MRC/AstraZeneca: Mechanisms for Disease Call
Guidance for Outline Applications
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The guidance set out below is based on usual MRC guidance but has been tailored solely for the purposes of this call.

Eligibility: Applicants

Any UK-based researcher who can demonstrate that they will direct the proposed research and be actively engaged in carrying it through. Researchers from overseas institutions may be included in a proposal as a Co-Investigator where the nature of the research makes this necessary. Applications from MRC Units/Institutes are also welcome.

Researchers supported on open-ended or fixed-term contracts may apply for grants, and may request funds for their own salary. The Research Councils' conditions of grant awards do not include a requirement to appoint staff on a fixed-term basis. This is a matter for the employer to determine and is not related to eligibility for funding.

Where an applicant is expected to retire during the course of a grant, the proposal must state who will take over responsibility at the point of the grant holder’s retirement.

Individuals may be the Principal Investigator on only one application. However, individuals can act as co-investigators on other applications in this call. However, please note that the assessment will consider the level of engagement of co-investigators with the research and their capacity to meet these requirements.

Applicants must wait at least 12 months between submission dates to resubmit any proposal rejected by MRC or another Research Council unless specifically asked to resubmit sooner by the MRC. If an unsolicited resubmission takes place before the 12 month period has elapsed, the MRC will reject the proposal.

Eligibility: Collaborations

**Academic-Industrial Collaborations**

The Principal Investigator must be the academic partner. You and your potential collaborator(s) are advised to refer to the guidance on [MRC Industry Collaboration Awards](http://www.mrc.ac.uk/grants/industry_COLLATERAL.htm) (MICAs). MICAs are the mechanism by which academic-industrial collaborations can apply for MRC funding. Please note that, in general, industrial partners will be expected to meet their own costs. MICA forms will not need to be completed for the Outline stage, however a brief description of the proposed collaboration will need to be included in the Outline case for support.

For full applications, MICA forms will need to be submitted as it is expected that AstraZeneca will be a co-applicant on these proposals.

Eligibility: Research Organisations

Eligible research organisations fall into three categories:

- UK Higher Education Institutions (HEIs)
- Research Council Institutes
- Independent Research Organisations (IROs)

Further information on the definition of eligible organisations can be found at the Research Councils UK website [http://www.rcuk.ac.uk/research/Pages/Eligibilityforrcs.aspx](http://www.rcuk.ac.uk/research/Pages/Eligibilityforrcs.aspx).
Responsibilities of Investigators

MRC expects all of the researchers it funds, both clinical and non-clinical, to adopt the highest achievable standards in the conduct of their research. This means exhibiting impeccable scientific integrity and following the principles of good research practice detailed in the MRC Good Research Practice Guidelines (2000).

All researchers submitting a proposal to MRC must accept the MRC Terms and Conditions.

Responsibilities of Collaborations

The terms of collaboration, particularly in relation to industry, must be determined early in a proposal’s development and relevant agreements put in place by the start of the collaboration. Collaboration arrangements should ensure transparency in the project design and in the analysis and publication of results (including if these are negative). Consideration should also be given to issues such as: relative responsibilities, governance arrangements, indemnity, intellectual property rights, reporting and access to data and samples.

Responsibilities of Research Organisations and Heads of Departments

All outlines must be approved on behalf of the host institution, by the appropriate Administrative Authority (e.g. the institution’s Finance Officer) and applicant’s Head of Department to indicate their formal acceptance of the proposal, their acceptance of the terms and conditions of an MRC award and their approval of the salaries and resources sought.

Administrative Authorities and Heads of Departments have responsibility for ensuring that the salaries and resources cited in the proposals are sufficient to undertake the proposed research, to attract sufficiently experienced and skilled staff, and represent good value for money.
Financial support

Non-MRC Applications

Now that full economic costing (FEC) has been introduced, applicants need to show the full costs of a research project to the Research Organisation. The MRC will generally meet 80% of these costs (unless there are Exceptions). Please refer to the MRC Applicants Handbook for details of the eligible costs for proposals led by academics that are not based at MRC units/institutes.

MRC Applications

Where the applicant is based at a MRC Unit/Institute, any award will be made on the basis of 100% directly incurred costs only and will not include indirect or estates costs. However you must complete all financial sections of the application on the basis of 100% FEC for comparative purposes.
How to apply
The following paragraphs set out the process for submitting your Outline Application

Outline Applications – Completing your Case for Support
You must first submit an outline application via Je-S. Successful outline applicants will then be invited to submit a full application. The purpose of the outline application is to assess the project aims, rationale, feasibility and novelty.

To submit an outline application, the applicant must first complete the Outline Application Form and then submit this as a PDF via the Je-S website. The following guidance will walk you through completing the Outline Application Form, case for support and the Je-S submission.

