NEW FRONTIERS IN CANCER RESEARCH: THE ROLE OF DIET, NUTRITION, BODY COMPOSITION AND PHYSICAL ACTIVITY

GUIDELINES FOR APPLICANTS AND AWARD RECIPIENTS

2014/2015
OUR VISION

The World Cancer Research Fund network helps people make choices that reduce their chances of developing cancer.

OUR HERITAGE

We were the first cancer charity:

(1) To create awareness of the relationship between diet and cancer risk
(2) To focus funding on research into diet and cancer prevention
(3) To consolidate and interpret research to create a practical message on cancer prevention

OUR MISSION

Today the World Cancer Research Fund network continues:

Funding research on the relationship of nutrition, physical activity and weight management to cancer risk
Interpreting the accumulated scientific literature in the field
Educating people about choices they can make to reduce their chances of developing cancer

THE WORLD CANCER RESEARCH FUND NETWORK

The World Cancer Research Fund International leads and unifies a network of cancer prevention charities, with a global reach, dedicated to the prevention of cancer through diet, nutrition, body composition and physical activity. The charities in the network are: American Institute for Cancer Research (AICR); World Cancer Research Fund (WCRF UK); Wereld Kanker Onderzoek Fonds (WCRF NL); World Cancer Research Fund Hong Kong (WCRF HK).
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1. CHAIR’S INTRODUCTION

The World Cancer Research Fund International (WCRF International) Regular Grant Programme funds research on the effects of diet, nutrition (including body composition) and physical activity on cancer. This document is the Guidelines for Applicants and Award Recipients. It outlines the programme’s research themes and principles, and gives applicants an understanding of the submission and review process. It also documents the terms and conditions for grant holders. Information is also available from www.wcrf.org

This year sees some important changes to the Regular Grant Programme. The research priorities of previous cycles have been transformed into five research themes. The new themes overlap to an extent with the old research priorities, but they also branch out into areas of particular interest to the WCRF network. For example, the theme exploring host factors that might explain variation in cancer risk or progression is new and exciting: WCRF International appreciates this is a complex area of research, but also recognises its potential to generate important findings within the scope of diet, nutrition (including body composition) and physical activity.

Applications solely aiming to develop new methodologies will no longer be accepted to the grant programme, although we welcome the use of new methodologies to identify emerging links between diet, nutrition (including body composition), physical activity and cancer, or better characterise existing ones.

The guiding research principles, which set out the scope of the grant programme, have also been updated. The importance to the WCRF network of its funded research being truly novel, and to be clear about its potential impact, is reflected in the inclusion of these two aspects as explicit research principles. In addition, the principles for relevance to human cancer and appropriate study design have been made clearer and more stringent, to highlight areas of research that are no longer acceptable to the Regular Grant Programme, such as studies using isolated extracts or components, herbs or supplements, or chemically-induced animal models.

A further important change is a renewed emphasis on encouraging international collaborations and research from low- and middle-income countries. WCRF International hopes that this dual priority will stimulate an increase in applications from under-represented regions with strengthened capacity through international collaborations. To support this, WCRF International has widened the eligibility criteria of pilot research grants: they are now available to applicants from any country outside the Americas. Similarly, to increase the geographic spread of the applications, from this grant cycle no more than four submissions will be allowed from any one institution.

The Regular Grant Programme is just one of the scientific activities of WCRF International. Examples of other activities include the WCRF International Continuous Update Project (CUP) and the WCRF International Academy.

The CUP is a unique long-term project that systematically reviews the evidence and builds upon the body of data collected for the WCRF/AICR Second Expert Report. The aim is to update on a rolling basis the evidence for 15 cancer sites and cancer survivors reviewed in the original 2007 Report. The Expert Panel involved will then be in a position to review the WCRF International Recommendations for Cancer Prevention: a major report is planned for 2017. By following this process, the CUP ensures the Recommendations for Cancer Prevention are based on current evidence.

The WCRF International Academy provides information, activities and support for scientific and policy audiences. Together, the WCRF International scientific activities contribute towards the organisational mission. For more information on WCRF International activities see page 35 of this document, or visit www.wcrf.org

Thank you for your interest: we look forward to receiving your application.

Professor Will Steward

Professor Will Steward MB, ChB, PhD, FRCP (Lon, Gla), FRCP (Canada), Honorary Consultant in Medical Oncology, Head, Department of Cancer Studies and Molecular Medicine, University of Leicester, UK
2. WCRF INTERNATIONAL GRANT PANEL

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3. BACKGROUND AND CONTEXT

WCRF International is unique in its mission to eradicate preventable cancer through diet, nutrition (including body composition) and physical activity. This research grant programme is an important element of how we fulfil that mission. The scope, focus and content of the programme are informed by independent expert advice.

The 2007 WCRF/AICR Second Expert Report *Food, Nutrition, Physical Activity, and the Prevention of Cancer: a Global Perspective* identified research directions to build on current knowledge in the area of food, nutrition, physical activity, body fatness and cancer. Those research directions were devised to increase understanding of the cancer process, from initiation to metastasis. They are often interdisciplinary and address issues that could help translate research into action to prevent cancer. They provide the basis for the research principles and themes for the WCRF International Regular Grant Programme, outlined in section 4.

Building on the Second Expert Report the WCRF International Continuous Update Project (CUP) is an on-going programme to review the evidence on how diet, nutrition (including body composition) and physical activity affect cancer risk and survival. The scientific findings from the CUP add to those from the Second Expert Report, and in turn help shape the grant programme, the principles that underpin it, and the themes that it comprises. Other research of particular interest to the WCRF network has also fed into the updated research themes.

Visit the WCRF International website for more information on the Continuous Update Project reports and the Second Expert Report: [www.wcrf.org](http://www.wcrf.org)
4. WCRF NETWORK RESEARCH GRANT PROGRAMMES

The WCRF network operates two research grant programmes that provide similar funding opportunities in different regions of the world:

- WCRF International Research Grant Programme, based in London, UK
- AICR Research Grant Programme, based in Washington DC, USA

The WCRF International Research Grant Programme accepts applications from anywhere in the world except the Americas (North America, Central America including the Caribbean, and South America).

The American Institute of Cancer Research (AICR) manages and funds a separate Research Grant Programme, accepting applications from the Americas only (North America, Central America including the Caribbean, and South America). The details of this programme can be found online at www.aicr.org or by e-mail at research@aicr.org

4.1 WCRF International Research Grant Programme

WCRF International manages and administers the Research Grant Programme on behalf of the following WCRF network member charities:

- World Cancer Research Fund (WCRF UK), based in the United Kingdom
- Wereld Kanker Onderzoek Fonds (WCRF NL), based in the Netherlands
- World Cancer Research Fund Hong Kong (WCRF HK), based in Hong Kong

The WCRF network member charities fund the approved grants.

The WCRF International Research Grant Programme consists of two main funding streams:

- Regular Grant Programme
- Request For Application (RFA) Programme

The Request For Applications (RFA) Programme is more targeted than the Regular Grant Programme and concentrates on research topics that have been identified as areas of high priority for the WCRF network. For more information on the RFA Programme visit www.wcrf.org

On occasions WCRF International will consider applications for special grants, at its discretion, and subject to available funds.

This document, Guidelines for Applicants and Award Recipients ‘New Frontiers in Cancer Research: The role of diet, nutrition, body composition and physical activity’ - focuses on the Regular Grant Programme.

4.2 WCRF International research principles

The following research principles are criteria for successful applications. Applications need to adhere to all research principles to be considered for review.

Novelty

Applicants need to demonstrate they will carry out novel and original research. Applications that propose a novel research question from careful interpretation of existing data, and/or propose an innovative approach to an existing research question, will be prioritised: the aim is to test new or innovative ideas.

Please note that applicants must still consider the plausibility and feasibility of their proposed study, and justify it in terms of the overall body of scientific evidence, including the findings from the Continuous Update Project and the Second Expert Report.

Impact

To have impact, funded research must contribute to a better understanding of the role of diet, nutrition (including body composition) and physical activity in cancer. Ultimately it should make a difference to people’s lives. The outcome of the research must, in some way, contribute towards helping people reduce their risk of developing cancer, and/or improve the outcomes of cancer survivors.
Applicants need to demonstrate they have considered the potential impact of their research in relation to all or some of the following spheres, as appropriate:

- Direct effect and/or potential for translation into clinical practice
- Usefulness to other researchers in the field
- Outreach to the general public and/or patients
- Influence on public health, including, when relevant, in policy settings

Please refer to the sections 5.4, 7.3 and 7.4 for more information on impact.

**Relevant exposures**

Relevant exposures encompass both confirmed and possible cancer risk factors related to diet, nutrition (including body composition) and physical activity. The rationale for the chosen exposure needs to be sufficiently justified in the application.

Exposures must be well defined and could include:

- Diet, dietary patterns, other diet related behaviours and, provided that they are part of the usual diet, food, food components and dietary supplements.
- Markers of nutrition status, including physiological or metabolic markers; body composition, and measures of growth, development and maturation.
- Physical activity, physical fitness, time spent being sedentary, metabolic or other markers related to physical activity and physical activity related behaviours.

In this document the above exposures are referred to as ‘relevant exposures’.

Please note that proposals focusing on the role of isolated extracts that are not part of the usual diet will not be accepted.

Exposures must be relevant to usual human exposures. For mechanistic research exposures should be in the biochemical form that would normally be encountered by the cell in vivo and at a level that could reasonably be achieved in humans. Exposures in animal research need to be justified in terms of their relevance to exposure in humans. Extreme or unusual exposures, in dose or method of administration, will not be considered.

**Cancer-related outcomes**

Outcomes should be well defined. Relevant outcomes include specific cancer endpoints as well as accepted intermediate or surrogate markers of cancer risk, including mammographic density, colorectal adenomas, leukoplakia, inflammation or hormone levels.

Applications that aim to identify new intermediate or surrogate endpoints will also be considered. Applicants must justify in their proposal why a particular intermediate or surrogate marker of cancer was chosen.

In this document the definition of ‘cancer’ includes the whole cancer process, both before and after diagnosis, from initiation to progression, metastasis and cancer mortality.

Factors such as adiposity and behavioural change will not be considered appropriate outcomes, but they could be appropriate exposures. An exception is made for cancer survivors: for appropriate outcomes for cancer survivors’ research see the cancer survivors research theme in section 4.3.

**Relevance to human cancer**

Studies must be justified in terms of their direct relevance to human cancer.

Experimental designs outside in vivo human settings, such as the use of cell lines or animal models, will be considered for relevant studies that examine mechanistic pathways of the cancer process. The relevance to humans and to human cancer of the proposed cell or animal model will need to be clearly explained in the application.

For animal studies the choice of an animal model, including species and any genetic modification, should be justified in terms of their relevance to human cancer.

Please note that chemically induced tumour models in animals and in vivo studies outside mammalian systems will not be accepted.

Applications proposing the use of animals must provide a strong and clear justification for the work, including an explanation of why the research aims could not be met using an alternative study model. Applications need to demonstrate that the study follows an ethical framework for conducting research using animals humanely, such as the principles proposed by the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs), see www.nc3rs.org.uk

Studies involving humans or animals will need the appropriate ethical approval and the relevant licences and/or certification. WCRF International adheres to the guidelines from the Association of Medical Research Charities (AMRC) and subscribes to the AMRC policy on the use of animals in research. For more information visit: www.amrc.org.uk/our-work/animal-research
The research principles and themes specify the scope of the WCRF International Regular Grant Programme.
**Appropriate study design**

The study design must be appropriate and able to answer the research question. Sufficient detail on the proposed study design must be provided, and any statistical methods must be described in sufficient detail, with power calculations provided.

