

GUIDELINES FOR APPLICANTS

For further information regarding grants please contact:

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Charity Reg. No. 1161828

1. INTRODUCTION

Scleroderma & Raynaud's UK:

- To create a greater awareness and understanding of Scleroderma & Raynaud's
- To provide excellent support and information to people affected and medical professionals
- To fund and campaign for research into the conditions to develop more effective treatments, greater understanding and ultimately to find a cure.

Scleroderma & Raynaud's UK (SRUK) does not receive Government funding and relies entirely upon voluntary donations to sustain its wide-ranging research, educational and support programmes. All applications for support received by SRUK are subject to peer review by a panel of independent medical and scientific assessors. Relevance to the aims of SRUK and medical/scientific excellence are the primary criteria by which all applications will be judged.

2. RESEARCH GRANTS

a) Project Grants

Project grants are awarded to support research that is designed to provide results that will lead to future support being sought from major fundraising agencies. SRUK will consider support of clinical projects relating to pathogenesis, diagnosis or treatment, as well as projects of a more fundamental scientific nature, provided that they offer promise of advancement in the understanding of the two conditions. Project grants are of limited duration, usually up to a maximum of three years and may provide for the salary of graduate or technical assistance, running costs and the purchase of small items of

essential equipment. SRUK does not expect to fund a named individual's salary for more than 3 years in total, whether on one or more grants. Applications for major items of equipment will be considered only from established units and must be applied for separately. All project grant applications are subject to peer review by a panel of independent assessors and SRUK Trustees based on the quality of the proposed research, and cannot normally be extended.

Please refer to SRUK's website for details of submission dates in the current year.

b) Equipment Grants

Requests for small items of essential equipment needed for specific projects should be included in project grant applications. Major items of equipment must be applied for separately. Applications will be considered only from established units with a track record of research into Scleroderma and Raynaud's and the equipment must be able to make a lasting impact on that research over a period of many years. Grants towards the partial cost of a piece of equipment may also be considered. Applications must outline all the research projects to be facilitated by the equipment, stating the objective plan of investigation and staff involved in each project, as well as competitive, accurate and detailed quotes for the equipment requested. Expensive equipment may be purchased by SRUK directly from the relevant company. A site visit to assess the application may be made.

3. REPORTING ARRANGEMENTS

Grant holders are required to provide SRUK with a full Annual Report by 1st December of each year, together with a shorter version written in layperson's terms. Such summary may be used in promotional and educational publications and media information issued by SRUK. Final Reports must be submitted within 2 months of the formal ending of the grant. Failure to submit an Annual or a Final Report to SRUK could result in funding being suspended and future applications being prejudiced.

4. GENERAL INFORMATION FOR APPLICANTS

a) Application forms

- i. All applications for grants must be made on the appropriate forms, available for download from SRUK's website: www.sruk.co.uk
Faxed copies of applications are not acceptable.
- ii. All collaborators associated with the application and who are not co-applicants are required to provide a letter of support with the application.
- iii. One signed copy of the grant application form (including all relevant documentation, cost breakdown and lay summary) should be sent by post to Martha Wildemann, Head of Services and Research, Scleroderma & Raynaud's UK,

Bride House, 18 - 20 Bride Lane, London, EC4Y 8EE. In addition, a copy of all documents relating to the application should be emailed to:
martha.wildemann@sruk.co.uk

iv. SRUK will acknowledge all applications via email

b) Salaries

i. 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.

ii. 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.

iii. 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.

iv. 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.

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.

v. 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.

vi. The host institution concerned must accept an individual paid from an SRUK grant as one of its employees for the duration of the award.

vii. In line with the other medical research charities, SRUK does not provide funds for the administrative costs of an SRUK grant.

viii. If a grant holder wishes to move to another institution, SRUK must be informed in advance and funding for the grant will be subject to review.

ix. In view of the short-term nature of grants, SRUK cannot be responsible for the future career of individuals employed on project grants.

c) Parental Leave

i. 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.

ii. 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.

iii. 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.

d) Ethical Approval

i) 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.

e) Experimental Animals

i. 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.

- ii. 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 there is no alternative research technique and the expected benefits outweigh any possible adverse effects.
- iii. [Draft guidance on the operation of ASPA](#) was published on 29 January 2013.
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)
- iv. 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.

f) **Equipment**

- i. In order to minimise the cost for SRUK, it is the duty of the Grant Holder to obtain maximum possible discounts prior to the purchase of any equipment. Reimbursement of equipment costs will be subject to receipt for a valid claim from the Host Institution's finance office for the item(s) awarded under the Grant to which a copy of the relevant supplier's invoice(s) must be attached. The supplier's invoice(s) should be countersigned by the Grant Holder and bear the item number to which it relates. Equipment for medical or scientific research is normally exempt from VAT. Information on exemption, or otherwise, is available on the HMRC website. SRUK will only reimburse VAT on non-exempt items and only if provision has been made for this in the Grant.
- ii. Any equipment provided by the Grant is donated to the department in which the Grant Holder works specifically for the research as specified in the Grant. For the duration of the Grant, SRUK's prior written approval must be obtained to use the equipment for any other purpose and such approval may be conditional on SRUK receiving financial compensation for such use.
- iii. If SRUK approves the transfer of the Grant to another Institution, equipment which was purchased under the Grant may also be transferred provided this is at no cost to SRUK and subject to the existing Institution's consent. The Host Institution must take responsibility for installation, maintenance, repairs and insurance costs of the equipment throughout its useful life at its own expense.
- iv. Equipment obtained through an SRUK Grant should display an approved plaque acknowledging it has been funded by SRUK.

g) Intellectual Property

- i. Any intellectual property arising from SRUK-funded work should be commercially exploited when appropriate, for the benefit of SRUK and the institution.
- ii. SRUK waives any claim to the ownership of intellectual property or data arising from the commercial exploitation of SRUK funded research, on the condition that grant holders and their administrative authorities, agree to keep SRUK fully informed of the development of any patentable property and to include SRUK as an equitable partner in any revenue-sharing agreements that may result from this.

h) Supervision and Dissemination of Research

The host institution is responsible for the proper supervision and dissemination of SRUK funded research together with a suitable policy and mechanism for dealing with putative fraud.

i) Acknowledgments

- i. Due acknowledgement to SRUK, quoting the appropriate grant reference number, must be made in any publications or presentations resulting from work carried out under a grant. Copies of such published papers, current or future should be sent to SRUK on publication.
- ii. As SRUK is a charity relying wholly on voluntary donations, SRUK Grant holders are required to support media activity and press releases connected with their award, its progress and results. In this way publicity and potential funding for both SRUK's work and that of the Institution will be enhanced. Findings resulting from SRUK-funded research may be suitable for an official press release and the grant holder should contact the Head of Services and Research to discuss the matter further.