

# Marie Curie Research Programme

Guidelines for preparing research grant applications  
within eGMS



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Care and support  
through terminal illness

# 1 INTRODUCTION

Marie Curie is spending up to £1 million per year through the Marie Curie Research Programme to fund high quality research that aims to improve the quality of life of people with terminal illnesses and their carers, families and friends. Marie Curie will be assisted by Cancer Research UK, who will administer the application and grant funding processes.

These guidelines are provided to help applicants prepare a grant application using CR-UK's electronic grant management system, eGMS. Please ensure you complete your application in conjunction with these Guidelines and Marie Curie's Terms and Conditions, available on the scheme website

<http://www.cancerresearchuk.org/funding-for-researchers/applying-for-funding/conditions-of-your-grant> and at

<https://www.mariecurie.org.uk/research/funding-research/marie-curie-research-programme/terms-and-conditions>

## 1.1 Definitions

Administrative Authority	Host Institution Office (Financial) responsible for confirming financial details and agreeing support for the application.
Applicant PA	An individual providing administrative support to the Lead Applicant.
Co-investigator	A researcher who will provide significant intellectual input into the research and will be responsible for the day to day running of some aspects of the work. Co-investigators must be added as a supporting role within eGMS. Co-investigators will be named on Grant Award Letters and can include lay members.
Collaborator	A Collaborator is an individual who is named in the application and who has agreed to supply research materials, specific expertise or access to patients, but will not be involved in the day to day running of the research proposal. Collaborators must agree to participate via eGMS and can include lay members.
Grant Award Letter (GAL)	All Marie Curie funding is confirmed within a Grant Award Letter (GAL) issued by CR-UK. Acceptance of the grant award is subject to the Marie Curie Terms and Conditions and any additional terms and conditions set out in the GAL.
Head of Department	The head of the department where the majority of the research will take place.
Joint Lead Applicant	A joint leader of a research project. A single Lead Applicant must still be identified. Joint Lead Applicants must be added as a supporting role within eGMS.
Lead Applicant	The Principal Investigator of the research proposal
Master CV	CV information which is held for the applicant in the system to be used across all applications as required.
Mentor	A senior academic who will provide you with independent support and advice for the duration of the fellowship.
Named Research Staff	Senior research staff on any application must also be added as a supporting role within eGMS and a CV must be created within eGMS.
Task	Individual or groups of tasks to be undertaken at each stage of the process. Tasks will have a series of dates that make them active and closed in the system automatically.

## 2 MARIE CURIE RESEARCH PROGRAMME SPECIFIC GUIDELINES

In the current grant round, the Marie Curie Research Programme Funding Committee considers full applications from the successful applicants of the outline application stage.

This section provides guidelines for the preparation of your application including details of eligible costs as well as guidelines for preparing your research proposal. Details of how to complete the application in eGMS are given in section 3. Relevant documents can be found at

<http://www.cancerresearchuk.org/funding-for-researchers/our-funding-schemes/marie-curie-cancer-care-research-programme>

(Cancer Research UK website) and at

<https://www.mariecurie.org.uk/research/funding-research/marie-curie-research-programme> (Marie Curie website).

### 2.1 Contact information

If you have administrative queries regarding applying to the Marie Curie Research Programme, please contact:

Miss Alice Holt

Tel: 020 3469 5472

Email: [mariecurie@cancer.org.uk](mailto:mariecurie@cancer.org.uk)

For other queries relating to the Marie Curie Research Programme, please contact:

Dr Sanjay Thakrar

Tel: 020 7091 3615

Email: [research.info@mariecurie.org.uk](mailto:research.info@mariecurie.org.uk)

### 2.2 Costs

There is no upper limit to the funding that can be requested. **Costs** for phase III clinical trials will be expected to be in the region of up to £450,000, though higher requests will be considered where clear justification is given. However, applicants should keep the overall funding envelope of £1million in mind when applying to the scheme.