Studies that will be considered include, but are not limited to, (1) human epidemiologic, clinical, or metabolic studies; (2) studies that use human biological samples (e.g. blood, tissue, urine); (3) in vivo or in vitro studies.

An interdisciplinary approach to the research is encouraged. Experimental models need to be relevant to epidemiological and clinical observations, and epidemiological and clinical study designs need to take into account evidence from basic science.

Applicants must demonstrate they have secured the appropriate expertise across all relevant disciplines in their research team (i.e. through consulting, collaborating and/or staffing provision) both in the design of the study and to carry out the research.

When feasible, applicants should optimise resources through appropriate collaborations, for example, the addition of a nutrition or physical activity component to an existing or planned study. When multiple applications are made from a single study population a case-cohort design, wherever possible, is preferred to a nested case-control design.

Applicants need to provide preliminary data to support the hypothesis that will be tested and to demonstrate the feasibility of the study. When these data need to be obtained, applicants are encouraged to apply for a Pilot Grant (see section 5.2) to obtain such data first, before applying for an Investigator Initiated Grant.

Please note that applications that solely propose the validation of food frequency questionnaires and other research tools, or the development of new methodologies, including new statistical models, will not be accepted. This type of research could be acceptable as part of a larger proposal, provided its need is scientifically justified. Process evaluation studies will not be accepted.

Case-control study designs not nested in a cohort study will not normally be accepted, unless their need is explicitly and strongly justified.

**4.3 WCRF International research themes**

An application to WCRF International must fall into one or more of the research themes listed here. These themes have been derived from the research directions and knowledge gaps identified by the Second Expert Report and the Continuous Update Project reports (see section 3), as well as from emerging areas of research of particular interest to the WCRF network.

Please note that any application, in addition to falling into one or more of the following research themes must adhere to all the research principles, as described in section 4.2.

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1. **Address emerging exposure-outcome links relating diet, nutrition (including body composition) and physical activity to cancer**

This theme encourages the exploration of relevant exposures with under-researched cancers, or cancers not previously associated with those exposures; please note that a valid rationale will be expected.

For example, links flagged as limited suggestive or noted from narrative reviews in the Continuous Update Project reports and/or the Second Expert Report might merit more investigation. Examples are those between red and/or processed meat and oesophageal, lung, stomach and pancreatic cancer; physical activity and lung and breast cancer; sedentary habits and endometrial cancer; diet and body composition and thyroid cancer; food, alcohol and body composition and haematological cancers.

Please note that we welcome the use of validated new methodologies to identify emerging links between diet, nutrition (including body composition), physical activity and cancer.

Additional examples that illustrate the scope of this theme are:

- Studies that explore the relationship between cancer and other chronic diseases and conditions, such as diabetes, in the context of diet, nutrition (including body composition) and physical activity.
- Studies exploring the links between diet, nutrition (including body composition), physical activity and cancer in relation to the genetic and molecular profiles of tumours.
- Studies exploring the possible role of diet, nutrition (including body composition) and physical activity on the tumour microenvironment and the metastatic process.
- Studies that aim to explore novel epidemiological findings in a larger cohort.
- Studies that aim to translate mechanistic findings to a human setting.
2. Improve the characterisation of existing exposure-outcome links relating diet, nutrition (including body composition) and physical activity to cancer

This theme encourages studies that better characterise known links between relevant exposures and cancer. Please note that we welcome the use of validated new methodologies to help better characterise existing links between diet, nutrition (including body composition), physical activity and cancer.

The following examples are not exhaustive but illustrate the scope of this theme:

- Studies that estimate the effect of physical activity and sedentary behaviour independently of body composition, and clarify the volume (amount, frequency, intensity) and type of physical activity required to reduce cancer risk.

- Studies aiming to develop biomarkers of intermediaries between adiposity or physical activity, and cancer.

- Studies that better characterise types of processing in meat and carbohydrate-related exposures in relation to cancer.

- Studies that explore how changes in exposures, such as changes in body composition, dietary modifications or physical activity, relate to cancer outcome or to recognised surrogate or intermediate markers of cancer.

- Interactions between foods and nutrients in relation to cancer.

- Studies that explore epigenetic alterations in relation to cancer.

- Studies that help better characterise and interpret of measures of growth, development and maturation in relation to cancer.

- Studies aiming to develop a more integrated approach to overall patterns of diet and physical activity, such as studies that explore the impact of adhering to the WCRF International Recommendations for Cancer Prevention.

- The application of new techniques and methodologies to aid the characterisation of whole diets and patterns of diet and physical activity that might be associated with a protective profile. For example the use of metabolomics to identify metabolic profiles that might link certain dietary patterns with cancer.

- Studies that explore established exposure-outcome links in new populations – whether ethnically, geographically or culturally different. For example, studies exploring variability in susceptibility to alcohol or response to soy products among different populations, and any subsequent impact on cancer, are of interest.

- A better understanding of the impact of relevant exposures on the immune and endocrine systems in the context of cancer is needed. For example, studies exploring the impact of diet, nutrition (including body composition) and physical activity on inflammation or on persistence of viral infection within the context of cancer are of interest.
3. Identify and characterise host factors/susceptibility that might explain variation in cancer risk or progression in response to diet, nutrition (including body composition) or physical activity

The role of diet, nutrition (including body composition) and physical activity on an individual's risk of developing cancer is likely to be modulated by host factors. These include fixed factors such as age, ethnicity, genetic variation and gender differences, and potentially modifiable ones such as hormonal, metabolic and epigenetic influences.

Better characterisation of the variability in an individual’s response to relevant exposures, as well as a better understanding of what underpins that variability, would permit a more stratified approach to preventive or management strategies.

A better understanding of nutritional factors that might modify an individual’s response to other exposures, and if so, how, is also important.

The following examples are not exhaustive but illustrate the scope of this theme:

- Studies that help identify genetic and epigenetic variations that modify susceptibility to or clinical course of cancer, or might contribute to prognostic scoring, in relation to diet, nutrition (including body composition) and physical activity.
- Studies that address how exposures at critical periods during the life course, particularly in fetal life, early childhood or adolescence, affect susceptibility to, or the process of, cancer.
- Studies that explore how the impact of exposures on cancer might vary through the life course.
- Studies that investigate specific exposures that impact on growth, development and maturation (e.g. adrenarche, menarche), and that identify epigenetic or other biomarkers that predict or impact on later disease susceptibility.
- Increased height and greater birth weight are linked to higher risk of some cancers, yet they are also associated with lower rates of cardiometabolic diseases and other conditions; therefore there is a need to characterise optimal growth trajectories that take account both of cardiometabolic and cancer risks.
- Characterisation of dose response (including possible threshold or plateau effects) in relation to body composition, energy intake, expenditure and balance, sedentary habits and related exposures over the life course, and their interactions and related mechanisms.
- Studies that explore how diet, nutrition (including body composition) and physical activity interact with the human microbiome, and how this in turn might relate to cancer. Also, studies exploring how the microbiome response to diet or dietary change varies between people, in relation to cancer.

4. Identify and characterise progression and outcome in cancer survivors in relation to diet, nutrition (including body composition) and physical activity

The WCRF/AICR Second Expert Report and the Continuous Update Project have identified a relative lack of good quality evidence in the area of cancer survivors; therefore WCRF International particularly welcomes proposals in this area. Cancer survivors include anybody who has received a cancer diagnosis.

To accommodate the clinical complexities of research on cancer survivors WCRF International allows a wider range of outcomes for this research theme. For cancer survivors, relevant outcomes may include:

- Survival
- Tumour recurrence
- Quality of life
- Behavioural change
- Development of second primary cancers
- Metastasis
- Effectiveness or toxicity of treatment

Please note that the exposure must remain related to diet, nutrition (including body composition) and physical activity, as described in section 4.2.

The feasibility of proposed interventions is particularly relevant in cancer survivors research, so must be clearly justified in the application. Both intervention and observational studies are acceptable, but exposures, outcomes and possible confounders when appropriate need to be well characterised.
The following examples are not exhaustive but illustrate the scope of this theme:

- The extent to which cancer survivors are similar to, or different from, people without diagnosed cancer, in terms of the extent to which their cancer is sensitive to changes in diet, nutrition (including body composition) and physical activity.
- Exploration of genetic or epigenetic differences between cancer survivors (or their tumours) in relation to the impact of diet, nutrition (including body composition) and physical activity on outcomes, and identification of which cancer survivors are more likely to respond to interventions based on those exposures.
- The addition of a nutrition or physical activity component to an existing or planned study on cancer survivors.
- A better understanding of the nutritional, physical activity and anthropometric trajectories of cancer survivors from before diagnosis to after treatment in relation to cancer outcomes in routine clinical practice: studies should characterise the timing of events in relation to diagnosis, treatment and progression.
- The development of risk prediction for prognosis scoring in relation to diet, nutrition (including body composition) and physical activity.
- The impact on cancer outcomes of interventions aimed at changing physical activity or body composition in cancer survivors.
- Understanding the role of relevant exposures and related pathways in cancer metastasis.

5. Identify mechanisms that underpin links between diet, nutrition (including body composition), physical activity and cancer

This theme encourages research that explores mechanisms that help identify possible causal associations between relevant exposures and cancer development or progression.

Research in this area is especially likely to benefit from interdisciplinary work and the use of newer technologies, such as genomics, epigenomics and metabolomics, but such studies should be hypothesis-driven and based on preliminary data.

The following examples are not exhaustive but illustrate the scope of this theme:

- Studies that integrate clinical and epidemiological research with advances in molecular genotyping and phenotyping.
- Studies that aim to identify and characterise biological mechanisms behind genetic and/or epigenetic profiles associated with diet, nutrition (including body composition), physical activity and cancer.
- Studies that explore the mechanisms linked to specific “Hallmarks of cancer”; please note these types of application must propose an exposure relevant to diet, nutrition (including body composition) or physical activity, as described in section 4.2.
- Studies exploring disordered regulation of metabolism at the whole body, tissue or cellular level including cellular energetics and its control.
- Studies that explore the role of nutrition, including body composition and physical activity, on the interactions between tumour cells, the tumour environment and the host.
- Studies that aim to identify or better understand the mechanisms behind known exposure-outcome links, including experimental human studies and basic laboratory research.
- Studies exploring the roles and interactions of specific nutritional factors on cancer development or progression.
- Studies exploring the biological mechanisms that might explain observed associations between meat processing, and between carbohydrate-related exposures, and cancer.
- Studies exploring mechanisms behind the interaction of the microbiome with diet and with the host in relation to cancer outcomes.
- Evidence from small and short-term trials suggests that proposed biological mediators are favourably affected by weight loss or activity interventions but longer-term studies in cancer patients are needed to understand mechanisms and substantiate recommendations for cancer patients.
- Studies that explore the mechanisms underpinning established nutrition or physical activity related links between cancer and other chronic diseases and conditions, such as diabetes.
4.4 Grant application timeline and deadlines 2014/2015

14TH JULY 2014  
Call for outline applications.

10TH OCTOBER 2014  
Deadline for outline applications submission (online).

NOVEMBER 2014  
Grant Panel meeting 1  
• Review outline applications and select for full applications.

15TH DECEMBER 2014  
Call for full applications.

