



# Career Acceleration Fellowships

## Guidance notes 2024

### Introduction

#### Our Research Strategy

Prostate Cancer UK has an ambitious aim: to stop prostate cancer from being a killer. Our [Research Strategy](#) sets out how we will invest in the most innovative research to create a step-change in our knowledge of prostate cancer. We have to be smarter in how we detect and treat prostate cancer at every stage, and we need to develop personalised approaches for every man to achieve the best outcome.

We have identified three key areas where there are substantive gaps in our knowledge or expertise and we would welcome innovative research proposals targeted towards:

- **Better Diagnosis**  
*(including risk stratification and disease prognosis)*
- **Better Treatment**  
*(for both localised & advanced disease, including improved prediction of which treatment(s) will be effective for an individual)*
- **Smarter Use of Data**

We strongly advise that you carefully read through our [Research Strategy](#) for further details on these priority areas before applying. Proposals must clearly state how the planned research aims to improve the health and wellbeing of men affected by prostate cancer.

#### Our Career Acceleration Fellowships

Career Acceleration Fellowships provide a unique opportunity for the most outstanding early career researchers to begin to develop their independent research careers, working with the best prostate cancer researchers in the UK and overseas.

Candidate's will be expected to identify an important research question that builds upon their current expertise and experience and propose a programme of work that would not normally be possible in a standard postdoctoral position, enabling the prospective Fellow to expand their research horizons towards developing scientific independence. These Fellowships will help to accelerate the career trajectories of successful recipients and ultimately ensure they make the biggest impact for men affected by prostate cancer.

**All applications must be submitted by the applicant and approved by the Head of Department and Finance Officer before the round closes at 1pm on 31 May 2024.**

We suggest that you allow at least 5 working days to ensure that all relevant parties submit their approvals in advance of the submission deadline. Once the deadline has passed there will be no opportunity to debate individual circumstances and applications not meeting the requirements will be withdrawn.

## Eligibility

These awards are aimed at early career researchers who have less than 5 years' post-doctoral experience, as of 1 October 2024 seeking their first independent fellowship funding. Fellowships must be hosted at a recognised UK academic institute. *Note, Clinical researchers are no longer supported through this scheme, but are encouraged to [get in touch](#) with the office to discuss alternate routes of funding.*

**Candidates may apply if they are in the final year of their PhD** (as of 1 October 2024) but will be expected to have undertaken their viva **before** 1 October 2025. A letter of support from the candidate's PhD supervisor should be submitted with the application to provide reassurance that the viva will take place within the stipulated timeframe. If successful, the Fellowship cannot be taken up until confirmation of a PhD qualification.

We do not intend this award to be suitable for a 'career re-entry' Fellowship (please consider the [Daphne Jackson Trust Fellowships](#) for such opportunities); however, if you've been away from research – such as for long-term sick leave, parental leave– this will be taken into consideration (and your eligibility will be based upon your time spent in research). If candidates are unsure of their eligibility, they should contact Prostate Cancer UK's Research Team in the first instance ([research@prostatecanceruk.org](mailto:research@prostatecanceruk.org)).

## Award Remit

**Fellowship awards provide up to £350,000 for a period of 3 to 4 years.** Awards can be held part-time (at a minimum of 75% FTE) to accommodate personal or professional circumstances, so long as sufficient justification is provided.

**Single-institution Fellowship applications will not be considered.** This Fellowship should support the candidate to establish professional collaborations with one or more partnering institutions in or outside of the UK, increasing the impact of the prospective Fellow's research and assisting in the transfer of knowledge and building collaborative networks across institutional and national borders. Any applications without a component of research with a partnering institution will not be accepted. Partnering collaborations should be strong enough for joint publications to be a potential output of this award.

Different ways to develop collaborations will be considered and travel placements are encouraged, where possible. Examples of types of collaboration:

- Spending a single extended period (e.g. six months) at another research institution in the UK or abroad to learn new skills and carry out experiments.

- Visiting your partnering institution over two shorter placements (e.g. two visits of three months each), or visiting two or more institutions for a few months each, where interaction with your Partnering Mentor(s) is aligned with certain time points during the project.
- Regular in-person visits and meetings at another research institution in the UK, or your Partnering Mentor and/or members of their research team attending regular in-person meetings at your host institution.
- Regular virtual meetings with your Partnering Mentor(s) using video conferencing (e.g. on a weekly basis, with more in depth meetings held periodically), to facilitate sharing of results/data and ensuring that your Partnering Mentor(s) and Supporting Applicant(s) have significant input into the project activity.
- A combination of the above, for instance in-person visits and meetings at another research institution in the UK in addition to communications through video conferencing platforms with research institutions abroad on a weekly/monthly/quarterly basis.

**The application must come from the prospective Fellow**, who will be the Principal Investigator on the grant. A Primary Mentor in the host institution, and Partnering Mentor(s) in each institution that the prospective Fellow plans to collaborate with, must be identified prior to submission. The Primary Mentor will act as guarantor that there is institutional support for the Fellow.

We strongly recommend that applicants use the experience of their Primary Mentor and Partnering Mentor(s) at the application stage to ensure that their application is scientifically sound, deliverable, and well justified.

**The Head of Department and Finance Officer** within the host institution must approve the application and agree to abide to the [Terms and Conditions](#) if a grant is awarded.

**Funding can be applied for:**

- The salary of the Fellow
- Additional laboratory personnel support if required (e.g. laboratory technician time)
- Research consumables (that are direct costs of the project)
- Collaboration costs (including associated travel)
- Conference costs

**Funds that are requested in the application must be in accordance with our [Finance Guidance](#).** Value for money will be a consideration, so care should be taken to ensure that costs have been properly justified with respect to how they are essential or value adding to the research programme that has been proposed.

