

GRANT APPLICATION CRITERIA

How to apply for a Breast Cancer UK grant:

1. Read the Grant Application Guidelines (see below).
2. If your project is within the guidelines, please complete the Grant Application submission form. This includes:
 - 2.1 Grant Application contact information.
 - 2.2 Grant Application Template. Your grant submission should address each of the criteria referred to in the guidelines.
 - 2.3 Signature page of the Funding Agreement (the last page of the application form). By signing the Funding Agreement, you are agreeing to the Terms and Conditions of grant funding from Breast Cancer UK
3. Email or send the Grant Application Submission Form to the address at the end of the Grant Application Guidelines (see below).
4. Breast Cancer UK will notify you/ your organisation of the outcome of your application in writing within 6 months of the final submission date (for details of the next submission date: please see our website <http://www.breastcanceruk.org.uk/about-us/supporting-science/>).

GRANT APPLICATION GUIDELINES

Breast Cancer UK will award a maximum of £100,000 for research projects which investigate the effects of endocrine disrupting chemicals on breast cancer

Background

Breast Cancer UK's mission is to prevent breast cancer through scientific research, collaboration, education and policy change.

Advances in early detection and treatment mean that fewer people are dying from breast cancer, but the number of those diagnosed with breast cancer remains high. Today, as many as one in seven women in the UK will experience breast cancer at some point in their lives and almost 1 in 5 of those cases will be in women under 50.

Formed in April 1999, we became a registered charity in August 2001. Since then, we have grown rapidly. Today, we work with funders, networks and partners across the UK and Europe to facilitate primary breast cancer prevention.

Breast Cancer UK Charitable Objectives set out to tackle the preventable risk factors for breast cancer. Our approach to prevention is threefold:

- We educate and raise awareness of the preventable risk factors for breast cancer and provide practical information to help people reduce their risk
- We campaign for policies that support the prevention of breast cancer
- We support scientific research that helps to understand and address the preventable risk factors for breast cancer

Cancer rates have increased significantly over recent decades. During this period, it has become routine to add synthetic chemicals to everyday products, from household cleaners and personal care products to the materials that come into contact with our food and drink.

Breast Cancer UK wants to reduce breast cancer rates by reducing everyone's exposure to cancer causing and hormone disrupting chemicals that may accumulate in our bodies and can seriously affect our health.

We prioritise funding and commissioning of research that helps to understand the impact of environmental chemicals on breast cancer risk. We believe this area of breast cancer prevention is underfunded. Our 2022 grant funding round is calling for research projects that investigate the effects of any environmental chemical with endocrine disrupting or carcinogenic activity that may affect breast cancer risk.

Please note: our grants programme does not support research into breast cancer treatment

Our target audience includes:

- Breast Cancer patients and their friends and families
- Mothers and Mothers to be

- Young adults, seeking advice to lead a healthy life
- Politicians and health policy makers
- Scientists and health care professionals
- Other health and cancer interest groups
- Environmental and Green Groups
- Journalists

More information on Breast Cancer UK can be found at www.breastcanceruk.org.uk

Applications for Grant Funding - Submission requirements

- Breast Cancer UK grants are limited to a maximum of **£100,000** per organisation/project. This includes funding a PhD studentship.
- Grants will be allocated to provide financial assistance for scientific and research activities that demonstrate a contribution to Breast Cancer UK's third charitable objective "to fund scientific research that helps to understand the preventable risk factors for breast cancer" and its strategic objective to fund research that helps to understand the impact of chemicals associated with breast cancer risk.
- For our 2022 funding round, **grants will be awarded exclusively to research projects that investigate the effects of any environmental chemical with endocrine disrupting or carcinogenic activity that may affect breast cancer risk.**
- Consistent with Breast Cancer UK's view that there should be a transition away from *in vivo* animal testing, we will only consider funding for research which relies on Replacement Methods of testing.
- Breast Cancer UK will only fund projects which are ethically approved. Applicants are responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Approval to undertake the research must be granted before any work, requiring approval, begins.
- Applications must be accompanied by a statement demonstrating that ethical approval has been acquired or is being sought (or a statement explaining why ethical approval is not required). Where necessary, Breast Cancer UK may ask for further details on ethical justification for the research. Further information on ethical approval can be found on the Research Councils UK website at www.rcuk.ac.uk.
- Breast Cancer UK welcome applications that include the use of clinical samples from breast cancer patients and matched samples from appropriate controls, provided ethical approval has been granted.
- Breast Cancer UK will prioritise grant applications that include strong active collaborations between different scientific institutions/ teams/ field, present clear future planning for continuation of research and maximise planning for public awareness of their results.
- Applicants must ensure that the research supported by the grant complies with all relevant legislation and Government regulation, including that introduced while work is in progress. This requirement includes approval or license from any regulatory body that may be required before the research can commence.
- The Applicant is expected to adopt the Universal Ethical Code for Scientists and to ensure that the principles of Good Scientific Practice are upheld.
- Applicants must demonstrate how their project supports the broader aims and objectives of Breast Cancer UK.
- Applicants must demonstrate how the project is relevant to any of the target groups identified above.
- Applications will be assessed on the information provided which should clearly meet the Grants criteria as outlined below. Please use the template provided.
- Breast Cancer UK reserves the right to reject, fully fund or partially fund any applications for grant funding.

