

# Project Grant Guidance for Applicants

## Introduction

**We're here to beat blood cancer** - Blood Cancer UK is the UK's largest dedicated blood cancer research charity. We're a community dedicated to beating blood cancer by funding research and supporting those affected. Since 1960, we've invested over £500 million in blood cancer research, transforming treatments and saving lives.

Survival rates for blood cancer have risen faster than those for other types of cancer as a result of breakthroughs funded by us and others. But there is more to do as 15,000 people in the UK still die of blood cancer every year and there are many more who are counted as "surviving" but still die before their time, either because of their cancer or from the effects of their treatment.

Blood Cancer UK's [current strategy](#) focuses on bringing forward the day when no one dies of blood cancer or its treatments. We are looking to maximising our research impact by increasing the amount we spend on research and by targeting that spend in the areas where it will have the most effect.

For this open, response-mode project grant scheme, we invite research proposals addressing novel research questions in blood cancer that could help to move us closer to reaching our goal of bringing forward the day when no one dies either of blood cancer or the side effects of its treatments.

We welcome all applications in the field of blood cancer which have the potential to contribute towards that goal. There are no prioritised research themes for this call. We aim to fund up to 8 projects in this round.

## Timelines

- Call opens: Wednesday 30th October 2024
- Deadline for submission: **3pm on Thursday 6th March 2025**
- Applicants notified of outcomes: **July 2025**

## Remit

- Project grants are awarded for up to £300,000, for up to three years.
- Project grants provide support for clearly defined research projects that aim to address key questions in the field of blood cancers in line with our strategic aims.
- Applicants should clearly outline the potential impact for people affected by blood cancer.
- Project grants are primarily designed to support discovery and pre-clinical translational research. Small scale clinical studies can be included where justified and feasible within the funding and timeframe available, but applications requesting funding for clinical trials will not be considered through this grant scheme.
- Project grants are also **NOT** designed for:
  - supplementing or making up shortfalls in funding for ongoing research or staff funded by other awards.
  - bridging support between other grants.
  - biobank funding or other infrastructure costs.

## Eligibility

- Individuals based at UK universities, hospitals or other recognised research institutions who are able to sign up to [Blood Cancer UK's Terms and Conditions](#) are eligible to apply.
- Applicants should have at minimum some postdoctoral research experience, or equivalent, and be scientists, clinicians or healthcare professionals.
- The main applicant should usually have a permanent or long-term rolling contract, with their salary paid by the host organisation for the duration of the award.
- Senior postdoctoral researchers and early career researchers who do not meet the criteria above can apply as the main applicant and include a request for their own salary support if required. However, applicants in this category must include either a co-applicant with tenure based at their host organisation, or a written guarantee from their Head of Department that they will be provided with the required space, facilities and organisational support for the duration of an award.
- This scheme is not open to applicants employed by a commercial organisation.

## Assessment Criteria

Every application for this funding scheme will be reviewed by the Blood Cancer UK Research Funding Committee and by people affected by blood cancer, experts through lived experience. We regard the input from people affected by blood cancer to be a vital part of the review process. We strongly encourage applicants to involve patients in developing their application and, as a minimum, ask that someone affected by blood cancer is invited to review the plain English summary of the project to ensure this can be clearly understood by a lay audience. More details and support on patient involvement can be found on our [website](#).

Assessment criteria used to make funding decisions will include:

- **Relevance and impact potential:** How relevant and timely are the research questions to people affected by blood cancer? Has the research got the potential to lead to a positive impact for patients and how significant is that impact?
- **Originality:** Is the work novel or is it already being undertaken elsewhere? Does the project clearly address a gap in current knowledge?
- **Proposed approach:** Is the research proposal clear and feasible with focused aims and objectives, underpinned by strong scientific reasoning? Is there an appropriate experimental plan and methodology in place to reach the stated aims and objectives? Are there any barriers to achieving the objectives and have the applicants included plans to mitigate these?
- **Research Team:** Does the proposed research team have the track record and expertise required to achieve the aims of the project?
- **Resources requested:** Is the project achievable with the time, resources and budget requested? Are the funds requested essential for the work and do the importance and scientific potential of the research justify funding at this level?
- **Ethics and regulatory requirements:** Have the applicants clearly articulated how the project will adhere to the highest ethical standards? Is any inclusion of animal research or research involving human samples, data or participants ethically appropriate and fully justified? Have the applicants considered all the necessary regulatory approvals and are there any concerns about those being successfully received?
- **Patient and Public Involvement:** Have the applicants involved people affected by blood cancer in the development of this application and included appropriate plans for Patient and Public Involvement throughout the project itself?

