**NHS Cancer Programme**

**Application Form**

**Application Summary**

|  |  |
| --- | --- |
| Reference number | «Reference» |
| Challenge | «Round Name» |
| Application Title | «Grant Title» |
| Lead Applicant | «Lead Applicant Full Name» |
| Host Organisation | «Institution Name» |
| Contract Duration | «Duration» months |
| Total Contract Cost | £«Total Requested» |

**NHS Cancer Programme Application Form**

This word template of the application form can be used to assist applicants in completing the online application form; it **cannot** be submitted as an application. Only applications submitted online via the Programme Management Team (PMO) Research Management System (RMS) will be accepted. However, information can be copied from the Word template into the online application form.

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| Section: Introduction |

There are a number of **online guidance prompts**(marked as a **?**) available to you throughout the online form to help you complete an application. It is **strongly advised** that you also read the relevant [**Guidance for Applicants**](https://sbrihealthcare.co.uk/wp-content/uploads/2021/03/Applicant-and-Portal-Guidance_Final.pdf)before completing your application.

**Please keep the use of acronyms to a minimum**. Only use acronyms where a term is used frequently throughout the application. If you choose to use an acronym, do not assume that the reader knows what it means and be sure to define it when first used.

You are strongly advised to structure the longer sections of the application form (particularly the Project Description and Breakdown) in such a way that they can be read easily by reviewers. **The use of long passages of dense, unstructured text should be avoided.**

Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the project plan, but they should not clutter the central narrative. Images do not count towards the overall word count but inclusion of them to overcome word limits is not permitted. Images may only be included within the Project description and breakdown. **Images included in other sections will be removed from the application and not seen by reviewers**.

Once the lead applicant has started an application, members of the project team and clinical partners will need to be ‘invited’ by the lead applicant through the RMS *via* email to participate in their roles. After which, they must **confirm their participation**. Please ensure that all team members/clinical partners invited to collaborate on this application have confirmed their involvement and approval of the application form content before submission.

**Although confirming an application can be done at any time during the submission of an application, you are strongly advised to do this well in advance of the deadline.**

**All individuals that have confirmed their participation on the application will be notified of the outcome once a decision has been reached.**

If you have any queries with your application, you can contact the SBRI Healthcare Programme Management Office on 020 8843 8015 or [SBRI@LGCGroup.com](mailto:SBRI@LGCGroup.com).

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| **Section 1: Application Summary** |

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| **Application Title** |
| Help The project title should state clearly and concisely the proposed project Any abbreviations should be spelled out in full. |
| *30 words* |

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| **Host Organisation (which will administer any award):** |
| Please give details of the organisation that will receive the funding and manage the project if the project is funded.  **NOTE: If your organisation does not appear on this list, please contact the** [**PMO**](mailto:sbri@LGCGroup.com) |
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| **Project Start Date** |
| Help Please enter a date not earlier than 01 November 2022 |
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| **Contract Duration** |
| Help Enter the length of the desired Cancer Programme contract as number of months |
| **Numerical** |

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| **Total Contract Cost** |
| Help The NET cost is auto-populated using information from the finance section. |
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| **Type of Innovation** |
| Help Select from drop-down list |
| Medical device  In vitro diagnostic  Digital health technology  Service improvement  Behavioural interventions  Other – please specify |

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| **Other** |
| Help Please specify the type of innovation in the proposal if ‘Other’ was selected. |
| *20 words* |

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| **Tumour Site** |
| Help Select all that apply to your application |
| Bladder  Blood and bone marrow  Breast  Colorectal  Head and Neck  Kidney  Lung  Lymphoma  Oesophagus  Ovarian  Pancreas  Prostate  Skin  Stomach  Uterus  Other |

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| **Tumour Type** |
| Help Please indicate the tumour type (e.g., for Lung: NSCLC or adeno) |
| *30 words* |

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| **Market Segment** |
| Help Select the most appropriate market segment related to your application. |
| In vitro diagnostics  Cancer  Drug delivery  Diagnostic Imaging  Endoscopy  Health IT |
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| **Market size** |
| Help Please state the market size in the NHS/Social care sector for your proposed technology/device/solution |
| *300 characters* |

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| **AHSN(s) Involved in the Project** |
| Help If you have engaged with one or more AHSN for this project, please select all that apply. |
| East Midlands  Eastern  Greater Manchester  Health Innovation Manchester  Health Innovation Network (South London)  Imperial College Health Partners  Kent, Surrey and Sussex  Innovation Agency (North West Coast)  North East and North Cumbria  Oxford  South West  UCL Partners  Wessex  West Midlands  West of England  Yorkshire & Humber  N/A |