**We will not accept applications that are:**

- Intended solely or primarily to fund the purchase of equipment
- From researchers based entirely outside the UK for the duration of the Fellowship
- From clinical early career researchers
- Without a collaborative component
- From commercial organisations
- Outside the remit of our [Research Strategy](#)

## Assessment Process

**DEADLINE:** Prospective Fellows must submit their application and make sure that all online declarations and approvals have been completed by the relevant parties before **1pm on 31 May 2024**.

Applications will be checked by the Research Team at Prostate Cancer UK to ensure that they have been completed correctly and that they comply with the eligibility criteria for this call. Any proposals which do not meet the remit of this call will be withdrawn.

**PEER REVIEW:** Applications will be externally peer reviewed in accordance with the principles of peer review set out by the [Association of Medical Research Charities \(AMRC\)](#).

**SHORTLISTING:** Following peer review, applications will be shortlisted by a sub-set of our [Research Advisory Committee](#) (including a Patient and Public Involvement Representative) and applicants will be informed whether they've been shortlisted in **October 2024**.

**INTERVIEWS:** Interviews for shortlisted applicants will take place (virtually) in **late October 2024**.

**DECISION and NOTIFICATION:** Final funding decisions will be made in **November 2024** after which applicants will be notified of the outcome of their application.

*We recognise that the outcome of your application is important to you, and we will inform you of the outcome as soon as possible. We appreciate your patience during this time.*

**CONTRACTING:** For successful candidates, it is our expectation that contracting should be completed as promptly as possible once any conditions of award have been addressed and/or any financial assessment completed. Fellowships cannot commence until confirmation of PhD qualification (if not already awarded) has been obtained. Projects should aim to get underway as soon as possible or at least commence within 12 months of completion of contracting. If the Fellowship does not commence in this timeframe, then we may revoke our offer of funding.

**Successful applicants must not disclose any details of their proposal publicly until contracting has completed and a communication strategy has been agreed upon with Prostate Cancer UK.**

## Making your application

**The deadline for application submission is 31 May 2024 (1pm).**

Applications must be made through our online Prostate Cancer UK [CC Grant Tracker system](#). All sections of the application form must be completed accurately before submission (further information below).

**Before the application can be submitted** by the prospective Fellow:

- The Primary Mentor, Head of Department and Finance Officer from the host institution must complete the online declarations section.
- The Partnering Mentor(s) and any other Supporting Applicants will need to provide a letter of support specifying and confirming their involvement in the project, which must be uploaded by the applicant within the corresponding section of the form.

**After the proposal has been submitted** by the prospective Fellow:

- Approval from the Head of Department and Finance Officer from the host institution will be required (in series) and must be done in advance of the submission deadline.
- Please see the table below for an overview of the approval steps for each party.

Role	Before applicant can submit	After applicant submits (but <u>before</u> submission deadline)
<b>Primary Mentor</b>	<ul style="list-style-type: none"> <li>• Confirm participation</li> <li>• Complete questions in declaration section</li> <li>• Tick box in declarations section to confirm acceptance of role and <a href="#">T&amp;Cs</a></li> </ul>	<ul style="list-style-type: none"> <li>• No action required</li> </ul>
<b>Partnering Mentor</b>	<ul style="list-style-type: none"> <li>• Confirm participation</li> <li>• Provide candidate with letter of support</li> </ul>	<ul style="list-style-type: none"> <li>• No action required</li> </ul>
<b>Supporting Applicant</b>	<ul style="list-style-type: none"> <li>• Provide candidate with letter of support</li> </ul>	<ul style="list-style-type: none"> <li>• No action required</li> </ul>
<b>Head of Department</b>	<ul style="list-style-type: none"> <li>• Confirm participation</li> <li>• Complete questions and tick box to confirm acceptance of role and <a href="#">T&amp;Cs</a> in declaration section</li> </ul>	<ul style="list-style-type: none"> <li>• Approve application (<i>application proceeds to finance officer for final approval</i>)</li> </ul>
<b>Finance Officer</b>	<ul style="list-style-type: none"> <li>• Confirm participation</li> <li>• Tick box to confirm acceptance of role and <a href="#">T&amp;Cs</a> in declarations section</li> </ul>	<ul style="list-style-type: none"> <li>• Final stage approval of application (<i>after the Head of Department has approved</i>)</li> </ul>

## Applicant details

### CV Information and publications

CV information in this section is automatically populated from your contact record. Please therefore ensure that your CV and Basic Information are up to date via the 'Manage My Details' section in the system. Please note that this section is not accessible directly from the application form, and so to update your personal details you must first 'Save and Close' your application and then click on the 'Manage My Details' link in the left-hand menu.

Applicants are required to provide information on the date of their PhD Viva. If this has not yet taken place, applicants are required to provide a reasonable expected date as to when their viva will take place, in addition to uploading a letter from their PhD Supervisor to provide reassurance that the viva will take place within the stipulated timeframe.

When updating your personal details please note the following:

- You will need to include your ORCID ID, please add this to the corresponding section under 'Basic Information' via 'Manage My Details'. Please ensure that you have populated your ORCID record and set visibility to 'public'. For more details please visit the [ORCID website](#).
- Your 10 most significant/relevant publications for this application must be entered in the 'Publications' section of the Lead Applicant Details page.

### Additional Information

Please detail if you and/or your research activities have been impacted in any way due to any breaks in active research or periods of part-time working.

