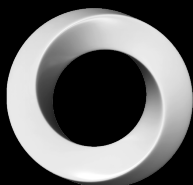


**CANCER  
GRAND  
CHALLENGES**



# **Award Management and Funding Policy Guide**

Founded by



**CANCER  
RESEARCH  
UK**



**NATIONAL  
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# 1. Cancer Grand Challenges overview

Cancer Grand Challenges supports a global community of world-class research teams to come together, think differently and take on some of cancer's toughest challenges.

These challenges continue to impede research progress, and no one scientist, institution or country will be able to solve them alone. Cancer Grand Challenges teams are empowered to transcend the traditional boundaries of geography and discipline, and ultimately change outcomes for people with cancer.

Founded by the two largest funders of cancer research in the world – Cancer Research UK and the National Cancer Institute in the US – and uniting an international community of partners, Cancer Grand Challenges aims to make urgently needed progress against cancer.

## 1.1. Cancer Grand Challenges funding model

Eligible teams must be international in composition, with investigators based at multiple research locations contributing to the programme.

Funding decisions for Cancer Grand Challenges awards are coordinated via a Joint Steering Committee (JSC) which is made up of NCI and CRUK leadership.

Each Host Institution (HI) belonging to a Cancer Grand Challenges team will receive funds directly from the Funders. Funding commitments will be issued annually, subject to successful Annual Review (see section 2.2 below), in the form of both a CRUK Grant Award Letter (GAL) and an NCI Notice of Award (NoA).

Generally, CRUK and NCI will each fund approximately 50% of the direct costs of research awarded to each HI over the full lifetime of the award. Any indirect costs awarded will also be included in the GAL and NoA in accordance with the funding principles outlined in section 3.1 below.

### 1.1.1. Cancer Grand Challenges Award Management and Funding Policy Guide

This document is a guide to the management of Cancer Grand Challenges awards starting in 2022 and beyond, and includes policies relevant to their funding. Teams must manage their CRUK and NCI funds according to the requirements set out in this guide. This guide should be read in conjunction with the following:

- The Cancer Grand Challenges Award Agreement (CGC Award Agreement) (see section 1.1.2);
- The CRUK Grant Award Letter (GAL) (see section 1.1.4);
- Notice of Award (NoA) (see section 1.1.5);
- The NCI Cancer Grand Challenges OT Policy Guide which can be found on the NCI CGC [website](#) (see section 1.1.3);



- The Cancer Grand Challenges Commercialisation Policy.

CRUK and NCI may amend the content of this guide from time to time. It is the responsibility of the Team Lead to ensure that each HI is aware of changes to the guide so that HIs can maintain compliance. (see section 1.1.2 below). The Funders will make every effort to inform TLs and all Co-Investigators (Co-Is – see section 1.2.1 below) directly of any policy changes.

Unless otherwise defined in this Award Management and Funding Policy Guide, capitalised terms used in this Award Management and Funding Policy Guide will have the same meaning as they do in the CGC Award Agreement.

If you require assistance in understanding these documents, please contact your Cancer Grand Challenges Portfolio Manager (see section 1.2.3 below).

### **1.1.2. Cancer Grand Challenges Award Agreement**

All Host Institutions (HI – see section 1.2.2 below) will enter into a Cancer Grand Challenges Award Agreement (CGC Award Agreement) with CRUK and NCI.

The CGC Award Agreement, in combination with 1) this guide, 2) the NCI Cancer Grand Challenges OT Policy Guide, and 3) the Cancer Grand Challenges Commercialisation Policy, set out the contractual arrangements for managing Cancer Grand Challenges teams. HIs should note that the CGC Award Agreement specifically incorporates by reference the three documents enumerated in this paragraph into the CGC Award Agreement.

The NCI NoAs and the CGC Award Agreement form the formal funding contract between NCI and each funded HI within a team.

The CRUK GALs and the CGC Award Agreement, referencing this guide, form the formal funding contract between CRUK and each funded HI.

### **1.1.3. NCI Cancer Grand Challenges OT Policy Guide**

NCI will issue CGC awards to HIs using the NIH Other Transaction (OT) Authority, granted under Section 402(n) of the Public Health Service Act. The terms and conditions that apply to the use of NCI OT funds appear in the NoA and the CGC Award Agreement.

### **1.1.4. CRUK Grant Award Letter**

For CRUK funding, the GAL is the legal document issued to notify an awardee that an award has been made, subject to its terms and conditions. After the CGC Award Agreement (see section 1.1.2 above) has been signed, an initial GAL will be issued to each participating HI, usually covering the first 12 months of the



award. Subsequent GALs will then be issued annually, subject to successful Annual Review (see section 2.2.1 below).

CRUK will send the GAL via email to a named investigator at each HI, as well as the HI Administrator (see 1.2.2 below).

### **1.1.5. NCI Notice of Award**

For NCI funding, after the CGC Award Agreement has been signed, an initial NoA will be issued to each participating HI, usually covering the first 12 months of the award. NCI will notify the HI via email when an award has been issued. NCI will thereafter issue subsequent NoAs, usually on an annual basis, subject to successful Annual Review (see section 2.2.1 below). In general, if there is a change to the terms and conditions for an HI, NCI will issue a revised NoA. After consulting CRUK, NCI reserves the right to act independently to modify the terms and conditions of award in the NoA or CGC Award Agreement as needed. If necessary, a change to the terms and conditions for each HI on a CGC Team may also require revisions to the CGC Award Agreement.

### **1.1.6. Summary of CRUK Grant Award Letters and NCI Notices of Award**

When a new set of GALs and NoAs have been issued, CRUK, in consultation with NCI, will provide the TL (see section 1.2.1 below) of each Cancer Grand Challenges team with a full summary of the funding issued by both CRUK and NCI to each participating HI.

## **1.2. Roles and responsibilities**

Once a team has been recommended for Cancer Grand Challenges funding, a meeting will be set up to introduce team members to relevant contacts at CRUK and NCI.

Although there will be various people from both organisations involved in supporting Cancer Grand Challenges teams, CRUK will provide a main scientific contact (Portfolio Manager) and a main operational contact (Operations Officer) to act as the first points of contact for all non-NCI-specific queries. See section 1.2.3 below for more information on these roles.



### 1.2.1. Roles and responsibilities (funded teams)

Funded teams must comprise a TL; multiple Co-Is; one or more patient advocate(s); and a full-time Programme Manager (PM). Teams must be international in nature, with no more than 70% of the activity (and funding) based in a single country.