- All successful applicants (whether fully funded or partially funded) must abide by the terms of the Funding Agreement as outlined above.

If new discoveries or significant data that would support your application emerge while the proposal is under consideration, please contact Breast Cancer UK to see if these can be included in your application.

In submitting a proposal for funding, please ensure that:

- You make a compelling case for your proposed research.
- The proposal is clear, concise and readily understood by others outside your immediate scientific field.
- The proposal includes aims clearly defined at the start, headings and subheadings as appropriate, background information, experimental design, outcomes and timescales.
- You minimise the use of abbreviations, acronyms and technical jargon.
- When acronyms or abbreviations are used you define them when they are first used
- When the application is linked to other projects, you provide detail of what work is already funded and be clear about what exactly you are seeking funding for.
- Appropriate references are included.
- You clearly state the relationship and tasks of each collaborating institution/ team

Grant criteria

Applications must address the criteria listed below, otherwise they will not be considered. **Please address each of the following criteria in your application:**

- **Objective/purpose of the grant:** What do you aim to achieve and how does it fit within the Breast Cancer UK charitable objectives? How does your project meet any of the campaigning aims of Breast Cancer UK as outlined above?
- **Layperson's summary:** Describe the proposed research in simple terms in a way that could be publicised and understood by a general audience. In your description, please explain who will benefit from your proposal. This text will be used by Breast Cancer UK for its external promotional activities; therefore, do not include any information in this section that you would not wish to be made public, for example development of proprietary technology, methods or products. This information will be attributed to you and not Breast Cancer UK.
- **Research question, importance and long-term goals:** Describe your research proposal and why it is important and cutting-edge, either as fundamental hypothesis-driven science or by examining a significant clinical problem. How does this piece of research contribute to current scientific thinking in this field, what scientific gaps does it fill and how will it help progress scientific thinking in this area? Highlight what is novel about your proposal. If successful, what might be a following research step for your team?
- **Technical approach/methodology:** Describe which method or technical approach you intend to use, how data will be obtained and how it will be used in any statistical analyses and, if relevant, how it would be combined with data or observations from other studies. Does the applicant or member of the research team have experience using the proposed methodology?
- **Collaboration:** Describe any collaborations with other departments or institutions, include

information on shared tasks. Comment, if applicable, on resources that will be provided and/or endorsements from other scientific teams for the proposed research. Please include as an attachment any relevant letter of support.

- **Evidence of ethical approval:** Please provide evidence that you/your organisation have engaged in the process to secure ethical approval and provide guarantees that ethical approval (where required) will be secured before any work is undertaken. If, for any reason, ethical approval is not required (when under normal circumstances it would have been), please provide a statement explaining why it is not needed. If ethical approval has not been granted prior to grant submission but is reasonably expected to be given during the evaluation period, please contact us before submitting your application.
- **Timeframe:** Please provide a timeframe/timeline and milestones for your project – be realistic and demonstrate how you intend to achieve the objectives within the timeframe. Indicate how long you'd like the project to run (most projects run 18-24 months, with the exception of PhD studentships, which last 3 years). Describe safeguards that are in place to ensure the efficiency of personnel and resources as well as contingency plans for managing potential staff turnover.
- **Financial costs:** Breast Cancer UK is a charity; it receives no funding from the Government or other public bodies and relies on public donations for support. Therefore, all applications must demonstrate the very best value for money. Please ensure you justify the need for all aspects of your proposal. Provide an itemised budget of all costs, including any quotes you have received to support your budget. Indicate if you have other funding sources contributing to your proposed project and please declare any potential conflicts of interest.
- **Your target audience:** Who is your target audience for this piece of research? Please see p2 of this document for a description of our target audience.
- **Publication:** It is generally expected that results will be published in a peer reviewed journal (open access where possible, although not a requirement); please outline your plans for publication. Are there other opportunities for a formal launch or publicity campaign? Please provide details.
- **Evaluation:** How will you measure/assess the success of your project (e.g., number of participants, media coverage etc.).
- **Previous track record:** Include a short summary of your previous track record. Outline the relevance of this project to your organisation and capacity to deliver the project. Have you or your organisation or collaborated teams carried out work in this (or a similar) field? Do all stakeholders have committed time and resources to complete the project?
- **Further information for the Board of Trustees's consideration.** Is there anything additional you'd like to convey to the Board of Trustees?
- **References:** Please cite references which support/provide background for your proposed research

TERMS AND CONDITIONS OF A BREAST CANCER UK GRANT

1. Payment of grant

Payment of the funding will be made on receipt of an invoice from the Finance Officer quoting the relevant Purchase Order number. Grants will be paid in instalments upon receipt of invoice: usually 40% at the start of project, 40% half way through and 20% on completion of the research project. For details regarding payment for PhD studentships and other conditions please see the section 7 below.