13TH FEBRUARY 2015  
Deadline for full applications submission (online).

MARCH/APRIL 2015  
Peer review process.

MAY 2015  
Full applications and peer reviews sent to Grant Panel for review.

JUNE/JULY 2015  
Grant Panel meeting 2  
• Review applications and prioritise grants on scientific merit.

LATE SEPTEMBER 2015  
Approval of grants for funding by the appropriate WCRF Board of Trustees.

1ST NOVEMBER 2015 - 1ST APRIL 2016  
New grants begin.
5. HOW TO APPLY

5.1 Eligibility

Grant applications are open to a Principal Investigator from a research institution from any country outside the Americas (North America, Central America including the Caribbean, and South America). The AICR Research Grant Programme (www.aicr.org) accepts applications from the Americas (see section 4).

WCRF International encourages international collaborations. Please note that although the Principal Investigator of an application cannot be from an institution based in the Americas, co-applicants and collaborators can be based in those countries, and a portion of the research work can be carried out at their institutions.

Applications from low- and middle-income countries are also encouraged, such as for high quality studies that explore relevant exposure-outcome links in under-researched regions, but applicants should ensure the relevant expertise has been secured, for example through appropriate international collaborations.

Institutions

The Regular Grant Programme accepts applications from universities, medical schools, NHS Trusts, research institutes and other academic centres. Research for commercial organisations is not eligible for a grant.

A maximum of four applications will be accepted from one institution; it is the responsibility of the Principal Investigator and the host institution to coordinate the number of applications submitted. Institutions are encouraged to contact WCRF International to discuss the prioritisation of their applications, if needed.

Please note that prior to starting a grant, the institution will need to accept the terms and conditions as covered in section 7. It is the responsibility of the applicant to make sure all appropriate departments are aware of the terms and conditions before an application is submitted.

Personnel

Principal Investigator (PI)

- The Principal Investigator must hold a senior established research position (not a PhD student) at the host institution.
- Only one application per Principal Investigator per grant cycle is permitted.
- Only one person can act as the Principal Investigator, though an applicant can be a Principal Investigator for one application and a co-applicant in one or more other applications (up to a maximum of four).
- If a Principal Investigator moves institution, or the application changes Principal Investigator, they must alert WCRF International as soon as possible, as per the procedure detailed in section 7.2. WCRF International will re-evaluate the application and may withdraw it from the review process at its discretion.
- The Principal Investigator’s salary cannot be covered by the grant, wholly or partly.

PhD Students

If a PhD student is to be included on a research grant project, the following criteria must be met:

- The host institution must be responsible for the progress and training of the PhD student and must ensure adequate supervision and assessment of the student’s progress and the research training to be provided.
- The PhD student should be a full-time student, spending 100% of their time on the project.

Refer to section 5.5 Grant budgets for suggested PhD stipends.

Maternity and long-term sick leave arrangements

Personnel employed on a WCRF International research grant are employees of the institution awarded the grant. Therefore, all employee benefits, including those pertaining to maternity and sick leave, will be the responsibility of the institution awarded the grant. If personnel essential to the project become unable to work due to maternity leave or long-term sickness, WCRF International will expect a replacement to be sought. For more information see section 7.2.

5.2 Types of grants

The Regular Grant Programme comprises two main grant types:

Investigator Initiated Grants

Investigator Initiated Grants (IIGs) are awarded to Principal Investigators for a maximum of £250,000 for up to four years, with a limit of £75,000 for any one year.

Pilot Grants

Pilot Grants (PGs) are intended as start-up funds for pilot research on innovative ideas relevant to WCRF International research themes. This will allow researchers to collect preliminary data and to develop their idea to a stage where an application for an IIG would be appropriate. These grants are for a maximum of £60,000 for up to two years.
5.3 Types of applications

This section contains information relating to the possible types of applications to the Regular Grant Programme.

New application

Most grant applications are for new projects. Researchers can only be the Principal Investigator for one application per grant cycle.

Revised application

Applications rejected at the outline application stage will only be accepted in subsequent years if they have been substantially improved and/or aligned with the research principles and themes of the WCRF International grant programme, as appropriate.

Applications rejected at the full application stage can be resubmitted at the outline application stage in the next grant cycle. This revised application should address all issues raised by the Grant Panel and peer reviewers as provided in the feedback to the applicant in the previous cycle.

Revised applications compete equally with all applications at the outline application stage.

Grant renewal application

Research grants may be renewed once, provided the research builds on the previous grant. Renewal proposals can be submitted directly at the full application stage, but the Principal Investigator of a current grant should contact WCRF International to register intent to apply for a renewal grant before the outline application stage deadline. Details on how to apply will be provided. Please note that applications examining a completely different research question to that in the original grant will not be considered for renewal.

WCRF International recommends renewal applications are submitted after two thirds of the funding period (for example after the second year of a three year grant). Renewal applications compete equally with all applications at the full application stage in that cycle. Applicants will need to submit an up-to-date progress report alongside their proposal, as well as any published papers, manuscripts and conference abstracts.

Applications previously unsuccessful at Board meeting

Applications are ranked according to scores awarded by the Grant Panel, and grants are awarded according to their ranking, the priorities of the WCRF network, and the finances available at the end of each fiscal year (September). Some applications judged to be of sufficient scientific merit for funding by the Grant Panel might not be funded at the Board meeting due to limited finances (see section 5.6). If applicants would like to reapply in the next cycle, they will be exempt from completing an outline application and are eligible to submit a full application in the next cycle by the February deadline.

Applicants must inform WCRF International that they hope to resubmit their application before the outline application stage deadline. Please note that a Principal Investigator can either resubmit an application previously unsuccessful at Board meeting OR submit a new application at the outline application stage, but not both. Applications previously unsuccessful at Board meeting compete equally with all applications at the full application stage.

5.4 Research impact

The WCRF International Regular Grant Programme aims to fund research that has demonstrable impact. Grant applications will be assessed on how clearly they convey the potential impact of the proposed research. WCRF International understands that the actual impact of the research can be hard to ascertain before the completion of the study, but applicants are asked to consider the potential and realistic impact of their research and to document this in the form of impact objectives in their grant applications.

As part of these impact objectives, applicants also need to include a clear and appropriate dissemination plan for their research and its findings, including maximising opportunities to engage, as appropriate, with other researchers, clinicians, policy makers and/or the general public.

Once the grant has started, grant holders will be asked to track progress on their grant monitoring against the stated impact objectives, as well as against any new impact objectives that may emerge during the course of the research. The aim of this process is to help us document the realistic impact of our research programme. Please refer to the research principles in section 4.2, as well as sections 7.3 and 7.4 of the terms and conditions for more information on impact and how to monitor it.

Examples of areas where the impact of research could be shown are listed below:

- Citations of published papers
- Presentation of findings at conferences
- Collaborations derived from the study
- Further funding leveraged or new funding opportunities (government matched funding, follow up grant, etc.)
- Public engagement activities (public talks or presentations, newsletter articles, blog post, etc.)
- Professional development of the members of the research team (PhD thesis achieved through the funded study, Post-Doctoral Fellow able to apply for new grant as a Principal Investigator, etc.)
- Awards and recognitions to the Principal Investigator and the research team
- Research materials (development of a new technology assay, development of a new model or process to improve the NC3, etc.)
- Development of products or interventions (diagnostic tests, interventions and/or clinical trials originated from the original grant study, etc.); intellectual property (patents or copyrights)
• Influence on public health and, when relevant, on policy (input into national or international guidelines, participation in policy committee, etc.)
• Impact on the economy (new company spin-offs, job creation, etc.)

Demonstrable impact in low- and middle-income countries is particularly valuable.

5.5 Grant budgets

IIGs are awarded for a maximum of £250,000 for up to four years, with a limit of £75,000 for any one year. PGs are awarded for a maximum of £60,000 for up to two years. Budgets must be realistic estimates of the funds required for the proposed research.

Budgets should cover the costs of such items as salaries for personnel (excluding the Principal Investigator), research equipment, supplies and travel to conferences/meetings. Budgets must be submitted in pounds sterling (GBP) only.

Full application budgets must contain a detailed breakdown of each item per year and a full justification of all elements of the budget. At the outline application stage a brief description of each budget section will be sufficient. For more information on budgets see section 6.

Accurate financial tracking and management of the grant is the responsibility of the Principal Investigator together with the institution’s finance department. For more information on the terms and conditions see section 7.

Personnel

Principal Investigator

The salary of the Principal Investigator cannot be included in the grant budget, wholly or partly. The grant may cover the salary or stipend of personnel (other than the Principal Investigator) involved in the project, including the stipend or salary of PhD students.

If necessary, calculate and include the percentage of any time claimed by any co-applicants and collaborators, if their respective institutions do not cover that time.

Please note that those compensated in whole or in part with funds from a grant shall not be considered as employees of the WCRF network charities.

PhD student stipend

WCRF International appreciates that PhD studentships, or the remuneration paid to PhD students, vary between countries. In order to recruit high quality students, WCRF International recommends that the stipend award be at the top end of the scale for PhD studentships.

WCRF International will also contribute up to £2,000 a year towards PhD fees charged by the host institution.

Equipment

Please note that only equipment essential for the study will be considered. Items costing more than £700 must be itemised.

Travel to conferences

WCRF International encourages grant holders and other grant personnel to attend conferences and relevant scientific forums to present the grant’s outputs, and will provide funds towards the cost of travel, registration and accommodation. To qualify, the attendee must present work funded by the WCRF International Regular Grant Programme, in the form of a poster or oral presentation.

The maximum allowance for travel is £3,000 for IIGs and £1,500 for PGs, over the duration of the grant term.

Other pertinent travel costs not related to conferences should be included under the miscellaneous section of the budget.

Miscellaneous

Other relevant and justifiable additional costs pertaining to the study design, such as the travel expenses of study participants, travel to any meetings that might be required to co-ordinate multicentre studies, maintenance contracts, or the cost of obtaining certification or licenses to carry out research involving humans or animals, can be added under the miscellaneous section. Funds to cover the cost of publishing under open access can be included in this budget section (see section 7.2, Publication under Open Access).

Please note that all costs added to this budget section will need to be itemised and clearly justified in the application.

Institutional overheads

Budgets should not contain overheads or any institutional expenditure; only the direct cost of research should be included.

5.6 Review process

WCRF International operates a two-stage process for reviewing grant applications. Applications that are not clearly relevant to the goals of the WCRF International Regular Grant Programme, as outlined in this document, will not be sent for review.

The timeline for the current grant cycle can be found in section 4.4 of this document.

STAGE 1: Outline applications

Outline applications are accepted between mid July and early October each year. The deadline for submission of outline applications for the 2014/2015 cycle is 10th October 2014, 5pm UK time. Applications that do not meet the research principles and themes or those from Principal Investigators who are not eligible to apply, will not be sent for review.

The WCRF International Grant Panel review the outline applications. During the first Grant Panel meeting in November the Panel evaluate the scientific merit of the applications, their feasibility and their particular relevance to the research principles and themes of WCRF International. They then advise on which applicants should be invited to submit a full application. Principal Investigators are notified of the decision in December and are provided with any feedback from the Panel.
STAGE 2: Full applications

The Principal Investigator for each recommended outline application is invited to submit a full application. The deadline for submission of invited full applications for the 2014/2015 cycle is the 13th of February 2015.

Each full application is assigned two or more external peer reviewers, who provide a written review. Suggested peer reviewers for each application are obtained from the Grant Panel, from the applicants and from suggested peer reviewers who are unable to review the application.

