



The Children &  
Young People's  
Cancer Association



# The Little Princess Trust Project Grants

Administered by the CCLG Research Network

Guidance for applicants  
August 2025

**Expertise.  
Progress.  
Community.**

# The Little Princess Trust Project Grants

The Little Princess Trust (LPT) Project Grants fund research into cancers affecting children and young people. Projects must align with the objectives set out in The LPT's Research Strategy and should focus on improving outcomes for children and young people.

## Funding Priorities

Projects we support will aim to:

- Improve survival, treatment, or patient care.
- Provide kinder, less toxic treatments.
- Help translate research from the lab to clinical settings.
- Broaden and deepen knowledge of cancers in children and young people.

## Grant Size & Duration

- Awards have previously ranged from £40,000 to £250,000, with an average of around £200,000.
- There is no upper funding limit – decisions are based on the quality and potential impact of the research, not cost. However, if your funding request will exceed £300,000, please contact CCLG prior to submission.
- Grants are for projects (not ongoing programmes) and budgets should reflect this.
- Typical project duration: up to 36 months. Longer projects may be considered if the timeline is well justified. Please contact CCLG to discuss this further.

## Research Areas Supported

We welcome scientific proposals that address:

- New approaches to treatment, especially:
  - More effective treatments with fewer toxicities or side effects.
  - Treatments that reduce short- and long-term after-effects.
  - (Note: studies focused solely on late effects treatment, health behaviour interventions for survivors, fertility/reproductive health, or psychosocial aspects are unlikely to be considered.)
- Causes of childhood or TYA cancer, where research is likely to improve outcomes.
- Accurate diagnosis of childhood or TYA cancer, where research is likely to improve outcomes.

## Types of Research Considered

- Basic science with a clear plan for translation into patient benefit.
- Translational research.
- Clinical research.

Other research types are generally not eligible for this scheme. Please consult The Little Princess Trust's Research Strategy for further details.

### Eligible Applicants

- Funding is available to UK and Ireland-based research organisations, such as universities and hospitals.
- We fund stand-alone projects, research forming part of a wider project or trial, or studies likely to lead to a larger grant application.

### Key Dates

- Application deadline: 5pm, Wednesday 8 October 2025
- Outcome notification: March 2026

## Purpose of this guidance

This document explains what we are looking for in applications to the Little Princess Trust (LPT) Project Grants scheme and how to complete an application.

If you have any questions, please contact the CCLG Research Team [research@cclg.org.uk](mailto:research@cclg.org.uk).

## The Little Princess Trust

The Little Princess Trust provides free real hair wigs to children and young people up to the age of 24, who have lost their own hair through cancer treatment or other conditions. We also fund childhood cancer research searching to find kinder and more effective treatments.

Providing free real hair wigs is at the heart of our mission, but we also want to support the development of less aggressive and less toxic cancer treatments. In 2016, thanks to the huge efforts of our fantastic fundraisers, we were able to begin funding scientists researching paediatric cancer.

We have now funded almost 200 research projects searching for kinder and more effective treatments for all childhood cancers as we continue to follow our vision to give Hair and Hope to every young person with cancer until there is no longer a need for what we do.

## CCLG: The Children & Young People's Cancer Association

CCLG: The Children & Young People's Cancer Association is a charity dedicated to creating a brighter future for children and young people with cancer. Powered by expertise, we unite the children and young people's cancer community, driving collective action and progress.

Research is the key to better treatments, improved care, and potential cures. We fund and lead world-class research, fuelling groundbreaking work led by brilliant minds. Collaboration is at the heart of our approach—bringing together the right people and organisations to drive progress and deliver real impact.

We provide trusted information and guidance for children and young people with cancer, their

families, and everyone supporting them. Our expertise helps them navigate the challenges of cancer and its impact, offering reassurance and clarity when it's needed most.

Through our professional membership, we bring together the brightest minds in children and young people's cancer, creating a national network that drives progress. Together, we shape better treatment and care - developing guidelines, sharing knowledge, offering expert advice, leading pioneering research, and creating essential resources and education for professionals. Our collective expertise sets the standard, advocating for excellence at every level—local, national, and global.

## The Little Princess Trust and CCLG partnership

The LPT works in partnership with CCLG to deliver its research strategy.

- CCLG provides expert advice in selecting and funding the highest-quality research.
- The partnership ensures every project is of the highest standard, avoids duplication of effort, and maximises the amount of funding spent directly on research.