Please note, where this is applicable, we're not looking to capture the details of what happened but ask that you focus on the consequences and impact on your career, or your ability to deliver your research. This can include but is not limited to:

- Change in personal circumstances such as inability or reduced ability to work due to illness or additional caring responsibilities.
- Pause on experiments/research plans/access to facilities (e.g. being furloughed during the COVID-19 pandemic)
- Delays in publishing/submitting a key paper(s) or other outputs and markers, e.g. panel membership, presentation invitations, conference participation, promotions
- If you have not been impacted by any situation, please detail "N/A".

Click the help icon '?' in this section of the online application form for examples of how to capture this.

**We ask that you only disclose personal information that you would be comfortable being seen by our external reviewers and committee members. For the same reason please do not disclose any information that is about a third-party including name, circumstances, or information that allows them to be identified.**

Panel members will be asked to consider this information as part of their assessment to prevent applicants from being penalised for things beyond their control. For example, the applicant's individual circumstances will be noted when assessing track records, impact on publications and any delays or setbacks in the progress of their research.

## Working Pattern

Please select 'yes' or 'no' as to whether you will be carrying out the Fellowship part-time.

If you select 'yes' you will need to add some more information so that we can understand why you would like to do this Fellowship on a part-time basis.

[Click the help icon '?' in this section of the online application form for examples of how much/little information to include.](#)

Please only disclose personal information that you would be comfortable being seen by our external reviewers and committee members. For the same reason please do not disclose any information that is about a third-party including name, circumstances, or information that allows them to be identified.

If you would like to add any further details to your reasons for applying on a part-time basis that you would prefer not to share with the reviewers, please do so in the 'CONFIDENTIAL' text box. **This box will be kept confidential from reviewers and the panel and will not be shared outside of the Prostate Cancer UK research office.**

[Click the help icon '?' next to 'CONFIDENTIAL' on the online application form for examples.](#)

## Personal Statement

Please provide a personal statement (up to 1,000 words) detailing your research experience, the subject of your PhD project and why you feel you would be suitable for this Fellowship. In particular you should look to demonstrate how you have:

- Started to develop your own independent research ideas and taken steps towards obtaining the relevant skills, knowledge and training to advance these plans. It's important that you clearly articulate how your project is distinct from the ongoing work of your group leader/supervisor/mentor.
- Begun to make important research contributions, through publications, conference posters/presentations etc.
- Set out to establish your own research network and collaborations, independent from your current group leader/supervisor/mentor. You should be able to show an appreciation of the research of other relevant groups, and of those in other fields/disciplines, and how your own research could be enhanced from working across teams/disciplines in order to progress towards achieving patient benefit.
- Taken pro-active steps to raise your profile within the research community, for instance by organising workshops/meetings, supporting supervision of students/interns, arranging visits to other research groups, participating/attending research committees or working groups etc.

- Experience in communicating your research to a variety of different audiences, e.g. by presenting at scientific meetings, speaking at early career researcher forums communicating to public & lay audiences, using social media to discuss research etc.
- An idea of your longer-term research vision beyond the timeframe of this fellowship. By the end of the Fellowship you should have clear plans for your transition to an independent research career.
- An appreciation for how your research could (eventually) benefit men affected by prostate cancer and an understanding of the steps that need to be taken to get there.

You should also describe your proposed future plans beyond the timeframe of this Fellowship (assuming your application is successful) (up to 500 words). As a guide, by the end of this fellowship you should be aiming to have:

- Begun to establish a track record of delivering novel and innovative research and started to be identified for your expertise in your field (e.g. through impactful research outputs, peer review experience, presenting at conferences and other scientific meetings & workshops etc.).
- A growing portfolio of impactful research outputs and evidence of communicating and sharing your own research outcomes to an experienced scientific audience in your field.
- Clear plans to develop your own independent research group. You should be applying for more senior fellowship funding and/or other appropriate funding schemes to continue supporting your research. You should also have identified the skills, training and support needed to develop your expertise in research programme management and in the management/leadership of a research group, and built a network of mentors/colleagues to advise and support you as you establish independence.
- An expanding network of fruitful collaborations with other relevant research groups from a variety of institutions and across a range of disciplines (as demonstrated through co-authored papers, placements in another institution, knowledge exchange meetings, collaborative applications submitted for funding, leveraged funding etc.).
- Started to engage with relevant parties who may support the advancement and translation of your research (such as clinicians, other aligned research groups, research funders, technology transfer infrastructure and commercial partners where appropriate).
- Demonstrated leadership skills and evidence of balancing a number of commitments (without affecting the delivery of your research). For example, by providing supervision and career development support for PhD/MSc students and/or technical staff, teaching commitments, organising/participating in scientific meetings/workshops etc.
- Experience in patient engagement and a clear road map for driving your research towards achieving patient benefit.

## Personnel

### Primary Mentor Details

**The Primary Mentor must be based at the host institution.** The Primary Mentor will provide the prospective Fellow with independent support and advice for the duration of the



award. To add the Primary Mentor to the application, click on 'Add Primary Mentor' and search for their name on our contact list, or if not on this list, they can be invited to register. They will then be emailed and invited to register on the Prostate Cancer UK Grant Management System and to confirm their acceptance of participating on your application. Once your Primary Mentor has confirmed participation, their CV details will automatically be added to the application. The Primary Mentor must therefore ensure that their Basic Information and CV details are complete (under the 'Manage My Details' section) prior to submission.

Primary Mentors will act as guarantors that there is institutional support for the Fellow, and that adequate lab space and shared resources are available. The Primary Mentor will also be required to confirm that they have contributed to the preparation of the application and will continue to provide mentorship for the duration of the award.

