



# SBRI Healthcare Cancer Programme: NHS England and NHS Improvement competition for development contracts

## APPLICANT AND PORTAL GUIDANCE

These Guidance Notes complement the Invitation to Tender document, the [Challenge Brief](#) and the Template Application form, and are designed to help you complete your application to the SBRI Healthcare Programme.

### Funding prerequisites

The following funding prerequisites apply to all applications and will be considered by the funding Panel:

1. A commitment to involving members of the public and patients in the design and management of the research, evaluation or study.
2. A commitment to actively engage in tackling healthcare inequalities, and in supporting diversity and inclusion, by including communities where the proposed innovation will make the biggest impact.
3. Steps towards contributing to the overall carbon neutral strategy for the NHS.

### Guidance for completing your application on the PMO Portal

These notes should be read alongside your application as they are designed to help you provide the information required.

Please keep the use of acronyms to a minimum. Only use acronyms where a term is mentioned frequently throughout the proposal. If you choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it, bearing in mind that individual sections of the application may be read separately during the selection process.

In order for your application to be accepted, you must submit the minimum required information. This information includes all mandatory fields from the application form (as indicated with a red asterisk next to questions in the online system). If you do not complete this information, you will not be able to submit your application.

We ask that all participants in the application (Team Members, Sub-Contractors, and Clinical Partners) have approved accounts on the Research Management System so that they can be added to the application form. Please ensure you leave enough time for this.

If you do not have all the answers you need to fully complete the application, you may save your progress using the 'Save and Close' button and return to the application process at a later date.

Guidance on the individual sections of the application form is provided in the following sections.

### Section 1: Application Summary

Information entered into this section provides a summary of your application.

### Application Title

Please provide the title for the project. This should be descriptive, concise and contain keywords relevant to the project. Any abbreviations should be spelled out in full.

### Sub-challenge Selection

There are 2 categories within this call. Please state clearly which category your innovation falls into using the dropdown list. Please select the option that best describes the main outcome of the innovation.

Some innovations may meet the criteria for both categories, diagnosing more people, earlier, and in a more efficient way than current standards of care. If your innovation fits both categories, please complete the questions for both challenge 1 and 2 in **section 4**.

### Host organization

Please give details of the organization who will be responsible if the project is funded.

### Project Start date

Please enter the start date for your project, which are expected to start approximately six weeks after the Interview Panel. The start date is provisional and will be confirmed by the PMO.

### Contract duration

Projects can be up to 18 months duration.

### Total contract cost

There is a £5M upper cost limit for this Cancer Programme Competition. The cost of proposed projects should be **inclusive of VAT** (contract value). However, please ensure the proposed project deliverables could be reasonably achieved within the proposed contract duration, and all requested costs be justified.

Eligible costs include salary, recruitment, consumable, overhead, estate, and contractor costs.

Project activities and associated costs that applicants are encouraged to consider (as appropriate) are:

- Cost to supply the innovation.
- Training costs.
- Clinical staff time to administer the innovation.
- Management costs for hospital trusts to implement the innovation.
- Other implementation costs.
- Independent evaluation costs including data collection and analysis, impact on care pathway, clinician and patient acceptability, health economics.
- Human factors.
- Minor technology development work (e.g. minor adaptations for user acceptability, system integration, etc.).

Costs to support basic research, development of research hypotheses, and experimental designs that have no practical commercial application are **not eligible**.

### Type of Innovation

Please choose the most appropriate description of the innovation using the dropdown list provided. If selected 'other', please specify in the text box provided.

### Tumour site

Please choose the most appropriate category using the drop down list provided.

### Tumour type

Please indicate the main tumour type targeted by the proposed innovation (e.g. Non-small cell lung cancer, lung adenoma, etc.).

### Market segment

Please choose from the dropdown list provided (selection is likely to be 'cancer' for this call).

### Market size

Please provide the expected market size for your proposed technology (max 300 characters). Please consider including details from reputable sources on patient population size, cost of the problem, percentage share of the market that the solution could realistically capture, etc.

### AHSN(s) involved in the project

Please select all that apply from the list provided.

### AHSN Role

Please describe the role of AHSN(s) in the project (max 50 words).

### Cancer Alliance(s) involved in the project

Please select all that apply from the list provided.

### Cancer Alliance(s) role

Please describe the role of Cancer Alliance(s) in the project (max 50 words).

## Section 2: Company Details

Complete details relevant to your organization. Please choose from the dropdown list where provided.