Role	Description
Team Lead (TL)	<p>The TL is the person responsible for the overall scientific and technical direction of the team. The TL, in coordination with the assigned staff at each HI, must ensure that team members manage their funding as set out in this guide, in the CGC Award Agreement, and in other documents incorporated by reference into the CGC Award Agreement. The TL is the primary contact for Cancer Grand Challenges staff at both CRUK and NCI and should maintain regular communication with their assigned contact(s) at CRUK and NCI. The TL must be based at a research institution which is appropriately accredited or registered in the country in which it is based.</p>
Co-Investigator (Co-I)	<p>Co-Is provide significant intellectual input into the research, and lead or contribute to individual work packages. Each Co-I is responsible for the scientific and technical direction of their work package.</p> <p>Co-Is may be based at commercial entities, but requests for funding for commercial entities will be considered only for small and medium-sized enterprises (SMEs), and following case-by-case review. Both commercial entities and research institutions named on Cancer Grand Challenges awards must be appropriately accredited or registered in the country in which they are based.</p>
Patient Advocate	<p>Teams must look for opportunities to involve advocates for people affected by cancer (patients, survivors, caregivers) in their research. Teams must recruit a minimum of one Patient Advocate with a clearly defined role and remit. Patient Advocates bring the perspectives of those affected by cancer to the work of a Cancer Grand Challenges team. They represent people affected by cancer as a group and therefore should not just provide their individual viewpoint or that of any advocacy organisation. Patient Advocates work with the TL and Co-Is as a member of the team to develop the Patient Advocate involvement and engagement strategy into a detailed plan that will be delivered during the lifetime of the award.</p>
Programme Manager	<p>Funded teams are required to recruit a full-time Programme Manager to coordinate the research team, with responsibilities which could include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Assisting the TL and Co-Is in monitoring and ensuring team compliance with CRUK and NCI award requirements;</li><li>• Making sure that milestones are being met;</li><li>• Facilitating team communication, as well as communicating frequently and directly with leadership across participating HIs;</li></ul>



- Interfacing frequently with the Funders;
- Ensuring timely publication of findings, availability of high-quality data and proper Intellectual Property (IP) management;
- Preparing for Annual Reviews (see section 2.2 below) and site visits.

Programme Managers should have experience managing large interdisciplinary and multi-institutional research efforts, or the capacity to do so.

### 1.2.2. Roles and responsibilities (Host Institutions)

CRUK requires at least one contact at each HI as set out below.

Role	Description
Host Institution (HI) Administrator	<p>HI Administrators are individuals at an HI with the authority to complete the following tasks on behalf of the HI:</p> <ul style="list-style-type: none"> <li>• Approve grant applications;</li> <li>• Accept grants and other forms of research awards;</li> <li>• View GALs at the HI;</li> <li>• Submit financial reconciliation forms;</li> <li>• View remittance information.</li> </ul>

NCI requires each HI to have a program director/principal investigator (PD/PI) and an Authorized Organizational Representative as set out below.

Role	Description
Authorized Organization Representative (AOR)	AORs are the designated representatives of the HI in matters related to the administration of its Cancer Grand Challenges award. AORs are named by the applicant and authorised to act for the applicant and to assume the obligations imposed by US federal laws, regulations, requirements, and conditions that apply to Other Transactions, including the Cancer Grand Challenges award.
Program Director/Principal Investigator (PD/PI)	The individual(s) designated by the HI applicant to have the appropriate level of authority and responsibility to direct the project or program to be supported by the Other Transaction award. See section 1.2 of the NCI Cancer Grand Challenges OT Policy Guide for additional details.

Note: The same individual may fill the roles of HI Administrator and Authorized Organization Representative.





### 1.2.3. Roles and responsibilities (CRUK)

In addition to its role as a funding partner in Cancer Grand Challenges, CRUK acts as the Operational Manager for the initiative, collaborating closely with NCI. Therefore, most of an HI's day-to-day interactions with the Funders (other than those related to the specific administration of NCI funds) will be managed in the first instance by CRUK.

Role	Description
Portfolio Manager	<p>Portfolio Managers are responsible for providing scientific support and oversight of Cancer Grand Challenges teams on behalf of CRUK. Each team will be assigned a Portfolio Manager who will be the primary contact for teams for all updates and queries regarding the scientific direction of the team. This could include:</p> <ul style="list-style-type: none"><li>• Receiving updates on forthcoming publications and other Research Outputs;</li><li>• Receiving updates on changes to, or advances in, workstreams;</li><li>• Attending Research Retreats (see section 2.5 below) and in-person Management Group meetings (see section 2.3 below);</li><li>• Minuting Annual Review interviews (see section 2.2 below) and providing written feedback;</li><li>• Facilitating and coordinating inter-team collaborations and opportunities;</li><li>• Connecting teams to other CRUK functions, including the Cancer Research Horizons Search and Evaluation Team and Cancer Grand Challenges Communications and Philanthropy teams.</li></ul>
Operations Officer	<p>The Cancer Grand Challenges Operations team supports teams in any areas outside of scientific direction. Each team will be assigned an Operations Officer who will be the primary contact for teams for all such updates and queries. The Operations Officer will also coordinate with the appropriate NCI staff. Reasons to contact your assigned Operations Officer may include:</p> <ul style="list-style-type: none"><li>• Queries related to the overall financial management of the awards, and specific queries to CRUK funding;</li><li>• Award administration;</li><li>• Policy support;</li><li>• Contractual issues, i.e. questions related to the Cancer Grand Challenges Award Agreement (see section 1.1.1 above);</li><li>• Liaising with teams' Programme Managers (PMs – see section 1.2.1 above) to schedule Management Group meetings;</li><li>• Liaising with HIs.</li></ul>
Cancer Research Horizons Search and Evaluation Team	<p>The Cancer Research Horizons Search and Evaluation Team works to develop and commercialise exciting new discoveries from Cancer Grand Challenges teams. The team will work with funded teams to ensure the translation of Cancer Grand Challenges research for patient</p>



	benefit, and to support with any matters related to Intellectual Property (IP) and commercialisation.
Cancer Grand Challenges Communications Team	The Cancer Grand Challenges Communications Team works on behalf of both CRUK and NCI to support funded teams to ensure the Results of their research achieve public recognition. They also work to secure appropriate acknowledgement for the Cancer Grand Challenges initiative in press coverage and other communications. See section 3.3.4 below for more details.
Cancer Grand Challenges Philanthropy Team	CRUK relies on the generous support of donors to fund its share of Cancer Grand Challenge teams and a Philanthropy Team at CRUK is tasked with securing donations. All fundraising activity is exclusive to CRUK. CRUK, on its own behalf, may therefore ask funded teams to act as ambassadors for the initiative and to meet with donors and potential donors.  As a US government agency, NCI and its employees shall have no role in CRUK fundraising.
Cancer Grand Challenges Scientific Committee	The Cancer Grand Challenges Scientific Committee reports to CRUK. Its role is to: <ul style="list-style-type: none"> <li>• Recommend to CRUK the challenges to be set;</li> <li>• Recommend to CRUK teams to be funded;</li> <li>• Contribute to the Annual Reviews of funded teams.</li> </ul> The committee draws on the expertise of world-leading experts in and beyond the cancer field.
Cancer Grand Challenges Advocacy Panel	The Advocacy Panel is composed of individuals who have been affected by cancer. It advises and supports teams as they develop and execute their plans for patient advocate involvement and engagement.

#### 1.2.4. Roles and responsibilities (NCI)

The following are the major functions and areas of responsibility of NCI staff.