The Grant Panel members review the applications prior to the Panel meeting, using the external peer reviews to assist them in judging the scientific merit of the proposals. Full applications are then discussed at the second Grant Panel meeting in June. Based on its strengths and weaknesses, each application is recommended as fundable or not. Further clarification on specific points from the applicant may be requested before a final decision is made.

Considerations when reviewing applications include the following:

- Quality of the hypothesis and the supporting evidence
- Appropriateness of study design
- Feasibility in relation to timeline and budget
- Access to the required expertise
- Innovation/originality (see section 4.2)
- Potential impact (see section 4.2)
- Particular relevance to WCRF International’s research themes and principles

In rating applications, reviewers (external peer reviewers or Panel members) are asked to:

1. provide thoughtful and objective considerations of the application in light of the review criteria;
2. judge the merit of each proposal independently of other proposals;
3. vote according to their own judgment.

At the meeting, after discussion, Panel members give each application a numerical score between 1 and 5 according to scientific merit. The scores are averaged and the applications ranked by score, to prioritise them as a basis for funding decisions.

On occasions applicants will be asked to provide additional information on their proposal after the Grant Panel meeting, or to address the external reviews. Please note that this is not an indication that the application will be put forward for funding.

The Grant Panel reserves the right to suggest revised grants, both in time and in funds, to the applicants, if considered appropriate.

Rejection indicates insufficient merit to warrant funding. The written peer reviews and a summary of the Panel discussion are provided in unattributed form to the applicants at the end of the process.

Final approval for funding grants is decided by the relevant WCRF national Board of Trustees at the end of September. Please note that although approval by the Grant Panel indicates that the application is of sufficient scientific merit to be considered for funding, it is not a guarantee of funding, as the relevant WCRF Board of Trustees makes the final decision.

Notification of the outcome of applications for the 2014/2015 cycle will be announced by early October 2015. Notification of awards will include details of the grant amount and the WCRF network charity that is funding the grant. Funding must begin between 1st November 2015 and 1st April 2016 (see section 7.1).

The WCRF International Regular Grant Programme has been audited by the Association of Medical Research Charities (AMRC) and has been awarded a certificate to show that it follows best practice when peer reviewing grant applications.

Conflicts of interest

Grant Panel members and external peer reviewers do not review an application that has been submitted by themselves (as Principal Investigator or co-applicant), by a member of their institution, or by an applicant with whom they have any involvement in the project. If a Grant Panel member has a conflict of interest for a particular application, the other Grant Panel members review it and the conflicted Panel member is excluded from all discussion on the proposed project.

Contract terms and conditions

The WCRF International terms and conditions (as described in section 7) will need to be accepted by the Principal Investigator of the approved grants, as well as by representatives of the host institution including Finance, Human Resources and Public Relations/Communications departments. Grant applicants are asked to alert their legal department to the WCRF International terms and conditions as early as possible to avoid delays at the start of the project.

Collaboration with other funding bodies

WCRF International may occasionally enter into collaboration with other grant funding bodies to jointly fund applications that meet the objectives of both organisations, with the consent of the applicant.

Collaborative grants are designed to:

- Fund high-quality research that meets the objectives of both WCRF International and the collaborating charity/trust.
- Increase the impact of WCRF International’s research resources.
- Result in publicity for both WCRF International and the collaborating charity/trust.

All collaborative grants will be reviewed using the standard WCRF International grant application process (detailed in this document), which includes both Grant Panel review and external peer review. In addition, it is expected that the collaborating organisation may also want to review the grants using their own internal grant process. Rejection by the collaborating organisation will not affect eligibility for funding by WCRF, and vice versa.
6. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORMS

All applicants must apply online, using the online application forms. There are different online forms for the outline and the full application stages: please ensure you are using the correct one. The link to the online form, as well as the template attachments, will be made available at www.wcrf.org/apply for the outline application stage, and via email for the full application stage.

Applicants will need to register first and then can leave and re-enter the online form at any point. Applicants need to fill in the online form, upload the completed attachments provided and submit the application. The online form will send applicants an automatic email to acknowledge the submission.

6.1 Outline application online form: Stage 1

The outline application online form has four sections.

1. Main project details

Principal Investigator details: include the name, institution, full address, email, telephone (including country and area code) and main scientific discipline for the Principal Investigator. Please note that the email address will be used for all communication, including acknowledgement of receipt of the application.

Project details: include the grant type (see section 5.2), type of application (see section 5.3), project title, total funds required, length of study (in months), a single main WCRF International research theme covered by the proposed study (see section 4.3), cancer type, and whether the application proposes to use animals. The total funds required must be given in pounds sterling. Do not enter any punctuation marks or currency symbols in the field, only numbers.
For UK based applicants: UK based applicants whose proposal addresses breast cancer research are asked if they would be willing to be considered for joint funding by the WCRF network and Breast Cancer Campaign, if a grant is awarded for their application. See section 5.6 (Collaboration with other funding bodies) for more information.

Where did you see our grant programme advertised? Please give specific details of how you know about the grant programme.

2. Contact details for co-applicants

Co-applicant(s) details: Enter the name and contact details for up to four co-applicants. The application must include at least one co-applicant. Additional professional details of the Principal Investigator and the main co-applicant can be added to the main grant proposal (attachment 1).

3. Scientific abstract and keywords

Scientific abstract: (max. 500 words) the scientific abstract needs to be included in the main grant proposal (attachment 1), see section 4 below and copied to this section of the online form. Distribute the information into the sections ‘Background’, ‘Hypothesis and Objectives’, ‘Setting and Methods’, and ‘Impact’.

Keywords: please give up to 10 keywords that describe the project.

4. Attachments

Two attachments need to be uploaded at the outline application stage.

Attachment 1. Main grant proposal

Present your main grant proposal clearly and logically, to help the review process. Please note that revised applications (see section 5.3) from a previous cycle need to highlight clearly any changes to the resubmitted application. These applications need to address all issues raised by the peer reviewers and/or the Grant Panel as provided in the previous application’s feedback.

1a) Research themes: select all WCRF International research themes covered by the proposed study. You can include overlapping themes in addition to the main theme that you selected in the online form. For more information on the research themes please refer to section 4.3.

1b) Scientific abstract: (max. 500 words) the scientific abstract needs to provide sufficient detail to convey clearly the rationale, main aims, research approach and implications of the study. Please note the scientific abstract is an important document in the review process: it will be assessed by the Grant Panel and hence needs to capture all important information. Structure the abstract under the headings ‘Background’, ‘Hypothesis and Objectives’, ‘Setting and Methods’, and ‘Impact’.

The background should explain the rationale for the hypothesis and reference relevant previous findings and preliminary data, from the authors and/or other investigators. The hypothesis needs to be clear and specific and the objectives should state the purpose of the proposed study. The setting and methods need to provide information on the study design, the model/population and the sample size. The impact section needs to highlight how the application addresses the impact research principle (see section 5.4). Please note that applications invited to the full application stage will need to expand on the impact of the research.

1c) Hypothesis, objectives and milestones: (max. 200 words) state the hypothesis, expand on the objectives and specify the milestones of the proposed research, in the sequence in which they are to be studied, including all primary and any secondary outcomes.

1d) Study design: (max. 500 words) the study design needs to be presented in sufficient detail for the reviewers to understand precisely what is proposed. Use a table and/or a schematic representation if this helps (these are not included in the word count). The study design must adhere to the research principles (section 4.2).

The experimental model and/or the study population must be sufficiently described and justified. Please note that applicants proposing research on animals who are invited to resubmit at the full application stage will be asked to demonstrate that the study follows an ethical framework for conducting research using animals, such as the principles proposed by the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs), see www.nc3rs.org.uk

Applications must include detailed and explicit power calculations for a specific effect and a clear justification of the proposed sample size. Please note that sufficient statistical power is a condition for progressing the application to the next stage of review.
We encourage researchers to use, when possible, official nomenclature when referring to genes and gene products. Visit the HUGO Gene Nomenclature Committee website at www.genenames.org for details.

1e) References: a selected list of relevant references should be listed using either the Harvard or Vancouver style. Include all references from sections 1b – 1d.

1f) Budget details: an overall indicative amount divided into components including personnel, equipment, supplies, travel to conferences, miscellaneous and total will suffice at this initial stage of the application. See section 5.5 for more information on the budget specifications, and ensure that you abide by the restrictions (i.e. maximum total budget, maximum amount to travel to conferences allowed, permitted salaries, PhD stipend and fees, etc.). The budget must be added in pounds sterling.

1g) Other funding: please indicate any current funding support (pending and approved) that is relevant to the proposed study.

1h) Principal Investigator biographical information: provide a CV, including current position, and list five recent relevant publications for the Principal Investigator.

1i) Co-applicant biographical information: provide a CV for the main co-applicant, including current position, and list five recent relevant publications for the main co-applicant.

Attachment 2. Administrative forms and signatures
All sections of this form need to be completed, including all appropriate signatures.

2a) Declaration: the Head of Department (or an authorised organisational officer, i.e. a person with authority to sign documents on behalf of the head of department), the Finance Officer and the Principal Investigator need to sign a declaration stating that the information contained in the grant application is correct, and that they will comply with the WCRF International Guidelines for Applicants and Award Recipients if the Principal Investigator is invited to submit a full application.

2b) Terms and conditions: the Principal Investigator needs to sign this section to indicate that s/he has read the terms and conditions (section 7) and has distributed to relevant colleagues. Please note that, if a grant is awarded, several representatives of the host institution will need to agree to these terms and conditions prior to the start of a grant.

6.2 Full application form: Stage 2

After the first Grant Panel meeting, the Principal Investigators of all outline applications recommended for further consideration will be invited to submit a full application. On notification of progression to the full application stage, applicants will be sent instructions on how to submit their full application, as well as the relevant attachment templates and the link to the full application online form.

The following information will be needed:

1. Main project details

Principal Investigator details: include the name, institution, full address, email, telephone (including country and area code) and main scientific discipline for the Principal Investigator. Please note that the email address will be used for all communication, including acknowledgement of receipt of your application.

Project details: include the grant type (see section 5.2), type of application (see section 5.3), project title, total funds required, length of study (in months) and a single main WCRF International research theme covered by the proposed study (see section 4.3), cancer type, and whether the application proposes to use animals. The total funds required must be given in pounds sterling. Do not enter any punctuation marks or currency symbols in the field, only numbers.

2. Contact details for co-applicants, collaborators and potential peer reviewers

Co-applicant(s) and Consultant(s)/Collaborator(s) details: Supply the name, contact details and main scientific discipline for up to 6 co-applicants. Each application must have at least 1 co-applicant. If relevant, applicants should supply the names, contact details and main scientific disciplines for up to two consultant/collaborators (people engaged on this project from within or outside the applicant’s institution who are not deemed to be co-applicants). Additional biographical information needs to be provided in attachment 3. Letters of support from all co-applicants and collaborators must be provided as part of attachment 5.
**Peer reviewers:** Applicants must provide at least 2, and preferably 3, potential peer reviewers for their application. These peer reviewers must not in any way be connected with your study or institution. Applicants may also identify individuals whom they would prefer WCRF International does not approach to peer review the application.

