

Moorfields Eye Charity

Career Development Award guidance notes CDA/SB20v2

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1 Introduction

The purpose of this document is to provide applicants with the necessary information and guidance to enable them to complete and submit applications, for research funding, to Moorfields Eye Charity (MEC) under the schemes detailed within.

1.1 Moorfields Eye Charity and strategy

The principal way we support Moorfields Eye Hospital NHS Foundation Trust (Moorfields) is by providing financial support, through grant making. In addition our activities include the provision of non-financial support, eg advice and partnership making, and we use our other resources of knowledge, expertise and time. We are working to provide a new world class facility for integrated clinical care, teaching and research in eye health by Moorfields and its partner, University College London's Institute of Ophthalmology, in London's medical and scientific quarter by 2024. The new facility will benefit millions of patients in London, the UK and across the world.



Core belief

Our sight is a critically important sense. Sadly sight loss is an increasing reality for many people. In the UK an ageing population is adding to the challenge, resulting in greater and more complicated demand for eye services. This is why we are motivated by the core belief that people's sight matters.



Mission

Supporting Moorfields to discover, develop and deliver the best eye care.



Vision

Supporting Moorfields in a new world class eye health facility for integrated clinical care, teaching and research, benefiting patients across London, the UK and around the world.

Our strategy outlines five main objectives which include ambitions to:

- Develop a new research, education and clinical care centre in the Kings Cross/St Pancras area by 2024 in partnership with Moorfields Eye Hospital and UCL.
- Be the leading charity for research into eye health.
- Help Moorfields deliver outstanding patient care/experience.
- Encourage and share knowledge to develop tomorrow's experts.
- Influence national policy to increase resources allocated to eye health.

[Read our strategy here.](#)

1.2 Purpose of Career Development Award scheme

The purpose of the Moorfields Eye Charity Career Development Award (CDA) is to provide short term support to science researchers, clinical and allied health professionals who are

already on an academic career track and are of the calibre to be future leaders of ophthalmic research and clinical practice.

The funding is intended to enable these individuals with time to focus on their research and to capitalise on other external funding opportunities to develop their research programmes and move to the next level of their research career.

Please note that applicants will normally be invited for interview as part of the decision making process.

1.3 Institutional letter of support

All applications must be accompanied by a letter of support from senior leadership level of the host institution. This letter should address, at a minimum, the following:

- Endorsement of the application and research programme proposed
- Outline what institutional level support is being/will be provided to the applicant
- Detail any future plans to help the applicant secure a tenured post within the organisation
- Provide details of why the investment in the individual is of strategic importance to the institution, ophthalmology and eye health.

1.4 Particulars of this scheme

Potential applicants are advised that this funding scheme is not intended to be a fellowship programme where salary support is provided over a number of years in addition to full research expenses support for new programmes of work. Applicants are strongly advised to consider how best to present their application to **showcase their current programme(s)** of research **and future potential** whilst remaining aware of the need to robustly justify the funding request for short term salary underwriting to **help the capitalisation of external funding** opportunities.

To enable reasonable flexibility in terms of when salary support may be required the following apply:

- a start date can be requested up to 24 months of the award date
- maximum duration of 18 months
- current salary funding cannot be put in abeyance in order to move onto a MEC Career Development Award. The expectation is that the MEC Career Development Award would provide salary support at the end of the salary source the applicant is on at the time the grant application is submitted
- should other salary funding be secured before or during an award, the MEC Career Development Award for salary support will cease and any underspend will be written back to the charity
- supplements, virements or extensions will not normally be considered
- a normal maximum of one MEC Career Development Award per applicant

1.4.1 Career development springboard award

A CDA application can be accompanied by a career development springboard award grant for research expenses. This form should be completed in line with the guidance for [Springboard Awards](#) but applicants should be aware that the form is slightly altered to limit duplication of sections already completed in the CDA.

The research outlined in the springboard award must support and complement the research programme outlined in the career development award. It is the responsibility of the applicant to ensure they justify the requirement for additional research expenses and why the funding is not available from their current grants. The research must fit within the Springboard Award scheme remit to develop novel ideas and generate preliminary data which will underpin and form part of larger, competitive, project grant applications to other external funding bodies. Therefore, it is not expected that funding for a completely new and unrelated strand of work would be considered. Furthermore, requests should not be submitted to supplement, bridge or extend currently funded (or soon to commence) projects within the applicants research programme.