Role	Description
Other Transactions Agreement Officer (OTAO)	The OTAO, whose name appears on the NoA, is the individual responsible for the administrative aspects of NCI funding under the Cancer Grand Challenges award. This includes: <ul style="list-style-type: none"> <li>• Receiving and acting on requests for NCI approval for changes to the NoA, such as significant budget virements as set out in section 2.1.4 below;</li> <li>• Monitoring expenditure, including by reviewing milestones, progress reports (see section 2.2 below) and audit reports.</li> </ul>



	<p>The OTA0 is the only US federal employee who has signatory authority for Other Transactions awards and the NCI individual who can authorise funding or changes to the terms and conditions of an award.</p>
Other Transactions Agreement Specialist (OTAS)	<p>The OTAS is a federal employee delegated responsibility by the OTA0 and is assigned the day-to-day review and management of the applications and the award.</p>
Other Transactions Program Official (OTPO)	<p>The OTPO, whose name appears on the NoA, is the federal employee responsible for the programmatic, technical and/or scientific management aspects of the Other Transaction. The OTPO is responsible for providing scientific support and oversight of Cancer Grand Challenges teams on behalf of NCI. Each team will be assigned an OTPO who will be the NCI contact for teams for all updates and queries regarding the scientific direction of the team. This could include:</p> <ul style="list-style-type: none"><li>• Receiving updates on forthcoming publications and other Research Outputs;</li><li>• Receiving updates on changes to, or advances in, workstreams;</li><li>• Attending Research Retreats (see section 2.5 below) and in-person Management Group meetings (see section 2.3 below);</li><li>• Facilitating inter-team collaboration opportunities.</li></ul>
Program Coordinator	<p>NCI may assign one or more Program Coordinators to assist the OTPO in their oversight of selected Cancer Grand Challenges teams. The Program Coordinator activities could include:</p> <ul style="list-style-type: none"><li>• Attending Research Retreats (see section 2.5 below) and in-person Management Group meetings (see section 2.3 below);</li><li>• Facilitating inter-team collaborations and opportunities.</li></ul>



## **2. Award management guide**

### **2.1. Financial management of Cancer Grand Challenges Award**

The HI must ensure proper financial management of the Cancer Grand Challenges award as set out in this section. CRUK and NCI will award funds in parallel through their established processes, endeavouring to ensure each participating HI is able to start the award on the same date.

#### **2.1.1. Payment process (CRUK)**

CRUK pays grant funds quarterly in arrears in pounds sterling (GBP) to the account nominated by the HI. The HI must therefore nominate a bank account that can accept payments in GBP. The payments each represent an equal 25% of the budget allocation to that HI for that year. In the final year of Cancer Grand Challenges funding, CRUK will not pay the final quarterly payment until it has processed the final reconciliation submitted as per section 2.2.6 and received the final scientific report per section 2.2.5 below.

The HI must account for all Income and expenditure related to the Cancer Grand Challenge award through a separate cost centre or, if it does not use cost centres, it must keep the Cancer Grand Challenges award in a separate bank account used exclusively for these funds.

#### **2.1.2. Payment process (NCI)**

HIs will be able to draw down funding from the Department of Health and Human Services Payment Management System. Payments may be made by one of several advance payment methods, including SMARTLINK II/ACH, cash request, or by cash request on a reimbursement basis, as specified in the NCI Cancer Grand Challenges OT Policy Guide.

See section 4 of the NCI Cancer Grand Challenges OT Policy Guide for more information on this process.

#### **2.1.3. Budgeting**

Cancer Grand Challenges teams are required, prior to the release of any funding, to submit a budget for the full duration of the award. This overarching budget must include a budget request for each participant HI for each year of the award. Teams are expected to provide a sufficient level of granularity to justify these budgets, including individual salary costs, running expenses and equipment purchases. The budget must comply with the cost principles outlined in section 3.1 below, and the year one budget will form the basis of the initial CRUK GAL (see section 1.1.4 above) and NCI NoA (see section 1.1.5 above) issued to each HI.

Cancer Grand Challenges awards are in principle approved for support in their entirety at the outset of the award but are funded on an annual basis, subject to successful Annual Review. Funding instalments of more or less than 12 months may be used in some circumstances.



The GAL and/or NoA may reference the anticipated total award period and/or anticipated levels of future support, but there is no guarantee of further support until a future GAL and NoA is issued.

#### **2.1.4. Budget transfers**

Teams are generally expected to use their funds in line with the approved Research Proposal and budgets (see section 2.1.3 above) and/or changes approved through the Annual Review process (see section 2.2.3 below). However, in exceptional circumstances, teams may need to modify the use of funds between budget submissions and therefore CRUK and NCI will try to be as flexible as possible when teams make reasonable requests to repurpose their Cancer Grand Challenges funds.

For further information, TLs should contact their CRUK Operations Officer (see section 1.2.3 above). The following actions require written prior approval from CRUK and NCI:

- Changes that necessitate a substantial repurposing of funds or significant changes in the scope of the research (including use of human or animal subjects);
- Changes that would increase the proportion of the award used for indirect costs of research (see section 3.1 below);
- Plans to recruit a subcontractor for work that requires an allocation of award funds.

Requests to make any of these changes should be made in the first instance to CRUK by the TL. If CRUK and NCI approve the changes, NCI requires that a request be submitted from the Authorized Organizational Representative (see section 1.2.2 above) of any impacted HIs.

Other changes beyond those listed above, i.e. minor virements resulting in re-budgeting 25% or less of the total costs of the annual award, do not require prior approval, as long as all costs comply with the cost principles outlined in section 3.1 below. If in doubt, teams should contact their CRUK Operations Officer to discuss. The Operations Officer will coordinate with the appropriate NCI staff prior to providing a response.

## **2.2. Reporting**

Prior to the release of any subsequent year CRUK GALs (see section 1.1.4 above) and/or NCI NoAs (see section 1.1.5 above), teams are required to participate in an Annual Review process which involves the submission of a written progress report and financial report (including a budget or budget updates for the next period of the award), and an interview with reviewers, including members of the Cancer Grand Challenges Scientific Committee (see section 1.2.3 above).

In addition to providing the Funders with a chance to understand a team's progress, the Annual Review is an important opportunity for external feedback and advice. It also brings all team members together and acts as a helpful touchpoint each year.



Teams will be notified of reporting requirements no less than three months before the deadline for the written submission. The outcome of the review (see section 2.2.4 below) will be communicated to teams as early as possible after the interview.

The written submission will include:

- Scientific progress report, according to section 2.2.1 below;
- Financial report, according to section 2.2.3 below;
- Patient advocate involvement and engagement report, for which instructions will be provided;
- Researchfish® outputs upload, according to section 2.2.2 below;
- Update on personnel, i.e. investigators, technicians, postdoctoral fellows, PhD students, etc.

In some circumstances, there may be different reporting deadlines for the various components of the written submission (e.g. the financial report may be requested after the scientific progress report and/or the interview).

It is the responsibility of the TL in each team to coordinate the drafting of the annual report, and all Co-Is should contribute.

Teams will be advised of the attendance requirements for their interview, which will always include the TL and Programme Manager, and generally involve a specified number of Co-Is as well as one Patient Advocate.

In addition, each HI is required to submit institution-level reports to NCI pursuant to the NCI Cancer Grand Challenges OT Policy Guide and NoA. See Section 9 of the NCI Cancer Grand Challenges OT Policy Guide for more information.

### **2.2.1. Scientific progress reports**

The progress report provides a brief summary of the team's work to date and plans for the future, in particular progress against addressing the challenge. Teams should update on any risks and mitigation strategies.

For each work package or theme, teams are asked to provide a summary of key research achievements/milestones met over the past year, demonstrating, where appropriate, the impact (or potential impact). Any key changes or any go/no-go decisions reached as part of the work package should be noted.

