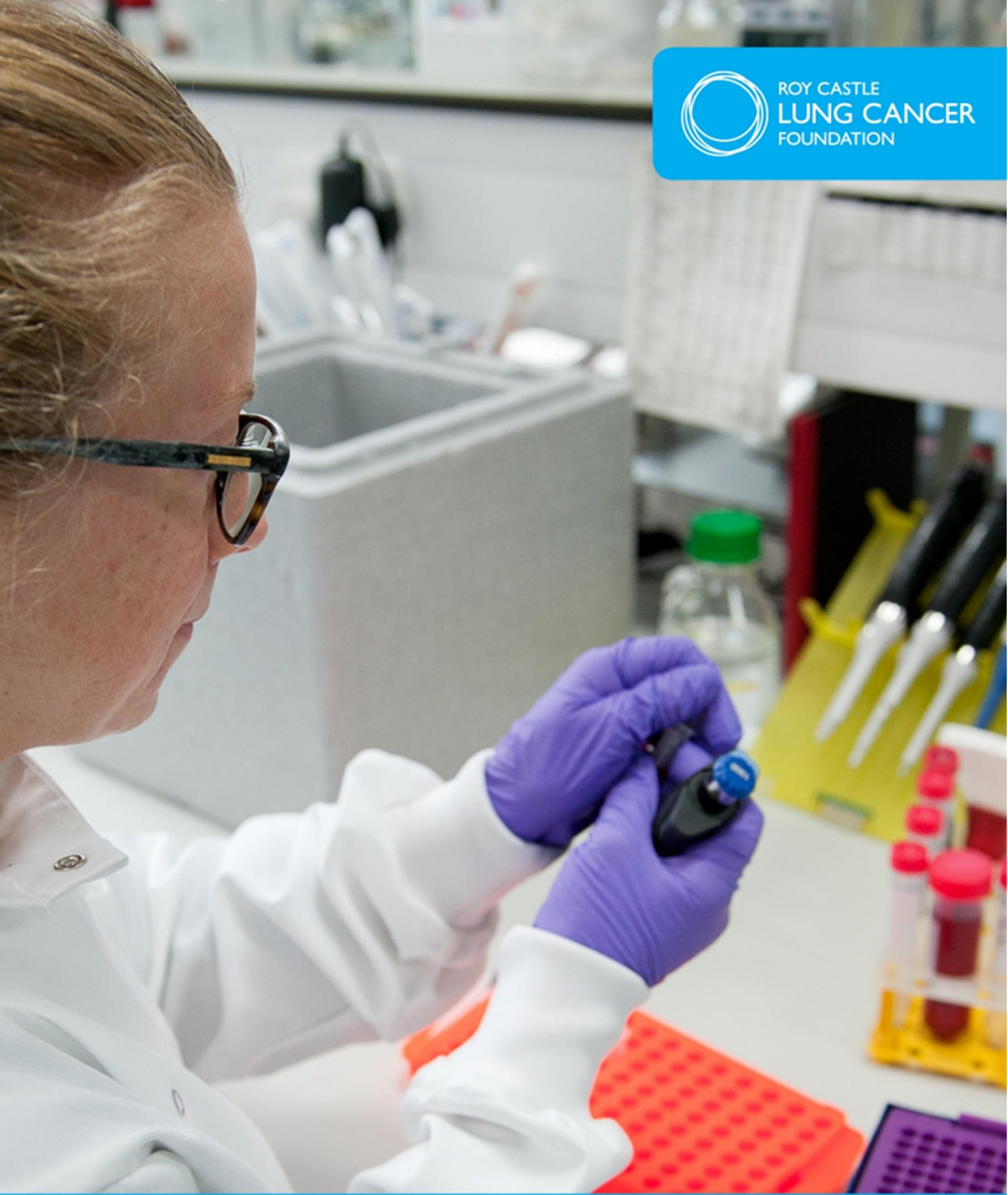




ROY CASTLE
LUNG CANCER
FOUNDATION



Clinical Research Fellow Guidance Notes

Thank you for your interest in our Clinical Research Fellowship (CRF) scheme. If you have any queries, please email us at grants@roycastle.org.

Before you start your application, please look at our Research **Grant Funding Information** on our website www.roycastle.org. You will need to agree to these to if your application is successful.

About us

Roy Castle Lung Cancer Foundation (RCLCF) is a UK-wide charity dedicated to the defeat of lung cancer. Historically, the charity has funded research, tobacco control initiatives and work in lung cancer patient information, support and advocacy. Ensuring equitable access for lung cancer patients to the best treatment and care, supported by clear and meaningful information, is of paramount importance.

