

Seed Funding Application Guidelines

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1. INTRODUCTION

1.1 Purpose of the guidelines

These guidelines explain the application process for a seed funding application to the Affordable Approaches to Cancer initiative, including how to apply and what the Advisory Panel is looking for in a proposal.

Please make sure you have read the [Remit and Eligibility](#) document before applying.

1.2 About

The Affordable Approaches to Cancer initiative aims to bring together the best minds from India and the UK to address the key research challenges in affordability in cancer. We are calling on bilateral teams from India and the UK to apply to tackle one of our [seven research challenges](#).

The aim of the seed funding application is to build research partnerships between India and the UK and foster collaboration that will support the development of a full application.

2. THE APPLICATION PROCESS

On the **2nd September 2019** we are launching an open call for seed funding applications. These awards will be for up to £30,000 (approx. Rs 26 lakhs) for successful teams to develop a full application, over 6 months, for a Programme Award.

2.1 Seed Funding Process Overview

Submit a seed funding application

- Submit your application form alongside additional documents to the India Alliance Grants Team by email to cancerchallenges@indiaalliance.org



Remit & Eligibility checks

- Applications will be processed by the India Alliance Grants Team. This will include eligibility, administrative and scientific checks before being sent to our Advisory Panel



Advisory Panel Meeting

- The Advisory Panel will come together to discuss the applications and decide on which teams will receive seed-funding



Seed Funding

- Teams will be awarded seed funding to develop full applications
- An abstract from each teams' application will be posted on our websites to encourage additional collaboration

2.2 Key Dates

2nd Sept 2019	4th Nov 2019	Jan 2020	March 2020	Late 2020
Call opens for seed-funding applications	Application deadline	Advisory Panel review applications	Selected teams receive seed-funding	Teams submit full applications

2.3 Assessment Criteria

All applications will be assessed by the Advisory Panel, that comprises of a group of researchers, patient representatives & industry experts. Please note *ad-hoc* members may be recruited as required to provide additional expertise at panel meetings.

The Panel will consider the scientific potential and rationale for your proposal alongside operational efficacy and the capability of the team.

Your proposal will be judged on the extent to which it:

- Builds on the complementary research strengths in both India and the UK
- Addresses a cancer of high unmet need in India, the UK and/or globally
- Clearly addresses the key theme of 'affordable approaches to cancer'
- Aims to produce outputs that are readily translatable to patients
- Is innovative and involves multidisciplinary work e.g. proposals that utilise affordable technology alongside biomedical research
- Is feasible within the constraints of the funding and time available

2.4 Feedback

Successful teams will receive feedback on their seed funding applications from the Advisory Panel and will be expected to address the feedback and any recommendations in their full applications.

Due to the number of applications that the panel will be reviewing, we are unable to provide feedback for unsuccessful teams at the seed funding stage.

3. SUBMITTING A SEED FUNDING APPLICATION

Before submitting your proposal please ensure you have read the following section. The information provided below details how to complete each part of the application form for seed funding.

Teams should be aware that submitting an incomplete application form will result in your application not being considered by our Grants Team. Furthermore, failure to complete the document in the correct format may result in teams being asked to resubmit their applications causing significant delays.

3.1 General

Please make sure to fill out the **application details** (*Section 1A*) which must include the name and host institutions of both lead applicants, the project title and which [research challenge](#) you will be addressing in your proposal.

3.2 Research abstract

In this section, please add a summary of your proposal (**must not exceed 300 words**). Please write your abstract using the following headings:

- Background
- Aims
- Methods
- How the results of this research will be used?

If your team is awarded seed funding, your research abstract will be published on our website alongside the names of researchers involved. This will provide an opportunity for researchers with complementary and/or desired skills to contact the lead applicants and discuss potential collaboration.

3.3 Team

This part of the application form requires you to:

- Provide the details of any collaborators/co-investigators that will support your research
- Please note we understand at this stage you may not have a complete list of collaborators for your proposal and would expect this to be updated in the full application stage, if your team is successful

Please see the table below for descriptions of the different types of supporting roles.

LEAD APPLICANTS	<ul style="list-style-type: none"> • There must be joint lead applicants, one from India and one from the UK. • The Lead Applicants must be able to demonstrate that they can lead the proposal and team effectively, be engaged throughout the duration of the award, as well as meet their other research commitments. • They must ensure that all team members comply with the Terms and Conditions of the award. • They will be the primary contacts for the administration of the award.
CO-INVESTIGATOR	<ul style="list-style-type: none"> • Co-Investigators are individuals that are making a major scientific contribution to the proposal and may be in receipt of a significant portion of funding from the award budget. • Each Co-Investigator will be responsible for the scientific and technical direction of their work stream/contribution to the award, and as such any financial and contractual obligations that fall under their remit.
COLLABORATOR	<ul style="list-style-type: none"> • Collaborators are individuals who are working within or across the proposed study, and who are critical to, but not leading, any part of the Programme Award. • Collaborators bring specialist expertise and are not in receipt of significant funding from the award budget. • Collaborators will be responsible for delivering on their agreed commitment to the proposal.

3.4 Research Proposal

The research proposal forms the basis of your application and is split into three sections:

- Description of the proposed research
- Outputs and impact
- Team make-up

For the **description of the proposed research** please:

- Explain your vision for the proposal and the main research objectives
- Provide information on how the proposal meets the scientific remit of the affordable approaches to cancer initiative
- Describe how your proposal is both innovative and multi-disciplinary in its approach
- Do not exceed 1000 words for this section (*excluding figures, figure legends, timelines and Gantt charts*)
- Please provide a complete list of references at the end of the proposal, this will not be included in the overall word count.