**Please note the Primary Mentor will need to provide further detail in support of the applicant in the Declaration section and tick the box to confirm acceptance of this role.**

### Head of Department Details

The Department Head at the host institution will be required to approve the application, confirming they will guarantee to host you as a Fellow and provide necessary laboratory/office space and any other required resources for the period of the award.

If your Head of Department is acting as the Primary Mentor or a Supporting Applicant on the application then the Deputy Head of Department will be required to stand in for the 'Head of Department' role on the application, provide the necessary approval and confirmation of support.

Include details of the Head of Department at the host institution by clicking on 'Add Head of Department'. Search for their name on our contact list, or if not on this list, you will be able to invite them to register. They will be sent an email asking them to confirm their acceptance of participating in your application via the Prostate Cancer UK Grant Management System.

**In the Head of Department Declarations section of the application, the Head of Department is required to** confirm their support to host you as the Fellow. They must also confirm (via the tick box) their acceptance of the award [Terms and Conditions](#).

**Once you have submitted your application, your Head of Department will need to approve the application on the system. Please note that further approval will be needed by the Finance Officer before the submission deadline of 1pm on 31 May 2024.**

### Finance Officer Details

Include details of your Finance Officer at the host institution by clicking on 'Add Finance Officer' and search for their name on our contact list, or if not on this list, you will be able to invite them to register. They will be sent an email asking them to confirm acceptance of participating in your application via the Prostate Cancer UK Grant Management System.

The Finance Officer at your host institution will need to confirm (via the tick box) their approval of the budget and acceptance of the grant [Terms and Conditions](#) in the Finance Officer Declarations section of the application form.

**Once you have submitted your application and your Head of Department has approved it, a further approval will be needed by the Finance Officer before the submission deadline of 1pm on 31 May 2024.**

### **Partnering Mentor Details**

**The Partnering Mentor(s) should be based at the institution(s) where your collaborative component(s) will take place** and should provide the Fellow with independent support and advice for the duration of the award.

Where a placement is proposed, the Partnering Mentor(s) will also act as guarantor(s) that there is institutional support for the candidate, and that adequate lab space and shared resources are available for that placement.

To add a Partnering Mentor to the proposal, search for their name on our contact list, or if not on this list, you will be able to invite them to register. They will then be emailed to confirm their involvement in the proposal. Once your Partnering Mentor(s) has/have confirmed participation, their CV details will automatically be added to the application. The Partnering Mentor(s) must therefore ensure that their Basic Information and CV details are complete (under the 'Manage My Details' section) prior to submission.

**The Partnering Mentor must provide a Letter of Support** detailing what they foresee as their role, what support they will provide, how their input will bring added value to the project and their views of the candidate's suitability for the award. **Please note a Letter of Support from each Partnering Mentor is a mandatory requirement.**

### **Supporting Applicants Details**

A Supporting Applicant is someone who will supply research materials or specific expertise but will not be involved in the day-to-day execution of the project. Include the details of EACH Supporting Applicant involved in the proposed project by clicking 'Add Supporting Applicant and Letter of Support' and following the online prompts. Supporting Applicants are not required to confirm their participation via the on-line system; however, each Supporting Applicant will be emailed to inform them that you have selected them as a Supporting Applicant for this application and asked to provide you with a supporting letter. **Please attach a Letter of Support from each Supporting Applicant as indicated and describe the role for each Supporting Applicant on the project.**

### **Project Summary**

Provide a concise scientific title as well as a lay title for the project. Please also include a proposed start date for the Fellowship (this should be no earlier than **1 January 2025**). Please note that it is our expectation that projects should commence within 12 months of completion of contracting, and that Fellowships cannot commence until confirmation of a PhD qualification.

Within this section you must also indicate which one (or more) of the Prostate Cancer UK priority areas your project will address (please refer to our [Research Strategy](#) for further details), explaining why your research meets the selected priority area(s) (in no more than 100 words).

You must then select up to 6 keywords from the list provided, which best describe the project and provide a brief scientific abstract (no more than 200 words) outlining the background to the application, the proposed research to be undertaken and the expected outcomes. All proposals must clearly state how the planned research aims to lead to benefits for men affected by prostate cancer.

**Please do not include any confidential or commercially sensitive information in this section.** Your abstract may be sent to potential peer reviewers to establish their ability to review the proposal, and if funded, the abstract will also be shared with the International Cancer Research Partnership (ICRP) and any other organisation as specified in the grant terms and conditions.

## Key hypotheses, aims, objectives and milestones

Please summarise the main aims of the project in no more than 100 words.

Bullet-point the key hypotheses to be investigated, along with short descriptions of how this will be achieved and a brief timetable of milestones, in no more than 300 words. This section is meant to provide an 'at a glance' summary of your project plan for reviewers and the Research Advisory Committee, so please keep it succinct and to the point.

## Project delivery

All proposals should articulate a strong, central research question and place it in the context of current knowledge and the potential benefit for men affected by prostate cancer. Research projects should be hypothesis-driven and proposals that are not sufficiently hypothesis-driven are likely to be rejected. All references referred to in this section should be listed in the next section under 'References' (50 maximum). Please outline your proposal under all the given headings.

### Background (up to 500 words)

Introduce only the most relevant background information necessary to understand the wider context of your proposal – do not write a literature review. It is advised that you place your proposal into a patient-centred context rather than focussing on scientific questions alone.