Breast Cancer UK is not liable as employer of any persons to whom support may have been given.

Grant amounts agreed will not be increased or extended other than in exceptional circumstances and where funds are available and may require the submission of a new application.

Failure to comply with any of the above may risk withdrawal of the grant from Breast Cancer UK.

2. Project management

Any changes to the principal investigator must be approved by Breast Cancer UK in advance. Breast Cancer UK must also approve any other changes to be made to the project itself.

The Grant holders are expected to be actively engaged in their project and will remain responsible for conduct throughout.

3. Reports, publications and publicity

The grant holder will provide an interim report (halfway through the funding period) outlining progress and outcomes of the project to date and any revised time schedules, as appropriate; for projects that continue for more than two years, reports will be provided annually. You may also be invited to a Board of Trustees meeting to update the Board on your research.

Failure to submit such reports may jeopardise the continuation of support.

Final reports on all projects are required, within 6 weeks after the completion of the project, and the final invoice will not be paid until this is received.

The final report must include a short section accessible to the public which will appear on our website.

The grant holder must notify Breast Cancer UK, 2 weeks in advance of publication, of the acceptance of their abstract or paper for publication or presentation so that we can prepare a press release where and when appropriate.

The grant holder must acknowledge Breast Cancer UK's support in any publicity to do with the research/project, including your organisation's website.

Breast Cancer UK will promote the grant and grant funded research publicly, via our own website, social networks, and other means appropriate, as full or part funded by Breast Cancer UK. The grant funder will comply with our requests for support in this respect by agreeing to be interviewed and/or photographed and/or filmed to assist with promoting the research project and BCUK's research

programme in general to BCUK supporters and stakeholders.

If you wish to use Breast Cancer UK's logo on any publications or presentations, please contact Breast Cancer UK for prior approval.

Please ensure a copy of any abstract and published paper is provided to Breast Cancer UK for our files within 2 weeks after the publication date.

4. Intellectual Property

Breast Cancer UK is not obliged to protect intellectual property and materials where, in Breast Cancer UK's reasonable opinion, there is insufficient commercial justification to do so. If the host institute or grant holder has any reason to believe that the grant funded project is protectable or has potential for commercial exploitation it must inform Breast Cancer UK immediately.

5. Scientific Fraud/Integrity

In the event of fraud occurring, Breast Cancer UK wishes to make it clear that it is the responsibility of the employing authority to investigate this. If a case of scientific fraud is suspected in the course of the research, then Breast Cancer UK should be notified and kept informed of further developments.

6. Termination or withdrawal of grant funding

Failure to comply with any of the above may risk withdrawal of the grant from Breast Cancer UK. If scientific fraud is proven Breast Cancer UK reserve the right to terminate the grant immediately.

7. Regulations for PhD studentships

7.1 Students must work full-time on the proposed project and must not engage in research that contravenes Breast Cancer UK policies, regulations and conditions of support.

7.2 PhD studentships are available for up to three (3) years.

7.3 The student must submit to Breast Cancer UK a copy of the MPhil to PhD transfer thesis.

7.4 Breast Cancer UK must receive a final report that summarises the achievements and outputs of the studentship.

7.5 A copy of the student's final PhD thesis (a pdf and/or hard copy) must be sent to Breast Cancer UK. Support given by Breast Cancer UK should be acknowledged.

7.6 Students will make themselves available for interviews with Breast Cancer UK and for media interviews on behalf of the charity, where appropriate.

7.7 Grant holders or their PhD students must provide Breast Cancer UK with twice yearly progress reports.

7.8 Grant holders must ensure that PhD students are offered a suitable training environment. Grant holders should be available to PhD students in the department most of the time and are responsible for implementing a regular programme of student assessment and appraisal.

7.9 Grant holders must inform Breast Cancer UK if at any time they consider a student to be unsatisfactory.

7.10 Currently, the maximum award provided by Breast Cancer UK is £100,000, which covers the full cost of a PhD studentship. Any additional funds must be obtained from an alternative funding source.

7.11 PhD studentships are funded on the condition that the student is undertaking full-time training and is subject to the normal conditions of their institution. Grant holders must report unauthorised absences of the student to Breast Cancer UK. If a student takes an extended period of leave Breast Cancer UK reserves the right to suspend payment.

Queries

If you have any queries, please email us at Science@breastcanceruk.org.uk

HOW TO APPLY

Email: Science@breastcanceruk.org.uk

Send your Grant Application Form to:

Grant Funding Applications
Breast Cancer UK
BM Box 7767
London
WC1N 3XX