The recommendations from our Research Funding Committee will be sent to our Board of Trustees, who will then make the final decision on which applications we fund. Notification of the outcome of applications will be made after consideration of the Board of Trustees. The Trustees decision is final and non-negotiable.

## Online application system

All applications must be submitted via the Blood Cancer UK Grant Tracker grants management system. Grant Tracker is used for submission, peer review, award, and monitoring of all grant applications. Please follow the instructions in the '[Guide to using Grant Tracker](#)' on our website to complete and submit an application. The application can be stored and edited at any time prior to submission.

The application deadline is **3:00pm on the date advertised**. No applications will be accepted after the deadline. Applicants should allow enough time for submission of their applications before the deadline to ensure all the required approvals are obtained.

For any enquiries about completing the application form or submitting your application, please contact [research@bloodcancer.org.uk](mailto:research@bloodcancer.org.uk).

## Application form

### Application Summary

**Title:** A concise title should be provided with abbreviations spelled out in full.

**Synopsis:** The synopsis should be a scientific abstract of the proposed research. This should include the hypothesis and objectives as well as brief details of the methodology. Applicants should also outline the proposed outcomes and impact, and the benefits to people living with blood cancer.

**Host Organisation:** The name of the university, hospital trust or other organisation who will be responsible for administering the grant.

**Proposed Start Date:** Awarded grants are expected to be activated by the grant holder within three months from the start date indicated on the Grant Award Letter. Applicants should allow enough time to recruit staff members and to gain any required approvals. Applicants should allow at least six months between the submission of the application and the proposed start date of the research.

**Proposed Duration:** The duration of the research in months. The duration should be between 12 to 36 months.

**Previously submitted to Blood Cancer UK:** Indicate whether the application is a new submission, continuation of a current or recently closed award, or a resubmission.

**Is your project associated with an existing or planned clinical trial?** Indicate whether the application is associated with a clinical trial. If so, state the name of the trial and the EudraCT/ISRCTN numbers. If the trial is supported by Blood Cancer UK, then please also add the grant ref. no.

### Plain English Section

Answers to the questions in this section should be written in plain English using non-technical language and avoiding unexplained acronyms and/or abbreviations. This section is intended for a lay audience and is the main part of the application that people affected by blood cancer from our Patient Voice Grant Advisory Network (PVGAN) are asked to review.

We regard the contributions made by our patient reviewers as a vital part of the review process. We strongly encourage all applicants to involve someone affected by blood cancer in the writing and review of this section prior to submission. We would be happy to connect you with a member of our Patient Voice Grant Advisory Network if you need a patient to help you develop your application. Please get in touch with us via [research@bloodcancer.org.uk](mailto:research@bloodcancer.org.uk) if required.

PVGAN members will be asked to provide comments on:

- The relevance and potential impact of the research to them as someone affected by blood cancer.
- The clarity of the plain English section of the application (and whether they can understand what the project aims to achieve).
- Whether Patient and Public Involvement has been sufficiently considered where relevant, and if they have any feedback or additional considerations to share about improving the involvement of people affected by blood cancer.

For additional guidance on writing for a lay audience, please see the [Resources for researchers](#) page on our website.

**Plain English Title:** Provide a full project title in non-technical language.

**Plain English Summary:** Provide a summary of the proposed research for a non-specialist audience. The summary should be an abstract of the proposed research.

**Background:** Outline what the background is to this application. Is it a continuation of your existing or current research, or is it a new area?

**Research Need:** Why is this research needed? How many people in the UK are affected by the condition(s) and what treatment options are currently available? What unmet need are you aiming to address?

