

## Moorfields Eye Charity

### Innovation grant guidance notes MEC/IG/20/ver2

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## 1. Key programme details

**Who can apply?** Any Moorfields Eye Hospital NHS Foundation Trust or UCL Institute of Ophthalmology staff with a substantive post for the duration of the award

**How much can be applied for?** Normal expectation of £25,000 with consideration of up to £50,000

**How long can the project run for?** Up to 18 months

**Where does the work need to be based?** Moorfields Eye Hospital NHS Foundation Trust

**When do applications have to be submitted?** 16 April 2020

**When are awards announced?** June 2020

## 2. 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 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, e.g. 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 2025 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 and remit of Innovation grants

Innovation is about doing things differently or doing new things to make a positive change.

The purpose of this programme is to enable staff to develop and test novel ideas to bring about impactful positive change or improvements in clinical practice, service, patient experience or patient participation.

Designed to support discrete and defined pieces of work, funded projects will include strong demonstration of;

- a clear and convincing problem that the project wants to address
- how the project will lead to innovative change
- direct benefits and/or positive impact for patients within a relatively short timescale (months, not years)

This scheme is not intended to provide

- bridging salary support
- complete or extend an existing project due to, but not limited to, poor management of funding, loss of funding or extensive delays in project set up
- be used in combination with other small grants as a mechanism to commutatively fund a (typical/large) large project grant

## 1.3 Level of funding and grant duration

The normal expected maximum funding that can be requested per application is £25,000 although up to £50,000 will be considered.

- normal maximum of one award per principal applicant per year
- supplements or follow-on funding will not be considered within this scheme

A normal maximum duration of a grant is 18 months.

## 1.4 Application assessment considerations

This is a competitive funding scheme. External peer review may be carried out on applications at the discretion of Moorfields Eye Charity and its Trustees.

Each application will be judged, as appropriate, against a number of criteria including but not limited to:

- fit to remit
- eligibility and appropriateness of applicants
- intrinsic merit and strength of the work
- potential impact/outcomes
- likelihood that the proposed work will commence and be completed during the award period

## 1.5 Eligibility and suitability

The focus/purpose of the project should fall within the normal funding remit of Moorfields Eye Charity and be appropriate for the remit and purpose of this scheme. The proposed work must be a suitable project for the scheme.

### 1.5.1 Primary applicant

The principal applicant must hold a substantive academic or clinical post with Moorfields Eye Hospital (MEH) or the UCL Institute of Ophthalmology (IoO) and will normally be in receipt of salary funding for the duration of the grant.

### 1.5.2 Joint Principal Applicants

Joint applications will not normally be permitted.

### 1.5.3 Project team

Members of the project team must hold an academic or clinical post (or equivalent) normally at Moorfields or UCL but could also be at a recognised organisation and be contributing significantly to the project on a day-to-day or regular basis.

## 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 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 grant management 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
- proposal is within the funding remit of MEC

Applications meeting submission criteria will be reviewed by the Moorfields Eye Charity 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.

### 3. Guidance for completing the application form

The key guidance is included within the grant application form. Some additional clarification or advice is included here to aid the completion of the form.

#### Section 1: Application summary

- **Project team:** These are the individuals who will be directly and regularly involved in the project.
- **Start date:** Should be at least two months **after** deadline for receipt of applications by MEC.
  - Unless otherwise agreed in writing, all grants must start within 6 months of the date of the decision letter. Prospective applications must ensure that they can secure all necessary sign-offs and approvals within the stated time frame.
- **Duration:** Project can run for no more than 18 months
- **Project team – role on the project:** Briefly describe the role each team member will have on the project and justify their involvement for the successful completion of the project.
- **Project work phases:** Take time to consider where your project sits within/across these phases. You must select at least one.

The phases are not intended to overly constrain the scope of projects but it is expected that applicants take time to make a considered and well-structured project and this is the proposed framework within projects should sit.

#### Section 2: Summary and classification of the project

Please refer to notes within 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: Project details

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

**Aims and objectives:** These should be clear and limited to reflect the scope and remit of this scheme.

**Aims:**

- Are broad statements of desired outcomes, or the general intentions of the project, which 'paint a picture' of your project.
- Emphasize what is to be accomplished (not how it is to be accomplished).
- Address the long-term project outcomes, *i.e.* they should reflect the aspirations and expectations of the topic.

**Objectives** are subsidiary to aims and:

- Are the steps you are going to take to answer your project questions or a specific list of tasks needed to accomplish the goals of the project.
- Emphasise how aims are to be accomplished.
- Must be highly focused and feasible.
- Address the more immediate project outcomes.
- Make accurate use of concepts.
- Must be sensible and precisely described.
- Should read as an 'individual' statement to convey your intentions.