Funding can be requested for **up to 36 months** (apart from trials, where longer time frames will be considered)

Marie Curie will pay the **directly incurred costs of research**. Marie Curie will not pay either directly allocated (including estate costs) or indirect costs on individual research awards. Awards are provided on the understanding that the host institution will meet directly allocated and indirect costs (previously referred to as overhead costs) including lighting, heating, central support staff salaries, costs of equipment maintenance, telephones, office furniture, use of library facilities and general laboratory and office equipment. Where institutions operate a policy of access charges to equipment, Marie Curie will consider payment of an access charge in lieu of consideration of maintenance costs.

If you are in any doubt as to what might constitute a **directly allocated or indirect cost**, please contact Miss Alice Holt before submitting your application. All applicants are required to complete an Association of Medical Research Charities (AMRC) full Economic Costing (fEC) information form as part of the application. Please also refer to section 2.2.4 on AcoRD and NHS Treatment and Support costs.

Evidence of **ethical approval** is not required for successful applications before the Grant Award Letter is issued. However, we do require grant holders to forward confirmation of ethical approval once it is in place, at the latest at the time of the first annual report.

Increases in salary costs resulting from a later **start date** than given in the application will not be covered and applicants are therefore requested to consider the given start date carefully.

### 2.2.1 Staff salary

Grant applications may include requests for the salaries of staff at post-doctoral, clinical or technical level or on administrative scales. Please note that requests for PhD studentships and Clinical Research Training Fellowships on project grants are **NOT** considered by the Marie Curie Research Programme Funding Committee. Applicants may request their own full or substantial salary (not small percentages as with regard to Full-Economic Costing), as long as they are **within 8 years** from obtaining their doctoral degree, or equivalent qualification. However, if this is to be the case then this **MUST** be discussed with Miss Alice Holt before applying and a completed **Career Ambitions Form** must be provided within the application. Please read Cancer Research UK's policy relating to funding the Salaries of Senior Scientists to ensure that you comply with the terms.

All staff details and costs must be agreed with the research services office of the institution where the worker will be employed. Many institutions operate nationally agreed pay models but increasingly local models are being developed. Marie Curie will provide salary costs within a recognised pay model, but must be advised of the applicable pay model in the application.

Funding is provided for salary, the employer's national insurance contribution and an employer's pension contribution which will be no higher than the rate used by the USS or NHS scheme and may not be used to offset any prior under-funding of the pension scheme. **Costs of recruiting staff** to posts will not be funded by Marie Curie. If the grant is awarded, the amount provided to fund each post will be stated in the Grant Award Letter and this amount will include an adjustment (determined by Cancer Research UK) to provide towards cost of living and incremental rises that may occur during the first instalment. Subsequent instalments will be subject to a single fixed indexation rate for the remaining duration of the award. Apart from this adjustment no additional money will be made available for increases to staff costs. Marie Curie does not meet the cost of NHS merit awards or clinical excellence awards or any other supplement or enhancement earned in the course of providing patient care to NHS patients.

This table contains guidance on how to fill in each section of the staff salaries form within eGMS

Named Person	First name, Last name. If the name of a worker is not known at the time of application, enter "TBA". Once appointed, please email <a href="#">Marie Curie</a> with the full name and title of the new staff member.
CR-UK Job category	Identify one of the options from the drop-down list for each of the proposed posts which best describes the work of that staff member.
Pay grade	The grade quoted should be that at which an appointment is required e.g. SSC1
Pay scale	The scale quoted should be that at which an appointment is required e.g. Staff Scientist
Scale point	Enter the number of the scale point at which an appointment is required e.g. 4
Current Basic Salary	The basic salary (100% FTE) at the scale point indicated should be entered. Do not enter composite salary costs, <i>i.e.</i> estimating expected pay awards or incremental increases. Figures should be taken from the agreed scale operating at the proposed start date if known; otherwise the most recent agreed figures should be entered.
Date of next increment	If a worker has an existing salary increment date e.g. from the university or previous grant support, the incremental date should be entered
New Basic Salary	Basic Salary after the increment
Location allowance	Enter London weighting, or other location allowances.
Additional allowances	Any additional allowances entered in the application form must be explained and fully justified in the "justification for support" section of the research proposal.
Oncosts Percentage	Employer's oncosts, <i>i.e.</i> superannuation and National Insurance contributions. This cannot be higher than 28% and it should reflect the actual percentage applicable to the role. Please note that the employer's pension contribution must be no higher than the rate used by the USS or NHS schemes.

