

**Host Institution:** In this context the institution is that which will administer and manage the project budget if awarded. **If the host institution is not the UCL Institute of Ophthalmology (IoO) or Moorfields Eye Hospital (MEH) please contact Moorfields Eye Charity before starting your application.**

**Who should approve your application?**

### 1. Where your research and costs (including access to equipment) will be only in one institution

Host Institution	Approval required
<b>UCL</b>	-local UCL research office (IoO or other UCL institute) -MEH Research Finance team -MEH Research and Development Office
<b>Moorfields Eye Hospital</b>	-MEH Research Finance team -MEH Research and Development Office
<b>Other university</b>	Please contact Moorfields Eye Charity before starting application

### 2. Where your research and/or costs (including access to equipment) will be in more than one institution

Applicants are responsible for ensuring applications are fully costed. Awarded grants will not normally be supplemented to cover missing costs caused by failure to ensure the research offices have the correct information to fully cost your application – especially where costs will be charged by more than one institution.

Host Institution	Approval required
<b>UCL</b>	-local UCL research office (IoO or other UCL institute) -MEH Research Finance team -MEH Research and Development Office
<b>Moorfields Eye Hospital</b>	-local UCL research office (IoO or other UCL institute) -MEH Research Finance team -MEH Research and Development Office
<b>Other</b>	Please contact Moorfields Eye Charity before starting application

**Research office deadlines:** Please refer to deadlines detailed for each funding round for research office sign-off of applications.

#### 1. Complete

- application form
- draft budget (Annex A as excel file)
- all necessary Annexes

**2. T&C [data use] form:** All individuals named in section 1 complete and (individually) email the grant application T&C [data use] form as part of the final grant application submission unless they have previously agreed to these T&Cs as part of a previous application in the last five years.

#### 3. Budget approval

- discuss/finalise budget with research finance representative(s) with relevant institutions (see the

note at the top of this document about the contacts that must sign your application off). Remember, it is not only the host institution which will necessarily need to sign off your budget

- where costs are to be incurred or charged, secure a signature(s) on Annex B
- where costs are not incurred, ask for an email to confirm that they have discussed the application budget with you and there will be no costs to that institution

#### **4. If required, bring/send above documents to**

- MEH R&D Office (see the note at the top of this document about the contacts that must sign your application off)
- Secure a signature on Annex B

#### **5. Collate signed Annex B/ email approvals**

#### **6. Submit complete application to Moorfields Eye Charity by published deadline**

- application form (as word document)
- budget (Annex A) (as excel file)
- signed Annex B or collated email approvals
- any other annexes / appendices required

<b>Contact details</b>	
IoO research office	<a href="mailto:nicholas.burt@ucl.ac.uk">nicholas.burt@ucl.ac.uk</a>
MEH research finance team	<a href="mailto:moorfields.researchcostings@nhs.net">moorfields.researchcostings@nhs.net</a>
MEH R&D office	<a href="mailto:moorfields.resadmin@nhs.net">moorfields.resadmin@nhs.net</a>
MEC grants and research team	<a href="mailto:moorfields.eyecharity.researchgrants@nhs.net">moorfields.eyecharity.researchgrants@nhs.net</a>