### 3. Scientific Abstract, Plain Language Summary and Keywords

**Scientific abstract:** (max. 500 words) the scientific abstract needs to provide sufficient detail to convey clearly the rationale, main aims, research approach and implications of the study. Please note the scientific abstract is an important document in the review process: it will be assessed by the Grant Panel and hence needs to capture all important information. Structure the abstract under the headings ‘Background’, ‘Hypothesis and Objectives’, ‘Setting and Methods’, and ‘Impact’.

The background should explain the rationale for the hypothesis and reference relevant previous findings and preliminary data, from the authors and/or other investigators. The hypothesis needs to be clear and specific and the objectives should state the purpose of the proposed study. The setting and methods need to provide information on the study design, the model/population and the sample size. The impact section needs to highlight how the application addresses the impact research principle (see section 5.4). The full application abstract needs to reflect any changes from the outline application stage.

**Plain language summary:** (max. 500 words) the plain language summary should be written at the level of newspaper and magazine articles, so it can be easily understood by the general public. Avoid complex scientific terms. Similar to the scientific abstract, the plain language summary should clearly state the reason for the study, any unique elements of the work and should concisely state all important implications of the study.

Distribute the information into the sections ‘Background’, ‘Aims and Objectives’, ‘How It Will Be Done’, and ‘Potential Impact’.

**Keywords:** up to 10 keywords that describe the project will also need to be supplied.

### 4. Attachments

Templates for attachments 1 to 4 will be supplied. Attachment 5, and when relevant, attachment 6, can be uploaded as a Word or PDF file.

The following information is required:

**Attachment 1. Main Grant Proposal**

Please note that any resubmitted applications from the previous cycle (see section 5.3) need to address all issues raised by the Grant Panel and/or peer reviewers, as provided in the previous application’s feedback. All changes need to be acknowledged and highlighted in the application. Renewal applications (see section 5.3) need to indicate clearly how the renewal proposal builds on the original grant.

**1a) Research theme:** select all WCRF International research theme covered by the proposed study (see section 4.3). You can include overlapping themes in addition to the main theme that you selected in the online form. Please note that the research themes can change if the focus of the application has shifted from the outline application stage.

**1b) Background and significance:** (max. 1,000 words) this section should review the background literature and existing knowledge that has led to the hypothesis to be investigated. State the relevance of the proposed research to the understanding of the impact of diet, nutrition, (including body composition) and physical activity on cancer. References should be listed in Section 1h. References, tables and figures are not included in the total word count.

**1c) Hypothesis and objectives:** (max. 500 words) describe the hypothesis, or hypotheses, to be tested. Ensure the hypothesis is clear, specific, explicit and focused. List the objectives and link them to the hypothesis.

**1d) Objectives and milestones:** (max. 1,000 words) expand on the study objectives, including all primary and any secondary outcomes, and link them to the milestones of the proposed research, in chronological sequence. Use a table and/or schematic representation if this helps.

**1e) Study design:** (max. 2,000 words) the study design needs to be discussed in sufficient detail for the reviewers to understand precisely what is proposed. Use a table and/or a schematic representation if this helps (these are not included in the word count). The study design must adhere to the research principles (section 4.2).

Make sure that any animal or other experimental model and/or the study population are sufficiently described and justified. Applications involving animals need to demonstrate that the study follows an ethical framework for conducting research using animals humanely, such as the principles proposed by the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs, see www.nc3rs.org.uk). These applications will need to address additional questions on how the 3Rs principles, or the principles of a similar framework, have been implemented. A separate form will be provided for those applications; this form can be uploaded with attachment 5.
Applications must include detailed and explicit power calculations for a specific effect, and a clear justification of the proposed sample size. Applications exploring interactions need to ensure the sample size provides sufficient power to study interactive effects.

1f) Impact objectives: list and briefly describe any impact objectives from the research study and its findings. Include a dissemination plan. See sections 4.2, 5.4, 7.3 and 7.4 for more information.

1g) Questions/feedback from the outline application stage: use this section to address all concerns or queries from the Grant Panel included in the feedback from the outline application and/or highlight here how you have addressed them throughout this full application. These questions or requests would have been sent to you with the full application invitation. Take into consideration how any changes might affect the application, including the budget or personnel needs.

1h) References: relevant references from sections 1b – 1g should be listed here using either the Harvard or Vancouver style.

1i) Facilities: (max. 500 words) briefly describe availability of relevant laboratory space, major equipment and other facilities.

1j) Project personnel details: list all personnel involved in the project, including the position (e.g. laboratory technician, Postdoctoral Fellow), a brief overview of their roles and responsibilities, an estimation of the amount of time they will spend on the project and whether the positions are currently filled. Detailed biographical information on the Principal Investigator and the co-applicant(s) and any consultants/collaborators can be provided in attachment 3 (Biographical Information).

1k) PhD studentships: confirm that the Principal Investigator’s institute has the necessary training and procedures for supervision and assessment of PhD students.

2a) Budget sheet: add the budget within the Excel spreadsheet saved in the table. Make sure you check the budget carefully before submitting it. Do not save this attachment as a PDF file.

Personnel: when possible, personnel should be named with their title, otherwise indicate ‘to be named’. For each person to be supported by the research grant (including PhD students stipends), show grade, percentage time to be spent on the project, salary and the employer’s combined contribution to Superannuation and National Insurance (where applicable). Annual salary increments (including cost of living increases) or other equivalent annual increases should be included in future years but not any other anticipated pay increases.

PhD student fees: up to £2,000 in any one year can be added towards PhD fees.

Equipment: equipment costing more than £700 must be itemised and fully justified.

Supplies: itemised expendables, assays, reagents, questionnaires, glassware, etc.

Travel for conferences: the maximum allowance for travel is £3,000 for IIG and £1,500 for PG, over the duration of the grant term, for the purpose of attending conferences where findings relating to the grant project are being disseminated.

Miscellaneous: this section should list relevant and justifiable additional costs pertaining to the study design, such as, for example, the expenses/travel of study participants, attendance to meetings, maintenance contracts, or the cost of obtaining certification or licences to carry out research involving human beings or animals.

Funds to cover the cost of publication under open access can be included in this section up to a maximum of £5,000. Please refer to section 7.4 (‘Publication under Open Access’) for more details.

Please note that budgets should not include overheads or any institutional expenditure. See section 5.5 for more information.

2b) Justification of cost: use this section to make your justification of the costs. All budget items should be fully justified, including an explanation of the role of the individuals budgeted for the project. Structure your response using the main headings in the budget sheet (e.g. personnel, equipment, supplies, travel to conferences, miscellaneous).
2c) Other funding & research support: select the options for research support that apply to your proposed study. Indicate all funding support (pending and approved) relevant to this project. This funding could be directly or indirectly relevant to the proposed project. Indicate any overlap between this WCRF International application and other pending or approved projects.

In addition to current funding, if your study is a continuation study (e.g. cohort study) previous sources of funding of the study from the past five years, together with ‘core’ funding must be listed here.

Attachment 3. Biographical Information

Details of the relevant research interests and CVs for the Principal Investigator, all co-applicants and any consultants/collaborators should be provided. Copy and paste the subheadings for the appropriate number of co-applicants and consultants/collaborators involved in the proposed study.

Specific research interests relevant to the application: (max. 200 words) briefly summarise the specific research interests relating to the application for the Principal Investigator and all co-applicants and consultants/collaborators involved in the proposed study.

Curriculum Vitae (CV): include a clearly formatted current CV for the Principal Investigator and all the co-applicants and consultants/collaborators. Ensure that it includes full name, current position, relevant education, relevant employment and professional experience, and a list of up to 10 recent publications that are relevant to the research proposal.

Please note you will need to provide letters of support/collaboration from all co-applicants and consultants/collaborators, as part of attachment 5.

Attachment 4. Supporting Documents 1: Administrative Forms and Signatures

All sections in this attachment must be completed and signed. An institutional stamp is also required. If the Principal Investigator is temporarily unable to secure a signature prior to submitting the application, he or she must still upload the attachment to the online form, inform WCRF International and resend this document by email as soon as the pending signature is obtained.

4a) Declaration: the Head of Department, the Finance Officer and the Principal Investigator need to sign a declaration stating that the information contained in the grant application is correct, and that they will comply with the WCRF International Guidelines for Applicants and Award Recipients if a grant is awarded as a result of this application.

Please note that, if a grant is awarded, several representatives of the host institution will need to agree to the terms and conditions that are included in these Guidelines for Applicants and Award Recipients prior to the start of a grant. It is the responsibility of the Principal Investigator to ensure that all relevant colleagues have received a copy of the guidelines.

4b) Certification for use of human participants: certification for protection of human participants must be completed for all applications. Certification status can fall under one of three categories: approved, pending or not applicable. Appropriate ethical committee approval is required for research that involves human subjects, and appropriate evidence of actual or pending approval must be forwarded with the application. Evidence of ethical committee approval must be provided for each collaborating centre that may be involved in the research proposal (or approval from a multi-centre research ethics committee). Ethical committee approval must be supplied before the release of funds. If approval is not obtained, funds will be withheld. Please consider any potential costs associated with gaining certification and include these in your budget.

Where research involves human participants, their organs, tissue or data, the basic principles of Research Governance including ethics, science, information, health and safety must be implemented to a high standard. Where the institution does not have a policy on Research Governance, projects must conform to the UK Department of Health Research Governance framework.

The Principal Investigator will need to provide a sample copy of the relevant certificate/s, as part of attachment 5 (Supporting Documents 2: Letters of Support and Collaboration).

4c) Research involving animals: studies involving animals will need the relevant approval and licences and/or certification. The proper care and humane treatment of laboratory animals involved in activities supported by grants from the WCRF network is the responsibility of the institution that receives the funds awarded. No grant for an activity involving laboratory animals will be made unless the application for such support has been reviewed and approved by an appropriate institutional committee in accordance with current policy for the relevant country.

The Principal Investigator will need to provide a sample copy of the relevant certificate/s as part of attachment 5 (Supporting Documents 2: Letters of Support and Collaboration).
Please note that applications involving animals need to demonstrate that the study follows an ethical framework for conducting research using animals humanely, such as the principles proposed by the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs), see [www.nc3rs.org.uk](http://www.nc3rs.org.uk).

WCRF International adheres to the guidelines from the Association of Medical Research Charities (AMRC) and subscribes to the AMRC policy on the use of animals in research. For more information visit: [www.amrc.org.uk/our-work/animal-research](http://www.amrc.org.uk/our-work/animal-research)

4d) **Standard release form:** the standard release form should be completed in its entirety. This form allows the WCRF network to describe the project and identify the organisation and investigators in health information and publicity materials. Applications without a completed standard release form will not be reviewed. For further information, please refer to section 7.4 ‘Dissemination’.

**Attachment 5. Supporting Documents 2: Letters of Support and Collaboration**

Letters from all co-applicants and consultants/collaborators confirming their willingness to collaborate should be provided. Additional documents, such as certificates and, for applications involving animals, information on how the NC3Rs framework has been addressed, need to be included in this attachment. All documents should be uploaded as one combined PDF file or Word document. No template is provided for this attachment.

**Attachment 6. Renewal Applications Only**

Renewal applicants need to supply a copy of their original grant, an up to date grant progress report, as well as copies of all publications from the original project. All documents should be uploaded as one combined PDF file or Word document. No template is provided for this attachment.

**Queries**

If you have any queries about these procedures, please contact the WCRF International Science and Research Department by e-mailing [research@wcrf.org](mailto:research@wcrf.org).
7. PROCEDURES FOR FUNDED GRANTS: TERMS & CONDITIONS

7.1 Getting started

Notice
Successful applicants are notified in writing by the WCRF International Science and Research Department by early October 2015 after grants are approved for funding at the end of September. The award letter includes the dates of the budget period, the amount of funds authorised during the period indicated and the WCRF network charity that is funding the grant.