## 2.2.2 Running expenses

Detailed **running expenses** should be included here and fully justified in the research proposal. Running expenses may include contributions to the use of central facilities or charges for use of specialised equipment where these are required for the research project. Any **equipment** that is less than £5,000 should be listed as a running expense rather than an equipment cost.

Requests **for travel expenses to attend conferences and meetings** will be considered as part of the grant application. Costs for travel forming an integral part of the proposed study (such as travel between collaborating centres or steering group meeting expenses) can be included under 'travel related to research proposal'. Costs for staff training relating to the project will be considered.

Marie Curie expects the outcomes of research it funds to be published in an open access way and publishing costs to be budgeted for when a grant application is submitted. Marie Curie will consider requests for open access publication fees (either

article processing charges for fully open access journals, or fees paid to non-open access journals to make a particular article publicly available), to allow the applicant to comply with Marie Curie's **Open Access policy** which can be found at [www.mariecurie.org.uk/openaccess](http://www.mariecurie.org.uk/openaccess).

### 2.2.3 Equipment

Marie Curie assumes a basic level of equipment provision by the host institution and applications should be limited to items required specifically for the research proposed. A full justification for any equipment requested must be included in the **“Justification for support requested” section** of your research proposal. Applications should contain the equipment requirements for the full duration of the award at the time of application, since further equipment requests will not be considered in subsequent years of the award. Equipment requests on project grants should not exceed £15,000.

### 2.2.4 NHS Treatment and Support Costs for Randomised Controlled Trials

If the proposed research involves patients and/or will be conducted within the confines of the NHS, it is expected that the DH/NHS will support the research by meeting associated patient care costs. Applicants have a duty to inform the relevant NHS Trust R&D office(s) of the possible NHS support implications of proposed research projects at the earliest opportunity and **MUST indicate within the research proposal that the relevant provider(s) have been notified and provide an update on the status of such discussions within the application.**

Applicants should refer to the Department of Health document 'Attributing the costs of health & social care Research & Development' ('**AcoRD**', available from: [http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_133882](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_133882)) when determining how to attribute costs to the NHS. Applicants are advised to consult their **local research network** on this issue before submitting their application. The AMRC provides a guide to costing research in the NHS, available from [http://www.amrc.org.uk/news\\_2012\\_acord](http://www.amrc.org.uk/news_2012_acord).

## 2.3 Uploads

### 2.3.1 The Research Proposal

For **clinical trials** (e.g. Randomised Controlled Trials, Feasibility studies, Early Phase and Late Phase Trials), a **template form** is available in eGMS under the grant application. Please contact [alice.holt@cancer.org.uk](mailto:alice.holt@cancer.org.uk) if you are unable to locate this form.

For **project applications**, a **free-text research proposal** is required in the format described below.

#### Format

No forms are provided for the project research proposal, but Arial point 11 in black should be used and the text single line spaced. In addition, all pages should be numbered and the surname and initials of the principal applicant should be included in a header or footer.

Project Grant applications should not exceed **2,500 words** (excluding the Keywords, Reference list, Figures, Figure legends, Lay summary, Timescale and potential problems and Justification for support requested sections). In fairness to our referees

and Committee reviewers, applications that exceed this limit will be returned for revision.

Please consider the advice given by the Marie Curie Research Programme Funding Committee, to be found on the [Marie Curie website](#), when preparing your application.

It is suggested that the proposal is organised under the following **headings**:

### **Lay summary**

As you may know, Marie Curie is increasing the involvement of patient representatives in the work of the Charity and its research programme. Therefore, please include a paragraph providing a lay summary of your research proposal. This paragraph should summarise the research project in a manner that is accessible to the general public and must be no longer than 400 words. Please note that these details will not contribute to the stipulated word count.

Please do not provide a research abstract in your research proposal as you will be asked to provide this in eGMS.

### **Keywords**

Please list up to 10 keywords that you think best describes and categorises your proposed research. Please note that these keywords will not contribute to the stipulated word count.

