

- Established and promising researchers from different disciplines
- Both laboratory and clinical researchers
- Researchers with experience in translational research
- Applicants from different institutions. International is highly favourable.
- A patient and/or carer to provide the perspective of those directly affected by a brain tumour. The Charity can assist with finding patient/carer representatives if required. This person will need to have been identified by the time the programme grant starts.

Funding

Funding of up to £1.5million per programme over five years is available.

Please note that the award will be made 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. It is the Lead Institution's responsibility to put in place an arrangement to reimburse costs incurred by other institutions during the grant.

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.

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 meeting the eligibility criteria will undergo extensive peer review (in line with AMRC principles) and applicants will have the opportunity to respond to peer review comments prior to the application being considered by the [Grant Review and Monitoring \(GRAM\) committee](#).

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 the website. By applying for a grant, you confirm your acceptance of these terms and conditions.

It is also recommended that you read 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 in the strategy.

Please note that failure to correctly complete the form and abide by the word limits specified will result in the application being administratively triaged out and not being considered for funding.

Letters of intent will be requested until **5 p.m. (London time) on 29 July 2016**. Successful applicants will then be requested to submit a full proposal by 5 p.m. on 31 October 2016.

Applications must be submitted online through our new 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](#)

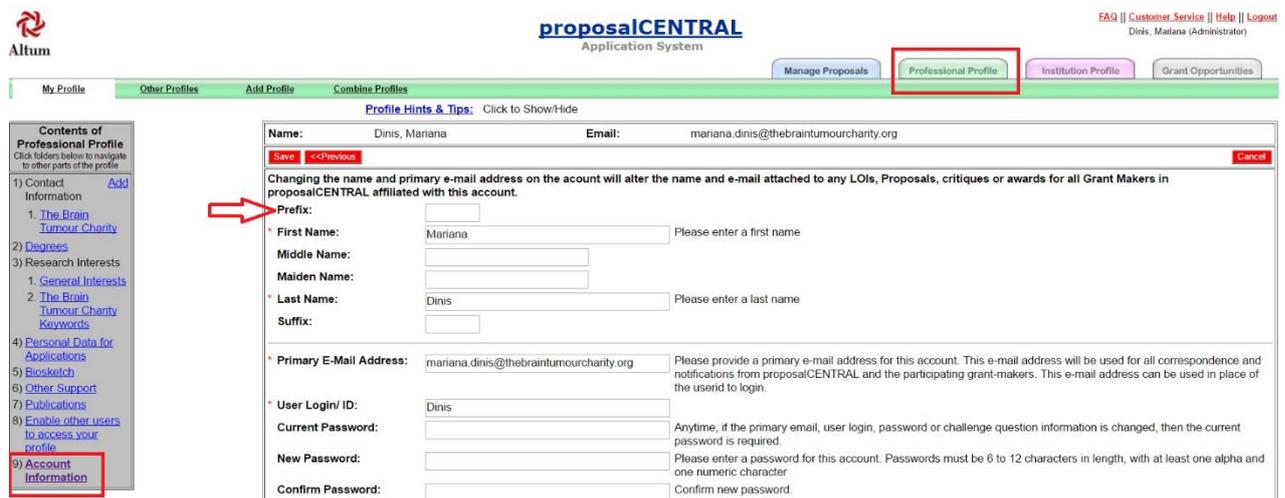
For technical Customer Support please email pcsupport@altum.com or call +1 703 964 5840 (Direct Dial International) or 800 875 2562 (Toll-free U.S. and Canada). Normal Business Hours: 8:30am - 5:00pm Eastern Time, i.e., 1:30pm – 10:00pm London time.

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

Professional Profile

Please fill in your details regarding: contact information, degrees and personal data for applications (mandatory data: email and phone number). You may choose to link this to your ORCID identifier, and fill in other support and publications (although this is not required at the moment, we will request these fields for the second stage of this application).