For the **outputs and impact section** please:

- Give an overview of the key milestones of your proposal and how you plan to measure these
- Describe the impact your proposal will have on the research landscape and how this will translate into patient benefit
- Do not exceed 500 words for this section (*excluding figures, figure legends, timelines and Gantt charts*).

For **team make-up** please provide the following information:

- The steps you will take to create links with researchers and other experts to develop your team
- Why the proposed team is the best to address the challenge and how a collaborative approach will support the achievement of the research objectives?
- How the team will be structured and managed throughout the duration of the project?
- Do not exceed 500 words for this section.

3.5 Patient and Public Involvement

Patient involvement can improve the quality and relevance of your work, helping you better understand and articulate the benefits your research can have for cancer patients.

We encourage all applicant teams to include patient and public involvement (PPI) and/or engagement where they think it can add value to their proposal.

In this section of the application please:

- Provide an overview on how you could involve patients into your approach and engage the public with your research
- For more information on patient involvement please see the Cancer Research UK [toolkit](#) which provides guidance, tips and templates to help you plan, deliver and evaluate your patient involvement

3.6 Additional Research Information

This section allows teams to provide details on any research or ethical approval they would need for their proposed research.

In the event of proposed use of animals, host institutions must have the standards of laboratory animal welfare that either meet or exceed UK standards. In this regard, the relevant team member should:

- Show that they will satisfy the standards set out in the [NC3Rs guidelines, Responsibility in the use of animals in bioscience research](#) AND;
- Provide documentary evidence of a system of regulatory control of laboratory animal welfare that meets or exceeds the standards enforced by UK Home Office and the Government of India's Ministry of Social Welfare.

In the event of proposed use of human participants, human tissue or biological samples research must be undertaken in accordance with the highest ethical standards.

- If the proposed study uses human tissue or biological samples it must follow the [Medical Research Council](#) and [Biobank](#) guidelines
- Applications involving clinical trials must:
 - comply with the ethical guidelines on use of human participants from [Indian Council of Medical Research \(ICMR\)](#) AND;
 - must have approval from the grant holders Host Institutions ethical committee and the [Health Research Authority](#).

Further information on research and ethical approval is provided in the [Seed Funding Remit and Eligibility](#) document.

3.7 Costs for seed funding and programme award

Within your application form we require teams to submit information on the expected costs for both Seed Funding and the Programme Award. This information will allow the Advisory Panel to assess the scope and feasibility of the research.

Seed Funding costs

As part of your application for seed funding we require the lead applicants from India and the UK to:

- Provide an overview of anticipated seed funding expenditures, which must not exceed £30,000 (approx. Rs 26 lakhs)
- Costs are broken down into expenses that will incur within India and those which will incur within the UK

Before completing this section, please read the seed funding costing guidance below:

- The recipient institutions may only use the seed funding towards reasonable costs the team incurs in:
 - a) travelling to, attending and participating in workshops (where possible, in person) to develop the team's proposal;
 - (b) preparing, drafting and submitting the team's full application for funding and;
 - (c) travelling to, and attending in person, its interview with the Advisory Panel (*interviews are only held for Programme Awards not at the seed funding stage*)
- The joint lead applicant's institutions shall receive the seed funding on behalf of the team and shall allocate the seed funding among the team in a fair and reasonable manner and in full consultation with the other team members
- In allocating seed funding, the recipient institution shall consider, among other things, the profile of each team member (and provide greater support to non-profit organisations than for-profit organisations), and the geographical location of each team member and venue of the workshops, and interview, described above
- Seed funding must be used in accordance with any guidelines provided by the India Alliance, and, for travel costs, may be used for economy class fares only

Programme Award costs

Within this section, lead applicants are required to:

- Provide an overview of expected costs associated with their proposal, if they were granted a programme award
 - Details on eligible costs for programme awards can be found in the [Programme Award Cost Guidance](#). Please read the guidance before completing this section.
- Costs are broken down over 4 years, into equipment, staff and running expenses

- The award cannot be used towards the salaries of Lead Applicants or Co-investigators. We expect the Lead Applicant/Co-Investigators to be in receipt of a salary throughout the duration of the Award
- Please make sure you indicate where this expense would be occurring either in India or the UK
 - We expect a minimum of at least 20% of the total Programme Award funding to be spent in either country. However, we would encourage that the majority of funds be spent in India
 - Funding is restricted to researchers situated in India and the UK. If services are required that are not available in the UK or India, teams can include it within their application budget but would need to sufficiently justify the costs to the India Alliance Grants Team
- If you are successful, you will be expected within your full application to include the host institution and/or name of collaborator that will be receiving the funds

3.8 Biosketch

Please ensure that both lead applicants have completed the biosketch section using the format provided in the application form. This information will allow the Advisory Panel to assess the academic/professional backgrounds and research achievements of the lead applicants.

3.9 Additional uploads

For your proposal to be considered you must include the following documents alongside your application form:

Letter of support from Host Institutions

- This should be on letter-headed paper from the host institutions of each lead applicant that states the applicant will be supported by the institution for the duration of the award

Letter of support from Co-Investigators/Collaborators

- We encourage teams to include a letter of support from any collaborators/co-investigators they have listed on their application, that are integral to the research