### **Purpose**

State briefly the objectives of the proposed research and the significance of the results that may be obtained (e.g. eventual clinical application, impact on policy and practice) and the relevance of the proposed research to the call, clearly stating which themes of the call the application aims to address.

### **Background**

Provide a brief summary of your current and other published work relating to the purpose of the proposed new research. Please make reference to any **systematic reviews** of the topic that are available in the literature. Applications that don't address the current state of knowledge are unlikely to be recommended for funding.

### **Detailed research plan**

The plan of the study or programme of work proposed should be described in detail, applicants should cite existing relevant evidence and address any feedback they have received from the outline application stage.

Applications **MUST** include details of the methodology and analysis to be employed in the study; a detailed description and justification of the methods to be used is **ESSENTIAL**, and should be given similar weight as the description of the problem to be addressed. If appropriate, a description of the sample size and power calculations for the proposed study should be incorporated into the research proposal, including the outcome measures on which the power calculations have been based; the justification for the size of difference that the study is powered to detect; and whether the sample size calculation has taken into account the anticipated rates of non-compliance and loss to follow-up.

### **Timescale and potential problems**

Please give an indication of the milestones and timescale for the various components of your proposal. Any potential logistic or scientific problems should be identified and

solutions or alternative plans proposed. Please note that these details will not contribute to the stipulated word count.

### **Justification for support requested**

Applicants should fully justify each individual cost listed in the costs section of the application form (staff costs, running expenses and equipment). Please note that the justification section does not contribute to the stipulated word count.

### **2.3.2 Outline application feedback letter**

The outline application feedback letter is a mandatory upload in eGMS.

### **2.3.3 Suggested peer reviewers**

Details of suggested Peer Reviewers can be uploaded using the template on eGMS. For project grant applications, please nominate up to five reviewers and supply full contact details for each reviewer. You may also nominate up to two referees to veto, which should be accompanied by a justification.

### **2.3.4 Appendices and supporting documents**

Whilst appendices may contain preliminary (unpublished) results which support the application, please note that unpublished manuscripts will not be sent to referees and committee members.

## **2.4 Feedback**

While Marie Curie always aims to provide feedback on applications, applicants are reminded that the decisions of the Marie Curie Research Programme Funding Committee are final. Applicants are asked to note that feedback on an application or the application process will only be provided by Marie Curie's Research Management Team, with support from CR-UK's Research Operations and Funding Directorate. Members of the Marie Curie Research Programme Funding Committee adhere to the Code of Practice for Funding Committees, which exists to ensure the protection of applicants, committee members and external reviewers and to ensure the impartiality of the review process. Committee members cannot discuss committee decisions with applicants and applicants **MUST NOT** approach committee members directly. The peer review process is of the highest importance and Marie Curie and Cancer Research UK reserve the right not to consider applications from individuals who compromise its integrity.








### 3 COMPLETING YOUR APPLICATION IN EGMS

Access the eGMS homepage here: <https://egms.cancerresearchuk.org/>. A link is also available from Cancer Research UK's Research and Funding website. If you currently hold a grant from Cancer Research UK you will already have an account on eGMS and may access your account as instructed below:

The screenshot shows the eGMS login page. At the top is a blue header with the Cancer Research UK logo and the text 'electronic Grants Management System (eGMS)'. Below the header, there is a 'Log In' button in the top right corner. On the left, there is a 'Log In' link and a 'FAQ' link. The main content area has a 'Welcome to Cancer Research UK' message. Below this, there are fields for 'Login ID' and 'Password'. To the right of these fields, there is a 'Log In' button. There are also links for 'Forgot your password?' and 'New User? Register here.'. A 'Frequently Asked Questions' link is at the bottom right. Several blue callout boxes with red dotted borders provide additional instructions: one points to the 'Login ID' field with the text 'Have you ever applied to CR-UK? If yes your Login ID is your email address'; another points to the 'Password' field with the text 'Password : enter your password or click "Forgot your password" if you previously applied by paper application'; and a third points to the 'New User? Register here.' link with the text 'New to CR-UK? Register here for an account.'

