**Project Proposal Form**

**Submit via email to:** uk.notch@nhs.net

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| --- | --- | --- | --- |
| **Title** |  | | |
| **Study Team** | Proposing centre: |  | |
| Trainee lead: | Name: |  |
| Email: |  |
| Lead clinician: | Name: |  |
| Email: |  |
| **Project Design** | | | |
| Lay Summary (50 words) |  | | |
| Background  (300 words) |  | | |
| Aims & Objectives  (250 words) |  | | |
| Methods  (300 words) |  | | |
| **Feasibility** | | | |
| What is the estimated number of patients on completion? |  | | |
| What is the expected timeframe for completion of the study? |  | | |
| How many participating centres will be needed to reach the required number of patients? |  | | |
| Pilot study (if applicable)  (300 words) |  | | |
| **Impact of study** | | | |
| Impact statement  (300 words) |  | | |
| Proposed output from project |  | | |

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| --- | --- | --- |
| Ethics/governance | Are local governance approvals already in place? | YES / NO |
| Publication/authorship | I confirm that we have read and agree with the NOTCH statement on authorship and open access for all output relating to this project | YES/NO |

**Guidance to project application:**

NOTCH is keen to conduct projects that are well-designed and generate important evidence for the cancer community. The NOTCH project application form is designed to maximise the chance of projects being successful if selected. Please note that feedback will be given for all applications, whether successful or not, and we hope these guidance notes are useful. We welcome any pre-submission enquiries although all submissions must be formally submitted via this form during a NOTCH proposal call.

Project Design – Outline your proposal using the indicated headings. This section may include details regarding your data collection strategy, statistical plans (including involvement of a statistician if applicable), and the stakeholders in your study design e.g. patient/public involvement, specialist charity or funder engagement, multi-disciplinary input, multi-centre input.

Feasibility – This section is designed to ensure your project is deliverable through the NOTCH network in a reasonable timeframe. You do not have to complete a pilot study, but it is recommended that some pilot data is generated within your centre or across more than one centre to assess the feasibility of your study plan and data collection tool.

Impact of Study – This section is an opportunity to highlight why this is an important project – for example, is this a rare tumour type with little/no high level evidence, an otherwise under-researched area or an area where real-world data is lacking. You should also propose the impact on clinical care or service delivery. We invite you to briefly outline possible outputs from the project i.e. how the data from the project will be disseminated. For example, you may have a particular journal or conference in mind.

Ethics/clinical governance – Most projects will require clinical governance approval, although the process for this may differ between centres. **Note NOTCH project proposals should be retrospective studies that do not require Research Ethics Committee (REC) approval or completion of an IRAS form.** If you think your project does require formal REC approval, please contact the NOTCH team directly to discuss your proposal informally. All NOTCH project proposals should have local governance approvals in place by the time the project is submitted.

Publication/authorship – NOTCH has a statement on authorship and open access, and only projects where this statement has been agreed will be considered.