### Preliminary data (up to 500 words)

Please detail any preliminary/pilot data that supports and strengthens your application within this section. Figures can be included by uploading up to 3 Word or PDF files via the 'Preliminary data figure attachments (optional)' section and following the on-screen prompts. Papers that have been accepted for publication but are not yet in print can be uploaded under the 'Optional document attachment' section if you wish for them to be seen by the reviewers. However, manuscripts under review or in preparation cannot be provided as additional information.

### Detailed plan of investigation (up to 3,000 words)

Please detail the proposed programme of work, broken into work packages where relevant and describe the methodology you will use to address the objectives. The focus here should be on the structure, timings and delivery of the programme of work etc. This section should give reviewers a clear understanding of the work proposed, along with planned timeframes

and anticipated outputs, outcomes and impact.

Sample sizes must be clearly stated and justified. Projects using human or animal tissue samples should state the source and indicate the availability of tissue.

#### **Potential problems and contingency plans** (up to 150 words)

We understand that research projects often do not run entirely to plan. Please highlight the problems this project is mostly likely to encounter and explain how they will be dealt with.

#### **Justification for choice of host institution** (up to 200 words)

Please justify the choice of the proposed host institution, the support that the research environment will provide and how it will support your career development.

#### **Integration of this project into the ongoing work of the group/department** (up to 200 words)

We believe an isolated, unsupported research project is unlikely to achieve anything significant for men affected by prostate cancer. Please explain here why the group/department is suitable to host this project and how the project will integrate into a wider, sustainable and long-term research programme.

## **Outputs and Impact**

#### **Dissemination plans and data sharing** (up to 100 words)

Describe how you intend to disseminate the outcomes of your Fellowship to the prostate cancer research community, during and at the end of your project.

Please also describe how you will make any data, cell lines, tissue samples, excess material etc. freely available to others in the research community.

#### **What will be the impact of your proposed project - both in the short and long-term?** (up to 100 words)

We wish to understand the potential impact of your research both in the short and longer term. Our ultimate aim is to deliver clinical impact as quickly as possible to improve the lives of men affected by, or at high risk of, prostate cancer.

It is understood that research into underpinning biological mechanisms is likely to have patient benefit only in the long-term. Your response should focus on the impact to these men rather than just academic outputs.

#### **What would need to happen after this grant (if successful) to realise the long-term impact for men described above?** (up to 100 words)

We wish to understand how your research fits into the wider research landscape and the potential impact of your work across a timescale longer than this project to assess your plans for achieving impact.

We are aware that several additional steps and significant follow-on funding may be required in order to deliver longer term impact. Please provide brief details of what those subsequent steps could be and future pathway to translate any positive findings towards clinical benefit.

## Partnering Collaboration(s)

Please provide details of the collaborative component of your proposal. The collaboration must be with another group outside of your host institution, either within the UK or abroad. Partnering collaborations with multiple institutions are welcomed but you must have a Partnering Mentor based at each institution. Please add each partnering institution as a separate entry.

To add a partnering collaboration, click '**Add Information on Partnering Collaboration**' and address the following questions. You will need to repeat this step for each institution you plan to collaborate with.

### Partnering Institution

Please enter the name and location of the institute you propose to collaborate with.

[Click the help icon '?' on the online application form for examples.](#)

### Rationale for your choice of Partnering Institution (up to 300 words)

Please detail your current relationship with your chosen Partnering Mentor at this institution. Please also highlight how you will build a relationship/partnership with the Partnering Mentor and their group, why it is the most suitable institution to collaborate with, and how will it advance your training and development.

### What is the nature of this partnering collaboration and how will it benefit your research and career development (up to 500 words)

Please highlight the specific work and any training you plan to do as part of the partnering collaboration and what added value this will bring to your proposed research and/or career development.

### Please detail how you plan to interact with your chosen partnering institution (up to 500 words)

We want you to tell us what form the interaction will take and the frequency and time-point at which you plan for them to happen. We're also looking to understand what you hope to gain through each different type of interaction, and how you plan to do this. If funded, we'll monitor the development of these partnering collaborations through your annual report. If you plan to visit the institution (either for a short trip or for a more substantial placement), please indicate when during the project you intend to undertake this placement, how long you intend to be there and what you will be doing whilst there.

[Click the help icon '?' on the online application form for examples.](#)

## References

(up to 2500 words)

In this section, you can include up to 50 full references (Vancouver format) referenced in the project description.

Click the help icon '?' on the online application form for examples of Vancouver formatted references.

## Lay summary

Please ensure this summary does not contain any information that is commercially sensitive, or likely to be considered as such in the future, as this lay summary may be used by Prostate Cancer UK to publicise our research portfolio should your application be successful in receiving funding.

### **It is in your interest to take a great deal of care over this section.**

Our Patient and Public Involvement (PPI) representatives will read and assess only the information you provide in the lay summary and patient and public involvement sections.

PPI in research is research done 'with' or 'by' patients and the public, not 'to', 'about' or 'for' them. It is a two-way conversation and working collaboratively with patients and the public throughout the research life cycle. Patient and public engagement focuses on raising awareness, sharing research knowledge and findings.

Describe the research proposal under the provided headings, in terms understandable to a reader with no specialist scientific or medical knowledge. This section should make complete sense when read in isolation to the rest of your application so don't refer to any references, diagrams or acronyms included elsewhere in your proposal.

Quick tips for writing a lay summary:

- Pitch the summary at a level similar to that of a medical research report in a newspaper.
- Ask someone without a scientific background to read the summary before submitting your application.
- Do not include scientific jargon or abbreviations without further explanation.

For more help writing a clear and informative lay summary please look at this guidance on [plain English summaries](#).