#### 3.1 Navigation through eGMS

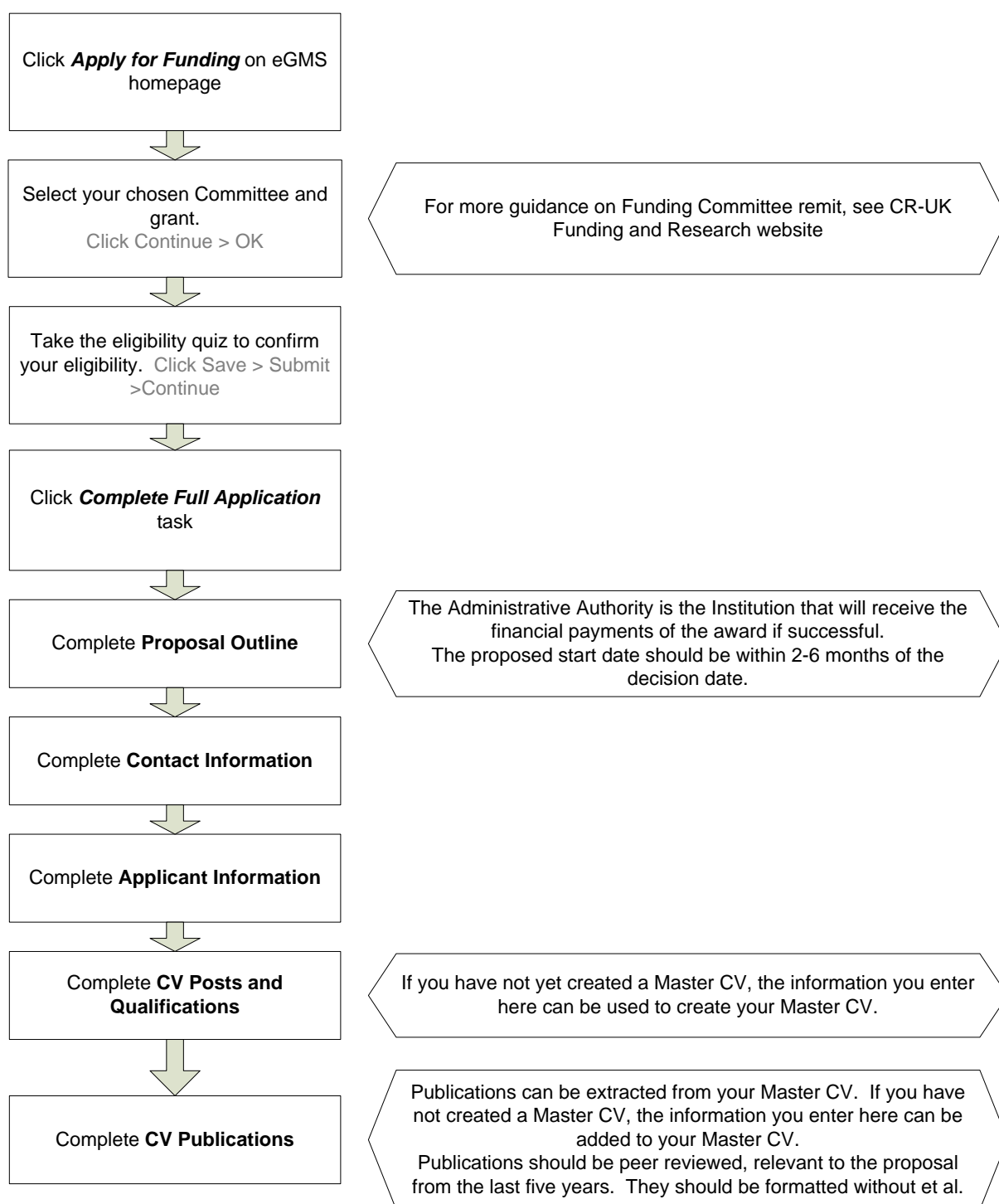
The following symbols are used throughout eGMS.

