Experimental Cancer Medicine Centres (ECMC) Terms & Conditions

1. Introduction

This document sets out the terms and conditions of awards for both, Adult and Paediatric Experimental Cancer Medicine Centres (ECMCs) that must be adhered to by the host institution before Grant Award Letters (GALs) are approved.

It is the responsibility of the Lead Principle Investigator (Centre Academic Lead or ECMC Lead) at the host institution (ECMC Location) to ensure that all staff supporting ECMC activities at their institution comply with these requirements.

All awards made by the funders namely Cancer Research UK, the National Institute for Health Research (NIHR), the Chief Scientist Office (CSO), the Health and Social Care (HSC) R&D Division and the Health and Care Research Wales (HCRW) are subject to compliance with these reporting requirements and any subsequent amendments to them. The host institution will be informed of any changes and issued with the revisions or directed to an updated version of the document.

The funders reserve the right to withhold, suspend or terminate funding if any of the reporting requirements are not met.

All funded Adult ECMC Locations will be required to comply with the ECMC Collaboration Agreement duly signed by the respective ECMC Lead's host institution as an ECMC Member.

2. ECMC T&Cs

I. Annual Reporting Process

In addition to complying with the monitoring requirements of the ECMC Collaboration Agreement (Part 8), the Adult or Paediatric ECMC Lead at the host institution will also be required to comply with the following reporting requirements:

- Reporting of ECMC supported studies
- Annual Report Form
- Key Achievements

II. Mid Term Review

The host institution will be required to undergo a midterm review which will be an extension of the annual reporting process in Year 3 (2019-2020).

The purpose of the midterm review is to provide the host institution with feedback on their performance ahead of the quinquennial review, which is anticipated to take place in 2021.

III. CancerHelp UK

CancerHelp UK (http://cancerhelp.cancerresearchuk.org) is the patient information website of Cancer Research UK. CancerHelp UK includes a unique searchable database of UK cancer trials and studies – all written in plain English (http://cancerhelp.cancerresearchuk.org/trials). It also has a comprehensive 'understanding

clinical trials' section. At the request of the initiative, our database serves as the official repository for lay summaries of the research running across the ECMC network.

The host institution must provide protocols for all non-commercial studies requested by members of the CancerHelp UK team. For commercially sponsored studies, the host institution must provide a contact name, address, email and phone number (as detailed in the spreadsheet guidelines which accompany the spreadsheet). It is essential that we receive this information so that CancerHelp UK is able to request permission from the pharmaceutical company to be sent the trial protocol. Please note pharmaceutical companies included will be contacted directly by the CancerHelp UK team. If you have any concerns with confidentiality then please contact CancerHelp UK on 0808 800 40 40.

IV. Acceptable costs

Costs related to infrastructural support can only be used within the board areas of research that the Adult or Paediatric ECMC Lead will undertake as specified in the QQR application.

Areas of infrastructural support not appropriate include:

- Overheads on research awards;
- Capital equipment costing more than £5,000;
- Major capital investment, capital development, new buildings or refurbishments