

GRANT PANEL HANDBOOK 2024/25



This Grant Panel Handbook:

This handbook contains information for World Cancer Research Fund International Grant Panel members. The handbook should be read alongside the Guidelines for research grant applications and award recipients, which is available from wcrf.org/apply

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World Cancer Research Fund International and the World Cancer Research Fund network

World Cancer Research Fund International (WCRF International) is a not-for-profit organisation that leads and unifies a network of cancer charities with a global reach, dedicated to the prevention of cancer through diet, nutrition (including body composition) and physical activity. The World Cancer Research Fund network of charities is based in Europe, the Americas and Asia, giving us a global voice to inform people about cancer prevention and improving the lives of cancer survivors.

The World Cancer Research Fund network operates three Research Grant Programmes that provide funding opportunities in different regions of the world:

- **WCRF International (based in London, UK):**
 - The Regular Grant Programme is aimed at senior established researchers and accepts applications from anywhere in the world except the Americas.
 - The INSPIRE Research Challenge is aimed at early career researchers and accepts applications from anywhere in the world.
- **American Institute for Cancer Research (AICR) (based in Washington DC, USA):**
 - The AICR Grant Program is aimed at Assistant Professor level or above. There is also a subcategory which is aimed at early career researchers. They accept applications from the Americas only (North America, Central America, Caribbean, South America).

Details on the American Institute for Cancer Research (AICR) Research Grant Programme can be found online at aicr.org or by e-mail at research@aicr.org

World Cancer Research Fund International Regular Grant Programme

The WCRF International Regular Grant Programme funds research into the effects of diet, nutrition (including body composition) and physical activity on cancer prevention and survivors. This is helping us to achieve our mission of living in a world where no one develops a preventable cancer and improving the lives of cancer survivors.

World Cancer Research Fund International manages and administers the Regular Grant Programme on behalf of the following WCRF network charities:

- **World Cancer Research Fund (WCRF UK), United Kingdom**
- **Wereld Kanker Onderzoek Fonds (WKOF), Netherlands**

The WCRF network charities fund the approved grants, but WCRF International is responsible for all pre- and post-award stages of the Regular Grant Programme.