CCLG manages the entire research process on behalf of The LPT—from application through to post-award, including financial administration. All enquiries should be directed to the CCLG Research Team ([research@cclg.org.uk](mailto:research@cclg.org.uk)).

## The Little Princess Trust Research Strategy

The Little Princess Trust funds world-class research into the diagnosis and treatment of all cancers affecting children and young people, with a particular focus on better and kinder treatment protocols.

A wide range of research is considered, including:

- Basic laboratory research investigating disease mechanisms.
- Preclinical experimental studies and translational research
- Clinical research, including novel treatments, supportive therapies, and early-phase trials.

No one type of research is prioritised over another. Instead, the scientific quality of the proposal and a clear, timely route to patient benefit are the main criteria for funding decisions. Whilst The LPT recognises the value of research into psychosocial issues and the late effects of treatment, the broad remit on cancer type means that the priority is on projects likely to immediately improve outcomes and survival.

The Little Princess Trust will fund research projects that will:

- Improve survival, treatment or patient care
- Provide patients with kinder, less toxic treatments
- Assist in transferring research progress from the lab to a clinical setting
- Broaden and deepen knowledge of children and young people's cancers

[Read the Little Princess Trust's Research Strategy in full >](#)

In late 2022, The LPT and CCLG published the results of the Children's Cancer Priority Setting Partnership (PSP), a James Lind Alliance initiative. Our aim for all of our research programmes is to focus on addressing the priorities identified by the PSP, which reflect the priorities of patients, their families, and the healthcare professionals treating and caring for them.

- All applications must align with at least one PSP priority.
- Given the remit of this grant round, most proposals will fit within Priority 1

### Children's Cancer Top 10 Research Priorities (2022)

1. Can we find effective and kinder (less burdensome, more tolerable, with fewer short- and long-term effects) treatments for children with cancer, including relapsed cancer?
2. Why do children develop cancer (including the role that genetics plays) and could it be prevented?
3. Are the psychological, practical, and financial support needs of children with cancer, survivors, and their families being met during treatment and beyond? How can access to this support be improved and what further support would they like?
4. How can we speed up the process of getting diagnosed and starting treatment in the right place?
5. Why do children relapse, how can it be prevented, and what are the best ways to identify relapse earlier?
6. How can we make being in hospital a better experience for children and young people? (like having better food, internet, toys, and open visiting so other family members can be more involved in the child's care)
7. What are the best ways to ensure children and families get and understand the information they need, in order to make informed decisions, around the time of diagnosis, during treatment, at the end of treatment and after treatment has finished?
8. What impact does cancer and treatment have on the lives of children and families after treatment, and in the long-term; what are the best ways to help them to overcome these impacts to thrive and not just survive?
9. How can we make more accessible treatments that are closer to home, in shared care hospitals?
10. What is the relationship between chronic fatigue syndrome, fibromyalgia, chronic pain and treatment for childhood cancer? (Fibromyalgia is a long-term condition that causes pain all over the body.)

[Find out more about the Children's Cancer Top 10 Research Priorities >](#)

## Scheme guidelines

### Eligibility

#### Who can apply?

You are eligible to apply if:

- You are a researcher based at a UK or Ireland university, NHS hospital, or research institute.
- You hold an employment contract covering the full duration of the proposed grant.
- Note: We do not fund the salary costs of lead investigators.

#### Remit

1. New approaches to treatment, particularly:
  - More effective treatments with fewer toxicities or side effects.
  - Approaches that may reduce short- and long-term after-effects of treatment.
  - (Studies focusing solely on late effects treatment, health behaviour interventions for survivors, fertility/reproductive health, or psychosocial aspects are unlikely to be considered.)
2. Causes of childhood or teenage & young adult (TYA) cancers where research is likely to improve outcomes.
3. Accurate diagnosis of childhood or TYA cancers where research is likely to improve outcomes.

Our grants may support:

- Stand-alone projects.
- Research forming part of a wider project or trial.
- Studies that will lead to a further, larger grant application.

#### Host institution

The grant must be held by a non-profit research centre of excellence within the UK or Ireland (e.g. NHS hospital, university, research institute) that can provide all necessary facilities for the successful delivery of the project.

### Funding

#### Award term

- Typical duration: Up to 36 months.
- Longer projects may be considered if a clear justification is provided. (Please contact CCLG to discuss this further prior to submission).

