



***Cancer knows no boundaries.  
Fortunately, neither do we.***

## **Project Grant Application Handbook**

**Valid for the October 2013 grant round**

This handbook provides detailed information on AICR research funding policies. It is revised and updated for every grant round. Please make sure you use an up to date version.

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## Section 1 - Who can apply?

- 1.1 AICR project grants are awarded to a single applicant, who is known as the Principal Investigator (PI) or grantholder (sometimes also the Lead or Principal Applicant), and is responsible (either totally or in the largest part) for writing the application, designing and directing the research project. The PI is responsible for ensuring the requirements laid down in this handbook are complied with during the application process, and for managing the grant if awarded.
- 1.2 The PI must be based at and have a contract (of employment, honorary appointment or equivalent) with a recognised, non-profit, research institution (i.e. university, hospital or research institute), anywhere in the world. This contract must last for the duration of the grant requested, or evidence should be provided that the PI's current contract will be extended if the grant is awarded (for example, if applying to AICR for her or his own salary).
- 1.3 Other senior researchers who will be substantially involved in the management of the project can be included as co-applicants. Co-applicants should normally be at senior post-doctoral level (or equivalent) or above. Co-applicants do not need to be based at the same institution as the PI.
- 1.4 Commercial (for-profit) organisations, e.g. biotechnology and pharmaceutical companies, cannot apply for AICR funding.
- 1.5 For collaborative projects involving multiple applicants and more than one research institution, one of the applicants must be designated as the PI. The PI should normally be based at the institution that will carry out most of the work on the project. If you wish to submit an application where more than half of the work will be performed outside the PI's institution, you must contact our Head of Science before submitting your application to confirm that this is acceptable ([Helen.rippon@aicr.org.uk](mailto:Helen.rippon@aicr.org.uk)).
- 1.6 If an award is made for a collaborative project, it will be made entirely to the PI's institution. It is the host institution and PIs' responsibility to put in place a charge-back arrangement to reimburse any costs incurred by other research institutions involved in the project. AICR will take no responsibility for ensuring that the costs of collaborating laboratories are reimbursed.
- 1.7 Scientists from commercial organisations can be named as collaborators on AICR applications, where they would provide specific expertise or reagents to the project. The nature of their involvement in the project should be made clear. We do not normally allow scientists from commercial organisations to be listed as co-applicants. PIs wishing to apply for funding for a strongly collaborative or joint project with a commercial organisation must contact the Head of Science for guidance ([Helen.rippon@aicr.org.uk](mailto:Helen.rippon@aicr.org.uk)) before applying.
- 1.8 At the time of application, the PI must have sufficient experience to suggest they can conduct independent research. We consider sufficient experience to be a PhD and at least three years post-doctoral research experience. Other types of qualification or experience may be considered, but you must contact the Head of Science for guidance before you submit your application ([Helen.rippon@aicr.org.uk](mailto:Helen.rippon@aicr.org.uk)).

- 1.9 If the PI is not the group leader of the laboratory where the research will be conducted, the head of the laboratory or group leader must be a co-applicant on the application. This does not apply if the PI is a senior post-doc or research fellow applying for a grant to help establish themselves as an independent researcher (see section 4 for more details).
- 1.10 The PI may be retired from full-time employment, as long as they remain active in research and have an emeritus position (or equivalent) and a contract of appointment with a recognised research institution.
- 1.11 Researchers who already hold core-funding or other forms of long-term funding may apply, as long as the research proposed in the application is clearly distinct from that supported by their long-term or core-funding. Before a grant is awarded, AICR will request copies of documents relating to the core-funding or long-term funding to assess the relationship between the funding requested and the funding already held. This must be provided promptly if requested.
- 1.12 You may apply, at the same time, to AICR and to other funding organisations to support the same project, as long as both AICR and the other organisations are informed. AICR and other cancer research funding organisations regularly exchange lists of applications on a confidential basis to ensure we are fully aware of such 'parallel' applications.
- 1.13 If you have applied to more than one funder for the same project and more than one application is successful, you may decide which of the grants to accept. If you accept a grant for the project from another funder, the AICR grant offer will normally be withdrawn. Under some circumstances, with approval from AICR, the PI may accept a small grant from another source to support aspects of the research which is funded by (or for which they have applied for) an AICR project grant (see section 4 for more details).
- 1.14 You cannot apply to AICR for a project grant (either as a PI or co-applicant) if you are currently applying for, or have received, funding from the tobacco industry or bodies substantially funded by the tobacco industry, within the last 10 years. See the policy in section 9.
- 1.15 Research groups can only apply to AICR for funding once a year. You cannot be a PI on an application to AICR for a project grant if you, or anyone else in your group, is PI on another AICR application in the same round or previous round. This only applies to the PI and not to co-applicants or collaborators.
- 1.16 For applicants moving to a new institution or within an institution, the 'same research group' restriction applies to the research group where the grant would be held, not the laboratory or research group they are leaving. This rule does not apply if a) a previous application was withdrawn before the date of the Scientific Advisory Committee meeting or b) if the Scientific Advisory Committee has invited a resubmission or c) a previous application was rejected by AICR on grounds of remit or funding policy before going to the Scientific Advisory Committee for preliminary review.
- 1.17 The same person can be a PI on one application and a co-applicant or collaborator on several other applications at the same time.

## Section 2 – When can you apply?

- 2.1 AICR has two application rounds each year – April and October. These are the months in which the applications can be submitted. Once registered on our system, you can start the application when the round opens, approximately 2 months before the month of submission.
- 2.2 Applicants must register on the AICR on-line application system, which can be found at <http://www.aicr.org.uk/applyingforagrant.stm>. Registration can be performed at any time throughout the year and you must check that application participants, such as Head of Department, Authorising Officer and any Co-Applicants, register on the system before you try to add them to your application.

Please note, for registration purposes, we normally require that application participants use their institutional email addresses (not commercial webmail accounts such as gmail, yahoo, hotmail etc). In order that you can add application participants to your application, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names on the AICR on-line application system. It will also be helpful for you to know the email address they use to access our system.

You should also add [grants@aicr.org.uk](mailto:grants@aicr.org.uk) to your safe senders email list so that if the AICR Grants Office needs to contact you about your application, your institutional email filters will not treat any email from this address as spam.

- 2.3 For the October 2013 round, **applications must be submitted by 17:00hrs (British Local Time) on Friday 25<sup>th</sup> October 2013**. Applications which do not meet this deadline cannot be held over for submission in the following round. The key dates for each funding round can be found on the above webpage.
- 2.4 You are advised to allow plenty of time to submit your grant application. The application must be approved by your Head of Department and Authorising Officer, and submitted before the grant deadline. We will not extend the deadline to allow these approvals to be completed, or because of any confusion about how the on-line application system works. Grant deadlines will only be extended if AICR accepts fault for causing an unreasonable delay to your submission, e.g. because of a verified technical failure in the on-line grant system. We cannot guarantee to respond before the grant deadline to any queries sent in the final 48 hours of the submission window, although we will endeavour to do so.
- 2.5 Only one application from the same PI or research group will be accepted in any twelve month period (i.e. 12 months must have passed since the last application) unless a) the previous application was withdrawn before we had made a decision on it or b) the Scientific Advisory Committee invite submission of an amended application in the next round or c) a previous application was rejected by AICR on grounds of remit or funding policy before going to the Scientific Advisory Committee for preliminary review (see section 1 for details).
- 2.6 You may reapply with a project (or one very similar) that has been previously rejected by AICR. This is called a resubmission and this must be indicated on the 'Research Details' page of the application. Resubmissions must be submitted at least one year after the original application and are considered along with all other applications received in the same round. When the "resubmission" option is selected, you are given the opportunity to attach a 2

page document describing how the project has been amended in response to reviewers' feedback, or rebutting the criticisms of the original application.

- 2.7 Sometimes the AICR Scientific Advisory Committee will invite a resubmission, giving specific feedback. This may be submitted in the next available round after the invitation is made, or at any later time, and should be identified by checking the "Invited Resubmission" box on the 'Research Details' page of the application. Invited resubmissions are not given special treatment but are considered along with all other applications received in the round. When the "invited resubmission" option is selected, you are given the opportunity to attach a 2 page document describing how the project has been amended in response to reviewers' feedback, or rebutting the criticisms of the original application.
- 2.8 The processing of grant applications to AICR will take approximately 9 months from submission to the commencement of funding for successful applications. Successful applications submitted to the April round are offered a grant that would usually start on 1<sup>st</sup> January of the following year. For applications in the October round, grants usually start on 1<sup>st</sup> June of the following year. AICR may allow the start date to be deferred by up to 3 months providing our prior approval has been sought. Delays in excess of 6 months will only be granted in exceptional circumstances.

### Section 3 - What type of research projects will AICR fund?

- 3.1 AICR's goal is to fund scientific research that may, in future, help reduce the incidence of cancer or improve cancer survival. We award project grants of between 12 and 36 months to support basic and translational research into the causes, mechanisms, diagnosis, treatment and prevention of cancer. This definition is usually interpreted conservatively. Applicants are strongly encouraged to seek advice from the Head of Science ([helen.rippon@aicr.org.uk](mailto:helen.rippon@aicr.org.uk)) if there is any probability that their project is not covered by this description.
- 3.2 We do not award grants for clinical or psychosocial research, including intervention studies, clinical trials, healthcare delivery research, quality of life studies and many other substantially clinical studies. However, we will consider applications in which studies on patients, volunteers, clinical records or human tissue are used to address a basic scientific question. We sometimes accept applications on cancer symptoms or treatment side effects, but only when there is a very clear link to improving cancer survival. Studies investigating the biology of a side effect or symptom alone are unlikely to be accepted. Before submitting applications that may come into any of the aforementioned categories, potential applicants are strongly encouraged to seek our advice by emailing a brief description of the proposed project to our Head of Science ([helen.rippon@aicr.org.uk](mailto:helen.rippon@aicr.org.uk)).
- 3.3 The research described in the application should be a discrete project, achievable within the duration of the grant and with the support requested from AICR. Projects are usually, although not always, hypothesis-driven. Applications which describe a large programme of work beyond that achievable within the funding and duration requested are very likely to be rejected. It must be clear in your application exactly what research the AICR grant would fund.
- 3.4 Typically, AICR grants support one (sometimes two) salaried staff plus consumables. Applications that do not require any staff salaries will be considered if they describe a discrete project that would be achievable with one or two research staff. It is also acceptable to apply for salary funding only and no consumables. In either case, it must be made clear what other funding would support the other aspects of the project (either the staff or the consumables costs).
- 3.5 AICR does not award grants for infrastructure development or sample collection alone. However, we will award grants for a research project which involves some infrastructure development or sample collection as an essential prelude to the research.
- 3.6 AICR does not award PhD studentships as a separate type of grant. Project grants can include a salary or stipend for a PhD student, but the grant will be assessed on the science alone and not on any educational or training benefits for the student.
- 3.7 The application must be the original work of the applicants; any use whatsoever of other investigators' work must be fully attributed to the original sources. A random sample of the applications we receive in each grant round will be checked for signs of academic plagiarism using plagiarism-checking software. Submission of your application is taken as an acceptance by all applicants that these checks may be made. The PI takes full responsibility for the originality of the project proposal submitted.

3.8 AICR takes plagiarism very seriously. If it is determined (in the opinion of AICR) that another researcher's work or ideas have been used without proper attribution or consent, AICR will reject the application immediately. AICR has the right to disclose information to third parties, where reasonable and appropriate, during the investigation of any allegations of plagiarism (protecting, as far as possible, the confidentiality of the applicants). AICR also reserves the right to bar the PI from making any future grant applications and, in the most serious cases, to inform both the PI's institution and the researcher whose work was plagiarised. Submission of an application is taken as acceptance of these terms by the applicants.

## Section 4 - What can you apply for?

- 4.1 AICR does not have a formal upper limit for the total cost of an application, but it should be noted that most of the three-year grants we award have a total budget of £200,000 or less. If you want to apply for significantly more than this, you are strongly advised to contact our Head of Science ([helen.rippon@aicr.org.uk](mailto:helen.rippon@aicr.org.uk)) in the first instance. Applications requesting substantially more than £250,000 which are submitted without prior discussion are likely to be rejected.
- 4.2 Typically, AICR grants support one (sometimes two) salaried staff plus consumables. AICR grants cover the direct costs of carrying out a research project, but not the indirect costs which should be met by the research institution. Indirect costs include the salaries of group leaders, routine technical support, institutional or departmental overheads (sometimes called on-costs or bench fees), administrative support, IT facilities, computers, software, recruitment, publication costs, reprints, and journal subscriptions. If you include indirect or overhead costs in your application they will be removed.
- 4.3 We do not normally award funds for standard apparatus which should be found in a well-equipped laboratory (e.g. PCR machines, incubators, freezers, microcentrifuges, pipettes), or access to larger equipment that should be found in a well-equipped research centre, such as larger centrifuges, microscopes, tissue culture facilities, orbital shakers, incubators. However, we will consider requests for specific and unusual apparatus which is essential for the research project proposed, but unlikely to be found in most research institutions. We will also consider requests for routine laboratory apparatus from new group leaders (within 2 years of appointment) setting up their first laboratory.
- 4.4 AICR will pay for access charges for the use of specific high-cost apparatus, such as NMR, mass spectroscopy, FACS, electron or confocal microscopy; or charges for services such as sequencing, microarrays, antibody production. Such access charges should be broken down (e.g. by hour or by sample) in the justification section of the budget.
- 4.5 All the costs of carrying out the research project that are not funded by AICR must be funded by the PI's institution or by other sources of external funding. We will not award grants where a project is dependent on securing more external funding as well as the AICR grant.
- 4.6 AICR will fund salaries or stipends for staff performing the research, including (junior or senior) post-doctoral researchers, PhD students, pre-doctoral or technical research assistants. Other types of salaries may be requested if it is essential for the research. We do not usually award salary funding for the PI (see below for details).
- 4.7 We do not award salaries or partial salaries for anyone holding, or appointed to, an established, tenured or tenure-track research position, or anyone who is at the level of an independent investigator or research group leader. This includes staff at US institutions, even if the institution expects them to apportion their salary cost to different grants. This applies to all personnel involved in a grant including research staff, PI, co-applicants and collaborators.
- 4.8 We do not normally award full or partial salary funding for the PI. The exception to this is that we will consider salary requests for PIs who are post-doctoral researchers trying to establish themselves as independent researchers but who are not yet senior enough to be an independent investigator or group leader:

- Post-doctoral researchers with 3-5 years of post-doctoral experience can apply as the PI and request their own salary on the grant, but their group leader or laboratory head must be a co-applicant on the grant. However, it should be noted that the AICR grant round is highly competitive. It is unlikely that a PI with only a few years of post-doctoral experience will be successful in securing an AICR grant without an outstanding publication record. It is usually more advisable for the group leader to take the role of PI.
- Senior post-doctoral researchers with 5-10 years of postdoctoral experience can request their own salary on the grant and, if they wish, apply as PI without their group leader or laboratory head as co-applicant. Note that PIs at senior post-doctoral level need an excellent publication record and some evidence of emerging independence to be competitive for an AICR grant.
- Senior post-doctoral researchers with over 10 years of postdoctoral experience at the time of application can apply as PI without their laboratory head as co-applicant, but are not usually permitted to request their own salary. We would normally consider 10 years of experience post-PhD to be senior enough to be an independent, tenured or tenure-track investigator or group leader. However, this is interpreted on a case-by-case basis because academic career structures vary from country to country and it also does not include any career breaks from research. Anyone with more than 10 years post-doctoral experience wishing to apply for their salary must contact our Head of Science for guidance ([helen.rippon@aicr.org.uk](mailto:helen.rippon@aicr.org.uk)); if you do not, your application is likely to be rejected without review.