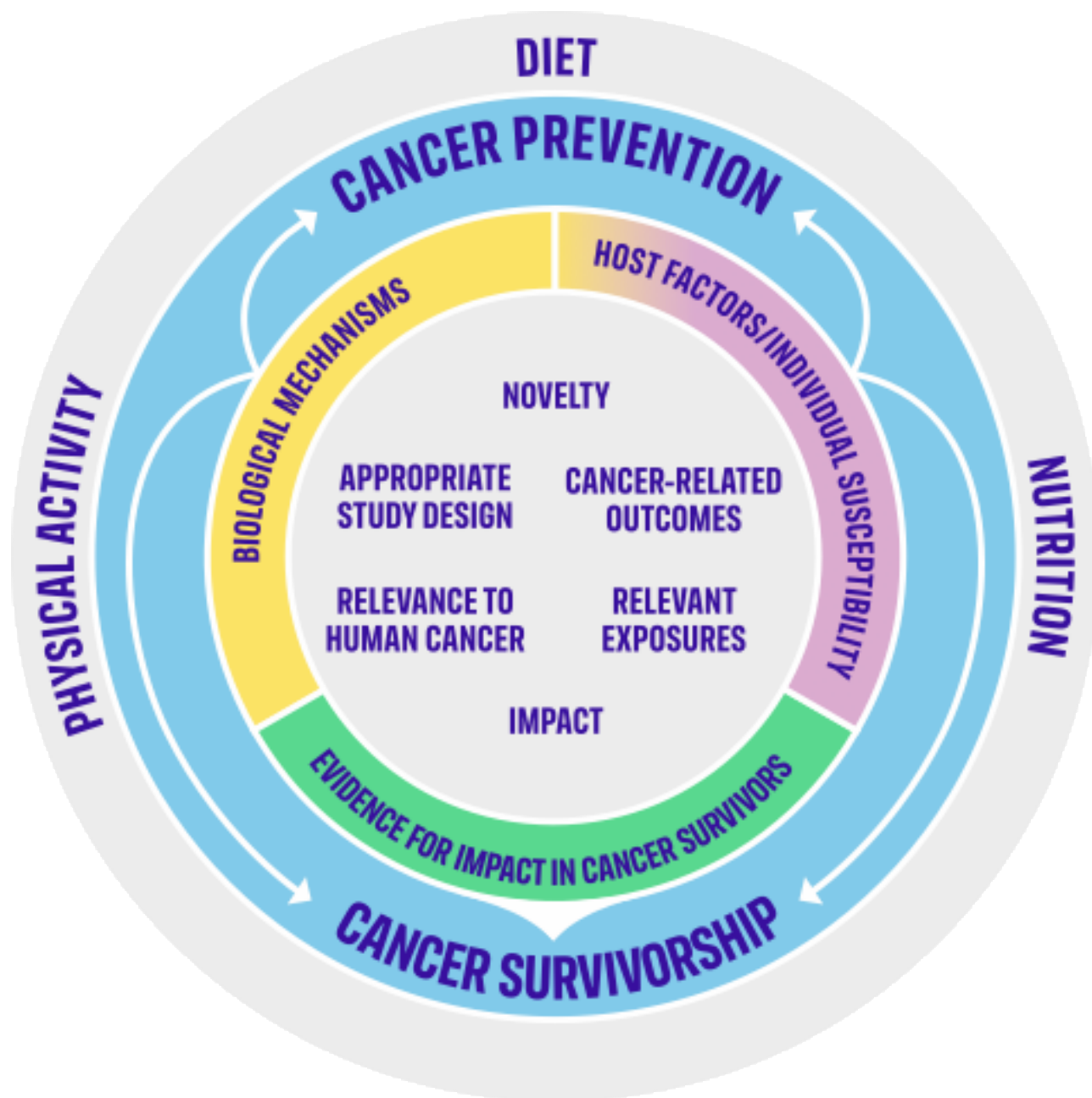
Scientific scope

The Research Principles, Areas and Themes define the scientific scope of the World Cancer Research Fund International Regular Grant Programme. Please refer to the relevant guidelines, available from wcrf.org/apply to learn more about the Research Principles, Areas and Themes.

Proposals should address the effect of diet, nutrition, body composition or physical activity in either the Cancer Prevention or Cancer Survivors Research Area. Applications should fall under one of the three Research Themes: identifying the Biological Mechanisms that underpin the effect of relevant exposures on cancer, addressing Host Factors that influence individual susceptibility to cancer development or progression, or broader research into the Impact for Cancer Survivors and outcomes after cancer diagnosis. Applications must adhere to all the Research

Principles described in the diagram below, as well as applying to one or more of the Research Areas and Research Themes.

Figure 1: Research principles, areas and themes



Membership of the Association of Medical Research Charities

WCRF UK is a member of the Association of Medical Research Charities amrc.org.uk WCRF International aligns the Regular Grant Programme to the AMRC recommendations, such as those specified in their 'Research Management: a guide for medical research charities (updated 2018)' document, available from the AMRC website. This document clarifies best practice for AMRC members across a wider range of issues pertaining to the management of research grant programmes, such as peer review, conflicts of interest, the composition of the review Panel and how to manage grants and their outputs. AMRC also provides support and



direction to its member charities through position statements on relevant research issues. For example, the World Cancer Research Fund International's Regular Grant Programme adheres to the AMRC '**Statement on the use of animals in research**'.

The WCRF International Research Programmes have 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.

Collaboration with other funding organisations

With the consent of the applicant, World Cancer Research Fund International may occasionally enter into collaboration with other relevant organisations to jointly fund an application for high-quality research that meets the objectives of both organisations.

All applications considered for collaborative funding will be reviewed using the standard World Cancer Research Fund 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 application using their internal application review process. Rejection by the collaborating organisation will not affect eligibility for funding by the World Cancer Research Fund International Regular Grant Programme.

Applicants will be informed as soon as possible if their application is deemed potentially eligible for a collaborative grant.

Grant Panel

The WCRF International Grant Panel consists of around 15 experts in the fields of diet, nutrition, physical activity and cancer, and one to two lay members. In some instances, we may include a corresponding member. The corresponding member provides expertise in a particular area of research or geographic region. He/she participates in the process by email and contributes to the scoring of the grant applications relevant to his/her expertise. In accordance with the AMRC's principles of expert review, we ensure that at least five scientific Panel members provide input on each application to reach funding recommendations.

The primary requirement for serving on the Grant Panel is to demonstrate scientific knowledge as established scientists with an expertise in diet, nutrition, physical activity, epidemiology/biostatistics, cancer and/or molecular biology. Service also requires mature judgment, balanced perspective, objectivity, ability to work effectively in a group, commitment to the Panel and personal integrity to assure the confidentiality of applications and discussions and the avoidance of conflicts of interest (see Conflict of Interest section below).

