

The Macmillan Listening Study resulted in this Grant Competition which ran from 2006-2008 (no longer running)

NCRI Cancer Conference 2007 User-led Research Grant Competition

Full applications

Guidance notes for applicants

Introduction

Macmillan Cancer Support is running for the second year its competition to award research grants for projects addressing the impact of cancer on everyday life and involving people affected by cancer in their design and conduct. Up to £60,000 is available per project for two projects to start in 2008. Your outline application has been selected to be worked up into a full application and it is expected that the same or an expanded collaborative group will do this.

Research priority area

The proposed project must address an issue of practical relevance to the lives of people affected by cancer within the general priority area of **impact of cancer on everyday life**. This was the top priority area identified by people affected by cancer in the Macmillan Listening Study. The range of issues where further research is required are illustrated in appendix 1 which is taken from the systematic appraisal of the research evidence in this area which was conducted in follow up to the listening study itself. You should refer to the full reports (Listening Study and Systematic Appraisal) to inform your overall research questions and design. If you did not pick up copies at the NCRI Conference please contact Dr Jim Elliott, Macmillan's Head of Research (jelliott@macmillan.org.uk).

Assessment of applications

Applications will be sent for external peer review and assessed for funding by Macmillan's panel of patients and carers and Macmillan staff on the basis of:

- The potential for the project to produce results that will make a difference to the lives of people affected by cancer
- The nature and effectiveness of the involvement of people affected by cancer in the design and conduct of the research
- The quality and feasibility of the research design
- The expertise of the team as a whole

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Role of the NCRI Consumer Liaison Group (CLG) members and other patients and carers

Macmillan expects that in working up your full application you will inform and involve the patient or carer who signed the outline application. Their level of involvement will be negotiable and should not be seen as exclusive as far as user involvement in the project is concerned. Note that it is a condition of funding that there is **appropriate** and **effective** user involvement in research funded by Macmillan that ensures that the research is both **relevant** to and has an **impact** on the lives of people affected by cancer. As a guide to deciding whether and how to involve people affected by cancer at any stage the following questions may help when considered both from the viewpoint of the research team and the people who be involved themselves:

- Is there a task or role that can be undertaken by a service user?
- Do they have the necessary skills to do the task(s) / role(s) or could they be quickly and easily trained to do so? And
- Would their involvement make a difference to the way the research is approached or conducted?

If for any aspect of the proposed research the answer to all three questions is yes then it is probably appropriate to involve them.

Engagement and involvement of Macmillan Cancer Support in the research

Macmillan would like the research you do to have an impact on the lives of people affected by cancer. One way of facilitating that is to involve Macmillan service development staff in the steering arrangements for your project as they can provide a wide range of advice on potential service implications for the research and have extensive networks within clinical and social care services. We expect these links to be established during the process of working up the full application. Please include brief details of this in section 3.6 of the form, project plan and management. Please contact Dr Jim Elliott, Macmillan's Head of Research (jelliott@macmillan.org.uk) for advice on the appropriate Macmillan Development Manager to approach.

Completing the full application form

The application form is arranged in eight sections and has been designed to make the minimum necessary demands on applicants commensurate with principles of probity and governance for the level of funding applied for. The form itself should be completed by the person who will take overall responsibility for the conduct of the proposed research (the Lead Applicant). It is in the Lead Applicant's own interest to provide the information requested on the form in the manner prescribed and as fully and clearly as possible. The eight sections where information is requested are as follows:

- 1 Proposal applicants
- 2 Summary of proposed research
- 3 Details of proposed research
- 4 Summary of financial details
- 5 References
- 6 Curricula Vitae for all named applicants
- 7 Team expertise
- 8 Declarations and confirmation of costs

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Please ensure that the proposed project under the headings above is described in **plain English** throughout with any technical terms explained as simply and clearly as possible.

Guidance notes for completing each section are given below.

