

# **GRANT INFORMATION**

## **NOTES FOR APPLICANTS STAGE 2**

**These notes relate to the 2012 Grant Round  
to be considered at a meeting of  
the Research Advisory Committee in June 2012  
and by the Trustees in July 2012**

For further information on Cystic Fibrosis Trust awards  
or to request application forms, contact:

Grants & Research Officer  
Research Department  
Cystic Fibrosis Trust  
11 London Road  
Bromley Kent  
BR1 1BY

Tel: 020 8290 8024  
Fax: 020 8313 0472  
Email: [researchgrants@cftrust.org.uk](mailto:researchgrants@cftrust.org.uk)

## **Notes for applicants**

### **General**

1. Applicants should first satisfy themselves that their proposed application falls within the remit of the Cystic Fibrosis Trust as defined in the current **RESEARCH GRANTS POLICY STATEMENT**.
2. The Cystic Fibrosis Trust now has a two-stage grant application procedure. The deadline for Stage 1 Outline Applications was Friday 11 November 2011.
3. The application procedure is now open only to those who were successful at Stage 1 and have been invited to complete a Stage 2 application.
4. **The deadline for receipt of Stage 2 full applications is 1pm on Monday 12 March 2012.**
5. Full applications will be subject to external peer review and will be considered at a meeting of the Research Advisory Committee in June 2012.
6. Successful applications at the full application stage will be recommended to the Trustees for approval at a meeting in July 2012.
7. Please note that the final decision will be made by the Trustees at their meeting in July 2012. Both successful and unsuccessful applicants will be notified after this meeting.

### **Full Applications – Stage 2**

8. The form can be downloaded from the Cystic Fibrosis Trust website at [www.cftrust.org.uk](http://www.cftrust.org.uk). Please download the latest forms as they may have changed from prior years.
9. The Cystic Fibrosis Trust must receive both an electronic copy of the completed application form and a signed hard copy.
10. The electronic copy should be sent to [researchgrants@cftrust.org.uk](mailto:researchgrants@cftrust.org.uk). **This must be received by 1pm on Monday 12 March 2012.**
11. The hard copy should be addressed to Grants & Research Officer, Cystic Fibrosis Trust, 11 London Road, Bromley, Kent, BR1 1BY. This must be received no later than the first post after the closing date for applications.

12. Do not change the typeface or pitch on the application form. Page breaks are clearly marked; please ensure that the final electronic version is properly paginated as set out on the form. **Stage 2 applications that do not follow these guidelines will be rejected and not considered at the grant award meeting.**
13. The lay summary must be capable of being readily understood by the public. There are both parent and patient representatives on the Research Advisory Committee. Their input and opinions are very important to the Cystic Fibrosis Trust; it is therefore essential that the lay summary gives a full explanation of the proposed research in lay terms.
14. The lay summary will also be read by the Trustees when giving their approval to the applications that have been recommended to them for funding; for those that are ultimately successful, it will also be posted on the Cystic Fibrosis Trust website.
15. If the detailed costings are greater by ten per cent or more than the estimates on the Stage 1 application, please give an explanation for this in a covering letter. **Please note that the upper limits for Cystic Fibrosis Trust research grants in the Grant Round 2012 are as follows:**
- |                    |   |
|--------------------|---|
| Project Grant:     | £150,000  |
| Innovative Awards: | £ 50,000  |
| PhD Studentships:  | Stipend as set out in the Policy Statement plus maximum<br>£ 6,000 p.a. running costs |
16. The Cystic Fibrosis Trust will not fund the full economic cost of research. However, the Association of Medical Research Charities has asked that its member charities monitor the full economic cost of research proposals. If your institution is calculating the full economic costs of your application, please complete the additional Full Economic Cost Monitoring Form.
17. Please note that there are now two standard templates for CVs: one for Applicants/Co-applicants, and one for Research Assistants (if already named on the application).
18. Do not forget to attach, where relevant:
- CVs on the new standard templates;
  - Previous grants from the Cystic Fibrosis Trust;
  - Full Economic Costing monitoring form.
  - Questionnaire on research involving animals;
  - Questionnaire on research involving human subjects or samples;

If you have any questions about the application process, please contact the Grants & Research Officer on 020 8290 8024 or [researchgrants@cftrust.org.uk](mailto:researchgrants@cftrust.org.uk).