Instructions for completing the Seed Grant application form

All applicants must apply online, using our **Grant Management System** (https://wcrf.ccgranttracker.com/). **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.

Please note that applications to the Seed Grant scheme must propose pilot or feasibility studies, otherwise they will be deemed ineligible and will not be considered for funding.

Seed 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. For 'Degree/Qualification' and 'Doctoral Degree', please enter 'NA' if you are not sure about the body and class (i.e., degree classification) of the degree.

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.

Please take care to enter the correct email addresses of the co-applicant(s) so that they can receive the invitation emails.

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).

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. After you have submitted your application, emails will be sent to the Head of Department and Finance Officer to prompt them to register on the Grant Management System (if they do not have a portal account already) and to approve your application. 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 take care to enter the correct email addresses of the Head of Department and Finance officer so that they can receive the emails to approve your application for submission.

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'.

Plain language summary: (max. 500 words) the plain language summary should be written at the level of newspaper and magazine articles, so it can be easily understood by the general public. Avoid complex scientific terms. 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. 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.

a) **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 below (see below section f).

b) **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.

c) **Study design:** (max. 500 words) tthe 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 of 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.

d) **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 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.

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

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

Animal Research

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

The Lead Applicant 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

Certification for use of Human Participants

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

Where research involves human participants, their organs, tissue or data, the basic principles of research governance including ethics, science, information, health and safety must be implemented to a high standard. Where the institution does not have a policy on Research Governance, projects must conform to the UK Department of Health Research Governance framework, or a national equivalent. The Lead Applicant will need to provide a sample copy of the relevant certificate/s. We acknowledge that this approval might not be requested at the preliminary stage of the application process. In which case, please indicate when approval will be requested in relation to the milestones of the project.

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.**

SGs 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.

a) **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.

We discourage the inclusion of PhD students as personnel on SG applications as SGs are awarded for a maximum of two years, which would not cover the entire duration of a PhD studentship.

Equipment: equipment costing more than £700 must be itemised 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 SGs, 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 SGs. Funds to cover the cost of publishing under open access can be included in this budget section. 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.

b) **Justification of cost:** use this section to make your justification of the costs. All budget items should be fully justified, including an explanation of the role of the individuals budgeted for the project. Structure your response using the main headings in the budget sheet (e.g., 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. 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 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.**