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| **AHSN Role** |
| Help Please describe the role of the AHSN in the project. |
| *200 words* |

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| **Cancer Alliance(s) Involved in the Project** |
| Help If you have engaged with one or more Cancer Alliance for this project, please select all that apply. |
| Northern Cancer Alliance  Lancashire and South Cumbria Cancer Alliance  West Yorkshire and Harrogate Cancer Alliance  Humber, Coast and Vale Cancer Alliance  Cheshire and Merseyside Cancer Alliance  Greater Manchester Cancer Alliance  South Yorkshire and Bassetlaw Cancer Alliance  West Midlands Cancer Alliance  East Midlands Cancer Alliance  East of England – North Cancer Alliance  East of England – South Cancer Alliance  North Central London Cancer Alliance  North East London Cancer Alliance  RM Partners  South East London Cancer Alliance  Kent and Medway Cancer Alliance  Surrey and Sussex Cancer Alliance  Wessex Cancer Alliance  Thames Valley Cancer Alliance  Somerset, Wiltshire, Avon and Gloucestershire Cancer Alliance  Peninsula Cancer Alliance  N/A |

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| **Cancer Alliance(s) Role** |
| Help Please describe the role of the Cancer Alliance(s) in the project. |
| *200 words* |

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| **Section 2: Organisation Details** |
| HelpPlease provide detail of the host organisation |

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| **Organisation website** |
| *50 characters* |

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| **Company registration number** |
| Help Commercial companies must provide a registration number. NHS and Higher Education Institution may use N/A |
| *50 characters* |

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| **VAT registration number** |
| Help VAT registered companies must provide a VAT number. NHS, Higher Education Institution, and VAT exempt organisations may use N/A |
| *50 characters* |

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| **Region in which the host organisation is registered** |
| *Select from drop-down list*  East of England  North East  North West,  Northern Ireland  Scotland  South East  South West  Wales  West Midlands  Yorkshire  Humber  Outside UK |

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| **Organisation size** |
| *Select from drop-down list*  Micro <10 employees,  Small <50 employees,  Medium <250 employees,  Large >250 employees |

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| **Organisation status** |
| *Select from drop-down list*  Pre start-up,  Start-up <1 year,  Established 1-5 years,  Established 5-10 years,  Established >10 years, |

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| **Type of organisation** |
| *Select from drop-down list*  Private sector,  Public sector,  Academic,  NHS/Healthcare provider,  Not for Profit (third sector), |

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| **Main business activity** |
| *50 characters* |

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| **Annual turnover** |
| Help Companies should provide their annual turnover below. HEI and NHS Trusts may use N/A |
| **Not mandatory** |
| **Section 3: Plain English Summary** |
| **Plain English Summary** |
| HelpA plain English summary is a clear explanation of your project.  Many reviewers use this summary to inform their review of your funding application. They include technical, research and commercial experts who do not have specialist knowledge of your field as well as members of the public. If your application for funding is successful, the summary will be used on the NHS Cancer Programme website and SBRI Healthcare website.  A good quality plain English summary providing an easy-to-read overview of your whole study will help:   1. those carrying out the review (reviewers and panel members) to have a better understanding of your project proposal 2. inform others about your project such as members of the public, health and social care professionals, policy makers and the media 3. the research funders to publicise the research that they fund.   If it is felt that your plain English summary is not clear and of a good quality, then you may be required to amend it prior to final funding approval.  It is helpful to involve patients / carers / members of the public in developing a plain English summary.  Content:  When writing your summary, consider including the following information where appropriate:   1. aim(s) of the project 2. background to the project 3. design and methods used 4. patient and public involvement 5. dissemination   The plain English summary is not the same as a scientific abstract - please do not cut and paste this or other sections of your application form to create the plain English summary.  Further guidance on writing in plain English is available online in the [NIHR Plain English Summaries](https://www.nihr.ac.uk/documents/plain-english-summaries/27363). |
| *300 words* |

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| **Section 4: Project plan** |

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| **4a. Description of unmet need and how the proposed innovation addresses it** |
| Help **Please provide a narrative describing:**   * **What is the solution, how it addresses** **the challenge and what are you planning to achieve?**   + What is the problem that the solution aims to address and how does this meet the published Challenge Brief?   + Provide a brief description of the proposed solution.   + Please specify the entry point of the project.   + Please specify the expected outcomes of the project. * **How does it work?**   + Please provide a narrative on how the innovation will interact with the system, e.g., bring in more people and/or impact the diagnostic capacity/cancer pathways.   + Please provide details around how this innovation will increase the proportion of cancers diagnosed at stage 1 or 2. |
| *700 words* |