Future plans for each work package should be described.



### 2.2.2. Output reporting

Teams are required to submit information on the Research Outputs, outcomes and impacts arising from their Cancer Grand Challenges funding via the [Researchfish®](#) system.

A user guide for Researchfish® can be found [here](#). TLs should add PMs (see section 1.2.1 above) as delegates for the Cancer Grand Challenges award, as per pages 20-23 of the user guide. PMs can then add all relevant Research Outputs to the award as per pages 5-9. Once teams are happy that all relevant outputs have been collated, PMs should hit the 'Submit' button and then 'Download Award'. This will generate a document which should be included alongside other review documents.

All outputs attributable to Cancer Grand Challenges funding should be reported by the TL (or the PM as his/her delegate), even where he or she was not directly involved in the output (e.g. a paper arising from Cancer Grand Challenges funding on which the TL is not listed as an author).

Output reporting via Researchfish® is required for the duration of the award and a minimum of three years after the award End Date.

### 2.2.3. Financial reports

Teams have an annual opportunity to reprofile their budgets, identifying underspend and/or reallocating funding between investigators, HIs, work packages or specific costs.

Teams will be provided with a finance schedule containing their existing budget. For each cost line, teams are asked to provide:

- The actual amount spent in all past years;
- A forecast for total spend in the current year;
- A budget for each future year (revised where necessary);
- A brief rationale for any revisions.



## 2.2.4. Outcome of Annual Review

Following a successful Annual Review, CRUK and NCI will calculate the amount to be issued to each HI. This calculation involves:

- Deducting any underspend forecast to be held by the end of the current year at each HI (an example is provided for illustrative purposes in the following table);

A. Amount issued to HI to date	B. Amount forecast to be spent by HI by end of instalment	C. Forecast underspend by end of instalment (A-B)	D. Budget for next instalment	E. Amount to be issued for next instalment (D-C)
£1,000,000	£750,000	£250,000	£1,500,000	£1,250,000

- Agreeing the allocations to each HI which will be supported by CRUK and NCI respectively. Per section 1.1 above, this is typically a 50:50 split of the direct costs of research;
- Applying the agreed level of indirect costs to be supported by CRUK and NCI respectively, according to section 3.1 below.

This approach allows TLs to coordinate with HIs on available funds in a dynamic manner, proposing increased or decreased funding to individual team members, institutions or work packages annually, based on scientific progress and plans. Underspend is not 'lost', as it can be delayed or repurposed, but the approach prevents HIs which are underspending for any reason from continuing to accrue excess funds.

Note that teams may not increase the overall funding envelope agreed at the beginning of the award.

In order to issue a NoA (see section 1.1.5 above), NCI will require that each HI submit a budget request directly to NCI. In addition, NCI requires that financial expenditure reports be submitted through a Federal Financial Report (FFR) within 120 days of the End Date for each award. HIs will be provided with instructions on how to submit the FFR.

See section 9.3 of the NCI Cancer Grand Challenges OT Policy Guide for more information on this process.

If significant concerns are raised during the Annual Review process, CRUK and NCI will agree on a course of action, which could include:

- Revision of funding level;
- Additional reporting requirements;
- Suspension or termination (see section 2.4 below).





### **2.2.5. Final scientific reporting**

Within the 12 months prior to a team's End Date, CRUK will organise a Final Year Research Retreat (FYRR). This is intended to provide an opportunity to:

- Celebrate the progress and scientific output of the team;
- Reflect on the progress made to address the challenge the team was funded to address;
- Facilitate a final review of the team, to be conducted by Cancer Grand Challenges Scientific Committee members and external experts.

The FYRR will include scientific sessions and a final review in which the team's work will be independently evaluated. The review will be conducted by an Expert Review Panel (ERP), comprising members of the CGC Scientific Committee as well as invited external reviewers.

In advance of the FYRR, teams will be required to submit a Final Report. Teams will receive full guidance for the expected content and format of the report.

Following the FYRR, CRUK and NCI will also work with teams to produce and publish publicly available reports and other content showcasing the achievements made over the lifetime of the Cancer Grand Challenges funding.

### **2.2.6. Final financial reporting (CRUK)**

Each HI must submit a final reconciliation to CRUK at the end of the award. As outlined in section 2.2.4 above, expenditures in each year are taken into account for the amount issued in each subsequent GAL (see section 1.1.4 above). Therefore, the reconciliation is simply a final update to the reporting provided previously, summarising actual spend across the lifetime of the award.

Once the reconciliation is submitted, CRUK may recover funds from an HI. Funds may be recovered because they were used for ineligible costs (see section 3.1 below) or due to underspend.

CRUK may reconcile funds by:

- Requesting reimbursement, which should be honoured promptly by the HI; or
- Offsetting against any other sums, including award payments, owed to the HI.

Financial reports, including the final reconciliation, should be submitted in pounds sterling (GBP). Institutions incurring costs in other currencies may report using the exchange rate that was applied when they converted the GBP to local currency. Institutions may use their CGC funding to manage currency fluctuations and to absorb any downsides within their existing funding envelope. However, no further funding will be issued to account for financial exchange losses.



### **2.2.7. Final financial reporting (NCI)**

Recipients are required to electronically submit the final Federal Financial Report (FFR) through the Payment Management System (PMS). The final FFR must cover the entire award period.

For further information, please see section 9.3 of the NCI Cancer Grand Challenges OT Policy Guide.

## **2.3. Management Groups**

Awarded teams are expected to establish a Management Group to oversee the delivery of the team's goals.

Teams will be provided with suggested terms of reference for Management Groups setting out role, remit and composition.

The role of the Management Group is to:

- Manage the Cancer Grand Challenges team proactively to drive and direct research, challenge current thinking and provide high-class scientific input in an open and constructive manner;
- Review progress against the team's plan and milestones, and take steps to keep the research on course for completion on time and within budget;
- Discuss and advise how to resolve scientific and technical difficulties that arise;
- Actively seek and identify opportunities for publishing Foreground and support the drafting and preparation of publications of Foreground in accordance with the policy outlined in section 3.3.1 below;
- Assist the HIs in ensuring compliance with the terms and conditions of funding.

The Management Group will comprise the TL, all Co-Is and at least one Patient Advocate. The PM will attend meetings as a facilitator rather than as a full member. See section 1.2.1 above for descriptions of these roles.

CRUK and NCI will nominate one or more representatives to observe Management Group meetings.

Teams can determine the frequency of Management Group meetings but meeting at least every two months is recommended.

It is the TL's responsibility to schedule, chair and ensure the Management Group is minuted. Minutes should be shared with all members, as well as the CRUK Portfolio Manager and NCI PD (see section 1.2 above) within 14 days of the meeting.

Once a year, one meeting of the Management Group should be embedded in the team's Research Retreat (see section 2.5) and representatives of CRUK and NCI invited to attend in an observational capacity.



## 2.4. Responsibilities and monitoring

### 2.4.1. Responsibilities of Host Institutions

In addition to the appointment of a dedicated PM (see section 1.2.1 above) at a team level, it is anticipated that each HI funded via Cancer Grand Challenges will use their existing staff and systems to support the funded work.

