Instructions for completing the application forms
Pilot and Feasibility Grant

World Cancer Research Fund International

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 – Expression of Interest
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. Please also provide up to 6 key words that describe the project. Please also indicate if the proposal will involve the use of human participants or animals.

Applicant Details

Lead applicants and co-applicants must fill in the information on both the lead applicant/co-applicant page and the **CV-Publication Details**. Co-applicants must login to fill in their details, Lead Applicants will not be able to fill this in on the system.

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. Please ensure that your details, including your CV, are up-to-date as these are required for the submission. You will not be able to edit this information directly from the application form.

Co-applicant(s)

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. The co-applicant(s) should ensure that their details, including their CV, are up-to-date as these are required for the submission. You will not be able to edit this information directly from the application form.

CV-Publication details

The Lead applicant and co-applicants of the application will have to access the 'My Research Outputs' section of their accounts and list their most recent relevant publications. To add a publication, applicants need to go to 'Import', 'Select Records' and input the relevant information in the search fields. Press 'Search' and click on the corresponding publication(s) you wish to include. Press 'Complete Import'. Repeat until all desired publications are added to 'Research Outputs'.

Then, on the 'CV-Publications' section of the application, applicants will need to select from the drop-down menu up to ten recent relevant publications from the ones they previously added under 'Research Outputs'. Only these will appear on the application and be available to the Grant Panel.

Please note both the Lead applicant and co-applicants will need to add their own publications by accessing the 'CV – Publication Details' section of the application using their individual accounts. The Lead applicant cannot add the co-applicants' publications on their behalf. The Lead applicant and co-applicant will only be able to view their own publications when filling out this section of the application. However, all publications added by Lead applicants and co-applicants will be visible when the application is submitted to us.

Eligibility (max. 300 words)

The Lead applicant must be a senior, established researcher who holds full-time employment at the lead institution. They must have previously received at least one independent research grant – please provide details of research grants received by the lead applicant here. Additionally, all publications authored by the Lead applicant must be entered in the 'CV' section of the application.

Collaborators/consultants

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).

Additional Contacts

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.

Abstracts

Scientific abstract: (max. 400 words) The scientific abstract must include all relevant information related to the application, as it will be the section reviewed during the triage stage. Applicants should structure the scientific abstract under the following headings: Background, Hypothesis and Objectives, Settings and Methods, and Impact.

If your proposal involves investigative research with the aim of testing a scientific hypothesis, it should be submitted as an IIG application.

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 and abbreviations. 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 a Public Representative and if your application is successful, it will be featured on the WCRF website. Structure the abstract under the headings 'Background', 'Aims and Objectives', 'How It Will Be Done', and 'Potential Impact'.

Research Proposal

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.

Patient and public involvement and engagement: (max. 200 words) Please describe the proposed strategy for patient and public involvement and engagement (PPIE) in your research study. Examples of PPIE in research include consultations on research priorities and defining research objectives, collaboration in study design and governance (involvement) and disseminating research findings to relevant audiences (engagement). Involvement activities emphasise active participation in the research process, while engagement activities focus on sharing information and raising awareness among the public. Please note that in this context, subjects directly participating in the research project do not qualify as PPIE. See section 2b in WCRF International's Regular Grant Programme Guidelines, and consult the WCRF PPIE Guidelines document for further 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.

Research Planning

Impact and future directions: (max. 200 words) Please describe the expected outcomes and future steps for this project, including a research outcomes dissemination plan. As PFGs are designed to support preliminary research projects that lay the groundwork for future, larger studies, the objectives of intended subsequent studies should be clearly defined. 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.

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 Head of Department and Finance Officer at least three working days to approve your application after it has been submitted.

Pilot and Feasibility Grant – Full application

Once your outline application has been successful, you will be invited to submit a full application on your portal account. **Please note that most of the fields in the PFG full application will already be populated from the outline application stage. You will still be able to update this information if required.**

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 Principal Investigator.

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), 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. Please provide up to 6 key words that describe the project.