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| **4b. Impact on early diagnosis of cancer** |
| How does your innovation improve early diagnosis? Please select all that apply and provide detail specified in [**guidance for applicants**](https://sbrihealthcare.co.uk/wp-content/uploads/2022/02/Applicant-and-Portal-Guidance_V4.pdf). Please refer to the Guidance for Applicants to ensure you provide the details required to allow for a quantitative assessment of your innovation’s potential impact. N.B. the information required differs depending on the option(s) selected. |
| Select all that apply  Cancer detection in asymptomatic population  Improving screening uptake/adherence  Proactively target/stratify patients  Encourage patients to present earlier  Increasing referrals  Rule out/in for lower risk patients  Other |
| *500 words* |

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| **4c. Description of the innovation’s evidence accumulated to date** |
| Help Please include the following areas:   * **At** **what stage of development is your innovation?**   + Please describe the level of readiness (e.g., is the innovation in use in the NHS or elsewhere/ commercialization in the UK and abroad/financial support received/further adaptations needed for adoption).   + What level of regulatory approval does the innovation have? *(Please give details where relevant around aspects such as CE marking/class and NICE approval for the indicated use)* * **Could your innovation be used/deployed in different** **ways?** (*For example, at different points in the pathway for different target populations, for different uses/outcomes*). If yes, please explain the different options available, then clearly show which option you are considering when completing this application. Please choose the case with the most evidence. If re-deployed from a different cancer type/disease area/indication, evidence must be provided to support the new clinical pathway. * **Where does your innovation fit within the care pathway? Please attach a pathway map** showing the innovation disrupted pathway against the normal and COVID-19 clinical pathway. Please aim to include all steps in the pathway (including triage/analysis etc.). Where possible, please include statistics or percentages of patients/referrals going down the different routes within the pathway. * **What is the evidence?** Please provide a brief narrative explaining the evidence base and what has been done so far to demonstrate that this innovation can identify more cancers at stage 1 and 2 significantly. Please include any patient outcomes, such as improved stage at diagnosis that can be attributed to the innovation, and reference any trials or evaluation studies/pilots etc. Please include data e.g., where applicable efficacy/effectiveness/sensitivity by stage/specificity, including confidence intervals. * **What is the impact on cancer services**? Please provide any preliminary considerations on how the innovation would impact on cancer services and how the system will need to adapt (including people, processes and culture) in order to deliver system-wide benefits (e.g., output of NICE META tool, other). |
| *700 words* |

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| **4d. Project description and breakdown** |
| Help Provide a breakdown of the project with particular reference to the below areas:   * The proposed work-packages, including the key measurable deliverables for each work-package and how these will be delivered. * Upload a project Gantt chart to support the project breakdown. * Detail the key risks to the project and state how these will be mitigated against. * Describe how patients and service users have been involved in the development of your solution to date and how you plan to engage with them during this project. If you are not planning to engage with patients, you must explain why. |
| *1000 words* |

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| **4e. Evaluation proposal** |
| All projects must be independently evaluated. Please describe the evaluation plan for your project. This should include:   * Your overarching evaluation aims (e.g., health economics, health outcomes, enablers and barriers to implementation and delivery) * The evaluation methods you propose to carry out (e.g., process, impact, economic) * A logic model * Your proposed evaluation partner, or if not known, your approach for appointing an independent evaluation partner.   The evaluation must be completed within the duration of the project. Requirements and more information for the independent evaluation can be found in [**guidance for applicants**](https://sbrihealthcare.co.uk/wp-content/uploads/2022/02/Applicant-and-Portal-Guidance_V4.pdf). |
| *700 words* |

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| **4f. Milestones** | | | |
| Provide up to 10 milestones, relating to the proposed project deliverables, along with timings and appropriate success criteria. Including, but not limited to, technical, clinical, commercial, procurement, and ethical approvals. The number of milestones should be appropriate for the project, and you do not need to use the maximum number.  Required milestones: evaluation strategy, evaluation report | | | |
| **3 options required for each milestone**   * **Milestone** *(10-word limit)* * **Success criteria** *(25-word limit)* * **Milestone completion month** | | | |
| **No** | **Milestone** | **Success Criteria** | **Milestone Completion Month** |
| **1** |  |  |  |
| **2** |  |  |  |
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| **4g. Patient and public involvement and engagement (PPIE)** |
| Help It is anticipated that most projects will have a significant PPIE component, which must be clearly and fully described. Applicants should identify the relevant patient/user group(s) for their application and engage with those groups at an early stage. Further guidance and PPIE resources can be found under [**Patient and Public Involvement**](https://www.invo.org.uk/resource-centre/resource-for-researchers/). Please include the following areas:   * What are your plans for involving patients and the public in your research? * How have relevant patient groups been involved in the design and development of the innovation proposed? * How will you ensure that the innovation will be acceptable to patients, their families, carers and wider support network, and health care professionals? |
| *500 words* |

