

Project Grant Guidance for Applicants

Introduction

We're here to beat blood cancer - Blood Cancer UK is the largest UK blood cancer research charity. We're a community dedicated to beating blood cancer by funding research and supporting those affected. Since 1960, we've invested over £500 million in blood cancer research, transforming treatments and saving lives. Blood cancer is a complex disease area made up of over 100 individual diseases. Some affect thousands of people, such as common forms of leukaemia, lymphoma and myeloma. Others affect only a handful. But together, blood cancers are the fifth most common form of cancer and the third largest cause of cancer death in the UK.

We have recently identified three key priority areas of research (see below) and would particularly welcome applications in these areas. These reflect areas of scientific opportunity and patient need, with a focus on understanding more about blood cancer, finding causes, improving treatments, and the quality of life of patients. We champion patients' needs by influencing relevant decision makers and influencers and seek to raise awareness of the issues faced by patients. We also provide information, support and assistance to patients at every stage of their journey.

Remit

- Project grants are awarded for up to £250,000, for a duration of 6 months to three years. Where there is a compelling case for significant patient benefit we may consider applications that go above this cap. If you are considering submitting an application for an award higher than the capped amount, then please contact the [research team](#), who will be able to guide you.
- Project grants provide support for clearly defined research proposals that aim to address key questions in the field of blood cancers.
- Laboratory-based research proposals associated with a fully funded clinical trial that address a clearly defined research question that will maximise the value and outcome of the trial can be submitted as a 'Trial Associated Research Project' through this grant scheme.
- We particularly welcome applications which address the below research priority areas, but this can also include any area of basic biological research relating to cancer, biomarker research and development, and preclinical studies that generate biological data to underpin therapeutic and diagnostic development.
- Applications for biobank funding, bridging support between grants or research involving randomised trials of clinical treatments will **not** be considered through this grant scheme.

Blood Cancer UK Research Priority Areas

As part of the Blood Cancer UK strategy development, three research priority areas have been identified:

1. **Improving understanding of fundamental disease processes - including underlying areas such as disease origin, transformation, and relapse, so that we can better predict, and in the future prevent, blood cancer.**

To continue making progress, we need to gain a deeper understanding of how and why blood cancer develops, evolves, becomes resistant to treatment, and returns in some patients. We need to understand more about the drivers of blood cancer such as blood cancer stem cells, the genetic basis of the disease and the mechanisms behind cancer progression. This research is a vital step in enabling us to develop new and more personalised treatment for people with blood cancer.

2. **Improving treatment options for the individual - including personalised approaches and immunotherapies, resulting in improved survival with fewer side effects (due to less toxic treatments).**

While many blood cancer treatments are successful in treating or controlling disease, many are toxic and can severely affect someone's quality of life and leave them with long-term side effects. We need to change this. We also need to better predict who will respond and why to treatments. We want to use the knowledge we develop of the basic biology (priority 1) to help develop more personalised treatments. This is important to ensure everyone is on the most appropriate treatment for them as soon as possible and allow for a more stratified approach, which will result in better outcomes, with as few side effects as possible.

3. **Developing novel approaches to the use of data- advancing our understanding through analysing large and rich data sets to facilitate benefits across blood cancers.**

Data is vital to improving disease outcomes and connecting the dots across blood cancers. As data ever increases in complexity, so does its analysis. But through better analysis and linkage we can learn about similarities and differences between disease types. With this information we will be able to stratify treatment approaches or re-purpose drugs more efficiently. We will encourage applications that consider the use of large and richly layered data samples and/ or those which will help inform other studies approach to data. This may involve applicants linking with existing data sources such as National Cancer Registration and Analysis Service (NCRAS), Haematological Malignancy Research Network (HMRN), or hubs like Health Data Research UK, making use of data already out there.

We would particularly welcome applications in these priority areas.

Assessment Criteria

Applications for this funding scheme will be reviewed by medical/scientific expert reviewers, people affected by blood cancer and the Blood Cancer UK Research Committee.