- Company website
- Company registration number (for those in the UK)
- VAT registration number
- Region (where the company is registered)
- Type of organization
- Company size
- Company status
- Main business activity (max 10 words)
- Annual turnover (max 10 words)

## Section 3: Plain English Summary

A plain English summary (max 300 words) is a clear explanation of your project. The plain English summary may be used to inform reviewers, including experts who might not have specialist knowledge of your field as well as members of the public of your funding application. If your application for funding is successful, the summary may be used on the SBRI Healthcare website.

Please make sure your summary is free of technical jargon, easy to read, and provides an overview of your proposal.

It is helpful to involve patients / carers / members of the public in developing a plain English summary.

When writing your summary consider including the following information where appropriate:

1. aim(s) of the project
2. background to the project
3. design and methods used
4. patient and public involvement
5. dissemination

The plain English summary is not the same as a scientific abstract, please do not cut and paste this or other sections of your application form to create the plain English summary.

## Section 4: Project Plan

### 4a) Description of unmet need and how the proposed technology addresses it.

This question is divided in three parts:

- A multiple choice section
- A narrative section (4a i)
- A 'Who does it affect' section (4a ii).

#### *Multiple Choice Section*

Please tick all that apply under each challenge, and select N/A **only** if challenge is NOT addressed by the proposed innovation. Relevant questions will populate this section according to the challenge you selected in the *application summary/sub-challenge* section. If you selected the option 'both challenges', this section will be populated with relevant questions for both challenges 1 and 2.

#### *4a i) Narrative Section: Description of unmet need and how the proposed technology addresses it (max 700 words)*

Please provide a narrative description for what the innovation is and how it addresses the challenge(s) selected. If the proposed innovation addresses both challenges, applicants should ensure that this is explained for both challenges. The applicants should complete this question in detail, using the descriptions provided in the application form.

The following should be provided:

- The problem being addressed and how it meets the challenge brief?
- A brief description of the proposed solution.
- The entry point and expected outcomes of the project.
- A narrative on the main mechanism among those selected from the multiple-choice section above to improve diagnostic capacity/efficiency.
- How the innovation will facilitate earlier diagnosis (stage 1 and 2) (**challenge 1 only**).

#### *4a ii) Who does it affect section (max 500 words)*

For innovations addressing **challenge 1**, the applicant should discuss details on the patients' cohort, size of the population the proposed innovation will bring into the system compared with the current care/process, and frequency of innovation use.

For innovations addressing **challenge 2**, the applicant should discuss details on the patients' cohort, the pathway affected by the innovation and the efficiency gain.

Innovations addressing both challenges should discuss **both** aspects above.

In addition, applicants are invited to consider, where appropriate:

- Whether the innovation will target primary, secondary, or tertiary care.
- How the innovation will help realise the government's ambition that by 2028, 75% of people with cancer will be diagnosed at an early stage (stage one or two).

### 4b) Description of the technology's evidence accumulated to date (max 700 words)

The applicants should address the following questions in detail, using the descriptions provided in the application form:

- What stage of development is your innovation?
- Could your innovation be used/deployed in different ways?
- Where does your innovation fit within the care pathway?
  - Applicants have the possibility to attach a schematic to illustrate this (optional).

- What is the evidence?
  - This may include a description on the size of sample of evidence, which may include the number of patients and sites involved in the generation of evidence.
  - Whether PPI played a role in the development of the innovation and how PPI contributed to the studies to gather evidence.
- How the technology will affect cancer services?

#### 4c) Project description and breakdown (max 1000 words)

The project plan should provide a clear breakdown of the following:

- The proposed work-packages, including the key measurable deliverables for each work-package and how these will be delivered.
- Upload a project Gantt chart to support the project breakdown (mandatory).
- Key risks to the project and state how these will be mitigated against.
- A description of how patients and service users have been involved in the development of your solution to date and how you plan to engage with them during this project. If you are not planning to engage with patients you must explain why.
- Please describe the plans for the evaluation of project outputs and outcomes.
- Please also consider including here what is the simple size of the study and how it was calculated

#### 4d) Milestones

Please list up to 5 key milestones for the project along with timings for completion.

The milestones should be comprehensive and the success criteria able to be assessed objectively (e.g. 'all tests delivered to 99% accuracy' or 'for statistical significance, 2000 samples must be processed') with an emphasis throughout on practicality as this initiative is seeking evidence that the technology is viable in the proposed setting and can be effectively deployed to and adopted by NHS trusts. Appropriate record keeping and reporting are essential, but reports are not in themselves the main goal of the project.