Start dates and grant durations where research expenses are requested: Where research expenses are requested the related project work will be expected to normally **start within 6 months** of an award being issued and to have a **duration of no more than 12 months**. However, in line with above, it is recognised that the salary support may not be required until a slightly later time. Therefore, applicants are requested to provide the start dates/durations for each component separately. Please note they can run concurrently or overlap but applicants should still complete both sections

1.5 Eligibility and suitability

The research on which the application is based should fall within the normal funding remit of Moorfields Eye Charity and within at least one of the joint Moorfields Eye Hospital NHS Foundation Trust (MEH)/UCL Institute of Ophthalmology (IoO) research themes. Applications will also be considered within the Moorfields Eye Hospital NHS Foundation Trust strategy and the joint research strategies as appropriate.

It is expected that applicants will have a PhD and have significant (normal minimum of 3 years) post-doctoral or equivalent research experience. They should be able to demonstrate that they are already on an academic career track and are of the calibre to be future leaders of ophthalmic research and clinical practice.

Applicants must either be currently or soon to be employed by Moorfields Eye Hospital NHS Foundation Trust or the UCL Institute of Ophthalmology on a non-tenured or equivalent contract of employment. Where appropriate, clinically active applicants will not normally be at consultant level but will hold an appropriate contract with Moorfields Eye Hospital NHS Foundation Trust. For clarity, only the research session portion of a clinical academic job plan will normally be considered for support under the Career Development Award scheme. Where exceptions are made, only up to two clinical sessions would be considered and where the clinical sessions are within Moorfields and are intended to ensure continued clinical expertise. Potential applications are strongly advised to discuss and secure approvals from clinical service directors, medical or nursing and allied health professionals director as necessary prior to submitting an application.

1.6 Word count and format

Please follow these instructions when completing the form as this will help to avoid any unnecessary delay in the assessment of your application.

- You must ensure that all relevant sections of the form are completed.

- Answers should be entered in the text boxes provided. Additional pages will also be accepted but only where instruction is given.
- Please adhere to word and/or character limits where they are specified; applications exceeding word limit guidelines may not be processed further. [Sections where character limits have been exceeded will be returned to applicants.](#)
- Please use a typeface 11 point Arial font. If a typeface used is too small, the application will not be processed.
- If abbreviations are used, please ensure these are fully explained to assist the reader.

1.7 How to submit your application form

Applicants must submit an application form according to the advertised funding call deadlines. However, applicants should be aware that additional time is required for the internal processing/sign off of applications by the relevant Research Offices prior to the submission of applications to the charity office. The application form must be submitted electronically in the formats requested.

1.8 What happens next

Receipt of your application by MEC will normally be acknowledged within two weeks. Charity grants and research staff will conduct an administrative review of the application to confirm that it meets the submission criteria. MEC reserves the right not to process the application should it not meet the following criteria:

- satisfactory completion of application requirements
- eligibility and suitability for the programme applied for
- research proposal within the funding remit of MEC

Applications meeting submission criteria will be reviewed by the Moorfields Eye Charity Scientific Advisory Panel and considered in competition with all other applications. Please note that additional external experts may be involved in this process as required. Funding recommendations will be submitted to the relevant board of Trustees where final funding decisions will be made. Decisions will normally be released to applicants within two weeks of the Trustee meeting at which they are discussed.

2 Guidance for completing the career development award application form

2.1 Quick reference - application form notes

The notes below are numbered in the application are intended to provide quick guidance on a number of key areas.

Note 1: Sponsor

It is expected that applicants will have identified at least one individual who is an appropriate sponsor. The role of this individual is not necessarily to supervise but act as a supporter of the application and applicant. This individual should be able to provide expert or well informed advice to the applicants research programme and career ambitions. Applicants with clinical duties are advised to include a suitable clinical sponsor also.

