**APPLICATION GUIDANCE**

SRUK Grant Call 2024

**About Scleroderma & Raynaud’s UK**

Scleroderma and Raynaud's UK (SRUK) is the only UK charity dedicated to improving the lives of people with Scleroderma and Raynaud's Phenomenon. We envision a world where no-one has their life limited by Scleroderma and Raynaud's.

SRUK’s 2024 Grant Call aims to promote innovative and high-quality research by new and established investigators in fields related to Scleroderma. Under this call, awards of up to £75,000 will be made to innovative research teams.

Proposals may be basic, translational, or clinical in nature but must be relevant to the four areas outlined in our research strategy: causes, early diagnosis and detection, precision medicine, or quality of life.

Funding available: Up to £75,000 per project.

Eligibility criteria:

* Applications may be submitted by non-profit organizations, public and private such as universities, colleges, hospitals, and laboratories.
* Applications must be led by an organisation based in the UK.
* The proposal must clearly delineate the pathway to patient benefit.
* Awardees/lead host institution must agree to SRUK’s standard Terms and Conditions.

**Guidance on Completing the Application Form**

There are seven sections in the application form. Please answer all questions and ensure that the length of the answer does not exceed the maximum allowance of words.

You may insert tables as part of your answer, where appropriate. However, tables are not to exceed half of one A4 side.

The sections are as follows:

Section 1: Cover Sheet

Section 2: Administrative Project Details

Section 3: Plain English Summary

Section 4: Scientific Overview

Section 5: Impact of the Project

Section 6: Financial Details

Section 7: Additional Information

Frequently asked questions can be found at the end of the document.

**Instructions for Submitting Your Application**

* Once you have completed this application and attached the relevant documents, save the document under ‘Lead applicant last name\_date’
* Please send your completed applications and relevant documents to ‘grants@sruk.co.uk’.
* You will receive an email from SRUK Grants confirming receipt of your application.

If you have any issues completing this form, or have any questions, please get in touch directly with ‘grants@sruk.co.uk’ where a member of the grants team will respond to your query as soon as possible.

**Section 1: Cover Sheet**

**Institution and address**

This field should be completed with the name of the institution where the applicant is currently based.

**Department**

This field should be completed with the department where the applicant is currently based.

**Total funding requested**

Please insert the total funds requested. Applicants should be aware that only directly incurred costs may be applied for.

**Proposed starting date**

Must not be earlier than 1st April 2025.

**Duration of project.**

Please indicate the expected duration of the project.

**Section 2: Administrative Project Details**

**2.1 Please provide a list of co-applicants.**

Please provide the names, institutions, and roles of all co-investigators and collaborators involved in the proposed project, as well as each participant’s time allocation for the project.

**2.2 Does this project follow on from any previously SRUK funded research? Y/N**

**If so, please provide details.**

If yes, please provide the project title, grant code, and the year that the project was funded, and describe how the proposed research will follow on from the previous project.

**2.3 Are there any other funding bodies that are considering funding any aspect of this application/ or any work related to or overlapping with this application? If YES please complete the details below.**

Please inform us if either the entire application or any part of it is being considered by another funding body (UK or overseas). If yes, please provide the project title, name of the funder, and the result or the date of the expected result.

**2.4 Third Party Involvement and Intellectual Property**

Please indicate if any other parties are involved in the proposed research, and if there are any key IP dependencies. If so, please describe the nature of any 3rd party involvement in this research. Examples could include collaborations with any (commercial) organisations providing background materials/intellectual property or any other resources required to deliver this project.

**Section 3: Plain English Summary**

**3.1 Please provide a plain English abstract, ensuring that it is interesting and accessible to a lay reader, for example a carer of/or a person living with Scleroderma and/or Raynaud’s. Please outline how the research will be relevant to SRUK’s research strategy. (250 words)**

In this section a lay abstract of the proposed research should be provided which is accessible and interesting to the Scleroderma and Raynaud’s community. An outline of which areas of the SRUK research strategy that the proposed research is connected to should be provided (causes, early detection and diagnosis, precision medicine, or quality of life).

**Section 4: Scientific Overview**

**4.1 Please provide a scientific abstract for the project. (200 words)**

Provide a scientific summary of the proposed research.

**4.2 Please provide an introduction, including background, to the proposed project. (200 words)**

Provide further detail on any past work which supports this proposal, and a brief introduction to the proposed research project.

**4.3 Please outline your overarching research question. (100 words)**

Describe the main aim that the project aims to achieve.

**4.4 Please describe the work packages within the project, including the objectives, deliverables, delivery timelines, and methodologies to be used. This should include any statistical analysis. A Gantt Chart may be attached if required. (1200 words)**

Please provide a breakdown of the individual work packages within the project, key deliverables within each work package, and their relevance to the proposed research question. Please include the timeline for delivery of all work packages. You should also outline the methods that will be used within the research, describe how data will be captured and analysed, including details of statistical analysis. A Gantt chart can be attached if helpful.

**4.5 What are the expected results and outcomes of the project? (400 words)**

Please outline your predicted results and the wider impact this work will have within this research field.

**4.6 Is ethical approval required? If so, has this been obtained? Please provide appropriate details. (150 words)**

Please outline whether this research is covered by an existing ethics approval or whether new or further approvals are required. Please inform us of the bodies from whom these approvals will be sought and the timescales for obtaining approval. You should also indicate what work may occur whilst waiting for these approvals. See below (Section 3 of the FAQ section) for more information.

**4.7 Please detail the facilities in which this work will take place, including if additional facilities are required. (150 words)**

Please include details of key facilities and resources that are required to deliver the proposed research project.