Assessment criteria used to make funding decisions will include:

- **Importance:** How important and timely are the research questions to people affected by blood cancer? Does the project clearly address a gap in current knowledge? Is there a need for research in this area? Is the work novel or is it already being undertaken elsewhere?
- **Relevance:** How well does the research align with the Blood Cancer UK research priority areas?
- **Scientific potential:** What are the prospects for good scientific progress? Is there a firm foundation to take the work forward? Do the research team have the track record and expertise required to achieve the aims of the project? Are there any barriers to achieving the objectives and have the applicants included plans to mitigate these?
- **Resources requested:** Are the funds requested essential for the work and do the importance and scientific potential of the research justify funding on the scale requested?

All recommendations for awards made by our Research Committee will be sent to our Board of Trustees, who will then make the final decision on which applications we fund. Notification of the outcome of applications will be made after consideration of the Board of Trustees. The Trustees decision is final and non-negotiable.

Eligibility

We only accept applications for research projects that will take place at UK-based universities, hospitals or other recognised higher research institutions. Any tenured academic, scientist or clinician at an eligible institution can apply for a project grant. Non-tenured, non-clinical researchers can apply for a project grant and include their salaries for the duration of the project, provided a tenured member of staff at an eligible institution is named as a co-applicant.

Online application system

All applications must be submitted via the Blood Cancer UK Grant Tracker grants management system. Grant Tracker is used for submission, peer review, award and monitoring of all grant applications. Please follow the instructions on our webpage '[Apply for Funding](#)' to complete and submit an application. The application can be stored and edited at any time prior to submission. There is guidance on how to use



Grant Tracker on our website.

The application deadline is **4:00pm on the date advertised**. No applications will be accepted after the deadline. Applicants should allow enough time for submission of their applications before the deadline to ensure all the required approvals are obtained. For any enquiries about completing the application form or submitting your application, please contact the research team by emailing research@bloodcancer.org.uk.

Application form

Research priority areas

Research Priority Area: Select the priority area which **best** describes your research (detailed in the Remit section above). If it does not address one of the priority areas then please indicate this here.

Description: Detail the relation between your work and the priority areas. Applicants should state here if the proposed research relates to more than one priority area.

Project summary

Project title: The project title should be descriptive and succinct

Synopsis: The synopsis should be a scientific abstract of the proposed research. This should include the background, hypothesis and objectives as well as brief details of the proposed methodology. Applicants should also outline the proposed outcomes and impact, and the benefits to people living with blood cancer. This section has a word limit of 200 words.

Institution: The name of the lead applicant's institution.

Proposed start date: The Grant must be activated by the grant holder within three months from the start date indicated on the Grant Award Letter. Applicants should allow enough time to recruit staff members and to gain any required approvals. Ensure the proposed start date is accurate as it will help with Blood Cancer UK's financial planning.

Proposed duration: The duration of the research in months. The duration should be between 6 to 36 months.

Previously submitted to Blood Cancer UK? Indicate whether the application is a new submission, continuation of a current or recently closed award, or a resubmission.

Is your project associated with a clinical trial? Indicate whether the application is associated with a clinical trial. If so, state the name of the trial and the EudraCT/ISRCTN numbers. If the trial is supported by Blood Cancer UK then please also add the grant ref. no.

Objectives

Up to five objectives/aims of the proposed research can be included. Include one objective per box. Each objective has a word limit of 80 words. These will be used, if your application is successful, in your annual report forms.

Please note that the application form can only be validated if three objectives are included. If the application does not have three objectives, include text in the third objectives box to indicate that the application has one or two objectives.

Project details

This section has a total word limit of 3,000 words, split as 2,500 words for 'Purpose and background' and 'Detailed plan of investigation', and then a further 500 words for 'Patient and Public Involvement'. Figures, tables and illustrations cannot be included in the text at present. They should be submitted in the Attachments section and referenced in the application text boxes.

Purpose and background: Outline the background and current knowledge to the research and the context of the proposed research including any preliminary or feasibility data. Applicants should also outline the need for the proposed research including any knowledge gaps.

