RUTH STRAUSS FOUNDATION

Ruth Strauss Foundation non-smoking lung cancer grant application review and allocation process

The 2023 research/project grants round launches on **Monday 14th August and closes on Monday 13th November at 17.00**

The proposal is checked to ensure all sections are completed, is within 50k & focused on non-smoking lung cancers. Done by Head of Mission Services (HoMS).

Is proposal within RSF's remit?

No

Any application that does not meet the checks is discussed with the Chair of RSF Grants Allocation Committee (GAC) to agree inclusion/exclusion in the grants programme.

Any grant application forms that do not meet the grant programme requirements will be returned to the applicant and will not go through to the GAC.

Yes

Chair of GAC reviews all applications and confirms which need external expert written reviews. HoMS sends request to a maximum of two reviewers. Having checked for any conflicts.

Reviewers score the application using criteria and comment on the application using an RSF template.

HoMS sends the chair all expert written reviews and applications for allocation to GAC members.

The chair allocates applications to all GAC members. Matching expertise where possible. People living with non-smoking lung cancer received equal No. of applications between them for review.

HoMS emails each GAC member the applications with the written reviewer's comments.

Each application is reviewed & scored against the criteria by GAC members. GAC members prepare to present their recommendations at the allocation meeting. Members living with lung cancer will review but do not score the applications.

At the GAC meeting held virtually in the first 2 weeks of February 2024, each member presents their reviewed applications for discussion & prioritisation. Minutes are kept of decisions.

Within 2 weeks of the GAC, HoMS shares the outcome with all applicants. This includes the written reviewer's comments.

Applicant thanked for applying and informed they were not successful and offered feedback on why.

Research or projects awarded funding are sent a contract & reporting template.