- 4.09 AICR does not fund PhD studentships as a separate type of grant, but a three-year project grant application may include a salary or stipend for a PhD student plus any necessary PhD fees. Some applications only request a PhD student stipend and consumables funding. Applications that include a PhD student are assessed primarily on the basis of the research project proposed, not on the educational benefits of the PhD studentship.
- 4.10 It is not unusual for projects to involve other sources of funding, as well as the funding requested from AICR. In these cases, it must be stated in the application what parts of the project would be supported by the AICR grant and which parts would be funded by other organisations. For example, an external fellowship might fund the salary of a student or post-doc on the project, or another grant might fund animal costs or the purchase of equipment. Where other sources of funding are involved, we may request copies of the applications so that we can confirm that there is no overlap with the funding requested from AICR.
- 4.11 AICR has restrictions on PIs accepting more than one grant to fund the same project; PIs are not permitted to double-fund the same piece of research. If AICR offers a grant and a grant has also been offered by another funding organisation to support the same project, the PI will need to choose between the grants. If the other award is less than one third of the cost of the AICR grant, we may agree to the PI keeping both awards and we may reduce the size of the AICR grant. This judgement will be made by our Head of Science.
- 4.12 AICR will pay for the cost of laboratory animals, including their husbandry, housing and welfare. This is usually charged as a cost per animal per week, or per cage per week. We do not have any limits on animal costs but any substantial animal costs (more than £5,000 a

year) must be carefully justified, showing the calculations used to produce the amount requested.

- 4.17 The AICR policy on animal research states that we will not fund projects involving animal research in countries or research institutions with limited or non-existent controls on laboratory animal welfare. For further details please see our animal research policy at Section 10 of this handbook.
- 4.18 **Up to £15,000 per year** can be requested for routine laboratory consumables for **each full-time researcher** working on the project (whether or not their salary will be funded by the AICR grant). This should cover routine molecular and cell biology items such as chemicals, enzymes, antibodies, molecular biology kits, glassware, plastics and tissue culture costs. **The maximum permitted budget for routine laboratory consumables is £30,000 a year** (where at least 2 full-time researchers, or equivalent, must be working on the project).
- 4.19 If you budget for more than one full-time member of staff working on the project, our scientific committee will be asked to judge whether there is sufficient work to justify this. If they think the project could be performed satisfactorily with only one full-time researcher, any additional salaries (if requested) will be removed and the consumables budget reduced to £15,000 a year.
- 4.20 We will consider requests for higher levels of consumables funding if the nature of the research means that it is unusually expensive. Any consumables costs above the £15,000 per year, per researcher allocation should be listed in the financial details section under **“Other”**. This is where high cost or non-routine items should be detailed (e.g. radio-labelled molecules, next generation sequencing, microarrays). Requests for higher levels of consumables funding must be well justified or they are likely to be removed.
- 4.21 Travel costs to attend scientific meetings and conferences may be requested up to £500 per year, per researcher working on the project, up to a maximum of £1000 per year (i.e. for at least 2 full-time researchers). This travel money may be allocated between the years as you wish (e.g. the full allocation in year three only).
- 4.22 We will consider requests for other types of travel funding if it is necessary for the project (e.g. trips to collaborating labs). These should be listed separately to conference travel, indicating the reason for travel, with costs based on economy class fares and accommodation.
- 4.23 Do not include publication costs in your budget. AICR has a separate fund specifically to support the costs of open access publishing. Please see the open access publishing policy in section 12 for details.

## Section 5 - How to apply to AICR

- 5.1 Applications can only be submitted through the AICR on-line application system, which can be found at <http://www.aicr.org.uk/applyingforagrant.stm>.
- 5.2 Detailed instructions on how to complete the application are given in the next section of this handbook and most sections of the on-line application form have help buttons . If you have any problems completing the form, please contact the AICR Grants Office ([grants@aicr.org.uk](mailto:grants@aicr.org.uk)).
- 5.3 Submission of the application is taken as agreement to all of our terms and conditions including the procedures for processing and assessing your application, and the requirements, guidelines and processes outlined in this handbook. The application must also be approved by the Head of Department (or equivalent) and an Authorising Officer (i.e. Finance Officer, Research Officer, or equivalent) of the institution where the grant will be held. The Head of Department (or equivalent) may be the PI, co-applicant or a collaborator. However, the Authorising Officer can have no other role in the application. Please contact the AICR Grants Office before applying, if this causes a problem ([grants@aicr.org.uk](mailto:grants@aicr.org.uk)).
- 5.4 Feedback on applications can only be provided for those that are sent out to external peer review (see Section 7 for further details). AICR will not enter into any discussion or debate on views expressed in such feedback, or the decision of our Scientific Advisory Committee, which is final.
- 5.5 Amendments, insertions, corrections or the submission of any additional information will not be accepted once an application has been submitted, unless it has been requested by AICR.
- 5.6 In addition to the information that makes up the application itself, AICR may require other information or documents to support an application. Failure to supply such information or documents upon request will cause the application to be rejected.
- 5.7 All applications made to AICR and any additional information or documents supplied are treated as confidential and will only be disclosed (marked as confidential) to members of AICR staff, our Scientific Advisory Committee and external referees, as necessary for their assessment. However, we may share information about your application, in confidence, with other funding agencies if we consider it necessary.
- 5.8 It is important to disclose all information in your project plan that will be necessary for the proper review of your grant. If there are commercially sensitive details, or other confidential information that you do not wish to be seen by reviewers, you must contact the Head of Science ([Helen.rippon@aicr.org.uk](mailto:Helen.rippon@aicr.org.uk)) for advice before you submit your application. In recent years we have seen increasing numbers of applicants failing to disclose key data in their grants (e.g. chemical structures or gene names) because of confidentiality issues. Whilst we understand the need to protect intellectual property, if the scientific committee cannot assess your grant properly it will almost certainly be rejected at triage.
- 5.9 If it is considered appropriate and where we believe there is good reason, AICR may reject any application at any time, with or without giving the reason.

- 5.10 For successful applications, the grant is based on a contract between AICR, the PI and the institution where the research is being carried out. The provisions of this contract, which can be found at Section 8, are non-negotiable and supersede any conditions which apply to grant applications. No contract will be entered into with collaborating institutions and AICR will take no responsibility for ensuring that the costs of any collaborating laboratories outside the host institution are reimbursed. It is the host institution's responsibility to come to a separate financial arrangement with any other institutions involved in the project.

## Section 6 – Detailed application instructions

### Registration

Applicants must register on the AICR on-line application system, which can be found at <http://www.aicr.org.uk/applyingforagrant.stm>.

Application participants such as the Head of Department, Authorising Officer and any Co-Applicants must also be registered on the AICR on-line application system.

Please note, for registration purposes, we normally require that application participants use their institutional email addresses (not commercial webmail accounts such as gmail, yahoo, hotmail etc).

Registration can be performed at any time throughout the year and as the applicant, you must check with application participants that they have registered on our database before you try to add them to your on-line application.

To identify application participants in our database, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names on the AICR on-line application system. It will also be helpful for you to know the email address they use to access our system.

### Manage My Details

To complete an application you need to fill in the Basic Information and CV sections of Manage My Details. This information is automatically used to populate the Principal Investigator section of the application (although you still need to enter the publication number information on that page).

All Co-applicants need to register on the AICR on-line application system and fill in the Basic Information and CV sections of Manage My Details. This information, along with information about the Principal Investigator (PI), is displayed in the Scientist Information section of the application pdf.

Please ensure the CVs of the PI and co-applicants are completed in full. Incomplete applications are liable to be rejected without review.

All the information given below can also be found on the application pages or by accessing the  application instructions on each page.

### Research Details page

#### Title of Project

The maximum permitted length for the project title is 100 characters (including spaces).

To use Greek letters, create them in Word using the insert symbol function, then cut and paste into the project title box.

The project title should give potential referees a clear idea of the proposed research (e.g. Epigenetic influences on FGFR2 signalling in colorectal carcinoma). Avoid novel acronyms and general titles

(e.g. Using ARIST to study cancer). You should also avoid including any commercially sensitive or confidential information in the title as this title will be used by AICR publicly if the grant is awarded.

If this is a resubmission (either invited or uninvited) you should use the same title as the original application.

#### Institution where grant will be held

This is the institution where the majority of the research will be conducted and where the PI will be working.

First select the country in the Country Filter box: type any part of the country name and select from the drop-down list. Then do the same for the institution itself.

If your institution is not in the list, please contact the AICR Grants Office so that it can be added ([grants@aicr.org.uk](mailto:grants@aicr.org.uk)).

#### Department or Unit

Please enter the main department or unit - not the name of your research group - e.g. Department of Cancer Biology, Department of Immunology.

#### City and Country

AICR funds research in many different countries and a) some institutes (e.g. INSERM in France) have many different locations within one country or b) the same names (e.g. National Biomedical Research Centre) are used in many different countries. For these reasons, we request you to enter details of the city and country.

#### Duration

The duration can be between 12 and 36 months.

#### Type of Application

New Application – if your application does not fall into one of the other categories listed below, select this option.

Continuation – select this if you currently hold a grant from AICR and are applying to continue the research. You will also be required to complete and attach a ‘scientific continuation form’ available from the downloads page on our website (<http://www.aicr.org.uk/ScientificReports.stm>).

Resubmission – select this if you have previously applied for an AICR grant to support a project which is generally similar in its subject and aims. You will be required to complete the details of the previous application you refer to here.

Invited Resubmission - Only select this if AICR has informed you that you have been invited to make such an application and instructed you to select 'Invited Resubmission'. If you are not certain, please contact the AICR Grants Office for advice ([grants@aicr.org.uk](mailto:grants@aicr.org.uk)). You will be required to complete the details of the previous application you refer to here.

NB: For resubmissions you are offered the option of attaching a pdf document (maximum length 2 pages) to address the criticisms made by the external referees (and any from the AICR Scientific Advisory Committee).

## **Principal Investigator page**

### Principal Investigator Details, Qualifications, Employment

These sections should be automatically populated with the information you have supplied in Manage My Details (Basic Information and CV). If anything is incomplete or incorrect please 'Save and Close' the application and amend the information in Manage My Details.

### Total number of your peer-reviewed publications (first author, last author, total)

Your publications numbers (total, first author and final author) cannot be identified from the information in Manage My Details. You need to complete these three sections.

### Publications

This section should be automatically populated with the information you have supplied in Manage My Details - CV. If anything is incomplete or incorrect please 'Save and Close' the application and amend the information in Manage My Details.

Please note that only the top two lines of your publication list will be shown here. The full list (as given in Manage My Details) is included in the pdf of your application. Please note that only the 10 most recent, relevant, publications should be included in the CV.

## **Co-Applicants page**

You can include up to three co-applicants. Co-applicants should be experienced researchers who have a significant role in the design or management of the project. They can be from any institution and any country but must already be registered to use this application system. Registration can be performed at: <https://grants.aicr.org.uk/Login.aspx>. In order that you can identify application participants in our database, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names.

The co-applicant's role in the application has two stages:

1. When you add a co-applicant on this page, they will be sent an email inviting them to confirm their involvement with the application and to enter or update their CV. This requires them to be a user of this system, so if they have not already registered, you will not be able to find them on our database.

2. When the application has been completed by the PI, co-applicants have to log in to the system and approve the application for submission. They can view the pdf of the application, but cannot edit it. The PI cannot submit the application until each co-applicant has approved it.

NB: Full CV's for all co-applicants are mandatory for submission and appear in the application. Please note that only the 10 most recent, relevant, publications should be included in the CV and it is the responsibility of the Principal Investigator to ensure that this is adhered to. The full CVs can be viewed in the Scientific Information section of the application pdf.

There are no restrictions on how often or how many times someone can be a co-applicant.

If the Principal Investigator is not a tenured or tenure-track academic heading the laboratory where the research will be carried out, please ensure that you comply with our guidelines in section 4 or the application is likely to be rejected without review.

### **People Involved page**

This page is designed to show the people who will be involved with the project and the amount of time they will devote to it (on average). We do not request information about the amount of time that each Collaborator will contribute to the project as it is assumed that it will be less than 5% of their time.

