**Application cover page**

Please refer to the [Guidance for Applicants](https://www.pancreaticcancer.org.uk/wp-content/uploads/2024/06/2024-25-CCA-Guidance-for-Applicants.pdf)document which provides further guidance and detail on completing each of the sections below.

|  |  |
| --- | --- |
| Name of lead applicant |  |
| Lead applicant email |  |
| Post held |  |
| Name of Institution |  |
| Institution address |  |
| Proposed start date (*must be within 9 months of application outcome notification)* |  |
| Duration *(if a single event please state)* |  |
| Total requested *(no more than £7,000)* |  |
| Finance Office contact name and email |  |
| Contract Office contact name and email |  |

***Please note that your application should be submitted using this template to*** research@pancreaticcancer.org.uk ***at least 5 weeks prior to your collaboration activity***

## Section A - Applicant details

|  |
| --- |
| 1. **Applicants**
 |
| *Please provide details of each collaborator. The Lead Applicant will be responsible for receipt and distribution of the funding. Please duplicate the boxes where needed.*  |
| Lead applicant name |  |
| Current post held |  |
| Institution |  |
| Email |  |
| Telephone number |  |

|  |  |
| --- | --- |
| Collaborator name |  |
| Current post held |  |
| Institution |  |
| Email |  |

|  |  |
| --- | --- |
| Collaborator name |  |
| Current post held |  |
| Institution |  |
| Email |  |

Please ensure you have:

* completed the CV template within Appendix 2 at the end of this application form for the Lead applicant only
* provided a letter of support for each collaborator within Appendix 3

## Section B – Proposal details

| **1. Nature of collaborative activity** |
| --- |
| *Which category does your proposed activity sit within:* |
| Research visit, including secondments to collaborating research groups |[ ]
| Researcher collaboration workshops and/or discussion-style meetings |[ ]
| Other |[ ]
| If other, please specify: |

| **2. Summary of proposed activity** |
| --- |
| *Please provide a clear and concise overview of the proposed collaborative activity, including:** *The aims and objectives of the proposed activity.*
* *Clearly describe exactly what you are going to do, without jargon or acronyms.*
* *Outline the timeline that you plan to conduct your proposed activity within.*
 |
| {INSERT TEXT HERE – 250 words max} |

| **3. Case for collaboration**  |
| --- |
| *Please explain who will be involved in this activity, including:** *If the funding will be used to establish new relationships and/or formalise or develop existing relationships*
* *If your collaboration activity will include people with lived experience of pancreatic cancer*
* *Why this collaboration is necessary*
* *What each proposed collaborator brings to the project/research problem*
* *What scope there is for sustained partnership beyond the award*
 |
| {INSERT TEXT HERE – 500 words max} |

| **4. Relevance to pancreatic cancer**  |
| --- |
| *Please clearly and succinctly articulate the main problem/question motivating the activity and why this is an important and relevant question within pancreatic cancer. Please explain what benefit this collaboration could bring to pancreatic cancer.* *Please consider Pancreatic Cancer UK’s* [*research strategy*](https://www.pancreaticcancer.org.uk/our-research-strategy/) *in your proposal.* |
| {INSERT TEXT HERE – 300 words max} |

| **5. Expected outputs and impacts**  |
| --- |
| *What outputs and impacts do you expect to see arise from this collaborative activity?* |
| *Knowledge generation in an area of pancreatic cancer research* |[ ]
| *Sharing of research ideas, techniques or resources (data/samples etc)* |[ ]
| *Informing and/or influencing future research* |[ ]
| *Engagement of new researchers into the field of pancreatic cancer* |[ ]
| *Continuation of collaborative work with collaborators listed in this application* |[ ]
| *Expansion of collaboration supported by this funding, and engagement with new collaborators* |[ ]
| *Publication*  |[ ]
| *Other – please specify:* |[ ]

