



PhD grant application guidelines

MAY 2018

Thank you for your interest in our PhD grant funding scheme

If you have any queries, please email us at secondhopegrants@outlook.com

Remit and Eligibility

Remit

Our PhD grants are available to researchers working in an institution in the UK or Ireland. Co-applicants may be based elsewhere, but the PhD studentship and its Principal Investigator **must** be based at an institution in the UK or Ireland in order to be eligible for funding.

Collaborative applications from within UK and Ireland are welcome, although the grant (and associated funding arrangements) will be with the lead applicant's institution. Named academic collaborators are permitted from outside the UK or Ireland. PhD studentships are available to established researchers who have a strong track record in their field.

PhD grant awards are for three years and can cover student stipend, student fees, and college fees (where applicable), research expenses and essential equipment. Applications should be made by the Principal Investigator whose position and salary will be guaranteed by the host institution.

PhD studentships are designed to capture new and highly qualified science graduates into a career of breast cancer research. The Scientific Advisory Board will assess applications based on:

- The research plan.
- Clear relevance to secondary/advanced breast cancer research.
- The perceived outcomes that will lead to a significant advance in understanding of secondary/advanced breast cancer.
- The quality of the environment in which the award is to be held.
- The support provided by the supervisor and the host institution to help develop the student's career in research.

It is the expectation that the awards will enrich scientific understanding and expertise in secondary/advanced breast cancer research. Applicants should have conducted independent research in the field of breast cancer or be an experienced researcher in a related field, and wish to build on their history and reputation in the secondary/advanced breast cancer area, deepening their knowledge and experience.

Eligibility

Please note the following:

- The applicant and PhD studentship must be based within the UK or Ireland in a recognised academic institution.
- Lead applicants must be a permanent salaried member of staff at a recognised academic institution.
- However, lead applicants with a fixed-term position may apply as long as the grant falls fully within the period covered by their tenure.
- Applicants should have a strong academic track record in the field of breast cancer.
- Principal Investigators may not apply for more than one grant as lead PI but may apply as a co-applicant or collaborator on more than one application.

The following are not eligible and will not be accepted:

- Applications for clinical PhD's.
- Applications for part-time studentships
- We will not accept applications from the potential students themselves.
- Research into conditions other than secondary/advanced breast cancer.
- Applications for equipment only. We will accept requests for equipment as part of a larger grant, but you must include a clear justification for the equipment in your research proposal.
- An application from a commercial entity.
- Applications for PhD grants which request funding for consumables or running costs only.
- Applications from an individual who is NOT employed by an eligible institution i.e. a university or research institute.
- Applications for methods or service development

If you are unsure about the eligibility and remit of your PhD studentship, you must contact the Research Grants Team (secondhopegrants@outlook.com) before you submit your application. Once the deadline has passed there will be no opportunity to debate individual circumstances and applications not meeting the requirements will be rejected without peer review.

Application process

Applications are to be made using our PhD Application form (<http://www.secondhope.co.uk/grants>) and submitted directly via email to secondhopegrants@outlook.com. You must complete **all sections of the application form** (notes below) and **yourself, any co-applicants, the Head of Department and the University/Institution Research Grants office** (or finance office if not applicable) must complete the declarations in order to submit your application. Co-applicants must confirm their involvement and provide a full CV. Each collaborator must confirm their involvement in the grant and provide a letter, describing their role in the grant.

If you have any queries about filling in this application form, contact the Research Grants Team secondhopegrants@outlook.com

Details summary

Title of the PhD studentship

The title of the PhD studentship should be succinct and should accurately reflect the content of the research. Please note that it is mandatory to complete this field.

Abstract of research

This should be a maximum of **200 words** and should provide a succinct summary of the proposal. The abstract will be used by potential reviewers to judge whether or not they should review the application.

The abstract should be laid out as follows:

- Background
- Aims
- Techniques and Methodology
- Impact on secondary breast cancer research

Lay Summary

In order to promote a better understanding of the research we fund, we require you to supply a lay summary which will be used to describe this grant to relevant stakeholders, including our Trustees and supporters. The information may also be used for fundraising purposes to ensure we can fund your research should your application be recommended for funding.

Should the grant be awarded the information may be used in lay publications and the audience may include existing and potential donors to the charity. It is essential that all parties understand why and how their money is being spent.

Please note that this is a mandatory section of the application form and must be completed.