Note 2: Plain English Summary

This section is a key component of the application form and applicants are strongly advised to take time to prepare a high quality and appropriate summary. The following requirements are in place

- This section cannot exceed 2000 characters in total across the three sections. We recommend that this allocation can be split evenly across the three headings below.
- The section headings must be used and no additional headings can be included
- The project: this should very simply explain what the project is looking at – the area of work, why it needs to be done and the key questions being posed.
- The process: without using technical terms, explain what methods will be used to tackle the questions being posed.
- The potential: what is the bigger picture – what change, new knowledge be – what is this work worth doing for the wider research community, patients, society

Any summaries which do not fit within this limit or are not presented in a way which can be immediately used for communications with lay audiences, website and other publications will be returned to applicants to be revised.

Some do's and don't's

- Avoid jargon
- Keep it short and concise
- Avoid including every detail of the work proposed, you or the team

For awarded grants, this summary may be used by the Charity in the dissemination of funded grants with public audiences. Potential channels for sharing include but are not limited to Charity/hospital website, press release, annual reports and other publications. Therefore, commercially sensitive or confidential information should not be included in this abstract.

Note 3: Strategic fit statement

This section should be used to demonstrate how the research will help contribute to one or more of the strategic aims of both

- a) MEH/loO research strategy, and
- b) Moorfields Eye Charity Strategy

If all of the proposed work falls outside of these you should clearly explain the importance and relevance of your proposal to MEH/loO and MEC and towards the understanding, prevention, treatment and cure of vision disorders. .

Note 4: Impact and outcomes statement

This statement should be as specific as possible and provide information that the Trustees, MEC and external reviewers will find helpful in assessing the potential impact and outcomes of the proposed research activity.

As examples applicants should briefly outline previous indicators and potential future indicators for: the relevance of the research: changes to the state of knowledge within a field, industrial interest in their past or current work, collaborative projects, companies formed, problems solved, documented changes to public policy or guidelines, improvements in public health.

Note 5: Provide detail on how the award would support and enable a move to the next level in your research career

This section should provide an explanation as to why a Career Development Award is required and what benefit it would have to your future research career. It should include the following:

- Provide details of your current contract, when it will end and the justification for the duration of salary support/underwriting requested. This should link directly to the plan of external funding applications to be submitted and their timeline of outcomes.
- How will this application take your career forward and help you advance your independent research programme?

Note 6: Next steps: planned external funder applications

This section must be completed in all applications. It is expected that at least one follow on funding avenue has already been identified for salary support and should be detailed here. Applicants should be aware that a primary purpose of this scheme is to provide short term salary support/underwriting and (if applied for) research expenses to support the generation of preliminary data that will underpin/form part of larger, competitive, grant applications to external funders. As such, actual and realistic identified funding opportunities must be detailed.

Note 7: Details of research programme

Applicants are advised to consider what should be included here as this is not a typical Fellowship application. The expectation is that applicants will demonstrate their research programme to date, what will be achieved in the time remaining on current funding sources and what their future research aspirations are. Within this, applicants must articulate why salary support/underwriting is required and will help ensure highly competitive grant applications. The research described should be attributed to funding sources as appropriate

Note 8: Related grant applications/awards:

Please provide details of awards from or applications to other funding bodies which are related to the current proposal. Please include as appropriate:

- Name of funding body.
- Title of project and brief description of how the grant relates with the current application.
- Total value of award and value of the contribution to work related to this application.
- Start/end dates.

Please also address the following

- Why was the full cost not requested within any original application (if the funding call was capped, please provide details).
- Could funding be secured from the original funding body via a different call or another external funding body? If yes, why has this not been done?

Note 9: Awarded grants and previous applications to Moorfields Eye Charity

List, most recent first, all current and completed awarded grants and unsuccessful applications to include: grant title, role on the grant (e.g. PI, Co-PI), amount awarded and start/end dates. For all active grants, indicate the number of hours per week (FTE) that are spent on each project

Note 10: Awarded grants from other funders related to the work in this application

Please list, most recent first, current and past grants held in the last five years or up to 10 awards most relevant to the work in this application. For each award, provide grant title, name of awarding body, details of role on the grant (e.g. PI, Co-PI), amount awarded and start/end dates. For all active grants, indicate the number of hours per week (FTE) that are spent on each project

Note 11: ORCID ID

ORCID is a unique digital identifier for researchers. If you don't already have one but want to register please visit <https://orcid.org/>

Note 12: Publications

These should be listed most recent first. List your publications in the following format: all author's names (surname, initial (do not use et al unless >5 authors on the paper); year of publication; title of article; journal name, volume number, page numbers. Please highlight your name in the author list.