This section should also include the anticipated impact of the proposed research for people living with blood cancer and highlight if/ where the work aligns with the prioritised themes. This can also include wider impact such as scientific and/or societal.

Detailed plan of investigation: With reference to each grant objective, describe the experimental approaches including analyses to be used, with supporting published and unpublished results, while outlining the key milestones. The expected outputs of the project and their significance should be described.

Outline any key risks to delivering the research, and what steps will be put in place to help mitigate or resolve them.

Applicants must attach a GANTT chart outlining a schedule for the completion of the work including milestones and key deliverables for the entire project period.

Patient and Public Involvement: Have you already involved people affected by blood cancer in shaping your research proposal? Do you have any plans to engage or involve people affected by blood cancer, members of the public or non-academic communities in your research? Describe your plans, including a timeline if appropriate and details of any training and support that will be provided to those taking part (no word limit). Further guidance and resources for Patient and Public Involvement activities are included in Appendix 1. **Please note that PPI does not refer to the recruitment of patients or members of the public as participants in the trial or study.**

If there are no plans for active research involvement or public engagement, please explain why: If you have not involved people affected by blood cancer in your

research to date and/or have no future plans to do so, please explain why research involvement is not considered to be appropriate or feasible.

Patient and public involvement in the research proposal is not currently mandatory, however, we would strongly encourage applicants to consider incorporating research and engagement involvement activities in their research plans where appropriate. Further guidance and resources are included in Appendix 1.

Additional details

Justification for support requested: Provide a detailed justification for the costs requested in the 'Finance & Costs' section, clearly outlining how these relate to each objective and to the proposed timescales. State the roles of the staff member(s), co-applicants, co-investigators and collaborators and how these relate to the delivery of each objective. This should include the day-to-day management of the research.

Provide details where other funding will provide support or added value to the project, or how closely related work is distinct.

Research integrity: Statistical analyses – If relevant (particularly for high volume data), provide a full description of statistical analyses to be used, including number of samples in each analysis, the associated level of statistical power, and any potential limitations or biases.

Cell lines – If the proposed work includes cell lines, include details of how these will be maintained according to good practice, how any newly obtained cell lines will be authenticated and how any newly generated cell lines will be made available to others. All researchers using cell culture must incorporate a specific cell line authentication protocol into their experimental framework, following the best practice for cell culture procedures [UKCCR Guidelines](#) .

Data sharing – Blood Cancer UK expects valuable data, reagents and software arising from Blood Cancer UK-funded research to be made available to the scientific community with as few restrictions as possible so as to maximise the value of the research and for eventual patient and public benefit. Such data must be shared in a timely and responsible manner, making use of online open repositories, public databases and community-led reagent stores.

References: Include references to the research outlined in the application.

Ethics

The application must state whether or not reference is necessary to appropriate Ethical Committees for approval, and if so, when such application will be made. This must be obtained prior to the start of a successful grant and Blood Cancer UK notified of approval. The reference numbers of relevant project and personal licenses should be quoted and the final letter from the Research Ethics Committee appended to your application.

All grant holders using animals must adhere to the Guidelines for the Welfare and Use of Animals in Cancer Research as set out by [Workman *et al.* 2010](#) and implement the

principles in the [NC3Rs](#) guidelines (including justification of species, details of power calculations and plans to minimise experimental bias).

Grant holders should make use of the [ARRIVE](#) guidelines when designing their experiments and ensure that they report *in vivo* studies in accordance with the [ARRIVE](#) guidelines as far as possible.

Plain English section

The word limit for the response to each question is 200 words.

This entire section should be in plain English using non-technical language and avoiding unexplained acronyms and/or abbreviations. This section is intended for a lay audience and it is important that the description of the proposed research is accessible.

This section will be the main section reviewed by people affected by blood cancer, although we will make the rest of the application available to them too. They will provide feedback on:

- The importance of the research to them as someone affected by blood cancer
- The clarity of the plain English section of the application (and whether they can understand what the project aims to achieve)
- Whether patient and public involvement has been considered where relevant, and if they have any feedback or additional considerations to share about involving people affected by blood cancer.

