



NEUROBLASTOMA UK
FIGHTING CHILDHOOD CANCER

Neuroblastoma UK Grant Application Form 2024 Guidance Notes for Applicants

Please read these notes as you complete the form and supply the information in the format requested.

- 1. Applicants:** Please note that Applicant (1) will be considered the lead applicant (in the terms and conditions to be referred to as 'The Grantholder') who will be responsible for dealing with queries on the application and, if the grant is awarded, for submitting reports and acting as the contact point for Neuroblastoma UK. The lead applicant must be based in a UK or ROI laboratory. Extend the boxes if there are more than 3 applicants and provide a brief CV for each applicant in the format requested in APPENDIX I which can be found at the end of the application form.
- 2. Institution or authority administering the grant if approved:** Please supply the name and full postal address of the institution or organisation that will administer the grant if approved, to be known as the 'Host Institution'.
- 3. Institution or Laboratory where the work will be carried out:** Please supply the name and full postal address of the main laboratory where the work will be carried out.
- 4. Title of the project:** This should be no longer than 120 characters including spaces. If a longer title is supplied, Neuroblastoma UK reserves the right to amend it to meet these requirements.
- 5. Scientific abstract of research:** This should be no more than 250 words and should include a brief description of the experiments to be carried out and the methodology to be used. If a longer abstract is supplied, Neuroblastoma UK reserves the right to amend it to meet these requirements. The scientific abstract does not need to include the potential benefit of the work to neuroblastoma patients as this is asked for in paragraph 9.

- 6. Lay title of the project:** This should be no longer than 120 characters including spaces. If a longer title is supplied, Neuroblastoma UK reserves the right to amend it to meet these requirements.
- 7. Lay summary of the work proposed:** This should be no longer than 250 words and should include a description of the experiments to be carried out and the methodology to be used in words that can be understood by an intelligent lay-person. If a longer summary is supplied, Neuroblastoma UK reserves the right to amend it to meet these requirements. The lay summary is important as it may be used directly to publicise the work funded by Neuroblastoma UK to its supporters.
- 8. Potential benefit of the proposed research to neuroblastoma patients:** Please explain how the results may contribute to the treatment of neuroblastoma. The pathway to future clinical use should be clearly mapped out with a timescale, indicating where additional expertise will be necessary before patient benefit can be realised. Please state whether or not the project is likely to lead to patentable or commercially exploitable results.
- 9.** This grant round we are encouraging international co-applicants and collaborators who will bring expertise not available in the UK or Republic of Ireland. Please explain in detail this expertise.
- 10.** Neuroblastoma UK may wish to distribute the scientific and lay summaries to other neuroblastoma research charities in confidence to seek co-funding. Please indicate if you do **not** want us to this.
- 11. Summary of support requested:** the totals given should reflect the costing information provided in section 17.
- 12. Timing:** Please provide a realistic starting date. If an award is made, we expect the starting date to be within 6 months of the date provided on the application form.b) Please also give details of the contingency provisions available in your Laboratory to protect work if the grant has to be suspended due to a 'delaying circumstance' eg National lockdown.
- 13. Declaration made on behalf of the Institution/Authority:** The application should be submitted by/through (i) the Head of Department and (ii) the Officer who will be responsible for administering any grant that is awarded. Each should approve the declaration and provide an electronic signature if possible. Electronic signatures or printed names will be accepted on the application form. If an award is made we may request hard copies of these first few pages with signatures.
- 14. Administrative contact:** Please provide an email address for the person that should be contacted concerning the administration of this grant if different from that provided in 13.
- 15. Declaration by applicants:** All applicants should indicate their agreement with the proposal and conditions of any award by providing an electronic signature if possible.

16. Details of the proposed investigation: This section (pages 5 – 10) should be no longer than six pages in length (figures, tables and key references relevant to the application only should be included within these 6 pages). Please complete in single or double spaced typescript using a font of 10pt or greater for the main text. Use the following headings:

- **Title**
- **Purpose of the investigation** - include the hypothesis to be tested
- **Background to the proposal**
- **Detailed plan of investigation** - provide clear short and long-term objectives with approximate timelines in this section. Please also provide information on the methods to be used and the contributions to be made by collaborators.
- **Anticipated difficulties** – please note any potential difficulties that will prevent the completion of the project as stated and highlight how these difficulties might be overcome.
- **Justification for the support requested** – provide details of staff skills required and the facilities already available to support the proposed project. Lengthy justification for the number of experimental animals is not required here but given in paragraph 17.

17. Finance requested:

Please note that as a charity Neuroblastoma UK will only award direct costs and not the full economic costs for the work to be carried out. Neuroblastoma UK is a member of the Association of Medical Research Charities (AMRC). AMRC membership indicates that **our funding is eligible for the Charity Research Support Fund awarded by Research England** (formerly the Higher Education Funding Council for England) and devolved equivalents. The fund adds around 20p to every charity pound invested in universities in order to support charity investment in university research. Similarly, the **AcoRD (attributing the costs of research and development) agreement ensures that AMRC members only pay the direct research costs of clinical research in the NHS**. The Department of Health will meet all costs for local trial co-ordination and management, data collection, and regulatory fees.

- (a) **Salaries:** Only salaries of people directly working on the project should be claimed. If the person to be appointed is already known, please include details in APPENDIX II that can be found at the end of the application form.
- (b) **Laboratory Consumables:** Include standard laboratory chemicals, disposable plastics and minor equipment.
- (c) **Animal costs:** Please give the costs for purchase and husbandry separately and check that the numbers quoted correspond with the figures given in paragraph 17.
- (d) **Total consumable costs:** Sum 17b and 17c.
- (e) **Travel costs:** Please state the destination and purpose of the proposed journey(s). Please note that economy fares (2nd class rail travel, public buses rather than taxis) should be used for all transport. It is expected that research workers and applicants will attend the biennial Neuroblastoma UK Research Symposium when it coincides with the grant duration. Costs for one person to attend a conference overseas with modest hotel and meal expenses will be considered during the period of the grant.

18. Justification for the use of animals: Please provide a justification for use of the species and numbers of animals in this project and explain how you have considered the reduction, replacement or refinement of the use of these animals. It is essential that you provide a statistical validation for the numbers quoted.

19. Justification for the use of humans or human material: Please state whether your proposal makes use of patients, normal human subjects of human tissue and if you have approval from your Ethical Committee for this project. Attach any letter of approval to the application form.

20. Other financial support held by the applicant

- (a) List all grants you have received from Neuroblastoma UK in the past 5 years giving the project title, start and end dates and provide additional details in APPENDIX III which can be found at the end of the application form. Use a separate sheet for each grant
- (b) List all other means of support for your laboratory, giving funder, funds received, project titles, start and end dates.
- (c) Please indicate if this or a similar proposal has been submitted recently to another funding body and the outcome if known.

21. Collaborators: Provide the full name and postal address of any collaborators essential for the success of the project. Please attach a copy of a letter stating the collaborators' willingness to cooperate and a description of their contribution to the project.

22. Suggested Referees: Please provide the full names and postal addresses of 3 external referees that are qualified to review your proposal. Referees should be independent i.e. not a member of the same department as any of the applicants or close collaborators. Neuroblastoma UK will exclude any referees that have also submitted proposals for funding in this grant round and have the proposal reviewed anonymously by appropriate independent experts.

Appendix I – CV of applicants. Use a fresh page for each applicant.

Appendix II – Details of person to be employed (if known).

Appendix III – Outcomes for previous awards from the Neuroblastoma Society or Neuroblastoma UK. Please use a fresh page for each award