Note 13: Data management and sharing

This section should be completed where relevant to the type and usage of equipment being requested. Please refer to the additional scheme guidance notes online for additional information regarding completing this section.

Section 1: Application details

Application type:

Select one type only

(I). Salary underwriting only

(II). Salary support and springboard award – if this type is selected, applicants must also complete a separate career development springboard award application form. Please note this is a different form than the standard springboard award.

Current supervisor/manager

The current supervisor/line manager details should be listed here. This must be completed if you are currently employed on another person's grant.

Sponsor and mentor

It is expected that applicants will have identified at least one individual who is an appropriate sponsor. The role of this individual is not necessarily to supervise but act as a supporter of the application and applicant. This individual should be able to provide expert or well-informed advice to the applicant's research programme and career ambitions. Applicants with clinical duties are advised to include a suitable clinical sponsor also.

A mentor is required for all applications. This individual does not necessarily have to be based at MEH or UCL nor have expertise in the direct area of research. They should however be able to provide informed advice in terms of an academic research career and the research area generally. This person should be known to the applicant and be able and willing to provide general support and mentorship throughout the award duration.

Section 2: Summary of proposed research

Please refer to notes attached to the application form. These sections will be used by the Trustees in particular and applicants are strongly advised to take time to prepare high quality responses.

All tick boxes should be completed as appropriate.

Section 3: Overview of application

Provide detail on how the award would support and enable a move to the next level in your research career: It should include, at a minimum, the following:

- Provide details of your current contract, when it will end and the justification for the duration of salary support/underwriting requested. This should link directly to the plan of external funding applications to be submitted and their timeline of outcomes.
- How will this application take your career forward and help you advance your independent research programme?

Next steps: planned external funder applications: This section must be completed in all applications. It is expected that at least two follow-on funding avenues have already been identified for salary support and should be detailed here. Applicants should be aware that a

primary purpose of this scheme is to provide short term salary support/underwriting and (if applied for) research expenses to support the generation of preliminary data that will underpin/form part of larger, competitive, grant applications to external funders. As such, actual and realistic identified funding opportunities must be detailed. The planned funding applications should cover both salary support and continued project support.

Section 4: Details of research programme

Applicants are reminded that it is the sole responsibility of the applicant to ensure that complete details of the research section are submitted as part of their application and that it, together with any appendices and references, provide all the necessary information needed by reviewers, the MEC Scientific Advisory Panel and Trustees to consider and make a funding decision.

As this funding scheme is not a typical fellowship, applicants are strongly advised to consider how best to present their programme of research and future potential. The intention is to

- provide the reviewers with an appropriate understanding of the background research and what work is ongoing
- outline short term research projects which are planned (explaining what funding sources are in place/will be applied for to enable them)
- articulate the importance and future potential of their research programme
- provide a justification for short term salary underwriting to help capitalisation on external funding opportunities

Section 5: Budget details and justification

The salary section in Annex A must be completed in all applications. If you are applying for a career development springboard award the research expenses must be completed in the second half of Annex A.

Related grant applications/awards: Please provide details of awards from or applications to other funding bodies which are related to the current proposal. Please include as appropriate:

- Name of funding body.
- Title of project and brief description of how the grant relates with the current application.
- Total value of award and value of the contribution to work related to this application.
- Start/end dates.
- Please also address the following
- Why was the full cost not requested within any original application (if the funding call was capped, please provide details).
- Could funding be secured from the original funding body via a different call or another external funding body? If yes, why has this not been done?

Annex A – grant budget [excel file]

Within the excel file the salary being requested should be detailed including level/grade and WTE. If support for clinical time is being included the split of time should be noted.

Grey cells should not be adjusted by applicants as the totals and subtotals will be automatically calculated.

[1] Budget summary

The information in this section will be automatically updated so no input is required. Applicants should not try to edit this section in any way.

[2] Breakdown of support requested

Location: For all budget entries made, please select the location where that cost will be incurred.

The host institution is responsible, as the employer, for the contracts of employment of the staff concerned, and consequently for any redundancy or other compensatory payments that may be required. Work permits, where required, are a matter for direct negotiation between the host institution and the relevant Government departments.