#### Award value

- Previous awards: £40,000–£250,000 (average ~£200,000).
- No upper funding limit – proposals are judged on scientific quality and potential impact, not cost. However, please contact CCLG prior to submission if your request is likely to be above £300,000 to discuss your proposal further.
- Grants support projects (not programmes) – budgets must reflect this.

### Eligible costs

- Funding can cover costs directly related to the delivery of the project, including:
- Project-specific staff salaries (e.g. technicians, research assistants, data managers, nurses).
- Support for a PhD student (fees at UK rates only)
- Major equipment (must be purchased in the first year to support the project for its duration).
- Small equipment in later years if fully justified.
- Research consumables and laboratory expenses.
- Access charges for essential equipment or facilities.
- Animal research costs (purchase, transportation, maintenance, Home Office project licence and experimentation costs; excludes training and facility licences).
- Patient involvement costs (reasonable travel, subsistence, and fees/honoraria for representatives on project boards).
- Dissemination costs (e.g. open access publication if not covered by the institution, and conference attendance directly related to the research).

### Not eligible:

- Salary costs for the principal investigator.
- Standard institutional overheads, information support, central services, or general maintenance.
- Estate costs, furniture, health and safety, utilities, phone/internet/IT charges (unless integral to major equipment or essential for a specific data analysis package, and capped at £1,000 for personal computing).
- Journal subscriptions, professional memberships, departmental support staff, insurance, or other indirect costs.
- Animal handling training or facility licence costs.

### Co-funding

- Projects may involve co-funding or resources (e.g. staff time) from other sources.
- Applicants must fully disclose these arrangements in the application.
- The arrangement must not compromise the delivery of this project or any other project involved.

Our grants only fund direct research costs. Indirect costs and overheads etc are not eligible.

More detail on what we will fund is included in the table below. If you are unsure or have any questions, please contact us on [research@cclg.org.uk](mailto:research@cclg.org.uk).

Category	Details
Salaries for grant staff	Funding may cover salaries for researchers employed specifically for this project. This can include fellows / research assistants / data managers / technicians / nurses. Eligible salary costs may include basic salary, employer's NI contribution, employer's pension contribution (capped at the rate used by the University Superannuation Scheme (USS) or NHS pension scheme. Salary costs for principal investigators are not eligible. The budget <b>MUST</b> include the full expected costs, including projected salary increments, at the time of the application. Due to charity budget management, no additional funds will be awarded later to cover shortfalls in salary costs.
Research project costs	Funding may cover reasonable costs directly related to delivering the proposed research, including: <ul style="list-style-type: none"> <li>• Laboratory expenses (where applicable).</li> <li>• Purchase of equipment specific to the grant.</li> <li>• Access costs for essential equipment or facilities.</li> <li>• Other directly attributable project costs.</li> <li>• Personal computing costs for the lead applicant, where justified and used specifically for the grant (capped at £1,000).</li> </ul> Not eligible: Standard per-unit IT charges.
Animal research costs	Funding may cover: <ul style="list-style-type: none"> <li>• Purchase, transportation and maintenance of animals</li> <li>• Home Office project licence holder and experimentation costs</li> </ul> Not eligible: Animal handling training costs, facility licence costs
PhD studentship expenses	<ul style="list-style-type: none"> <li>• We will fund PhD tuition fees at UK rates only</li> <li>• If an international student is appointed, any shortfall between UK and international fee rates must be met from other institutional or external funding sources.</li> </ul>
Patient involvement costs	<ul style="list-style-type: none"> <li>• We may fund reasonable travel and subsistence expenses for patient or public representatives involved in the funded research (e.g. members of steering groups or advisory boards)</li> <li>• Honoraria may also be supported where appropriate</li> </ul>
Dissemination costs	<p>We support open access publication.</p> <ul style="list-style-type: none"> <li>• If your institution can cover article processing charges (APCs) you should use this route.</li> <li>• If not, you may include APC costs in your application.</li> </ul> <p>We may also fund other dissemination activities, such as conference attendance directly related to the research.</p>



## How we fund research

The Little Princess Trust and CCLG are members of the Association of Medical Research Charities (AMRC). Our process for awarding research grants follows AMRC guidance, providing a consistent and transparent framework for all competitive applications.

