TYAC Research Grant Scheme:

Research Bursaries for Nursing and Allied Health Professionals

Guidance for applicants

January 2023
Research Bursaries for Nursing and Allied Health Professionals

Our Research Bursaries for Nursing and Allied Health Professionals are research grants designed to enable short-term funding for a specific teenage and young adult cancer-related research project. This grant is for you if you are a nurse or allied health professional, working in clinical practice in TYA oncology, and are interested in research and wish to gain experience and skills.

Grants of up to £20,000 are available to support a defined research project – the grant may support a standalone research project or to support you to obtain preliminary data before applying for further career grants, such as a Masters or PhD fellowship.

Applicants should be supported in their application by a suitable supervisor, who will support their application, and the research projects. Proposed projects should have a clear output, i.e. a publication in a peer reviewed journal, be achievable within the project budget, and take 12 months or less to complete.

Proposed projects should address one of the Top 10 Research Priorities for Teenage and Young Adult Cancer published by the Teenage and Young Adult Cancer Priority Setting Partnership [please note these Priorities are broad themes rather than specific research questions, giving plenty of scope for a wide range of research ideas].

The funding from these grants can support your own salary costs, costs associated with carrying out the research project, relevant training/professional development to equip you with the skills to carry out the research project, the costs of involving patients/the public in designing and delivering your research [PPI], and dissemination costs.

The deadline for applications is 5pm, Wednesday 8 March 2022.

Purpose of this guidance

This guidance explains what we’re looking for in an application to our Research Bursaries for Nursing and Allied Health Professionals scheme. If you have any questions, we’re here to help – please email the CCLG research team on research@cclg.org.uk.

About TYAC

Teenager and Young Adults with Cancer (TYAC) is a specialist network of professionals who treat and care for teenagers and young adults with cancer. Our strength lies in our understanding that teenagers and young adults have different and specific needs to children and older adults, and require age-appropriate care.

TYAC is part of Children’s Cancer and Leukaemia Group (CCLG), a leading national charity funding childhood cancer research, promoting early diagnosis, and supporting patients and families. We are the UK and Ireland’s professional association for those working in childhood cancer.
Our research strategy

TYAC is taking the lead on building a new focus on research that is dedicated to the very specific needs of teenage and young adult cancer treatment and care, which will help change the future of teenage and young adult (TYA) cancer care and improve outcomes for young people with cancer.

We recognise the vital contribution that nurses and allied health professionals make to the care of teenagers and young adults with cancer, and the lack of research opportunities for these professional groups. We aim to support these groups to develop and lead research, and this new grant scheme is a new programme of work that aims to address this.

TYAC’s research strategy is based around the results of the Teenage and Young Adult Cancer Priority Setting Partnership [PSP], a James Lind Alliance PSP. Our aim for all of our research programme is to focus on addressing the priorities identified by the PSP, which reflect the priorities of patients, their families, and the healthcare professionals treating and caring for them.

TYA Cancer Top 10 Research Priorities [2018]

1. What psychological support package improves psychological well-being, social functioning and mental health during and after treatment?
2. What interventions, including self-care, can reduce or reverse adverse short and long-term effects of cancer treatment?
3. What are the best strategies to improve access to clinical trials?
4. What GP or young person strategies, such as awareness campaigns and education, improve early diagnosis for young people with suspected cancer?
5. What are the best ways of supporting a young person who has incurable cancer?
6. What are the most effective strategies to ensure that young people who are treated outside of a young person’s Principal Treatment Centre receive appropriate practical and emotional support?
7. What interventions are most effective in supporting young people when returning to education or work?
8. How can parents/carers/siblings/partners be best supported following the death of a young person with cancer?
9. What is the best method of follow-up and timing which causes the least psychological and physical harm, while ensuring relapse/complications are detected early?
10. What targeted treatments are effective and have fewer short and long-term side-effects?

Find out more about the TYA Cancer Top 10 Research Priorities >
Scheme guidelines

Eligibility

Who can apply?
You can apply for a Nursing and Allied Health Professional Research Bursary if you are a nurse or allied health professional, working in clinical practice in the UK, in TYA oncology or haematology.