**Project Plan:** What are the aims/objectives of this research and what do you plan to do during this project?

**Impact and Benefits:** What is the potential impact of this research to people affected by blood cancer? If successful, what is your downstream plan and what are the possible benefits in the long term? When will the benefits of your research reach patients? Does your research have the potential to have a broader impact and relevance to all or other blood cancers, in addition to the specific disease being studied?

**Patient and Public Involvement (PPI):** We strongly encourage the active engagement and involvement of people affected by blood cancer in both the development of your research proposal and throughout your project. How have you already involved people affected by blood cancer in shaping this proposal? What are your plans to engage or involve people affected by blood cancer and members of the public during this project?

**Note that PPI does not refer to the recruitment of patients or members of the public as participants in clinical studies.**

For further guidance, please visit our webpage written for researchers, called '[Patient and Public Involvement in Research](#)'.

**Communicating Progress and Results:** How will you keep PPI contributors and the wider public informed about research progress and the final results?

## Scientific/Technical Sections

Answers to the rest of the questions on the form can be completed using scientific and technical language where required. However please bear in mind that your application will be assessed by both peer reviewers in your field of expertise, and by our wider Research Funding Committee. Please make sure your application is clear and accessible to this general expert audience.

## Objectives

Please outline your main research objectives in this section. Up to five objectives can be included but note that the application form can only be validated if a minimum of three are given. Please include one objective per box and detail the key research questions you will seek to answer as part of this objective. Each objective has a word limit of 80 words. These will be used during the assessment of your application and, if your application is successful, in your annual report forms.

## Project Details

Please outline the specific details of the project being proposed in this section.

The purpose and background and detailed plan of investigation questions have total combined word limit of 2,500 words. Figures, tables and illustrations cannot be included in the text but can be submitted in the 'Project support documentation' section underneath and referenced in the text boxes.

**Purpose and background:** Outline the background and rationale behind the research and describe the gap in existing knowledge or unmet need the research is trying to address. Please define the blood cancer(s) being studied and the patient population(s) that might benefit from the research. Please summarise the current knowledge that this project will build on and include as much preliminary data as possible.

This section should also include a summary of the main anticipated direct outcomes and impact of the proposed research and should highlight how the work aligns with the Blood Cancer UK strategy. Longer term impact should be included in the later question on impact potential and downstream plan.

**Detailed plan of investigation:** With reference to each grant objective, describe the specific research questions and experimental approaches including the analyses to be used, with justification for the approaches to be taken and supporting data where available. Outline the key milestones and expected outputs.

Provide a clear description of the key statistical analyses to be used, including number of samples in each analysis, the associated level of statistical power, and any potential limitations or biases.

Outline any key risks to delivering each objective, and what steps will be put in place to help mitigate or resolve them.

Applicants must attach a GANTT chart outlining a schedule for the completion of the work

including objectives, milestones and key deliverables for the entire project period.

**Impact potential and downstream plan:** What are the potential outcomes and impacts for people affected by blood cancer, both as a direct result of this project, and in the longer term. Please outline the realistic next steps that would be needed to drive the research toward real world impact for patients if this project were to be funded and successful. This can also include wider impact such as scientific and/or societal impact.

**Recommended and excluded reviewers:** You are invited to input suggestions of UK and international experts for Blood Cancer UK to consider approaching to give their views on your application. To avoid conflicts of interest, suggested reviewers should not be from the same research organisation as the applicants, co-applicants, co-investigators or collaborators, and should not have worked or published together in the last 5 years. You can also note any experts you would like us to refrain from approaching if possible, giving a clear justification for requesting their exclusion from the review process. We will take these recommendations into consideration, but please note that Blood Cancer UK reserves the right to seek review comments from appropriate experts in the field for all applications being considered for funding support.

## Ethics

**Diversity and Inclusion:** Please outline how you have considered the principles of diversity and inclusion into the design of any research involving humans and animals. For animal studies please consider [NC3Rs guidance](#) on including both sexes in your experiments. For clinical studies and trials, please consider all aspects of diversity and inclusion as outlined in the [NIHR INCLUDE guidance](#).