At the heart of this process is a rigorous peer review system. All research proposals are independently assessed by experts in paediatric oncology. It is the advice of these specialists that informs which projects are funded. This approach ensures that resources are directed to high-quality research with the greatest potential to improve outcomes for children and young people with cancer, in line with The LPT's research strategy to develop better, kinder treatments.

## Our process for awarding new grants

The grant award process includes the following steps:

1. Grant round defined & advertised – Clear guidance is provided to applicants.
2. Internal triage – Applications are initially checked for eligibility and alignment with The LPT priorities.
3. Expert review – Independent experts assess the scientific quality of proposals.
4. Research Advisory Group (RAG) – Scores and feedback from expert reviewers are considered.
5. LPT Research Subcommittee – Final funding decisions are made based on RAG recommendations.
6. Engagement & dissemination – Outcomes and findings are shared with the community.

## Assessment criteria

Applications are evaluated on the following key areas:

- Research need and scope – How the project addresses important gaps or priorities.
- Background evidence, preliminary data, and hypothesis – Strength of rationale and foundation for the study.
- Design of proposed study – Appropriateness of methodology and feasibility.
- Leadership and expertise of research team – Capability to deliver the project successfully.
- Justification of resources – Appropriateness of budget and requested support.

More detailed guidance on each of these categories is provided below. Peer reviewers and the Research Advisory Group use these criteria to score applications.

### Research need and scope

- How important is the question being asked or the knowledge gap being addressed?
- Is this research situated in an area of relevant clinical need for children's cancer?
- Does the application demonstrate an awareness and understanding of previous relevant literature/research in its area?
- To what extent might the proposed research add distinct value or provide an advance to what is already known in the field?
- Does the research have the potential (including through further research) to demonstrate

benefit to paediatric cancer patients (even if these only represent small number of potential patients)?

- In what timescale would you estimate potential clinical impact as a result of this research (assuming success of the research)?

#### Background evidence, preliminary data and hypotheses

- Is there appropriate background evidence to support the proposed research? Is the form of this evidence appropriate for the type of study (e.g. literature review conducted in a suitably systematic format, development of hypothesis to support proposal, preliminary data from unpublished and published sources)
- Would it be appropriate for a research proposal of this type to include preliminary experimental data rather than just workflow/strategy? If so, is the preliminary data pertinent and of high technical quality? Where relevant, does it include appropriate models for the cancer to be studied?
- Do you regard the amount background evidence and preliminary data supplied commensurate with the type of research and amount funding requested?
- Overall, is the proposal's hypothesis adequately supported by background information/ preliminary evidence?

#### Design of proposed study

- Is the proposed research of high quality and likely to achieve the stated objectives?
- Is the design and methodology well defined? Are they appropriate for the level of study being proposed (e.g. pilot study, proof of principle, full project, clinical study, data analysis, literature review, primary qualitative/quantitative research)?
- Is this research within the applicants' capabilities, and do you base your opinion on background evidence/ preliminary data, track record, or both?
- Is the research feasible within the timeframe and resources requested?
- What are the strengths and weaknesses of the research design as proposed? Please comment on risk/reward.
- Do you have any comments or suggestions for how the proposed research might be improved? If so, please indicate whether you see these as critical factors.
- Will the proposed research considerably impact fundamental understanding and/or translational oncology? Will demonstrable benefits to patients arise from this study, or follow-up projects?

#### Leadership & expertise of research team

- Are the applicants familiar with the methodologies outlined in their application?
- Are the applicants' well qualified to undertake the proposed work on the basis of track record in the disease and/or expertise?
- Do you think there is appropriate expertise within the listed research team (applicants and collaborators) to deliver all elements of the proposed research study?
- Is the level of leadership and experience within the team suitable for the level of study being proposed?
- Does the research team have the necessary breadth and depth of expertise to deliver the planned work?
- If the lead applicant is inexperienced, do they have appropriate support (e.g. from their host

institution or more senior colleagues)?

#### Justification of resources

- Are the resources required for this research, including staffing, clearly justified? Are they essential for the work proposed?
- Do you consider the amount of funding being requested appropriate for the level of study being proposed (e.g. pilot grant, proof of principle study, full project, clinical study)?
- Taking into account the expected benefits of the work proposed and the level of resources requested, does this application represent good value for money?
- Do the work plan and project management arrangements give confidence that the research will be completed in the specified time frame?