Below are some guidelines to help you write a lay summary for your research proposal. To 'pitch' the lay summary at the appropriate level it might help to imagine yourself talking to a friend or a relative about your work. In general, when writing a lay summary, try to avoid using jargon or technical terms – if you must use such terms, define what it means in non-specialised language first.

To write this section, it might help you to think of it as an abstract for a non-scientific audience; do not use your scientific summary. You could include the following;

- Aim of the project

Please outline what the project aims to achieve.

- Testing of project

Please outline the methodological approach to be taken. Try to avoid technical terms describing methods, and instead focus on what the methods aim to achieve.

- Patient benefit

Please indicate what the relevance of the outcome of the research is to patients with secondary/advance breast cancer or those who are at risk. Give the reader a reason to engage with what you do by explaining how your work will help people affected by secondary/advance breast cancer, even if this is a long way off.

Proposed start date

PhD's must start within 12 months of receipt of Award Letter.

Other Support

Is this research supported by any other funders? If yes indicate the organisations, degree and time scale of support. **Please note that we will not consider part-funding of PhD's funded elsewhere.** However, we will accept applications from institutions that will support the 4th year of a PhD.

Applicant's details and CV

Complete details and attach Full CV of Lead Applicant

Total number of publications

Enter your total number of publications to date.

Number of first author publications

Enter the number of first author publications to date.

Number of last author publications

Enter the number of last author publications to date.

Co-applicant(s)

Co-applicants will have intellectual input into, and part ownership of the research, if the application is successful; he/she is expected to be actively involved in the project.

Collaborators

Collaborators do not have access to grant funds. They will be expected to contribute to the overall intellectual direction of the research project or programme of research and bring their own resources to the collaboration, but will not be involved in the day-to-day execution of the project.

Recommended/Excluded reviewers

- ***Recommended Reviewers***

Up to four reviewers may be recommended. Do not include individuals who may present a conflict of interest with your application (e.g. same institution, close/recent collaborator, co-authorship in the last five years).

- ***Excluded Reviewers***

Up to four excluded reviewers may be listed. Please provide a short explanation for excluded reviewers.

Please note: while we will take your suggestions/excluded reviewers into consideration, any decisions on who is approached will be at the discretion of the office.

Head of Department

Please note - if you are adding a Head of Department as a co-applicant or collaborator, please add the dean of your school or faculty as a head of department instead and ask them to sign off the application.

The Head of Department will be contacted at our discretion to confirm the participation of the host institute. The Head of Department will receive an automated email requesting confirmation of participation and approval of the application.

Add your Head of department details in the Cover letter.

Finance Office

Before the award can be ratified the Finance Office must confirm their participation. Please add Finance Office contact detail in the Cover letter.

The Finance officer added to the grant will receive an email asking to confirm their participation.

Costs

Applications for funding should be based on estimated expenditure and all figures should be entered in **GBP (£ Sterling)**. Invoices will be paid quarterly in arrears **GBP (£ Sterling)** and converted to the currency of request by the bank at their exchange rate on the day the transfer or draft is actioned. Second hope is not responsible for losses incurred through fluctuations in exchange rates.

PhD grants are awarded for three years. Costs covered are student stipend, student fees, and college fees (where applicable), research expenses and essential equipment. Consumables will not normally exceed **£12,000** per annum, per researcher, excluding animal and microarray costs.

The overall cost of a PhD studentship should not exceed **£100,000 (including London weighting)** (with the exception of the conference travel costs).

Overheads

PhD studentship grants will be funded on the understanding that the host institution meets the overhead and infrastructure costs. Infrastructure costs include items such as lighting, heating, telephones, use of library facilities, general laboratory equipment, general office expenses, core laboratory services (wash up and waste disposal), maintenance and running costs of laboratory equipment, estates costs.

We will only fund directly incurred costs and not the full economic costs of research (fECs) or a proportion of these.

The following list of allowed and disallowed costs indicates what is likely to be permissible on a project grant application but should not be considered exhaustive. The research funding team may query and/or remove any costs that are deemed to be outside of our funding remit. For any queries, please email us at secondhopegrants@outlook.com

Allowed costs:

- One PhD stipend and tuition fees (also college fees for applications from Oxford and Cambridge or equivalent)
- Laboratory materials and consumables directly attributable to the PhD studentship
- Microarray or sequencing costs
- Animal costs (purchase, housing, husbandry, animal licence costs etc.)
- Home office licenses
- Small pieces of equipment (including PC's) if essential for the PhD studentship
- Computer software license (if required specifically for the project, for example image analysis)
- Access charges for shared equipment (for example hourly charge to use microscopy or mass spectrometry equipment)
- Pathology service costs
- Statistician advice/consultancy costs
- Costs associated with authentication/validation of cell lines
- Travel related to the research proposal (for example participant expenses to travel to focus group meetings/interviews/assessments)