#### 4e) Patient and Public Involvement and Engagement (PPIE) (max 300 words)

Patient and Public Involvement and Engagement (PPIE) is an accepted and recommended working practice within healthcare research ensuring that solutions are co-produced with patients, meet patient needs, and to ensure there is an acceptability among end-users. Applicants are expected to develop a thorough PPIE strategy as part of their project. Please consider including the following information in this section:

- What are your plans for PPIE?
- How will the relevant patient groups be involved in the development of innovation roll out and NHS adoption strategy?
- How will you ensure that the innovation will be acceptable to patients, their families, carers, the wider support network, and healthcare professionals?

#### 4f) Equality, Diversity, Inclusion, and Net Zero Policy (max 200 words)

Please provide a description on how the technology will:

- Minimise health inequalities, promote equality of access to underserved ethnic and economic groups, and whether steps will be taken to alleviate the potential negative impacts introduced by the technology.
- Contribute to net-zero emission by 2040.

#### 4g) Intellectual property (IP) (max 300 words)

The definition of Intellectual Property (IP) includes patents, trademarks, designs, copyright (such as new software, checklists, scales, protocols, questionnaires, toolkits, guidelines or similar), research tools (such as data analysis techniques, assays, cell lines, biomarkers, materials or equipment and devices) and (clinical) data.

Please provide details on the following:

- Any relevant existing background IP that will be utilised during the project and the current ownership arrangements, including patents or patent applications.

- Any foreground IP which will be produced or improved during the project and how this IP will be captured and managed.
- Any Freedom to Operate (FTO) search that have been conducted to date. If no search has been conducted, please explain your rationale.

#### 4h) Key Competitors and Unique Selling Point (max 300 words)

Please provide details of any competitor technologies or market alternatives, which should include the following:

- The advantages of the proposed solution compared to the current standard of care.
- Details of any competing technologies or alternatives in the wider market (either on the market or in development), and describe the advantages and innovativeness of your proposed solution over these (i.e. what is your unique selling point).
- Define the market you plan to address; including size, barriers to entry, cost of the problem.

#### 4i) NHS/Social care implementation strategy and commercialisation plans (max 500 words)

Please give an overview of your commercialisation and business plan for the product or service you are developing, including market launch and long term adoption. Please include:

- An overview of your commercialisation and business plans, with consideration to whom will use the solution, how it will be purchased and the likely cost of the solution.
- Your business model for adoption, including implementation costs/implications, workforce requirements, etc.
- Stakeholder engagement plan to support operational and clinical uptake/buy-in/roll out of the innovation
- Sustainability/ spread: what are the expected timescales for regional/national spread? What are the further steps needed for adoption after the project?
- Plans for long term sustainability of the technology.
- How will you ensure that the innovation is affordable to the NHS and wider system such as Integrated Care Systems (ICSs) both immediately and throughout the life of the product?
- What evidence, both health economics and delivery of true impact will the NHS and wider system require before the technology can be adopted?

## Section 5 – Team

Please note that all project partners should be invited to the application. All participants (Team Members, Subcontractors and Clinical Partners) will need to have approved accounts on the Research Management System so that they can be added to the application form. Accounts are approved by our systems team during office hours. We have included some wording at the end of the document for you to send to your team to help them register. Please ensure you leave enough time for this.

The forecast cost of team members, advisors and subcontractors should be included.

#### 5a) Project team members

Please provide a job title, detailed description of the role performed in the project, time allocated to the project and relevant experience and skills. This section is auto-populated using information provided in “manage my details” section of the Research Management System account. This should be updated prior to form submission. **Please do not include subcontractors in this section.**

Time allocated to the project should ideally be expressed as a Full Time Equivalent (FTE) percentage (the time allocated during the period of the project indicated as a proportion of the working hours for a FTE position).

Relevant commercial and management expertise of team members should be included.

### 5b) Clinical partner(s)

Please provide organisation name, clinician's job title, relevant expertise/skills, a detailed description of the role performed in the project, and time allocated to the project.

The use of a clinical/social care partner is not mandatory but it is strongly recommended.

### 5c) Subcontractor(s) and advisor(s)

Please provide the details of any subcontractors or advisors involved in your application. Please provide a job title, detailed description of the role performed in the project, time allocated to the project and relevant experience and skills of the subcontractor(s) or advisor(s).