You will need to support of an appropriate supervisor at a UK hospital, university, or research institute.

You cannot apply for a Research Bursary if you are already registered for, or have completed, a PhD, or already hold a fellowship that allows you to undertake research.

Remit
You can apply for a bursary to conduct any type of research that addresses one of the top ten research priorities identified by the TYA Cancer Priority Setting Partnership. Your research project could be a discrete, standalone piece of work, part of a wider programme of research, or generate preliminary data for a future proposed piece of research.

Host institution
The grant can be held by any non-profit research centre of excellence (NHS hospital, university or research institute) within the UK that is able to provide the facilities required for the successful completion of the project.

Funding

Award term
The proposed research should be completed within 12 months of the award start date i.e. the maximum project duration is 12 months. We are able to be flexible about this if there is good justification.

Award value
The maximum award value for this grant round is £20,000.

What can be funded?
The funding from these grants can be used to support your own salary costs, costs associated with carrying out the research project, relevant training/professional development to equip you with the skills to carry out the research project, PPI costs and dissemination costs.

Our grants typically only fund direct research costs. Our Research Bursaries for Nursing and Allied Health Professionals offer more flexibility than some of our other grant schemes, for example the lead applicant’s salary can be include.
More detail on what we will fund is included in the table below. If you are unsure or have any questions, please contact us on research@cclg.org.uk.

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries for grant staff</td>
<td>For this grant round, we will fund the salary of the lead applicant for the time spent on the research project (e.g. if you work full time five days, and spend one day per week on the research project for six months, we will fund 20% of your salary for six months. Salary costs may be used to fund salary, the employer’s national insurance contribution, and an employer’s pension contribution.</td>
</tr>
</tbody>
</table>
| Costs associated with carrying out the research projects | • Laboratory expenses (if applicable)  
• Equipment purchase costs (where equipment is specific to the grant),  
• Equipment access costs  
• Other costs associated with undertaking the proposed research project  
• Where justified, personal computing costs for the lead applicant to work specifically on the grant (capped at £1,000). Standard per-unit IT charges are not acceptable  
• Consultancy costs for a specific piece of work where appropriately justified. This may include technical services such as library services, data handling, transcription etc  
• Article retrieval costs for grants supporting systematic reviews |
| Patient involvement costs                    | • For patient involvement representatives sitting on steering groups or advisory boards specifically related to the funded research, reasonable travel and subsistence costs, as well as fees or honoraria where applicable.                                                                                                                                                     |
| Dissemination costs                          | • We support open-access publication. If you can recover APC costs from your institution, you should access them through this route. If unavailable, we encourage you to include this within your application.  
• Costs relating to the dissemination of the research, including conference attendance |
| Training                                     | • For this grant round, we will fund project-specific skills training needed to complete the proposed research project for the lead applicant. General HR (e.g. mandatory clinical training) or IT training is not acceptable.                                                                                                    |
| Other costs                                  | • Travel, subsistence and childcare costs associated with travel for research purpose related to the activity funded on the grant are eligible to be included  
• Conferences and meeting costs directly relevant to the activity funded on the grant are eligible to be included |

As a charity we do not fund indirect costs (sometimes called full economic costs) of research. These costs include things like computing and information support, central services, general maintenance and other infrastructure costs. We will not fund general estate costs, furniture, health and safety, utilities, standard phone/internet/IT costs, journal subscriptions or professional memberships, departmental support staff, insurance etc.
How we fund research

TYAC (CCLG) is a member of the Association of Medical Research Charities (AMRC). TYAC’s process of awarding new research grants is based on guidance from the AMRC. This provides TYAC with a consistent process for all competitive research applications. At the heart of this process is a rigorous system for peer review, ensuring that all new research funded by TYA has been subject to independent scrutiny by those with expertise (peers) in the field. It is the advice of independent experts about the scientific quality of research that informs decisions about which proposals are funded. The aim of this process is to draw from leading insight from across TYA oncology to help guide the most effective use of TYAC’s resources to help maximise the impact of funding.