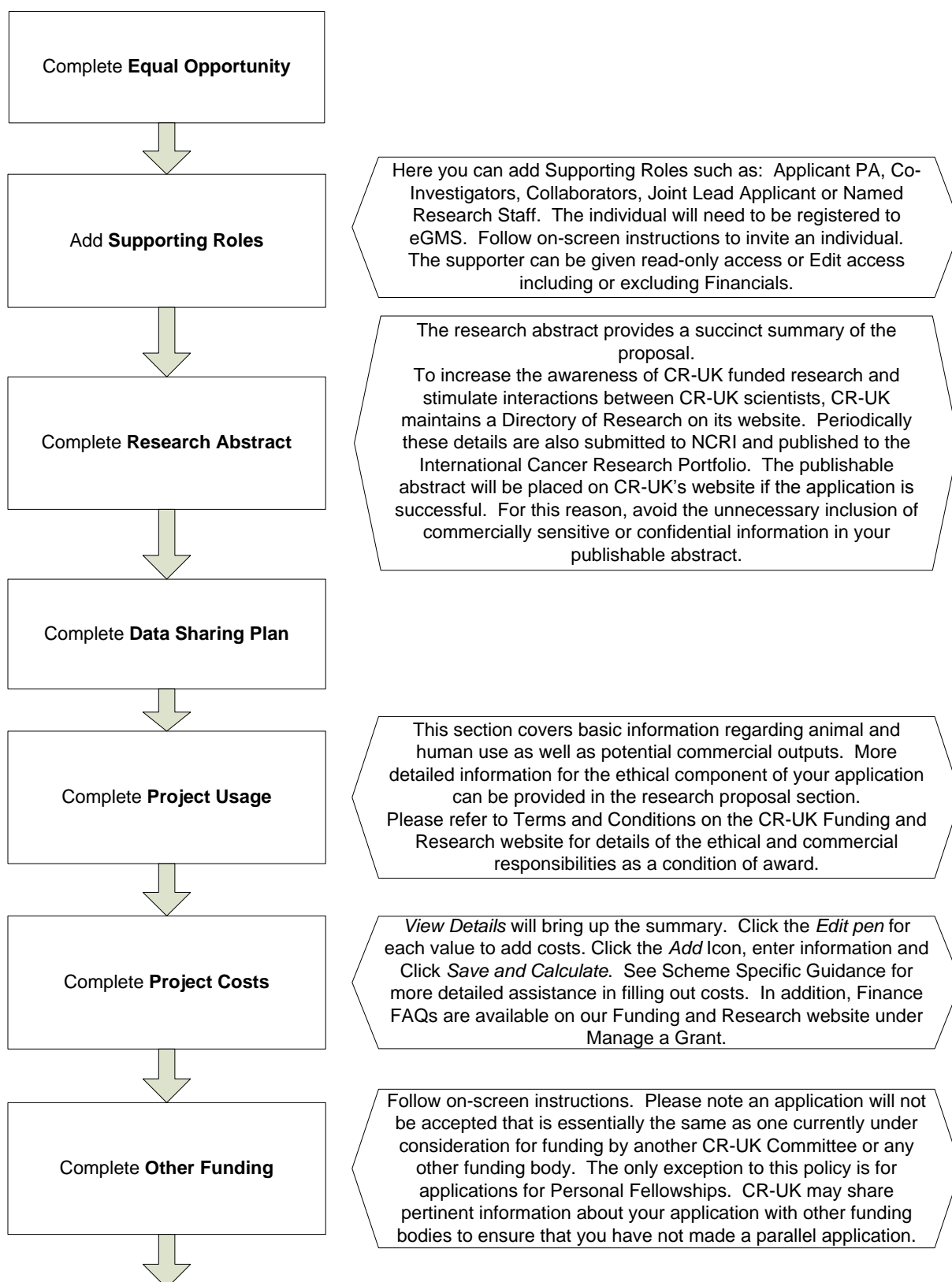
	<p>The Add Icon. Click this icon as instructed in the instructional text on the top of the page. It is used to add information to your application such as multiple positions held, supporting roles, costs etc.</p>
	<p>The Edit Pen Icon. Click to edit information already entered. For example to edit costs.</p>
<div data-bbox="245 1711 293 1756">  </div> <div data-bbox="316 1727 427 1756"> <p><b>Complete</b></p> </div> <div data-bbox="448 1718 711 1771"> <p>Ready for submission to Cancer Research UK</p> </div> <div data-bbox="245 1794 293 1839">  </div> <div data-bbox="316 1816 443 1845"> <p><b>Incomplete</b></p> </div> <div data-bbox="448 1792 754 1872"> <p>Not yet been completed and application cannot be submitted</p> </div> <div data-bbox="245 1883 293 1928">  </div> <div data-bbox="316 1906 421 1935"> <p><b>Attention</b></p> </div> <div data-bbox="448 1890 770 1944"> <p>Further information requested prior to submission</p> </div>	<p>On the Review and Submit page you can check the completeness of your application. These are the icons used to denote completeness of each application section on the Review and Submit page.</p>