## Section C - Finances

| **1: Projected costs** *- please provide a detailed breakdown of the budget requested under this proposal. Pancreatic Cancer UK will only meet directly incurred costs of research. For more information on eligibility of costs, please see the accompanying* [*Guidance for Applicants*](https://www.pancreaticcancer.org.uk/wp-content/uploads/2024/06/2024-25-CCA-Guidance-for-Applicants.pdf)*.**Please add rows as required.* |
| --- |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of cost** | **Breakdown** | **Details** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total Budget** |
|  |  |  |

| **2: Justification of funding requested**  |
| --- |
| *Please provide a full justification of the costs listed in the previous section. Pancreatic Cancer UK’s Research team will scrutinise this budget against the Department of Health AcoRD guidelines, in line with which the charity funds research. This justification must therefore include enough detail for this scrutiny. For more information on the AcoRD guidelines, please see the accompanying guidance notes.* |
| {INSERT TEXT HERE – 300 words max} |

## Section D - Declarations

|  |
| --- |
| *Please arrange for digital signatures to be included from the relevant people below.*  |
| ***Declaration from the Lead Applicant(s):**** I have read Pancreatic Cancer UK’s Terms and Conditions and agree to abide by them.
* I note that no alterations can be made to the award without prior approval from Pancreatic Cancer UK.
* I understand that progress reports will be required by Pancreatic Cancer UK.
* I declare that the information given on this form is complete and correct.
 |
| Lead applicant name | Signature | Date |
|  |  |  |
| ***Declaration from the Finance Officer(s):***I confirm that I have read and accept the conditions under which grants are awarded and that the budget details given accurately reflect the programme of work. I have checked the financial details of this research application and agree to administer the award if made. |
| Finance Officer name | Signature | Date |
|  |  |  |
| ***Declaration from the Head of Department(s):***I confirm that I have read and accept the conditions under which grants are awarded and agree to support the applicant through commitment to facilitate the research proposed. |
| Head of Department | Signature | Date |
|  |  |  |

## Appendices

#### AMRC Full Economic Cost Form Guidance

*Full economic costing information (applicants based in UK Higher Education institutions)*

As a member of the Association of Medical Research Charities (AMRC), Pancreatic Cancer UK monitors the full Economic Costs (fECs) of the research we support. Unlike some other funding bodies, such as the research councils, AMRC member charities will not fund the fECs, or a proportion of these. The figures provided should include the standard indexation rate used by the institution to calculate fECs.

Only universities using TRAC costing methodology should enter actual values in the form.

Acceptance of a grant, if awarded, will imply that the institution is prepared to meet the full economic costs from its own sources of funding.

Further background information can be found in the Guidance for Applicants.

|  |  |  |
| --- | --- | --- |
|  | **Full economic costs (£)** | **Charity contribution (£)** |
| **Directly incurred costs** |  |  |
| Staff |  |  |
| Travel & subsistence |  |  |
| Other costs |  |  |
| Equipment |  |  |
| **Sub total** |  |  |
| **Directly allocated costs** |  |  |
| Applicant salary costs |  |  |
| Co-applicant salary costs |  |  |
| Estates costs |  |  |
| Other directly allocated costs |  |  |
| **Sub total** |  |  |
| **Indirect costs** |  |  |
| **Other costs** |  |  |
| **Sub total** |  |  |
| **TOTAL** |  |  |

#### Lead Applicant CV

Please ensure you have completed this one page CV template for the Lead applicant only.

|  |
| --- |
| **Curriculum Vitae** (please add rows where required) |
| Full name |  |
| Current post held |  |
| **Positions held** |
| Start date | End date | Job title | Group Leader | Location |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Grants awarded (if applicable)** |
| Award type and funder | Role on award | Title | Funding amount | Award dates |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Publications**  |
| No. first author publications |  | No. last author publications |  | Total no. of publications |  |
| **Top 5 publications from the last five years relevant to this application** (please include the full list of authors for each publication) |
|  |
|  |
|  |
|  |
|  |

#### Letters of support

Please include letters of support **for each collaborator** listed in this application form.