The use of subcontractors is optional, however where your proposal involves subcontracted individuals or companies, or benefits from the input of named expert advisors, details should be provided.

While quotes for activities can be in the form of forecasts in this application, you will be asked to provide formal quotes as part of the due diligence process if you are successful.

If an advisor provides services at no cost or at a level of expenses incurred only, this detail should be indicated.

### 5d) Other Posts

Please provide a detailed description of any other posts that are yet to be confirmed or appointed for the project. Please note, these team members will be expected to start work in around 6 weeks post application acceptance.

Please also provide the job title, a detailed description of the role performed in the project, time allocated to the project and relevant experience and skills that are required for the role.

## Section 6 – Budget

### 6a) Application Finances

Please note that SBRI Healthcare is a pre-commercial procurement programme and as such **it is not a grant and not VAT exempt**. If you are successful, you will be awarded a Development Contract, which is subject to VAT. All indicated costs should be **inclusive of VAT**.

Please provide a line-by-line summary of costs for the project. All costs should include VAT. The costs quoted must reflect actual costs at a "fair market value" and profit should not be included. Please also provide a breakdown of the following:

- Labour costs for all those contributing to the project
- Material costs (including consumables specific to the project)
- Capital equipment costs
- Subcontract costs
- Travel and subsistence costs
- Indirect costs
- Other costs

Applicants will also need to complete and upload the detailed Finance sheet provided before submitting the application (mandatory).

Project activities and associated costs that applicants are encouraged to consider (as appropriate) are:

- Cost to supply the innovation.

- Training costs.
- Clinical staff time to administer the innovation.
- Management costs for hospital trusts to implement the innovation.
- Other implementation costs.
- Independent evaluation costs including data collection and analysis, impact on care pathway, clinician and patient acceptability, health economics
- Human factors.
- Minor technology development work (e.g. minor adaptations for user acceptability, system integration, etc.).

#### 6b) Indirect Costs (max 200 words)

Please provide a breakdown of your indirect costs and a justification of the figure presented in the application.

Indirect costs should be charged in proportion to the amount of effort deployed on the project. Applicants should calculate them using their own cost rates. They may include:

- General office and basic laboratory consumables
- Library services/learning resources
- Typing/secretarial
- Finance, personnel, public relations and departmental services
- Central and distributed computing
- Cost of capital employed
- NHS indirect costs
- Overheads

#### 6c) Other Costs (max 200 words)

Please provide a breakdown of any other costs and what they include.

#### 6d) Justification

Please provide a justification of the costs, (**ALL COSTS SHOULD INCLUDE VAT**), including daily rates for staff involved and quotes from subcontractors where applicable.

If there is significant use of subcontractors, please explain how these will be used and the costs of each. Please note the Assessors are required to judge the application finances in terms of value for money, evaluating whether the proposed cost for effort and deliverables in a proposal reflect a fair market price.

### Section 7 – Supporting information

Please submit the following supporting document with your application form:

- Healthcare pathway diagram (requested in section 4b – not mandatory)
- Project Gantt chart (requested in section 4c)
- Finance Sheet (requested in section 6a)

In addition to the supporting documents above, applicants may submit **1 A4 page**, (e.g. a flow diagram illustrating the study design and the flow of participants, diagrams, pictures etc.). If submitting a flow diagram, applicants should also describe complex interventions and controls as accurately and fully as possible within their diagram.

Please note that uploads must be provided as a Word or PDF document.

*Please note that excessive attachments may lead to your application being excluded from the assessment process.*

### Section 8 – Administrative contact details



Please provide the details of an administrative lead as a secondary point of contact for any queries relating to this application.

## Section 9 – Validation Summary

Please follow the steps on the screen in order to validate and submit your application.

All mandatory fields should be completed and project partners invited should have validated and approved their participation.

Once submitted, the completed application can be viewed or downloaded from the PMO RMS Portal. However, you will no longer have the ability to edit the application.

Please visit the [SBRI Healthcare competition pages](#) for details on the application deadlines. Only those applications received before the competition deadline will be accepted. **PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS OTHER THAN THROUGH THE PORTAL.**

For more information please see [www.sbrihealthcare.co.uk](http://www.sbrihealthcare.co.uk). Questions on the challenges and scope of this **SBRI Healthcare competition** should be addressed to the Programme Management Office via email to [sbri@gcggroup.com](mailto:sbri@gcggroup.com).