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| **4h. Intellectual property** |
| Help Please include the following areas:   * Provide details of any relevant existing IP that will be utilised during the project and the current ownership arrangements, including patents or patent applications. * Provide details of any IP which will be produced or improved during the project and how this IP will be captured and managed. * Provide details of any Freedom to Operate (FTO) searches that have been conducted to date. If no search has been conducted, please explain your rationale. |
| *300 words* |

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| **4i. Key Competitors and unique selling points** |
| Help Please include the following areas:   * Describe the advantages of the proposed solution compared to the current standard of care. * Provide details of any competing technologies or alternatives in the wider market (either on the market or in development), and describe the advantages and innovativeness of your proposed solution over these (i.e. what is your unique selling point). * Define the market you plan to address; including size, barriers to entry, cost of the problem. |
| *400 words* |

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| **4j. NHS/Social care implementation strategy and commercialisation plans** |
| Help Please include the following areas:   * Give an overview of your commercialisation and business plans, with consideration to whom will use the solution, how it will be purchased and the likely cost of the solution. * Describe your business model for adoption, including implementation costs/implications, workforce requirements, etc. * Sustainability/spread: what are the expected timescales for regional/national spread? What are the further steps needed for adoption after the project? * Plans for long term sustainability of the innovation. * How will you ensure that the innovation is affordable to the NHS and wider system such as Integrated Care Systems (ICSs) both immediately and throughout the life of the product? * What evidence, both health economics and delivery of true impact will the NHS and wider system require before the innovation can be adopted? |
| *1400 words* |

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| **4k. Equality, Diversity and Inclusion** |
| The Cancer Programme supports NHS England and NHS Improvement’s commitment to minimise health inequalities.  Please explain how the proposed innovation enhances equity of access (e.g. takes account of underserved ethnic or economic groups) along with the steps to understand and alleviate potential negative impacts.  More information on what constitutes a health inequality can be found on the [NHS](https://www.england.nhs.uk/about/equality/equality-hub/core20plus5/) and [The King’s Fund](https://www.kingsfund.org.uk/publications/what-are-health-inequalities) websites. |
| *300 words* |

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| **4l. Net zero policy** |
| The Cancer Programme supports NHS England and NHS Improvement’s commitment to realise net-zero emissions by 2040. The “Delivering a ‘Net Zero’ National Health Service” report can be found in the [Delivering a ‘Net Zero’ National Health Service document.](https://www.england.nhs.uk/greenernhs/wp-content/uploads/sites/51/2020/10/delivering-a-net-zero-national-health-service.pdf) |
| *300 words* |

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| **Section 5: Team and Subcontractors** |

**Include details of key team members, clinical partners and subcontractors (including advisors and consultants). Clearly state the role of each team member/subcontractor.**

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| **5a. Project team members** | |
| Add details of all team members and their role in the project. **Do not include clinical partners (question 5b) or subcontractors (question 5c) in this question**.    Team members are those individuals, belonging to the host organisation, with responsibility for the day-to-day management and delivery of the project. Team members are considered part of the project team and are expected to share responsibility for its successful delivery.    IMPORTANT: Team members will need to be registered on the RMS and then “invited” through the system via email to participate as co-applicants. After which they must confirm their participation; the application cannot be submitted without doing so. | |
| Title: Full name: | |
| Organisation: | All information in this box is auto populated from the ‘Manage my details’ section within the Lead |
| Applicant’s PMO RMS Portal account, which should be updated and edited prior to submission. |  |
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| **Name of team member** |
| * Please note a colleague must be registered on the RMS before they can be ‘invited’. Once this has been completed, their details will automatically appear in the field below. |
| *10 words* |

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| **Role performed in project** |
| *50 words* |

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| **Relevant experience** |
| *50 words* |

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| **Time allocated to project (expressed as FTE %)** |
| *5 words* |

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| **Day rate** |
| *Number only – max 4* |

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| **5b. Clinical partners** |
| Help Add details of any clinical partner and their role in the project. |

