

CHILDREN'S CANCER RESEARCH FUND (CCRF)
REGISTERED CHARITY NO. 1046278
GUIDANCE NOTES FOR APPLICANTS

1. Grants may be requested for a maximum of £70,000 for one year for any aspect for research into children's cancer. The CCRF Trustees and the Scientific Advisory Board are looking to support highly original ideas that will improve the treatment and outlook for children with cancer. There may be the possibility of renewal for a second year upon receipt of a satisfactory progress report.
2. Grants may cover salaries (including employer's oncosts) and running costs. Overheads should not be included. Requests for equipment are exceptional.
3. Applications must be submitted to info@childrenscancerresearchfund.co.uk in either Word or PDF format by the stated deadline. **Late applications will not be considered.**
4. The application must be signed by the relevant Finance Officer and Head of Department **before** submission. If any signature is absent the application will be invalidated unless an undertaking is given to provide the signed application within one month. Once signed, the documents may be scanned and sent as PDF files.
5. Do not insert additional pages into the application form. **Applications which have additional pages inserted will be invalidated.**
6. The minimum font size used should be 11 point. **Applications which are difficult to read because of smaller type will be invalidated.**
7. Requests for staff should include the name and age of the holder of the position (if known), otherwise state the post is to be advertised. CCRF will only award salaries on nationally agreed scales (eg MRC, University) and appointments should follow the normal practice of the Institution in which the grant is held. The proposed starting point should be indicated. Any enhancements paid to these rates are the responsibility of the host institution.
8. Figures allowing for inflation should **not** be included in salary requests. The CCRF will increase salaries to reflect any nationally agreed pay awards. Incremental increases should be indicated on the application. If an increment is due in the course of the grant year the calculation should be shown thus: e.g. 6 months at £xxxxx per annum + 6 months at £xxxxx per annum.
9. Requests for equipment are exceptional.
10. If the research is to involve the use of animals you must ensure that you have considered the replacement, refinement and reduction of animal use in research (3Rs) and give evidence of this consideration. Please refer to the NC3Rs guidelines for further guidance - <https://www.nc3rs.org.uk/the-3rs>
11. Requests for travel costs should indicate the reason for travel. Costs should be based on economy class fares and modest accommodation.
12. Costs such as photocopying charges, reprints, secretarial costs, telephone costs, advertising costs, journal subscriptions and overheads are not funded by CCRF.

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13. The proposals will be assessed by the Scientific Advisory Board (SAB) of CCRF and will also be sent for external referee's opinions. Applicants may, if they wish, suggest up to 3 suitable referees, but the SAB will be free to choose the most appropriate referees.
14. The Trustees will take the final decision on Funding, taking into account the advice of the Scientific Advisory Board.
15. Applicants should read carefully the terms and conditions that apply to CCRF grants. Successful applicants will be required to read and sign the Conditions of Award document and return it to the Registered Office.
16. Two-year grants will be awarded for one year in the first instance with the second-year dependent upon receipt of a satisfactory report and available funds, two months before the end of the first year.
17. Final reports must be submitted within 3 months of the end of the Grant.