RCLCF's mission is to beat lung cancer by funding innovative world-class research. Our aim, through research, is to make a significant impact on lung cancer, for the benefit of patients.

Scientific excellence and relevance to lung cancer are the key principles which guide RCLCF's research.

About the scheme

There is a need to advance research in lung cancer. This CRF will be open to any aspect of lung cancer research. It will allow clinically qualified candidates to undertake clinical research, leading towards a PhD, MD or equivalent aimed at improving the clinical outcomes for people at risk of lung cancer and for patients with lung cancer.

One of the Fellowships to be awarded will be made in memory of James Brokenshire MP. We are grateful to his family and friends for their generous support.

These Fellowships are available to clinically qualified candidates in the UK and Ireland. They must be undertaken within a high-quality research environment under the direction of an established lung cancer researcher. Awards will be for up to three years and will cover salary, research expenses and essential equipment.

Candidates for the CRF may be working in any discipline or clinical specialty, but they should be able to clearly demonstrate that the project will lead to advances in the understanding or treatment of lung cancer and have a clear potential for benefit to patients with lung cancer.

The requirements of the scheme

Applicants should read our Research Grant Funding Information before completing the application.

We are looking for talented and motivated clinically qualified candidates who are passionate about lung cancer research, have a strong academic track record and hold full GMC registration or equivalent.

The research

- The CRF will support a discrete piece of work which will lead to a PhD/MD. Applicants should demonstrate their ownership of their project and their ambition to aspire to a clinical academic career. They are not expected to have started their PhD/MD.
- Applicants may be working in any discipline, clinical specialty, or area of research, but they should be able to clearly demonstrate that the project will lead to advances in the understanding or treatment of lung cancer and have a clear benefit for lung cancer patients.

The candidate

- Applicants should be at an appropriate point in their clinical training to undertake a PhD/MD and should have clear plans for the completion of their specialty training. Applicants should consult their deanery about undertaking a postgraduate research degree before developing an application.
- A successful Fellow is expected to act as a representative and ambassador for RCLCF.

The supervisor and research environment

- Fellowships must be undertaken within a high-quality academic / research environment. You should select the most appropriate environment and host institution based on your research needs. This can include access to expertise, resources and equipment.
- Fellows will work under the direction of a supervisor, who should be an established lung cancer researcher, and who must be able to demonstrate that their contract covers the duration of the grant.
- The supervisor will be asked to complete a section within the grant application form. Both the Fellow and their supervisor must be based in a UK or Irish academic or research institution. However, the application can include collaborators from outside the UK and Ireland.
- Applicants should approach potential supervisors before starting the application, and the application should be developed in discussion with the supervisor. However, the application must be made by the prospective Fellow, and the Fellow alone will be responsible for defending the application, should they be invited to an interview.

Support provided

- The scheme provides full salary support, allowing Fellows protected time to concentrate on their research, training and development.

- Applicants at consultant grade will not be considered.
- Awards will include the salary of the Fellow (medical appointments will be made according to the University's standard clinical pay scale), and research consumables directly attributable to the project. These will usually be no more than £20,000 per year, but larger amounts will be considered if fully justified.
- The duration of the award will be for 3 years.

The review process

- RCLCF's Grants Committee and external reviewers will review applications based on their scientific merit, the importance of the question being asked, the validity of the science proposed, and the cost effectiveness of the proposal. In addition, we will also consider the potential of the candidate to become a competitive researcher, the quality of the environment in which the award is to be held, and the support provided by the host institution to help develop the candidate's career in research.

We will not accept

- Research into conditions other than lung cancer
- Applications from a commercial entity
- Applications including animal research
- Applications for equipment only.
- Applications which request funding for consumables or running costs only.
- Applications for methods or service development.

The funding available

The grant will pay for:

- The salary of the Fellow (medical appointments should be made according to the University's standard clinical pay scale.)
- PhD/MD registration fees at the UK/EU rate
- College fees
- Conference related costs (up to £1,500)
- Running expenses for the project (up to £20,000 per year, but larger amounts will be considered if fully justified.)
- Small items of equipment

Completing the application

Prospective Fellows should apply as Applicants. We strongly recommend that applicants use the experience of their supervisor at the application stage to ensure that their application is scientifically sound, deliverable, and well justified.

Applications should be made using our online Application form. You must complete **all sections of the application form**. The applicant, supervisor, collaborators, Head of Department and the University / Institution Research Grants office (or finance office if not applicable) must complete the relevant sections of the form online in order to submit the application.