The Grant Panel membership represents the nationalities of the WCRF national member organisations. No more than one member from the same organisation is appointed to the Panel concurrently.

Details on the current membership of the Grant Panel can be found at: wcrf.org/int/research-we-fund/grant-programmes/research-grant-programme-panel

Appointment of Grant Panel members

WCRF International nominates and selects the Panel members in consultation with the current Panel Chair. To identify as many potential reviewers as possible, WCRF International also invites Panel members to make suggestions for membership.

The suggested new Panel member is initially contacted by e-mail, to introduce the appointment. If the position is accepted, an official letter is sent, which the new appointee must sign. By accepting a position on the Grant Panel, Panel members accept the terms and conditions of the WCRF International Regular Grant Programme Grant Panel as specified in this handbook. Panel members must also provide an up-to-date biosketch, a high-resolution photograph and relevant bank details (see below for more information).

Panel members are initially appointed for two- or three-year terms. They may be invited for reappointment at the discretion of WCRF International, and Panel members can serve on the Grant Panel for a maximum of 6 years. The appointment of a new Panel Chair is announced to the Panel and to outside scientific contacts.

Responsibilities of Grant Panel members

The main responsibilities of Panel members are to:

- Attend the Panel meetings twice a year (scheduled for January and June)
- Review assigned grant applications carefully, fairly and objectively prior to the Panel meetings
- Provide support with the assessment of applications reviewed at triage, if needed
- Contribute to the assessment of the applications at the Panel meetings
- Lead on specific applications selected by, or allocated to, them
- Provide suggestions for peer reviewers for external reviews of the application they are leading on
- Notify WCRF International of any conflicts of interest with any application
- Recommend a list of grants of sufficient scientific quality for funding to the WCRF Board of Trustees
- Aid WCRF International in selecting suitable dates for the twice-yearly Panel meetings
- Contribute, when necessary, to the monitoring and review of funded grants after they are awarded
- Contribute to research questions prior to a grant call

Responsibilities of the Grant Panel Lay members

They will attend the first Grant Panel meeting as observers and may make comments as appropriate. During the second Grant Panel meeting they will specifically comment on the applications focusing on:

- The importance of the research to people with the condition
- The practicalities of doing the work
- The likelihood of making a difference

Their comments will be considered by the Board of Trustees to make the final funding decision.

Responsibilities of the Grant Panel Chair

The Panel Chair has the same responsibilities as those of the Panel members specified in the section above. In addition, the Panel Chair supports WCRF International in the initial stages of the applications' review (triage), leads at Panel meetings, supports with assigning review responsibilities to Panel members, advises on programme policy and helps WCRF International select new Panel members. The Chair also advises WCRF International on other relevant matters.

Responsibilities of Corresponding Panel members

Corresponding Panel Members may be involved to review applications from specific geographical locations and provide a unique perspective, enhancing the Panel's ability to assess the feasibility of the proposed research projects, prioritize based on the needs of specific populations, and effectively communicate the requirements for successful proposals to our applicants. Corresponding Panel members will not attend Panel meetings.

The main responsibilities of Grant Panel members are to:

- Review assigned grant applications carefully, fairly and objectively, within the given timelines and prior to the second Grant Panel meeting.
- Notify WCRF International of any conflicts of interest with any application
- Make recommendations for grants that are of sufficient scientific quality for funding to the WCRF Board of Trustees.
- Contribute, when necessary, to the monitoring and review of funded grants after they are awarded.

Summary of World Cancer Research Fund International responsibilities

The WCRF International Science and Research Department is responsible for the following:

- Set strategic framework
- Develop programme policy
- Appoint Panel Chair/members
- Recommend a full list of fundable grants, based on budgets of national member organisations and current research priorities, and present them to national Boards
- Manage and administer the WCRF International Regular Grant Programme
- Oversee preparation of Panel meetings
- Record proceedings of Panel meetings
- Communicate with applicants, providing general information, guidance and feedback on applications
- Communicate with Panel members
- Monitor progress of grants and maintain official Grant Programme records
- Liaise and support grant holders
- Enforce WCRF International's Regular Grant Programme policies and the Grant Programme's terms and conditions
- Liaise between the Panel members and WCRF global network staff to address any query or request from either party

The National Member Boards of Trustees is responsible for making the final funding decisions.