Disallowed costs:

- Applications requesting funding of the second or subsequent years of an already existing studentship
- Any salary (only the stipend and fees for one PhD studentship can be requested in the application)

- General office expenses (photocopying, postage etc.). An exception may be made for secretarial assistance and printing costs for epidemiological/questionnaire based studies.
- A proportion of central support staff salaries (e.g. secretarial support).
- A proportion of general technician salaries (for e.g. wash up, waste disposal etc.).
- Equipment maintenance and running costs.
- Staff recruitment costs.
- Publication or printing costs.
- Purchase of books.
- Training courses (including Home Office animal license courses).
- Equipment maintenance and running costs
- Staff recruitment costs
- Printing costs
- Purchase of books

Stipend

The stipend awarded for PhD studentships is fixed and will follow UKRI Studentship rates and minimum doctoral stipend. Additional London allowances are awarded for applications from London institutions (within the M25).

	Year 1	Year 2	Year 3
Outside of London*	£14,777*	£14,999	£15,224
London allowances (within the M25)	£2,020	*£2,040*	*£2,080

*or equivalent in Ireland

PhD studentship tuition fees

PhD studentship tuition fees are included, the value of which is dependent on the specific university policy at the time of application. Exceptions are made for applications from Oxford and Cambridge whose PhD students are required to pay studentship and college fees. International student fees cannot be supported in full. If an overseas student is appointed we will pay the UK studentship fees. The remaining cost of the international fees must be sourced elsewhere.

The maximum PhD studentship tuition fees awarded are below:

	Year 1	Year 2	Year 3
London (within the M25)	£4,195*	£4,195*	£4,203*
Outside of London*	£4,260*	£4,324*	£4,389

*or equivalent in Ireland

Materials and Consumables

A detailed breakdown and justification for all minor equipment and materials and consumables is requested should be provided here. Microarray/sequencing and animal costs should be listed separately.

Consumables within a PhD studentship will not normally exceed **£12,000** per annum, unless in exceptional circumstances, excluding animal and microarray costs.

Microarray or sequencing cost

You can add a microarray and/or sequencing costs here as required. Please justify the costs as requested.

Minor equipment

We assume a basic level of equipment provision by the host institution. The items requested here must be required specifically for the research proposed. New requests for equipment will not be considered once the PhD studentship has started.

We will not fund a large piece of equipment, unless the project cannot proceed without it being in place. Full justification for the equipment request is required and must be included in the research proposal. Maintenance costs should be included under “Other Expenses”.

Animal costs

Detail the animal costs required for this research, including purchase, housing and husbandry. Further questions including regarding the species, number, justification and procedures used and how these have been refined to adhere to the 3R's in animal research will be required in the “Additional Details” section of the form.

Other expenses

Any other costs not listed above should be included here.

Conference travel costs

We will cover or partially cover costs for travel to conferences where work funded by Second Hope is being presented. This must be approved in advance by Second Hope.

If your grant application is successful you will need to inform us prior to attending a conference in order to access this budget.

Travel related to the research proposal (for example participant expenses to travel to focus group meetings/interviews/assessments or travel between collaborating centres) is permissible if fully justified. This must be added in the “Other Expenses” section.

Research Proposal (2500 words)

The core text of your research proposal must address the points listed below. Failure to do so will result in your application being removed from consideration.

- **Aims and purpose of proposed investigation**
Outline the objectives of the research proposal, the significance of any results that may be obtained, and their relevance to breast cancer.
- **Background to the PhD studentship**
Briefly outline the background to this PhD studentship, as well as the need for the current proposal.
- **Plan of investigation and methodology**
Detail the experimental methods, techniques and analyses that will be used to test the proposed hypotheses.
- **Potential risks/challenges**
Outline any potential problems or challenges you anticipate with your proposed investigation, as well as how you plan to address these.
- **Timescale**
Outline the planned timescale for this investigation, including project milestones.
- **Expected value to the secondary breast cancer community**
Outline the expected benefits of this research to the secondary breast cancer community

Figures

An additional two page document (doc, docx, pdf) containing figures (including legends) and/or a Gantt chart (or similar) may be attached.