## The application process

You'll need to submit your application online using our grant management system, FlexiGrant via <https://cclg.flexigrant.com/>. The system is straightforward to use, but if you have any questions or problems using Flexigrant, please contact us on [research@cclg.org.uk](mailto:research@cclg.org.uk).

#### Timescales

The closing date for applications is 5pm, Wednesday 8 October 2025. We would expect final decisions to be made in March 2026 and so your proposed start date for the research should reflect this.

#### Terms used in Flexigrant

- **Participants:** Other individuals you can invite to view or edit your application form. This may include your Administration/Finance Officer, Head of Department, or Proposed Supervisor.
- **Lead Applicant:** You – the person leading the research project. The lead applicant (principal investigator) has overall responsibility for the delivery, reporting, and management of the grant. If you hold a time-limited post, please state the duration of your appointment.
- **Co-Applicant / Co-Investigator:** A researcher who provides significant intellectual input and may oversee specific aspects of the experimental work or research.
- **Collaborator:** A researcher who may contribute reagents, advice, or access to research materials but will not be directly involved in day-to-day project work.
- **Head of Department:** The department head at your host institution who confirms that the research will be accommodated and administered appropriately and that you will be given protected research time.
- **Administration / Finance Officer:** The individual at your institution (typically a Research Finance Officer or equivalent) who assists with completing the budget, accepts the grant if awarded, and confirms that costings are accurate.

## Completing the online application form

### Listing contributors

On the 'Participants' tab of your application, you should invite the following:

- Head of Department – to confirm that the research can be accommodated and that protected research time will be provided.
- Administration / Finance Officer – responsible for administering any grant that may be awarded.
- Co-Applicants / Co-Investigators – to review and provide input on your application.

Both the Head of Department and Administration/Finance Officer must complete a declaration as part of the application process. Your application cannot be submitted until these declarations are completed. All listed co-applicants will also need to confirm their contribution to the application. You will be directed to send them an invitation email from the participants 'tab'. They should then follow the instructions and complete their agreement through their own Flexigrant account. Please allow sufficient time for them to complete these steps before the submission deadline. Your institution can advise on the timescales typically required.

Once you have registered with Flexigrant and started an application, you will need to complete the online application form, which is split into the following sections:

### Contact details

- Your details as Lead Applicant will pre-populate from your FlexiGrant profile and can be edited if necessary.
- Provide a title for your proposed research study.
- Upload contact details for your proposed supervisor.
- Upload CVs for yourself and your proposed supervisor, combined into a single PDF document.

### Project details

This section collects basic information about your proposed research, including:

- Overall cost of the project
- Proposed timetable and project duration
- Type of research being conducted
- Alignment with Children's Cancer Top 10 priorities

You will also be asked to provide details of any required ethical approval for working with human subjects and further details about any animal studies.

As a member of the Association of Medical Research Charities (AMRC), The LPT and CCLG supports their position on the use of animals in research and draw on their guidance to ensure that animals are only used when absolutely necessary. We are committed to the principles of the 3Rs—Replacement, Reduction, and Refinement. We encourage all researchers to consult the National Centre for the Replacement, Refinement & Reduction of Animals in Research (NC3Rs) and to follow the ARRIVE guidelines (Animal Research: Reporting of In Vivo Experiments) and PREPARE guidelines for planning animal experiments when developing proposals for funding through The LPT and CCLG.

Please use the following information to guide your responses to questions about the use of animals in your proposed study:

AMRC position statement

<https://www.amrc.org.uk/position-statement-on-the-use-of-animals-in-research>

The 3Rs

<https://nc3rs.org.uk/who-we-are/3rs>

Responsibility of the use of animal in bioscience research

<https://nc3rs.org.uk/3rs-resources/responsibility-use-animals-bioscience-research>

Animal Research: Reporting of In Vivo Experiments (ARRIVE)

<https://arriveguidelines.org/>

PREPARE guidelines for planning animal experiments

<https://norecopa.no/prepare>

AMRC guidance on the use of animals in research

<https://www.amrc.org.uk/Listing/Category/the-use-of-animals-in-research>

### Other sources of funding

Here you should outline:

- Any previous funding for research relevant to this project (from The Little Princess Trust or elsewhere)
- Whether you are submitting this application, or a related application, to another funder
- If the project relies on additional funding being obtained

### Exploitation

This section asks about potential development of intellectual property, and is a standard question we ask all applicants.

