

Macmillan Research Grants Scheme 2018



Instructions for Applicants

Please read this document carefully before completing the Outline Application Form and refer to it throughout – it provides important guidance to help you submit an accurate and effective application.

If you have a question about your application that is not answered by this document please contact us by emailing researchgrants@macmillan.org.uk

Key dates

The deadline for outline applications is **09.00 a.m.** on **Monday 4th June 2018**. Applications received after this time will not be considered.

Event	Date
Call launch	11 th April 2018
Deadline for outline applications	4th June 2018
Decisions on outline applications	July 2018
Deadline for full applications	September 2018
Decisions on full applications	February 2019

Call details

Macmillan Cancer Support invites proposals for research which:

- address well-defined research questions relevant to the areas specified in our call
- demonstrate a thorough understanding of the existing national and international evidence-base in the area and how the proposed research will build on this
- are scientifically and methodologically excellent
- involve the right research team to deliver the proposed research
- have clear potential to benefit people living with cancer through contribution to the outcomes laid out in the [Macmillan Research Impact Framework](#)

Proposals are invited within the following three areas:

1. The impact of new developments in cancer treatment (such as immunotherapy, personalised medicine, modern radiotherapy techniques) on the lives of people with cancer

Priority topics within this area include:

- Access to, and expectations of, newer treatments; the experiences and perspectives of people living with cancer
- Understanding the real-world experiences of people who are undergoing newer cancer treatments and identifying their support needs
- The long-term effects of newer cancer treatments on people's lives
- Managing uncertainty for people on long-term, non-curative treatment who are living with cancer as a chronic condition

2. How to most effectively get information about their diagnosis and prognosis to people living with cancer to enable them to make the right decisions about their life, treatment and care

Priority topics within this area include:

- Identifying and overcoming the barriers that prevent healthcare professionals and people with cancer having the right conversations about prognosis at the right time
- The role and impact of peer to peer information provision (e.g. through online forums, social media, face to face) for people living with cancer, and the implications for healthcare professionals
- Applied cognitive psychology/information processing research to build understanding of the most effective ways to deliver information on cancer diagnosis and prognosis
- Understanding the impact of evolving digital delivery formats on access to, and engagement with, information on cancer diagnosis and prognosis

3. Identifying, understanding, and addressing inequalities in experience and outcomes following a cancer diagnosis

Priority topics within this area include:

- Secondary analysis of existing population-level datasets to provide novel evidence on inequalities in cancer experiences and outcomes
- The impact of inequalities in cancer experience and outcomes on costs to the NHS and social care system
- Understanding why inequalities in cancer experience and outcomes exist
- Development of evidence-based approaches to address inequalities in cancer experience and outcomes

Application and review process

Outline Applications

- Applicants submit outline application to Macmillan.
- Macmillan confirm receipt of application.

Internal Triage

- Outline applications undergo eligibility checks and internal review to assess their relevance to the call scope and their potential to benefit people living with cancer.
- Applicants are informed of decisions and shortlisted applicants are invited to submit a full application.

Full Applications

- Applicants submit full application and all supporting documents to Macmillan.
- Macmillan confirm receipt of application.

External Review

- Full applications are evaluated by scientific peer reviewers and people affected by cancer
- Peer reviewers are experts in the relevant area of research and assess the scientific quality of the research.
- People affected by cancer assess the relevance and value of the research and the quality of plans for involving people affected by cancer in the research.
- Applicants receive peer reviewers' feedback, and have an opportunity to submit a response to the reviews.

Research Advisory Panel

- The Research Advisory Panel (RAP) assess applications and make recommendations on which applications to prioritise for funding.
- Macmillan's Executive Strategy Team review these recommendations and award funding.
- Applicants are notified about the decision on their application.

Our [Research Grants Code of Conduct](#) is designed to ensure that applications are objectively assessed on their scientific quality, relevance, and potential for impact, and that confidentiality is maintained through the review process. All applicants, reviewers, Research Advisory Panel members and the Macmillan Research team are required to adhere to this code of conduct.

Applicant eligibility and applicant teams

Lead applicants should be based at either a UK HEI or NHS hospital. The lead applicant will take overall responsibility for the proposed research and their institution will be the host organisation for the research. Individuals may only be named as the lead applicant on one application within this funding round. No restrictions are placed on the roles or affiliations of co-applicants.