SECTION 1. PROPOSAL APPLICANTS

Project title: Please choose a short and informative title that avoids jargon and technical knowledge.

Proposed start date and date and duration in months: Note that given the level of funding Macmillan can make available it is expected that most projects will be relatively short-term and be completed within a year to eighteen months.

Applicant details: It is expected that applications will be developed by a collaborative group of professionals and people affected by cancer.

All communications with Macmillan Cancer Support will be through the Lead Applicant, who could be a professional or a person affected by cancer. However, please also include contact details for up to six additional applicants who could be professionals including researchers, clinicians or managers, or people affected by cancer.

Please indicate what role each named applicant will play in the proposed research and what discipline or expertise they bring to the work.

Applicants whose role and contribution are as people affected by cancer should indicate this under 'post held', either as '*user representative*', '*person affected by cancer*' or whatever other term they feel comfortable with. They should put '*N/A*' in 'Organisation' unless they are a member of a user representative group in which case enter which one(s).

To help Macmillan identify and select appropriate peer reviewers please suggest up to three people who we could approach, noting that there is no obligation to do this nor guarantee that we will use them.

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

SECTION 2. 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 sections fit within a **maximum of 1 page**.

The information in this section is needed for entry onto Macmillan's research database should the proposal be funded.

Applications where the 1 page limit in Section 2 is exceeded will not be accepted.

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SECTION 3. DETAILS OF PROPOSED RESEARCH

Please complete the whole of this section. Sub-sections may be lengthened or shortened to suit your needs, so long as this section fits within a **maximum of 5 pages**.

3.1 – Background: Explain the policy, service and theoretical background to the planned project and the relevance of the issues to Macmillan Cancer Support and the priority area.

3.2 - Aims: Provide aims and objectives that are realistic goals and well-matched to the proposed programme of work.

3.3 - Research plan and methods: Explain the approach proposed and study design. Explain the methods to be adopted, including an outline of the data that will be gathered and an indication of the likely approach towards data analysis.

3.4 - User involvement: Explain how people affected by cancer have and will be engaged in the proposed research and the difference their involvement will bring.

3.5 - Proposed level and nature of user involvement: Please complete the boxes in this section, with reference to the definitions given of the different levels of involvement and noting the need to ensure that each aspect of involvement should be appropriate and add value.

3.6 - Project plan and management: Explain how the activities will be planned and co-ordinated. Give preferred starting date and outline how the time will be allocated (with proposed objectives to be completed at each stage). In this section please give details of the Macmillan Development Manager and their role in the proposed project.

3.7- Methods of disseminating and implementing the findings: Please explain how you propose to undertake this phase of the work (be as specific as possible). How will you involve people affected by cancer?

3.8 - Ethical approval: Any research that will involve patients or NHS staff or information about them in an NHS setting will require approval from an NHS Ethics Committee. Please give details of approvals and permissions sought. This should include the authority applied to, whether in preparation, submitted or date of approval, reference number etc.

3.9. Declaration concerning other applications: If this or a similar proposal has been submitted to another organisation for funding please give details including who it was submitted to, when this was, what the outcome was and if it was unsuccessful what was the reason for this.

Appendices: Applicants should **NOT** attach any appendices or additional material.

Applications where the 5 page limit in Section 3 is exceeded will not be accepted.

SECTION 4. FINANCIAL DETAILS

This section should be completed along with the accompanying Excel financial spreadsheet (see guidance for its completion below). Please state the total amount applied for from the spreadsheet and then **justify** each itemized cost in the spreadsheet making sure you cover staff and non staff costs, equipment, travel and subsistence costs and any other costs (i.e. why do you need each item and the amount requested).

This section does not have a limit on length.

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Guidance notes for completing the Excel finance spreadsheet

Introduction

These guidance notes are to help you complete the accompanying Excel finance spreadsheet, which must be submitted along with the full application form.