All the people who will contribute to the research should be included on this page, EXCEPT FOR any research staff for whom you are requesting a salary.

However, if you are requesting a salary for the PI or any co-applicants, you should show the amount of time they will devote to the project on this page and include all the details requested under Staff Costs on the Financial Details page.

### Percentage time for Principal Investigator and Co-applicants

Indicate what percentages of their time these people will devote to this project.

### People in your research group

List the people within your immediate research group who will be working on this project (apart from the PI and any co-applicants). DO NOT INCLUDE anyone for whom you are applying to AICR for their salary - that information is collected in the Financial Details/Staff Salaries section.

It is mandatory to upload a CV for staff who have a PhD (or equivalent qualification).

### Collaborators

List the people outside your immediate research group who will be working on this project (apart from co-applicants). You can list up to four collaborators - if this is a problem, please contact the Head of Science ([Helen.rippon@aicr.org.uk](mailto:Helen.rippon@aicr.org.uk)).

Collaborators are those people whose involvement is limited to supplying strains or reagents, expertise or advice in a particular experimental technique or area of science, or providing other specific but limited input.

We do not require CVs for collaborators and they do not need to use the on-line system to indicate their agreement. We only require that you attach a letter or email of agreement from them. The letter/email should include some detail of their contribution to the project and there should be a separate letter/email from each individual collaborator.

### **Inappropriate Reviewers page**

If you consider that someone would not be able to provide an impartial review of your research proposal, or you have other good reasons for not wanting them to see the proposal, you can list them as an inappropriate reviewer.

Reasons such as "main scientific competitor", "commercial sensitivity" are acceptable. Note that this section will be seen by the external referees and AICR Scientific Advisory Committee.

**A maximum of 4 inappropriate reviewers can be listed.** DO NOT simply list all the main groups working in your field. Such blanket attempts to exclude all expert reviewers will be ignored.

### **Head of Department page**

The Head of Department (or equivalent) of the institution where the grant will be held, must:

- a) participate in this application
- b) approve the submission of this application.

Your Head of Department must already be a registered user of this application system. Registration can be performed at: <https://grants.aicr.org.uk/Login.aspx>. To identify application participants in our database, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names on the AICR on-line application system.

Participating in the application allows the Head of Department to view the pdf of the application, but not edit it. The applicant cannot submit the application until both the Head of Department and Authorising Officer, along with all co-applicants, have agreed to participate.

NB: The approval of the submission by the Head of Department and Authorising Officer is the final step in the application process. After the applicant clicks the Submit button, the Head of Department has to approve the submission and then the Authorising Officer has to approve it, in that order. It is only after they have both done this that the application is actually submitted to AICR. This must happen before the application deadline; we will not extend the deadline to allow these approvals to be made.

The approval of the application by the Head of Department and Authorising Officer confirms that the Institution agrees with the budget request and with AICR's grant application terms, conditions, procedures and grant contract, as described in the current issue of the AICR Project Grant Application Handbook.

The Principal Investigator, Head of Department and Authorising Officer must normally be three separate people, but if the PI is in charge of the department, then the HoD and PI can be the same.

### **Authorising Officer page**

The application must be approved by an Authorising Officer, normally the Finance Officer or Research Officer (or equivalent) of the institution where the grant will be held. They must:

- a) participate in this application
- b) approve the submission of this application.

Your Authorising Officer must already be a registered user of this application system. Registration can be performed at: <https://grants.aicr.org.uk/Login.aspx>. To identify application participants in our database, you will need to know the exact format (spelling, accent marks and diacritics) that they have used when entering their names on the AICR on-line application system.

Participating in the application allows the Authorising Officer to view the pdf of the application, but not edit it. The applicant cannot submit the application until both the Head of Department and Authorising Officer, along with all co-applicants, have agreed to participate.

NB: The approval of the submission by the Head of Department and Authorising Officer is the final step in the application process. After the PI clicks the Submit button, the Head of Department has to approve the submission and then the Authorising Officer has to approve it, in that order. It is only after they have both done this that the application is actually submitted to AICR. This must happen before the application deadline. We will not extend the deadline to allow this approval to be made.

The approval of this application by the Head of Department and Authorising Officer confirms that the Institution agrees with the budget request and with AICR's grant application terms, conditions, procedures and grant contract, as described in the current issue of the AICR Project Grant Application Handbook.

The Principal Investigator, Head of Department and Authorising Officer must normally be three separate people, but HoD and PI can be the same. The Authorising Officer cannot have any other role in the application. If this causes any problems contact the AICR Grants Office ([grants@aicr.org.uk](mailto:grants@aicr.org.uk)).

After selecting your Authorising Officer, you are required to enter their job title in the space provided.

### **Research Summary page**

This is a scientific abstract to assist the reviewers. It is not a lay summary.

The main purpose of this summary is to enable scientific reviewers to quickly understand the main points of the project's aims and the experimental approach to be adopted, before they read the full project description. Do not include references in this summary. There is a word limit of 300 words.

If an award is made, the summary will be published on the International Cancer Research Portfolio database (<https://www.icrpartnership.org>), unless you tick the box indicated. If it contains information that should remain confidential (e.g. which might affect intellectual property rights) and a grant is awarded, ticking the box means that you agree to supply an alternative, non-confidential summary for publication.

You are also required to provide a short (lay) summary of the proposed work suitable for a non-scientific audience (word limit 250). Please do not use technical language or jargon in this summary.

## Financial Details page

### Staff Costs

#### a) Staff Member

Please specify (Yes/No) if there is a named candidate for the post. If “Yes”, you will be asked to provide the name of the candidate and upload a copy of their CV (unless their CV has been uploaded in another section of the application). If the post is to be advertised, you should select “No” and proceed to provide information on the post for which you are requesting funding.

The justification section should be used to explain why the appointment(s) are required for the project, the level of experience required or held, the tasks the person will be undertaking and a justification of the costs involved, and provide any necessary supporting information detailed below.

#### b) Salary Scales / Salary Letter

You must upload a copy of the salary grade/scale relevant to the position requested (in either .doc/.docx or .pdf format) using the  [Click here to attach](#) function. If your institution does not use salary scales, you must upload a letter of explanation (in either .doc/.docx or .pdf format, maximum three pages) from the office at your institution responsible for staff salaries confirming the salary requests are in keeping with normal awards at your institution and explaining how the requested amounts were calculated. The letter, which must be in English and using GBP (£ Sterling) figures, should detail any annual increments due and provide separate figures and percentages for: Basic Salary, Employers On-Costs (fringe benefits). Insurances, Pension, Taxes (if applicable), Holiday Pay (if applicable) and any other on-costs or fringe benefits. NB: The employer’s on-costs must only be those salary on-costs that the employer is legally obliged to pay for staff.

#### c) Salary Costs Table

All figures must be given in GBP (£ Sterling) and should reflect current costs. Costs should be rounded up to the nearest GBP (£ Sterling) and written without any currency symbols, commas, full stops, decimal points or zeros (e.g. 153508). Grants are awarded, and payments are made in GBP (£ Sterling). Figures included in this section should be checked with your Finance Office (or equivalent) for accuracy before submission to AICR.

If you are requesting funds for a PhD Student, please enter the Stipend along with the degree fees in the Gross Salary. We require supporting documentation to be uploaded for these also.

#### d) Salary Funding Information

i) You may request up to two salaries on the grant, although the majority of funded AICR grants contain only one salary. If two salaries are requested then you must fully justify why two posts are necessary; the Scientific Committee are likely to remove the second post if they do not feel there is sufficient work on the project for a second researcher. If your project requires more than two salaries, please seek advice from the Head of Science ([Helen.rippon@aicr.org.uk](mailto:Helen.rippon@aicr.org.uk)) before applying.

ii) Requests for salaries or stipends should include the name of the person (if known), otherwise state that the post is to be advertised.

iii) We do not normally award salaries for the principal investigator (PI). However, the PI may sometimes apply for their salary if they are not a tenured or tenure-track group leader. See section 4 for details.

iv) We do not award salaries or partial salaries for anyone holding, or appointed to, an established, tenured or tenure-track research position, or anyone who is at the level of an independent researcher or research group leader. See section 4 for details.

v) We do not award partial salary funding for routine technical support and we will not reimburse the salaries of any other support or specialist staff supplied and funded by the host institution. If specialist expertise is required for particular aspects of the project, e.g. bioinformatics or statistics, it is permissible to include consultancy fees for these services under "other". Do not include these specialist services as a salary cost on the grant unless somebody will be employed specifically for this project.

vi) The salaries requested should include annual increases for inflation and projected pay awards. If a grant is awarded with salary funding, the figures you provide will be the amounts awarded and no further increases will be made by AICR to the salary budget. It is the responsibility of the PI to make sure sufficient funds for the posts being requested are fully covered by the budget request.

vii) Salaries or stipends and degree fees for PhD students may be requested where the project is suitable for a PhD project. Use the PhD salary/stipend and degree fee rates applicable at your institution. Within the UK, if there are no institutional rates, stipends and fees should be reimbursed at the MRC rates.

viii) The salaries requested should include employer's on-costs (or fringe benefits) and must only be the on-costs that the employer is legally obliged to pay for staff.

### Consumables

Consumables include non-reusable, routine items specific to the research, such as chemicals, enzymes, antibodies, molecular biology kits and reagents, glassware, plastics, dyes, radioisotopes, tissue culture costs, etc.

List these under 2-5 general headings, for example 'tissue culture', 'molecular biology', 'PCR'. It is not necessary to provide a very detailed breakdown of items and costs, but there should be some justification of the budget requested.

Routine consumables may be requested **up to £15,000, per year, per each researcher** working on the grant. **The maximum consumables request allowed is £30,000 per year** (where at least two full-time researchers, or equivalent, must be working on the grant). You can request consumables funding for researchers who would work on the AICR grant, if awarded, but whose salaries would be paid from another source e.g. the laboratory's core funding.

Any consumables requests above the standard £15,000 per researcher, per year allocation should be listed in the "Other" section. If the project requires unusual consumables or particularly large amounts or expensive types of consumables, they should also be listed under "Other". Examples would be microarray costs, sequencing, or antibody production (see below). These costs must be well justified.

### Animals

Animal costs can include the purchase or importation of the animals, weekly charges for housing and other necessary charges (e.g. SPF or microinjection). Animal research licences or training are not eligible costs.

The species of the animals and numbers should be given in the justification.

Animal costs in excess of £5,000 per annum must be fully and carefully justified, for example, by giving estimates of the number of animals required for each type of experiment, how many experiments of each type, the duration that the animals will need to be maintained and the cost per week per animal. Without such justification the animal costs awarded will be reduced to £5,000 per annum.

AICR policy is to only fund research involving the use of animals in those countries or at those institutes where we are confident that acceptable standards of laboratory animal welfare are applied. The full text of the AICR policy on funding animal research can be found at section 10 of this handbook. If you wish to apply to AICR with a project that contains animal research and your country is not on the list of pre-approved countries given in the AICR animal research policy document, please contact the Head of Science for guidance ([Helen.rippon@aicr.org.uk](mailto:Helen.rippon@aicr.org.uk)).

### Equipment

Equipment costs should normally be included in the first year only, unless there is good reason to purchase it later in the grant.

Equipment is normally only funded if it is unusual, specific and necessary for the project proposed. We will not fund standard apparatus which should be found in a well-equipped laboratory or research centre. This includes computers and laptops.

The exception to this rule is that we will consider requests for standard apparatus from new group leaders who are within the first 2 years of establishing their first laboratory.

The justification section should be used to explain why the equipment requested is necessary for the project. Poorly justified equipment requests, or equipment that the scientific committee feels should already be available in most research institutions, will be removed.

### Travel

Travel costs to attend scientific meetings and conferences may be requested up to £500 per year for each person working on the project, up to £1000 per year. This request, however, may be allocated between the years as you wish (e.g. £1,500 in year three only).

We will consider requests for other types of travel, above that allocated for conferences, if it is necessary for the project. The justification for this should indicate the reason for travel, with costs based on economy class fares and accommodation.

### Other

This section should be used to request funding for any items that are essential for the project, but which are not included in any of the other sections. This includes charges for the use of specific facilities, fees for specialist services, additional consumables costs, or particularly large amounts or

expensive types of consumables. Give each item and the cost separately and explain why it is necessary in the justification.

We do not award funding for administrative costs, reprints, secretarial assistance, advertising costs, journal subscriptions, maintenance of equipment or departmental/institutional overheads.

Publication costs must **not** be included in your grant budget. AICR has a separate fund to support the costs of open access publishing. See the policy in section 12 for details.

### **Project Description page**

You should attach a pdf document describing the research project. The following information should be given:

- Background
- Preliminary results (if appropriate)
- Hypothesis and specific aims
- Experimental plan
- References (cited as: Authors, Title, Year, Journal)

Tables, images and graphs can be included. The document must be in pdf format only and must not exceed 8 pages.

Margins should be set at no less than 2cm x 2cm. You must not use small fonts to cram in more text into this document. Arial 10 point is the smallest font we will accept. Applications which deliberately reduce the margin size or use smaller fonts for the project description or references will be rejected.

You should describe a discrete, usually hypothesis-driven project, achievable within the duration of the grant and with the support that can be requested on an AICR grant (e.g. one or two staff plus consumables). Applications which describe a large programme of work for a whole laboratory and request partial funding will be rejected - only describe the work that would be supported by the grant you are requesting.

Please note that it is important to disclose all information in your project plan that will be necessary for a proper review of your grant. If there are commercially sensitive details, or other confidential information that you do not wish to be seen by reviewers, you must contact the Head of Science ([Helen.rippon@aicr.org.uk](mailto:Helen.rippon@aicr.org.uk)) for advice before you submit your application.

It is the PI's responsibility to ensure that the project plan represents the original work and ideas of the applicants. Any use whatsoever of other researchers' work must be properly cited and attributed.