It is important that the applicant team comprises the necessary skills and experience to successfully deliver the proposed research, including:

Research expertise; experience of delivering academic research relevant to the proposed topic, as well as expertise in the research and analysis methodologies that will be employed, is vital to ensure that the research is of the highest quality and able to deliver on its planned objectives. This should include the involvement of a [Clinical Trials Unit](#) if appropriate.

Clinical expertise; experience of working as a healthcare professional (nurse, AHP, doctor) with people affected by cancer is necessary to ensure that plans for the research and its impact are grounded in clinical reality. We welcome applications led by NHS healthcare professionals who have identified important research questions in the course of their clinical practice, and would encourage them to identify relevant research teams at local universities to collaborate with on an application to this scheme.

Cancer experience; Macmillan believes that the meaningful involvement of people affected by cancer as co-applicants will bring significant benefit to the design, implementation, and impact of the research. The [NIHR INVOLVE website](#) provides useful, practical advice to support researchers to involve members of the public in research.

Application eligibility

All applications to the Macmillan Research Grants Scheme should be for *research*, and not for service development, service evaluation or clinical audit. Applicants should use tools (such as the [Simple Rules Toolkit](#) or the [HRA Decision Tool](#)) to check that what they are proposing is research prior to applying.

Only research project grants will be funded through this call for research; we will not fund training or development for individuals (e.g. Masters courses, PhD Studentships or Fellowships), including where such training or development forms part of a wider project grant.

Macmillan invests in research to understand the numbers, needs and experiences of people living with cancer and to generate the evidence needed to enable a better cancer experience. Research proposals must address questions that are relevant to the scope of the 2018 Call, and should have clear potential to benefit people living with cancer through contribution to the outcomes laid out in the [Macmillan Research Impact Framework](#).

Applicants are advised to review [projects that we have funded in recent years](#), to understand further the kind of research we typically support. We do not fund research involving animals, basic science research, or clinical trials of medicinal products or devices.

Proposed research should also align with the relevant principles of good practice laid out in the [UK Policy Framework for Health and Social Care Research](#).

Funding limits and allowable costs

Project grant applications will be considered for up to 36 months duration and with a maximum funding amount of £250,000. These figures should be viewed as a ceiling and not a target; proposals for shorter, lower-cost projects are welcome.

In the outline application form we ask for a figure estimating the total funds that will be requested; this should reflect the allowable directly incurred costs of the research (see below). This does not, at this stage, need to be signed off by the host organisation.

Applicants invited to submit a full application will be required to complete a full costing form and provide a justification of all requested costs.

Macmillan will only pay the directly incurred costs of the proposed research (as defined in the [Transparent Approach to Costing \(TRAC\) method](#)) and will not provide support for either directly allocated or indirect costs. Awards are made on the understanding that directly allocated and indirect costs (overhead costs) will be met by the host institution.

Macmillan is a member of the AMRC, therefore if your proposed research will be conducted within the NHS in England, the Department of Health will meet the NHS support costs associated with study set-up, delivery, and closure. Grants funded by Macmillan that are based in universities will also qualify for additional support via the [Charity Research Support Fund](#).

Salary costs: Allowable salary costs are those that are directly incurred, that are charged to the grant as the money is spent and that are supported by an audit record. This includes salaries of individuals employed on fixed term contracts specifically to work on the funded project at post-doctoral, clinical or technical level or on administrative scales. Lead applicants may request their own full or substantial salary as long as they are within 8 years of obtaining their doctoral degree or equivalent qualification, and do not have an existing permanent salaried position. Salary costs that are contributions based on an estimate of investigator time spent on the project (% wte) would typically be classed as directly allocated and therefore not an allowable cost.

Open access publication costs: In line with our [Open Access Publication Policy](#), Macmillan expects that publications resulting from our research funding are made Open Access where possible. Therefore, requests for Open Access publication fees are allowable costs within grant applications.

Other allowable costs: In other categories of costs (e.g. equipment, travel and subsistence, consumables, patient involvement, impact-enabling activities), costs are only allowable where they apply *specifically* to the costs of conducting and disseminating the research specified in the application.

Grant terms and conditions

You can view a copy of our standard research grant agreement on [our website](#). This agreement will be adapted to the needs of individual research grants as appropriate.

Intellectual property

Macmillan wishes to ensure that people living with cancer benefit from the research we fund. Management of any IP that arises from funded research is integrated into our standard research grant agreement, with the agreed approach adapted to the specific needs of each grant on a case by case basis. Please note that Macmillan is **not** able to fund research grants where there exists, at the outset, an explicit intent to commercialise any output of the research grant.