In completing the finance spreadsheet please note that, as a charity, Macmillan Cancer Support does not pay university overheads or full economic costing. The grant can cover 'Directly Incurred Costs' as defined in the Transparent Approach to Costing (TRAC) method:

- labour costs for all those contributing to the project, including normal salary increments and increased costs arising from salary awards, broken down by individual.
- essential items of equipment plus maintenance and related costs that are not included as part of estates. These can be rented or purchase costs.
- travel and subsistence
- consumables specific to the project
- externally provided specialist services such as work sub-contracted out from the research group
- other costs specifically attributed to the project

General notes

The spreadsheet is divided into five sections:

1. Staff salaries
2. Travel and subsistence
3. Equipment
4. Consumables
5. Other costs including payments for users

Please enter figures in the un-shaded boxes only.

The shaded boxes contain formulae to calculate totals and they should not be altered.

The cells are formatted to show whole pounds only. Please do not alter this and preferably enter all figures as whole pounds.

Macmillan's financial year is January to December. Please enter costs for each year indicated accordingly, taking into account increment dates for salaries.

Notes for each section:

1. **Staff salaries** – Please enter the details of all staff who are to be paid from the research grant in the first table. Please enter the proportion (i.e. 0-1.0 not %) of time for each post in the penultimate column and the total will be calculated automatically (totalling salary, weighting, other allowances, superannuation & NI and multiplying that by the proportion WTE).

In the second table please enter the total cost for each member of staff for each year indicated, noting that the grand totals will be calculated automatically.

It is acceptable to include an allowance for inflationary pay rises. These should be included in the basic salary costs.

Staff cost can include those for people affected by cancer if agreement has been

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reached to pay them as members of the research team rather than just covering their expenses or making sessional payments, which should be included in 'other costs'. Please be aware of the tax implications of making payments to people affected by cancer to pay them for their input into the project. Any payments must be in accordance with the normal procedures of the host organisation that is administering the funds, a representative of which will be signing the declaration in Section 9 of the full application form.

2. **Travel and subsistence** – Please provide summary details of all travel and subsistence differentiating between those for staff paid on the project and those for people affected by cancer. Please insert additional rows in the table as necessary.
3. **Equipment** – Please include the cost of any equipment it is essential to purchase for the project and which cannot be made available from elsewhere. This must have been justified in Section 4 of the full application.
4. **Consumables** – This includes printing, stationery, the purchase of validated research tools, etc, as detailed and justified in Section 4 of the full application. Please group similar items together and insert additional rows in the table as necessary.
5. **Other costs including payments for users** – Please give details of any other costs that cannot be included in the tables above. This can include payments to people affected by cancer who are providing input into the project if it has not been included in the salaries table.

Submitting the Finance Spreadsheet

Please see the submission notes at the end of these guidelines and submit:

- One hard copy of the financier spreadsheet with the 'top copy' of the completed full application form
- ten further hard copies of the finance spreadsheet with the ten further copies of the application
- an electronic copy of the spreadsheet either by email or on CD-ROM

SECTION 5. REFERENCES

Please provide details of all literature cited in Section 3. Please use the following referencing method.

Authors' names and initials. Year. Title of article. *Full title of journal* Volume: first–last page numbers.

For example: Diederichsen F. 1995. Market reforms in healthcare and sustainability of the welfare state: lessons from Sweden. *Health Policy* 32: 141–53.

Give the names and initials of all the authors. If there are more than six authors, include the first six followed by '*et al*'. If the first author has more than one article published in the same year, label the year a,b,c etc.

This section does not have a limit on length.

SECTION 6. CURRICULA VITAE FOR ALL NAMED APPLICANTS

Please complete a **ONE**-page CV for **ALL NAMED APPLICANTS**. Where possible CVs should be tailored for relevance to the programme of work, and proposed role of the co-applicant.