If your project involves patient information, human volunteers or tissue samples, or animals, you should include a short statement at the end of the project description to explain if ethical/regulatory approval has been granted, has been applied for, will be applied for or is not required. Do not insert copies of ethical approval statements or regulatory approval documents.

### **Other Funding page**

#### Similar Applications

AICR has no objection to applicants submitting the same project to other organisations at the same time as applying to us, as long as this is declared in this section. You must declare (and give details) if an identical or similar application has been submitted elsewhere, or is likely to be submitted elsewhere, (by the principal investigator or any of the co-applicants). In the event that both AICR and another organisation offer grants for the same project, you may decide which to accept.

#### Current Research Funding

You **must** list all the current research funding held by the PI and all co-applicants, including funding that has been awarded but not yet started. This includes all research grants, collaborative programmes, contracts, core support, start-up funding, etc. We use this section to confirm that the research in your grant application has not already been funded. If this section is not completed for all applicants, the grant may be rejected without review.

#### Overlap

You must give details of any part of the research proposed in this application that overlaps or duplicates research supported by the above funding or application(s). If there is some overlap, please tell us how much and in what area of the project.

#### Previous AICR Funding

You must indicate (and give details) if the principal investigator and/or any co-applicants have previously held a grant from AICR - either as the PI or a co-applicant on that grant. Grant reference numbers are particularly helpful. You are also asked to provide a list of publications arising from this AICR funding.

#### Patents

You must indicate if you or your institution has filed, is in the process of filing, or is planning to file any patents on the theme of this project.

#### Technology Transfer Office

You must give the name and email address of the appropriate person to contact about the intellectual property or commercialisation of the proposed research.

#### Tobacco Industry Funding

AICR will not accept applications from anyone (either as a PI or co-applicant) who is currently applying for, or has received, funding from the tobacco industry, or bodies substantially funded by the tobacco industry, within the last 10 years.

You must indicate if this applies to you. Our full policy on tobacco industry funding can be found at section 9 of this handbook.

#### **Attachments page**

This page simply lists all the documents that you have attached to your application. Most of these will form part of the application pdf, although some (e.g. salary scales) are for AICR internal use only.

Removing or changing these attachments is normally done on the page where they were originally attached, although a few do have a 'Delete' option on the Attachments page.

### **Declaration page**

You are required to indicate your agreement to a short declaration that the application is complete, accurate and in accordance with the application instructions and policies of AICR and that you have checked the pdf version of the application. This is the version which is sent to reviewers, so it is worth taking the time to check through it carefully.

### **Validation page**

This page lists the parts of the application that need to be completed before you are ready to submit it. Some of these (i.e. the agreement to participate by Head of Department and Authorising Officer and the approval by co-applicants) will usually require other people to take action.

Once all these parts of the application have been completed, you can then:

- a) Click 'Save and Close'
- b) Click 'PDF the application' and print a copy to check. This is the version that the reviewers will see, so you should check carefully for any omissions or errors. It is your responsibility to ensure that the pdf version of the application is correct.
- c) Click the 'Submit' option (only available during the submission window). NB: you have to go to the Validate page first – to do a final check – before the 'Submit' button becomes active.

Remember - after you click 'Submit', the submission still has to be approved by the Head of Department and Authorising Officer before the submission deadline.

Once the Head of Department and Authorising Officer have approved the application, the application will automatically be submitted to AICR. This must be done before the submission deadline.

### **For the avoidance of doubt:**

**We will not extend the deadline to allow the final approvals to be made, or because of any confusion about how the on-line submission process works. It is your responsibility to ensure that your grant application is completed with enough time remaining to contact the AICR Grants Office if you encounter any difficulties with the submission process. Please remember that the AICR Grants Office is based in the UK, therefore some applicants will need to allow for a time difference. We cannot guarantee to respond before the grant deadline to any queries sent in the final 48 hours of the submission window, although we will endeavour to do so.**

**Grant deadlines will only be extended if we accept that AICR was at fault in unreasonably delaying the submission of your grant. Technical failures of the application system will only be accepted as a reason to extend the deadline if they are verified by the IT company that hosts the on-line grant portal.**

## Section 7 - How your application will be assessed

- 7.1 The processing of grant applications to AICR will take approximately 9 months from submission to the start of funding for successful applications. Successful applications submitted in the April round are offered a grant which would usually start on 1<sup>st</sup> January the following year. For applications in the October round, grants usually start on 1<sup>st</sup> June the following year. AICR may permit the deferment of the start date by up to 3 months providing our prior approval has been sought. Delays in excess of 6 months will only be granted in exceptional circumstances.
- 7.2 All applications received in the relevant submission period will first be checked by our administrative team to ensure they have been completed correctly. Applications requiring minor amendments will be returned for alteration but note some corrections will require applications to go back through the approvals process again. Applications with major omissions or errors are likely to be rejected without further review. Please note that the return of your application for minor administrative changes does not imply AICR has accepted it for scientific review. At this stage, applications have not been checked for compliance with AICR's funding policies and remit.
- 7.3. Applications are then reviewed by the Head of Science to ensure they adhere to our funding policies and are within the AICR funding remit. Funding remit is usually interpreted conservatively.
- 7.3 There will then be an initial triage by the AICR Scientific Advisory Committee assessing all of the applications and removing those which have no realistic chance of being funded in this grant round. Applicants are notified by email as soon as possible if their application has been rejected at this stage. There will be no feedback for applications rejected at this stage, nor will we enter into any discussion or debate.
- 7.4 The current membership of the AICR Scientific Advisory Committee is:  
Chair - Professor Harry Vrieling, Leiden University Medical Center, Netherlands  
Professor Eduard Batlle, Institute for Research in Biomedicine, Barcelona, Spain  
Dr James Brenton, Cambridge Cancer Research Institute, England  
Professor Cedric Blanpain, Université Libre de Bruxelles, Belgium  
Professor Paul Coffey, UMC Utrecht, Netherlands  
Professor Peter Fischer, University of Nottingham, UK  
Professor Jonathan Frampton, University of Birmingham, England  
Dr Michelle Garrett, Institute of Cancer Research, England  
Professor Andrew Fry, University of Leicester, England  
Professor Kari Hemminki, DKFZ, Heidelberg, Germany  
Professor Kevin Hiom, University of Dundee, Scotland  
Professor Kairbaan Hodivala-Dilke, Queen Mary, University of London, England  
Professor Aart Jochemsen, Leiden University Medical Center, Netherlands  
Professor Noel Lowndes, National University of Ireland, Galway, Ireland  
Dr Angliki Malliri, Paterson Institute for Cancer Research, Manchester, England  
Professor Iain McNeish, University of Glasgow, Scotland  
Professor Jim Norman, Beatson Institute for Cancer Research, Glasgow, Scotland  
Professor Christoph Plass, DKFZ, Heidelberg, Germany  
Dr Simona Polo, IFOM, Milan, Italy  
Professor Catrin Pritchard, University of Leicester, England  
Professor Pedro Romero, University of Lausanne, Switzerland

Professor Reiner Siebert, University of Kiel, Germany  
Professor Alain Trautmann, Institute Cochin, Paris, France  
Professor Christine Watson, University of Cambridge, UK

- 7.5 Following the initial triage, the remaining applications will then be sent out to external peer reviewers (also called referees). We aim to get at least 2 external reviews for each application.
- 7.6 External reviewers are asked to evaluate applications on five specific criteria:
- a) Relevance - Is the proposed research relevant to cancer? If successful, will the results contribute significantly to our understanding of cancer or fundamental biology relevant to cancer or the translation of such research into clinical benefit?
  - b) Originality - Is the proposed research addressing new and interesting questions that we currently do not have answers to? Are the results of other groups working in this area likely to make this proposal redundant?
  - c) Experimental design - Is the proposed research project and the experiments described in the application designed appropriately to answer the questions being addressed?
  - d) Applicant - Does the track record and scientific ability of the applicant(s), as reflected in their CV, give confidence that they will be able to carry out the proposed research project successfully?
  - e) Achievability - Is the proposed research project achievable with the resources requested in the application and the other resources that the applicant(s) has indicated will be available?
- 7.7 Feedback on applications can only be provided for those that are sent out to external referees. External reviewers are asked to provide comments for feedback to the applicant, as well as private comments for the use of the AICR Scientific Committee. Please note that the views and opinions of external referees may vary markedly from each other, and funding decisions are not made solely on the basis of the external reviews. The Association will not enter into any correspondence or discussion regarding the content of these reports.
- 7.8 At the grants allocation meeting applications will be assessed by the Scientific Advisory Committee considering the external reviews and their own assessment of the quality of the science. There will be a further triage to remove applications judged to have no prospect of being funded.
- 7.9 The remaining applications will be discussed, graded and ranked. Applications will be awarded funding on the basis of this ranked list until the allocated funds are spent. Inevitably, some high quality projects with good external reviews will not be funded simply because we never have enough money to fund all the high scoring projects.
- 7.10 The outcomes of all applications will be notified by email as soon as is practically possible.
- 7.11 Successful applicants will be notified by email. The official AICR grant contract will follow soon afterwards (by email), containing the award agreement, budget, terms and conditions and the schedule as detailed in section 8. It will be deemed that the terms of the award have been accepted on signature of the award agreement.

## Section 8 - AICR grant contract

[INSERT NAME OF PRINCIPAL INVESTIGATOR] (“You”, the “Grantholder”)  
[INSERT HOST INSTITUTION] (the “Institution”)  
[INSERT ADDRESS]

[INSERT DATE]

Dear [INSERT NAME OF PRINCIPAL INVESTIGATOR]

**Title:** [INSERT GRANT TITLE]

**Grant Reference Number:** [INSERT GRANT REFERENCE]

**Award Agreement**

I refer to your grant application dated [DATE] (the “Application”) submitted to the Association for International Cancer Research (“AICR”).

I am pleased to confirm that the Application was successful and AICR has agreed to provide to the Institution the sum of [GRANT ORIGINAL AWARD] (the “Grant”) for the purposes of enabling you, the Grantholder, to carry out the research project, “[GRANT REFERENCE]” - “[GRANT TITLE]” (the “Project”).

The Grant shall be provided to the Institution subject to the general terms and conditions detailed in this letter and the schedule consisting of 5 parts attached to and forming part of this letter (the “Schedule”). This letter, together with the Schedule, is the contract among the Grantholder, AICR and the Institution (the “Award Agreement”). The Grantholder and the Institution will be deemed to have read, understood and accepted the terms of the Award Agreement by their acceptance of the Grant.

The Grant will commence on or after [DATE].

### **Conditions of Payment of Grant**

The following payment conditions relate to all grants awarded by AICR:

#### Grant Start Dates

Projects which are awarded funding in an April grant round will commence on 1 January the following year. The grant year will run from 1 January to 31 December in each calendar year (the “Grant Year”).

Projects which are awarded funding in an October grant round will commence on 1 June the following year. The Grant Year will run from 1 June to 31 May in the following calendar year.

If, for any reason, the Project is unable to commence on its determined start date, the start date may be deferred by a maximum of three months, subject to the prior written approval of AICR. Deferrals in excess of six months will only be granted in exceptional circumstances.

#### Claims and Reimbursement of Expenditure

The Grant will be remitted to the Institution in four quarterly payments per annum, in arrears. In order to release each payment, you must complete and submit an AICR claim form.

The first claim form should be submitted at the end of the first quarter which follows the start date of the Grant, and must be accompanied by the bank and payment details form as shown in part 4 of the Schedule. Failure to provide the bank and payment details form may result in payment of the Grant being delayed.

Claim forms must be signed by you and countersigned by the Institution's Finance (or Authorising) Officer or the Research Grants Officer, prior to submission. **Please note that AICR will not accept scanned signatures – original signatures are required.**

Claim forms must be fully completed and must include staff names and a breakdown of costs, where indicated. Please note that invoices from the Institution are not sufficient to release a payment.

Each claim form shall be accompanied by invoices or other documentation which adequately supports the expenditure which is being claimed. Whether the documentation supplied is deemed to adequately support the expenditure claimed on the claim form shall be at the discretion of AICR (acting reasonably). The documentation must be in English (or an English translation must be provided).

All expenditure incurred must be claimed within the timeframe of the relevant grant year and the claim for the fourth quarter must be submitted to AICR no later than three months following the end of that quarter. **It is your responsibility to ensure that claims are made within the timescales stated.** Please note that AICR is unable to reimburse any expenditure which is not claimed within six months of the end of the relevant grant year, and cannot make retrospective payments relating to a previous grant year. Claims must be based on actual expenditure.

#### Overseas Grant Payments

All figures should be entered in GBP (£ Sterling) on the claim form. Claims will be remitted in GBP (£ Sterling) and converted to the currency of request by the bank at its exchange rate on the day the transfer is approved. All costs incurred relating to the transfer of funds shall be paid by AICR. The Grantholder is liable for all costs incurred in the conversion of funds from GBP (£ Sterling) to the currency of request.

AICR is not responsible for losses incurred through fluctuations in exchange rates.

#### Grant Years and Progress Reports

AICR has produced a budget based on the Application, covering the duration of the Project. The budget is fixed and will not increase on an annual basis. Details of how the budget is broken down can be found at part 2 of the Schedule (the "**Budget Breakdown**").

Irrespective of the number of Grant Years for which the Grant is awarded, each Grant Year has a separate budget and sums allocated for each Grant Year may not be carried forward into another Grant Year.

Continuation of funding for Grant Years two and three of the Project (if applicable) will be dependent upon you as the Grantholder making adequate progress (in the opinion of AICR) in terms of the Project in the preceding Grant Year.

In order for the Grant to be continued, scientific reports on the progress made towards achieving the objectives set out in the Application will be due to be submitted (via portal) to AICR in accordance with the following timescales:

<b>Period of Project to be Covered by Report</b>	<b>Report Due to be Submitted to AICR</b>
month 1 - month 6	prior to grant payment at month 9
month 7 - month 18	prior to grant payment at month 21

AICR shall use these scientific progress reports to assess your progress towards achieving the objectives as set out in the Application. Continued funding for the Project shall be dependent on AICR's acceptance of the scientific progress reports detailed above. AICR must deem each scientific report satisfactory before subsequent payments can be released.

