



Oracle Cancer Trust
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Patron
Sir Michael Morouço

INFORMATION FOR APPLICANTS

General Guidance

Research Strategy

Oracle Cancer Trust's strategy is to provide full or joint funding for research projects that help improve outcomes for patients. This includes projects focussed on the detection and treatment of head and neck cancers and those focussed on preserving the senses and improving quality of life of those affected.

Please read the full document prior to completion of your application as it will help you assess whether your application for funding falls within the charity's remit. The document can be downloaded here [Oracle Research Strategy 2017-2020](#).

Level of funding

There are no formal restrictions on the amount of funding that can be requested. However, Oracle is unlikely to fund applications requesting >£200,000 in total or >£100,000 within a single year.

Oracle accepts funding applications for single year or multi-year projects including for three or four year PhD student projects.

Eligibility

In general terms, applications should be:

- Focused on improving head and neck cancer patient outcomes;
 - Early stage research and proof-of concept projects that will lay foundations for larger-scale clinical trials and commercial research
 - Please note, as a general rule at present, we do not fund projects that solely focus on data collection or database creation and analysis
- Based in, and of benefit to, the UK
- From research teams or individuals with an established record of research into head and neck cancer or associated disease

Oracle's Research Advisory Committee

The role of Oracle's Research Advisory Committee is to review applications received from a wide range of academic institutions throughout the UK and evaluate their promise in terms of leading to mainstream funding and the likelihood of entering into the clinic as trials. Unfortunately, mainstream medical research funders will not consider projects that do not have a proof of concept, and this is why Oracle's role in funding these early-stage "seed" trials are so vital.

Oracle's Research Advisory Committee is wholly independent, voluntary, and is Chaired by leading City financier and Oracle Trustee Keith Jones, ENT Surgeon Dr Stuart Winter, Oncologists Dr John Glaholm, Dr Ketan Shah and Dr Teresa Guerrero Urbano.

Evaluation of Research Applications

1. Applications are subject to initial review by our charity management staff. At this stage eligibility, strategic fit and completeness of an application is assessed.

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2. Providing applications meet these criteria, they are then assessed by our Research Advisory Committee. Projects > £50,000 are also sent for external written peer review in line with AMRC's principles ensuring that only the highest quality research is supported. Regard will be given to the following assessment criteria:
 - The research question
 - Investigator(s)
 - Innovation
 - Approach
 - Environment
 - Use of animals
 - Budget

Feedback from this stage is shared with applicants.

3. Successful applications are then invited to present to our Research Advisory Committee (March/September)
4. If approved by the Research Advisory Committee, applications are submitted to the independent and voluntary Finance and Investments Committee which considers the expected costs of the project in the context of Oracle's current and expected financial resources and decides whether the project is affordable from Oracle's unrestricted reserves, or whether Oracle's commitment should be contingent on sourcing external financing.
5. When approved by the Finance and Investments Committee the research application is tabled at the next Board meeting and if approved by the Board, Oracle issues a Grant Award Letter to the applicant under which Oracle commits itself to funding the project for its full term. Funding for the full duration of the project is conditional on the project leader providing an annual written and verbal progress update to the Research Advisory Committee.

Timeline 2019

March review

Deadline for applications – 31st January 2019

Presentations to Research Advisory Committee - March 2019 (date TBC)

Feedback and decision outcome provided post meeting

September review

Deadline for applications – 26th July 2019

Presentations to Research Advisory Committee - September 2019 (date TBC)

Feedback and decision outcome provided post meeting

Costing guidance

Allowed costs

We provide funds for the directly incurred costs of research projects. These are the actual costs that are explicitly identifiable as arising from the conduct of the project. We do not fund on a proportion of full economic costs (FEC) basis.

Provisions may be made for the following:

- **Salaries for additional research staff** to work full-time or part-time on the research
- **Salaries for technical staff** working full-time or part-time on the research
- **Salaries for other staff** (e.g. secretarial, clerical and administrative) may be provided on the same basis as above.
- **Consumables** required to carry out the research including laboratory materials and animals

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- **Equipment** including computers and software. If the Institution is a registered charity, it should be possible to obtain exemption from the payment of VAT within the UK for equipment donated for medical research. Oracle Cancer Trust will not normally reimburse for VAT, but will reimburse for delivery costs if specified in the approved application.

Oracle Cancer Trust **will not contribute to the indirect costs of the research project.** This includes:

- Central institutional libraries
- Departmental services: administrative and secretarial (where not included under direct support), local finance, minor consumables, printing/photography, (where below threshold limits) minor store items and laboratory and workshop support
- Financial services (finance, accounting, tendering, marketing)
- Personnel services
- Public relations
- Recruitment costs (advertising etc.)
- Staff development (including training)
- Staff facilities (transport, health and safety, welfare services, laundry)
- Part-time staff effort on research projects which cannot easily be identified or allocated to the research project but are assumed to contribute a general background level of departmental administrative/secretarial/technical support

Research expenses outside the scope of the project

Oracle Cancer Trust **as a rule will not meet costs associated with:**

- Employment of established academic staff
- General premises costs
- The cost of unspecified research work
- The cost of work already done or the cost of writing up such work
- The cost of literary surveys
- Remuneration of undergraduates (other than payment for vacation work under an existing award if such earning are allowed by the host institution)
- The cost of host facilities to which the investigator normally has free access
- Removal costs incurred in filling posts
- Costs associated with travel to conferences

Once a grant has been made

Approval

The grant holder must provide copies of the relevant ethics committee approval and/or Home Office licences for their proposed project before any payment of grant monies can be made. Such proofs are not required at the application stage.

Start of work

Grant holders must notify Oracle Cancer Trust of the actual starting date of work on the grant. Work must begin within 12 months of the award notification date.

Approval for changes

Grant holders must seek prior approval from the Research Advisory Committee and trustees of Oracle Cancer Trust for any deviation in the methodology or planned use of funds from that described in the original application. Grant holders must also notify Oracle Cancer Trust if a member of the research team funded by the grant leaves and supply the curriculum vitae of any new appointee.

Reporting and grant outcomes

All grant holders are required to supply Oracle Cancer Trust with an annual progress report (to be submitted within one month of the year end date) and a final report (to be submitted within four months of the grant end date). Template forms will be forwarded at the appropriate times. Failure to provide such reports may result in final grant payments being withheld and subsequent applications being reviewed less favourably. For

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grants lasting one year or less, only a final report is normally required. The Research Advisory Committee reserves the right to request additional reports at any time if it is concerned about a grant's progress. These reports will also be used to update donors on the impact of grant awards.

Grant holders may be asked to provide updates for at least three years after their grant has ended. If any outcomes/outputs arise after this time, the grant holder must make Oracle Cancer Trust aware of them as soon as possible.

Oracle Cancer Trust also reserves the right to contact grant holders periodically for informal updates on the longer-term outcomes of funding.

Publicity

Oracle Cancer Trust may periodically require grant holders to edit short plain English summaries of their work to appear in the charity's print and web publications. Grant holders must also supply the office with a photograph of the principal researcher, the whole research team (project grants) or fellow and supervisor (fellowship awards).

Acknowledgement

Grant holders must acknowledge Oracle Cancer Trust's financial support in all publications and presentations of work arising from the grant and supply the charity with evidence of this. We also ask that grant holders acknowledge Oracle Cancer Trust, as the funder of their initial data, in all publications resulting from subsequent grants.

Further information

For further information, please contact Alice:

alice@oraclecancertrust.org

020 3875 8994

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