Patient and carer applicants should note that the CV form is principally tailored for professionals so that parts of it may not apply, e.g. publications and grants. Under the first part on qualifications if you are bringing your experience as a person affected by cancer to the proposed project please state that but if you have other qualifications that are relevant please feel free to include them as well. Under the second part on positions held you can simply put '*user representative*', '*person affected by cancer*' or whatever other term you feel comfortable with as you have done in Section 1 giving your details. However, if you are a member of a patient or carer representative organisation or group and feel that is relevant to the proposed research please include it.

Each CV must not exceed one page

SECTION 7. TEAM EXPERTISE

The experience and track record of the team in the proposed topic area and how this proposal relates to prior expertise and experience must be clearly articulated.

This section must not exceed 1 page.

SECTION 8. DECLARATIONS AND CONFIRMATION OF COSTS

This section must be completed with "wet ink" signatures from the lead applicant, each of the co-applicants, the administering institution(s) and the head of the host department, where relevant, prior to submitting the application.

In order for your application to be funded you are required to gain approval from the relevant authority within the organisation that will administer the funding to ensure that the costs submitted are agreed by that host organisation as an accurate estimate of the cost of undertaking the proposed research. This approval must be given in the form of a "wet ink" signature. Failure to submit this agreement will result in your application not being able to be funded should it be selected after peer review and assessment.

Please note that Macmillan can only pay a grant to an organisation or institution, e.g. NHS Trust, University, company, charity. Therefore there must be a host organisation that will administer the funds if an award is made.

If NHS facilities, staff or patients are to be involved in the research and the Trust or PCT involved is not the administrative organisation then please submit a signed letter of support from the NHS organisation indicating approval for the research to take place as proposed.

Section 8 is in four parts:

- 8.1, Declaration signed by the Lead Applicant
- 8.2, Confirmation of costs – this must be signed by an authorised signatory of the host institution
- 8.3, Declarations by Co-applicants – all co-applicants must sign
- 8.4, Declaration by Head of Department (where relevant) – where the research is to be based in an academic or clinical (NHS) department the head of that department must sign to indicate that they approve the research taking part

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GENERAL POINTS FOR COMPLETING THE FORM

1. All text must appear within the space laid out in the form tables and should have a minimum font size of 11 points ('Arial' font preferred).
2. Please remove the guidance notes from the form prior to submission and ensure that the pagination is correct in the format 'page x of y'
3. **It is particularly important to check that you have not exceeded the length limits for Sections 2 and 3 and for the CVs.**
4. Please retain both a paper and an electronic copy of the form that you submit.
5. Please note we cannot accept faxed submissions, or hand written proposals.
6. The 'top copy' of the completed form with the 'wet ink' signatures and finance spreadsheet should be submitted together with 10 copies plus with an electronic copy on CD Rom or by email.
7. The 'top copy' should be single-sided and not bound or stapled. Please enclose it in a plastic file wallet or similar
8. Please ensure that your 10 copies are collated correctly, photocopied **double-sided**, and stapled (**please do not bind or add unnecessary cover sheets**).
9. Please ensure that the copy submitted on disk or CD is saved in Word version 95, 97, 2000 or XP, or Rich Text Format.
10. Please ensure (if necessary at this stage) that your proposed research complies with the Research Governance Framework, which can be found on the Department of Health website (www.dh.gov.uk)
11. As we will not accept late applications it is important that you make appropriate arrangements to ensure that the documents arrive in our office prior to the closing date and time. It is advisable to have the application documents delivered by a 'guaranteed delivery time' prior to the closing date and time.
12. Please clearly label the outside of the envelope in which you submit your proposal with the following: **Macmillan Cancer Support User-led Research Grant Competition**. This will enable us to identify proposals and keep them aside so that they may all be opened together after the closing date and time. .