Section 6(A): Applicant CV

Grant applications/awards from Moorfields Eye Charity: List, most recent first, all current and completed awarded grants and unsuccessful applications to include: grant title, role on the grant (e.g. PI, Co-PI), amount awarded and start/end dates. For all active grants, indicate the number of hours per week (FTE) that are spent on each project. Relevant awards from the Special Trustees should also be included here.

Awarded grants from other funders: Please list, most recent first, current and past grants held in the **last five years** or 10 most relevant grants to work in this proposal. For each award, provide grant title, name of awarding body, details of role on the grant (e.g. PI, Co- PI), amount awarded and start/end dates. For all active grants, indicate the number of hours per week (FTE) that are spent on each project.

ORCID ID: is a unique digital identifier for researchers. If you do not have one and want to register please see <https://orcid.org/>

Publications: List your publications in the following format: all author's names (surname, initial (do not use *et al* unless >5 authors on the paper); year of publication; title of article; journal name, volume number, page numbers. **Please highlight your name in the author list.**

Section 6(B): Applicant additional CV information

Applicants should address each section as appropriate for their career stage and type.

Training status and Professional body registration: Please complete each section as relevant to your career.

Section 7: Sponsor details

For guidance, please see details for applicant guidance notes above.

Statement of support: The sponsor(s) should provide a statement of support for the application including how they will fulfil their sponsor responsibilities. The statement provided by the sponsor(s) can be attached to the application or sent directly to moorfields.eyecharity.researchgrants@nhs.net by the sponsor.

Section 8: Mentor details

A mentor is required for all applications. This individual does not necessarily have to be based at MEH or UCL nor have expertise in the direct area of research. They should however be able to provide informed advice in terms of an academic research career and the research area generally. This person should be known to the applicant and be able and willing to provide general support and mentorship throughout the award duration.

The statement should articulate how they will provide support and mentorship.

The statement provided by the mentor can be inserted into the application or sent directly to moorfields.eyecharity.researchgrants@nhs.net by the mentor.

Section 9: Additional information

Data management and data sharing: All researchers are expected to maximise the availability of research data with as few restrictions as possible. Where no restrictions apply and where the proposed research is likely to generate datasets that will hold significant value as a resource for the wider community, applicants should provide a data management and sharing plan. **Maximum 300 words**

Data management and sharing plans should be clear, concise and proportionate. Applicants are free to structure their plan in the manner that best meets their needs but should consider the following key questions and ensure they are addressed clearly:

- what data outputs will your research generate and what data will have value to other researchers
- when will you share the data
- where will you make the data available
- how will other researchers be able to access the data
- are any limits to data sharing required – for example, to either safeguard research participants or to gain appropriate intellectual property protection
- how will you ensure that key datasets are preserved to ensure their long-term value
- what resources will you require to deliver your plan

Research involving human participants and/or animals: This question is used to simply identify if the application includes research involving human participants and/or animals.

Ethical approval: These questions provide the applicant the opportunity to provide basic information regarding the need for/stage of the approval process that the application is in.

Intellectual property/commercialisation: Applicants are asked to consider each of these questions, even if an immediate IP/commercialisation opportunity may not seem to be immediately apparent. The Trustees wish to ensure that applicants have considered all the potential outputs from their research and also the steps which should be taken to protect them if necessary.

Restrictions on intellectual property rights (IPR)/publications: If there are any restrictions on IPR or publications arising from your research, you must provide a written statement detailing these. Restrictions on intellectual property may affect your eligibility to apply to MEC.

Applicants are advised to discuss any matters relating to these questions with their local intellectual property/commercialisation representative.

Section 10: Applicant sign off

This section must be signed by the principal applicant prior to the application form being submitted to the relevant research office.

Consultancies, equities and directorships: The purpose of this question is to monitor potential conflict of interest. If **YES**, please provide details, **maximum 100 words**.

External peer review: The Trustees reserve the right to request external peer review on any grant if considered appropriate and necessary. Grants within the region of £50,000 and above will normally be automatically externally peer reviewed prior to the MEC Scientific Advisory Panel meeting.

Proposed external peer reviewers: Up to four reviewers may be recommended here. Do not include individuals who may present a conflict of interest with your application (e.g. same institution, close/recent collaborator, co-authorship in the last three years). MEC may or may not choose to approach some, or all, of the individuals you have selected.