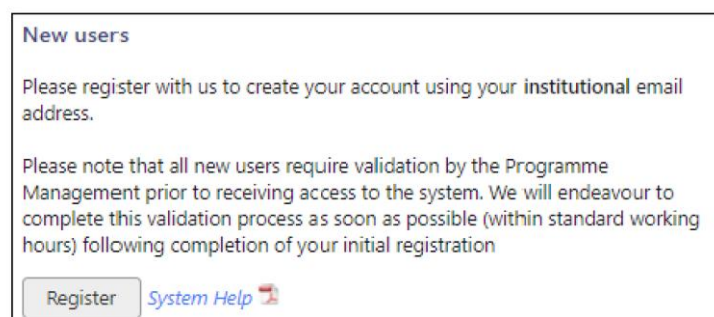
## Further guidance on using the Research Management System (RMS)

Applications must be made through the RMS [online application portal](#). A template application form may be downloaded from the [website](#), however, please note that this is for demonstration purposes only and may not be used to submit an application.


### Register as a new user

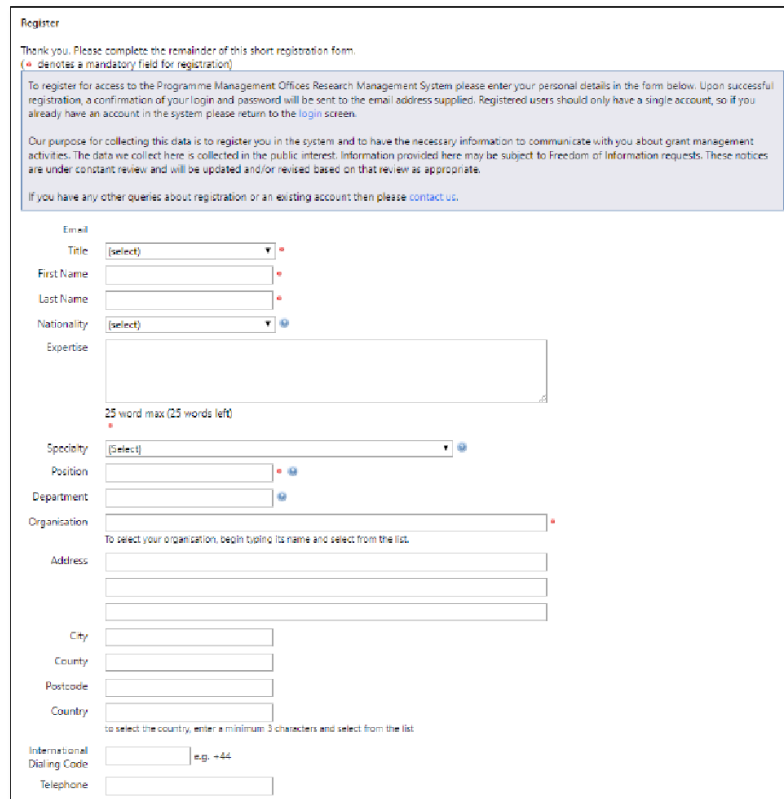
Only registered users of the RMS application portal can apply. Applicants new to using the application portal should register as a new user. Once logged into your account the application portal home page is the starting point to create applications, access co-applications and to update contact information and professional details.

1. As a new user, on the right-hand side of the homepage, select “Register”




2. Enter your organisation email address and confirm. Your email address will become your sign-in username. Please use your organisational (NOT personal) email address for this. Select “Next”

3. Enter your details in all fields and select 'Next'. Note:  denotes a mandatory field which must be completed.



**Register**

Thank you. Please complete the remainder of this short registration form.  
 denotes a mandatory field for registration.

To register for access to the Programme Management Offices Research Management System please enter your personal details in the form below. Upon successful registration, a confirmation of your login and password will be sent to the email address supplied. Registered users should only have a single account, so if you already have an account in the system please return to the [login](#) screen.

Our purpose for collecting this data is to register you in the system and to have the necessary information to communicate with you about grant management activities. The data we collect here is collected in the public interest. Information provided here may be subject to Freedom of Information requests. These notices are under constant review and will be updated and/or revised based on that review as appropriate.

If you have any other queries about registration or an existing account then please [contact us](#).

Email

Title  \*

First Name  \*

Last Name  \*

Nationality  \*

Expertise

25 word max (25 words left) \*

Speciality  \*

Position  \*

Department  \*

Organization  \*

To select your organization, begin typing its name and select from the list.