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 user is logged in as 'Dinis, Mariana (Administrator)'. The 'Professional Profile' tab is active, and the 'Account Information' sub-tab is selected. The form contains the following fields:

- Name: Dinis, Mariana
- Email: mariana.dinis@thebraintumourcharity.org
- Prefix: (empty field)
- First Name: Mariana
- Middle Name: (empty field)
- Maiden Name: (empty field)
- Last Name: Dinis
- Suffix: (empty field)
- Primary E-Mail Address: mariana.dinis@thebraintumourcharity.org
- User Login/ID: Dinis
- Current Password: (empty field)
- New Password: (empty field)
- Confirm Password: (empty field)

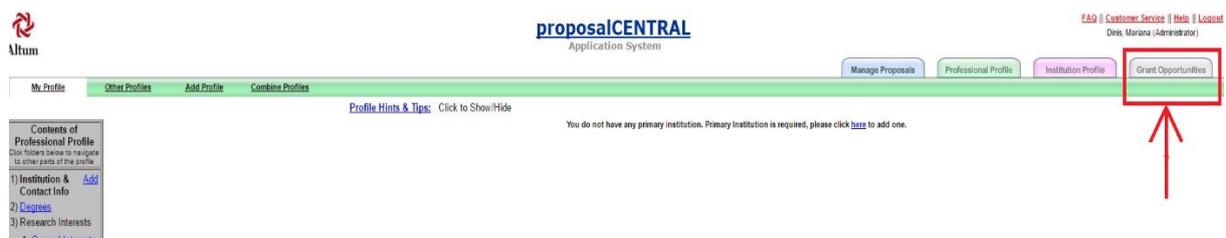
We understand it will be arduous to fill in this level of detail, but please remember you will only have to do this once and that the system will hold this information for all the applications you wish to submit.

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.



The screenshot shows the 'proposalCENTRAL Application System' interface. The user is logged in as 'Dinis, Mariana (Administrator)'. The 'Grant Opportunities' button is highlighted with a red box and a red arrow. The page displays a message: "You do not have any primary institution. Primary institution is required, please click [here](#) to add one."

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”.

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 programme.

2) Download Templates & Instructions

You can find here our Guidance notes and the Call for applications.

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. If not, you can skip to the next section.

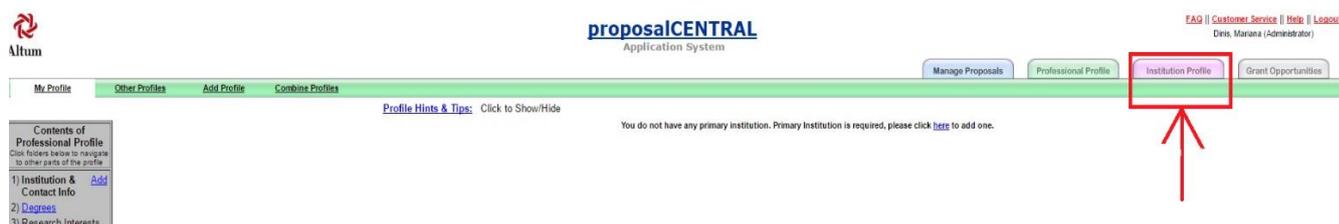
4) Applicant

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. We acknowledge that strong leadership will be a key element of the programme and therefore expect the Principal Investigator to have a strong track record and substantial input into leading the programme.

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-Applicant & Collaborators

Enter all the applicants' email address. 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' institution needs 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.

7) Summary

Lay summary

Please 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 programme 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
- Relevance of research to people with a brain tumour
- How the research benefits from a collaborative approach

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

If your application is successful, this 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.**

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 tick ALL the categories shown that are relevant to this application.

8) Letter of Intent

Please upload here your Letter of Intent. This Letter must be no larger than three pages plus cover letter, minimum font size Arial 10 with single spacing and must mention:

- 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 and multi-national
- How this programme utilises technological advances across fields
- What co-applicants or collaborators will bring to this programme

9) 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 the missing information.

10) Submit

Once your application has been validated and there are no more errors, please click Submit. Please note this must be done before **5 p.m. (London time) on 29 July 2016**. After you submit, you will not be able to make any changes to your application.

When you submit, an 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](#) 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