This section is broken-down into the following:

- What are you proposing? (up to 200 words)
- Why are you proposing it? (up to 200 words)
- How are you proposing to do it? (up to 200 words)
- What are the expected outcomes? (up to 100 words)
- How could it make a difference to the lives of men affected by prostate cancer? (up to 100 words)
- Please write a summary of the project in one sentence (up to 50 words).

Further guidelines for the involvement of lay representatives and how our [Patient Representative Network](#) could strengthen your application can be found on our [website](#).

Prostate Cancer UK staff will take no responsibility for translating the science if the lay summary is inadequate. If your lay summary is not clear then the reviewer may not be able to see the importance of your research project for men affected by prostate cancer, and you may fail to secure funding as a direct result.

## Patient and Public Involvement

**It is in your interest to take a great deal of care over this section.**

Our Patient and Public Involvement (PPI) representatives will read and assess only the information you provide in the lay summary and patient and public involvement sections.

Describe whether men with prostate cancer, or their relatives/partners etc., will be involved in the design, planning or management of this research, and if so, what their role will be.

Prostate Cancer UK supports the active involvement of patients and the public in research activities enabling high quality patient focused research. By involving people affected by prostate cancer throughout all stages of your research will likely lead to better quality funding applications and improved outcomes of research, thus resulting in applications that are more likely to be successful.

Tips for including PPI in your research:

- You can use our [Patient Representative Network](#) to discuss your proposed research question(s) with people affected by prostate cancer to ask whether your planned research is relevant to them, and how they might be involved throughout your project.
- Refer to [NIHR involve PPI guidelines](#) for good PPI practice.

Any PPI described in the questions below **must be relevant** and **specific** to the studies outlined in this application.

In this section, please detail whether men with prostate cancer, or their relatives/partners etc., have or will be involved in the design, planning or management of this research and if so what their role will be. If PPI will not be included, please explain why. Please also describe your plans to disseminate your research findings to people affected by prostate cancer and again, if you are not planning to do this, explain why.

## Gantt Chart

Insert a Gantt chart detailing the main goals, milestones, deliverables and associated major costs for the grant duration. These will be the key goals and timelines from which the progress of your project shall be measured against, so please ensure they are achievable within the given timeframe. Attach as a Word or PDF document.

## Approvals and Licences

All necessary regulatory approvals and licences for the project must be in place before the corresponding work can commence. In most instances, approvals and licences should be in place before the grant begins, and so should not be included within the project schedule/Gantt chart.

Funding will not be released until all necessary approvals and licences are in place (unless specifically agreed in advance with Prostate Cancer UK, in which case payments may be withheld during the grant until the necessary approvals are in place).

If approvals/licences have already been obtained, please attach the corresponding letters in this section (Word or PDF only). If submissions are in process, please indicate the status of the application(s) and when a final decision is expected. If approvals are obtained after the submission deadline, please inform the Research Team immediately. Please also note that it is a requirement that any cell lines to be used in the proposal are authenticated/validated appropriately at the outset of the project, and as such you may include reasonable costs in your application to conduct these checks.

The UKCRC Tissue Directory and Coordination Centre supports the work of biobanks by improving access to their human tissue samples for research purposes. The Tissue Directory aims to maximise the use of new and existing human tissue sample collections and allows searching based on various criteria and available datasets. For further advice and guidance please refer to the [UK Clinical Research Collaboration website](#).

### Use of Animals

If the project involves the use of animals, you must detail the number and species of animal to be used and whether the animals will be genetically modified. You must clearly justify why an animal model is necessary to advance this research and why this specific model was chosen. In particular, please carefully consider:

- Whether the research question can be addressed via other means, without the use of animals
- Whether the potential benefit justifies the possible adverse effects to the animals
- Why the specific approach/model is the most appropriate
- How to optimise the experimental design and statistical analysis to minimise the number of animals required
- What steps will be taken to minimise any pain, suffering, distress and lasting harm to the animals, and what will happen to them at the end of the experiment (including the use of humane endpoints)
- How the results and resources can be shared with the research community

You should also consider whether anyone else has already generated the model(s) required for this study and if so, why it is not feasible to obtain the necessary materials from them and/or why new models need to be generated.

Please also describe how the proposed sample size has been determined and how the project plan has been refined to adhere to the 3Rs by using the minimum number of animals possible and causing the least suffering, whilst also ensuring that the study is sufficiently powered and reproducible (please refer to the [NC3Rs](#) for further details).

We require this information to ensure that all necessary approvals are/will be in place and to collect data for the Association of Medical Research Charities (AMRC) on the use of animals within our grant portfolio. If the appropriate approvals are already in place, please provide the Home Office Number and upload the licence in the corresponding section within the form (Word or PDF only).

The NC3Rs offers a free online tool, the [Experimental Design Assistant \(EDA\)](#), which provides guidance for researchers in the design of their experiments. The tool helps to ensure



that researchers use the minimum number of animals required to achieve the scientific objectives, as well as the most appropriate methods to reduce subjective bias and to optimise the statistical analysis. For further advice and guidance please refer to the [NC3Rs](#).

Finally, please also indicate whether the research will involve the use of stem cells, providing further justification if embryonic stem cells are to be used.

