

## ORACLE HEAD & NECK CANCER UK GRANT APPLICATION FORM

Oracle Head & Neck Cancer UK’s mission is to improve head and neck cancer patient quality of life and outcomes in the UK. ​

We support projects that are linked to the four pillars of our strategy and the RACE to overcome the current crisis in Head and Neck cancer.

* 1. **Research projects:** Oracle Head & Neck Cancer UK supports innovative research aimed at advancing treatments and addressing the greatest unmet needs in Head and Neck cancers, driving a deeper understanding of head and neck cancers and their management.
	2. **Awareness projects:** Oracle Head & Neck Cancer UK leads and supports awareness initiatives focused on improving early detection and outcomes for Head and Neck cancers, raising public and professional awareness.
	3. **Collaboration programmes**: Oracle Head & Neck Cancer UK fosters collaboration among healthcare professionals, researchers, charities, and patient groups, creating opportunities for knowledge sharing and promoting best practices within Head and Neck cancers.
	4. **Projects that improve the patient experience:** Oracle Head & Neck Cancer UK supports, promotes, and encourages initiatives that enhance the patient experience in Head and Neck cancers. By incorporating patient and public involvement (PPI), we ensure that patient voices are central to improving care, support, and education throughout their journey.

**Notes:**

* Please read the **Information for Applicants** below carefully before completing this form.
* Oracle Head & Neck Cancer UK will no longer be running a rolling application process, but we encourage you to submit expressions of interest for grants by sending an email with *Expression of Interest* to research@oraclehnc.org.uk
* You may also request to be added to our research grant mailing list and when we have a call for applications we will get in touch.
* Please submit your completed application [online](https://oraclehnc.org.uk/research-grants).

**INFORMATION FOR APPLICANTS**

**Eligibility**

Applications should demonstrate:

* How they align with Oracle Head & Neck Cancer UK’s four pillars of strategy and the RACE to overcome the current crisis in Head and Neck cancer.
* How impact will be demonstrated, measured and communicated.
* Full transparency of costs and allocation of costs which would be spent in the UK.
* How you will collaborate with others in the delivery, results/next steps and for the funding of the project.
* Association with a research university or hospital trust

**Oracle’s Research and Funding Advisory Committee**

Oracle Head & Neck Cancer UK has an independent Research and Funding Committee. The role of this Committee is to review applications received and evaluate their promise in terms of creating positive impact towards *improving Head and Neck Cancer patient quality of life and outcomes in the UK.*

Oracle’s Research Advisory Committee is wholly independent and voluntary. More details on the Committee and its composition can be found on the Oracle Head & Neck Cancer UK website.

Please note: Oracle Head & Neck Cancer UK recommends applicants consider co-funding options with one or more additional funders in addition to Oracle Head & Neck Cancer UK where appropriate. If you would like to speak to us about this in advance, please email us at research@oraclehnc.org.uk

**Evaluation of Applications**

1. Applications are subject to initial review by our charity management staff. At this stage eligibility, strategic fit and completeness of an application is assessed.
2. For small grants, providing applications are complete and meet minimum criteria, applications are then assessed by our Research and Funding Committee. We will not obtain any external peer review as part of the assessment process. Feedback from this stage is shared with applicants.
3. If approved by the Research and Funding Committee, the research application is tabled at the next Board meeting and if approved by the Board, Oracle issues a Grant Award Letter to the applicant under which Oracle commits itself to the funding request. Oracle may on occasion offer partial or initial funding of a project if it is not able to commit to the total funding request. It is then the applicant's discretion whether it is viable to proceed with partial funding or not and a new, short form revised application process may be requested.
4. All funding is subject to the recipient keeping Oracle Head & Neck Cancer UK up to date on progress with quarterly reports and responding to any requests for information in a timely and collaborative manner.
5. Oracle Head & Neck Cancer UK is able to fund projects as a result of the general donations of our community who are providing these donations in support of our charitable objects. We must therefore ensure that all funds and grants issued by Oracle Head & Neck Cancer UK are used in line with these objectives and that we demonstrate how we have delivered a positive impact towards our mission. If you are an Oracle Head & Neck Cancer UK grant recipient, you will be asked to adhere to this by ensuring that impact is measured and reported in a regular and transparent manner.