Please note that failure to submit progress reports as detailed above shall result in subsequent Grant payments being withheld.

You will supply a final scientific report on the work of the Project within three months of the completion date of the Project. Final payments will be withheld pending receipt by AICR of this final report. In order to release the final payment, the final report must be deemed satisfactory by AICR.

If a request for further funding from AICR is submitted before the completion date of the Project, an interim report must be submitted using the continuation scientific report template.

We will intimate to you the necessary report template which we will require you to use in the preparation of each scientific report.

#### Transfer of Funds

The transfer of allocated funds between the budget headings detailed in the Application and at part 2 of the Schedule, (i.e. staff costs, consumables, animals, equipment, travel and other) **is not permitted** under any circumstances.

Where overspending has occurred under any budget heading on a claim, AICR will deduct such overspend from the sum reimbursed in terms of that claim (even if other headings are underspent).

At the end of a Grant Year, any remaining grant funds which have not been spent will belong to AICR. Such remaining sums cannot be carried forward into a subsequent Grant Year.

#### Not Funded by AICR

##### *Salary Increases, Maternity, Paternity and Sick Leave*

AICR will not reimburse the cost of paid maternity, paternity or adoption leave for staff whose salaries are funded by the Grant. AICR will also not cover the cost of extended periods of paid leave due to illness. Staff funded by the Grant are employed by the Institution and it is the Institution's responsibility to comply with all of its obligations under employment law.

It may be acceptable to use the Grant to cover the cost of replacement staff during periods of maternity, paternity, adoption or long-term sick leave, but only with prior written permission from AICR.

The staff costs award is based on the calculations shown in the Application and these will not increase on an annual basis. No additional funding will be available from AICR to meet pay awards, bonuses, salary increments, merit awards or any other salary changes during the course of the Grant.

##### *Administration Costs*

Please note that costs such as photocopying charges, publication costs, reprints, secretarial/administrative assistance, telephone costs, advertising costs, journal subscriptions, service agreements and maintenance of existing equipment and departmental/institutional overheads are **not** funded by AICR.

##### *Additional Charges by the Institution*

The Institution is not entitled to claim any additional charges such as overheads, bench fees or administrative costs. The Institution may only be reimbursed for costs incurred which are within the remit of the Grant.

#### **Media and Publications**

In order to assist AICR in raising funds for research grants, we require to publicise and promote the work which we support. To this end, we require copies of any publications supported by and acknowledging AICR funding not less than 7 days before the date of publication.

You are also required to send advance copies of any press or media releases relating to the Project, as soon as possible and certainly prior to their publication. Publications and press releases should be sent to the Science Communications Manager, using the email address below. AICR will of course respect any embargo deadlines and will often work together with journals and press offices at the institutions or other funding bodies involved in the work. Please note that in some circumstances the contract gives AICR first publicity rights, for example if AICR have funded the lead author of the publication.

The AICR logo (the “**Trade Mark**”) must be clearly visible on all presentation slides and/or paperwork, posters, handouts and laboratory websites. A copy of the current logo of AICR is attached at part 3 of the Schedule. Any modification shall be intimated to you from time to time by AICR in writing.

AICR requires all grantholders to provide biographical materials (including high resolution photographs of you, and other lab members), and to help produce a report (in lay terms) on your research. This report should be written so that it can be used on our website, in our publications and on other materials prepared by AICR. Our Science Communications Manager will be in touch with you in the near future regarding this.

### **Change of Circumstances**

Should you wish to make any changes to what was stipulated in the Application, **you must seek the prior written consent of AICR**. Such changes include (but are not limited to) the replacement of personnel funded by AICR, requests for deferral of start date, suspensions during or extensions to the end of the Grant, or significant changes to the aims or methodology of the project set out in the Application.

If during the period of the Grant you decide to move to a new institution (the “**Successor Institution**”), the Grant will move with you (unless AICR decides otherwise). You are required to give AICR at least **six weeks’ notice of the date of transfer**. A novation agreement in the form set out at part 4 of the Schedule (but subject to any amendments deemed necessary in order to address any practical issues relating to the Project) is required to be entered into between you, AICR, the Institution and the Successor Institution.

If the Grant has funded equipment required for the Project, all such equipment must be transferred to the Successor Institution.

Claims from the Successor Institution will not be processed until all claims from the Institution have been received by AICR.

### **General**

Please note that the terms of the Award Agreement are non-negotiable. Should you choose to accept the Grant, both copies of the Award Agreement should be signed by you and by the Commercial/Contracts Manager or Legal Advisor (as appropriate) on behalf of the Institution. One signed copy must be returned to the Grants Manager no later than **[DATE]**. Failure to submit the signed Award Agreement to the Grants Manager before this date (or if we have not heard from you in relation to accepting the grant offer) will result in the offer being automatically withdrawn.

The other signed copy should be retained by the Finance/Research Office of the Institution. Please note that, whilst AICR expects to deal directly with the Institution regarding claim forms and payments, **you are at all times ultimately responsible for the administration of the Grant**.

Any queries regarding grant awards and payments should be addressed to the Grants Manager, using the contact details below. Please note that you should quote your grant reference number (as stated on page 1 of the Award Agreement) in all future communication with AICR.

I look forward to hearing from you.

Yours sincerely

**Norman Barrett**

Chief Executive

AICR, Madras House, South Street, St Andrews, Fife, KY16 9EH

Telephone: +44(0)1334 477910 Fax: +44(0)1334 478667

Email: [grants@aicr.org.uk](mailto:grants@aicr.org.uk)

We acknowledge receipt of the terms of the Award Agreement which we hereby accept.

.....  
[INSERT NAME OF PRINCIPAL INVESTIGATOR]      Date      .....

.....  
Commercial Contracts Manager/Legal Advisor \*please delete      Date  
[INSTITUTION]

.....  
Print Name

This is the schedule referred to in the foregoing Award Agreement between AICR, [INSERT NAME OF PRINCIPAL INVESTIGATOR] and [INSERT HOST INSTITUTION]

## Schedule

### Part 1

#### Terms and Conditions for Research Grant Award

##### 1. Contract

These terms and conditions form part of the Award Agreement which sets out the only terms and conditions upon which AICR is prepared to offer the Grant to the Grantholder and the Institution. No variation of the Award Agreement shall be valid unless in writing and signed on behalf of AICR. In the event of a conflict between the terms and conditions contained in the letter and those contained in the Schedule, the terms of the letter shall prevail.

##### 2. Definitions

2.1 Words and expressions in these terms and conditions shall have the same meanings as attributed to them in the offer letter. Otherwise, the definitions and rules of interpretation in this clause 2 apply to these terms and conditions:

“**Completion Date**” means the date on which the Project is completed;

“**Departure Date**” shall have the meaning ascribed to it at clause 10.1 of these terms and conditions;

“**Equipment**” shall have the meaning ascribed to it at clause 4.8 of these terms and conditions;

“**FAQs**” means the Application FAQs (as updated from time to time) which are available on the Website;

“**Grant Year**” means the period from 1 January to 31 December for grants which are awarded as part of the April grant round; or the period from 1 June to 31 May for grants which are awarded in the October grant round;

“**Handbook**” means the AICR Project Grant Application handbook (as updated from time to time) which is available on the Website;

“**Intellectual Property**” means all patents, rights to inventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world which derive from the Project;

“**Novation Agreement**” means the novation agreement in the form set out in part 4 of the Schedule;

“**Progress Report**” means a scientific report on the progress made towards achieving the objectives set out in the Application (or as modified by subsequent agreement by AICR);

“**Revenue Income**” means any benefit including, but not limited to, any monies, shares, options or other rights arising from the commercial exploitation of the Intellectual Property generated from or arising as a result of the Project;

“**Start Date**” means the commencement date of the Grant as stipulated on page 1 of the Award Agreement;

“**Website**” means <http://www.aicr.org.uk>;

2.2 Clause and paragraph headings shall not affect the interpretation of the Award Agreement

2.3 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person’s legal and personal representatives, successors and permitted assignees.

2.4 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.

2.5 Words in the singular shall include the plural and vice versa.

- 2.6 A reference to one gender shall include a reference to the other gender.
- 2.7 A reference to a statute, statutory provision or any subordinate legislation made under a statute is to such statute, provision or subordinate legislation as amended or re-enacted from time to time and, in the case of a statute, includes any subordinate legislation made under that statute.
- 2.8 A reference to writing or written includes faxes and e-mail.
- 2.9 Any phrase introduced by the terms including, include, in particular or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

### **3. Provision of Grant**

- 3.1 Subject to the availability of funds (and subject to clause 9 of these terms and conditions), AICR shall make available the Grant to the Grantholder on the terms of the Award Agreement for the purpose of enabling the Grantholder to carry out the Project.
- 3.2 AICR, the Grantholder and the Institution acknowledge and agree that the Grant creates no obligations or duties among AICR, the Grantholder and the Institution other than as set out in the Award Agreement.
- 3.3 The Grantholder undertakes to use his/her best endeavours to complete the Project within the time period specified in the Application or as otherwise agreed between AICR and the Grantholder and at a cost not exceeding the sum of the Grant as stipulated at page 1 of the Award Agreement. The Grantholder agrees that he/she shall not make any material change to the Project without the prior written approval of AICR.
- 3.4 AICR shall produce an annual budget which is based on the Grantholder's budget request as stipulated in the Application. The budget shall not be increased on an annual basis and for the avoidance of doubt, there shall be no obligation on AICR to fund or reimburse any increased pay awards, bonuses, merit awards or any other changes to staff salaries.
- 3.5 The Grantholder shall ensure that the Institution shall submit to AICR, quarterly in arrears, a claim form which shall detail all costs incurred by it and/or the Grantholder in carrying out the Project during the previous quarter (within the limits stipulated in the Budget Breakdown). Each claim form shall be accompanied by invoices or other documentation which adequately supports the expenditure claimed on the relevant claim form. Whether the documentation supplied is deemed to adequately support the expenditure claimed on the claim form shall be at the discretion of AICR (acting reasonably). Claims which are not adequately supported by documentary evidence shall not be reimbursed. The Institution shall be responsible for repaying to AICR immediately upon receipt of a written demand by AICR any Grant funds which have been remitted to the Institution in the absence of adequate supporting documentation. Payment of Grant funds shall be made in accordance with the conditions of payment detailed in the Award Agreement and no other method of payment shall be permitted.
- 3.6 In the event that the Grant is awarded for a term which is longer than one Grant Year, continuation of grant funding for Grant Years two and three shall be dependent upon the Grantholder making adequate progress in the preceding Grant Year. Whether the Grantholder has made adequate progress shall be at the discretion of AICR, having considered the Progress Reports which have been submitted to AICR or the failure of the Grantholder to furnish adequate Progress Reports.
- 3.7 AICR shall not reimburse any expenditure which is not claimed within six months of the end of the Grant Year.
- 3.8 In the event that the Grantholder ceases to be employed by the Institution for any reason, the final period in respect of which a claim may be submitted to AICR by the Institution shall be from the first day of the quarter immediately preceding the Departure Date to the Departure Date.
- 3.9 AICR shall not be liable to reimburse or make any Grant payment to more than one institution at a time and shall not in any circumstances be responsible for reimbursing or making payment to any third party institution, person or organisation involved in the Project. In the event that any third party institution is involved in the Project (other than the Institution), it shall be the responsibility of the Grantholder to ensure that any third party institution is reimbursed for any expenditure incurred by it in terms of the Project and the Grantholder shall procure that a chargeback agreement is put in place between the Grantholder, the Institution and the third party institution. AICR shall be provided with copy of such chargeback agreement immediately following its execution by all parties.
- 3.10 The Institution undertakes to meet all other costs, taxes, charges and liabilities not covered by the Grant but necessary for the Grantholder to successfully carry out the Project.
- 3.11 The Grantholder and the Institution shall be required at all times to comply with AICR's rules, policies and procedures relating to research grants and awards in force from time to time during the grant period including those which are contained in the Handbook and in the FAQs and as communicated to the Grantholder and/or the Institution by AICR from time to time.

### **4. Staff and Equipment**

- 4.1 The Grantholder may work on the Project independently or may opt to work on the Project in partnership with or with assistance from research workers (each of whom may or may not be receiving support from AICR in their own right). The costs incurred by the Institution as a result of the employment or engagement of the Grantholder and any research workers or staff members who are involved with the Project shall be the responsibility of the Institution. The

Institution may then be reimbursed from the Grant for staff costs which are incurred through the employment or engagement of any research workers or staff members who are paid salaries from the Grant (subject to clause 4.4 and 4.7 of these terms and conditions).

- 4.2 Nothing in the Award Agreement shall render the Grantholder nor any research worker or staff member who is involved with the Project an employee, worker, agent or partner of AICR. The Grantholder shall not and the Institution shall ensure that any research worker or staff member who is involved with the Project shall not hold him/herself out as such.
- 4.3 The Institution shall be fully responsible for and indemnify AICR against any liability, assessment or claim for:
- 4.3.1 taxation whatsoever arising from or made in connection with the employment or engagement of any research worker or staff member who is involved with the Project where such recovery is not prohibited by law; and
- 4.3.2 any employment-related claim or any claim based on worker status (including reasonable costs and expenses) brought by the Institution or the Grantholder against AICR arising out of or in connection with the Project.

AICR may satisfy such indemnity (in whole or in part) by way of deduction from any grant payment due to be paid.