## Intellectual Property

As stipulated in our [Terms and Conditions](#), we consider Intellectual Property (IP) to include: *all materials, patent rights, know-how, trademarks, service marks, registered designs, copyrights, database rights, design rights, confidential information, applications for any of the above, and any similar right recognised from time to time in any jurisdiction, together with all rights of action in relation to the infringement of any of the above.*

### **Please detail your institution's current processes and available expertise in managing IP, including contact details of your IP/Technology Transfer Office (up to 500 words)**

We strongly recommend discussing this proposal with your Primary Mentor and IP/Technology Transfer Office and to complete this section with their support. Please provide the contact details of your colleague within your IP/Technology Transfer Office and a brief outline of your institution's processes regarding the identification and management of FOREGROUND and BACKGROUND IP.

### **Foreground IP**

We require all considerations surrounding IP to be declared and agreed upon upfront, before any award can commence. Any potential to develop new, Foreground IP should be identified and detailed within the application, along with your proposed plans to suitably protect and utilise the IP.

Any new, Foreground IP arising from a Prostate Cancer UK funded project shall be owned by and vest in the host research institution. The host institution should use reasonable endeavours to identify, protect and commercially exploit any Foreground IP arising from the project, and should promptly notify Prostate Cancer UK of any such IP as it arises. We expect to be consulted on the exploitation of any new Foreground IP and for any profits from exploitation to be shared in accordance with our grant [Terms and Conditions](#). If the host institution decides not to protect or to abandon any such IP generated through this project, then Prostate Cancer UK shall have the right, but not the duty, to protect and exploit the IP commercially. Please refer to our [Terms and Conditions](#) for further information.

### **Background IP**

We recognise that your research may build upon or utilise pre-existing Background IP, generated and owned by yourselves or others. For this reason, we want to be clear regarding what existing Background IP is in place, and what new, Foreground IP may be generated through Prostate Cancer UK funded research. We therefore require that you declare all relevant Background IP specifically relating to this proposal, how this will be utilised in this

project and whether your proposed study is likely to add significant commercial value to this existing IP.

Where Background IP has already been protected, we do not expect ownership of that IP to change. However, if research funded by Prostate Cancer UK adds significant value to the Background IP that may strengthen its potential for commercialisation, its value at the point of commercialisation, or may provide opportunities for additional commercial exploitation, then we would expect to enter discussions with the relevant parties regarding a revenue share, royalty payments or other form of reimbursement to acknowledge the charity's contribution towards the development of the resultant asset.

For all relevant Background IP already associated with this work, please specify the owner of that IP, whether discussions have been held with them regarding access to this IP/provision of materials (e.g. provision of drug, biomarker etc.) and whether any agreements are already in place covering the potential future exploitation of this Background IP. If possible, it will strengthen your proposal if you can provide a letter of support from any third party/parties whose Background IP shall be utilised with this proposed study (upload all letters as a single Word or PDF only). Please refer to our [Terms and Conditions](#) for further information.

## Finances

**The maximum cost that can be requested for a Career Acceleration Fellowship is £350K.**

**Please refer to our [Finance Guidance](#) for further details regarding cost eligibility.** Budget items must be broken down in as much detail as possible and each item entered as separate lines under the headings below.

### Salary

Include salary details for the Lead Applicant and any other additional support required on this project (please name individuals where possible). Fellowship grants cannot be used to support students or to offset the salaries of any core-funded academic or clinical staff.

When adding costs for members of staff who are not working 1.0 FTE, please add in the actual cost of their time to this project, not their FT equivalent.

If you are looking to undertake a placement at the partnering institution(s), you may request a reasonable supplement to your UK salary (for the period of the placement only). If applicable, these supplementary 'cost of living' costs should be entered under the 'Other Costs' section and labelled placement supplement. The supplement can be included if the placement requires you to live somewhere with a significantly higher cost of living than where you would otherwise be based. This modest 'cost of living' supplement (on top of your UK salary) should help you to cover any excess costs you are likely to incur during the placement. Please note, this supplement is not to cover the full cost of the placement, but to cover the excess day to day living costs, such as the cost of daily travel and meals, incurred over and above what you would usually pay in the UK. Please see the 'Other Costs' section of the guidance notes for further information on travel-associated costs you may include.

If your placement is outside the UK, you may find it useful to refer to the [HMRC guidance](#) on expenses rates for employees travelling outside the UK.

### Research expenses

Detail all expenses that will be directly incurred by the project, except for any animal costs (these should be included separately in the corresponding sections). Costs for research consumables that will be used during a placement should be included under 'Research Expenses' and clearly labelled as 'placement research costs'.

### Animal purchase costs

Within the 'Animal purchase costs' section, please detail the species of animal(s) to be used, along with the number of individuals required, the aim/sub-study this relates to, as well as the associated purchasing costs. If more than one species of animal is to be used, please enter these separately.

### Animal maintenance costs

Please detail the species of animal(s) to be used, the aim/sub-study this relates to and the associated maintenance costs. If more than one species of animal is to be used, please enter these separately.

### Other costs

If you are looking to undertake a placement at the partnering institution(s), you may request costs associated with the placement. This may include a reasonable supplement to your UK salary (for the period of the placement only) if the placement requires you to live somewhere with a significantly higher cost of living. Supplementary 'cost of living' costs should be entered here and labelled 'placement supplement'.

You may include the cost of travel to and from the placement from your home city, but please do not include daily commuting costs while at the placement. We recognise that most people will still have commitments to pay rent/mortgage in their home city while they are away on placement so you may also include costs for the accommodation you will be staying in for the duration of the placement. Please do not include daily subsistence costs (e.g. daily commuting costs, cost of food/meals etc) as these are costs that you would be incurring anyway regardless of location. If your placement is in a location with a higher cost of living, the cost of living supplement described above should help you to meet the extra costs.