**Costing guidance**

We provide funding to cover directly incurred costs related to Head and Neck cancer projects. However, please note that we do not fund salaries for PhD students, post-doctoral researchers, or general research positions through our small grants. In specific cases, we may consider covering costs for expert consultancy or project management support, provided these expenses are clearly justified as directly related to the execution of the project. All requested funds must be explicitly identifiable as arising from the project's conduct.

Provisions may be made for the following:

* **Consumables** required to carry out the research including laboratory materials and animals
* **Equipment** including software. If the Institution is a registered charity, it should be possible to obtain an exemption from the payment of VAT within the UK for equipment donated for medical research. Oracle Head & Neck Cancer UK will not normally reimburse for VAT, but will reimburse for delivery costs if specified in the approved application.
* **Travel and subsistence**: Costs for travel to conferences, meetings, or fieldwork directly related to the project, as well as subsistence for those trips.
* Training and development: Fees for training courses, workshops, or seminars that are relevant to the project’s goals.
* **PPI** and public engagement
* **Participant costs:** Incentives or reimbursements for participants involved in research, focus groups, or trials, such as travel costs or gift vouchers.
* **Publication and dissemination costs:** Fees for open-access publications, printing, or distribution of project outputs like reports or educational materials.
* **Software and licenses:** The purchase of software or licenses essential to the project’s operation, including analysis tools or specialized programs.
* **Expert consultancy and project management support**: Costs associated with expert input or project management services, provided these expenses are directly linked to the project's delivery.
* **Miscellaneous project costs:** Any other project-specific expenses directly tied to achieving the project’s objectives

**Once a grant has been made**

**Approval**

Where applicable, the grant holder must provide copies of the relevant ethics committee approval and/or Home Office licenses for their proposed project before any payment of grant monies can be made. Such proofs are not required at the application stage.

**Start of work**

Grant holders must notify Oracle Head & Neck Cancer UK of the actual starting date of work on the grant. Work must begin within 2 months of the award notification date.

**Approval for changes**

Grant holders must seek prior approval from the Oracle Head & Neck Cancer UK Research and Funding Committee and trustees of Oracle Head & Neck Cancer UK for any deviation in the methodology or planned use of funds from that described in the original application. Grant holders must also notify Oracle Head & Neck Cancer UK if a member of the research team funded by the grant leaves and supply the curriculum vitae of any new appointee.

Oracle Head & Neck Cancer UK also reserves the right to contact grant holders periodically for informal updates on the longer-term outcomes of funding.

**Impact and Reporting**

Grant holders are required to submit quarterly update reports and respond to any ad hoc questions from the Oracle Head & Neck Cancer UK Research Committee. They are also expected to participate in annual Impact events, presenting progress and outcomes from their work.

**Publicity**

Oracle Head & Neck Cancer UK may periodically require grant holders to provide short plain English summaries, photographs, videos, and updates of the project and its delivery. These materials will be used for the charity’s print and web publications, website, social media channels, and shared with key stakeholders and the wider community. Grant holders are also expected to work with Oracle Head & Neck Cancer UK to raise awareness of the project and its impact.

**Acknowledgement**

Grant holders must acknowledge Oracle Head & Neck Cancer UK’s financial support in all publications and presentations of work arising from the grant and supply the charity with evidence of this. We also ask that grant holders acknowledge Oracle Head & Neck Cancer UK, as the funder of their initial data, in all publications resulting from subsequent grants.

**NIHR**

Oracle Head & Neck Cancer UK is a National Institute for Health Research (NIHR) non-commercial Partner. This partnership allows studies we fund to be eligible for support from the NIHR Study Support Service, provided by the NIHR Clinical Research Network. This service assists researchers in planning, setting up, and delivering high-quality clinical research in England.