### External reviewers

In this section, you are invited to suggest potential expert reviewers who have the expertise to evaluate your research. You may also indicate any individuals you do not wish to be approached as reviewers, provided you give a valid reason. These suggestions help us identify appropriate experts for independent evaluation of your application.

### Summary of research proposal (Plain English)

The information you share in this section should be written in plain English, so it is easily understood by a wide range of people. This includes patients, families, carers, and members of the public—especially those with lived experience of children and young people's (CYP) cancers. While your application will be reviewed by scientific and clinical experts, this section may also be read by reviewers who bring important insights from personal experience.

If you need support with writing in plain English, these resources offer helpful guidance and examples:

<https://www.nihr.ac.uk/plain-english-summaries>

<https://www.hra.nhs.uk/planning-and-improving-research/best-practice/writing-plain-language-lay-summary-your-research-findings/>

<https://www.plainenglish.co.uk/>

Your research summary should be different from your scientific abstract—write in clear, plain English. Explain your proposed research without heavy use of acronyms or technical jargon. This summary is important for triage and strategic fit, so a poorly written summary may result in your application being rejected before peer review.

Your summary should briefly cover:

- The challenge – What your research is about and why it matters
- The question – The main aims of your study
- The approach – The methods you plan to use
- The impact – What you hope to discover or achieve, and who could benefit

You will also have the opportunity to highlight the strengths of the project and outline the potential path to translation and impact. You will also be asked to describe how you will engage with and involve patients, family members and the public through the research process.

The resources below provide practical guidance for planning and delivering high-quality, inclusive PPIE across different types of research:

NIHR Resources for Patient and Public Involvement

<https://www.nihr.ac.uk/get-involved/public-involvement>

NHS Health Research Authority Principles of Public Involvement in Research

<https://www.hra.nhs.uk/planning-and-improving-research/best-practice/public-involvement/>

UK Standards for Public Involvement

[https://sites.google.com/nihr.ac.uk/pi-standards/home?mc\\_cid=05ac9fe1b3&mc\\_eid=e92e6e671b](https://sites.google.com/nihr.ac.uk/pi-standards/home?mc_cid=05ac9fe1b3&mc_eid=e92e6e671b)

Discussion paper about involving people in laboratory-based research

<http://slginvolvement.org.uk/wp-content/uploads/2016/09/Lab-based-research-FINAL-10-8-16-public.pdf>

Web-based resource to provide practical and accessible guidance for lab-based researchers to involve patients and the public in their research.

<https://www.learningforinvolvement.org.uk/?opportunity=a-practical-guide-to-patient-and-public-involvement-in-lab-based-research>

### Proposed research study

This section is your opportunity to demonstrate the scientific quality, rigour, and feasibility of your proposed research. Here you should fully describe your study, referencing the assessment criteria:

- Research need and scope
- Background evidence, preliminary data, and hypothesis
- Study design
- Leadership and expertise of the research team
- Justification of resources

You can include figures as uploads and list references in the text. This section is key for expert reviewers to assess the quality and impact of your project.

The background, rationale and research plan should address the following points:

- Context and current knowledge
- Rationale and knowledge gap
- Clinical relevance and impact

- Background evidence and preliminary data
- Research aims and objectives
- Study design and methodology
- Study population/ sample/ data sources
- Timelines and milestones
- Risk management and feasibility

You will also be asked to provide a detailed justification of the support requested in the following areas:

- Leadership and research team
- Justification of resources and budget
- Potential impact and dissemination
- Ethical and organisational considerations

### Project budget

Download the budget template spreadsheet, complete it, and upload the finished version. Your institution's research finance team should assist in ensuring all costs are accurately captured.

### Collaborators

This section is optional for this grant round. Only list collaborators if the project's success depends on them.

### Head of Department declaration

The Head of Department (whom you have invited to this application) will complete their declaration. Your application cannot be submitted until this is complete.

### Financial/Administrative Officer declaration

The Financial/Administrative Officer in your host institution (whom you have invited to this application) will complete their declaration. Your application cannot be submitted until this is complete.

### Submission Process

Once all sections are marked 'Complete' (green), the Submit button will appear on the summary page. Review your application carefully, then click Submit to send it to CCLG.

We advise that you aim to complete your application well ahead of the deadline to allow your Head of Department and Finance Officer enough time to submit their declarations, and for any co-applicants to confirm their contribution to the application.

**Good luck with your application! If you have any questions, please contact us on [research@cclg.org.uk](mailto:research@cclg.org.uk).**