### ***For projects involving the use of animals***

All grant holders using animals must adhere to the Guidelines for the Welfare and Use of Animals in Cancer Research as set out by [Workman \*et al.\* 2010](#) and implement the principles in the [NC3Rs](#) guidelines (including justification of species, details of power calculations and plans to minimise experimental bias).

Grant holders should make use of resources provided by NC3Rs including the online [Experimental Design Assistant](#) where appropriate and ensure that they plan to report *in vivo* studies in accordance with the [ARRIVE](#) guidelines as far as possible.

**Do your proposals include procedures to be carried out on animals in the UK under the Animals (Scientific Procedures) Act?** Yes/No options.

**Animal Species:** Please select the animal species to be used from the dropdown list or select 'Other' and specify the species being used in the textbox provided.

**Are any of these animals genetically modified?** Please confirm if any of the animals will be genetically modified using the options in the dropdown list provided.



**Have the relevant Home Office project and personal licences been obtained?** Please confirm if the licences have been obtained or are pending. If they have been obtained, please confirm the licence number. If pending, please state the expected outcome date. If applications are yet to be submitted, please specify when they will be made.

**If your project involves the use of animals, what would be the severity of the procedures as per the descriptions given in appendix G of Home Office guidance (p118)?** Please select as appropriate and provide further details in subsequent boxes as prompted:

- Please provide details of any moderate or severe procedures.
- Why is animal use necessary; are there any other possible approaches?
- Why is the species/model to be used the most appropriate and what will be done to minimise any pain, suffering or distress?
- Please justify the number of animals to be used per experiment including details of any sample size calculations and/or statistical advice sought.

**Do your proposals involve the use of animals or animal tissue outside the UK?** Please select the appropriate option and if yes provide details in the box provided.

***For projects involving human tissue samples, stem cells, personal data, or participants***

**Does the proposed research involve human tissue samples?** Please confirm Y/N

**Does the work involve the use of any human stem cells?** Please confirm and if yes, please select the appropriate human stem cell types.

**Will you be applying to access any existing patient data for use in this study?** If yes, please provide details of the datasets you will apply to access and use.

**Does this project include human participants taking part in a clinical study?** Please confirm Y/N

**Have you applied for or received the required ethical and regulatory approvals for any work involving animals, human tissue, stem cells, data or participants?** Please provide details of the ethical and regulatory approvals you have applied for or will need to apply for including the expected timeline for application and approval. The host organisation for the grant must ensure that all required approvals are in place at all relevant times during the research study and Blood Cancer UK must be notified when approvals are in place.

**Final approval letters:** If available at this stage, please provide the final letters confirming approvals from the relevant ethical or regulatory bodies. Please combine any approvals into a single document before uploading.

## References

A maximum of three A4 pages of the key references you have used in your application form can be uploaded as an attachment.

## Related Applications and Current Funding

**Currently Submitted Elsewhere:** If this application is currently being submitted elsewhere, please add the organisation and date of decision.

**Previously Submitted Elsewhere:** If this application has been submitted elsewhere in the past year, list the organisation, the date of the final funding decision and the result of the submission.

**Currently supported (a):** If your related research is currently being supported by another funding organisation, provide details of the grant(s), including the name of the funder, name(s) of grantholder(s), title of the project, total amount awarded (and how much of this you received), your role in the project and start and end dates. If you receive additional core funding or support from your host institution, briefly describe the resources provided.

**Currently supported (b):** Describe how the currently active grants listed above relate to this application. If you hold grants or there is active research in your laboratory related to the topic of this application, briefly explain how this application fits with the broader research programme and confirm that this application is for a distinct research project and there is no overlap in the funding being requested.

## Support from Other Sources & IP and Commercialisation Management

**Support from other sources:** Will funding and/or support from other organisations or core infrastructure be required to deliver the project? Provide details and confirm if funding and/or support is already in place or being applied for. If your application involves industrial partners, please justify why this project requires charitable funding and could not be undertaken as part of industrial R&D.

**Will any aspects of this project be contracted out to third party organisations and if so, please provide details.**

**Letter(s) of support from industry partner(s):** If your application includes any collaboration with an industry partner (for example the provision of free drug, equipment, or of an educational grant, or of partial funding for elements of the project), please provide a letter from the industrial partner demonstrating their support for the proposed study and confirming any contribution(s) made.