The Application Review Process

Grant application timeline and deadlines

September	Call for outline IIG and EOI PFG applications
Late October/Early November	Deadline for outline IIG and EOI PFG applications submission (online).
January	Stage 1 Grant Panel Meeting <ul style="list-style-type: none"> Review outline IIG applications and select for full applications Review EOI PFG applications and select for full applications
February	Call for full IIG and PFG applications
March	Deadline for full IIG and PFG applications submission (online)
March/April	Peer review process of full IIG and PFG applications
May	Full IIG and PFG applications and peer reviews are sent to the Grant Panel for review
June	Stage 2 Grant Panel Meeting <ul style="list-style-type: none"> Review IIG and PFG applications (including responses to Panel and reviewers' comments) and prioritise grants on scientific merit
Late September	Approval of grants for funding by the appropriate Board of Trustees
1 November – 1 April	New grants begin

Types of grants

The WCRF International Regular Grant Programme offers two main grant types:

1. Investigator Initiated Grants (IIGs)

Investigator Initiated Grants (IIGs) are awarded to Principal Investigators for a maximum of £500,000 for up to four years. The total budget for the grant should be allocated approximately equally across each year of the project duration. Any significant deviations from an equal distribution will be evaluated by the Panel and may require revision during the full application stage.

2. Pilot and Feasibility Grants (PFGs)

Pilot and Feasibility Grants (PFGs) are intended as start-up funds for preliminary research to allow researchers to collect preliminary data or test study parameters to take them to a stage where an application for an IIG would be appropriate. PFGs could also study behavioural change in cancer survivors. Only projects that fit with the definition of Pilot or Feasibility study will be accepted. **Feasibility studies** address whether something can be done, should it proceed, and if so, how. They aim to find out information such as whether patients and clinicians would be prepared to take part, and how long it might take to collect and analyse the data. They do not substantively address the main research question, for instance about the efficacy or effectiveness or impact of the intervention. The research question for a feasibility study should therefore mainly be related to feasibility. **Pilot studies** may address the same questions but also have a specific design feature. In a pilot study a future study, or part of a future study, is conducted on a smaller scale to test that all the main parts of the study work

together (e.g., recruitment, randomisation, follow-up assessment). Although they may give an indication of what a substantive study might show in relation to the research question and generate other relevant information, the main research question should not be the same as that for the more substantive study. Applicants need to be clear and explicit regarding the purpose of the Pilot or Feasibility study, in particular what specific aspects are being studied (e.g., feasibility, preliminary data for power calculations, testing new methodologies, etc), as well as what the next expected research steps would be after completion of the grant. These grants are for a maximum of £60,000 in total for up to two years. As part of the PFGs we will not accept projects proposing the development of new methodologies or new tools or any projects that do not fit the definition of feasibility or pilot study above.

The application process for IIGs and PFGs has two stages. The projects that are shortlisted after the first stage will be invited for a full stage application.

The Grant Panel reviews the Outline IIG applications and the Expression of Interest (EOI) PFG applications that are not excluded by triage. During the first Grant Panel meeting, the Panel evaluates the scientific merit of the applications, their feasibility and their relevance to the Research Principles, Areas and Themes. They then advise on which applications should be invited to submit a full application.

The Grant Panel will review the full IIG and PFG applications and peer reviews and, after the second Grant Panel meeting in June/July, recommend a list of grant applications of sufficient scientific quality to be considered for funding. At the end of September, the Board of Trustees of each national charity will award the approved grants, depending on available funds and the priorities of the WCRF network.

Grant Panel meetings

Panel meetings will be held twice a year virtually or in London and will last up to two days (lunch and refreshments will be provided for in-person meetings). Expenses will be reimbursed, see section 9 of this handbook. The exact dates will be scheduled in advance to avoid conflicts, and they will be agreed in consultation between WCRF International and the Grant Panel. Panel members are required to prioritise attendance to the meeting, and to contact WCRF International as soon as possible if, subsequently to the agreement of the date, they cannot attend the meeting.

Corresponding Panel Members are not expected to attend the Panel meetings and will send their comments on the relevant grant applications prior to the meeting.

The Chair conducts the Panel meetings with assistance from the WCRF International Science and Research Department staff. All applications will be reviewed electronically, and Panel members will be asked to bring their own laptops to the meetings.

Both Panel meetings are audio-recorded and photographed. The audio recordings contribute towards the documentation of the meetings; the photographs are used on the WCRF network websites or other relevant publications.