The Outline Application must address the following headings:

Section 1: Project Summary
- **Title of the Project**
  Please provide a concise title for your proposal. This title should be the same as the project title of your Je-S submission.

- **Technical Summary of the Project**
  Please provide a summary of the project, including scientific rationale, fit to the scheme and management. This summary should be the same as the summary of your Je-S submission. Both the title and technical summary should be non-confidential, as they will be used, if you are successful at the outline stage, when approaching candidate referees.

- **Project Duration and Cost**
  Please include estimates of the duration and costs you anticipate will be required to complete the project and any project partner contribution.

  If you have requested support for resources under Exceptions Costs, please describe the nature of these resources. *Further guidance on Exceptions Costs can be found in the Outline Resource Summary section of Je-S.*

Section 2: Investigator and co-investigator details
- **Principal Investigator**
  - Name
  - Post held
  - Department
  - Institution

- **Co-investigators – name and institution**
- **Industrial Partners – if applicable**
- **Collaborators – if applicable**

Section 3: Project details
- **Compound to be used**
- **Disease to be investigated**
- **Clinical or pre-clinical study**
- **Proposed dosage schedule**
- **Formulation of compound and route of administration**
- **Duration of dosing**
- **If pre-clinical study – model species**
Section 4: Case for Support

- Scientific potential – Details of Principal investigator and co-investigators
  - Track record of research and/or funding
  - Team and centre capabilities e.g. cohorts, infrastructure

- Project plan
  - Clearly identify the compound/s you are interested in using and the indication to be investigated.
  - Clearly describe the patient population to be studied for any clinical proposal and duration of proposed treatment.
  - Brief evidence of why this pathway may be important in the disease area under investigation.
  - Brief description of research plans.
  - Estimate, to the extent possible at this time, of how much compound you will need, formulation, route of administration, etc.
  - The proposed resourcing and timescale.
  - For clinical studies, details of the proposed endpoints and any statistical analysis, where relevant.

- Industrial collaborations
  If your proposal includes any collaborations with third commercial parties please provide a brief description outlining this partnership.

All Outline applications must be completed using the Outline Application form for this call. Section 4: Case for Support of the Application form must be no more than 3 pages including references using Arial 11pt typeface.

Data Sharing

Please note that sharing information and knowledge about MRC’s research grants is central to the MRC’s mission. The following details on successful applications will be made available through the Research Portfolio Search on the MRC website:

- Project Title
- Technical Summary
- Lay summary
- Grant holders
- Host institution
- Value and duration of award

Once completed, the Outline Application Form should be saved as a PDF file and submitted via the Je-S system (please see below).
Using the Joint-electronic Submission System

You will need to ensure that your Research Organisation is registered on Je-S. Further information and guidance is available on the Je-S help pages. In the first instance, please refer to all documentation relating to the Scheme, especially the Guidance Notes and the MRC Applicants Handbook, which will guide you through the standard processes for preparing a proposal and costing your proposals. In addition, there is a Je-S Helpdesk that can provide advice or assist with technical difficulties. The helpdesk operates between 9am and 5pm, Monday to Friday (except for bank holidays and office closures). Voicemail operates outside these hours.

Je-S Helpdesk
Telephone: +44 (0) 1793 44 4164*
Email: JeSHelp@rcuk.ac.uk

*Phone calls that cannot be answered during working hours will be redirected after 30 seconds to Voice Mail. The helpdesk will normally return your call within 3 hours.

Creating an Application:

- Select New Document
- Under “Select Council” select MRC
- Under “Select Document Type” select Outline Proposal
- Under “Select Scheme” select Standard Outline
- Under “Call Type” select MRC/AstraZeneca Mechanisms of Disease
- To base your proposal on a previous application tick the “Copy existing document?” box
- Then press “Create Document”

Completing the Application

The submitter should then use the Document Menu on the left to navigate through the document. The ☐ icon indicates a mandatory section (All mandatory sections on the Je-S application, need to be completed), once completed this will become a ☑ icon. The sections marked with a ☐ icon are optional.

Important: You should click the save button after completing each section, failure to do so could result in your changes being lost.

Project Details:

- **Organisation:** click on Select Organisation. In the new search window, type in your research organisation name and click the Search button. Select your organisation from the search results displayed.
- **Department:** click on Select Department. In the new search window, select your department from the search results displayed.
- **Submitters Reference:** Use this to help distinguish easily between proposals in your Current Documents lists. The reference is intended to be a unique identifier for the proposal and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded.
- **Project Title:** should be no longer than 150 characters including spaces.
- **Proposal Call or Mode:** This section will auto-populate with your chosen call, there is no need to change this.
- **Start Date:** Insert the proposed project start date
- **Duration:** Insert the proposed duration in whole months.
Investigators:
Please use the following definitions:

Principal Investigator
Is the lead individual who takes responsibility for the intellectual leadership of the research project and for the overall management of the research. He/She will be the Council’s main contact for the proposal.