**Do you have access to any required background IP and Freedom to Operate?** If relevant, please give details.

**Is the proposed research likely to lead to patentable or otherwise commercially exploitable results? If yes please give details and outline how this will be managed:** If appropriate, please provide information on the Intellectual Property (IP) potential of your research or if there is any existing IP associated with your research study. Please outline how this will be managed in line with [Blood Cancer UK Terms and Conditions](#).

**Have you spoken to your Technology Transfer Office (TTO) regarding the potential patentable or commercially exploitable results?** If yes, please provide the contact details of your TTO contact and a summary of your discussions.

IP is defined as patents, copyright, trademarks, trade names, service marks, domain names copyrights, moral rights, rights in and to databases (including rights to prevent the extraction or re-utilisation of information from a database), design rights, topography rights and all rights or forms of protection of a similar nature or having equivalent or the similar effect to any of them which may subsist anywhere in the world, whether or not any of them are registered and including applications for registration of any of them.

## Finance & costs

As a member of the Association of Medical Research Charities, Blood Cancer UK will only fund directly incurred costs and not the full economic costs of the research. We will not fund directly allocated costs or indirect costs.

### Eligible Costs

#### **Directly-incurred costs – direct costs of the research, such as:**

- Research staff
- Recurrent costs and costs directly attributable to the project
- Animals
- Equipment specific to the needs of the research

**Staff members:** Project grants can support full-time or part-time staff members. Full-time PhD students are not normally permitted to be members of staff on project grants. Eligible staff include postdoctoral research assistants, research assistants and technicians.

Salaries are expected to be costed by the host organisation's research office according to an applicable pay model. Add the following figures to each box in the salary section of the online form in Grant Tracker: Basic Salary, National Insurance, Superannuation, London allowance (if applicable) and Inflation.

Grant Tracker will add these costs up and insert a total figure. Please show the percentage figure used for the inflation addition and for the FTE in the relevant boxes. If your costing tool automatically adds inflation to the basic salary amount then add 0 to the inflation box, but please show the percentage figure used in your calculations in the justification for support section of the form.

**Equipment:** We assume that there is a basic level of laboratory equipment available for the research. Applicants can request essential equipment (including computing and software). Items of equipment greater than £10,000 must include a written quote.

Written confirmation is also required if an item of equipment is to be co-funded by the host organisation. The equipment must not be disposed of during the period of the grant without Blood Cancer UK's prior written approval.

**Animals:** Include all costs related to the use of animals including costs for purchase, maintenance and experimental procedures listed separately.

**Recurrent costs:** Details of recurrent costs should be detailed here and fully justified in the 'Justification for support' section of the application.

The following items are examples of common items included under recurrent costs:

Consumables: Please specify major items of consumables with accompanying details.

Access charges for use of specialist equipment can be applied for. A breakdown must be provided.

Travel: Travel for conferences to present research outputs directly from the award is an allowable cost for the staff member(s) employed on the grant. Costs include standard travel, accommodation, and conference fees. Blood Cancer UK grant holders are expected to acknowledge Blood Cancer UK in all presentations and/or posters.

The maximum allowance for travel to conferences is up to £2,250 per eligible post over three years. Travel costs for conferences must be a separate budget line in the recurrent costs section.

Patient and Public Involvement costs: Clearly describe these in the justification of resources. Provide details of any reimbursement of expenses and/or involvement payments you have, or will, offer to people involved in your research. For further guidance, refer to the [UK Standards for Public Involvement](#).

EDI related costs: Costs required for specific activities or initiatives needed to help ensure the research adheres to the principles of Equality, Diversity and Inclusion.

## **Ineligible Costs**

### General

- Costs relating to staff recruitment and relocation costs
- Apprenticeship levy
- Personal license fees and a Home Office licence
- Funding to provide maintenance and/or insurance of equipment
- Office stationery costs unless required for the project and justified
- Indemnity insurance
- Training courses (including Home Office animal licence courses)
- Publication costs (award holders can apply for publication costs separately during the award)

Directly-allocated costs - shared costs, based on estimates and do not represent actual costs on a project-by-project basis, such as:

- Investigators: the time spent by the Main Applicant, Co-Applicants and Co-Investigators
- Estates
- Shared resources, such as administrative and clerical staff and equipment.