Address

City

County

Postcode

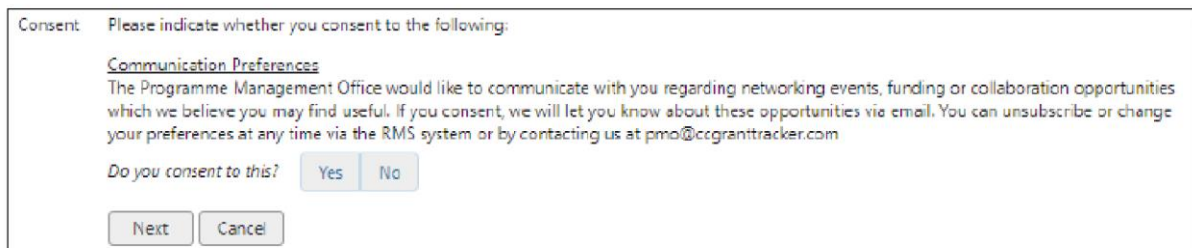
Country

To select the country, enter a minimum 3 characters and select from the list.

International Dialing Code

Telephone

4. Ensure the Consent question entitled “Communication Preferences” at the bottom of the page is answered.



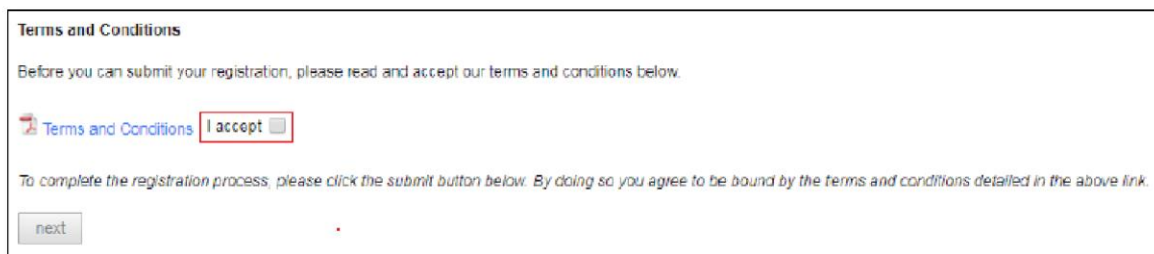
**Consent** Please indicate whether you consent to the following:

Communication Preferences

The Programme Management Office would like to communicate with you regarding networking events, funding or collaboration opportunities which we believe you may find useful. If you consent, we will let you know about these opportunities via email. You can unsubscribe or change your preferences at any time via the RMS system or by contacting us at [pmo@ccgrantracker.com](mailto:pmo@ccgrantracker.com)


Do you consent to this?

5. Select the “Terms and Conditions” and, once read, tick the confirmation box.



**Terms and Conditions**

Before you can submit your registration, please read and accept our terms and conditions below.

 [Terms and Conditions](#)  I accept

To complete the registration process, please click the submit button below. By doing so you agree to be bound by the terms and conditions detailed in the above link.

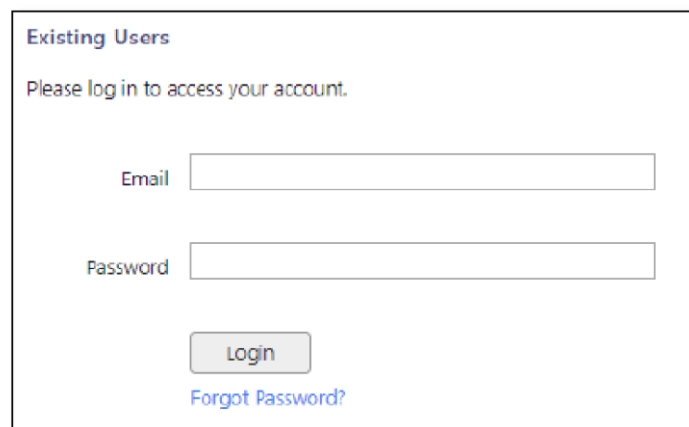
6. Click “Submit”
7. An email containing a link to create your password to subsequently gain access to the system will be sent to the previously entered email address once your registration details have been approved by a grant administrator. Please allow two working days for the registration to be completed.

8. Please add <mailto:pmo@ccggranttracker.com> to your trusted senders as these emails are prone to Spam or Junk folders.

