**CRUK City of London Centre**

**Patient and Public Involvement and Engagement**

**Funding Application Form**

Before beginning to fill in this form applicants are strongly encouraged to read the **Funding Guidance**, which sets out in detail on the funding scheme.

For the category of activity, this refers to total cost of the activity is maximum £1,000. You do not need to complete some questions as indicated in the form.

For the category of project, this refers to total cost of the project is maximum £10,000. You will need to complete all 7 sections of the form.

All activities/projects must be able to spend the funds and complete their activity/project within one year of the award date.

Please complete the form and email it to cruk.cityoflondoncentre@ucl.ac.uk.

The application deadline is **Friday 7th March 2025.**

**Section 1 - Applicants**

Applicants must be staff (including principal investigators, post-doctoral researchers, technical staff, and professional services) or PhD students associated with the City of London Centre from the partner institutions. You do **not** need to be funded by the Centre to apply.

1.1 Lead Applicant

|  |
| --- |
| **Lead applicant** |
| Title |  |
| First name |  |
| Last name |  |
| Institution |  |
| Job title |  |
| Email |  |
| If you are a PhD student, or on a temporary contract, state contract end date. This will only be used to make sure that your delivery timescales are appropriate. |  |

1.2 Co-applicant(s) including external to the Centre (if there is more than one, please copy and paste the boxes below)

Please note that individuals should only be included as co-applicants if they are an integral part of the activity/project. The panel will expect to see evidence of each individual’s contribution throughout the rest of the application.

|  |
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| **Co-applicants** |
| Title |  |
| First Name |  |
| Last name |  |
| Institution/organisation |  |
| Job title |  |
| Email |  |
| Work phone number (if applicable) |  |

**Section 2 – Aims**

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| 2.1 Activity/Project Title: |
|  |
| 2.2 Please summarise the activity/project briefly. Please outline what you plan to do, who you want to engage with, how you will engage with them, and why as well as the timescale (Max 250 words).Summaries for successful applications will be used on the Centre website and in publicity about the funding. |
|  |
| 2.3 Please outline the aims for this activity/project and how this links to the Centre mission - transform cancer outcomes through effective biological therapies. Pay particular attention to what kinds of changes you would like to see as a result of the activity/project (Max 150 words). |
|  |
| 2.4 Please outline the roles of the Lead applicant and co-applicant(s) and collaboration across the Centre’s partner institutions (Barts/QMUL, Crick, KCL, UCL) (Max 150 words) |
|  |
| 2.5 Please outline who do you intend to engage with in this project in more detail than 2.2 (Max 150 words).Required for application for the category of project up to £10,000 (this is **not** required for applications of up to £1,000). |
|  |
| 2.6 Please describe how this project is designed with the principle of mutual benefit, detailing the benefits for people you are engaging with and yourself and/or your research and/or facilities? (Max 150 words)Required for application for the category of up to £10,000 (this is **not** required for applications of up to £1,000). |
|  |

**Section 3 – Methods**

Section 3 is only required for application for the category of up to £10,000 (this is **not** required for applications of up to £1,000).

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| 3.1 Project planPlease describe the project that will take place and set out the timeline of the project. This should include major milestones, key dates and finer details of the project such as partnerships, venues and publicity. **Max 1 side of A4 in font no smaller than 11pt. Please insert this into the space below. Do not include as a separate appendix.** |
|  |
| Project Completion Date: |  |
| 3.2 Explain why the methods and approaches used in your project are appropriate for your target audiences and how do you intend to reach your target audience (Max 250 words)  |
|  |
| 3.3 Please outline any risks associated with the project proposal and plan which could affect its success and completion. What action will you take to address these risks? (Max 250 words) |
|  |
| 3.4 How have you considered diversity and inclusion when putting together this proposal? (Max 150 words) |
|  |
| 3.5 Is your project accessible? Please give details (Max 150 words) |
|  |
| 3.6 Are there any ethical considerations we should be aware of, and how do you propose to address them? If required, have you had ethics approve this project or will this need to be sought before project commencement? (Max 150 words) |
|  |
| 3.7 What do you expect the legacy of this project to be? (Max 150 words) |
|  |

**Section 4 –Evaluation**

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| 4.1 What are the indicators of success for this activity/project? These should be linked to the aims set out in 2.3 (Max 150 words) |
|  |
| 4.2 What evidence and documentation will you gather to support the above, and how will you do this? (Max 150 words)Required for application for the category of up to £10,000 (this is **not** required for applications of up to £1,000). |
|  |

**Section 5 – Miscellaneous**

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| 5.1 Briefly summarise your area(s) of experience and describe any patient and public engagement experience you and/or your partners have had (Max 150 words).Required for application for the category of up to £10,000 (this is **not** required for applications of up to £1,000). |
|  |
| 5.2 Has any applicant applied for the City of London Centre PPIE funding scheme before? Please state which year. |
|  |

**Section 6 – Finances**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Details and justification (outline a breakdown of what the costs are for and why it is needed for the activity/project). Add rows if needed. | Costs (£) requested from the Centre | Costs (£) requested/secured from elsewhere |
| **Activity/project Costs** |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Activity/project costs | Sub Total £ | £ | £ |
| **Paying people** |  |  |  |
| Patients or people affected by cancer |  |  |  |
| Students(Hourly rate/on-costs): |  |  |  |
| External expertise: |  |  |  |
| Staff Costs\* (if applicable for category of up £10,000. **Not** eligible for category of up to £1,000.) |  |  |  |
| People costs | Sub Total £ | £ | £  |
|  |
| **Activity/project total** | £ | £ | £ |

\* For funding up to £10,000, the funding may cover the costs of a staff to work on a project if their current contract does not allow them to work on it in the time already paid for (i.e. staff members who are part-time). The cost should be approved by your institution finance. Buy-out costs for any staff are not an eligible cost. Be aware that staff costs should include salary and on costs (pension, employer’s NI, holiday pay and apprenticeship levy) which can amount to 30 percent of the salary. **You are required to check the costings with your Institution finance**.

Other funding source for the activity/project if applicable. Add rows if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Match funding secured (if any):  | £ | Source: |  |
| Match funding potential (if any): | £ | Source |  |

**Section 7 – Signatures and approval**

#### Principal Applicant and Co-applicants

The principal applicant and co-applicant(s) are required to sign this form. Add additional rows if needed.

I enclose an application for funding, completed in accordance with the Funding Guidance. I have read and agree to the Conditions of Funding. I am not aware of any relevant information that has been withheld or of any information given in the application which is misleading.

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
|  |  |  |
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|  |  |  |

#### PhD Supervisors (for PhD student applicants only) \*

If you are a PhD Student, your PhD Supervisor(s) are required to sign the form. Please add supervisors by copying the below layout if needed.

I confirm that:

I support this proposal and I agree to this activity/project being carried out by a student under my supervision.

#### Institute manager/Head(s) of Department\*

The Institute manager/Head(s) of Department are required to sign this form for the category of up to £10,000 (this is **not** required for applications of up to £1,000). Please add institutions by copying the below layout if needed.

Name:

Institution:
I confirm that:

I support this proposal and I agree to this project being carried out in my Institution/Department.

Name:

Institution:
I confirm that:

I support this proposal and I agree to this project being carried out in my Institution/Department.

\* Alternatively an email of support addressing the above statements will also be acceptable, please email this to cruk.cityoflondoncentre@ucl.ac.uk.