Indirect costs - necessary for underpinning research but cannot be allocated to individual projects, such as:

- Computing and information support
- Central services
- General maintenance and other infrastructure costs

## Justification for support

Provide a detailed justification for the costs requested in the 'Finance & Costs' section.

State the roles of the staff member(s), co-applicants, co-investigators and collaborators and how these relate to the delivery of each objective. This should include the day-to-day management of the research.

## Main Applicant

The Main Applicant or Principal Investigator (PI) of the research grant. The Main Applicant must be based at the host institution for the grant and has overall responsibility for the delivery and reporting of the grant and ensuring that the terms and conditions of the award are met.

Main Applicants should usually hold an academic or research post and have a salary, or a guarantee of a salary from the host organisation for the duration of the award period. Senior postdoctoral researchers and early career researchers who do not have a salary guaranteed by the host organisation can apply as the main applicant and include a request for their own salary support. However, applicants in this category **must** include either a co-applicant with tenure based at their host organisation, or a written guarantee from their Head of Department that they will be provided with the required space, facilities and organisational support for the full duration of an award.

For new Blood Cancer UK Grant Tracker users, details on how to register can be found on the [Guide to using Grant Tracker](#) as outlined on the [bloodcancer.org.uk](http://bloodcancer.org.uk) website.

## Main Applicant's CV

The pre-populated details (Degrees/Professional Qualifications, Employment and Publications and Grants) are those we have stored for you. Please ensure that they are accurate.

To amend your stored details, save and close the application and visit the 'Manage My Details' section of your Grant Tracker record. Please also ensure that the record of your publications is also up to date. The record of your publications can be found in the 'My Research Outputs' section of your Grant Tracker record.

## Main Applicant - Career Contributions and Career Breaks

This section allows the main applicant to add further information about their research achievements and any career breaks which they would like to be taken into consideration as part of the review of their track record and suitability to lead the proposed project.

**Career Breaks:** Have you taken a break from research or had any periods of part-time work? This could include periods of parental leave or long-term sick leave, or if you had caring responsibilities. You can also include any periods of time you were not able to work because of the COVID-19 pandemic. These will be taken into consideration when reviewing your track record. Please identify the specific periods of time and overall reason for the career break here, but please don't include any sensitive personal information.

**Research Outputs:** Describe up to 10 of your most significant research outputs from the last ten years and how they are related to this project proposal. For each of these outputs, provide a brief statement describing their significance and your contribution, why you think it was important and what impact it had.

Examples of research outputs and contributions include, but are not limited to, peer reviewed original research articles and pre-prints, datasets, software and research materials, inventions, patents, and commercial activity, invited talks or conference presentations to national or international audiences, public engagement and involvement activities and positive outcomes or impact for people affected by blood cancer. For peer reviewed publications, ensure that your position as author and role is clear e.g. joint first or senior co-authorship. NB. Abstracts and literature reviews should not be included in this list.

## Co-applicants

A co-applicant is an investigator who will contribute equal time and intellectual input to the project as the Main Applicant, and who will have equal status on the grant.

Add details of all co-applicants who will be involved with the project. You will be able to select individuals who already have a Grant Tracker account with us. Individuals who do not have an account with us will be asked to register and will be sent details via an automated email. Please ask them to update their publications list in 'My Research Outputs'.

## Co-investigator

A co-investigator is an investigator who will provide significant intellectual input, as well as overseeing some aspects of the experimental work. You will be able to select individuals who already have a Grant Tracker account with us. Individuals who do not have an account with us will be asked to register and will be sent details via an automated email. Please ask them to update their publications list in 'My Research Outputs'.

## Collaborators

A collaborator is an investigator who may provide reagents, advice or access to research materials, but won't be directly involved in the day-to-day work. A letter of support, stating their involvement and commitment to the project, must be attached where indicated. This page will display all the collaborators added for this grant.