Co-Investigators
Are academic individuals on the application who are making a significant contribution to the planning and/or delivery of the proposed work but not on a contracted/out-sourced basis.

If an academic co-investigator is seeking support for their costs then, if they are an

- academic based in the UK working for an eligible research organisation, their costs must be submitted to Je-S as direct, indirect and estate costs
- academic based overseas, their costs must be submitted to Je-S as an exceptional cost, which requires prior approval by the MRC. Co-Investigators at overseas organisations are not eligible to apply for or receive indirect and/or estates costs.

Collaborators
Are parties to the application who are undertaking work on a contracted/out-sourced basis. They should be listed as a collaborator on the Outline Application Form but not as a co-investigator on Je-S. Their costs should be submitted to Je-S as a directly attributable cost.

Principal Investigator:

- Select Add New Principal Investigator Item
- Name: click on Select. In the new search window, type in the surname and click the Search button. Select the correct person from the search results displayed by clicking on the PID.
- Complete the following fields:
  - Post will outlast project?
  - Total number of hours to be worked on the grant over duration of the grant

Co-Investigator:
Follow the process used as per the Principal Investigator section above.

Objectives:
The objectives of the proposed project should be listed in order of priority.

Technical Summary:
Please provide a summary of the project, including scientific rationale, fit to the scheme and management. This summary should be the same as the summary of your Je-S submission. Both the title and summary should be non-confidential, as they will be used, if you are successful at the outline stage, when approaching candidate referees.

Note: Sharing information and knowledge about MRC’s research portfolio is central to the Council’s mission, and consequently summary information including the technical summary for successful applications are published on our web site. It is recognised that often researchers wish to keep cutting edge work confidential and that other work may be controversial or have the potential to attract unwelcome publicity. Please do take this into account when preparing your summary. If you do include information on the use of animals, please be aware that the information - including your name and institution - will be freely available to all users of the MRC web site.
Outline Resource Summary:

Please complete the following costing fields using Full Economic Cost (FEC). If nil costs apply, please insert a "0" in the field:

- **Directly Incurred**: These are costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record. They include: staff, travel and subsistence, equipment and other costs (e.g. consumables).

- **Directly Allocated**: These are the costs of resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis. They include: Investigators, estates and other costs (e.g. pool staff, IT systems).

- **Indirect Costs**: These are costs that are non-specific cost estimates charged across all projects that are not otherwise included as Directly Allocated Costs. They include the costs of the Research Organisation’s administration such as personnel, finance, library and some departmental services.

- **Exceptions**: These are Directly Incurred costs that Research Councils will fund in full (i.e. at 100%), subject to actual expenditure incurred, or items that are outside FEC

- **Total cash contribution from Project Partners**: These are cash contributions from the project partner to the project.

- **Total in-kind contribution from Project Partners**: These are in-kind project partner contributions such as materials and equipment donated to the project, costs of any project partner staff to be seconded to the work, costs related to the use of facilities or equipment on the project partner’s own premises, the costs to the collaborating body of providing staff time in project liaison, management and evaluation.

Attachments:

Select **Add New Attachment**: Applicants may submit PDF versions of:

- The Outline Application Form (under document type Case for Support)
- An optional but advised **1-2 pages** of supporting data tables such as Gantt charts or project plan (under document type Supporting Data).
- Justification for Resources, please refer to the [Je-S help pages](#) for further information and guidance on Justification for Resources requirements (under document type Justification for Resources)
- A C.V. for the Principal Investigator and any Co-Investigators and Industrial Partners, please refer to the [applicants handbook](#) for further information on C.V. requirements (under document type C.V. – no more than **3 x A4 pages** (including 1 page of publications) Arial 11 point)

*Note the MRC reserves the right to decline an application on eligibility grounds, if documents other than those detailed above are submitted.*

Notes and Comments:

Any notes or comments added to a proposal will NOT be transferred to the Research Councils when the proposal is submitted.
Deadline Dates for Submission of Proposals

Applicants must submit their proposals via Je-S by 4pm on the 2nd February 2012. Please bear in mind that all proposals have to be submitted via your Research Organisation’s Administrative department. Please ensure they have sufficient time to complete their parts of the proposal before the MRC deadline date.

Contacts

If you have enquiries regarding the scheme please contact the programme manager Dr Joanna Latimer

Email: joanna.latimer@headoffice.mrc.ac.uk