If your Partnering Mentor(s) is based at an overseas institute, please liaise with them to ensure you have included all the necessary costs for travel to that country. As well as travel and accommodation, you may need to consider including budget for:

- Visas
- Costs to ensure you have access to healthcare
- Taxes and associated costs (this may apply depending on the country and duration of stay – check with your finance and HR teams for guidance.)
- Pre-travel healthcare (e.g. vaccinations if mandated for travel to that country)

You may find it helpful to refer to the [HMRC guidance](#) on expenses rates for employees travelling outside the UK.

Each cost must be recorded in a separate line (e.g. placement supplement, accommodation, flights, visas etc) and justified within the form.

Costs for research consumables that will be used during a placement should be included under 'Research Expenses' and clearly labelled as 'placement research costs'.

### Justification of budget

Please also provide a brief justification of the costs that you expect to incur (in no more than 500 words). In particular you should justify salaries included on the proposal, and the inclusion of any costly equipment (or any other significant expenditure) deemed essential for the proposed project.

If the amount requested does not cover the full study costs (e.g. where the work would be part funded by another grant) please also provide brief details as to how the remaining costs of the study will be met.

## Declarations

### Other sources of funding

Please provide details of any other funding received, or applied for, on the topic of this application (up to 200 words per section). In the case of funding already received, it is important to explain how this proposal differs from ongoing work and forms a discrete project. For recent funding applications, it is acceptable to have submitted the same project to another funder; however, please give an indication as to when you will know the outcome of the other submission(s). You must inform the Research Team of the outcome as soon as it is known. If your proposal will involve an industry partner, please specify whether they will be providing any financial or in-kind contributions towards the research (e.g. free or discounted provision of drugs for the project).

### Declarations – Candidate

The application must be approved by the Lead Applicant, Primary Mentor, the Head of Department and the Finance Officer who will be responsible for administering any grant that may be awarded. Both the Head of Department and the Finance Officer must be registered on the on-line Prostate Cancer UK CC Grant Tracker system to approve the application, and must complete their corresponding 'Declarations' section within the online form.

**The Primary Mentor, Head of Department and Finance Officer will need to be registered on the on-line Prostate Cancer UK [CC Grant Tracker system](#) and must complete their corresponding 'Declarations' section within the online form.**

### Declaration – Primary Mentor

In the case of the Primary Mentor, click on 'Add Primary Mentor' within the 'Personnel' section and follow the steps to select and invite your Primary Mentor to participate. They must then log into the system to access the 'Declaration – Primary Mentor' section of the application form. They are required to complete additional questions to indicate available resources,

suitability of the candidate and to comment on the training and development opportunities available to the prospective Fellow. They must then complete the declaration question.

### **Declaration – Head of Department**

Please follow the same procedure for the Head of Department, who must then complete the corresponding 'Declaration – Head of Department' section.

In this section, the Head of Department will be required to justify how the salary support and research funding applied for, will help progress the individual towards independence at the end of the Fellowship and how the host institution will support them at the end of the award.

**Anti-Bullying Policy:** Prostate Cancer UK will only award funds to institutions with official policies and procedures in place to appropriately handle instances of bullying. Please provide a link to your institution's policy, or a brief description of the policy in this section.

**Scientific Integrity:** Grants will only be awarded to institutions that have official policies and procedures designed to protect and uphold scientific integrity. Please provide a link to your institution's policy, or a brief description of the policy in this section. Please ensure that any links can be accessed by those outside of your host institution.

### **Declaration – Finance Officer**

In the case of the Finance Officer, click on 'Add Finance Officer' within the 'Personnel' section and follow the steps to select and invite your Finance Officer to participate. They must then log into the system and access the 'Declaration – Finance Officer' section of the application form and complete the declaration question.

Approving the application will imply that the approver has signed off the proposed budget and read Prostate Cancer UK's [Terms and Conditions](#) and agrees to abide by them if a grant is awarded.

## Submitting your application

Once you have completed all sections of the form you must go to the 'Validation' tab in the left-hand menu of the online application. This will highlight any sections which still need completing, or that exceed the stipulated word limits or which require confirmation and/or approval from others.

Please note that all mandatory sections of the form must be completed (within the stipulated word limits), and the Primary Mentor, Partnering Mentor(s), Head of Department and Finance Officer must confirm their involvement. Any such discrepancies will be flagged under the 'Validation' section of the online form, and you will be unable to submit your application until these have been resolved.

When all sections are complete and all necessary approvals have been made, the application is ready to be submitted. You must 'Save and Close' the application and this will then take you back to the application details page. The Submit button on the right-hand side should now be activated, and you can click this to submit your proposal.

The application will require approval from the Head of Department and Finance Officer from the host institution after the proposal has been 'submitted'.

**The proposal must be submitted by the Lead Applicant and approved by the Head of Department and Finance Officer from the host institution in advance of the submission deadline. Applications which have been submitted but do not have the necessary approvals will not be accepted.**

Once submitted and approved by the Head of Department and Finance Officer, you should receive an automated email confirming your submission. Please note you may also download a PDF of the submitted application via the 'View/Print' button on the right-hand side of the application details screen.

## Key dates

- **19 March 2024:** Career Acceleration Fellowships open for application
- **31 May 2024 (1pm):** Deadline for application submission
- **October 2024:** Applicants notified of shortlisting outcome and shortlisted applicants invited to (virtual) interview
- **30 October 2024:** Shortlisted applicant interviews
- **November 2024:** Shortlisted applicants notified of outcome

## Contact Us

If you have any queries with regard to your eligibility or application, please contact the Prostate Cancer UK Research Team at [research@prostatecanceruk.org](mailto:research@prostatecanceruk.org)