For example, it is the responsibility of HIs to:

- Abide by all Cancer Grand Challenges policies provided in section 3 below;
- Comply with the terms of the CGC Award Agreement (see section 1.1.2 above);
- Comply with the terms of the NCI CGC NoA;
- Provide a safe, constructive working environment for all staff and have in place appropriate HR policies and procedures;
- Ensure adequate resources, premises and facilities are provided to support the award activities. This includes making any reasonable adjustments for staff who have a disability;
- Have in place financial management and control systems, which have the capacity to track income and expenditure;
- Acquire goods and services in compliance with established policies and procedures;
- Maintain equipment safely and responsibly;
- Have in place appropriate policies and procedures for subcontracting and for notifying NCI and CRUK of any plans to do so;
- Manage and/or prevent conflicts of interest;
- Ensure that the CGC award activities are carried out in accordance with all applicable legal, health and safety, ethical and regulatory requirements and obtain all licences and approvals necessary for the CGC award activities;
- Ensure that actions of the HI do not inadvertently risk CRUK breaching UK charity legislation/regulation;
- Ensure that the HI (and, where relevant, the research personnel and institutions) holds all appropriate insurance policies during the Cancer Grand Challenges award period and for a period of six years following the End Date of the Cancer Grand Challenges award and during any commercialisation of the Foreground;
- Share data across teams under the direction of the Management Group (see section 2.3 above) and as required by this document and the NCI Cancer Grand Challenges OT Policy Guide;
- Ensure all Results are appropriately validated before publication;



- Notify the Management Group, CRUK and NCI immediately upon becoming aware of any circumstances likely to affect the HI's ability to comply with the CGC Award Agreement and NCI CGC NoA;
- Notify and consult with CRUK on the response to any request under the [UK Freedom of Information Act](#) relating to the Cancer Grand Challenges award.

As provided in section 6.1 of the CGC Award Agreement, CRUK and NCI accept no liability for any accident, injury or loss sustained by any person in connection with the Cancer Grand Challenge award activities, publication of Results or commercialisation of Foreground.

### **2.4.2. Audit**

Both CRUK and NCI have the right to seek confirmation from an HI or its external auditors that the Cancer Grand Challenges award has been used in compliance with the terms and conditions of award. The HI must cooperate fully with any request by the Funders to inspect books, records and facilities related to the award and ensure that any subcontractors cooperate as well.

HIs are subject to review from CRUK and/or NCI for three years after submission of the final financial reports. During this three-year period, HIs must retain financial and programmatic records, supporting documents, statistical records, and all other records that are required by, or may reasonably be considered pertinent to, the terms of the CGC Award Agreement or the NoA. If any litigation, claim, financial management review or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, financial management reviews or audits involving the records have been resolved or final action taken.

Both paper and electronic information must be retained for audit purposes. HIs that rely on an electronic storage system must ensure it is stable, reliable, and maintains the integrity of the information.

For further information on NCI audit requirements, please see section 9.6 of the NCI Cancer Grand Challenges OT Policy Guide.

## **2.5. Research Retreats**

Each year, teams are expected to organise an in-person Research Retreat to bring together the TL, Co-Is, Patient Advocates and Programme Manager (see section 1.2.1 above), as well as trainees such as PhD students and postdoctoral researchers. The Programme Manager should work with the CRUK Operations Officer (see section 1.2.3 above) to agree dates and a location for each Research Retreat at least 12 months in advance.



The Research Retreat should be organised as a scientific symposium, providing an opportunity for the team to share and discuss scientific updates, progress and future directions.

The Research Retreat will be attended by CRUK and NCI representatives in an observational capacity, and, in some cases, members of the Cancer Grand Challenges Scientific Committee (see section 1.2.3 above).

Teams should embed a meeting of the Management Group (see section 2.3 above) into the agenda of each Research Retreat. CRUK and NCI representatives will also attend this part of the meeting in an observational capacity.

Teams in the first year of their award are not required to organise a Research Retreat, but are welcome to do so. For teams in the final year of their award, a Final Year Research Retreat (FYRR – see section 2.2.3 above) will be organised by CRUK in place of the standard Research Retreat.

## **2.6. Making changes to Cancer Grand Challenges funding**

HIs and awardees must notify CRUK and NCI if there is any change in their status, or the status of any research personnel that may affect their eligibility to hold the Cancer Grand Challenges award. This includes, without limitation, a change of control or a change in relationship with any person or entity in the tobacco industry.

NCI and CRUK must approve the following:

- The transfer of any part of a Cancer Grand Challenges award to another HI;
- Changes to the PD/PI, TL or Co-Is;
- The addition of a new HI into the Cancer Grand Challenges team;
- A change in the scope or specific aims of the Cancer Grand Challenges Team, or to any clinical trial or animal research, described in the application or subsequent Annual Reviews.

Consent should be requested in writing to the Portfolio Manager who will coordinate with NCI staff to consider such requests.



## 3. Funding requirements and policies

This section sets out the funding policies that apply to Cancer Grand Challenges teams. In some cases, you will find links to applicable policies on the CRUK website and links to the NCI Cancer Grand Challenges OT Policy Guide, respectively. Where relevant, teams will also need to comply with any local or national laws. In certain circumstances, policies overlap, and all requirements apply.

Please contact your Cancer Grand Challenges Operations Officer (see section 1.2.3 above) for support.

### 3.1. Allowable costs

#### 3.1.1. Costs principles

Cancer Grand Challenges awards provide up to GBP 20m for the direct costs of research and all patient advocate involvement and engagement activities.

Each HI participating in a Cancer Grand Challenges award will be individually issued their proportion of the direct costs.

- ~50% of the direct costs will be issued in GBP by CRUK in the form of a GAL (see section 1.1.4 above).
- ~50% will be issued in USD by NCI in the form of a NoA (see section 1.1.5 above).

In addition to the direct costs of research, some HIs may be eligible to request indirect costs (sometimes called 'overheads').

For all funding issued to HIs based in the UK:

- CRUK will not fund indirect costs.
- NCI will consider funding indirect costs up to 8% of the direct costs awarded by NCI to that HI.

For all funding issued to HIs based in the US:

- CRUK will consider funding indirect costs up to 10% of the value of the direct costs of research funded by CRUK at that HI.

NCI reserves the right to negotiate an F&A / indirect cost rate for OT awards to CGC teams and may generally follow the federal government indirect cost rate for the applicants' institution. Any applicant that has never received a negotiated rate may propose a rate with a justification and NCI will determine the rate for the awards.

NCI will not fund indirect costs in any jurisdictions other than the US or UK.



CRUK will consider funding indirect costs to HIs only in jurisdictions where indirect costs are typically funded through charitable or public research grant funding, up to 10% of the value of the direct costs of research funded by CRUK at that HI.

Direct costs of team members based at commercial (rather than academic) institutions may be supported but will be considered only for small and medium-sized enterprises (SMEs), and on a case-by-case basis.

The Cancer Grand Challenges award may only be used for CGC award activities and only for costs incurred during the award period.

For clarity, in general, each funded HI will receive one GAL (see section 1.1.4 above) and one NoA (see section 1.1.5 above) per year. Following approval of the team's budget for the forthcoming year (see section 2.1 above), CRUK and NCI will provide the team and participating HI with details of which approved costs are to be provided by CRUK and NCI respectively.