SUBMITTING YOUR PROPOSAL

The deadline for submission is 12.00 on Monday 11th February 2008

Please submit 10 hard copies (double sided) of the completed form and spreadsheet and an electronic copy of the form and spreadsheet either by email or on CD-Rom to:

**Dr Jim Elliott
Head of Research
Macmillan Cancer Support
89 Albert Embankment
London
SE1 7UQ**

Please mark the envelope:

Macmillan Cancer Support User-led Research Grant Competition

Email for electronic copies: jelliott@macmillan.org.uk

FULL APPLICATION FORM

Before completing, please read the guidance notes carefully and remove them prior to submitting the completed form.

Please use minimum font size of 11 point ('Arial' font preferred).



SECTION 1. SUMMARY OF THE PROPOSAL/PROPOSAL APPLICANTS

Project title: (please use something short and informative that avoids technical terms):			
Proposed start date	Duration in months:	Total funding requested:	
Lead applicant details (to whom all correspondence will be addressed):			
Name	Title	First name	Last name
Post held			
Organisation			
Address			
Postcode			
Tel. No.			
Fax No.			
Email			
Disciplinary contribution or other relevant expertise (e.g. patient or carer, health economics, qualitative research methods, statistics, organisational sociology, library informatics, clinical practice etc.) and role in project:			
Number of additional applicants:			
Other applicant details:			
1. Name	Title	First name	Last name
Post held			
Organisation			
Disciplinary contribution or other relevant expertise and role in project:			
2. Name	Title	First name	Last name
Post held			
Organisation			
Disciplinary contribution or other relevant expertise and role in project:			

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3. Name	Title	First name	Last name
Post held			
Organisation			
Disciplinary contribution or other relevant expertise and role in project:			
4. Name	Title	First name	Last name
Post held			
Organisation			
Disciplinary contribution or other relevant expertise and role in project:			
5. Name	Title	First name	Last name
Post held			
Organisation			
Disciplinary contribution or other relevant expertise and role in project:			
6. Name	Title	First name	Last name
Post held			
Organisation			
Disciplinary contribution or other relevant expertise and role in project:			
Please suggest 3 people who may be approached to peer review the proposal:			
Name:		Email:	
Name:		Email:	
Name:		Email:	

(Please add additional pages if necessary)

SECTION 2. SUMMARY OF THE PROPOSED RESEARCH

Please use a minimum font size of 11 point ('Arial' font). You may change the balance of space used in each sub-section **but do not exceed 1 page of A4.**

2.1. Background

2.2. Aims

2.3. Plan of investigation

2.4. Potential impact

Please ensure that Section 2 has NOT exceeded 1 page of A4.

SECTION 3. DETAILS OF PROPOSED RESEARCH

Please use a minimum font size of 11 point ('Arial' font). You may change the balance of space used in each sub-section **but do not exceed 5 pages of A4 in total.**

3.1. Background
3.2. Aims
3.3. Research plan and methods

3.4. User involvement

3.5. Proposed level and nature of user involvement

Please tick all relevant boxes

	Consultation	Collaboration	User led / user controlled
Development of the grant application			
Design and management of the research			
Undertaking the research			
Analysis			
Dissemination of research findings			

Consultation
 Researchers consult members of the public about the research e.g. through individual contacts, one-off meetings.

Collaboration
 This includes active, on-going partnerships between researchers and members of the public e.g. involvement of members of the public on the project steering group, or as research partners on a project.

User led / user controlled
 Members of the public lead the research and are in control of the research. This is often, through a community or voluntary organisation led by service users.

3.6. Project plan and management

3.7. Methods of disseminating and implementing the findings

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3.8. Ethical approval

Please indicate whether ethical approval is necessary and give details of approvals and permissions sought. This should include the authority applied to, whether in preparation, submitted or date of approval, reference number etc.