Plain English title: The title should be descriptive and succinct using non-technical language.

Plain English Summary: Provide a summary of the proposed research for a non-specialist audience. The summary should be an abstract of the proposed research.

For further information on writing a clear lay summary, please see the [INVOLVE guidelines](#).

Background: Outline what the background is to this application. Is it a continuation of your existing or current research, or is it a new area?

Research need: Why is this research needed?

Research Questions and Aims/Objectives: What is/are the research question(s) being addressed and why? What are the aims and objectives?

Research Priority Areas: How does your work relate to one (or more) of the Blood Cancer UK research priority areas identified (detailed in the 'Blood Cancer UK Research Priority Areas' section above)? Please note, this section is to explain anything from the 'Research Priority area' section of the application (at the beginning) which you feel may not be readily understandable by lay reviewers and audience.

Impact and Benefits: What will the impact be of this research to people affected by blood cancer? If successful, when will the benefits of your research reach patients? Does your research have the potential to have a broader impact and relevance to all or other blood cancers, in addition to the specific disease being studied?

Research Landscape: How does this piece of research complement the wider relevant research landscape? Is there a gap that this research aims to address?

Next steps: If the research is successful, what are the next steps after this research project? What further research will be needed?

Patient and Public Involvement: Provide a brief overview of your plans to involve or engage people affected by blood cancer in your work. If there are no plans for active research involvement or public engagement, please explain why. Do you have any questions you would like to ask our lay reviewers? As mentioned above, further guidance and resources for Patient and Public Involvement activities are included in Appendix 1. **Please note that PPI does not refer to the recruitment of patients or members of the public as participants in the trial or study.**

Main or Lead Applicant

The Main/Lead Applicant or Principal Investigator (PI) of the research proposal. The PI has overall responsibility for the delivery and reporting of the grant. Applicants who hold time-limited posts should state the duration of the appointment. The PI must ensure that the terms and conditions of the award are met. The PI must be based at a UK university, hospital or other recognised higher research institution. For new Blood Cancer UK Grant Tracker users, details on how to register are on bloodcancer.org.uk

The pre-populated details are those we have stored for you. Please ensure that they are accurate. To amend them, save and close the application and visit the 'Manage My Details' section.

Main applicant's CV

The pre-populated details are those we have stored for you. Please ensure that they are accurate. To amend them, save and close the application and visit the 'Manage My Details' section.

Career Breaks

Have you taken a break from research or had any periods of part-time work? This could include periods of parental leave or long-term sick leave, or if you had caring responsibilities. You can also include any periods of time you were not able to work because of the COVID-19 pandemic. These will be taken into consideration when reviewing your track record. Please identify the specific periods of time here, but not any detailed reasons or sensitive personal information.

Career Contributions

What do you consider to be your most important research-related contributions? These may be from any stage in your research career. State what each contribution was, when it came about, why you think it was important and what impact it had. Examples of research outputs and contributions can include, but are not limited to, peer-reviewed

publications and preprints: datasets, software and research materials, inventions, patents and commercial activity (350 words max.).

Co-applicants

A co-applicant is an investigator who will contribute equal time and intellectual input to the project as the Main Applicant, and who will have equal status on the grant.

Add details of all co-applicants who will be involved with the project. You will be able to select individuals who already have a Grant Tracker account with us. Individuals who do not have an account with us will be asked to register and will be sent details via an automated email.

Co-investigator

A co-investigator is an investigator who will provide significant intellectual input, as well as overseeing some aspects of the experimental work.

If the co-investigator you are adding is also going to be paid from the grant, then please tick the 'staff member' box. This will automatically add their name(s) into the staff section on the finance pages.

Collaborators

A collaborator is an investigator who may provide reagents, advice or access to research materials, but won't be directly involved in the day-to-day work. A letter of support, stating their involvement and commitment to the project, must be attached where indicated. This page will display all of the collaborators added for this grant.

