

Instructions for completing the application forms

Investigator Initiated Grant - Outline application

All applicants must apply online, using our **Grant Management System**. Please note that when you submit your application on the system, it will be sent to your Head of Department and Finance Officer for approval before WCRF International can receive it. Therefore, please submit your application a few days before the application deadline to give your Head of Department and Finance Officer time to approve the application to meet the deadline.

Investigator Initiated Grant – Outline application

Introduction

Declaration: please confirm that the information contained in the grant application is true and complete to the best of your knowledge, and that you will comply with the WCRF International's guidelines and Terms and Conditions 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 WCRF International's **Terms and Conditions** 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**.

Application Summary

Application summary details: choose the type of application from the drop-down box: new, revised or renewal. Most grant applications are for new projects. Researchers can only submit one application per grant cycle as the Lead Applicant.

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, Areas and Themes of the grant programme, as appropriate. Applications that have been rejected twice at the outline application stage cannot be resubmitted to the grant programme. Applications rejected at the full application stage must be resubmitted at the outline application stage in the next grant cycle. Please note that revised applications should address all issues raised by the Grant Panel and peer reviewers as provided in the feedback to the application in the previous cycle. Revised applications compete equally with all applications at the outline application stage. For a revised application, please provide an explanation of how the revised application is different from the original

one in the box provided (max. 1,000 words).

At the discretion of WCRF International, IIG grants may be renewed once, provided the research builds on the previous grant. Renewal proposals will follow the same process as new applications and compete equally with all applications in that cycle. Please note that applications examining a completely different research question to that in the original grant will not be considered for renewal. Please provide an explanation of how the application builds on the original grant in the box provided (max. 1,000 words).

Include the project title, length of study (in months), a single main WCRF International Research Area covered by the proposed study (see section 2b in WCRF International's Regular Grant Programme Guidelines), main WCRF International Research Theme/s covered by the proposed study (see section 2b), and cancer type/outcome. Please also indicate if the proposal will involve the use of human participants or animals.

Applicant Details

Lead Applicant

Please click on 'Manage my Details' to go to 'My Details'. Please include your title, full name, research expertise, institution, full address, email, and telephone (including country and area code) in 'Basic Information'. Please note that the email address will be used for all communication, including acknowledgement of receipt of the application. Please also update your CV in 'My Details', including your current position, and list up to ten recent relevant publications on the Research outputs section.

Co-applicant(s), collaborators/consultants

Co-applicant(s) details: Enter the name and contact details for up to six co-applicants. The application must include at least one co-applicant. Once you have added the details of your co-applicant(s), they will receive an invitation email. Please note that the co-applicant(s) will have to register on the Grant Management System and will have to confirm and approve their participation before the submission of your application. The co-applicant(s) will have to add their personal data and update their CV in 'My Details', also listing up to ten recent relevant publications on the Research outputs section.

If relevant, please supply the names, contact details and main scientific disciplines for up to two consultants/collaborators (people engaged on the project from within or outside the applicant's institution who are not deemed to be co-applicants).

Please add the Head of your Department and Finance Officer to 'Additional Contacts'. Before WCRF International can receive the application, your Head of Department and Finance Officer will both have to approve the application once you submit it on the system. 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 confirm that the information contained in the grant application is correct, and that they will comply with the WCRF International's guidelines and the Terms and Conditions if a grant is awarded as a result of this application. Please note that if the Lead Applicant is the Head of Department, then another person with authority has to provide the signatory approval.

Abstracts

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

Lay abstract: (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. The plain language summary should clearly state the need for the study, its main aims, any unique elements of the work and should concisely state the importance of the study. This section will be assessed by Patient and Public Representatives. Distribute the information into the sections 'Background', 'Aims and Objectives', 'How It Will Be Done', and 'Potential Impact'.

Research Proposal

Present your main research proposal clearly and logically to help the review process.

Background: (max. 200 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 (see below section f).

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. Please add any relevant preliminary data that can help to strengthen your hypothesis.

Study design: (max. 500 words) the study design needs to be described in sufficient detail for the reviewers to understand precisely what is proposed.

Use a table and/or a schematic representation if this helps – please see (e). The study design must adhere to the Research Principles (section 2b in WCRF International's Regular Grant Programme Guidelines). The experimental model and/or the study population must be sufficiently described and justified. When relevant, applications must include detailed and explicit power calculations for a specific outcome 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.

Impact and future directions: (max 200 words) please describe the expected outcomes and future steps for this project. Include a dissemination plan and, if appropriate, any examples of Patient and Public Involvement in the planning, conduct or dissemination of the study. See sections 2b in WCRF International's Regular Grant Programme Guidelines, and 4 and 5 in the Terms and Conditions for more information.

Tables and Figures: Please attach a Microsoft Word or PDF document (only one attachment – maximum two A4 pages) with the relevant tables and figures.

References: a selected list of relevant references should be listed using either the Harvard or Vancouver style.

Budget details: Please read section 2d in WCRF International's Regular Grant Programme Guidelines and section 4 of the Terms and Conditions carefully when planning the budget, and ensure that you abide by the restrictions. **Please provide the total amount requested in pounds sterling (GBP) only.**

IIGs are awarded for a maximum of £350,000 for up to four years, with a limit of £100,000 for any one year. Budgets must be realistic estimates of the funds required for the proposed research. 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, please see section 1.

Budget Justification: 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. This section is important: please ensure you provide sufficient detail and evidence when appropriate.

Additional Funding

Other funding and 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.

Validation Summary

This provides a summary of all the mandatory fields that are required to be completed before you can submit your application. Please click on the 'Save and Close' button at the bottom right hand corner of the page, which will take you to the 'Details' page of the application you have completed.

On the right-hand side of the page, please click 'Validate' in the 'Validate the Application' box. You will then be able to click 'Submit' in the 'Submit the Application' box. Your application will then be sent to your Finance Officer and Head of Department for approval.

Once they have approved the application, it will be sent to WCRF International. Please allow your Finance Officer and Head of Department at least one working day to approve your application after it has been submitted.