**Section 5: Impact of the Project**

**5.1 How do you propose to develop the proposed research beyond the end date of the project? (400 words)**

Please describe how you propose to develop the proposed research after completion of the project, and outline the potential next steps towards patient benefit.

**5.2 What is the anticipated impact of this work on patient benefit? (400 words)**

Please describe the type of benefit that someone living with Scleroderma and/or Raynaud’s might eventually derive as a result of the results/outcomes of the proposed research.

**5.3 How do you propose to engage patients in this project? (400 words)**

Please outline how you will engage with people living with Scleroderma and/or Raynaud’s. If appropriate, outline plans for a greater participatory involvement.

**5.4 How will you disseminate the results of this work to patients and the wider public? (200 words)**

Please outline how you plan to share the results of your research with patients and the wider public.

**Section 6: Financial Details**

**6.1 Please provide a breakdown of the project’s budget, including salaries, if applicable. (600 words)**

Please provide a breakdown of costs required for the research project, including salaries where applicable.

**Section 7: Additional Information**

**7.1 Please provide a statement outlining any conflicts of interest.**

Please declare any conflicts or potential conflicts of interest that either the lead applicant, co-applicants, or collaborators may have in undertaking this research. This includes any relevant personal, non-personal, and commercial interest that could be perceived as a conflict of interest.

**7.2 Please provide a list of current grants held by the lead applicant.**

This includes all active grants currently held by the lead applicant, by SRUK and other funding bodies.

**7.3 Please provide a list of the lead applicant’s most recent publications.**

Please list up to ten of your recent research outputs. Provide a short summary, your contribution to the study, and for any publications please provide the DOI or PMID. (50 words per output)

**Frequently Asked Questions**

Please find guidance below on areas that are frequently queried.

For any other queries or concerns, please contact grants@sruk.co.uk.

**1. Salaries**

* 1. Support for salaries must state the grade and basic salary requested, with separate amounts for any enhancement premium, employers ‘on-costs’, London weighting and annual increments.
	2. Any applicant applying for their own salary must submit the application jointly with a tenured senior member (preferably the head) of the department in which he/she proposes to work.
	3. Grants must be taken up within six months of the award and after this period the Trustees may require re application. The grant will start from the date the person is appointed. Approved equipment may be ordered prior to the start date. Any grant that has lapsed for longer than 12 months must be resubmitted as a new application. Any monies unclaimed 12 months after the grant has finished, will be reclaimed and held in SRUK’s research fund.
	4. Grants must be used only for the purposes authorised and at the salary rates agreed. SRUK will normally meet increases due to nationally agreed pay awards but formal approval from SRUK is necessary. Formal approval must also be obtained from SRUK for any other salary increase sought.
	5. Requests for these should include a recent CV of the candidate, letters of support from the Head of Department and all named grant holders and assessments from any internal or external staff review committees supporting the decision on which the recommendation for the salary increase is based.
	6. If a grant holder wishes to employ someone at a higher salary level than that originally agreed, a reasoned case must be submitted to SRUK including a CV of the candidate and a full financial breakdown of the additional amount required over the remaining period of the grant. If a suitable candidate is found at a lower salary level, the difference will be retained by SRUK.

* 1. The host institution concerned must accept an individual paid from an SRUK grant as one of its employees for the duration of the award.
	2. In line with the other medical research charities, SRUK does not provide funds for the administrative costs of an SRUK grant.
1. **Parental Leave**

2.1.In common with other medical research charities, SRUK does not pay the cost of

maternity/paternity leave for research assistants employed on SRUK grants.

 Normally the grant will be ‘frozen’ in the absence of the employee and will be

 reactivated when the employee returns to work. SRUK must be informed of the

 proposed arrangements prior to the commencement of the maternity leave.

2.2. On the firm understanding that no additional funds will be made available, the

grant holder may appoint a temporary replacement during the period of

 maternity/paternity leave.

2.3. If the grant holder feels that the research will not be compromised, SRUK may

 agree for the returning research worker to work part-time for a year rather than

 full-time for 6 months, if this is the period remaining on the grant. However, prior

 approval must be obtained from SRUK.

1. **Ethical Approval**

A Grant may not commence until all necessary ethical committee approvals have been obtained in accordance with UK Government guidance. A copy of all such approval(s) must be forwarded to SRUK prior to commencement of any proposed research and if such approval has already been granted, copy must be included with the original application. Information is available from the National Research Ethics Service, funded by the Department of Health (http://www.nres.nhs.uk), which is part of the National Institute of Health Research (NIHR) Researchers and evaluators are responsible for identifying the need for and securing any necessary ethics approval for the study they are undertaking.

1. **Experimental Animals**

SRUK will not support the use of experimental animals in research unless there is no alternative. The use of animals in experiments and testing is regulated under the Animals (Scientific Procedures) Act 1986 (ASPA). ASPA has been revised to transpose European Directive 2010/63/EU on the protection of animals used for scientific purposes. The revised legislation came into force on 1 January 2013. ASPA is implemented by the Home Office in England, Scotland and Wales and by the Department for Health, Social Security and Public Safety in Northern Ireland.

All Home Office, general or local regulations about the use of experimental animals must be observed and written confirmation that appropriate licence(s) are held must be submitted with the grant application. SRUK does not support the use of experimental animals in research unless technique and the expected benefits outweigh any possible adverse effects.

Draft guidance on the operation of ASPA was published on 29 January 2013.

The species and numbers of animals to be used must be appropriate and fully justified. SRUK emphasises the importance of refinements of procedures to minimise any pain or distress and emphasises that support for a project does not exempt the investigator from personal responsibility.

The draft guidance explains what amended ASPA requires and provides detailed guidance to holders of establishment licences, project licences and personal licences and new licence applicants. Applicants to SRUK must submit evidence that their institution holds the relevant certification and project licence(s).