### **3.1.2. Costs that can be charged to CRUK**

Teams will be provided with the CRUK Allowable Costs Guidance document, which will outline what may be charged against the direct costs proportion of the CRUK Cancer Grand Challenges award, with CRUK approval.

### **3.1.3. Costs that can be charged to NCI**

Please refer to the NCI Cancer Grand Challenges OT Policy Guide and NoA for details of what may be charged to the NCI Cancer Grand Challenges awards, with NCI approval.

## **3.2. Conducting research**

### **3.2.1. IRBs and IACUCs**

HIs must have established Institutional Review Boards (IRBs) and Institutional Animal Care and Use Committees (IACUCs) if their CGC award involves animal studies or clinical studies involving human subjects.

### **3.2.2. Animal studies**

CRUK and NCI require team members/HIs to adhere to the highest animal welfare standards. As such, the Funders have policies that apply to funded animal research.

Only animal work specifically set out in the full application or otherwise approved may be conducted. Animal studies should only be carried out where there are no feasible alternatives, and must comply with the principles of reduction, refinement and replacement.

Additional information on the policies relating to animal research are available:



- On the CRUK web page [The Use of Animals in Research](#);
- In section 16.18 of the NCI Cancer Grand Challenges OT Policy Guide.

### **3.2.3. Clinical studies**

CRUK and NCI are committed to ensuring clinical studies are designed, delivered and monitored to the highest standards, and comply with all appropriate laws.

Where clinical studies are approved in principle, team members/HIs may be required to provide more detailed information about the design of the study for approval, and to report on the progress of the study on an ongoing basis.

Team members/HIs will also be provided with guidance on how CRUK and NCI will fund clinical studies, including setting out any requirements for how team members/HIs should manage and report on these studies.

CRUK and NCI are committed to ensuring that Results from all clinical studies are published as soon as Results are validated, for use by the wider research community.

Any proposed clinical studies should be discussed with your Portfolio Manager (see section 1.2.3 above) at the earliest opportunity.

### **3.2.4. Use of generative artificial intelligence tools**

Generative artificial intelligence (“Generative AI”) tools – being novel types of artificial intelligence systems that identify patterns and structures in data and generate novel content such as text, images and other media in response to instructions or ‘prompts’ – have great potential value and are playing an increasingly broad role in scientific research. Generative AI is, however, a complicated and rapidly evolving technology.

When using Generative AI tools, Cancer Grand Challenges Teams should consider the issues and risks associated with using such tools and are strongly encouraged to refer to CRUK’s [Guidance for researchers on the use of generative AI](#).

Furthermore, Cancer Grand Challenges teams are required to:

- Support the highest levels of research integrity as set out in section 3.2.5 below, including in relation to their use of Generative AI tools;
- Ensure Generative AI tools are used in accordance with relevant legal and ethical standards, including data privacy where those standards exist or as they develop;
- Use Generative AI tools responsibly to ensure the originality, validity, reliability and integrity of outputs created or modified by Generative AI tools. This includes ensuring reports to CRUK and NCI,





as well as any published research, contain accurate information and do not contain false or misleading information;

- Correctly and explicitly attribute outputs from generative AI tools in reports to CRUK and NCI, as well as any published research, by listing the generative AI source, where practicable, naming the specific model(s) used and software, and specifying how content was generated (such as listing the prompt used);
- Adhere to HI policies on the use of Generative AI tools, particularly those concerning plagiarism and fabrication.

### **3.2.5. Research misconduct**

Cancer Grand Challenges research should be conducted according to the highest standards of research practice to ensure the integrity and reliability of the research and outputs.

HIs must have in place a research integrity officer; produce a short annual statement on research integrity; and have in place written procedures for the handling of allegations of research misconduct made against its staff and students.

Details of the requirements and policies to which HIs must adhere are available:

- On the CRUK web page [Guidelines for research conduct](#);
- In section 16.16 of the NCI Cancer Grand Challenges OT Policy Guide.

Note that the reporting requirements set out in both policies apply to all funded team members regardless of jurisdiction, i.e. allegations of research misconduct at an institution in the UK, US or elsewhere must be reported to both CRUK and NCI.

## **3.3. Research outputs**

### **3.3.1. Publication**

CRUK and NCI believe that the best way of maximising the impact of the research we fund is to provide open access to published research. This facilitates rapid sharing of knowledge and promotes innovation, ultimately ensuring that patients can access better treatments sooner.

#### **3.3.1.1. Open access**

All original, peer-reviewed research articles that are supported in whole, or in part, by Cancer Grand Challenges funding must be made immediately and freely available online by the official publication date; and published under a Creative Commons attribution licence (CC BY 4.0).



Publications should include a data access statement stating that the data is available for academic non-commercial research only. Commercial organisations wishing to access datasets should liaise with the Cancer Grand Challenges Team's assigned Portfolio Manager (see section 1.2.3 above) and an appropriate data access committee, who will consider any pre-existing legal encumbrances that apply to the data before release.

### **3.3.1.2. Authorship**

Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work.

Where the paper is a collaborative output of the Cancer Grand Challenges team and has broad relevance to the programme, key authors should be listed as per traditional scientific custom, with joint first and last authorship where appropriate. In addition, the Cancer Grand Challenges team should also be listed as an author, e.g. on behalf of the XXXX team, with team members listed alphabetically.

Levels of contributions and the authorship approach should be discussed and agreed at team Management Groups.

### **3.3.1.3. Acknowledging Cancer Grand Challenges funding**

All teams should acknowledge Cancer Grand Challenges funding in each publication using the following statement:

"This work was delivered as part of the [insert team name] team supported by the Cancer Grand Challenges partnership funded by Cancer Research UK ([insert award reference]) and the National Cancer Institute ([insert award reference]) [and any additional partners]."

### **3.3.1.4. Working with CRUK and NCI**

CRUK and NCI expect teams to first and foremost review outputs intended for publication or public presentation at Management Group level. To support teams with the publication process, the following requirements apply.

During review of a publication or presentation, a copy should be sent in confidence to the Cancer Grand Challenges Portfolio Manager (see section 1.2.3 above) for comment. Comments could include matters such as:

- Issues with non-compliance with section 3.3.1.1 above;
- A request that specific confidential information be removed;
- A request to delay submission for 30 days if there is an opportunity to explore the commercial potential of any Foreground;



- A request relating to a contractual obligation related to commercialising a discovery.

Once a publication or presentation has been accepted, the Cancer Grand Challenges Portfolio Manager should be notified as soon as possible, no later than 30 days prior to publication. See the press and publicity policy in section 3.3.5 below.

### **3.3.2. Data sharing**

CRUK and NCI believe that data generated from research should be made broadly available for secondary use, in order to maximise the potential impact of the data for patients. Any primary data underlying work published as a result of Cancer Grand Challenges funding must be made broadly available for use in academic non-commercial research only through an appropriate data repository that conforms with the principles articulated in this section 3.3.2 above. Cancer Grand Challenges teams are required to work with their Portfolio Manager (see section 1.2.3 above) and their respective Technology Transfer Offices to develop an appropriate commercial data sharing strategy prior to sharing any data with a commercial entity.