The NIHR Clinical Research Network supports researchers and the life sciences industry to plan, set up and deliver high-quality research to agreed timescales and study recruitment targets, for the benefit of patients and the NHS. This includes relevant research in public health and social care in England.

In partnership with your local R&D office, we encourage you to involve your local Clinical Research Network team in discussions as early as possible when planning your study. This will allow you to fully benefit from the support available through the NIHR Study Support Service. To find out more about how you can apply for this additional support to help deliver your study, please visit https://www.nihr.ac.uk/support-and-services/support-for-delivering-research/clinical-research-network/study-support-service

**ORACLE HEAD & NECK CANCER UK GRANT APPLICATION FORM**

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| **SECTION 1: Request Summary** |
| 1.1 | **Headline request** (Maximum 25 words, please use language that patients and public would understand) |  |
| 1.2 | **Oracle amount requested** |  |
| 1.3 | **Primary Applicant** |  |
| 1.4 | **Name** |  |
| **Position and Title** |  |
| **Department** (if relevant) |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email address** |  |
|  |  |
| **Applicant(s)** | (Please copy the table rows and add additional applicants or supervisors as required.) |
| **Name** |  |

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| --- |
| **SECTION 2: PROJECT FUNDING REQUESTS** |
| 2.1 | **Which category does this request fall into?** (please tick the relevant box)Oracle funding has to demonstrate alignment with the Oracle Head & Neck Cancer UK strategic focus and pillars. |  |
| 2.2 | **Elevator Pitch for this funding request**Please use language that patients and the general public would understand.(max 150 words) |  |
| 2.3 | **Why is this funding needed?**(Provide supporting evidence if available - 250 words max) |  |
| 2.4 | **Proposed start****and end date**(or please provide the date of when the activity has or will happen) | START DATE: | END DATE: |
| 2.5 | **Project timeline / key milestones**(Please provide a breakdown as relevant) |  |
| 2.6 | **Summary of what the project would involve?** (High level project plan/methodology that patients and public would understand– 300 words max) |  |
| 2.7 | **Project Objectives, Impact, and Relevance to Oracle's Mission**(Max 500 words) 1) What are you hoping to achieve? 2) How will you measure impact?(Explain the key outcomes or metrics you will use to assess success, particularly how it will improve head and neck cancer patient outcomes.) 3) Please explain how this would help Oracle in our R.A.C.E to overcome the Head and Neck cancer crisis in the UK |  |
| 2.8 | **Project Detail**(This is where you can provide further detail on your plan and methodology – 1,000 words max) |  |
| 2.9 | **Provide a breakdown of costs and provide justification for the resources requested.** If required, submit budget separately. |  |
| 2.10 | **Patient and Public Involvement**(Please outline how you will involve patients and/or carers and/or the public in your project 250 words max) |  |
| 2.11 | **Equality, Diversity and Inclusion**(How will you support and involve more Equality, Diversity and Inclusion in Head and Neck Cancers with this work, including in how you carry out this project? 250 words max) |  |
| 2.12 | **Outputs and Communication Plan**(Please outline plans for engagement, communication and dissemination of this research to the HNC community, Scientific community and General Public – 250 words max) |  |
| 2.13 | **References and/or Existing Bodies of Work in support**(List a maximum of 10 relevant works) |  |
| 2.14 | **CV (please upload)** |  |

**DECLARATION AND APPROVAL**

I confirm that all information provided in this application is accurate and up to date. I also confirm that I have received consent from those named and involved in this project to be involved and for their information to be shared with Oracle Head & Neck Cancer UK, the Oracle Head & Neck Cancer UK External Research Committees and Independent Experts as required.

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| --- | --- |
| Signed |  |
| Print name |  |
| Date |  |

**Institutional Support/Head of Department Declaration (where relevant)**

I confirm that I have read this application and that, if a grant is awarded, the work will be accommodated and administered at our institution.

|  |  |
| --- | --- |
| Signed |  |
| Print name |  |
| Date |  |
| Post |  |
| Institution |  |
| Email |  |
| Telephone |  |