Please note, collaborators added on this page will be provided with details on how to access the system to view the application PDF. They will not however have access to edit the application form.

## Administrators

The pre-award administrator role is someone in addition to the Head of Research Office equivalent or the Main Applicant, who can help with input of aspects of the application, e.g. finances or text. They will not be able to validate or submit the application (that can only be done by the Main Applicant), and their role is only relevant during the pre-submission stage. The individual to be the pre-award administrator should register with Grant Tracker.

Adding a post-award administrator is mandatory. Should your application be successful this is the person who will be the host institution's point of contact for the award documents and also for the subsequent claims for payment.

## Signatories

Please add the details of the signatories required to sign-off the application. The Head of Research Office and Department Head details should be completed. Once the application has been submitted, the signatories will be asked to approve the application online. A workflow diagram can be found on <https://bloodcancer.org.uk/research/funding/resources-for-researchers/apply/>

## Major Disease Area Classifications

Please select the classification/s relevant to your application from the available list in the online application form in Grant Tracker. This will help Blood Cancer UK categorise the applications we receive.

## Focus Classifications

Please select one classification relevant to your application from the available list in the online application form in Grant Tracker. This will help Blood Cancer UK categorise the applications we receive.

The list of classifications is:

- **Causes** – a project looking to identify the causes of blood cancers, for example epidemiology, impact of radiation, viral triggers etc
- **Mechanisms** – generally a basic research project looking at the cellular and genetic mechanisms involved in blood cancer
- **Diagnosis** – a project which may speed up or improve diagnosis of blood cancer, e.g. biomarker identification
- **Treatment** – projects focusing on research that could lead to the development of new treatments

## Common Scientific Outline (CSO) Classifications

Please select up to four classifications relevant to your application from the list available in the online application form in Grant Tracker. This will help Blood Cancer UK categorise the applications we receive.

For further information on the Common Scientific Outline (CSO) classification system please refer to the [International Cancer Research Partnership \(ICRP\)](#) website which groups cancer research grants into six broad areas of scientific interest to allow for better comparison across funders.

## Attachments

Please note that only text can be added to the background & proposal section of the application form. However, files can be attached to the application.

Some file types you attach will be embedded at the end of the application file itself including JPEG, GIF, .doc



Some file types will be saved in a separate zipped file and referenced in the application form on the 'Attachments' page including .docX, .xls, .xlsx, PNG, PDF.

In all cases the embedded or attached files will be visible to the reviewers and committee.

The following must be attached to the application:

- Supporting data and figures.
- GANTT chart.
- A list of the references used in the body of your application.
- Salary scales.
- Letters of approval from the relevant ethical review bodies if available.
- If appropriate, collaborator(s) or industrial partners letters of support.
- If appropriate a letter of support from the Head of Department for early career researchers applying as lead applicants and requesting salary support.
- If appropriate, written cost estimates for equipment.

## Validation and Submission

**Validate your form:** Please 'revalidate' your application. This will check that you have completed all the sections within the application, and that your co-applicants have confirmed and approved their role(s). Any incomplete sections will be listed in the Validation summary.

**Save and Close:** If you wish to work on your application at a later date, use this option.

**Submit:** Once you have validated and checked your application and all sections have been completed to your satisfaction, and you are ready to submit your application, please 'submit' your form.

Once you have submitted your application, an automated email will be sent firstly to your Research Office Signatory. Once they have approved the application, a second email will be sent to your Head of Department. It is only upon your Head of Department's approval that the application is finally submitted to Blood Cancer UK.

By submitting the application, the host organisation confirms that they can accept the terms and conditions, and that space and facilities will be provided for the duration of an award.

**This approval step must be completed by the deadline. You will receive an automated email containing an acknowledgement that we have received your application.**

Thank you for taking the time to read this guidance document. We hope it has covered any questions you have. However, if you need assistance at any point during the application process, please do get in touch with the Blood Cancer UK Research Office at [research@bloodcancer.org.uk](mailto:research@bloodcancer.org.uk) and one of the team will be more than happy to assist you.

We look forward to receiving your application.