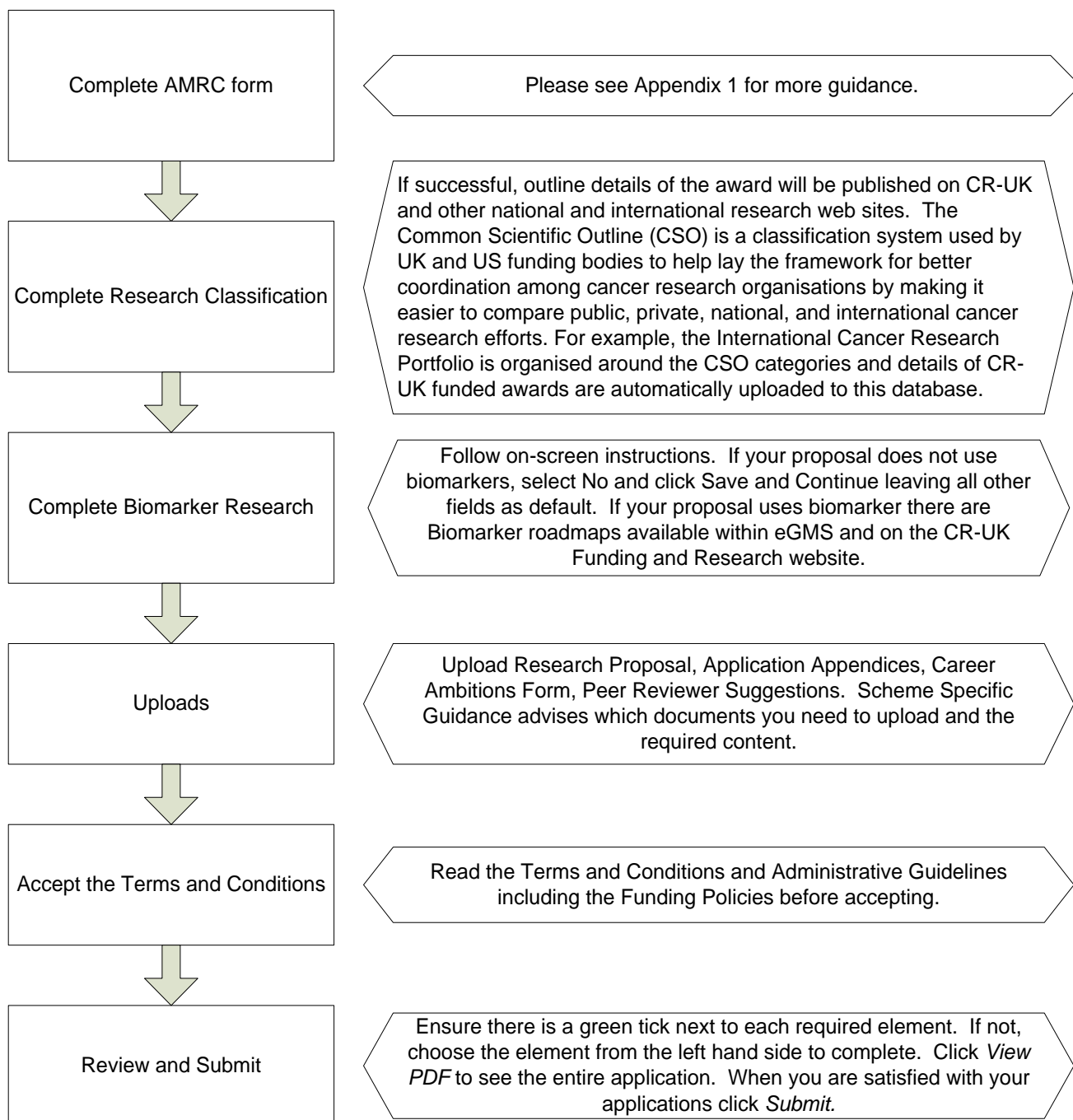
## 3.2 Filling in the application form

The flow diagram below which continues on the following pages represents the flow of the application within eGMS. Work through each step of the flow diagram. Additional instruction is supplied to the right of each step.