- 4.4 AICR will not reimburse the cost of paid maternity, paternity or adoption leave for staff who are paid salaries from the Grant. AICR will also not reimburse the cost of paid leave for any staff due to illness. Staff are employed or engaged by the Institution and it is the Institution's responsibility to ensure that it complies with its obligations under employment law. The Institution undertakes that it will upon receipt of a written request from AICR supply to AICR the attendance records of any staff member who is paid a salary from the Grant. In the event that such attendance records show that AICR has unknowingly or mistakenly reimbursed the cost of paid maternity, paternity, adoption or sick leave for any member of staff paid a salary from the Grant, the Institution shall repay to AICR the full amount of such maternity, paternity, adoption or sick leave which has been paid by AICR.
- 4.5 In some instances, with the prior written consent of AICR, a Grant may be used to cover the cost of replacement staff members to take the place of staff members who are absent due to periods of maternity, paternity or adoption leave or sickness absence.
- 4.6 Any advertisement for research workers or other staff members to be appointed by the Institution in relation to the Project must state that the Project is funded by AICR and the Institution undertakes to disclose to AICR the details of, and any alteration to, each appointment made as soon as is practicable after the appointment.
- 4.7 Notwithstanding anything in this clause 4, staff expenses shall in all circumstances be limited to the amount which is detailed in the Budget Breakdown (with the exception of clause 9.1).
- 4.8 All equipment purchased with funds provided by the Grant (the "Equipment") shall be the property and responsibility of the Institution. The Institution shall during the Grant period maintain the Equipment (at its own expense) in good and substantial repair in order to keep it in good operating condition including replacement of worn, damaged and lost parts, and shall make good any damage to the Equipment. AICR shall not reimburse the cost of replacement Equipment and shall not reimburse the cost of repairs to damaged Equipment.
- 4.9 The Institution shall not without the prior written consent of AICR part with control of (including for the purposes of repair or maintenance), sell or offer for sale, underlet or lend the Equipment or allow the creation of any mortgage, charge, lien or other security interest in respect of it.

## 5. **Media and Publications**

- 5.1 Subject to clause 6.1, the Grantholder and the Institution undertake to assist AICR in fulfilling its policy of publicising as widely as possible its grants and progress in scientific research supported by AICR. The Grantholder and the Institution undertake not to enter into any restrictive publication arrangements in relation to any results, data or other information connected with or arising from the Project, without the prior written consent of AICR, it being understood that in terms of clause 6.1, certain Intellectual Property may be required to be protected and such Intellectual Property ought to remain confidential. Further, AICR will use reasonable endeavours to respect any reasonable requests from the Grantholder and/or the Institution not to publish confidential information. It is hereby agreed by the Institution and the Grantholder that:
- 5.1.1 The Grantholder and/or the Institution will provide AICR (by email to grants@aicr.org.uk) with an advance copy of all publications arising from the Grant within seven days of them being accepted by the publishing organisation for publication;
- 5.1.2 The Grantholder and the Institution will offer AICR the first right to issue a press release (or any other form of public relations material) about research publications arising from AICR-funded research where AICR funds the salary of the lead author or the Grant has funded the majority (a minimum of 51%) of the work of the publication in question. Should AICR decide not to use this right, this right will then revert to the Institution.
- 5.1.3 The Grantholder and the Institution will provide AICR with such photographs and other materials as reasonably requested for use on websites, fundraising, publicity and other materials;
- 5.1.4 Any press or media releases produced by the Grantholder and/or the Institution relating to the Project supported by the Grant will acknowledge the financial assistance given by AICR, using AICR's full title of the 'Association for International Cancer Research', in the text.

- 5.2 The Grantholder and/or the Institution will provide AICR (by email to grants@aicr.org.uk) with an advance copy of any press or media releases relating to the research supported by the Grant not less than seven days before they are released by the relevant publishing medium.
- 5.3 AICR may use the Application (including details of staff named in the Application, their qualifications and employment history), Progress Reports, final and any interim reports in such manner as it sees fit and may copy, publish and distribute the applications and such reports or parts of them in any part of the world without payment to the Grantholder or the Institution provided that such use respects the confidential nature of any such material contained within these documents, that in doing so it acknowledges these documents as its source.
- 5.4 The Grantholder and the Institution will acknowledge the financial assistance given by AICR in any published documents, or presentations related to the research supported by the Grant, either in the text or in a footnote, using AICR's full title of the 'Association for International Cancer Research'.
- 5.5 The Grantholder and Institution agree to be bound by the provisions of clause 5 of these terms and conditions both during the term of the Grant and after the expiration or termination of the Grant.
- 5.6 AICR reserves the right to publish details of the Grant, including the name of the Grantholder, the name of the Institution, the title of the Project, the grant award, and a summary of the Project on the Website, the NCRI website, the International Cancer Research Partnership website and in relevant publications.
- 5.7 The Institution will display a web link from its website to the Website.
- 5.8 The Grantholder shall, upon request, act as an external referee for AICR to help it assess other grant applications.
- 5.9 The Institution and/or Grantholder shall promptly supply any information relevant to the Grant that is requested by AICR.
- 5.10 AICR shall retain ownership of and all rights in the Trade Mark. The Grantholder and the Institution shall be granted a perpetual, non-transferable royalty-free licence to use the Trade Mark under the Award Agreement to the extent necessary for the purpose of fulfilling its obligations under the Award Agreement. No other rights shall be granted to the Grantholder or the Institution relating to any Intellectual Property of AICR.

## 6. **Commercial Benefits and Patient Benefits**

- 6.1 The Institution and/or the Grantholder shall on a continuing basis throughout the term of the Grant fully inform AICR of any results, data and/or other information arising from the Project (including any Intellectual Property rights they may contain) which might be suitable for commercial exploitation. Publication or any other form of public presentation of said results, data and/or other information should not occur until after AICR has been informed in terms of this clause 6.1 and has given its written consent to such disclosure (such consent shall not be withheld unreasonably in the event that all the necessary steps to protect any Intellectual Property rights have been taken (where reasonably appropriate) prior to such disclosure).
- 6.2 The Institution and the Grantholder shall use all reasonable endeavours to exploit commercially the results, data and/or other information arising from the Project in a manner conducive to maximising the patient benefit arising therefrom, except where it is otherwise agreed with AICR (either itself or through its agent) subject to clause 6.6 of these terms and conditions.
- 6.3 Any Revenue Income, whether effected by or derived from commercial exploitation by the Institution or AICR (either itself or through its agent), shall following reimbursement of direct costs incurred by either the Institution or AICR in carrying out the exploitation, be divided equally between the Institution and AICR (or its agent) in terms of a revenue share arrangement which will be put in place. In the case of the Grantholder leaving to join the Successor Institution the apportionment of the Revenue Income shall be agreed between AICR, the Institution and the Successor Institution before there shall be any transfer of the rights arising from the Award Agreement to the Successor Institution. In the event that the Project is not wholly funded by AICR, or where AICR is/was not the sole funder of the research from which the Intellectual Property being exploited is derived, a revenue share arrangement shall be put in place which reflects the relative contribution of all parties involved such that an equitable share of commercial rights and benefits is achieved.
- 6.4 Before entering into any arrangement with a third party, or commencing any procedure (including patent application) in relation to any results, data and/or information arising from the Project the Institution and/or the Grantholder shall:
  - 6.4.1 provide, on a confidential basis to AICR (and/or its agent) in such reasonable detail as may be requested, details of the proposals for the exploitation of the results, data and/or information, including, where possible, details of any agreement it is proposed that the Institution and/or the Grantholder enter into with any third party, the identity of that third party and that third party's intentions with regard to the use or exploitation of the results, data or information; and
  - 6.4.2 take into account in its negotiations with third parties any representations made by AICR, bearing in mind the legitimate interest of AICR in such negotiations as a potential recipient of a share of the Revenue Income and, keep AICR (and/or its agent) fully advised on a confidential basis as to the progress of such negotiations; and
  - 6.4.3 provide on a confidential basis detailed accounts of Revenue Income and relative costs at such frequency and in such detail as required from time to time by AICR (or its agent), and in any case not less than once a year.

The above provisions also apply retrospectively to any arrangements entered into before the Grant was awarded which grant rights to the results/data/Intellectual Property generated as a result of the Grant award.

- 6.5 The Institution shall allow AICR (or its agent), to meet and discuss with the Grantholder any results, data and/or information arising from the Project and any potential for the protection of any Intellectual Property and for the commercial exploitation of their research. If any of the said results, data and/or information are deemed protectable or have potential for commercial exploitation then AICR (or its agent) will inform the Institution. Any information provided to the AICR or its agent shall be kept confidential until it is in the public domain.
- 6.6 AICR reserves the right to exploit (either itself or through its agent) the said results, data and/or information and/or apply for patents in its own name, if and to the extent that:
- 6.6.1 the Institution decides not to take or does not take active steps towards protecting the Intellectual Property and/or exploiting the same within six months of the same being documented by the Institution and/or the Grantholder unless there is a reasonable reason for this as communicated in writing to AICR/its agent; or
- 6.6.2 if prior thereto, the Institution states in writing that it does not intend to exploit the same; or
- 6.6.3 if the Institution agrees with AICR (or its agent) to allow AICR (or its agent) the right to exploit the same.
- 6.7 In the event that any Intellectual Property arising from any results, data and/or information arising from the Project is deemed protectable in terms of clause 6.5 above and the Institution (in the reasonable opinion of AICR) does not take any active steps towards protecting such Intellectual Property or does not (in the reasonable opinion of AICR) fully co-operate with AICR's (or its agent's) attempts to protect such Intellectual Property, the Institution and the Grantholder shall immediately upon request assign to AICR (or its agent), for no cost, their respective whole right, title and interest in and to the results, data and/or other information. The Institution and the Grantholder shall co-operate fully with AICR (or its agent) in entering into such other documents and taking such steps at the expense of AICR (or its agent) as may be reasonably necessary to allow AICR (or its agent) to exploit fully and effectively the results, data and/or other information.

## 7. **Scientific Integrity**

- 7.1 It shall be the responsibility of the Institution to investigate any allegation or suspicion of scientific fraud. The Grant will not be awarded to the Grantholder if the Institution is unable to produce to AICR information regarding its procedure for dealing with scientific fraud.
- 7.2 In the event that scientific fraud by any party to the Award Agreement or any third party who is involved in the Project is suspected or alleged during the term of the Project, the Institution shall notify AICR and keep AICR informed of all further developments. AICR reserves the right to suspend the Grant if it is of the view that the Institution is not taking adequate steps to investigate the suspicion or accusation.
- 7.3 In the event that an investigation by the Institution results in a case of scientific fraud being proven, AICR reserves the right to terminate the Grant immediately and to require the Institution to repay to AICR all funding which has been remitted to the Institution in terms of the Grant prior to the date on which scientific fraud was proven.
- 7.4 Neither the Grantholder nor the Institution may not accept any other grant or research funding to carry out the Project, or any part of it, without the prior approval of AICR, such approval not to be withheld unreasonably.

## 8. **Research Governance**

- 8.1 The Institution must ensure that all research, experiments and activities undertaken in relation to the Project conform with all relevant laws and regulations which apply to such activities. Such laws and regulations include, but are not limited to:
- 8.1.1 health and safety;
- 8.1.2 genetic modification;
- 8.1.3 the use of animals;
- 8.1.4 stem cells;
- 8.1.5 human tissue;
- 8.1.6 human volunteers; and
- 8.1.7 data protection.
- 8.2 The Institution and the Grantholder undertake to ensure that, at all times during the period of the Grant:

- 8.2.1 all research is conducted to the appropriate ethical standards;
- 8.2.2 all research is conducted to the appropriate scientific standards;
- 8.2.3 all information relating to the research is handled, stored and disseminated appropriately;
- 8.2.4 all appropriate health and safety regulations are enforced and followed;
- 8.2.5 proper financial and accounting procedures are followed; and
- 8.2.6 a quality research culture is fostered within the Institution.

**9. Termination**

- 9.1 AICR has the right to terminate the Grant and the Award Agreement at the end of any Grant Year by giving four weeks' prior written notice to the Grantholder and the Institution, without prejudice to the rights and duties of either party accrued prior to the date of termination. In the event that the Grant and the Award Agreement are terminated in accordance with this clause 9.1, AICR may (at its sole discretion) reimburse from the Grant any reasonable staff costs which arise from AICR's termination of the Grant and the Award Agreement. For the avoidance of doubt, staff costs/expenses paid out in accordance with this clause 9.1 shall in all circumstances be limited to the total amount of the Grant which is outstanding at the date of termination.
- 9.2 In the event that the Institution wishes to terminate the Grant and the Award Agreement, it must provide the following documents to AICR:
  - 9.2.1 four weeks' prior written notice;
  - 9.2.2 a scientific report by the Grantholder covering the period from the end of the period covered in the previous Progress Report (which was submitted to AICR) to the date of termination; and
  - 9.2.3 a written statement of the reasons for termination.

Termination of the Award Agreement and the Grant in terms of this clause 9.2 is at the discretion of AICR and is without prejudice to the rights and duties of each party accrued prior to the date of termination. Failure to submit the report detailed at clause 9.2.2 shall result in the final Grant payment being withheld.