Supervisors are required to complete three steps:

- 1) They must first confirm their involvement in the project with the Applicant once they have been added application form
- 2) Provide a full CV, and
- 3) Complete the 'Supervisor' section of the form.

Each Collaborator must confirm their involvement in the project with the Applicant and provide a letter detailing their role in the project.

Please use the following guidance notes to ensure that you complete each section as required. This will help to avoid any delays in submitting your application.

Applicant

The prospective Fellow should apply as the Applicant.

- Applications must be submitted by **4pm on the deadline date**.
- The Applicant, Supervisor and the Head of Department and the University or Institution Research Grants office (or finance office if not applicable) must complete the declarations **at the end** of the application form in order to submit your application. Please give them enough notice to avoid missing the deadline.
- Applicants will receive confirmation by email that the application form has been received.
- For the main proposal, you can submit up to **four pages** of figures/preliminary data.
- The duration of the project should **not** exceed **36 months**.
- Provide a succinct abstract of the proposal. Abstracts will be used to approach potential reviewers so they can judge whether or not they can review the application.
- If successful, projects must start within **nine months** of the award letter being received. Please include the most accurate start date when completing your application form.
- Tell us if the application is being **submitted elsewhere** and provide details of where the application has been submitted and when a decision is expected.

Applicant's Clinical Details

You will be required to provide information on:

Stage in clinical training

Applicants should be at an appropriate point in their specialty training to step out of programme and undertake a postgraduate research degree. You will be required to state what stage you are at in your clinical training (e.g. ST3, ST4, etc.) and what your clinical responsibilities are.

Applicants from a nursing or AHP should be at an appropriate point in their clinical and academic development to undertake a postgraduate research degree. You will be required to state what clinical experience you have since qualifying as a nurse/AHP.

Plans for completion of clinical training

You will be asked to include the expected date of CCT and how you will balance your research, clinical commitments and plans for the completion of specialist training.

Professional achievements

Please include dissertations, prizes, awards, and other significant achievements in your career so far.

Current responsibilities

Please include managerial responsibilities, academic duties, training, community outreach.

Research experience to date

Please give details of previous research experience and training, in particular key achievements relevant to your application.

Career intentions

Briefly describe short term and long-term career goals explaining how the Fellowship will further your research and career aspirations. Applicants should explain their suitability for the award, their reasons for choosing the research topic and how they plan to combine their research and clinical work in their future career.

Confirm consultation with deanery about undertaking a PhD/MD and plans to complete a specialty training

Applicants are required to consult their deanery about undertaking a PhD/MD and their plans to complete specialty training before developing an application.

Supervisor

All applicants are required to select a supervisor. A supervisor is a senior established investigator in the institution where the Fellowship is to be held. They will provide the facilities required for the research programme, will have oversight of the Fellow and will have immediate responsibility for the direction of the research. A supervisor will also actively contribute to the further training of the Fellow.

Supervisors must do the following before the submission deadline:

- Show that their contract covers the proposed duration of the fellowship.
- Detail how many people are in the research group, including their positions and funding bodies.
- List past students and how many achieved their degree.
- Include any dates and provide details of support that will be provided for the Fellow in their absence.
- Provide details of the training offered both specific to this project and general research development training.
- Demonstrate the project offers an appropriate level and range of training skills.
- Provide details of what the host institution will provide in terms of support for the fellow and outline what the host institutions expectations are from those holding fellowships.
- Provide details of a second supervisor who will be in place should the main applicant / supervisor be absent.

Collaborators

Collaborators do not have access to grant funds. They will be expected to contribute to the overall intellectual direction of the research project or programme of research and bring their own resources to the collaboration. They will not be involved in the day-to-day execution of the project. Each Collaborator **must** do the following before the submission deadline:

- **Confirm** with the Applicant that they are a Collaborator for this project.
- **Approve** the content of the application.
- The Applicant will fill in the reasons for Collaboration (200 words max) and obtain a letter of collaboration (one-page max) from each Collaborator to attach.

Head of Department

If you are adding a Head of Department as a Collaborator, please add the Dean of your school or faculty as a Head of Department instead and ask them to approve the application. Before submission, the Head of Department **must** confirm the participation of the host institution.

Finance Officer

The Finance Officer will act as the **FINAL SIGNATORY** of the application. The Finance Officer **must** do the following before the submission deadline:

- **Confirm** participation as Finance Officer
- **Approve** the application

Costs

The Clinical Research Fellowship grants are awarded for up to three years. Applications for funding should be based on estimated expenditure and all figures should be entered in **GBP (£ Sterling)**. Invoices will be paid quarterly in arrears.