In order to register successfully, please comply with the following:

- We insist on institutional emails if available – This is a double check that the contact is who they say they are and represent the organisation registered with (anyone can create a Gmail/Hotmail account and claim to be someone).
- We do not accept generic / group emails – The RMS is used for conflict checks and will flag these. If numerous people are using one email conflicts aren't picked up and we will not know who is using the system.
- We do not accept multiple accounts – Again to ensure conflict checking is effective.
- Registered Organisations – The UK associated organisation must be registered / available on Companies house, Charity Commissions, UK Register of Learning Providers or Organisations Data Service. Funding will only be given to organisations which are suitably credit checked using these.
- Sole Traders – The PMO does not fund sole traders as they will not pass financial checks.

### Access the RMS



Existing Users

Please log in to access your account.

Email

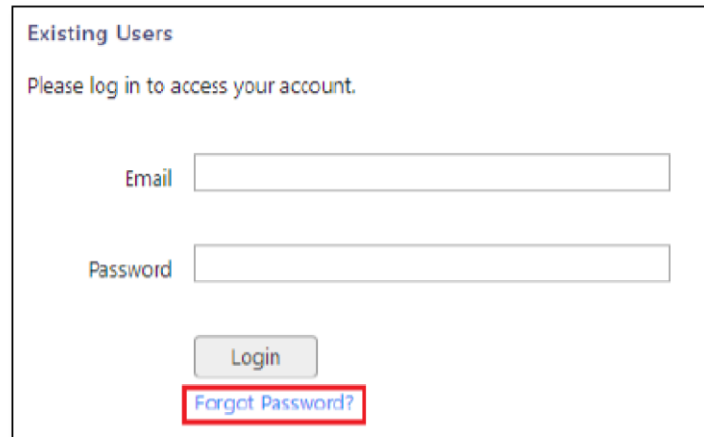
Password

Login

[Forgot Password?](#)

1. Enter your email address and password and click “log in”. If you are accessing the system for the first time, the Basic Information page will display. Once the relevant fields have been completed, press Save button
2. The account home page will now display indicating access to the system.

## Forgotten password



**Existing Users**

Please log in to access your account.

Email

Password

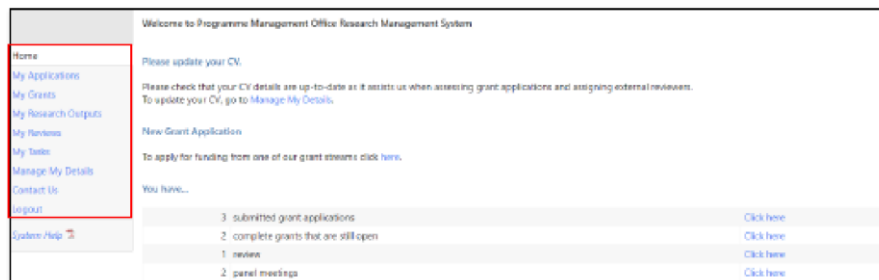
Login

[Forgot Password?](#)

1. From the PMO home page click the “Forgotten Password?” hyperlink.
2. Enter the email address with which you registered and click submit
3. An email containing instructions for resetting your password will be sent to the registered email address.

Please note, persistent use (>3 attempts) of an incorrect password will lock your account; this is to protect you from attempts to access your data by a third party. If this happens, you can request a new password via the forgotten password function.

## The RMS Home Page



Welcome to Programme Management Office Research Management System

Please update your CV.

Please check that your CV details are up-to-date as it assists us when assessing grant applications and assigning external reviewers. To update your CV, go to [Manage My Details](#).

New Grant Application

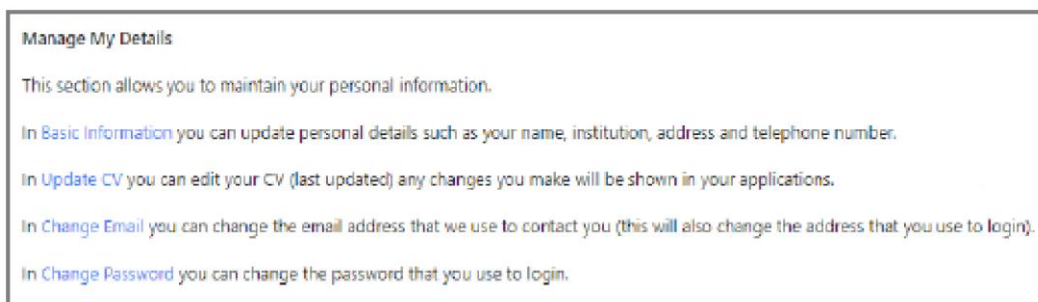
To apply for funding from one of our grant streams [click here](#).