Contract Terms and Definitions
The grant is awarded to the Principal Investigator and payments are made to the institution where the Principal Investigator is based at the time of the grant award. Following notification of the grant award, WCRF International will send the Principal Investigator a Payment Details form and a Terms and Conditions form. The Payment Details form must be signed by the Principal Investigator and returned to WCRF International at least one month before the grant’s proposed start date. By completing and signing the Payment Details form, the Principal Investigator agrees to accept the grant terms and conditions laid out in this document.

The Terms and Conditions form must be signed by the Principal Investigator, Head of Department and Finance Officer, as well as representatives from the Press Department and Human Resources. The signed Terms and Conditions form also needs to be returned at least one month before the grant’s start date. In order to avoid delays at the start of the grant please make sure the relevant host institution representatives are made aware of the terms and conditions as soon as possible.

Grant start date
The research grant must start between 1st November 2015 and 1st April 2016. In exceptional circumstances, the grant holder may contact WCRF International in writing requesting a delayed start date. WCRF International will notify the Principal Investigator of its decision in writing.

Payments
Grant holders will be informed which WCRF network charity has awarded the grant. All grant payments are made solely to the Principal Investigator’s institution. Payments will be made in arrears on a monthly basis by electronic transfer to the host institution’s bank account.

All grant application budgets are made in pounds sterling (£). Grants are awarded in the currency of the network charity awarding the grant. The amount to be paid is determined on the day of Board approval.

- Grants awarded by WCRF UK will be paid in pounds sterling (£). Please note: if the host institution uses a currency other than pounds sterling (£), then the monthly payment will be subject to any fluctuations in the exchange rate when the payment is converted to that currency. These fluctuations will be at the grant holders’ expense or gain.

- Grants awarded by WCRF NL will be paid in euros (€). Grants awarded outside the euro zone will be subject to currency fluctuations in the exchange rate when the payment is converted to that currency. These fluctuations will be at the grant holders’ expense or gain.

Any queries regarding payments can be sent to finance@wcrf.org, copying research@wcrf.org

Certification/Licences
Grants involving research on humans or animals will not be awarded unless evidence of relevant ethical committee approval and/or certification/licences is provided.

Photograph
A high-resolution (print quality) digital photograph of the Principal Investigator, and optionally one of all members of the research group, must be submitted by 1st November 2015.

7.2 Changes to the grant

Budget
To allow the Principal Investigator to meet the agreed objectives of the grant, WCRF International allows the transfer of funds within and between budget categories (personnel, equipment, supplies, travel for conferences and miscellaneous) provided the amount transferred is no more than 10% of the budget for that year. An exception to this is for funds to cover publication under open access: these funds must be used for their originally intended use and cannot be transferred to another budget section – they need to be refunded to WCRF International if unspent.

For budget transfers greater than 10% of the yearly budget or intended to achieve different objectives from those originally agreed, the Principal Investigator must contact WCRF International in advance to seek approval for the proposed change to the budget and, when relevant, to the objectives.

All transfers must be within the approved budget amounts. Requests for budget changes should be emailed to WCRF International in the form of an attachment letter explaining, in sufficient detail, the need for the budget change and a breakdown of the proposed changes.

Please note that items or services not permitted in the original grant application budget (e.g. the Principal Investigator’s salary) cannot be included or considered for any budget transfer.
Changes of institution
If the Principal Investigator changes institution the grant may be transferred to the new institution with prior written approval from WCRF International. The Principal Investigator of the grant is responsible for submitting, with sufficient notice, a letter to WCRF International requesting the transfer of the grant to the new institution. The letter must include the following information:

• A statement guaranteeing that the new institution has the necessary technical and personnel resources to continue with the funded project.
• A statement guaranteeing the new institution officially accepts the WCRF International grant, and that relevant representatives have agreed to the grant’s terms and conditions.
• The Principal Investigator’s full address and contact details (including new job title if changed) at the new institution.
• The new institution’s bank details, for the grant payments.
• Signatures and contact details of the Principal Investigator, the head of department/section and a senior financial representative at the new institution.

In addition, WCRF International must also receive a final financial accounting report of all expenditure from the original institution. Payments will only be initiated to the new institution upon receipt of final financial accounting of all expenditure from the original institution.

WCRF International will notify the Principal Investigator in writing of whether the grant transfer has been approved.

The above requirements also apply to grants that are transferred before the grant start date. Changes to a grant application must also be notified to WCRF International in advance (see section 5.1).

Changes to personnel
The Principal Investigator is responsible for ensuring that the project for which the grant is awarded is carried out. If personnel essential to continuing the project leave (or go on maternity leave or long-term sickness, see below), the Principal Investigator is responsible for the recruitment of a replacement to conclude the project. The Principal Investigator must inform WCRF International in writing of any personnel changes.

If the personnel change is likely to delay the grant project substantially, WCRF International will consider suspending the grant payments, and all funds would be frozen from this time until a replacement person is found. The grant would then be extended and would resume using the remaining funds.

Maternity and sick leave arrangements
Personnel employed on a WCRF International research grant are employees of the institution awarded the grant. Therefore, all employee benefits, including those pertaining to maternity and sick leave, will be the responsibility of the institution awarded the grant.

If personnel essential to the project become unable to work due to maternity leave or long-term sickness, WCRF International will expect a replacement to be sought. In the event that a personnel member on maternity or long-term sick leave decides not to return, the Principal Investigator is responsible for the recruitment of a replacement member of personnel to conclude the project. As specified above in the section ‘Changes to personnel’, the Principal Investigator must inform WCRF International in writing.
If the delay is substantial, WCRF International will consider suspending the grant payments, and all funds would be frozen from this time until a replacement person is found. The grant would then be extended and would resume using the remaining funds.

WCRF International requires the host institution to identify any risks that could affect the health of a new and expectant mother, and to take the necessary action as a result of the risk assessment.

Changes to Principal Investigator
Grants may be transferred from one Principal Investigator to another with prior approval from WCRF International. When a transfer from one Principal Investigator to another is required, the original Principal Investigator must submit a letter including the following information:

• A statement explaining the reason for the requested change.
• A statement showing evidence that the proposed new Principal Investigator is eligible and qualified to undertake the project.
• A statement of support for the new Principal Investigator from the institution.
• A statement guaranteeing the new Principal Investigator accepts the grant, and that he or she has agreed to the grant’s terms and conditions.
• Signatures from the original and new Principal Investigator, and from the head of the institution or department.
• Biographical information for the proposed new Principal Investigator, including CV information (as an attachment to the letter – refer to ‘Attachment 3. Biographical information’ of the online application form).

If applicable, any co-applicants of the original Principal Investigator must also write to WCRF International, stating their support for the new Principal Investigator.

WCRF International will then notify the Principal Investigator in writing of its decision whether or not to transfer the grant.

The above requirements also apply to grants that are transferred before the grant start date. Changes to a grant application must also be notified to WCRF International in advance (see section 5.1).

Unfunded extension
The grant period may be extended for up to one year after prior written approval from WCRF International. No additional funds will be provided. Requests for extensions should be submitted no less than three months prior to the expiration of the grant period. The request should be emailed to WCRF International in the form of an attachment letter explaining, in sufficient detail, the reason for the delay, the need for an extension, and a breakdown of the work that will be carried out during the extension. Any grant budget underspend also needs to be documented in the letter.

WCRF International will notify the Principal Investigator in writing of its decision whether or not to allow the extension. Depending on the length of the extension, an interim progress report and an interim financial statement might be requested from the Principal Investigator, detailing the work carried out up to the extension date.

Cancellation
A grant may be cancelled by either party upon three months written notice. In the event of cancellation by WCRF International, the institution granted the award would be reimbursed for all costs incurred and all non-cancelled commitments that formed part of the original approved grant that was approved. The recovery costs due to either party are calculated up to and including the last day of the three-month period of notice. In the event of cancellation by the institution granted the award, any unexpended funds that have been advanced should be refunded.

7.3 Monitoring of grants

Budget
Accurate financial tracking and management of the grant is the responsibility of the Principal Investigator together with the host institution’s finance department.

Annual progress reports
At the end of each grant year (from the anniversary of the grant’s start date) the Principal Investigator must submit a progress report (electronically by email). WCRF International will send the grant holder a progress report form beforehand to complete and return. The completed form should summarise any progress made on the scientific objectives and milestones as outlined in the grant application, as well as a summary of the grant key scientific findings so far.

Other relevant information, such as publications, manuscripts in preparation, conference abstracts, grant publicity, progress on the impact objectives, etc. also needs to be documented. Grants funded by WCRF NL or WCRF HK can report outputs and impact through the grant progress reports. WCRF UK funded grants will also need to use the online software system ResearchFish to report on the outputs and impact of their funded research.

ResearchFish
WCRF International will contact each new WCRF UK-funded grant holder to issue log in details and provide support on how to use ResearchFish. Grant holders can access and input into ResearchFish at any time throughout the year but WCRF International will require that all relevant grant information is submitted into ResearchFish at least once a year, by 1st May of each year.
Financial report
In addition to the grant progress report, a yearly financial report is also required. The financial report needs to be signed by the Principal Investigator and countersigned by a representative from the finance department. It should include details for the following categories: Personnel, PhD students, Equipment, Supplies, Travel to conferences/meetings, and Miscellaneous. All budget transfers made under section 7.2 should also be reported in the annual financial report. Any queries regarding financial reports can be sent to finance@wcrf.org, copying research@wcrf.org

The progress reports will be reviewed by WCRF International and may be sent to WCRF International Grant Panel members for review. At the discretion of WCRF International, funds for the second, third or fourth years of the grant may be withheld based on any issues highlighted in the progress reports or if progress reports and budget sheets are not submitted. Should WCRF International decide to withhold the grant for the second, third or fourth years, WCRF International shall pay the institution for any expenses incurred and non-cancelled commitments entered into by the institution for the relevant year in question, including such expenses incurred and non-cancelled commitments up to the date of notification of the grant being withheld.

Liaison visits
In the second, third or fourth year of the grant period, WCRF International may arrange a liaison visit with the Principal Investigator to discuss the progress of the research project in more detail. The Principal Investigator will be asked to give a presentation on the progress of the grant, followed by a more detailed evaluation of any issues that the grant holder or WCRF International science personnel would like to raise as part of the monitoring of the grant.

WCRF International science staff may be accompanied on the liaison visits by staff from other departments within the WCRF network, such as colleagues from the fundraising, health information or communication departments. On occasions, journalists and/or potential fundraising donors might be invited to be part of the meeting. This is an excellent opportunity for WCRF network non-science staff and for donors to learn more about the work of our grant holders, so the cooperation of the Principal Investigator in organising the meeting is appreciated.

With the permission of the Principal Investigator and the institution, WCRF International staff may take photographs or video footage to document the liaison visit, as well as carry out interviews with the Principal Investigator and other relevant research staff members. Any photos, video footage and interview copy or quotes collected during a liaison visit may be used in all WCRF network external materials: permission is assumed.
Final report

Within three months of the completion of the grant period, WCRF International requires a final comprehensive report to show the project’s accomplishments. The PI will be sent the relevant forms to complete. The final report must include:

- A final year progress report form – including a scientific summary, a plain language summary and a grant report. The scientific report can be up to 3000 words (plus a reference section) including how the outcomes and achievements relate to the initial proposal and a list of publications, invited talks and any publicity resulting from the project.
- A final financial statement – signed by the PI and a representative from the finance department.
- Electronic copies of all publications, manuscripts in review and accepted conference abstracts.