Grants will be awarded on the understanding that the host institution meets the overhead and infrastructure costs. Infrastructure costs include items such as lighting, heating, telephones, use of library facilities, general laboratory equipment, general office expenses, core laboratory services (wash up and waste disposal), maintenance and running costs of laboratory equipment, estates costs.

Please note that we cannot provide infrastructure support costs to clinical trials units. We will only fund directly incurred costs and not the full economic costs of research (FECs) or a proportion of these.

The following list of 'Allowed' and 'Disallowed' costs indicates what is permissible on a grant application but should not be considered exhaustive. The Research team may query and/or remove any costs that are deemed to be outside of our funding remit.

| Allowed Costs | Disallowed Costs |
|--|--|
| <ul style="list-style-type: none"> • Applicant's salary* • Tuition fees • College fees • Laboratory materials and consumables directly attributable to the project up to £20,000 per annum. • Pathology service costs • Travel related to the research proposal (e.g. participant expenses to travel to focus groups, interviews) if justified. This must be added in the Other Expenses section. • Small pieces of equipment (e.g. PC) if essential for the project. • Computer software license, if required specifically for the project (e.g. image analysis). • Access charges for shared equipment (e.g. hourly charge to use microscopy or mass spectrometry equipment). • Statistician advice/consultancy costs. • Conference and travel costs. We will cover costs for travel and registration for conferences up to the value of £1,500, where work funded by Roy Castle Lung Cancer Foundation • Microarray or sequencing costs. • Training courses | <ul style="list-style-type: none"> • Salaries other than the applicant's salary (only the salary and tuition fees for one Fellow can be requested in the application) • Staff recruitment costs • Purchase of books • General office expenses (e.g. photocopying, postage). An exception may be made for secretarial assistance and printing costs for epidemiological/questionnaire-based studies. • Open access charges. Please do not include requests for open access publication charges in your application. • Equipment maintenance and running costs. |

*You will be asked to attach the salary scales for your institution in PDF format and to complete the following information: staff member details, level of qualification, role, grade and scale, annual inflation rate and date, basic salary, employer contributions and justification of the position being requested

PhD fees should be included

| Year 1 | Year 2 | Year 3 |
|--------|---------|--------|
| £ xxxx | £ xxxxx | £xxxxx |

The research proposal

We only fund the best quality research so that every penny donated towards research will benefit people with lung cancer. It's vital that you make your application stand out from the crowd. Below are some tips and pitfalls to avoid when preparing your grant application to give yourself the best chance of success. It is important to note your proposal does not need to be 4000 words. This is an upper limit for those who need additional space e.g. to explain mechanistic detail. It is not a requirement and is there to allow flexibility for those who need it. Proposals are typically 2000-2,500 words long.

- Please read our **Clinical Research Fellow Funding Information** and make sure what you're requesting is allowable. Note, RCLCF has committed to not funding Animal Research.
- Give all the information required in the correct format.
- Ask someone to proofread your applications; reviewers will be put off by typographical and grammatical errors.
- Ensure figures are correctly labelled and referenced.
- Read the Academy of Medical Sciences' [10 top tips for grant applicants](#).
- You should include details of the aims and purpose of the proposed investigation, background to the project, your plan of investigation and methodology, any potential risks or challenges, your timescale, figures, and references.

Power Calculations

Many grant applications are declined because they fail to provide clear power calculations. Please provide an outline of your experimental design and power calculations where relevant. It **will** be reviewed by a statistician on the Grants Committee. Where details of specific experiments are not known, you may provide an illustrative example.

Lay Overview

We rely on the generosity of our supporters and have a responsibility of reporting back to them, as well as to the public on what research projects we are funding and how they are progressing. For this reason, the lay overview section of a research project in a grant application form and progress report forms is **important**. A good lay overview helps the wider public to understand what you are doing as a researcher and helps us as a charity to raise funds and ensure we continue funding the best research into causes, prevention, and treatment of lung cancer. We ask researchers to write these sections in **plain English** to be understandable to a non-scientific audience, such as a Roy Castle Lung Cancer Foundation supporter or member of the public.

It is worthwhile asking someone without a scientific background to read your lay summary **before** you submit the application. Please refer to the tips below on writing a lay overview. The lay overview should be able to demonstrate the relevance and importance of your research to people with, or at risk of developing, lung cancer, as well as its potential impact. It is useful to include a timescale on how long until the results from your work could reach lung cancer patients, or people at risk of developing the disease.