Underlying primary data must:

- Be properly curated throughout its life cycle and released with the appropriate high-quality metadata in order to make stored data findable, accessible, interoperable and reusable (FAIR) in a manner appropriate to the discipline and/or the methodology that was used to produce the data;
- Be made available on suitable CC licenses (to be determined in consultation with their Cancer Grand Challenges Portfolio Manager and local technology transfer office) for academic non-commercial purposes and deposited in suitable public repositories that facilitate this access;
- Be published alongside a data access statement such as 'the underlying primary data is available for academic non-commercial research only' to make it clear to third parties accessing the data indirectly through these repositories what restrictions exist as per section 3.3.1.1 above.
- Be de-identified prior to deposit, consistent with applicable laws and policies, to ensure that the identities of research subjects cannot be readily ascertained with the data.

Before submitting underlying primary data, teams must assess the informed consent materials to determine whether the underlying primary data may be shared in compliance with this policy. Teams are strongly encouraged to seek the widest possible consent rights allowing primary and secondary research use of the data, and permitting research involving commercial entities where possible to maximise the impact of the data generated.

CRUK and NCI believe that data generators and sharers should receive full and appropriate recognition (e.g. by acknowledged collaboration and/or citation) by Funders, academic institutions and new users. To enable



this, researchers are encouraged to use persistent identifiers such as Digital Object Identifiers (DOIs) and ORCID identifiers.

Data which might have the potential to be exploited commercially or otherwise to deliver patient benefit should be discussed with your Portfolio Manager in the first instance. Please refer to section 3.3.3 below for more information.

### **3.3.3. Commercialisation**

CRUK and NCI are committed to working together to promote the sharing of Results by institutions participating in Cancer Grand Challenges to deliver benefits to patients and advance public health. Accordingly, it is important that Foreground capable of being translated through commercialisation is not fragmented and remains capable of being commercialised in a coordinated fashion. CRUK and NCI have developed a Cancer Grand Challenges Commercialisation Policy in order to support this objective.

Please refer to the separate Cancer Grand Challenges Commercialisation Policy.

### **3.3.4. Branding**

Critical to the success of the Cancer Grand Challenges initiative is the ongoing development and maintenance of a strong brand identity. Funded teams are therefore required to adhere to the initiative's brand guidelines.

Please refer to the separate Cancer Grand Challenges Brand Guidelines for Funded Teams.

### **3.3.5. Press and publicity**

CRUK and NCI may use material from Cancer Grand Challenges research for publicity purposes. Funded team members will agree to promote the initiative by responding positively to all reasonable requests to attend or speak at events and provide help with images and copy for any communication materials. Funded teams should cooperate with any reasonable publicity or research engagement.

As noted in section 1.2.3 above, funded team members may be asked to act as ambassadors for the initiative in connection with fundraising activity for CRUK.

Where press or publicity is sought for research predominantly funded by Cancer Grand Challenges, CRUK reserves the right to lead on publicity, in consultation with NCI.

## **3.4. Host Institution working practice and compliance policies**

### **3.4.1. Tobacco funding (CRUK)**

CRUK will not provide financial support to those supported by tobacco industry funding. CRUK will also not provide financial support where those who are, or would be, supported by CRUK funds are working in such



proximity to others supported by tobacco industry funding that there is any possibility or likelihood that facilities, equipment or other resources will be shared.

Please refer to CRUK's [Tobacco funding policy](#) for details.

### **3.4.2. Dignity at work**

CRUK and NCI expect all people associated with our organisations to treat each other with dignity and respect, and we consider bullying and harassment of any kind, in any context, unacceptable.

CRUK's policies outline the conditions that anyone involved in our research activities and their HIs must meet when applying for funding and for the duration of their funding. The policy also applies to all members of our Committees and Panels.

Please refer to CRUK's [Dignity at Work in Research policy](#) for details.

Please also refer to section 16.1 of the NCI Cancer Grand Challenges OT Policy Guide for NIH policies and requirements governing anti-harassment.

Note that the reporting requirements set out in this policy apply to all funded team members regardless of jurisdiction, i.e. allegations of bullying or harassment at an institution in the UK, US or elsewhere must be reported to CRUK and NCI.



## 4. Glossary

Term	Definition
<b>Annual Review</b>	Process by which Cancer Grand Challenges consortia provide scientific updates and future plans. Successful annual review is a requirement of continued funding (see section 2.2 above).
<b>Authorized Organization Representative</b>	Member of a funded Host Institution's staff with authority to commit to terms and conditions of award and perform other responsibilities identified in section 1.2.2 above and in other sections of this Award Management and Funding Policy Guide
<b>Award</b>	Funding awarded to Host Institutions by CRUK and NCI for Cancer Grand Challenges research
<b>Award activation</b>	Formal activation of CRUK Cancer Grand Challenges funding is completed by an investigator at each Host Institution through CRUK Flexi-Grant. Formal activation of NCI Cancer Grand Challenges funding occurs when funds are drawn down from the Payment Management System
<b>Awardee</b>	The researcher/HI named on a CRUK Grant Award Letter and/or NCI Notice of Award
<b>Background</b>	Has the meaning set out in the Commercialisation Policy
<b>Cancer Grand Challenges Advocacy Panel (CGCAP)</b>	A panel of independent Patient Advocates who review the Patient Advocate Involvement and Engagement plans of shortlisted and funded Cancer Grand Challenges team (see section 1.2.3 above)
<b>Cancer Grand Challenges Award Agreement (CGC Award Agreement)</b>	Agreement into which all Host Institutions in a team will enter along with CRUK and NCI (see section 1.1.2 above)
<b>Cancer Grand Challenges Scientific Committee (CGCSC)</b>	A committee of internationally recognised experts who make recommendations to CRUK on teams who should be shortlisted and selected as Cancer Grand Challenges teams (see section 1.2.3 above)
<b>Cancer Grand Challenges Team</b>	International team of researchers/HIs in receipt of CRUK and NCI funding to tackle one of the Cancer Grand Challenges (see section 1.2.1 above)



Term	Definition
<b>Cancer Research Horizons (CRH)</b>	Has the meaning set out in the CGC Award Agreement
<b>CRUK</b>	Founding partner and operational manager of Cancer Grand Challenges. A registered charity in England and Wales (1089464), in Scotland (SC041666) and in the Isle of Man (1103) and a company limited by guarantee registered in England and Wales (4325234) and the Isle of Man (5713F), whose registered address is 2 Redman Place, London, E20 1JQ
<b>Co-Investigator</b>	An investigator providing significant intellectual input into a Cancer Grand Challenges team's research, and leading/contributing to individual work packages. Co-Investigators may or may not be named on a CRUK Grant Award Letter and/or NCI Notice of Award.
<b>Commercial Partnerships</b>	The team within CRUK responsible for the business of Cancer Research Horizons including the Search and Evaluation Team (see section 1.2.3 above)
<b>Commercialisation Policy</b>	A document that establishes policies for commercialising Foreground arising from Cancer Grand Challenge Awards
<b>Direct costs of research</b>	As <a href="#">defined by NIH</a> , any cost that can be specifically identified with a particular project, programme, or activity or that can be directly assigned to such activities relatively easily and with a high degree of accuracy. Under the UK <a href="#">Full Economic Costing model</a> , this is synonymous with 'Directly incurred costs'. See section 3.1.1 above.
<b>End Date</b>	Date on which final CRUK Grant Award Letter and NCI Notice of Award expire. All funded HIs within one team will typically share one end date. HIs may not charge costs to the Cancer Grand Challenges award after the end date.
<b>Federal Financial Report (FFR)</b>	Statement of expenditures associated with an NCI award, required from Host Institutions at junctures specified in the Notice of Award
<b>Final Report</b>	Scientific report required from each Cancer Grand Challenges team within the 12 months prior to the End Date of the award (see section 2.2.5 above)