You have...

3	submitted grant applications	<a href="#">Click here</a>
2	complete grants that are still open	<a href="#">Click here</a>
1	reviews	<a href="#">Click here</a>
2	panel meetings	<a href="#">Click here</a>

## Managing my details

Select “Manage My Details” from the left-hand menu



**Manage My Details**

This section allows you to maintain your personal information.

In [Basic Information](#) you can update personal details such as your name, institution, address and telephone number.

In [Update CV](#) you can edit your CV (last updated) any changes you make will be shown in your applications.

In [Change Email](#) you can change the email address that we use to contact you (this will also change the address that you use to login).

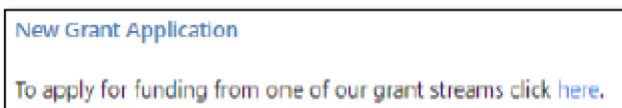
In [Change Password](#) you can change the password that you use to login.

Lead applicants and project partners (team members, clinical partners or subcontractors) can manage their basic contact information and curriculum vitae (CV) through the ‘Manage my Details’ link on their application portal home page. Lead applicant and project partners’ contact information is integrated by the application portal into the relevant fields during the application process.

## Creating and completing an online application



The lead applicant must initially create the new application.

1. Select “My Applications” from the left-hand menu and click the “New Application” button



2. A list of open funding rounds will display along with further information about the competition.
3. Selecting “Apply” will open an application form for completion ● Denotes a mandatory field

From the application summary page, the application can be edited by clicking on the ‘Edit’ button. The different sections of the application form can then be accessed via the list of hyperlinked buttons on the left-hand side of the application portal webpage. You can move from page to page either by using the ‘Previous’ and ‘Next’ buttons, or using the list on the left-hand side of the web page.

Most questions are associated with contextual help  buttons and clicking on them will open up pop-up windows containing brief guidance notes that supplement the published guidance for applicants. It is strongly advised that applicants refer to the published guidance first and then use contextual help  as they complete and review each question, as contextual help is not designed to replace it. Mandatory questions are flagged with a red dot.

The research team can collaborate with the lead applicant to edit the content in the application by being invited to be a team member or a clinical partner through the Team section (section 5) of the application form.

The lead applicant can use the search tool to find project partners and then to invite them to join the application. The application portal will automatically dispatch an email inviting the project partners to confirm their participation in the application. The invited project partners can then decide whether to accept the invitation and consent to the application being submitted jointly in their name. They will need to log into the application portal and follow the links to ‘Confirm’ their involvement on the co-application summary page. Once confirmed, the project partner will be granted access to edit the online application form.

All project partners must not only ‘Confirm’ but also ‘Approve’ their invitation to participate in the application electronically on the co-application summary page in advance of the submission deadline.

The system will prevent your project partners accessing your application at the same time as you. This stops applicants and co-applicants inadvertently making changes to the same part of the application at the same time and overwriting each other’s work.

### **Remember to save your work**

You will be prompted to save your work if you leave the browser in application editing mode. We recommend you save your work regularly to minimise the risk posed by any local computer or internet problems. You can save and return to the application form as often as you like prior to submission.

### **Exiting and returning to work on your form**

Should you wish to exit your form, you can return at any time; simply log in using your username and password and select ‘My Applications’ from the menu. You will then be presented with a list of all the applications you are currently involved with as well as providing details as to their stage in the submission process.

### **Validation and submission of the form**

The lead applicant can review the progress of their application at any time by selecting the ‘View/Print’ option on the application summary page to generate the application as a PDF File.

When the application form is complete, it must be validated prior to submission. The validation step is a check run by the application portal to assess whether all the mandatory questions contain information. It will provide a list of links to any parts of the form where corrections or additional content are needed.

Once the application has been validated successfully and no further corrections are needed, the lead applicant can submit the application by clicking on the 'Submit' button on the lower right-hand side of the application summary page.

### **Following submission**

A programme specific reference number will be assigned to the application once it has been submitted. After the relevant competition round closes, the application will automatically enter the process of being considered for funding.

If you have any questions regarding your application, please email [sbri@lgcgroup.com](mailto:sbri@lgcgroup.com)