Usually, WCRF network staff (e.g. members of the Communication or Fundraising teams) attends Panel meetings as observers.

Submission and review of outline IIG and EOI PFG applications

WCRF International accepts outline IIG and EOI PFG applications between September and October/November. Applicants must submit their proposal online, at wcrf.org/apply

Triage

WCRF International will check that all submitted outline IIG and EOI PFG applications contain the necessary documents and meet the eligibility criteria. Applications that do not meet the eligibility criteria, or have missing information, will be rejected straight away.

Additionally, WCRF International will check that the applications fall under one of the research areas and adhere to at least one research theme. The proposed research must also have a relevant exposure and cancer-related outcomes, as described in the research principles. Applications clearly outside these parameters will be sent to the Panel Chair for review and if the Chair agrees they are out of scope, the application will be rejected at this stage (triage). If there is any doubt, the application will be sent to the Panel for wider review.

Panel Assessment Criteria

The criteria used to assess grants includes:

- Adherence to the research principles and relevance to the research areas and themes
- Originality/Innovation
- Scientific merit (e.g. hypothesis, study design, statistical analysis)
- Feasibility (e.g. budget, timescale, expertise, methodology)
- Potential impact

First Grant Panel meeting

All outline IIG and EOI PFG applications not rejected at triage will be sent to the Panel three to four weeks before the first Grant Panel meeting for review. This meeting will be held in January.

Panel members will receive all outline IIG and EOI PFG applications, but depending on the number of applications received, each Panel member would usually review a third of the total number of applications (the Panel is split into three groups with a similar range of expertise). WCRF International can receive between 100 and 200 applications per year.

Panel members will be encouraged to read any grant applications in their area of interest and expertise that were assigned to the other group and then participate in the discussion of those applications.

A document collating all the outline IIG and EOI PFG applications will act as a review form for Panel members to note down whether they would recommend an outline IIG or EOI PFG application to submit a full application, the reasons for rejecting any applications, and any questions or requests for the applicant to address in the full IIG or PFG application.

At the first Panel meeting, the Grant Panel will decide which outline IIG and EOI PFG applications should be recommended. These decisions are based on the quality of applications and their adherence and relevance to the WCRF International Research Principles, Areas and Themes. Each outline IIG and EOI PFG application will be selected or rejected based on its intrinsic merits.

These areas will be explored in more depth during the review of the full IIG and PFG applications. The Grant Panel may refer specific queries, request clarifications or amendments to the applicant, who should then address them in their full IIG or PFG application.

Each successful outline IIG and EOI PFG application that is recommended for a full application, respectively, will be allocated a Lead Panel member from the Grant Panel. Panel members will be invited to select specific applications from their areas of expertise to lead on. Occasionally, a Panel member will be issued applications that are outside his or her area of direct expertise, to balance the workload of all Panel members. In this case, the Chair will ensure the application is reviewed carefully by external peer reviewers and during the second Grant Panel meeting, to ensure the application is in no way disadvantaged.

Submission and review of full and revised applications

WCRF International will invite full applications by contacting the successful applicants from the initial call directly in February. The deadline for submission of invited full applications is in March. The second Grant Panel meeting is scheduled for June.

External peer review

Each Panel member is expected to suggest four external peer reviewers that could independently assess the full applications they are leading on. External peer reviewers must have expertise in the specific field of the proposed study. WCRF International will contact each Panel member once the full applications are received to request external reviewers. Please note that WCRF International might have to request additional peer reviewers, if the ones initially suggested are not able to review the applications. Applicants are also invited to suggest the names of up to three external peer reviewers in their full application. From all suggested possible peer reviewers, WCRF International aims to obtain at least two completed peer reviews for each application, however, up to four is preferable.

Peer reviewers will be provided with a form to assess the applications. The following questions are included in the peer review form:

1. Are the hypothesis and objectives sound (e.g. clear, specific, rational, consistent with existing evidence)?
2. What are the main strengths and weaknesses of the study?
3. Is the proposed study model and/or study population appropriate? If relevant, is the statistical analysis appropriate (power calculations, etc.)?
4. Is the project achievable within the timescale and budget proposed?
5. Does the project have access to the necessary expertise (PI, co-applicants, collaborators)?
6. Is the research project original and/or high impact, or will it simply confirm existing knowledge? Do the impact objectives and dissemination plan seem realistic?
7. Any other comments?