- 9.3 AICR may at any time terminate the Award Agreement with immediate effect, with no liability to make any further payment in terms of the Grant (other than in respect of any accrued expenditure at the date of termination) if the Institution and/or the Grantholder are in material breach of any of their obligations under the Award Agreement. Any delay by AICR in exercising its rights to terminate shall not constitute a waiver of those rights.
- 9.4 AICR may immediately terminate the Grant and the Award Agreement in the event that:
  - 9.4.1 any party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986; or
  - 9.4.2 any party commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors; or
  - 9.4.3 a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of any party (being a company); or
  - 9.4.4 an application is made to court, or an order is made, for the appointment of an administrator, or if a notice of intention to appoint an administrator is given or if an administrator is appointed, over the other party (being a company); or
  - 9.4.5 the holder of a qualifying floating charge over the assets of that other party (being a company) has become entitled to appoint or has appointed an administrative receiver; or
  - 9.4.6 a person becomes entitled to appoint a receiver over the assets of the other party or a receiver is appointed over the assets of the other party; or
  - 9.4.7 any party (being an individual) is the subject of a bankruptcy petition or order; or
  - 9.4.8 a creditor or encumbrancer of any party attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of that party's assets and such attachment or process is not discharged within 14 days; or

- 9.4.9 any event occurs, or proceeding is taken, with respect to any party in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 9.4.1 to 9.4.8 (inclusive) of these terms and conditions; or
- 9.4.10 any party suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business; or
- 9.4.11 the Grantholder dies or is expelled or dismissed from the employment of the Institution and no suitable (in the sole opinion of AICR) alternative grantholder, arrangement or agreement between AICR and the Institution can be agreed in order to continue the Project; or
- 9.4.12 there is a material change of circumstances relating to either the Institution, the Grantholder or the Project which (in the reasonable opinion of AICR) fundamentally changes the circumstances on which AICR determined to award the Grant to the Institution.
- 10. Change of Institution**
- 10.1 Should the Grantholder leave the Institution in order to take up an offer of employment with another university, research organisation or other institution (the "**Successor Institution**"), the Grantholder shall seek the consent of AICR to the transfer of the Grant to the Successor Institution. Subject to the express written consent of AICR, the Successor Institution shall be free to accept and undertake responsibility for the continuing administration of the Project, on the terms set out in the Award Agreement and/or on any other terms that AICR may in its absolute discretion conclude with the Successor Institution. The Institution shall enter into the Novation Agreement (and shall execute any other paperwork required to effect the transfer of the Grant) if required to do so by AICR and shall, from the date stipulated in the Novation Agreement (the "**Departure Date**"), cease to be a party to the Award Agreement and shall have no further obligations to AICR in terms of the Award Agreement from the Departure Date.
- 10.2 Notwithstanding clause 10.1 of these terms and conditions, the Grantholder shall remain bound by the terms of the Award Agreement.
- 10.3 The Grantholder shall give no less than six weeks' written notice of the request to transfer the Grant to the Successor Institution to AICR prior to the Departure Date and the Grantholder shall use his or her best endeavours to procure that the Successor Institution shall enter into the Novation Agreement in relation to the transfer to it of the Institution's rights and obligations in terms of the Award Agreement. Failure by the Grantholder to comply with this clause 10.3 shall be deemed a material breach of the agreement in terms of clause 9.4.
- 10.4 The Equipment shall be the property and responsibility of the Institution, but, notwithstanding clause 4.8, if the Grantholder moves to the Successor Institution and AICR has authorised the transfer of the Grant to the Successor Institution, the Equipment shall become the property and responsibility of that Successor Institution.
- 10.5 For the avoidance of doubt, all references in the Award Agreement to the Institution shall, with the exception of clause 6.3 of these terms and conditions, be deemed to include the Successor Institution.
- 10.6 In the event that AICR does not consent to the transfer of the Grant to the Successor Institution, and no suitable (in the sole opinion of AICR) alternative grantholder, arrangement or agreement between AICR and the Institution can be agreed which facilitates the continuation of the Project, AICR shall have the right to immediately terminate the Grant and the Award Agreement in accordance with clause 9.4.12 of these terms and conditions.
- 11. Data Protection**
- 11.1 The Grantholder and the Institution consent to AICR holding and processing data relating to him/her/it for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data" as defined in the Data Protection Act 1998 (UK). All personal data will be processed in accordance with AICR's privacy policy, detailed at part 5 of the Schedule.
- 11.2 The Grantholder and the Institution consent to AICR making his/her/its relevant data available to those who provide products or services to AICR, regulatory authorities, governmental or quasi-governmental organisations and business contacts of AICR or any part of its business.
- 11.3 The Grantholder and the Institution consent to the transfer of his/her/its relevant data to AICR's business contacts outside the European Economic Area in order to further the interests of the Grantholder and/or the Institution.
- 12. Miscellaneous**
- 12.1 A waiver of any right under the Award Agreement is only effective if it is in writing and it applies only to the party to whom the waiver is addressed and the circumstances for which it is given.
- 12.2 If any provision of the Award Agreement is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions will remain in force.
- 12.3 If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, that provision will apply with whatever modification is necessary to make it valid, enforceable and legal.

- 12.4 The Award Agreement constitutes the entire agreement between the parties. The parties acknowledge and agree that (save in the case of fraud), in entering into the Award Agreement they do not rely on any undertaking, promise, assurance, statement, representation, warranty or understanding (whether in writing or not) of any person (whether party to the Award Agreement or not) relating to the subject matter of the Award Agreement other than as expressly set out in the Award Agreement.
- 12.5 AICR endeavours to have Applications reviewed and considered by at least two external referees. The public comments offered by such external referees will be disclosed to the Grantholder. The external referees are entirely independent of AICR and the views and opinions of the external referees are not representative of the views and opinions of AICR. AICR will not comment on, nor discuss the content of the comments by the external referees.
- 12.6 The Grantholder and the Institution shall not, without AICR's prior written consent, assign, transfer, charge, sub-contract or deal in any other manner with all or any of the Grantholder's and the Institution's rights or obligations under the Award Agreement. AICR may at any time assign, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under the Award Agreement.
- 12.7 Nothing in the Award Agreement is intended to, or shall operate to, create a partnership between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name of or on behalf of or otherwise to bind the other in any way, (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 12.8 The Award Agreement is made for the benefit of the parties to it and is not intended to benefit, or be enforceable by, anyone else.
- 12.9 Notice given under the Award Agreement shall be in writing, sent for the attention of the person, and to the address, given in the Award Agreement (or such other address, or person as the relevant party may notify in writing to the other party) and shall be delivered personally, sent by pre-paid, first-class post or recorded delivery. A notice is deemed to have been received, if delivered personally, at the time of delivery, in the case of pre-paid first class post or recorded delivery, 48 hours from the date of posting and, if deemed receipt under this clause 12 is not within normal business hours (meaning 8.30 am to 4.30 pm Monday to Friday on a day that is a Business Day), at 8.30 am on the first business day following delivery.
- 12.10 Scots law shall be the applicable law of the Award Agreement and the Scottish courts shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with the Award Agreement or its subject matter.

**Part 2**

**Budget Breakdown**

**AICR Grant Ref: 14-0000**

**[INSERT NAME OF PRINCIPAL INVESTIGATOR]**

**[INSERT NAME OF INSTITUTION]**

		<b>Grant Year 1</b>	<b>Grant Year 2</b>	<b>Grant Year 3</b>	<b>Total</b>
		<b>01/01/14-31/12/14</b>	<b>01/01/15-31/12/15</b>	<b>01/01/16-31/12/16</b>	
<b>STAFF COSTS</b>	Requested				
	Awarded				
<b>CONSUMABLES</b>	Requested				
	Awarded				
<b>ANIMALS</b>	Requested				
	Awarded				
<b>EQUIPMENT</b>	Requested				
	Awarded				
<b>TRAVEL</b>	Requested				
	Awarded				
<b>OTHER</b>	Requested				
	Awarded				
<b>TOTALS</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

**Notes:**

1. These budget figures will not increase on an annual basis.
- 2.

**AICR**

***Cancer knows no boundaries.  
Fortunately, neither do we.***

## Part 4

### Novation Agreement

This **NOVATION AGREEMENT** is among:

- (1) **[INSERT NAME OF GRANTHOLDER]**(the “**Grantholder**”);
- (2) **[INSERT NAME OF INSTITUTION]** OF **[INSERT ADDRESS]** (the “**Institution**”);
- (3) **[INSERT NAME OF INSTITUTION]** OF **[INSERT ADDRESS]** (the “**Successor Institution**”); and
- (4) The Association for International Cancer Research, incorporated and registered in Scotland with company number SC152991 whose registered office is at Madras House, South Street, St Andrews, Fife KY16 9EH (“**AICR**”).

#### **BACKGROUND**

- (A) The Grantholder, the Institution and AICR are parties to the Award Agreement.
- (B) The Grantholder’s employment with the Institution [terminated/will terminate] on **[INSERT DATE]**. The Grantholder’s employment with the Successor Institution will [commence/be deemed to have commenced] on the Effective Date.
- (C) The parties have agreed that the Institution’s rights, obligations and liabilities under the Award Agreement shall be novated to the Successor Institution on the terms of this agreement.

#### **Agreed Terms**

##### **1. Interpretation**

1.1 The definitions and rules of interpretation in this clause apply in this agreement.

“**Award Agreement**” means the contract among the Grantholder, the Institution and AICR dated **[INSERT DATE]** relating to the Grant;

“**Effective Date**” means **[INSERT DATE OF TRANSFER]**;

“**Grant**” means the research grant awarded to the Institution as detailed in the Award Agreement;  
and

“**Project**” means the research project being undertaken by the Grantholder as detailed in the Award Agreement.

##### **2. Novation**

2.1 The Institution agrees to the transfer of all its rights and obligations under the Award Agreement to the Successor Institution. The Successor Institution shall enjoy all the rights and benefits of the Institution under the Award Agreement, and all references to the Institution in the Award Agreement shall be read and construed as references to the Successor Institution.

2.2 The Successor Institution agrees to perform the Award Agreement and be bound by its terms in every way as if it were the original party to it in place of the Institution.

2.3 The Grantholder agrees to perform the Award Agreement and be bound by its terms in every way as if the Successor Institution were the original party to it in place of the Institution.

- 2.4 The Institution agrees to release to the Successor Institution all information relative to the Project including, but not limited to, funds, data and records.
- 2.5 The Institution agrees to release to the Successor Institution all equipment which was purchased by the Institution using funds provided by the Grant.
- 2.6 The Successor Institution shall be granted a perpetual, non-exclusive, non-transferable, royalty-free licence to use any results, findings or intellectual property rights created as a result of the Project up to the Effective Date for the purpose of carrying out and completing the Project.

### **3. Release of Obligations and Liabilities**

- 3.1 The Grantholder and the Institution release each other from all future obligations to the other under the Award Agreement.
- 3.2 Nothing in this agreement shall affect or prejudice any claim or demand that the Grantholder or the Institution may have against the other under or in connection with the Award Agreement arising before the Effective Date.
- 3.3 Both the Grantholder and the Successor Institution will each have the right to enforce the Award Agreement and pursue any claims and demands under the Award Agreement against the other with respect to matters arising before, on or after the Effective Date as though the Successor Institution were the original party to the Award Agreement instead of the Institution.

### **4. Indemnity**

- 4.1 The Successor Institution agrees to indemnify the Institution and AICR against any losses, damages or costs which the Institution and/or AICR suffers or incurs under or in connection with (i) the Award Agreement, as a result of the Successor Institution's failure to perform or satisfy its assumed obligations under the Award Agreement; and/or (ii) the transfer of the Institution's rights and obligations under the Award Agreement to the Successor Institution.
- 4.2 The Institution agrees to indemnify the Successor Institution and AICR against any losses, damages or costs the Successor Institution and/or AICR suffers or incurs under or in connection with the Award Agreement as a result of the Institution's failure to perform or satisfy its obligations under the Award Agreement before the Effective Date.

### **5. Further Assurance**

Each party undertakes that it shall do, or procure the doing of, all acts and things, and execute, or procure the execution of, all documents, as may reasonably be required to give full effect to this agreement.

### **6. Governing Law and Jurisdiction**

- 6.1 This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with Scots law.
- 6.2 The parties irrevocably agree that the courts of Scotland shall have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with, this deed or its subject matter or formation (including non-contractual disputes or claims).

IN WITNESS WHEREOF these presents consisting of this and the preceding 2 pages together with the Schedule attached hereto are executed as follows:-

Subscribed by [INSERT NAME OF GRANTHOLDER]

.....  
[INSERT NAME OF GRANTHOLDER]

at .....  
on .....

Subscribed for and on behalf of  
[INSTITUTION]

.....  
Authorised Signatory

by.....  
at .....  
on .....

Subscribed for and on behalf of  
[SUCCESSOR INSTITUTION]

.....  
Authorised Signatory

by.....  
at .....  
on .....

Subscribed for and on behalf of  
Association for International Cancer Research

.....  
Chief Executive

by.....  
at .....  
on .....

## Part 5

### **Full Grants Privacy Policy (as from January 2013) – for Grant Applicants and Grantholders**

Under the Data Protection Act 1998 (UK), we have a legal duty to protect any personal information we collect from you. We are committed to protecting your information and use leading technologies and encryption software to safeguard your data, and keep strict security standards to prevent any unauthorised access to it. This policy explains how the Association for International Cancer Research (AICR) uses any information you give to us, and the ways in which we protect your privacy.

#### **What information do we collect?**

AICR may collect and process several types of personal information including; your name, contact address and telephone number, email address, photograph, date of birth, nationality, educational history and employment history.

We collect personal information when you contact us with an application query, make a grant application to AICR, or provide us with your details. If you contact us, we may keep a record of that correspondence.

We may collect details of your visit to our website (including, but not limited to, traffic data, location data, weblogs and other communication data) and the resources that you access.

#### **Cookie Statement**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

#### **Uses made of the Information**

We use your details for administrative purposes; to process your grant application in accordance with the specified Terms and Conditions and if you are successful in your application, to administer the Grant. If you have provided consent we will also contact you in the future regarding reviewing applications we receive. This may involve passing your information on to our third party agents and service providers who are contracted by AICR in order to fulfil the business purposes of the charity.

If you are successful in your grant application, AICR will use some of your details for promotional material which may be available online or disclosed through our fundraising campaigns worldwide. This forms part of our grants contract and the information we may use includes your name and institution and any promotional photographs or videos you supply to, or is taken by AICR. This may involve passing your information on to our third party agents and service providers who are contracted by AICR in order to fulfil the business purposes of the charity. We may also contact you to request additional promotional material or to invite you to attend our event and conferences.

We may use your data, or permit selected third parties to use your data, as part of the application process and to provide you with information about services which may be of interest to you. We or they may contact you about these by post, telephone and/or email.

If you are successful in your application, we will share your data with the institution at which you will carry out your research.