Term	Definition
<b>Final Year Research Retreat (FYRR)</b>	Meeting of the Cancer Grand Challenges funded team held within 12 months prior to the End Date at which the Final Report will be reviewed
<b>Flexi-Grant</b>	CRUK's application and award management system. All funded Host Institutions and awardees must be registered with Flexi-Grant
<b>Foreground</b>	Has the meaning set out in the Commercialisation Policy
<b>Funders</b>	CRUK and the National Cancer Institute
<b>Generative AI</b>	Has the meaning set out in section 3.2.4 above
<b>Grant Award Letter (GAL)</b>	Formal commitment of CRUK funds detailing the grant offered to each HI (see section 1.1.3 above)
<b>Host Institution (HI)</b>	The university, research institution, company or other entity at which specific Cancer Grand Challenges research will be carried out, as a result of funding issued to that entity in a CRUK Grant Award Letter and/or NCI Notice of Award
<b>Host Institution (HI) Administrator</b>	One or more individuals at an HI who are nominated to perform certain activities related to CRUK funding on its behalf (see section 1.2.2 above)
<b>Indirect costs of research</b>	Costs of research that cannot be specifically identified with a project, programme, or activity or that can be directly assigned to such activities relatively easily and with a high degree of accuracy. These include <a href="#">Facilities and Administration costs under definitions used by the National Institutes of Health</a> , and all directly allocated, indirect and estates under the <a href="#">UK Full Economic Costing model</a> . See section 3.1.1 above.
<b>Instalment</b>	Individual period of funding covered by a CRUK Grant Award Letter and/or NCI Notice of Award. Typically, an Instalment will be 12 months.
<b>Intellectual Property (IP)</b>	Has the same meaning as the term is defined in the Glossary of the Commercialisation Policy.
<b>Investigator</b>	Any Primary Investigator or Co-Investigator in a Cancer Grand Challenges team (see section 1.2.2 above)





Term	Definition
<b>IRB and/or IACUC protocol</b>	Protocols submitted to a Host Institution's Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) to protect human and animal research subjects respectively
<b>Joint Steering Committee (JSC)</b>	The committee comprising CRUK and NCI leadership who have the authority to authorise funding decisions on behalf of CRUK and NCI, respectively
<b>Management Group</b>	Has the meaning set out in section 2.3 above
<b>National Cancer Institute (NCI)</b>	<p>The US federal government's principal agency for cancer research and training. Part of the National Institutes of Health.</p> <p>NCI receives its budget from the US Congress as part of the federal budget process through appropriations for the Department of Health and Human Services and National Institutes of Health.</p>
<b>National Institutes of Health (NIH)</b>	One of eight health agencies of the US Public Health Service which, in turn, is part of the Department of Health and Human Services. NIH is made up of 27 institutes and centres, all but three of which receive their funding directly from the US Congress, and administrate their own budgets. NIH leadership plays an active role in shaping the agency's research planning, activities, and outlook.
<b>NCI Cancer Grand Challenges OT Policy Guide</b>	A document containing terms and conditions that govern the use of OT award funds that an HI receives from NCI
<b>Notice of Award (NoA)</b>	Formal commitment of NCI funds detailing the award offered to each Host Institution (see section 1.1.5 above)
<b>Operational manager</b>	CRUK acts as the operational manager for Cancer Grand Challenges, with dedicated science, operations, communications and programme management functions to support the initiative on behalf of CRUK and NCI
<b>Other Transactions Agreement Officer (OTAO)</b>	Member of NCI staff authorised to sign an OT agreement and to issue a Notice of Award (see section 1.2.4 above)



<b>Term</b>	<b>Definition</b>
<b>Other Transactions Agreement Specialist (OTAS)</b>	Member of NCI staff who may be delegated limited responsibilities by the OTA0 (see section 1.2.4 above)
<b>Other Transaction awards</b>	NCI uses Other Transaction Authority to issue funding to Cancer Grand Challenges HIs. Other Transactions are legally binding instruments that may be used to engage academia and industry for a broad range of research and prototyping activities. They are not standard procurement contracts, grants, or cooperative agreements
<b>Patient Advocate</b>	Advocates for people affected by cancer (patients, survivors, caregivers). Funded consortia must recruit a minimum of one patient advocate with a clearly defined role and remit (see section 1.2.1 above). Patient advocates also compose the membership of the Cancer Grand Challenges Advocacy Panel (see section 1.2.3 above).
<b>Patient advocate involvement and engagement</b>	Involvement is when Patient Advocates use their experiences of cancer to help shape research. Engagement is where information and knowledge about research is shared by researchers or Patient Advocates with other Patient Advocates and the public who are not associated with their research programme
<b>Payment Management System (PMS)</b>	The centralised payment system operated by the Payment Management Service, Program Support Center. Most US Department of Health and Human Services' (and some other federal government agencies') OTA recipients receive payments through this system
<b>Portfolio Manager</b>	Science specialists at both CRUK and NCI responsible for providing scientific support and oversight of Cancer Grand Challenges teams (see section 1.2 above)
<b>Programme Manager</b>	A full-time member of staff in a Cancer Grand Challenges team who coordinates the research team (see 1.2.1 above)
<b>Reconciliation</b>	Final summary of expenditure to be submitted by each Host Institution to CRUK and NCI (see 2.2.6 above)
<b>Research Outputs</b>	Any publication, product, activity, paper, dataset, award, entity or other achievement attributable to Cancer Grand Challenges funding (see sections 2.2.2 and 3.3 above)



Term	Definition
<b>Research Proposal</b>	Application for Cancer Grand Challenges support based on which a CGC team was recommended for funding
<b>Research Retreat</b>	A mid-year scientific symposium organised by a Cancer Grand Challenges team (see section 2.5 above)
<b>Researchfish</b>	A platform on which funded scientists record the outputs of their work, and attribute them to relevant grants (see section 2.2.2 above)
<b>Results</b>	Has the meaning set out in the Commercialisation Policy
<b>Small and medium-sized enterprises (SMEs)</b>	Non-subsidiary, independent firms which employ fewer than 250 employees
<b>Team Lead (TL)</b>	The researcher responsible for the overall scientific and technical direction of a Cancer Grand Challenges team (see 1.2.1 above)
<b>Translation Manager</b>	Work on behalf of CRUK and NCI to ensure the translation of Cancer Grand Challenges research for patient benefit, and to support with any matters related to Intellectual Property and commercialisation (see section 1.2.3 above)
<b>Underspend</b>	Any money allocated to a Host Institution through a CRUK Grant Award Letter or NCI Notice of Award that has not been spent (or is not expected to be spent) by the end of the funding Instalment
<b>Virement</b>	Transferral of Cancer Grand Challenges funding from one cost line, work package, Host Institution or funding Instalment to another (see section 2.1.4 above)

#### Version notes

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