Failure to submit a final report may result in automatic disqualification from submitting a grant to WCRF International for three years.

Occasionally grant holders may be asked to present their findings to WCRF local offices at the end of the grant period.

Unexpended funds

A refund of any unexpended balance should be submitted with the final financial statement, within three months of termination of a grant. Unexpended funds from an existing grant may only be carried forward to an extended grant term with prior permission of WCRF International (see section 7.2).

All unexpended funds must be repaid to WCRF International within three months of the termination of a grant. WCRF International is not responsible for over expenditure of grant funds, for commitments against a grant not paid within 60 days after termination, or for expenditure incurred before the starting date of a grant.

Any queries regarding payments can be sent to finance@wcrf.org, copying research@wcrf.org

7.4 Dissemination

Acknowledgments

Grant holders must acknowledge the correct WCRF network charity in all grant outputs, as well as all PR (public relations) and communications activities. Acknowledgement by the grant holder of research supported (wholly or in part) by the WCRF network is essential to allow the WCRF network charities to fundraise, publicise their work and show the scope of the research funded.

WCRF International manages and administers the Regular Grant Programme on behalf of the WCRF network charities in the UK, the Netherlands, and Hong Kong. The WCRF network charities fund the approved grants.

When acknowledging funding from the WCRF network, please include the full name of the WCRF network charity funding the grant, as well as WCRF International, which is the organisation managing the grant. When appropriate, such as on scientific journal articles, also include the grant number.

The relevant WCRF network charities are:
- World Cancer Research Fund (WCRF UK)
- Wereld Kanker Onderzoek Fonds (WCRF NL)
- World Cancer Research Fund Hong Kong (WCRF HK)

The grant award letter will have details of which WCRF charity funded the grant, or contact WCRF International if in doubt.

Please use the wording below (or as close a version as possible) when acknowledging a grant from the WCRF network:

‘Funding [for grant number] was obtained from World Cancer Research Fund (WCRF UK), as part of the WCRF International grant programme.’

‘Funding [for grant number] was obtained from Wereld Kanker Onderzoek Fonds (WCRF NL), as part of the WCRF International grant programme.’

‘Funding [for grant number] was obtained from World Cancer Research Fund Hong Kong (WCRF HK), as part of the WCRF International grant programme.’

If a grant was co-funded by more than one of the WCRF network charities, both charities must be acknowledged, such as ‘Funding for grant [number] was obtained from World Cancer Research Fund (WCRF UK) and Wereld Kanker Onderzoek Fonds (WCRF NL), as part of the WCRF International grant programme.’

We request that all grant recipients acknowledge their grant from the WCRF network in the following:

- Publications resulting from research supported wholly or in part by the WCRF network.
- Posters and/or presentations at conferences resulting from research supported wholly or in part by the WCRF network.
• The grant holder’s institutional annual report and accounts.
• The grant holder’s research group website(s).
• Publicity materials, including press releases or advertisements for jobs as a result of their grant funding.
• Invited talks to research institutions, hospitals or public lectures.
• Other relevant output related to the research supported wholly or in part by the WCRF network.

Electronic copies of all relevant above materials must be sent to WCRF International. When required, please use the relevant logos for the WCRF network members (see ‘Use of WCRF logos’ under section 7.5 Intellectual property and patents).

Publication
The Principal Investigator should send copies of all published papers, submitted manuscripts and conference abstracts to WCRF International, throughout the duration of the grant and for five years after the grant has ended. The Principal Investigator must notify WCRF International as soon as a submitted manuscript under review is accepted for publication by a journal. This will enable the appropriate WCRF network press office and the WCRF International Science and Research Department, in consultation with the lead author, to design appropriate plans for media and communications work on publication. The Principal Investigator must inform WCRF International of the proposed publication date as soon as it is known. The Principal Investigator also needs to send WCRF International a copy of the final print version PDF file of the grant paper once the journal has made it available to them.

Publications resulting from research supported wholly or in part by the WCRF network must contain an acknowledgement of the relevant WCRF network charities as well as of WCRF International. See Acknowledgements section above.

Please note: WCRF International strongly encourages grant holders to follow the ARRIVE (Animal Research: Reporting In Vivo Experiments) guidelines by the National Centre for the Replacement, Refinement and Reduction of Animals in Research (see NC3Rs at www.nc3rs.org.uk) if publishing findings from grants involving animal research.

Publication under Open Access
WCRF International encourages publication under open access, although this is not a condition of funding. Nevertheless, WCRF International encourages authors of research papers to maximise the opportunities to make their results available under open access and, where possible, to ensure that copyright is retained by their institution.

To accommodate the cost of open access publication for grant papers published while the grant is active, WCRF International allows grant applicants to include up to £5,000 in the grant budget to cover the cost of publishing under open access. Please note that these funds need to be explicitly documented in the budget, must be used solely towards paying for publication under open access of papers derived from the grant and will need to be refunded if not used for that purpose. These open access funds cannot be used to pay for other publication charges, such as page or colour charges.
WCRF International encourages grant holders to use these funds towards paying for author processing charges at open access journals, rather than to pay open access fees at hybrid journals, but defers the decision of where to publish to the grant holder.

Principal Investigators of grants with a large number of grant papers may also be allowed to use funds from any budget underspend to pay open access publication costs incurred beyond the aforementioned £5,000, though these must be requested in advance and agreed by WCRF International.

The Principal Investigators of completed grants with papers accepted for publication after the grant’s end date are encouraged to contact WCRF International to discuss the options available to them for open access dissemination of those grant publications.

Conferences/scientific meetings
Principal Investigators and their collaborators are strongly encouraged to present their funded research at appropriate conferences and relevant scientific meetings. Costs for such activities should be included as part of the budget available for travel and conferences, up to a maximum of £3,000 for Investigator Initiated Grants and £1,500 for Pilot Grants, over the duration of the grant term. These funds are specifically to cover the expense of travelling to conferences and invited talks where findings relating to the grant will be presented in the form of a poster or oral presentation. Funds cannot be used for travel to other conferences.

Grant holders are required to give WCRF International advance notice of their attendance at such a conference (two months if possible) and to acknowledge the relevant WCRF network charity as well as WCRF International as part of the poster/oral presentation (see Acknowledgements section above). Please use the relevant WCRF network logos in any conference poster or presentation resulting from research supported wholly or in part by the WCRF network. Grant holders will be expected to send WCRF International copies of accepted conference abstracts and posters.

Publicity and communications
Publicity is vital to charities raising funds from members of the public and communicating our messages. We therefore request that grant holders work with WCRF International and the relevant WCRF network funding charity to coordinate and maximise publicity and communication opportunities arising from the grant. We request that all our grant holders support us in this vital part of our work.

Announcing the grant
A standard release form is included in the full application form, and it is required that the Principal Investigator sign and submit it as part of the full application. This form allows the WCRF network to describe the project and identify the organisation and investigators in health information, fundraising and publicity materials.

Grant holders are asked to inform WCRF International before announcing the newly awarded grant through any external communication channel (e.g. institution newsletter, press release, social media).

Grant awards are announced on our websites and via social media after grants have been approved. In addition, if appropriate, press releases will be written by the WCRF network and cleared through the Principal Investigator and/or the institution’s press office for general distribution. The researcher will need to be available for any interviews by the media.

A link to the WCRF International website should be added to relevant department or project pages of the grant holder’s institution website. Please inform WCRF International as soon as the link has been added. WCRF International URL: www.wcrf.org
Publicising the grant progress and its findings

During the funding period, grant holders, publications and other activities relating to the study, such as a liaison visit, might be publicised. It is likely that from time to time, grant holders funded by the WCRF network will be called upon to help with press calls or act as a spokesperson regarding the topic of their grant. It is part of the grant acceptance that the grant holder agrees to help whenever reasonably possible, though it is not expected that this will be an onerous task. Any press calls directed to the grant holder will have been screened through our press office and discussed beforehand with the grant holder.

It is also important that we explain the findings of our grants. Copies of papers due for publication must be forwarded to the Science and Research Department at WCRF International when publication is confirmed. The appropriate WCRF network press team will liaise with the Principal Investigator and the journal about the suitability of this work for a press release, embargoed until publication date. This press release will be written by the WCRF network press office in conjunction with the Science and Research Department, and cleared through the Principal Investigator and the institution’s press office as appropriate. Where the content of a press release cannot be agreed, neither the Principal Investigator nor the WCRF network should issue a release.

Grant holders may also be interviewed for an article to be featured in one of our network charities’ newsletters, websites and blogs, or on occasion asked to input into other WCRF network activities relevant to their research work. In addition, grant holders might be asked to give a presentation on their WCRF network funded research for events organised by WCRF International or other WCRF network offices.

7.5 Intellectual property and patents

By awarding a grant, WCRF International and its national members recognise that intellectual property (e.g. log books, slides) may belong to the host institution in accordance with its policies. Progress reports and scientific reports generated by the WCRF network funded project may be photocopied for any national member if required.

Use of WCRF logos

All grant holders must use the WCRF International and appropriate WCRF national charity’s logo in any presentations regarding work that has been funded by the WCRF network. All new grant holders will be sent electronic copies of the WCRF International and appropriate WCRF national charity’s logo for use in presentations (oral/poster). If logos are updated, grant holders will be sent new versions, which must be used. All such WCRF logos will remain the property of WCRF International or the appropriate WCRF national charity as the case may be.

Integrity and scientific fraud

In the event of fraud occurring it is the responsibility of the employing authority to investigate this. If a case of scientific fraud is suspected during the course of research, then WCRF International should be notified and kept informed of any developments. WCRF International reserves the right to terminate the grant and demand a refund in cases of scientific fraud.
WCRF International recognises that patentable inventions may be made in the course of research supported in whole or part by its national charity’s funds (collectively, ‘WCRF International inventions’). ‘Made’ when used in relation to any invention means the conception or first actual reduction to practice of such invention. WCRF International believes that it is generally desirable that such ‘WCRF International inventions’ be administered to bring them into public use at the earliest possible time, and that the patent and licensing processes may frequently serve as the most reasonable means to accomplish this goal. Accordingly, WCRF International has adopted the following policy defined below.

Patent applications may be made after consultation with the WCRF International Science and Research Department. The Principal Investigator must keep WCRF International informed of the progress of the patent application.

All WCRF International inventions shall be promptly notified to WCRF International in writing, as defined below. Investigators are reminded that to protect their interests and those of the institution, WCRF International and its national charities, no public account of a patentable invention should be made until protection has been sought.

1. Policies
   If the institution in receipt of funding from the WCRF network has an established patent policy or procedure for administering inventions, WCRF International may agree to permit that policy to control on relevant issues (subject to clauses 2-9) and only upon the written request of the institution, supported by such information and materials as WCRF International may reasonably request (normally to include a copy of the patent policy of the institution).

2. Title
   Title to the ‘WCRF International inventions’ may be permitted to reside with the inventor or any other individual or institution with WCRF International’s prior written approval, upon advice of legal counsel.