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| **Name of clinical partners** |
| Please note a colleague must be registered on the RMS before they can be ‘invited’ Once this has been completed, their details will automatically appear in the field below. |
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| **Organisation** |
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| **Role performed in project** |
| *50 words* |

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| **Relevant** ￼**experience** |
| *50 words* |

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| **Time allocated to project (expressed as FTE %)** |
| *5 words* |

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| **Cost, excluding VAT** |
| *5 words* |

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| **5c. Subcontractors and Advisors** |
| * Add details of all subcontractors and advisors, and their role in the project. * Subcontractors are those organizations and/or individuals not belonging to the host organization that will provide a service towards a particular aspect of the project for an agreed fee. * Please note a colleague must be registered on the RMS before they can be “invited. Once this has been completed, their details will automatically appear in the field below. |

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| **Name of Subcontractor/Advisor** |
| *10 words* |

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| **Organisation** |
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| **Role performed in project** |
| *50 words* |

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| **Relevant experience** |
| *50 words* |

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| **Time allocated to project (expressed as FTE %)** |
| *5 words* |

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| **Cost, excluding VAT** |
| *5 words* |

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| **5d. Other Posts** |
| Team members and posts that are yet to be appointed can be included in this section. Include an estimation of when these team members will be in place taking into consideration that you would be expected to start work in around 6 weeks post application acceptance. |
| *300 words* |

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| **Section 6: Budget** |

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| **6a. Application Finances** |
| A summary of the finances for the contractor, clinical partners and any subcontractor/advisor should be provided below. Please indicate line-by-line NET costs of labour, materials, capital equipment, subcontract, travel & subsistence, indirect costs, other. Please note that, without exception, all cost categories attract a VAT charge at 20%. |
| **Labour costs** |
| **Materials cost** |
| **Capital Equipment costs** |
| **Subcontract costs** |
| **Travel and Subsistence costs** |
| **Indirect costs** |
| **Other costs** |
| **Total NET costs** |

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| **6b. Justification** |
| **Help**Provide a complete breakdown and justification for the above costs (ALL COSTS SHOULD EXCLUDE VAT).  Provide a complete breakdown and justification for the above costs (ALL COSTS SHOULD EXCLUDE VAT), including daily rates for staff involved and quotes from subcontractors where applicable. (Please note the assessors are required to judge the application finances in terms of value for money i.e., does the proposed cost for effort and deliverables reflect a fair market price.) |
| *500 words* |

**Finance Form**   
Please attach a copy of your finance form.   
  
attachAttach

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| **Section 7: Supporting information** |  |

**Uploads**

If required, an additional supporting document can be submitted with your application form (e.g., a flow diagram illustrating the study design and the flow of participants, diagrams, pictures, etc.). If submitting a flow diagram, applicants should also describe complex interventions and controls as accurately and fully as possible within their diagram.

attachSupporting documents on the readiness of innovation (e.g., regulatory approvals, trial data, and other forms of certification (must not exceed 5 single sides of A4)

* Care pathway schematic (must not exceed 1 single side of A4) *mandatory*
* Gantt chart (must not exceed 1 single side of A4) *mandatory*
* Evaluation logic model (must not exceed 1 single side of A4 – mandatory)
* Other support document (e.g., flow diagram illustrating the study design, must not exceed 1 single side of A4)

**NOTE: Uploads MUST be provided as a Word or PDF document, or you may not be able to submit your application, or it may be difficult for the panel to view the required information in order to assess your application. Documents exceeding the defined page limit will NOT be reviewed.**

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| **Section 8: Administrative contact details** |  |

Please provide the details of the administrative contact, in the host organisation as a secondary point of contact for any queries relating to the application, should it be supported.

NOTE: This person does not need to be a team member

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| **Administrative contact name** |
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| **Administrative contact job title** |
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| **Administrative contact telephone number** |
| *telephone number* |

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| **Administrative contact email address** |
| *email address* |

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|  | **Section 9: Validation Summary** |  |

Please follow the next steps in order to complete your application submission process.

* **Validate** all mandatory/required fields listed below (that are required to be completed/amended before submitting)
* Check all co-applicants have completed their details as appropriate and review the PDF final version for any formatting issues
* Click '**Save and Close**'
* Click the '**Submit**' option

You will receive an automated email containing the acknowledgment that we have received your application.

If there are no validation requirements above, you may be ready to submit the application. To do so '**Save and Close**' the application and then click **‘Submit’.**

**Please note that your submission cannot be submitted until all applicants have confirmed the application. The 'Submit' button will not be visible until all flagged validation issues have been addressed.**