The peer reviewers will also be asked to score the applications, from 1 as the lowest score to 5 the highest score, defined as follows:

1. **Unfundable.** Flawed, marginal or unnecessarily repetitious of other work. Do not support.
2. **Weak.** May contribute to knowledge, but unlikely to make an impact. Not worthy of support.
3. **Good.** Potential to produce novel and worthwhile data. Consider for award.
4. **Very good.** Likely to make a significant contribution to knowledge. Nationally competitive. Worthy of award.
5. **Excellent.** Of major scientific importance. Internationally competitive. Strongly recommend for award.

WCRF International will aim to secure at least two peer reviewers per application, preferably more. The peer reviews are passed on to all applicants at the end of the grant cycle in anonymous format. The aim is to help applicants and to encourage peer reviewers to be constructive with their critical reviews.

Second Grant Panel meeting

As soon as all the external peer reviews are received by WCRF International, or at least three weeks before the second Grant Panel meeting, all the full applications (including responses to Panel and external peer reviewers' comments) will be sent to the Panel. On occasions, if there are delays with a particular peer review, it might be sent later by email, so as not to delay the review process unduly.

Panel members will be expected to familiarise themselves with all full IIG and PFG applications, unless they have a conflict of interest with the proposal. Additionally, Panel members will be asked to provide a score ahead of the Panel meeting for approximately a third of applications, relevant to their area of expertise. A review and scoring document similar to the one provided at the outline application stage is provided, which includes the scoring criteria and the scientific abstracts of the applications.

When reviewing all the full applications at this stage, Panel members will be required to:

- Specify whether they would recommend it for funding
- Provide a temporary score
- Briefly give reasons for rejecting an application
- List any questions/requests they would like to ask the application's Principal Investigator

The scoring system provided is the same as the one for the peer reviewers, see above section. At this stage, Panel members will only be asked to indicate a temporary score: Panel members will be able to resubmit their score, in case they change their mind after the discussion at the Panel meeting.

In addition, each Panel member will need to review the applications they are leading on in more detail. To do so, they will be provided with a separate review form, similar to the one sent to external peer reviewers. All the review forms will need to be submitted to WCRF International, to help compile the feedback to applicants.

Any Panel member who is unable to attend the Panel meeting will be asked to complete and submit all the application reviews prior to the Panel meeting. These reviews will be read out at the Panel meeting and incorporated into the feedback to the applicant.

At the second Grant Panel meeting, each Panel member will present the applications they are leading on in turn, followed by a discussion by the entire Grant Panel on that application. Panel members are expected to be familiar with all full IIG and PFG applications. They should be prepared to contribute to the discussions, voice any disagreement with the lead panel or peer reviews and highlight any questions or requested modifications that need to be relayed to the applicant.

After the discussion, the Chair will summarise the main points pertaining to the application, as well as any questions for the applicant, to ensure the Panel agrees. Afterwards, each Panel member will privately score each application on the basis of its merit.

At the end of the Panel meeting, the scores for each application from each Panel member will be averaged to provide the final score for each application. After applications have been ranked according to scores, the Panel will select the applications that are deemed potentially fundable by setting a cut-off point in the scores below which no application should be funded.

Post-Second Panel meeting – Response to reviewers

As soon as possible after the Panel meeting, applicants will be informed of the Panel decision pertaining to their individual application. Rejected applicants are informed that the Panel decision is final and are provided with anonymised copies of the peer reviews and a brief summary of the Panel discussion for their application.

The Principal Investigators (PI) of applications deemed fundable will also be provided with copies of the anonymised peer reviews and a summary of the Panel discussion for their application, which will include any questions or requests for clarifications from the Panel. The PI is expected to address any outstanding issues from the peer reviews and from the Panel, and send WCRF International these responses, as well as any modifications to the budget or to the application that were also requested or that the PI deems necessary. Applicants are not allowed to increase the budget unless specifically requested to by the Panel.

Once the applicants send in the responses to the Panel and peer review queries, WCRF International will forward them to the Panel member and to the Chair. Both these Panel members must be satisfied with the applicant's responses. If this is not the case, the application will not be presented to the Board. In some cases, the Chair or Panel members might ask for further clarifications if there are any issues.

Presenting grant applications to the Board of Trustees

WCRF International will present the applications that were fully approved by the Grant Panel to the Board of Trustees at the end of September. Final approval for funding grants is decided by the relevant WCRF network charity Board of Trustees. 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 network charity Board of Trustees makes the final decision, based on finances available for that year and the priorities of each of the member charities.