Finally, include whether the application proposes the use of animals or human participants in the study.

Applicant Details

Lead applicants and co-applicants must fill in the information on both the lead applicant/co-applicant page and the **CV-Publication Details**. Co-applicants must login to fill in their details, Lead Applicants will not be able to fill this in on the system.

Lead Applicant

Please click on 'Manage my Details' to go to 'My Details'. Please include your title, full name, institution, research expertise, 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 update your CV in 'My Details', including your current position, and list up to ten recent relevant publications on the Research outputs section. Please ensure that your details, including your CV, are up-to-date as these are required for the submission. You will not be able to edit this information directly from the application form.

Specific research interests relevant to the application: (max. 200 words) Briefly summarise the specific research interests relating to the application for the Principal Investigator.

Co-applicant(s)

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. Please note that the co-applicant(s) will have to register on the Grant Management System and will have to 1) confirm their participation and 2) approve the 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. The co-applicant(s) should ensure that their details, including their CV, are up-to-date as these are required for the submission. You will not be able to edit this information directly from the application form.

Specific research interests relevant to the application: (max. 200 words) Briefly summarise the specific research interests relating to the application for all co-applicants involved in the proposed study.

CV-Publication details

The Lead applicant and co-applicants of the application will have to access the 'Research Outputs' section of their accounts and list their most recent relevant publications. To add a publication, applicants need to go to 'Import', 'Select Records' and input the relevant information in the search fields. Press 'Search' and click on the corresponding publication(s) you wish to include. Press 'Complete Import'.

Repeat until all desired publications are added to 'Research Outputs'.

Then, on the 'CV-Publications' section of the application, applicants will need to select from the drop-down menu up to ten recent relevant publications from the ones they previously added under 'Research Outputs'. Only these will appear on the application and be available to the Grant Panel and peer reviewers.

Please note both the Lead applicant and co-applicants will need to add their own publications by accessing the 'CV – Publication Details' section of the application using their individual accounts. The Lead applicant cannot add the co-applicants' publications on their behalf. The Lead applicant and co-applicant will only be able to view their own publications when filling out this section of the application. However, all publications added by Lead applicants and co-applicants will be visible when the application is submitted to us.

Eligibility (max. 300 words)

The Lead applicant must be a senior, established researcher who holds full-time employment at the lead institution. They must have previously received at least one independent research grant – please provide details of research grants received by the lead applicant here. Additionally, all publications authored by the Lead applicant must be entered in the 'CV' section of the application.

Collaborators/consultants

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

Specific research interests relevant to the application: (max. 200 words) Briefly summarise the specific research interests relating to the application for all consultants/collaborators involved in the proposed study.

Additional Contacts

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.

Abstracts

Scientific abstract: (max. 500 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. 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 and abbreviations. 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 a Public Representative and if your application is successful, it will be featured on the WCRF website. Distribute the information into the sections 'Background', 'Aims and Objectives', 'How It Will Be Done', and 'Potential Impact'.

Research Proposal

The Research Proposal section contains the information provided at the outline application stage, however, please note you need to update and expand this information.

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

a) Background: (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 (j) below.

b) Hypothesis and objectives: (max. 500 words) State the hypothesis and expand on the objectives 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.

c) Milestones: (max. 500 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.

Please note that this section will not be completed at the outline application stage; therefore, please update this section. Use a table and/or schematic representation if this helps – please see (i).

d) Study design: (max. 2,000 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 (i). 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. Applications involving animals will need to complete the 'Animal Research' section.

e) Patient and public involvement and engagement: (max. 500 words) Please describe the proposed strategy and roles for patient and public involvement and engagement in your research study. Examples of PPIE in research include consultations on research priorities and defining research objectives, collaboration in study design and governance (involvement) and disseminating research findings to relevant audiences (engagement). Involvement activities emphasise active participation in the research process, while engagement activities focus on sharing information and raising awareness among the public. Please note that in this context, subjects directly participating in the research project do not qualify as PPIE. See section 2b in WCRF International's Regular Grant Programme Guidelines and consult the WCRF PPIE Guidelines document for further information.