Our process for awarding new grants

TYAC’s process for awarding new research grants is based on the steps recommended by the AMRC meaning that independent external peer review is steering the process.

1. Grant round defined & advertised
2. Internal Triage
3. Written Peer review
4. Research Advisory Group
5. Charity Trustees
6. Project Monitoring
7. Engagement & Dissemination

Read our full research grant award process >

Assessment criteria

Applications will be judged on:
- Research need and scope
- Design of proposed study
- Leadership and expertise of research team
- Justification of resources
- Dissemination, impact and PPI

More information about what we are looking for in each category can be found below. These are the criteria that our peer reviewers and Research Advisory Group are asked to score applications against.

Research need & Scope
- Is this research situated in an area of relevant clinical or psychological need for teenagers and young adults with cancer?
- Does the application demonstrate an awareness and understanding of previous relevant literature/research in its area?
• Has appropriate background context been provided [e.g. literature review, supporting data]?
• To what extent might the proposed research add distinct value or provide an advance to what is already known in the field?
• Does the research have the potential [including through further research] to demonstrate benefit to teenage and young adult cancer patients [even if these only represent small number of potential patients]?
• In what timescale would you estimate potential impact on outcomes, service provision or clinical practice, as a result of this research [assuming success of the research]?

Design of proposed study
• Is the proposed research of high quality and likely to achieve the stated objectives?
• Is the design and methodology well defined? Are they appropriate for the level of study being proposed [e.g. pilot study, proof of principle, full project, clinical study, data analysis, literature review, primary qualitative/quantitative research]?
• Is this research within the applicants’ capabilities, and do you base your opinion on background evidence/ preliminary data, track record, or both?
• Is the research feasible within the timeframe and resources requested?
• Have recruitment methods been clearly thought out with appropriate links in place to access participants?
• What are the strengths and weaknesses of the research design as proposed? Please comment on risk/reward.

Leadership and expertise of the research team
• Is the applicant [or supervisor] familiar with the methodologies outlined in their application?
• Is the applicant [or supervisor] well qualified to undertake the proposed work on the basis of track record in the disease and/or expertise?
• Do you think there is appropriate expertise within the listed research team [applicants and collaborators, including evidence of MDT collaboration] to deliver all elements of the proposed research study?
• Is the level of leadership and experience within the team suitable for the level of study being proposed?
• Does the research team have the necessary breadth and depth of expertise to deliver the planned work?
• If the lead applicant is inexperienced, do they have appropriate support [e.g. from their host institution or more senior colleagues]?

Justification of resources
• Are the resources required for this research, including staffing, clearly justified? Are they essential for the work proposed?
• Do you consider the amount of funding being requested appropriate for the level of study being proposed [e.g. pilot grant, proof of principle study, full project, clinical study]?
• Taking into account the expected benefits of the work proposed and the level of resources requested, does this application represent good value for money?
• Do the work plan and project management arrangements give confidence that the research will be completed in the specified time frame?
Dissemination, impact and PPI

- Have patients/their families been involved in developing this study, including its aims and design?
- Are suitable plans in place to involve patients and the public throughout the study?
- Are the details within Section 6 written in a clear format that is accessible for a lay audience?
- Are the plans for dissemination sufficiently developed and is this likely to help support this research to have an impact?
- Is it clear how, when and where benefit for TYA patients will accrue?
- Have details been provided about what steps would need to be taken to support translation of this research for patient benefit?
- Do the applicants demonstrate that dissemination to TYA patients, their families and the wider population is important?
- Are the plans to disseminate the findings from the study in formats that are interesting for TYA patients?
- Are the proposed plans for dissemination likely to be tailored into an accessible format for a lay audience?

Timescales

The closing date for applications is 5pm, Wednesday 8 March 2023. We would expect final decisions to be made in June/July 2023 and so your proposed start date for the research should reflect this.

The application process

You will need to complete your application alongside your nominated supervisor, who should be listed on your application. You should also inform your host institution that you intend to apply, as they will be required to approve your application.

