

GRANT APPLICATION FORM

How to apply for a 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 Signing 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 4 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

Background

Breast Cancer UK is dedicated to preventing breast cancer by reducing exposure to the carcinogens and hazardous chemicals in our environment and everyday products.

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

Cancer rates have soared since it became 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 drinks.

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

Breast Cancer UK:

- Campaigns to encourage a preventative approach by calling for improvements in legislation and public health policies which reduce our exposure to chemicals associated with breast cancer;
- Educates the public about the links between the exposure to carcinogens, hazardous and endocrine disrupting chemicals and breast cancer; and provides practical solutions, guidance and advice to help reduce exposure; and,
- Supports scientific research into the links between breast cancer and exposure to carcinogenic, hazardous and endocrine disrupting chemicals.

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.

Breast Cancer UK Charitable Objectives

- Advancing health and saving lives by seeking to reduce the incidence of Breast Cancer by identifying its causes and encouraging a preventative approach;
- Advancing the education of the public (including patients, their families, the medical research establishment and others) about the causes, impact and prevention of breast cancer;
- Collating, conducting or commissioning research (including the analysis of clinical data and research) into the causes, prevention and treatment of breast cancer, and to publish the results thereof.

Please note: currently 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
- Politicians and health policy makers
- Scientists
- 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 £45,000 per organisation/project.
- 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.
- 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 licence 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.
- Grants will be allocated to provide financial assistance for scientific and research activities that demonstrate a contribution to Breast Cancer UK's charitable objective to identify and further the research into the environmental and chemical causes and prevention of breast cancer and to publish the results thereof.
- 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.
- Where acronyms or abbreviations are used you define them when they are first used

- Where 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.

Grants criteria

Your submission must address the following criteria listed below. Applications that do not 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. Include a brief summary of the direction you anticipate your research will take, assuming the project is successful.
- **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. 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 12-18 months). Describe safeguards that are in place to ensure efficiency of personnel and resources.
- **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 the project.
- **Your target audience:** Who is your target audience for this piece of research?
- **Publication:** It is generally expected that results will be published in a peer reviewed

journal; 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 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 research project.

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 a report on the progress of the research project at the end of each year and an interim report on progress at 6 monthly intervals (or half way through the project, whichever is the shorter). 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 and the final invoice will not be paid until this is received.

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

The grant holder must notify Breast Cancer UK, 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.

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.

Intellectual Property

Breast Cancer UK are not obliged to protect intellectual property and materials where, in the parties

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 are protectable or has potential for commercial exploitation it must inform Breast Cancer UK immediately.

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.

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.

HOW TO APPLY

Email: margaret.wexler@breastcanceruk.org.uk or

Send your Grant Application Form to:

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