GUIDELINES FOR THE SUBMISSION OF BIDS FOR RESEARCH FUNDING

The Rosemere Cancer Foundation is based at the Rosemere Cancer Centre at Royal Preston Hospital. Its aim is to support the provision of cancer treatment for the benefit of patients in Lancashire and South Cumbria by raising additional funding for the following activities:

- Oncology related research undertaken by NHS staff
- Projects that improve the welfare of cancer patients
- Additional equipment over and above that which is necessary for the delivery of service
- Developmental training for oncology staff beyond that considered essential to their role and staff wellbeing projects

These projects are funded via grants given by the Foundation which benefit oncology patients and staff and are given as follows;

- **Direct support of patient-focused expenditure**; such as improving patient waiting areas or purchasing equipment; and
- **Indirect support;** by funding additional training, staff wellbeing and local research that has a direct (and not too tenuous) link to patient benefit.

The Foundation therefore has a remit to fund research projects involving staff in Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR), Blackpool Teaching Hospitals NHS Foundation Trust (BTHT), University Hospitals of Morecambe Bay NHS Foundation Trust (UHMB) and East Lancashire Hospitals NHS Trust (ELHT).

Please note that the following guidelines should be adhered to closely when submitting an application for funding.

Requests for funding are not limited to a set value, but applicants are strongly recommended to contact Dan Hill, Head of the Hospital Charities on 01772 528346 or Daniel.hill@lthtr.nhs.uk for guidance if over the value of £10,000.

It is strongly recommended that the advice of your local Research Manager be sought prior to submitting an application for funding in excess of £10,000.

PPI engagement and evidence at point of application is mandatory and any application submitted without evidence of this will be rejected.

Insufficient information in the wider application may also result in your bid being deferred.

Once applications are reviewed at the relevant Committee meeting, they are prioritised and ranked.

All successful applications are dependent on the availability of sufficient charitable funds to support it.

The Application Process

1. Applications for research funding below £10,000 can be submitted at any time and a decision will be made by Chair's Action, usually within two months.

2. Applications for research funding in excess of £10,000 will be considered by the Rosemere Cancer Foundation Management Committee in January and July following the recommendations of the Rosemere Research Sub Committee in June and November. Calls for applications will be made in March and August each year. Signed applications with full supporting documentation must be submitted by midnight on the application deadline date (either 1st May or 1st October). Late applications will not be considered.

3. Applications for the funding of research projects **must** be submitted on a research application form in accordance with the Rosemere Cancer Foundation's Guidelines for the Funding of Research. The latest version of the form and guidelines can be downloaded from www.rosemere.org.uk, or requested by emailing rosemere@lthtr.nhs.uk.

4. **Application forms must be fully signed and countersigned as follows:**

Under £5k in value	Project Lead Clinical Director of submitting department and or Lead Clinician for Cancer Research Manager
Over £5k	All above Divisional Director
Over £25k	All above Member of Executive Team of submitting Trust

5. Projects that may have revenue consequences for the bidding department, directorate or Trust **must** be supported by a letter from the relevant Directorate Manager to confirm that such revenue costs will be met from the directorate budget.

6. It is expected that all alternative sources of funding will have been explored and exhausted before an application is submitted to the Rosemere Cancer Foundation. Details of other applications, the expected timescales involved and, where relevant, the reasons for refusal should be included in the application.

6.1. The project lead of each application will be expected to attend the Rosemere Research Sub Committee meeting to detail their application in person (via MS

Teams) and address any specific questions and concerns the Committee may have. Attendance can help avoid significant delays in the approval process. These usually take place during the months of June and November each year.

Funding Criteria

7. The Rosemere Cancer Foundation **will only fund research projects which actively involve clinical staff** working with or benefitting cancer patients from Rosemere's footprint in Lancashire & South Cumbria within LTHTR, BFWT, UHMB and ELHT.

8. The Rosemere Cancer Foundation **will not fund projects that are the proper responsibility of the NHS or local authority.**

9. The Rosemere Cancer Foundation **will not fund research involving the use of animals for the purpose of experimentation.**

10. Applications for the funding of research projects undertaken in collaboration with other bodies or organisations outside the NHS or outside the Lancashire and South Cumbria region **must include full details of the agreed division of responsibilities in terms of funding, project management, monitoring and evaluation**.

11. Applications for the funding of research **must include evidence of relevance in terms of fit with the research strategy of the relevant NHS Trust and/or national research strategy.** Applications should be accompanied by documentary evidence of support from all departments, directorates and organisations involved in the project.

12. The Rosemere Cancer Foundation **will not fund permanent staff posts.** However, funding may be considered for the pump priming of posts for a time limited period where it can be demonstrated that continued funding will be made available in the long term from other sources.

13. The research project for which funding is being requested **must be for the primary or exclusive benefit of cancer patients in Lancashire & South Cumbria.** It is expected that the benefit to patients, and where relevant to their families, will be central to any application for funding.