Conflict of Interest

The WCRF International conflict of interest (COI) policy was developed to meet the best practice recommendations of the **Association of Medical Research Charities** (AMRC) on the peer review process of grant applications, both for the Panel and for (external) peer reviewers. All newly appointed Panel members are required to review and sign our organisational COI policy. In line with best practice, committee members are asked to make a written declaration of interest, or otherwise formally acknowledge that they continue to abide by the COI policy at least every two years during their term. Additionally, at the start of each grant cycle, all Panel members must complete a COI declaration form disclosing any conflicts related to the applications under review.

Panel members

Panel members have a conflict of interest (with an application), and will therefore not review it or be present when it is discussed, if:

- The Panel member is in any way involved with the study (e.g. as a co-applicant or collaborator, or in any other way that could lead to a conflict of interest)
- The Panel member stands to benefit financially from the awarding of a grant to that application
- The applicant is based at the same department as the Panel member
- The Panel member is likely to become a co-author on any paper generated from that study or has co-authored with any of the applicants in the past three years where there are less than 10 authors
- The applicant is closely associated with the Panel member or has a personal relationship with the applicant
- The Panel members personally feel s/he has a COI with any particular application

Please do not review any application if you identified a conflict of interest (if you are involved in the application in any way, including being a probable co-author on any future publications from the study) or if you feel you have a conflict of interest in any other way.

Please note that Panel members can apply to the **Regular Grant Programme** (RGP). They do not get involved in the review of their own application, but they are responsible for assessing all the other applications in that grant cycle that they do not have a COI with. The Chair is also allowed to apply for grants, but if s/he applies, s/he will not be able to attend the Panel meetings for that grant cycle, and the Deputy Chair will take up chairing duties instead.

Allowing Panel members and the Chair to apply is a pragmatic decision that takes into consideration the fact that they might commit a number of years to the Panel, and it would be a disincentive to not allow them to apply for funding. Panel members implicitly (and explicitly via the acceptance letter they sign and this Grant Panel Handbook) agree to review grant applications fairly.

External peer reviewers

The exclusion criteria for external peer reviewers follow the same general principles as that of the Panel COI criteria. Thus, applicants, co-applicants or collaborators in an application should not review other applications from the same grant cycle.

WCRF International will check before contacting the reviewer whether the suggested peer reviewer is based at the same institution as the applicant or involved with the study (e.g. as a co-applicant or collaborator). WCRF International will also make every effort to determine whether the suggested peer reviewer is involved with any other application in that particular grant cycle. Nevertheless, to help highlight any potential COI, the peer review form will have the following questions at the beginning:

Conflict of interest:

Thank you for agreeing to review this application to the WCRF International Regular Grant Programme cycle. To ensure the fairness of the review, please consider whether you might have a conflict of interest (COI) with the application:

- Are you in any way involved with this application (e.g. as a co-applicant or collaborator in the study)?
- Are you involved with any other application in the current WCRF International Regular Grant Programme cycle?
- Are you based at the same institution as the Principal Investigator?

If you feel that you might have a COI with this application, please let us know.

Confidentiality

All Grant Panel meetings are confidential, and the proceedings and materials of these meetings are for the exclusive use of Grant Panel members and WCRF International staff.

WCRF International Science and Research Department staff members handle all communication with any applicants. Telephone enquiries and correspondence from applicants should be referred to the Science and Research Department at WCRF International. There should be no direct communication between Grant Panel members and applicants relating to any of the applications, unless requested by WCRF International. Such requests are generally made to explain or expand upon points raised during the Grant Panel's review of the application.

Please note that failure to maintain confidentiality will undermine the review process of the relevant application and could result in the need to review the application again. In addition, WCRF International might be obliged to dismiss from the Grant Panel any member who does not follow the confidentiality specifications described in this handbook.

Grant Monitoring

WCRF International monitors the progress and outputs of the grants funded from the Regular Grant Programme. Occasionally, Panel members might need to be involved in the monitoring or assessment of the progress of a grant. Below are summaries of the instances when this might occur, as well as examples of breaches of the grant's terms and conditions that might lead to funding being withdrawn, or applicants being disqualified from submitting a grant to WCRF International for a specific period of time. For more information on the terms and conditions that apply to the grants, please see section 7 of the Guidelines for Research Grant Applicants & Award Recipients available from wcrf.org/apply

Progress reports

At the end of each grant year, the Principal Investigator (PI) must submit a scientific progress report, including conference abstracts and publications of research supported in whole or in part by the WCRF network. The scientific progress report should outline any progress made on the specific aims as listed in the grant application, and other relevant information. A yearly financial statement is also required.