Data protection

All Personal Data provided in the course of this application will only be stored for as long as necessary and used to administer the Macmillan Research Grants Scheme application and review process. Your Personal Data will be processed in accordance with the applicable data protection and privacy laws. If you have any queries regarding your Personal Data, please contact infogov@macmillan.org.uk. For more information on how Macmillan processes Personal Data, please see our [Privacy Policy](#)

Completing the outline application form

The outline application form should be completed by the person who will take overall responsibility for the proposed research (the lead applicant). All co-applicants should have reviewed and approved the submitted version.

Please use a minimum font size of 11 point ('Arial' font) throughout the document.

The form comprises the following five sections:

- 1 Pre-application checklist
- 2 Proposal and applicant details
- 3 Summary of proposed research
- 4 Research impact
- 5 References

Sections 1 and 2 of this form will be retained by the Macmillan Research Team and used as part of the eligibility assessment. Only sections 3 - 5 will be sent to internal reviewers, meaning they will be blinded to applicant details when carrying out their review.

SECTION 1. PRE-APPLICATION CHECKLIST

This checklist is designed to inform the applicant's decision about whether to proceed with the outline application. All items on the checklist should be completed before commencing with the application:

- Use one of the tools suggested on p.4 of this document to confirm that the project you are proposing is research (and not service development, service evaluation, or clinical audit)
- Read the 2018 call scope on p.2 of this document carefully and ensure that the research you are proposing directly addresses one or more of the three specified areas in which we are inviting applications
- Review the recommendations on research teams on p.4 of this document and ensure you have involved the right mix of research, clinical and patient expertise and experience in your applicant team
- Read the Macmillan Research Impact Framework and confirm:
 - a. that the research you are proposing has the potential to contribute to impact, as defined in that document
 - b. that you are supportive of the approach to working together with Macmillan to maximise impact, as outlined in that document
- Review the [UK Policy Framework for Health and Social Care Research](#) and confirm that your proposed research aligns with the principles of good practice set out therein, as advised on p.5 of this document

SECTION 2. PROPOSAL AND APPLICANT DETAILS

Project title: Please choose a short and informative title that avoids jargon and does not require technical knowledge to be understood.

Area of call scope addressed by project: Specify the primary area of the call scope which the proposed research addresses:

1. *Newer treatments:* The impact of new developments in cancer treatment (such as immunotherapy, personalised medicine, modern radiotherapy techniques) on the lives of people with cancer
2. *Information:* How to most effectively get information about their diagnosis and prognosis to people living with cancer to enable them to make the right decisions about their life, treatment and care
3. *Inequalities:* Identifying, understanding, and addressing inequalities in experience and outcomes following a cancer diagnosis

If the proposed research addresses more than one area of the scope and it is not possible to pick a primary area, then you may include more than one area here.

Proposed duration in months: This should be no longer than 36 months. All projects must start within six months of the grant being awarded.

Estimate of total funds requested: This estimate should reflect the allowable directly incurred costs of the research and should not exceed the maximum amount of £250,000. This does not, at this stage, need to be signed off by the lead applicant's institutional finance office.

Applicant details: For the lead applicant, include title, names, organisation, position currently held, address, telephone, and email contact details. Please also include an [ORCID identifier](#).

The lead applicant will take responsibility for the intellectual leadership of the research project and for the overall management of the research. All communications with Macmillan Cancer Support will be through the lead applicant. However, please also include email contact details for all additional applicants.

All co-applicants must be entered here. Include title, names, organisation, position currently held, and email contact details. Please also include an [ORCID identifier](#) for each co-applicant, where appropriate.

Please indicate what role each named applicant will play in the proposed research and what discipline or expertise they bring to the work (e.g. health economics, qualitative research methods, statistics, clinical expertise, patient experience etc.)

Please add as many additional pages as are necessary to complete the details of all the applicants.

Peer reviewers: To help Macmillan identify and select appropriate peer reviewers, should your application progress to the full application phase, please suggest up to three people who we could approach. These should be academic or clinical researchers with expertise in areas closely aligned to your proposal. They can be based in the UK or internationally. They should **not** be based at the same institution as you or any of your co-applicants. You should **not** have published or collaborated closely with them in the last three years. Please only provide work, not personal, email addresses.

Please note that there is no guarantee that we will use these suggestions.

SECTION 3. SUMMARY OF PROPOSED RESEARCH

Please complete the whole of this section. Sub-sections may be lengthened or shortened to suit your needs, so long as these three sections combined (3.1, 3.2, 3.3) fit within a maximum of one side of A4.