3.9. Declaration concerning other applications

If this or a similar proposal has been submitted to any other funding organisation please give details including the body applied to, when it was submitted, the outcome and if it was unsuccessful please indicate why

Please ensure that Section 3 has NOT exceeded 5 pages of A4

SECTION 4. FINANCIAL DETAILS

Please give the **total amount** (max £60,000) applied for from the accompanying Excel financial spreadsheet and then itemize and **justify** each item, i.e. staff and non staff costs, equipment, travel and subsistence costs and any other costs (i.e. why you need each item and the amount requested).

This section does not have a length limit.

SECTION 5. REFERENCES

Please provide details of all literature cited in Section 3. This section does not have a length limit.

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SECTION 6. CURRICULA VITAE FOR ALL NAMED APPLICANTS (Maximum 1-page per applicant)

Name	Title	First name	Last name
Degree subject / professional or other relevant qualifications (which for patients and carers includes cancer experience)			
Present and previous positions held. For patients and carers list any representative responsibilities / positions / memberships			
Selected relevant publications (where appropriate)			
Selected relevant current and recent research grants (where appropriate)			

SECTION 7. TEAM EXPERTISE

Please state the track record of the team in the priority area and how this proposal relates to prior expertise and experience **(do not exceed 1 page A4)**

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SECTION 8. DECLARATIONS AND CONFIRMATION OF COSTS

In order to approve an award a signed declaration is required from each of the named co-applicants, the administering organisation(s) and, where relevant the head of the host academic or clinical department.

8.1 DECLARATION BY THE LEAD APPLICANT

“I declare that all the co-applicants named in this application have been properly consulted by me, the Lead Applicant, and that all are in general agreement to participate in the manner indicated.

I further declare that this proposal has been discussed internally with the relevant authorities within the proposed host institution(s), and that these authorities are supportive of the proposed work and have given agreement to my lead role in taking the project forwards”

Signature of Lead Applicant:

Date:.....

8.2. CONFIRMATION OF COSTS

In order for your application to be funded you are required to gain approval from the relevant authority within the organisation that will administer the funding to ensure that the costs submitted are agreed by the host organisation as an accurate estimate of the cost of undertaking the proposed research. This approval must be given in the form of a “wet ink” signature. Failure to submit this agreement will result in your application not being able to be funded should it be selected after peer review and assessment.

Host Institution:	
Institutional stamp:	
I agree that the costs submitted with respect to the above named application reflect the true cost of completing the research in the above application at the above named organisation.	
Signed: (Organisation representative)	
Date:	
Name:	
Position:	

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8.3. DECLARATIONS BY CO-APPLICANTS:

All Co-applicants must sign

Co-applicant 1:	
I agree to participate in this project in the manner indicated.	
Signed:	
Date:	
Name:	

Co-applicant 2:	
I agree to participate in this project in the manner indicated.	
Signed:	
Date:	
Name:	

Co-applicant 3:	
I agree to participate in this project in the manner indicated.	
Signed:	
Date:	
Name:	

Co-applicant 4:	
I agree to participate in this project in the manner indicated.	
Signed:	
Date:	
Name:	

Co-applicant 5:	
I agree to participate in this project in the manner indicated.	
Signed:	
Date:	
Name:	

Co-applicant 6:	
I agree to participate in this project in the manner indicated.	
Signed:	
Date:	
Name:	

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8.4. DECLARATION BY HEAD OF DEPARTMENT (where relevant):

I confirm my support for the proposed research agree that it can be based in this organisation	
Signed:	
Date:	
Name:	
Position:	
Organisation:	

The deadline for submission is 12.00 on Monday 11th February 2008

Please submit the signed 'top copy' of the completed form and the Excel finance spreadsheet (single-sided and un-bound) plus 10 hard copies (double-sided and stapled) along with an electronic copy of the form and spreadsheet either by email or on CD-Rom to:

Dr Jim Elliott
Head of Research
Macmillan Cancer Support
89 Albert Embankment
London
SE1 7UQ

Please mark the envelope:

Macmillan Cancer Support User-led Research Grant Competition

Email for electronic copies: jelliott@macmillan.org.uk