Instructions for completing the application forms
Pilot and Feasibility Grant – Expression of Interest

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.

Pilot and Feasibility Grant

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 or revised. 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).

Include the project title, length of study (in months), grant type (see section 2a in WCRF International’s Regular Grant Programme Guidelines), a single main WCRF International Research Area covered by the proposed study (see section 2b), main WCRF International Research Theme/s covered by the proposed study (see section 2b), and cancer type/outcome.

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 their 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 Lead Applicant 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.

Research Proposal

Scientific abstract: (max. 400 words) the scientific abstract needs to provide sufficient detail to clearly convey 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. 400 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’.

Study design: (max. 200 words) Please describe the experimental model and/or the study population. For studies recruiting patients please include information about inclusion/exclusion criteria, recruitment rate, feasibility of recruitment, sample size and power calculations. Please note that sufficient statistical power is a condition for progressing the application to the next stage of review.

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.

Research Planning

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 of WCRF International’s Regular Grant Programme Guidelines, and 4 and 5 of the Terms and Conditions for more information.

Budget Details: Please read section 2d of 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. The budget must be submitted in pounds sterling (GBP) only.

PFGs 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. Accurate financial tracking and management of the grant is the responsibility of the Lead Applicant together with the institution’s finance department. For more information on the terms and conditions, please see section 1.

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.