You’ll need to submit your application online using our grant management system, FlexiGrant via https://cclg.flexigrant.com/. The system is straightforward to use, but if you have any questions or problems using Flexigrant, please contact us on research@cclg.org.uk.

Terms used in Flexigrant

- **Participants**: Other people you can invite to view/edit your application form. Participants include your Administration/Finance Officer, Head of Department, and Proposed Supervisor.
- **Lead applicant**: You – the person leading the research project and the individual funded by this grant.
- **Supervisor**: An individual with the skills, knowledge, ability and time to support your application and your subsequent research project.
- **Head of Department**: The Head of Department in your institution who will confirm that the research will be accommodated and administered in your institution and that you will be given the protected research time to carry out the project.
• **Administration/Finance Officer:** The individual in your institution (usually in the Research Finance Officer or similar) who will help you complete your proposal budget, accept the grant if awarded, and confirms that costings are correct.

### Completing the application form

On the ‘Participants’ tab of your application, you should invite:
- Your proposed supervisor
- Your head of department
- The Administration/Finance Officer who will be responsible for administering any grant which may be awarded

Your proposed supervisor will be able to view and help edit your application. The Head of Department and Admin/Finance Officer will be able to view your application. All three must complete a declaration as part of the application process, and you will be unable to submit your application until these have been completed. Please ensure you complete your application ahead of the deadline, to allow these Participants to complete their declarations prior to the submission deadline. Your institution will be able to advise further on the timescales needed for this to happen.

Once you have registered with Flexigrant and started an application, you will need to complete the online application form, which is split into the following sections:

1. **Contact details**
   Contact details for the Lead Applicant should pre-populate from your Flexigrant profile and can be edited here. You should give your proposed research study a title. Complete the other sections including uploading contact details for your proposed supervisor. You will also need to upload a CV for yourself and your proposed supervisor, which should be compiled into a single document and uploaded as a pdf.

2. **Project details**
   This section asks some basic questions about the nature of the research you are proposing.

3. **Other sources of funding**
   This section asks about whether previous research relevant to this study has been funded (by CCLG or elsewhere), whether you are submitting this application (or a related application) to another funder, and whether your project relies on other funding being obtained.

4. **Exploitation**
   This section asks about potential development of intellectual property, and is a standard question we ask all applicants.

5. **External reviewers**
   This section asks you to suggest potential peer reviewers for your research to help us identify suitable people to approach. You can also ask us not to send this to particular people, if there is good reason.
6. **Plain English summary**  
This helps lay reviewers and readers (for example CCLG staff including our marketing team, patient/parent reviewers who may review your application for us) to understand your proposal.

7. **Proposed research summary**  
This section is where you should describe your proposed research study. You should ensure you describe the study as fully as possible, and refer to the above assessment criteria, as this is the main section our expert peer reviewers will use to understand and assess your project’s suitability for funding. You can only enter text, but can upload a file containing any figures or references. You should also let us know, where indicated, which of the Children’s Cancer PSP Research Priorities this proposal aligns with.

8. **Project budget**  
You should download the budget template spreadsheet, complete this and upload the finished version. Your institution’s research finance department (or similar) should help you to complete this.

9. **Collaborators**  
Collaborators are not compulsory for this round of grants. However, if the viability of the project is dependent on collaborators, you should complete this section.

10. **Head of Department declaration**  
The Head of Department (whom you have invited to this application) will complete their declaration. Your application cannot be submitted until this is complete.

11. **Financial/Administrative Officer declaration**  
The Financial/Administrative Officer in your host institution (whom you have invited to this application) will complete their declaration. Your application cannot be submitted until this is complete.

12. **Supervisor declaration**  
Your proposed supervisor for the project must complete this declaration. Your application cannot be submitted until this is complete.

Once you have completed each section of your application, each section should appear as ‘Complete’ and change to a green colour. When all sections are ‘Complete’, the ‘Submit’ button will appear on the summary page. Once you are happy with your application, click this button to submit it to TYAC.

**Good luck with your application! If you have any questions, please contact us on research@cclg.org.uk.**