**Milestones:** All applications must provide details of three milestones. These will reflect how you can assess that you are making progress towards achieving your aims and objectives. Relevant dates/timelines must be included.

## Section 4: Budget details

**Annex A – grant budget [excel file]**

Prior to completing the excel sheet, applicants are advised to read the section on allowed/disallowed costs below and to discuss the costings with their finance/administrative representatives where necessary.

Applicants should ensure that they only include details of costs being requested in the current application.

Within the excel file, cells which are white can be edited by applicants. Please be aware that most grey cells contain formula. 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. This is irrespective of what institution will host the award. For example, if your grant will be hosted by MEH but you are using accessing a microscope at IoO, the access charge for that microscope should have 'UCL IoO' selected in the location field.

**Salaries:** Salary costs sought should be commensurate with the skills, responsibilities and expertise necessary to carry out the role required.

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.

**Consumables:** Funds may be used to meet the directly incurred costs of materials and consumables required for the running of the project.

**Miscellaneous costs:** Examples include software licences, project (patient) participant travel and expense.

**Equipment:** Computers or contribution towards computers of any type will not normally be requested.

**Access charges:** This section should be used to detail the direct costs that will be incurred to access equipment (e.g. imaging equipment) or resources which are charged by the 'owner' on a cost recovery basis i.e. fixed charge per hour etc. The number of hours/days should be included and the total cost to the grant per year. Inflation or depreciation costs should not be included.

### **Allowed and disallowed costs**

The lists in this section are not considered exhaustive. The Trustees may query and/or remove any costs that are deemed to be outside of the charity's funding remit and/or not justified within the application submitted. The Trustees also reserve the right to update/amend the allowed and disallowed costs as considered necessary.

#### **Allowed costs**

- salary (sessions) cover for time spent on the grant where time is not available within current contracts or cannot be reasonably covered within work plan
- access charges including statistical/database/trial co-ordinator support provided on a costs recovery basis (i.e. number of hours/days/sessions required X cost per hour/day/session). Salary recovery costs of staff currently funded by HEFEC, NHS or other research award will not be considered
- laboratory materials and consumables directly attributable to the proposed work.
- small pieces of equipment if essential for the work proposed and not available elsewhere within the institution

#### **Disallowed costs**

In general, the Trustees will not:

- award grants to cover expenditure already incurred
- fund individuals who are employed by a commercial organisation
- fund individuals who are applying for, holding, or employed under a research grant from the tobacco industry

They will also not normally fund within this scheme;

- travel/collaborative travel/conference/dissemination costs
- social events/hospitality costs
- personal or bespoke computers
- PhD stipends
- dissemination costs including PPI

- salary recovery on tenured posts who have dedicated time to complete projects such as that in the proposal
- full economic costs including infrastructure costs (such as lighting, heating, telephones, use of library, general clinical or laboratory equipment)
- course registration fees including PhD, MD registration fees
- general office expenses (photocopying, postage etc.). Exceptions may be made for printing/phone costs associated with patient based studies
- indirect costs - this includes: general administration costs such as personnel, finance, library, and some departmental services
- equipment running costs
- staff recruitment related costs other than advertising costs
- purchase/subscription costs of books, journals, magazines
- training courses
- indemnity insurance (insurance cover against claims made by subjects or patients associated with a research programme)
- redundancy costs for staff
- waste disposal costs/radiation protection costs
- ethics reviews

### **Justification for requested costs**

All funding requests must be robustly justified and directly related to the project proposed. Annex A excel sheet is used to detail the actual costs being requested and section 4 of the application providing the narrative justifying why the level and type of funding is required. The breakdown of costs should not be fully reproduced in the justification boxes.

Any applications which contain only costs and no justification will be returned to the applicant.

### **Section 5 and 6: CVs**

In total the CV pages must not exceed 2 sides of A4.

### **Section 7: Additional information**

Please refer to notes within the application form and answer every question even if the answer is 'No'.

**Data management and data sharing:** All applicants are expected to maximise the availability of data with as few restrictions as possible. Where no restrictions apply and where the proposed project 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 project generate and what data will have value to others working in this field
- when will you share the data
- where will you make the data available
- how will others be able to access the data
- are any limits to data sharing required – for example, to either safeguard 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

**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.

## Section 8: Applicant sign off

This section must be signed by the principal applicant prior to the application form being submitted to the relevant offices who need to complete section 9.

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

## Section 9: Institutional sign off

This section must be signed by individuals with the appropriate authority to do so under each of the sections. If in doubt about who should sign any of these sections please contact the MEC grants and research team.

### 9(a). Clinical, nursing, AHP or research lead

We expect this signatory to a person in a senior post who can confirm support and permission for the project to be carried out and the time the project team will spend on the project. For example, for a nurse led project, we would expect that the head of nursing where the project will run would sign this section.