References

An additional two page document containing references for your proposal (including any relevant publication from your group) may be uploaded here. **[Important note** – If you have used 'Endnote' to format the references, please remove the formatting and convert it to pdf prior to uploading it to the application form.

Additional Details

Intellectual property (IP) body

Please provide the name of your host institutions' Intellectual Property (IP) body.

Patentable results:

Please outline if the results of this research are likely to have commercial potential. Please provide further detail if there has previously been any patent filed or commercial interest expressed in the research related to this application.

Research involving animals

If the PhD involves the use of animals, you **must** detail and justify the number and species of animal to be used; whether the animals will be genetically modified (and, if so, will these animals express, or be bred to express, harmful mutations?); why an animal model is necessary and why this specific model was chosen. Please also describe how the project plan has been refined to adhere to the 3R's by using the minimum number of animals possible and causing the least suffering (please refer to www.nc3rs.org.uk for further details).

Please provide the following:

- Justification for the use of the animals proposed as against any available alternative models
- Full details and justification for the numbers of animals to be used
- Details and justification for the species to be used
- A Description of the procedures to be used and action proposed to refine the techniques and whether they are described as MILD/MODERATE/SEVERE
- A brief justification on why alternatives cannot be used
- An indication whether you will be using genetically modified animals and, if so, whether they will be bred to express harmful mutations

Please upload a copy of the relevant pages of the animal licence including details of the licence holder and number and refer to our policy on the use of animals in scientific research [here](#).

Ethical approval

Patient involvement in medical research

We require that patients be treated according to the [World Medical Association Declaration of Helsinki](#) and the Guidelines for Good Clinical Practice.

If this PhD studentship requires Ethical Committee approval, please indicate here and upload the relevant Ethical Approval letter with the application. If ethical approval is pending, or to be sought once funding is confirmed please indicate here.

Research involving stem cells, tissue samples and/or cell lines

Please indicate whether the research will involve the use of stem cells, providing further justification if embryonic stem cells are to be used. In line with the [Association of Medical Research Charities](#), we support the use of human embryonic stem cells when the research has the potential to make significant medical advances. Please see their [Statement supporting funding for stem cell research in Horizon 2020](#).

Tissue Samples

Please state whether this research will involve the use of tissue samples.

If human tissue samples are being used give details of where they will be obtained from.

Training environment

Please provide details of the training offered both specific to this project and general research training.

Data sharing plan

We are interested in finding out how researchers are sharing their research data, in addition to publishing in peer review journals and presenting at conferences. Please complete this section with details of your data sharing plans.

This data sharing plan will not be reviewed as part of the funding decision, and will be used for data gathering and monitoring purposes only.

Completing the data sharing plan

In some disciplines, for example bioinformatics and proteomics it is common practice to make large data sets available in public access databases. If your project will generate large data sets please describe how these will be shared. Descriptions may include:

- Data quality and standards – data should be released in a format that conforms to agreed community standards, especially where this allows interoperability with other relevant datasets
- Methods for data sharing - for example through deposition in existing public databases or on request, including access mechanisms where appropriate
- Standards and metadata - the standards and methodologies that will be adopted for data collection and management
- Relationship to other data available in public repositories
- Further intended and/or foreseeable research uses for the completed dataset(s)
- Proprietary data - any restrictions on data sharing due to the need to protect proprietary or patentable data
- Timeframes for public release of data

We are keen to encourage data sharing in all scientific disciplines (in addition to those detailed above). Applications in other areas should describe here any mechanisms or databases currently used to share data, or indicate any issues and barriers that exist to hinder data sharing.

Our position statement on data sharing

We encourage applicants to detail their data sharing plans in their application form.

Applicants who do not currently share their data will be encouraged to indicate what issues and barriers exist that hinder them from making their data available to the wider research community.

Declaration

You will be asked to agree to the following statement:

I understand that Second Hope will not attach any additional information once the application is submitted. Failure to provide all required information may result in the application being rejected from consideration. I understand that submission of an application indicates full acceptance of the terms and conditions of award as detailed in the grant terms and conditions.

Submitting your application

Please send your Application and additional documents, including a Cover letter to secondhopegrants@outlook.com

Submission notification

All the participants will receive a confirmation email that the application has been fully submitted.

A hard copy of your grant application form is not required at this stage. One hand-signed hard copy will be requested if your application has been deemed suitable by the Scientific Advisory Board and sent for external peer review. You will be notified in due course.

If you have any queries regarding this application please contact
secondhopegrants@outlook.com