Peer review restrictions: A reasonable number of reviewers who are considered to be in direct conflict with the application may be listed here. While MEC will endeavour to omit these reviewers, the final decision on reviewer selection lies with MEC and Trustees.

Annexes and Appendices: Please tick all that you intend to attached to the final application. These can be submitted as separate files.

3 Guidance for completing the career development springboard award application form

A CDA application can be accompanied by a **career development springboard award grant** for research expenses. This form should be completed in line with the guidance for [Springboard Awards](#) but applicants should be aware that the form is slightly altered to limit duplication of sections already completed in the CDA.

The research outlined in the springboard award must support and complement the research programme outlined in the career development award but must be for a discrete and currently unfunded piece of research. It is the responsibility of the applicant to ensure they justify the requirement for additional research expenses and why the funding is not available from their current grants.

The research must fit within the Springboard Award scheme remit to develop novel ideas and generate preliminary data which will underpin and form part of larger, competitive, project grant applications to other external funding bodies. Therefore, it is not expected that funding for a completely new and unrelated strand of work would be considered. Furthermore, requests should not be submitted to supplement, bridge or extend currently funded (or soon to commence) projects within the applicants research programme.

Applicants are reminded that the maximum level of funding that can be requested is £50,000 and salary costs cannot be included in this application.

For guidance on completing the various sections, including the budget, please see the [Springboard Award guidance notes](#).

Annex B: Research office approval

Please ensure you refer to the scheme specific 'steps required to submit your application' guides which can be found on the relevant website pages where application forms are downloaded from.

This Annex must be completed for all applications irrespective of where the research will be carried out or which institution will host the grant if awarded. It is the responsibility of applicants to ensure that they adhere to and work within any deadlines set by their institution(s) with regards to grant application sign off procedures. These deadlines are managed by the institutions, not MEC.

- All applications must be approved by MEH R&D office even if all the research (and costs) will be carried out at UCL Institute of Ophthalmology (IoO) or other institution.
- If hard copies of this form are used, signatures must be signed and not typed and the completed page scanned and submitted as a PDF/TIFF file.
- **In place of signed forms, emails from above representatives confirming their approval will suffice but must be submitted with the completed grant application form**
- Applicants who have selected IoO as the host institution must ensure this Annex is signed by MEH R&D office **before** they submit their application to the IoO Research Office

The purpose of these approvals is to confirm that the budget presented is accurate and appropriate and that all necessary costs have been considered. In addition, the approval is agreeing that should the grant be awarded, the grant could be hosted by the institution subject to all other necessary approvals e.g. ethics, sponsorship, being secured.

Please refer to the specific guidelines for submitting a Research Enhancement Award application and the additional signature(s) required. Details can be found on the relevant website.

Applicants should not assume that the sign off the grant submission is approval for the work to be started/conducted.

Annex C: Collaborator form

A collaborator form should be completed for each collaborator and attached to the final application form. Please download a copy of the form from our website.

A collaborator, in this context, is normally a person who will provide specific input/expertise into a discrete part of the project but who will not be involved in the majority/day-to-day activity of the project. This person(s) may for example provide a reagent, resource or a portion of their time but they will have no rights to the research outcomes of the project. Funds cannot be requested to pay/reimburse a collaborator for their time. If a fee is charged

then in this context the person is considered to be providing a service (consultancy service) and cannot therefore be considered a collaborator.

Role/contribution to the project: This section should clearly outline the role/contribution of the collaborator to the project. This should also include details of time which will be spent on the project.

Intellectual property/material transfer agreements: This section should clearly outline any IP or MTA agreements and/or restrictions.

Annex D: Additional information (research involving animals)

The Trustees prefer not to use animals in research unless absolutely necessary for long-term research.

This annex should be completed by the applicant where the proposed research will involve animals and/or animal tissue. The requested information is for monitoring purposes only. It is the responsibility of the Host Institution to ensure that research involving the use of animals complies at all times with relevant laws and regulation and adheres to the provisions of the Animals (Scientific Procedures) Act 1986 and any amendments.

Q2. Consideration of the three r's: The section provides the applicant the opportunity to describe why animal use is necessary for the proposed research and why no other possible approaches are currently appropriate/used. Applicants are also encouraged to consider how the design of the proposed studies will ensure that the three R's have been taken into consideration. **Maximum 200 words**