3. Disclosure
   The institution shall disclose, in writing, each ‘WCRF International invention’ to WCRF International within two months after the inventor discloses it, in writing, to institution personnel responsible for patent matters. The disclosure to WCRF International shall be treated as confidential information and shall reasonably identify any publication, sale or public use of the invention. Following an initial disclosure, the institution shall have a continuing duty through the provision of regular reports to disclose any relevant updated information concerning publication, sale or public use of the invention to WCRF International.

4. Time and other limits
   The institution shall elect in writing to WCRF International whether or not to retain title to a ‘WCRF International invention’ within two years of disclosure of the invention to WCRF International.
   The period for election may be shortened by WCRF International where WCRF International has been notified that publication, sale or public use has initiated the one year statutory period for filing a patent application in the United Kingdom. The institution shall file its initial patent application on a ‘WCRF International invention’ within one year after election to retain title or, if earlier, prior to the end of any statutory period discussed above. Request for extension of time for disclosure, election and filing may be granted.

   The contractor shall convey to WCRF International, upon written request, title to any ‘WCRF International invention’ if the contractor fails to disclose or elect title to the invention within the times specified above, or elects not to retain title.
5. Reversion to WCRF International
If the institution decides not to file a patent application, it shall promptly notify WCRF International in writing, and WCRF International shall then have the right, subject to any third party rights, to file a patent application for the ‘WCRF International invention’ on its own behalf.

No patent or patent application shall be abandoned without first notifying WCRF International in writing and without providing WCRF International with the opportunity and all reasonable assistance necessary to take title to the ‘WCRF International invention’ and to continue the patent application or the prosecution thereof at WCRF International’s expense.

6. Income
WCRF International and its national charity shall share in the income derived from the invention to the extent determined by the mutual agreement of WCRF International and the institution, or in the absence of such agreement, in proportion to the WCRF International funding support for the invention.

7. Assignment
The institution agrees that if it or its licensee has not taken reasonable steps within three years (or any reasonable length of time under the circumstances) after a patent has been issued on a ‘WCRF International invention’ left to its administration, to bring that invention to the point of practical application, and cannot show cause nor any valid reason why it should continue to retain all right, title and interest in the patent, WCRF International shall have the right to require: assignment of the patent to WCRF International or its national charity, cancellation of any outstanding exclusive licences under the patent, and the granting of licences under the patent to parties designated by WCRF International on whatever terms are reasonable under the circumstances.

Any assignment under this provision will be on terms to be agreed between the institution and WCRF International, such terms to include but not limited to, revenue sharing with the institution and payment by WCRF International of any fees associated with cancellation of licences.

8. No established policies
If the institution has no established patent policy or procedure for administering inventions, WCRF International shall have the right to determine the disposition of any and all rights in and to a ‘WCRF International invention’ in a manner consistent with the terms of this patent policy, including, but not limited to, the right to decide whether or not patent applications are to be filed; release the ‘WCRF International invention’ to the inventor or the inventor’s designee; submit the invention to a qualified organisation for administration and/or licensing; and negotiate with the inventor and/or the institution for the fair share of the royalty income to be paid to the institution and the inventor.

9. Government and shared rights
If any WCRF International funded invention is made with the joint support of the WCRF network and any agency or government department, WCRF International may defer to the patent policy of that agency or department, upon its written request, supported by such information and materials as WCRF International may reasonably request (normally to include a copy of the patent policy of the institution).

If the ‘WCRF International invention’ is made with the joint support of the WCRF network and one or more other organisations, (not an agency or government department), the institution, the inventor, the organisation or organisations and WCRF International, will confer for the purpose of arriving at a fair disposition of the invention rights to the ‘WCRF International invention’.

At all times the institution shall retain a right to use the ‘WCRF International invention’ for research and teaching purposes and the right to sub-license it to other noncommercial organisations on terms consistent with WCRF’s patent policy.
WCRF INTERNATIONAL ACTIVITIES

WCRF International Continuous Update Project (CUP)
The WCRF International Continuous Update Project (CUP) is carried out in collaboration with Imperial College London. It is the WCRF network’s most unique and comprehensive scientific undertaking to date. The CUP systematically reviews all relevant scientific papers when they are published using a robust methodological process similar to that of the 2007 Second Expert Report.

Based on a live system of scientific data, the CUP is updated on an on-going basis from which, at any point in time, the most current review and meta-analyses of scientific data can be performed. The first step in the process was to combine the evidence for all the cancers reviewed as part of the Second Expert Report into the CUP database. It is now up to date for most of the 15 cancers being updated as part of the CUP. A new protocol was developed for reviewing evidence on breast cancer survivors and the report will be published later in 2014. Work is also under way to develop a methodology for systematically reviewing animal and human mechanistic studies in relation to diet, nutrition (including body composition) physical activity and the development and progression of different cancers.

A panel of leading scientists reviews the CUP findings and makes conclusions based on the body of scientific evidence. Their analysis and interpretation of the data will form the basis for reviewing, and where necessary revising, WCRF/AICR’s Recommendations for Cancer Prevention based on the 2007 Second Expert Report. A review of the recommendations is expected to be published in 2017 once each of the cancers has been updated. So far, new reports have been published on the updated evidence for breast, colorectal, pancreatic, endometrial and ovarian cancer.

WCRF International Academy
The WCRF International Academy provides educational materials and activities, mainly for scientific and policy audiences, about the importance and impact of diet, nutrition (including body composition) and physical activity on cancer. WCRF International Academy activities may vary from workshops on particular areas of diet, nutrition (including body composition) and physical activity on cancer through to more in-depth courses and conferences.

WCRF International Conferences Programme
WCRF International holds and participates in national and international conferences focusing on nutritional epidemiology or cancer to promote our cancer prevention activities.
WCRF International Policy and Public Affairs

WCRF International would like to see wider implementation of more effective policies that enable populations and individuals to follow the WCRF International Recommendations for Cancer Prevention. In line with our Recommendations, we are concerned with policies that encourage healthy diets and reduce body fatness, promote physical activity and good nutrition in early life, and discourage the consumption of alcohol.

To achieve our goal, our Policy and Public Affairs Department works to support and empower national and international policymakers to take action by:

1. Championing and contributing to the development and implementation of the WHO global NCDs framework. We play an active role in World Health Organization consultations and consultation processes with other international and regional agencies. We have relationships with key players, enabling us to influence decisions.

2. Interpreting and communicating the evidence base in a way that encourages and enables governments to adopt and implement effective policy actions. This was the approach taken by our WCRF/AICR Policy Report. This report - Policy and Action for Cancer Prevention - looked at the evidence for actions that might change behaviour and made recommendations on what can be done to make it more likely that people will behave in ways that meet the Second Expert Report recommendations. We then developed the NOURISHING Framework in order to formalise a comprehensive package of policies to promote healthier eating and prevent obesity and non-communicable diseases. The NOURISHING Framework places policies into 3 broad and interlinked domains: food environment, food systems and behaviour change communication. The Framework brings together the 10 areas where governments need to take action and provides policy options that allow policymakers flexibility to shape a response suitable for their national/local contexts and target populations.

For more information about the NOURISHING Framework, please visit: www.wcrf.org/NOURISHING

3. Engaging with civil society and the research community concerned with cancer, other NCDs, diet, obesity, nutrition, physical inactivity and alcohol consumption. To increase our effectiveness, we engage and collaborate with other organisations concerned with cancer prevention, nutrition, and non-communicable diseases more broadly. For example, our engagement with the International Union for Cancer Control (UICC) helps us reach a global audience.

For information on WCRF International activities, please visit: www.wcrf.org
THE WCRF INTERNATIONAL RECOMMENDATIONS (BASED ON THE 2007 WCRF/AICR SECOND EXPERT REPORT) ARE:

- **BODY FATNESS** – Be as lean as possible within the normal range of body weight.
- **PHYSICAL ACTIVITY** – Be physically active as part of everyday life.
- **FOODS AND DRINKS THAT PROMOTE WEIGHT GAIN** – Limit consumption of energy-dense foods. Avoid sugary drinks.
- **PLANT FOODS** – Eat mostly foods of plant origin.
- **ANIMAL FOODS** – Limit intake of red meat and avoid processed meat.
- **ALCOHOLIC DRINKS** – Limit alcoholic drinks.
- **PRESERVATION, PROCESSING, PREPARATION** – Limit consumption of salt. Avoid mouldy cereals (grains) or pulses (legumes).
- **DIETARY SUPPLEMENTS** – Aim to meet nutritional needs through diet alone.
- **BREASTFEEDING** – Mothers to breastfeed; children to be breastfed.
- **CANCER SURVIVORS** – Follow the recommendations for cancer prevention.

And, always remember...

Do not smoke or use tobacco in any form

The 2007 WCRF/AICR Second Expert Report is the most comprehensive report ever produced on the relationship of food, nutrition, physical activity to cancer risk. Building on the Second Expert report the WCRF International Continuous Update Project is a global analysis of the most recent scientific research into the link between diet, nutrition (including body composition), physical activity and cancer.

For more information on the Second Expert Report and Continuous Update Project, please visit the WCRF International website: [www.wcrf.org](http://www.wcrf.org)
### POST AWARD CHECKLIST FOR GRANT HOLDERS

#### Getting started:

Complete and return a Payment Details form one month before the proposed grant start date. Include:
- Grant commencement date (between 1st November 2015 and 1st April 2016)
- Bank details
- PI's signature

Complete and return the Terms and Conditions acceptance form. Include relevant signatures (and address when relevant)

Send a high-resolution digital photograph of the Principal Investigators and, if possible one of the other members of the research group (by 1st November 2015)

Provide evidence of ethical committee approval and/or certification/licences

#### Acknowledgements:

Acknowledge grants from the WCRF network in:
- Publications and conferences on the grant study
- Your institution’s annual report and accounts
- Any electronic or printed publicity materials

Send electronic copies of all such research to WCRF International

Add the WCRF International website link to relevant department or project pages of the grant holder’s institution website

#### Monitoring of the grant:

Submit a progress report and financial statement at the end of each grant year

#### Changes to the grant:

Contact WCRF International to request the following changes (if needed):
- Budget or staff changes
- Grant extension (no less 3 month prior to end of grant)
- PI changes
- Grant transfer to another institution

#### Dissemination:

If requested:
- Discuss the progress of your grant at liaison visits arranged by WCRF International
- Present your findings to WCRF local offices
- Provide support to WCRF International or WCRF national members by helping with press calls or acting as a spokesperson regarding the topic of the grant

Send WCRF International copies of:
- Manuscripts submitted to journals for publication
- Published papers final versions
- Accepted conference abstracts

Notify WCRF International as soon as a scientific paper is accepted for publication by a journal

Give WCRF International at least 2 months notice of attendance at conferences where a poster or oral presentation relating to the grant will be given

#### Completing the grant:

Submit a comprehensive final report (scientific and financial) within three months of the completion of the grant period

If applicable, refund any unexpended balance with the final financial statement, within three months of termination of a grant
World Cancer Research Fund International

WCRF International is the not-for-profit umbrella association for the WCRF network of cancer charities, providing leadership, policy and strategic guidance for its national members. WCRF International supports its member organisations, assists them in achieving their common goal and ensures that they develop efficient and effective research and education programmes. Linked by a common vision and mission, each member organisation works with WCRF International to ensure national and global effectiveness.

WCRF International manages the Research Grant Programme on behalf of the WCRF national members World Cancer Research Fund (WCRF UK); Wereld Kanker Onderzoek Fonds (WCRF NL); World Cancer Research Fund Hong Kong (WCRF HK). The WCRF network has offices in Europe, Asia and the Americas.