Please note, collaborators added on this page will be provided with details on how to access the system to view the application PDF. They will not however have access to edit the application form.

Administrators

The pre-award administrator role is for someone in addition to the Head of Research Office equivalent or the PI, to help with input of aspects of the application, e.g. finances or text. They will not be able to validate or submit the application (that can only be done by the PI) and their role is only relevant during the pre-submission stage. The individual to be the pre-award administrator should register with Grant Tracker.

Finance & costs

Staff members: Project grants are expected to support full-time or part-time staff members. Full-time PhD students and clinical staff are not normally permitted to be members of staff on project grants. Applicants should contact the research team **before** adding any costs in connection with PhD studentships. Eligible staff includes postdoctoral research assistants, research assistants and technicians. Salaries are expected to be costed by the host institution's research office according to an applicable

pay model. Salary enhancements or other locally agreed supplements are not eligible. Salaries for postdoctoral research staff should be up to spine point 36 on the national scale (Grade 7 or equivalent). Salaries for senior postdoctoral research staff (Grade 8 or equivalent) are not normally allowed. Should you wish to include the salary of a senior postdoctoral research assistant, a special justification is required in the 'Justification for Support Requested' section outlining why a Grade 8 (or equivalent) post is required.

Non-tenured, non-clinical researchers can apply for a project grant and include their salaries for the duration of the project.

Applicants must attach copies of salary scales. Add your figures to each box: basic salary, NI, Superannuation, London allowance (if applicable) and inflation.

Grant Tracker will add these costs up and insert a total figure. Please show the percentage figure used for the inflation addition and for the FTE in the relevant boxes. If your costing tool automatically adds inflation to the basic salary amount then add 0 to the inflation box, but please show the percentage figure used in your calculations in the relevant box.

Equipment: We assume that there is a basic level of equipment provision by the host institution. Applicants can include small item(s) of essential equipment (costing less than £25,000 in total) which are needed for the proposed research.

Items of equipment greater than £5,000 must include a written estimate of cost. Written confirmation is also required if an item of equipment is to be co-funded by the host institution. The equipment must not be disposed of during the period of the grant without Blood Cancer UK's prior written approval.

Blood Cancer UK will only provide funds for computers and/or software essential to the proposed research. A justification must be provided if computers and/or software are requested and the cost for each computer must not exceed £700. Costs for associated specialist software can also be requested.

Patient and Public Involvement: Provide details of any reimbursement of expenses and/or involvement payments you have, or will, offer to people involved in your research. For further guidance, refer to the NIHR INVOLVE [policy](#) on payments and expenses for members of the public.

Animals: Include all costs related to the use of animals including costs for purchase, maintenance and experimental procedures listed separately. Animal costs must be accompanied by accurate numbers and costs together with a full justification of usage in the Ethics and use of animals section of the application.

All grant holders using animals must adhere to the Guidelines for the Welfare and Use of Animals in Cancer Research as set out by [Workman, et al. \(2010\)](#) and implement the principles in the [NC3Rs guidelines](#) (including justification of species, details of power calculations and plans to minimise experimental bias).

Grant holders should make use of the [ARRIVE guidelines](#) when designing their experiments, and ensure that they report in vivo studies in accordance with the ARRIVE guidelines as far as possible.

Recurrent costs: Details of recurrent costs should be detailed here and fully justified in the 'Additional details: Justification for support' section of the proposal. Please specify major items of consumables with accompanying details; for example, if 'Microarrays' is an item, please enter the number and type of array in the 'detail' box.

Stipends and fees for further study and payments to other funding bodies are not acceptable costs. Travel costs, such as a collaborative research visit are eligible only if integral to the project.

Access charges for use of specialist equipment can be applied for. A breakdown must be provided.

As a member of the Association of Medical Research Charities, Blood Cancer UK will only fund directly incurred costs and not the full economic costs of the research. We will not fund directly allocated costs or indirect costs.