f) Impact and future directions: (max. 500 words) Please describe the expected outcomes and future steps for this project, including a research dissemination plan. As PFGs are designed to support preliminary research projects that lay the groundwork for future, larger studies, the objectives of intended subsequent studies should be clearly defined. See sections 2b in WCRF International's Regular Grant Programme Guidelines, and 4 and 5 in the Terms and Conditions for more information.

g) Questions/feedback from the EOI Application stage: (max. 500 words). Use this section to address all concerns or queries from the Grant Panel included in the feedback from the EOI 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. Please also highlight any changes from the outline application here. Take into consideration how any changes might affect the application, including the budget or personnel needs.

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

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

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

Research on Animals

Research involving animals: Studies involving animals will need the relevant approval and licenses 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.

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 nc3rs.org.uk

Checklist for Research on Animals: Please, make sure you have described all points below that apply in your application in the appointed sections. Tick the boxes that are relevant to what you have described.

Certification for use of Human Participants

Certification for protection of human participants must be completed for all applications. The 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, or a national equivalent. The Principal Investigator will need to provide a sample copy of the relevant certificate/s.

Checklist for the use of human participants: Please make sure you have described all points below that apply in your application in the appointed sections. Tick the boxes that are relevant to what you have described.

Budget Details

Please read section 2d of WCRF International's Regular Grant Programme Guidelines and sections 1.5, 4 and 5 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 Principal Investigator together with the institution's finance department. For more information on the Terms and Conditions, please see section 1.

The budget should be presented under the following main headings: Salary, Equipment, Supplies, Travel to Conferences, Open Access Publication and Miscellaneous. All budget components, including Miscellaneous, need to be justified and other funding and research support available to the project should be noted.

Salary: The salary of the Lead Applicant cannot be included in the grant budget, wholly or partly. The grant may cover the salary or stipend of personnel (other than the Lead Applicant) involved in the project. 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. For more information on the Terms and Conditions, see section 1.

When possible, personnel should be named with their title, otherwise indicate 'to be named'. For each person to be supported by the research grant, 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.

Equipment: Equipment costing more than £700 must be itemised, if possible, and fully justified. Please note that only equipment essential for the study will be considered.

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

Travel to conferences: WCRF International encourages Principal Investigators 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. These funds must only be used to allow the attendees to present work funded by the grant, in the form of a poster or oral presentation. The maximum allowance for travel is £1,500 for PFGs, over the duration of the grant period, for the purpose of attending conferences where findings relating to the grant project are being disseminated. Other pertinent travel costs not related to conferences should be included under the miscellaneous section of the budget.

Open Access publication: WCRF International encourages the Open Access publication of research. The maximum allowance to cover the cost of publication under Open Access is £3,000 for PFGs. Please refer to section 5.4 ('Publication under Open Access') of the Terms and Conditions for more details.

Miscellaneous: This section should list relevant and justifiable additional costs pertaining to the study, such as, for example, the travel expenses of study participants, attendance at meetings, maintenance contracts, or the cost of obtaining certification or licenses to carry out research involving human beings or animals. Please note that all costs added to this budget section will need to be itemised and clearly justified in the application.

Please note that budgets should not include fees for training courses, overhead costs or any institutional expenditure. Only the direct cost of the research should be included. See section 2d of WCRF International's Regular Grant Programme Guidelines for more information.

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. Structure your response using the main headings in the budget sheet (e.g., salary, equipment, supplies, travel to conferences, open access publication, miscellaneous). 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.

International Peer Review

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, nor have any form of collaboration with the PI or the co-applicants (i.e. publications, grants) for the last 3 years. Please note it is essential these peer reviewers are able to provide an informed and impartial review of the application.

Applicants may also identify individuals whom they would prefer WCRF International does not approach to peer review the application.

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 main application front 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 Head of Department and Finance Officer at least three working days to approve your application after it has been submitted.