Please inform the administrative authority of your host institution of your intention to submit a funding request. Applications are only fully submitted to Cancer Research UK and Marie Curie once it has been approved by the administrative authority.







Once you have submitted your application it will be sent to your Administrative Authority for review and approval. You will receive confirmation when this is complete. Cancer Research UK and Marie Curie will then check the content of your application and progress the application to the next meeting for consideration.

### **3.3 Additional Information**

For additional assistance in completing your application the following resources are available.

Grants Helpline: 020 3469 5452 or [grants.helpline@cancer.org.uk](mailto:grants.helpline@cancer.org.uk)

Terms of Use: These are located at the bottom of the eGMS homepage. This includes a link to our Privacy Policy which details how we will use your data under the Data Protection Act 1998

## APPENDIX 1: AMRC FULL ECONOMIC COST FORM GUIDANCE

### Full economic costing information (applicants based in UK Higher Education Institutions only)

As an Association of Medical Research Charities (AMRC) member charity we monitor the full economic costs (fECs) of the research we support. Unlike some other funding bodies, such as the research councils, AMRC member charities will not fund the fECs, or a proportion of these. The figures provided should include the standard indexation rate used by the institution to calculate fECs.

Only universities which are using TRAC costing methodology should enter actual values in the form.

Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

### Monitoring the full economic costs of charity-funded research in UK HEIs

#### **Background**

AMRC issued updated guidance to its members and to universities regarding its position on changes to costing research applications and the move to a system of estimating fECs in 2004. AMRC member charities do not fund the indirect costs on grants awarded to UK universities as a matter of principle. The move to funding on a percentage basis by other types of funders, such as the research councils, is unlikely to be adopted by the charity sector in the foreseeable future; the reasons for this decision are set out in AMRC's position statement and guidance document.

Following the 2004 Spending Review, the Government recognised the importance of charity funding in universities and announced that a separate stream of funding, administered by HEFCE to English universities, would be introduced from 2006/07 to provide additional support for charitable research. The allocation of the Charity Research Support Fund (CRSF) in England will be based on the amount of income from eligible charities; most AMRC member charities will be eligible for the CRSF. AMRC member charities have agreed that it would be helpful to collect information about the full costs of the research they support, in order to develop a better understanding of the charity contribution, inform future discussions about the CRSF and to assess future sustainability.

Applicants and host institutions should note that the data sought is for monitoring purposes only and will not form part of the peer review or decision-making process that AMRC members use.

#### **Elements of the new cost headings are:**

**Directly Incurred Costs:** these include the familiar direct costs of research and it is assumed these are included in the funds you are applying to Marie Curie for. They may include:

- Staff (e.g. research assistant salaries)
- Consumables and other costs directly attributable to the project
- Equipment

- Travel and subsistence
- Open access publication fees

**Directly Allocated Costs:** these are shared costs, based on estimates and do not represent actual costs on a project-by-project basis. Previously, these costs came under the 'indirect costs' heading but the following items will now be calculated separately:

- Investigators: the time spent by the Principal Investigator and Co-Investigators will be calculated and costed. (Marie Curie will not fund these costs unless the investigators are within 8 years of obtaining their doctoral degree, or equivalent qualification).
- Estates: the way these are calculated may vary between institutions. Different categories of space will be costed differently, for example laboratory space will be different to office-based costs. (Marie Curie will not fund these costs).
- Other Directly Allocated: these include the costs of shared resources, such as staff and equipment. (Marie Curie is unlikely to fund these costs).

**Indirect Costs:** these costs are necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs. Indirect costs will be calculated separately by each HEI, according to TRAC methodology. (Marie Curie will not fund these costs).