- Directly-incurred costs – direct costs of the research, such as:
 - Research staff
 - Recurrent costs and costs directly attributable to the project
 - Equipment specific to the needs of the research
- Directly-allocated costs – shared costs, based on estimates and do not represent actual costs on a project-by-project basis, such as:
 - Investigators: the time spent by the Principal Investigator, Co-Applicants and Co-Investigators
 - Estates
 - Shared resources, such as administrative and clerical staff and equipment
- Indirect costs – necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs

Applicants must justify all aspects of funding requested, detailing responsibilities of any staff employed on the award.

Publications: Blood Cancer UK grant holders are expected to acknowledge Blood Cancer UK in all publications. Publication costs are not eligible to be included as a cost in your application. Please see our [Open Access policy](#) for more details of how to apply for support for publication costs.

If the journal is not compliant with our [open access policy](#), grant holders can submit a request to Blood Cancer UK that grant underspend is used to cover the cost with a robust justification for publishing in a non-compliant journal, which will only be permitted in exceptional circumstances.

Travel: Travel for conferences to present research outputs directly from the award is an allowable cost for the staff member(s) employed on the grant. Costs include standard travel, accommodation and conference fees. Blood Cancer UK grant holders are expected to acknowledge Blood Cancer UK in all presentations and/or posters. The

maximum allowance is £750 per year (pro rata). For example, for a 3-year award, the maximum allowance would be £2,250 and can be spread over years two and three or all in year three. Travel costs for conferences must be a separate budget line in the recurrent costs section.

In order to access the travel budget, grant holders must inform Blood Cancer UK prior to attending the conference and provide a copy of the accepted abstract.

Ineligible costs: ineligible costs include:

- Costs relating to staff recruitment and relocation costs
- Apprenticeship levy
- Personal license fees and a Home Office license
- Funding to provide maintenance and/or insurance of equipment
- Office stationery costs unless required for the project and justified accordingly
- Indemnity insurance
- Training courses (including Home Office animal license courses)

Signatories

Please add the details of the signatories required to sign-off the application. The Head of Department and Finance Officer details should be completed. Once the application has been submitted, the signatories will be asked to approve the application online. A workflow diagram can be found on bloodcancer.org.uk.

Other funding

Currently Submitted Elsewhere: If this application is currently being submitted elsewhere, please add the organisation and date of decision.

Previously Submitted Elsewhere: If this application been submitted elsewhere in the past year, list the organisation and result of the submission.

Currently supported: If your related research is currently being supported by another funding organisation, provide details of the grant(s), including the name of the funder, name(s) of grantholder(s), title of the project, total amount awarded (and how much of this you received), your role in the project and start and end dates.

Describe how the currently active grants listed above related to this application. If you hold grants related to the topic of this application, explain how these differ and confirm there is no overlap in funding (200 words max.)

Patentable or commercially exploitable results: If appropriate, please provide information on the Intellectual Property (IP) potential of your research, if there is any existing IP associated with your project and how this will be managed.

IP is defined as patents, copyright, trademarks, trade names, service marks, domain names copyrights, moral rights, rights in and to databases (including rights to prevent the extraction or reutilisation of information from a database), design rights, topography rights and all rights or forms of protection of a similar nature or having

equivalent or the similar effect to any of them which may subsist anywhere in the world, whether or not any of them are registered and including applications for registration of any of them.

Where appropriate, explain how you will engage with your Technology Transfer/Enterprise Office.

Grants

In the last five years, please list all the grants awarded to the Principal Investigator that were not awarded by Blood Cancer UK and grants that were awarded by Blood Cancer UK.

Major Disease Area Classifications

Please select one classification relevant to your application from the available list in the online application form in Grant Tracker. This will help Blood Cancer UK categorise the applications we receive.

Focus Classifications

Please select one classification relevant to your application from the available list in the online application form in Grant Tracker. This will help Blood Cancer UK categorise the applications we receive.

