**SRUK GRANT APPLICATION – SUPPLEMENTARY INFORMATION**

Grant Call Title:

As a charity, Scleroderma & Raynaud’s UK (SRUK) relies entirely upon 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. Our peer review assessment criteria are listed in the appendix at the end of this document.

The SRUK grants application form is divided into 6 sections. A description of each section is provided below. This document provides further guidance on frequently queried topics such as salaries, parental leave, ethical approval and research on experimental animals.

If you should have any further questions, please contact grants@sruk.co.uk

The **Cover Sheet**, at the start of the application form should be signed by both the lead applicant’s Head of Department and organisational administrative authority to indicate support for the proposed work.

We also require a **Plain English Summary** (PES) of the project proposal. Your PES should provide a concise overview of your proposed research and should be both interesting and accessible to a lay reader for example a carer for / a person living with Scleroderma and/ or Raynaud’s.

Section 1: Administration:

This section summarises the participants involved in the grant project application, confirmation that the project has not been submitted elsewhere, third-party involvement and any reliance on 3rd party intellectual property required to complete the project.

Section 2: Overview:

This section provides a summary on the introduction, background and objectives of the grant project application.

Section 3: Project details:

This section outlines the project methodology, including activity timeline, duration, facilities and ethical approval.

Section 4: Impact and Involvement:

This section summarises the anticipated impact of the project, patient involvement and dissemination of the results.

Section 5: Financial details:

This section provides a summary of the project budget breakdown, including salaries.

Section 6: Additional Information:

This section includes conflict of interest agreement, current grants held by the applicant as well as updated CV.

**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.

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.

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.

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

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

**Parental Leave**

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.

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.

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.

**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.

**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.

there is no alternative research

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)

**Appendix**

The four key peer review criteria by which applications are assessed are listed below. For assessment, a score of 1 (Poor) to 5 (Excellent) is assigned to each criterion:

1. Originality of the proposed activity and contribution to wider knowledge and understanding

2. Feasibility of research design and proposed timetable of activity

3. Value for money of the proposed activity

4. Dissemination of the results and outputs post project closure