3.1 – Background and rationale: Clearly summarise the existing evidence base underpinning the planned project (including the research, service and policy context, as appropriate) and the evidence gap that this research aims to fill. Explain the novelty and significance of the project and how it is relevant to the scope of this call.

3.2 – Research aims: Provide research aims that are realistic and aligned to the proposed programme of work.

3.3 – Research plan and methods: Provide an overview of the proposed study design and methodology and a brief justification for the selection of this approach.

SECTION 4. RESEARCH IMPACT

This section (Section 4) should not exceed 1 page.

It is vital that you consult the [Macmillan Research Impact Framework](#) prior to completing this section. Guidance on planning for impact is included on p.13-17 of that document.

In this section please outline your impact plan which should include:

- Your willingness to work with Macmillan on research impact, as set out in the Research Impact Framework principles
- Which Outcome(s) from the Research Impact Framework you expect your research project to contribute to
- The Routes to Impact you expect the research to follow on the way to contributing to the selected Outcome(s)
- The impact-enabling activities and outputs that you plan to deliver to support progression along the Routes to Impact
- The evidence that you will collect to demonstrate your impact-enabling activities, progression along the Routes to Impact, and impact itself

SECTION 5. REFERENCES

Please provide details of all literature cited in Sections 3 and 4. This section does not have a limit on length.

Appendices: Applicants should **NOT** attach any appendices or additional material; these will not be considered in the internal review.

Frequently Asked Questions

The scope of the call

What do you mean by ‘real-world experiences of people who are undergoing newer cancer treatments’?

We mean research conducted outside of a clinical trial setting that examines the experiences of people with cancer who are being treated with newer treatments.

What do you mean by ‘inequalities in experience and outcomes’?

We mean differences in experience and outcomes between different population groups. This includes not only inequalities by ‘protected characteristics’ (i.e. the nine characteristics protected by the 2010 Equality Act) but also inequalities by other characteristics (e.g. socioeconomic deprivation, geographical location).

When you refer to inequalities ‘following a cancer diagnosis’ does this mean you won’t fund research looking at inequalities in relation to cancer incidence and prevention?

Yes, that’s right, research related to inequalities in cancer incidence and prevention is outside the scope of this call.

I am interested in applying to the Macmillan Research Grants Scheme but am not certain if the project fits within your scope; how should I move forward?

Please carefully read the call scope and the Macmillan Research Impact Framework, and review projects that we have funded in recent years on our website. All of these should help guide you as to whether your project is a good fit for this research call. If you feel that it is then we would encourage you to submit an outline application.

At the internal triage phase of the review process one of the factors that will be considered is the relevance of the proposal to the scope of the call: proposals that more directly address the call scope are likely to be prioritised over those that only partially fit the scope.

My research proposal is relevant to more than one of the scope areas, is this okay?

Yes, it is not a problem to submit a proposal that is relevant to more than one area of the call: if your proposal fits within the scope as published then we would encourage you to apply. Please also note that a grant that covers multiple areas of the call is still only eligible for a maximum funding amount of £250,000 and for a 36 month maximum duration.

Timeframes

I am not able to prepare an outline application in the time available. Is it possible to request an extension?

For reasons of fairness to all applicants, we are not able to accept any applications received after 09.00 on 4th June. The initial outline application is designed to be a brief, straightforward process and no sign off is required from the host organisation at this stage.

I’ve submitted my outline application; how long will it be until I hear back?

You should receive an acknowledgement that your application has been received within 5 working days of submission. Please add researchgrants@macmillan.org.uk to your address book to ensure you receive correspondence from us. If you have not received an acknowledgement within that timeframe, please contact us again to check and confirm receipt.

Decisions on outline applications are expected in July 2018. Both successful and unsuccessful applicants will be notified at this time.

If successful, when would the research need to start by?

If successful, we would expect the research to start within 6 months of the grant being awarded – this is likely to be by Summer 2019. The start date will be agreed between successful research teams and Macmillan as part of the research grant agreement.

Applicants

I am not based within an HEI or hospital but have a proposal I'd like to submit, can I apply?

We ask for lead applicants to be researchers based in an HEI or hospital to ensure that they have access to the required supportive infrastructure. If you have a great research idea but are not based at an HEI or hospital, we would encourage you to collaborate with researchers who are and submit an application with them.

I am an early career researcher and I don't yet have a permanent salaried position; can I be the lead applicant?