The list of classifications is:

- **Causes** – a project looking to identify the causes of blood cancers, for example epidemiology, impact of radiation, viral triggers ...etc
- **Mechanisms** – generally a basic research project looking at the cellular and genetic mechanisms involved in blood cancer
- **Diagnosis** – a project which may speed up or improve the initial diagnosis of blood cancer, e.g. biomarker identification
- **Treatment** – clinical trials, possibly some Trials Associated Research Projects (TARPs) which look to identify new treatment options for the individual or assess molecules which could lead to new treatments

Common Scientific Outline (CSO) Classifications

Please select up to four classifications relevant to your application from the list available in the online application form in Grant Tracker. This will help Blood Cancer UK categorise the applications we receive.

For further information on the Common Scientific Outline (CSO) classification system please refer to the [International Research Partnership Website \(ICRP\)](#), which groups cancer research grants into six broad areas of scientific interest to allow for better comparison across funders.

Attachments

Please note that only text can be added to the background & proposal section of the application form. However, files can be attached to the application. These will be saved in a separate zipped file and referenced in the application form on the 'Attachments' page. Some file types can be embedded at the end of the application file.

Documents that can't be embedded and will therefore be attached include .docX, .xls, .xlx, PNG, PDF.

Documents that will be embedded include JPEG, GIF, .doc (please note these can also be attached, if preferred, please select via the tick box prompt).

The following must be attached to the application:

- GANTT chart
- University salary scales
- If appropriate, the final letter of approval from the Research Ethics Committee
- If appropriate, collaborator(s)' letters of support
- If appropriate, written cost estimates for equipment
- If appropriate, any other relevant documents.

End

You have now completed the application form. Please save and close if you need to work on the application at a later date.

To submit your application, please click 'validate' then 'save' and 'close'. If you are sure you are happy with the application form, then click 'submit'.

Once you have submitted your application, an automated email will be sent firstly to your Finance Officer. Once they have approved the application, a second email will be sent to your Head of Department. It is only upon your Head of Department's approval that the application is finally submitted to Blood Cancer UK. This must be completed by the deadline. You will receive an automated email containing an acknowledgement that we have received your application.

Appendix 1

Patient and Public Involvement in Research – Guidance and Resources for applicants

Complete this section to explain how patient and public involvement has informed and/or influenced the development of your application, and how patients and/or members of the public may be involved in the research. The term involvement refers to an active partnership between patients, members of the public and researchers in the research process. **Please note that PPI does not refer to the recruitment of patients or members of the public as participants in the trial or study.**

For additional guidance about involving patients or members of the public in research, many resources are available for researchers:

- A [practical guide](#) to patient and public involvement in lab-based research.
 - o Within this resource there is a section specifically on [planning](#) for involvement
- [INVOLVE](#) – Briefing notes for researchers: public involvement in NHS, public health and social care research. (INVOLVE is a national advisory body funded by the NIHR to support public involvement in NHS, public health and social care research).
- [INVOLVE](#) – Briefing note: Why involve members of the public in research?
- [People in Research](#) – a resource to help members of the public find opportunities to get involved in research and for research organisations/researchers to advertise involvement opportunities.
- [Cancer Research UK](#) Patient involvement toolkit for researchers

Please do also let us know if we can assist with connecting you with people affected by blood cancer.

Lay reviewers will feedback on the following questions:

1. **Importance of the work** – How important is this research to you as a person affected by blood cancer? If a laboratory-based project, is the project in an area of research which you think is worthy of investigation, even if far from making a clinical benefit?
2. **Clarity of plain English summary** – What did you think of the plain English summary? How clearly is the summary presented? Can you understand what the researchers are trying to do?
3. **Priority areas** – Do you think the application genuinely addresses one (or more than one) of Blood Cancer UK's prioritised areas for research? If yes, which one and why?
4. **Involvement of people affected by blood cancer** – Has the applicant thought about ways to involve people affected by blood cancer in this proposal or the research itself? If they have not, does the reason given make sense? Is there an area you think they could have involved people affected by blood cancer further or at all?



5. **Overall view and additional comments** - What is your overall view of the application? Please use this space to detail any issues you would like to discuss or which have affected your score (see scoring below).