

Guidelines for NCU Research Grant Proposals and Allocations 2017

Requirements

The Nordic Cancer Union (NCU) provides funding to support and stimulate collaborative cancer research within the Nordic countries. Researchers working in two Nordic countries or more must be involved in the project. The principal investigator of a research project must be affiliated with a Nordic research institution. The research project must be cancer relevant and the effect of collaboration should be synergistic.

Funding is restricted to research that is in line with the NCU's [research strategy](#). The research strategy was adopted by the Nordic Cancer Union Board on May 26, 2014.

NCU research grants are provided for one year. Further support for the project will require a new, yearly application. As a general rule, project funding can only be renewed twice; a project can obtain funding from the NCU for a total of maximum three years.

Submission of proposals

The application deadline is absolute. The web portal will close automatically on **Friday, September 1, 2017 at 13:00**.

- Only proposals submitted through the web portal will be accepted.
- The electronic application form must be completed in English. All attachments must also be submitted in English.
- The applicant will receive confirmation by e-mail when the proposal has been received by the NCU.
- The applicant is responsible for time management in relation to completing and submitting the proposal. Computer failure, network problems, etc., do not constitute valid reasons for an extended submission deadline.
- The application cannot be modified after the deadline, nor can attachments be sent. The applicant is advised to download a PDF-version of the submitted project proposal from the web portal and read it carefully prior to the application deadline. Submitted proposals may be withdrawn, modified, and re-submitted before the deadline. Note that the proposal must be re-submitted in order to be registered and evaluated. It is the responsibility of the project manager to ensure that the final proposal is submitted before the deadline.

Attachments

The following attachments must be included:

- Project description (maximum eight A4 pages, including references)
- Brief Curriculum Vitae of the principal investigator (maximum two pages)
- List of the 10 most recent publications (relevant to the proposal)
- Interim report of on-going projects funded by NCU (if applicable, maximum two pages)

Upload required attachments only. The attachments should be uploaded as PDF-documents and must not exceed the maximum page limit. Please use the following formatting: Times New Roman 12 (10 for references), margins 2.0 cm and spacing 1.0.

Proposal review process

All proposals will be reviewed in the state they were received. In consultation with the Chairman of the NCU Scientific Committee, the NCU administration may reject proposals that clearly do not meet the formal requirements (e.g., the application form is completed incorrectly, lacks the correct number of attachments, attachments are not submitted in English) or do not fall under the NCU strategy.

Scientific Committee evaluation

Proposals for the NCU research grant shall be reviewed by the NCU Scientific Committee. The Scientific Committee consists of one representative with scientific competence from each of the six NCU member countries. The Scientific Committee representatives are appointed by the NCU Board based on recommendation from each of the national cancer societies.

Independent evaluation

All proposals will be independently reviewed by the members of the Scientific Committee according to the following criteria:

- Scientific quality
- Quality of researchers involved
- Cancer relevance
- Relevance to prevailing NCU research strategy
- Nordic synergy

For each criterion, the proposals shall be graded on a scale from 0 to 4, where

- 4 = Excellent
- 3 = Very good
- 2 = Good
- 1 = Fair
- 0 = Poor

In cases where a proposal is outside the Committee member's field of competence, he/she may consult with other national scientific resources. In such cases, the Committee member is nevertheless responsible for the assessment of the proposal.

The Scientific Committee members' independent reviews will provide the basis for the Committee's plenary evaluation.

Plenary evaluation

In the plenary session, the Scientific Committee shall discuss each proposal and agree on a prioritized list of recommended NCU Research Grant recipients. The scientific basis for the recommendation must be documented.

NCU Board decision

After the Scientific Committee has completed its evaluation of proposals, it will present the proposals and the prioritized list of projects recommended for funding to the NCU Board. The

NCU Board will review the recommendations from the Scientific Committee and determine the final NCU Research Grant recipients.

Impartiality

Members of the Scientific Committee are required to voice concerns regarding their personal partiality when it is pertinent to do so. Committee members are always disqualified from evaluating proposals in which they themselves, family members, or other near relations, directly or indirectly, are involved. Furthermore, Committee members shall not participate in the assessment of proposals if they, through work or otherwise, directly or indirectly, have an involvement in the project for which funding is sought. Professional or personal conflicts of interest are also grounds for disqualification.

If a member of the Scientific Committee claims partiality on the grounds of personal reasons, this shall be respected even if it is not evident that such partiality exists.

Members of the Scientific Committees are not permitted to contact applicants concerning their submitted proposals during the evaluation process.

Terms and conditions of the NCU Research Grant

- The NCU Research Grant shall only be used for the purposes stated in the proposal. If the funds have not been used as specified in the proposal, repayment is required.

- Any project changes that deviate from the original proposal must be approved by the NCU Administration.

- Leaves of absence are not considered project deviations, but must be approved by the NCU Administration. The NCU does not compensate for any additional costs due to leaves of absence.

- A yearly progress report must be submitted until the project is completed. Upon project completion, an end report must be submitted.

- The principal investigator is obligated to mention the NCU's contribution to the project in all external communication related to the project, including lectures, posters, and publications.