By providing us with your details, including sensitive personal information, you consent to the collection and use of your data in accordance with this Privacy Policy. If at any point you wish to change how we can contact you please email us at [grants@aicr.org.uk](mailto:grants@aicr.org.uk) or write to the Grants Manager, AICR, Madras House, South Street, St Andrews, KY16 9EH, Scotland.

As part of the application process, AICR may transfer your information to countries outside the European Economic Area for the purposes of reviewing and assessing your application, and if you are successful, for the

purposes of administering the grant. By providing your details you consent to such transfers. If we do make such a transfer we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

### **Third party disclosures**

AICR does not trade or reciprocally share personal information with any other organisation. We will however pass your information onto third parties for the purposes of reviewing your grant application, and if you are successful in your application, we will share your details with your institution. We may also disclose your information if required or permitted to do so by law.

### **Other websites**

AICR's website ([www.aicr.org.uk](http://www.aicr.org.uk)) contains links to other websites. This privacy policy applies only to AICR's site, so you should always be aware when you are moving to another site; read the privacy statement of any site which collects personal information. We do not pass on any personal information you have given us to any other site, however if you leave the AICR site, for example when you are using our secure online donation pages, you are going through to external agencies pages who process donations on our behalf. It is clear when you are connecting to an external website.

### **Your rights**

Under the Data Protection Act 1998 (UK) you have the right to request a copy of any information we hold about you and to update any inaccurate information. AICR reserves the right to charge a statutory fee for any information request. Should any of your personal details change, or you would like to make a request please write to the Grants Manager, AICR, Madras House, St Andrews, Fife, KY16 9EH or contact us at [grants@aicr.org.uk](mailto:grants@aicr.org.uk).

### **Changes to this privacy policy**

If this privacy policy changes in any way, we will place an updated version on our website. Regularly reviewing this ensures you are always aware of what information we collect and how we use it.

## Section 9 – AICR Policy on Tobacco Industry Funding

- 9.1 AICR is a UK-based charity which aims to support research into the causes, mechanisms, diagnosis, treatment and prevention of cancer by funding research projects in recognised non-profit research institutes around the world.
- 9.2 Our ultimate objective is to work towards the prevention or effective treatment of all cancers. As a direct consequence of this objective, we are completely opposed to the use of tobacco, which remains the world's greatest preventable cause of cancer, as well as many other serious diseases.
- 9.3 Whilst AICR supports academic freedom, we consider working with, supporting, or accepting support from the tobacco industry to be incompatible with the objective of improving the prevention or treatment of cancer. Accordingly, we will not support any researchers who work with or accept funding from the tobacco industry.
- 9.4 To implement this policy, we will not accept applications from anyone (either as Principal Investigator or co-applicant) who is currently applying for, or has received, funding from the tobacco industry, or bodies substantially funded by the tobacco industry, within the last 10 years.
- 9.5 In addition we apply the following principles to ensure that this policy is implemented effectively.
- a) This policy also applies to anyone who has served as an employee, consultant or advisor of the tobacco industry within the last 10 years.
  - b) Our definition of 'a body substantially funded by the tobacco industry' shall be as determined by the AICR Trustees. It includes the Council for Tobacco Research, Centre for Indoor Air Research, Institute for Science and Health.
  - c) Our definition of tobacco industry funding does not include
    - i) funding that the tobacco industry has been obliged to give to support research as part of any legal settlement or other punitive measure,
    - ii) legacies from tobacco industry investments, as long as those investments are sold before the funds are awarded,
    - iii) funds from foundations or trusts which, for historical reasons, bear a tobacco industry name but are no longer associated with the industry in any other way.
  - d) If an AICR grantholder accepts funding from the tobacco industry, or bodies substantially funded by the tobacco industry, AICR have the right to terminate their AICR funding immediately.
- 9.6 AICR reserves the right to amend this policy as it considers appropriate. Any questions concerning this policy should be directed to the Head of Science ([helen.rippon@aicr.org.uk](mailto:helen.rippon@aicr.org.uk)).

## Section 10 - AICR Policy on Funding Animal Research

- 10.1 AICR policy is to only fund research involving the use of animals in those countries or at those institutes where the Trustees are confident that acceptable standards of laboratory animal welfare are applied. When considering what constitutes an acceptable standard, AICR puts great emphasis on the principle of the Three R's (Reduction, Refinement and Replacement) in animal experimentation.
- 10.2 The Trustees use several benchmarks to decide which countries or institutions meet the criteria of an acceptable standard of laboratory animal welfare. These are:
- a) A system of regulatory control which meets the requirements of the EU Directive 86/609 on the approximation of laws, regulations and administrative provisions of the Member States regarding the protection of animals used for experimental or other scientific purposes, or the Council of Europe Convention for the protection of vertebrate animals used for experimental and other scientific purposes (ETS 123) or any directives or conventions which supersede them.
  - b) A system of local committee-based regulatory control which offers an equivalent level of regulatory control to that exercised by the systems in the USA or Canada.
  - c) Any system, whether formal or informal, local or national, which results in a level of laboratory animal welfare equivalent to that produced by a) or b) above.
- 10.3 The following countries have acceptable national standards:

All EU Member States  
Australia  
Canada  
Israel  
New Zealand  
Norway  
Switzerland  
USA

This list is not exclusive and we are happy to consider documentary information about national, regional or local systems and standards of animal research to determine whether they meet with the above policy.

- 10.4 For further information on this policy, please contact the Head of Science ([helen.rippon@aicr.org.uk](mailto:helen.rippon@aicr.org.uk)).

## Section 11 – AICR Policy on Funding Human Stem Cell Research

The following policy covers only the use of human cells and tissue.

- 11.1 The following will be supported, assuming the research is scientifically justified and conducted under appropriate ethical and regulatory approvals.
- a) The isolation and use of adult stem cells and tumour stem cells
  - b) Use of established embryonic stem cell lines
  - c) Production and use of induced pluripotent stem (iPS) cell lines.
- 11.2 It is the responsibility of the principal investigator and the research institution to ensure that the research complies with all relevant laws and regulations in their country.
- 11.3 Human ES cell research must be conducted under the guidelines laid down by the International Society of Stem Cell Research (ISSCR)<sup>a</sup>.
- a) Research must use a characterized ES cell line of fully traceable provenance that is confirmed to have been generated in accordance with the ethical and legal principles outlined in the ISSCR guidelines.
  - b) Unless otherwise required by the research, ES cell lines should be obtained directly from a recognized stem cell bank or bio-repository.
- 11.4 We can see no scientific justification, for cancer research, to support the following at the present time, therefore we will not fund:
- a) Derivation of new ES cell lines from human embryos.
  - b) Any use or production of human embryos, including hybrid, chimeric, or admixed embryos.

AICR reserves the right to amend this policy as it considers appropriate. Any questions concerning this policy should be directed to the Head of Science ([helen.rippon@aicr.org.uk](mailto:helen.rippon@aicr.org.uk)).

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<sup>a</sup> Guidelines for the Conduct of Human Embryonic Stem Cell Research. International Society for Stem Cell Research, 2006. <http://www.isscr.org/guidelines/ISSCRhESCguidelines2006.pdf>

## Section 12 – AICR Policy on Open Access Publishing

AICR's mission is to support fundamental and translational scientific research aimed at improving the prevention, diagnosis and treatment of all cancers. The formal dissemination of results to the research community, most often through publication in scientific journals, is an integral part of the research process. We believe that it is only by sharing new scientific insights widely and promptly that improvements to the lives of people affected by cancer can be made as quickly as possible. However, the traditional model of scientific publication has for years locked research data away in subscription journals, allowing access only in return for payment. This may not present a problem to scientists working in well-funded research institutions, but it can prevent those working in developing countries or at less affluent institutes from accessing the latest research findings in their field. AICR was founded on an understanding that excellent science can come from researchers anywhere in the world, so this is a concern. AICR also subscribes to the principle that the findings of research supported by charitable donations ought to be freely available to the public that funded it.

New models of open access scientific publishing have emerged over the last decade that now offer an alternative to the traditional publishing route. We believe that unrestricted access to published research data is important; therefore we are adopting the following policy to mandate that research findings generated by AICR grants awarded from October 2013 must be published in open access form. This will help ensure that the data produced through AICR grants have maximum visibility, use and impact.

### Policy on Open Access Publishing

- 12.1 This policy applies to peer-reviewed articles describing original research that was fully or partially funded by AICR.
- 12.2 The publication of research findings in open access form is a mandatory part of our terms and conditions for grants awarded from October 2013. The grant PI will be held responsible for adherence to this policy; non-compliance may ultimately affect the likelihood of being awarded any future grants.
- 12.3 Either the 'gold' or the 'green' route to open access (OA) is acceptable, and embargos of up to 6 months for green OA are permitted. We do not wish to place narrow limits on where AICR-funded scientists can publish their work.
- 12.4 AICR will facilitate gold OA publishing by making funds available to support article processing costs (APCs). This will be in the form of a separate budget, with APCs provided on application, at AICR's discretion. Publication costs must not be charged to individual grants.
  - a) All AICR grantholders, past and present, are eligible to apply for APCs when publishing work in gold OA form that was wholly or substantially supported by their AICR grant(s).
  - b) The maximum contribution AICR will make towards a single APC is £2000.
  - c) If AICR pays an APC, the paper must be published under a CC-BY Creative Commons, Attribution licence.
  - d) If AICR pays an APC, the paper must become OA immediately upon online publication and made available through PubMed Central (or linked PMC repository) by the publisher.

- 12.5 AICR has joined the Europe PMC funding group to facilitate green OA publishing. Grantholders who do not choose the gold OA route must now self-archive their manuscripts into Europe PMC. Some journals will automatically archive manuscripts into Europe PMC when AICR is declared as a funder of the work, but it is the PI's responsibility to ensure that this happens.
- 12.6 PIs who were awarded an AICR grant before October 2013 are encouraged to adhere to this policy. They are equally eligible to apply for APCs and archive their manuscripts into Europe PMC.

Further information on open access publishing routes and how to comply with this policy is available on the research pages of the AICR website.

AICR reserves the right to amend this policy as it considers appropriate. Any questions concerning this policy should be directed to the Head of Science ([helen.rippon@aicr.org.uk](mailto:helen.rippon@aicr.org.uk)).

## **Section 12 – AICR Grants Privacy Policy for Grant Applicants and Grantholders**

Under the Data Protection Act 1998 (UK), we have a legal duty to protect any personal information we collect from you. We are committed to protecting your information and use leading technologies and encryption software to safeguard your data, and keep strict security standards to prevent any unauthorised access to it. This policy explains how the Association for International Cancer Research (AICR) uses any information you give to us, and the ways in which we protect your privacy.

### **What information do we collect?**

AICR may collect and process several types of personal information including; your name, contact address and telephone number, email address, photograph, date of birth, nationality, educational history and employment history.

We collect personal information when you contact us with an application query, make a grant application to AICR, or provide us with your details. If you contact us, we may keep a record of that correspondence.

We may collect details of your visit to our website (including, but not limited to, traffic data, location data, weblogs and other communication data) and the resources that you access.

### **Cookie Statement**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

### **Uses made of the Information**

We use your details for administrative purposes; to process your grant application in accordance with the specified Terms and Conditions and if you are successful in your application, to administer the Grant. If you have provided consent we will also contact you in the future regarding reviewing applications we receive. This may involve passing your information on to our third party agents and service providers who are contracted by AICR in order to fulfil the business purposes of the charity.

If you are successful in your grant application, AICR will use some of your details for promotional material which may be available online or disclosed through our fundraising campaigns worldwide. This forms part of our grants contract and the information we may use includes your name and institution and any promotional photographs or videos you supply to, or is taken by AICR. This may involve passing your information on to our third party agents and service providers who are contracted by AICR in order to fulfil the business purposes of the charity. We may also contact you to request additional promotional material or to invite you to attend our event and conferences.

We may use your data, or permit selected third parties to use your data, as part of the application process and to provide you with information about services which may be of interest to you. We or they may contact you about these by post, telephone and/or email.

If you are successful in your application, we will share your data with the institution at which you will carry out your research.

By providing us with your details, including sensitive personal information, you consent to the collection and use of your data in accordance with this Privacy Policy. If at any point you wish to change how we can contact you please email us at [grants@aicr.org.uk](mailto:grants@aicr.org.uk) or write to the Grants Manager, AICR, Madras House, South Street, St Andrews, KY16 9EH, Scotland.

As part of the application process, AICR may transfer your information to countries outside the European Economic Area for the purposes of reviewing and assessing your application, and if you are successful, for the purposes of administering the grant. By providing your details you consent to such transfers. If we do make such a transfer we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

### **Third party disclosures**

AICR does not trade or reciprocally share personal information with any other organisation. We will however pass your information onto third parties for the purposes of reviewing your grant application, and if you are successful in your application, we will share your details with your institution. We may also disclose your information if required or permitted to do so by law.

### **Other websites**

AICR's website ([www.aicr.org.uk](http://www.aicr.org.uk)) contains links to other websites. This privacy policy applies only to AICR's site, so you should always be aware when you are moving to another site; read the privacy statement of any site which collects personal information. We do not pass on any personal information you have given us to any other site, however if you leave the AICR site, for example when you are using our secure online donation pages, you are going through to external agencies pages who process donations on our behalf. It is clear when you are connecting to an external website.

### **Your rights**

Under the Data Protection Act 1998 (UK) you have the right to request a copy of any information we hold about you and to update any inaccurate information. AICR reserves the right to charge a statutory fee for any information request. Should any of your personal details change, or you would like to make a request please write to the Grants Manager, AICR, Madras House, St Andrews, Fife, KY16 9EH or contact us at [grants@aicr.org.uk](mailto:grants@aicr.org.uk).

### **Changes to this privacy policy**

If this privacy policy changes in any way, we will place an updated version on our website. Regularly reviewing this ensures you are always aware of what information we collect and how we use it.