Within three months of the completion of the grant period, WCRF International requires a final comprehensive report to show the project's accomplishments. A final financial statement is also required. Copies of all publications and manuscripts in preparation must be included with this report.

The yearly progress reports will be reviewed by WCRF International and may be sent to the Panel members to review. At the discretion of WCRF International, funds for the second, third or fourth years of the grant may be withheld based on the progress reports or if progress reports and financial statements are not submitted.

Changes to the grant

Some changes to the grant, such as budget and staff changes, are allowed, provided WCRF International has approved them. In some cases, such as changes to the PI or transfer of the grant to a new institution, the Panel Chair, and on occasions any relevant Panel members might also be consulted.

Liaison visits

WCRF International may arrange a liaison visit with the grant's Principal Investigator (PI) to discuss the progress of the research project in the second, third or fourth year of the grant period. Liaison visits provide an opportunity for WCRF International to monitor the progress of the grant, discuss any problems, build relationships with grant holders and identify future plans and new opportunities. Plans for the dissemination of the results in peer reviewed journals and conferences and for effective co-ordination of press releases can also be discussed.

Occasionally, WCRF International may send information gathered at the liaison visits to all or any of the Panel members, if deemed to be of interest to them.

Travel and Expenses Guidelines

Address

WCRF International
140 Pentonville Road
London
N1 9FW

wcrf.org

Air and rail travel costs

WCRF International will cover the cost of Panel members' airfare and/or standard train fare from their place of residence to the place of meeting and return. WCRF International will coordinate with the Panel members and will book appropriate flights or trains accordingly.

WCRF International will cover costs of economy class tickets. In other words, the cost of a round-trip non-refundable, non-changeable ticket will be covered. If the Panel members wish to use a higher standard of airline or rail travel, e.g. premium economy, business or club class, any fare difference payable over and above economy class would be at their own expense. To keep the costs down, Panel members are encouraged to book their travel well in advance.

WCRF does not normally reimburse a change fee once the ticket has been purchased, for a change in ticket, e.g. to an earlier ticket, unless the change is at our request and/or the amount has been discussed and agreed before the change is made.

Receipts

Panel members are asked to provide receipts for all expenses incurred on WCRF International business. We are subject to audits from a number of regulatory bodies, and will not be able to reimburse lost or missing receipts. It is recommended that the Panel members send a cover letter with a detailed expense claim and the corresponding

receipts/ proof of travel within 30 days after travel. This letter should indicate the reason for each purchase (e.g. meal/ rail fare/ air fare) and clearly indicate the currency used, if multiple currencies have been used. The letter should also include bank details for the reimbursement payment to be made into. Please note we cannot issue cheques.

Travel from all London airports to Central London

Travel to and from the airports to central London should be via public transport (including the Express trains). The only exception is London City airport, for which WCRF will reimburse for a taxi to a central London destination.

Taxi travel from central London, such as rail stations, to the meeting destination will be reimbursed, but it is recommended to use the London Underground ('the Tube').

Up to date information on how to travel around London can be accessed from the Transport For London website: tfl.gov.uk

Map of the London Underground: tfl.gov.uk/maps/track/tube

Accommodation

When an overnight stay is required, WCRF will arrange for a hotel on its account. WCRF International will coordinate this with the Panel members accordingly. Any other arrangements should be discussed and agreed in advance.

Meals

On travel and meeting days, a reasonable amount for all necessary meals will be reimbursed by WCRF. Panel members are advised to save receipts and itemise per meal as per diem payments will not be made. As per company policy, alcohol purchases will not be reimbursed. If Panel members are being accompanied by a non-panel member (e.g. a spouse or partner), their meal cost(s) will not be reimbursed. In this instance, Panel members are encouraged to itemise their meal receipt(s) accordingly, so that the appropriate amount can be reimbursed.

Incidentals

Incidentals such as phone calls, newspapers, mini bar or other personal expenses are at Panel members' own expense.

Visas

It is the Panel members' responsibility to obtain any visas necessary for this travel. If costs are involved, they should contact WCRF in advance.

Insurance

It is the Panel members' responsibility to ensure adequate travel insurance. This is at their own expense.

World Cancer Research Fund International

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