Some useful resources include the [NIHR](#) guidance on how to write a research summary in clear and concise plain English, and the [Readability Calculator](#), which is a computer-based text analysis which highlights language features, such as long sentences or specialist words, and calculates a readability score. You will need to enter your email address to use the tool for free.

Your lay summary should broadly cover these areas:

- Why are you doing the research? What is the motivation behind the research application? Why is this research needed?
- State clearly the aims and objectives of the research project for a lay audience. What do you hope to find?
- Describe clearly what you are going to do throughout the project to achieve your aims. Scientific detail isn't necessary, but the major steps in your research project should be mentioned. You should also mention the timescale for your project.
- Explain how achieving your project aims could benefit people with or at risk of lung cancer. You should clearly demonstrate how your research relates to lung cancer.

You should use simple and clear language, short sentences with a clear structure, active phrases rather than passive voice, and language that is mindful of people affected by lung cancer. You should avoid unnecessary jargon, abbreviations, and technical terms wherever possible. If you must use them, please provide a clear explanation. You should also avoid using the scientific abstract or other parts of the application intended for scientific audience with a few word changes.

Patient and Public Involvement

Complete this section to explain how patient and public involvement has informed and/or influenced the development of your application, and how patients and/or members of the public will be involved in the research. The term involvement refers to an **active partnership** between patients, members of the public and researchers in the research process. PPI does **not** refer to the recruitment of patients or members of the public as participants in a clinical trial or study. For additional guidance on involving patients or members of the public in research, many resources are available for researchers:

- [INVOLVE](#) Briefing notes for researchers: Public involvement in NHS, public health and social care research (INVOLVE is a national advisory body funded by the NIHR to support public involvement in NHS, public health and social care research).

- [INVOLVE](#) Briefing note: Why involve members of the public in research?
- [People in Research](#) is a resource to help members of the public find opportunities to get involved in research, and for research organisations and researchers to advertise involvement opportunities.
- [Cancer Research UK](#) Patient Involvement Toolkit for Researchers.

Describe how you have involved, or plan to involve, people affected by lung cancer in your research. Briefly describe any involvement activities already completed and if, or how, they influenced development of the research proposal. Outline your plans for research involvement during the research. Involvement activities might include:

- Participation in the choice of research topics. Helping to ensure that the research is a valuable and respectful use of people's time, and the results are likely to be useful to patients/the public.
- For clinical studies, advising on the process of informed consent, making it easier for prospective participants to understand the research and potential risks.
- Checking that the practical arrangements for participants are appropriate and not overly burdensome, thereby improving the patient experience.
- Assisting in oversight and management of the research (e.g. serving on a Trial Steering Committee).
- Improving the communication of findings to people taking part and the wider public (e.g. helping in the drafting of a plain English summary of findings).

Letter of Support

Where relevant, please upload a letter of support from patient involvement groups.

Training and support to those actively involved in your research

Describe any training and support you have offered, or will offer, to people involved in your research. Refer to the INVOLVE guidelines for developing training and support for public involvement in research.

Expenses and payment

Provide details of any reimbursement of expenses and/or involvement payments you have offered, or will offer, to people involved in your research. For further guidance, refer to the NIHR INVOLVE [policy](#) on payments and expenses for members of the public.

If there are no plans for active research involvement

If you have not involved people affected by lung cancer in your research to date and/or have no future plans to do so, please explain why research involvement is not considered to be appropriate or feasible.

Data Sharing Plan

Please complete this section with details of your data sharing plans. This data sharing plan will **not** be reviewed as part of the funding decision and will be used for data gathering and monitoring purposes **only**. In some disciplines, for example bioinformatics and proteomics, it is common practice to make large data sets available in public access databases.

Applications in other areas should describe here any mechanisms or databases currently used to share data, or indicate any issues and barriers that exist which hinder them from data sharing.

Completing the application process

Declaration

You will be asked to agree to the following statement:

I confirm that all requests listed above have been completed at the time of submission. I understand that RCLCF will not attach any additional information once the application is submitted. Failure to comply with the above checklist, may result in the application being rejected from consideration. I understand that submission of an application indicates full acceptance of the terms and conditions of award as detailed in the 'grant funding information' document.

Attachments

This section lists all the documents that have been included with your application. Please check that each document has been **clearly labelled** for reviewers.

Submitting your application

Electronic copy of **all the above** emailed to grants@roycastle.org. **Should your documents exceed 10MB please send via Dropbox**

If you have any queries regarding your application or have any difficulties submitting your application, please contact jackie.tebbs@roycastle.org.