14. Applications should include as much information as possible and be supported by all the attendant documentation required for LREC submission. **Failure to supply sufficient information may result in the application being rejected or deferred.**

15. The Rosemere Cancer Foundation will not normally be responsible for the running costs and/or maintenance contract for items of capital equipment it may agree to fund in relation to research. Applications for the funding of such equipment must include written confirmation of how such costs will be covered.

16. All applications for research funding must include contact details for three individuals who have agreed to peer review the project. For applications under £15,000 these should include 2 internal contacts and one external contact. For

applications in excess of £15,000 these should include one internal contact and two external contacts. External contacts will need to work outside of Rosemere's footprint in Lancashire & South Cumbria I.e. suitable external contacts could be based under The Clatterbridge or Christie umbrellas geographically or further afield. Please provide an email address for each reviewer listed.

17. Upon receipt, applications will be forwarded to members of the Rosemere Cancer Foundation's Research Sub-Committee for assessment and where internal assessment is not possible, projects may be referred to the Regional Peer Review Panel.

18. Funding will be prioritised in the light of benefit to local cancer patients, innovation, scientific validity and fit with regional/national strategy.

19. A maximum of two cycles of funding can be provided by Rosemere Cancer Foundation for an individual applicant/group in a specific field of study. Further funding may be considered for requests from the same applicant/group for research in a completely different field of study.

Administration of Funds

19. The final outcome of all applications will be notified in writing or by email within one working week of the meeting at which they are considered and approval for funding given.

20. Where relevant, funding will be granted on condition of approval by the relevant Ethics Committee.

21. Once agreed, funding must be drawn down as soon as possible in accordance with agreed timescales and the Rosemere Cancer Foundation notified in writing or by email of any delays. Unless alternative timescales have been agreed, funding must be utilised within 12 months of being granted, after which it may be withdrawn.

22. **Funding can only be used for the purpose for which it was agreed.** Any variation to the criteria laid out in the application must be agreed with the Rosemere Cancer Foundation and failure to do this may result in a request for the funding to be repaid in full.

23. Project leads are responsible for raising orders and implementing projects for which funding has been agreed and must contact the Head of Hospital Charities to arrange a payment schedule. All medical equipment **must** be ordered through a local endowment fund in order to avoid payment of VAT. Within LTHTR, funds will be made available by internal transfer on production of proof of order and the relevant cost centre code. Payment will be made to other Trusts and external parties via PO Order numbers raised through LTHTR's eProcurement processing system on provision of an invoice. Responsibility for the funding of bench and/or tuition fees will notified to the academic body concerned in writing and payment made on production of an invoice.

Project Management and Feedback

24. The Rosemere Cancer Foundation must be advised in writing or by email of the start date of projects and/or delivery of equipment.

25. If for any reason a project has to be suspended or postponed the Rosemere Cancer Foundation **must** be informed in writing or by email as soon as possible.

26. All research funded by the Rosemere Cancer Foundation must be monitored and evaluated in accordance with national guidelines by the appropriate department/directorate as laid out in the application.

27. Project feedback forms will be sent to the project leads of all successful applications and **must be completed and returned to the Rosemere Cancer Foundation within 12 months of funding being drawn down**. An annual progress report will be required for long term projects and project leads may be requested to present an update on their project to the Management Committee. Feedback is essential as it is used in our annual Impact Report which details the impact of the Foundations charitable impact as well as press release and Rosemere literature. **Failure to provide feedback on the impact of funding on patients will jeopardise future applications.**

28. All publications and presentations resulting from projects funded by the Rosemere Cancer Foundation **must** acknowledge the Foundation's contribution and bear its logo and registered charity number.

Press Releases

29. As part of the feedback process from successful applications for funding, achieving press coverage is essential for Rosemere, so we can show case to the public and our supporters how their support is making a real difference for local cancer patients. This coverage will help us to grow brand awareness of the Foundation, which in turn will lead to the opportunity to raise more income and thus fund more projects. We have a dedicated Press Officer who will work with the Project Lead to create an accurate and detailed press release on any projects funded. These won't be issued to local press until sign off is agreed with the Project Lead and Head of Hospital Charities. In nearly all cases, this needs to be a timely process and prompt dialogue and interaction with our Press Officer is expected.

Appeals Process

30. If you are unhappy with the outcome of your funding application, appeals can be made in writing to the Head of Hospital Charities, Dan Hill at Daniel.hill@lthtr.nhs.uk All appeals will be taken to the following Rosemere Management Committee to be added as an item on the agenda. If you are not satisfied with their response, complaints will be escalated to the Charitable Funds Committee at Lancashire Teaching Hospital Trust for final resolution. The committee meet quarterly and the matter will be added as an item on the agenda and

addressed during their next scheduled meeting. The decision of the Chartable Funds Committee will be final.

Last amended July 2025

DH 3rd July 2025