Yes, early career researchers are eligible to be the lead applicant on applications to this scheme but should ensure they have the support of a senior mentor as co-applicant, as well as the broader set of research, clinical and patient expertise and experience necessary to deliver the research in the co-applicant team. Early career researchers within 8 years of obtaining their doctoral degree or equivalent qualification (discounting career breaks), and who do not have an existing permanent salaried position, may request their own full or substantial salary as part of the grant.

Our team has previously received Macmillan funding; does this automatically disqualify us from applying to the grants scheme?

Previous receipt of funding from Macmillan would not disqualify the team from applying to the current scheme; providing you are addressing novel research questions that are relevant to the scope of the call, then we would encourage you to submit an outline application.

Are we judged on the number of co-applicants? Is it okay to have more than six? Is it okay to have less than six?

Our main stipulation is that each co-applicant involved in the research is adding unique value to the proposal. You will not be judged on the quantity of co-applicants but should aim to have a mix of research, clinical and cancer expertise as outlined in the guidance provided on p.4. We are therefore happy for you to include more than 6 co-applicants, just add extra pages as required. Equally, if you do not need as many as 6 co-applicants to provide all the relevant expertise and experience this is also acceptable.

The Application

Should the outline application be written for a lay audience?

The outline application will be reviewed by senior stakeholders from different teams within Macmillan, some of whom may not be familiar with your chosen field. We therefore ask that you make the language in the outline application clear and accessible (minimising jargon, defining all acronyms etc.) for a general professional audience.

Can we apply for funding to put a product or service that we have developed into mainstream use?

The Macmillan Research Grants Scheme exists to fund innovative research; this needs to be clear and central to any proposals. Proposals primarily seeking investment for deployment or wider roll out of an existing product or service are unlikely to be prioritised for funding.

We don't know of anyone who would be an appropriate peer reviewer for this application, can we ask Macmillan to select for us?

We would ask that you do add peer reviewers to the application. They do not need to be specialists in cancer; it would be fine to add researchers who have expertise in the relevant methodologies you are using. Reviewers should have a scientific background as they will be asked to judge the scientific quality of the proposed research, but do not necessarily have to be based in a higher education institution. Please review the guidance on p.8 regarding appropriate individuals to name as a peer reviewer.

Financial details

What financial details are required for the outline applications?

We are requesting an estimated cost which should reflect the allowable directly incurred costs of the research. This does not need to be signed off by the host organisation at this stage. Following the internal triage stage, all shortlisted applicants will be required to provide a detailed costing as part of their full proposal, including a justification of requested costs. It is important to highlight that we will not be assessing value for money at this stage, it is instead useful for us to be aware of the range of grants requested.

I am a University Lecturer with a permanent salaried position. I plan to spend half a day a week working on this research, will you fund a contribution to my salary?

No, percentages of salary costs (% fte) for lead investigators or co-investigators with existing permanent salaried positions at universities would be classed as directly allocated costs and we **do not** support these. The [Charity Research Support Fund](#) is designed to cover costs like this that are outside of a charity's remit and is administered as part of QR block grants.

I am a healthcare professional with no research time built into my contract; will you provide funding to buy out some of my clinical time so I can work on this research project?

Yes, if a clear case can be made for the need to buy out clinical time to work on this research project and the cost will be invoiced directly to the grant then we will support this as an allowable cost.

Do you consider the Apprenticeship Levy to be an eligible cost?

We do not consider the Apprenticeship Levy to be a directly incurred cost of the research and therefore it is an ineligible cost for applications submitted to this call.

Is it acceptable to include costs for impact-enabling activities (e.g. dissemination or engagement events)?

Yes, we would encourage applicants to cost for impact-enabling activities within their grants and these are considered eligible costs. Please consult the Macmillan Research Impact Framework for guidance on planning, delivering and monitoring impact.

In order to fully involve people affected by cancer in our study we would like to be able to reimburse them time and travel expenses. Is this an allowable cost?

Yes, for people affected by cancer who are sitting on an advisory board/steering group, specifically related to the funded research project, reasonable costs related to travel, subsistence and fees/honoraria for their time would be considered allowable costs. These costs would need to be clearly specified and fully justified should your application progress to

the full application phase. You can find guidance on costing for public and patient involvement [here](#).

When costing the grant, should inflated costs be used?

Please use inflated costs to guide the overall estimate of total funds requested in your outline application. Should the application progress to the full application phase, a full costing and justification will be required and the appropriateness of the percentage inflation used will be checked.