

## Moorfields Eye Charity

### PhD Studentships guidance notes Aug2020

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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 scheme 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 and remit of MEC PhD studentships

The Moorfields Eye Charity PhD Studentship scheme is to support the training of a graduate student to conduct a PhD research project towards the understanding, prevention and cure

of vision disorders carried out for the benefit of Moorfields Eye Hospital NHS Foundation Trust and people with vision disorders.

**Please note that only full time PhD studentships are considered under this funding scheme.**

### 1.3 Application assessment considerations

This is a response mode, competitive funding scheme for hypothesis driven research with applications accepted once a year. External peer review will normally be carried out on applications.

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

- Intrinsic merit and strength of the work.
- Development and design of research to support the undertaking of a research training project.
- Training and expertise development opportunities for the student.
- Support, mentorship and transferable skill attainment considerations.

### 1.4 Eligibility and suitability

The research on which the application is based 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.

#### 1.4.1 Principal supervisor

The principal supervisor must normally hold an 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.

#### 1.4.2 Number of applications permitted

Applicants can normally submit only one application as principal supervisor and be the named subsidiary supervisor on no more than two per funding round.

#### 1.4.3 Joint principal supervisors

Joint applications will not normally be permitted.

### 1.5 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.

### **1.6 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.

### **1.7 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
- research proposal within the funding remit of MEC

Applications meeting submission criteria will be externally peer reviewed and reviewed by the Moorfields Eye Charity Scientific Advisory Panel and considered in competition with all other applications. 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 application**

In order to submit an application you must ensure that you have completed all the relevant forms and sections. In addition all necessary signatures/approvals should be complete.

### **Data use form**

This form must be complete for any named individual listed in section 1 of the application form unless they have previously submitted the form (in the last 3 years) to Moorfields Eye Charity. Without these forms we are not permitted to process the application.

### **Application form**

Ensure you are using the version of the form which is on our website at the time the funding round to which you are submitting is advertised. See below for further guidance on how to complete this form and expectations of information provided in key sections.

### **Annex A**

A completed and accurate budget is required. The costs listed in this annex should only include costs approved by your research office(s). If you are incurring cost across more than one institution you must seek sign off of the budget from each institution and confirmation that they are able to manage the recharge of costs across the institutions. The management of this process does not lie with the charity.

## **Annex B – Research office approval**

This form can either be completed (with electronic signatures) or copies of email approval from the relevant offices can be attached to the application. Only in very exceptional circumstances can an application be submitted to the charity without these signatures. For avoidance of doubt you should always assume prior approval is required.

## **Annex C – D**

Complete and attach as required. See below for further guidance.

## **Grant application form**

### **Section 1: Application details**

#### **Supervisor details:**

The supervisors must hold appropriate supervisory approval at the university where the student will register.

#### **Proposal summary details:**

- **Host institution:** Select the institution who will administer the grant i.e. the institution to which the award letter will be issued.
- **Start date:** Should be at least two months **after** deadline for receipt of applications by MEC.

### **Section 2: Summary and classification of proposed research**

**Plain English summary:** Applicants are strongly advised to spend time on this section. If the summary is too technical, exceeds the word limit or is not suitably presented for a lay audience, the section will be returned to applicants for revision. We reserve the right to hold processing of the entire application further if this section is not completed/ revised to a satisfactory level.

For all other sections, all tick boxes should be completed as appropriate.

### **Section 3: Details of research**

Applicants are reminded that it is the sole responsibility of the applicant to ensure that complete details of the research 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 MEC Scientific 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 research, which 'paint a picture' of your research 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 research topic.

**Objectives** are subsidiary to aims and:

- Are the steps you are going to take to answer your research 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.

**Background to proposed research:** Please provide a clear and succinct overview of the research background and scientific progress to date related to the research questions being presented in the application. While space is limited, applicants need to ensure that they include all pertinent information and/or links to referenced papers which contain critical information underpinning the research.

**Experimental design and methods:** As per above, applicants need to ensure that they include all pertinent information and/or links to referenced papers which contain critical detail regarding experimental design and methods to be used. For patient/clinical research a full standard protocol is not appropriate but applicants must ensure they provide all the detail regarding participant recruitment, assessment and inclusion/exclusion criteria.

Where preliminary data is being collected to support a larger trial, applicants should include a brief justification of what type of trial could be carried out and how the preliminary data will inform this.

**Statistical information/considerations:** As appropriate for the research outlined, please provide details of the calculations of appropriate power/sample numbers for the study and any considerations that should be made to ensure the work is designed to provide the most robust data.

**Gantt chart: This is required for all applications.** Please attach a gantt chart or equivalent style project plan timeline to your application as an appendix. Gantt charts can take any form appropriate but should clearly present an overview of the work planned across the grant duration. Training, key time points and additional learning opportunities should cross cut the research programme also.

**References:** Give full citation including title, journal title and list all authors (use of et al is only appropriate where there are >5 authors)

## Section 4: Research, training and transferable skills

**Suitable and appropriate design for a PhD studentship:** The purpose of this question is to enable applicants to provide detail on how the work is **specifically designed** to ensure that a defined number of research questions can be addressed in the stated time and that due consideration that the purpose of this funding is to support a research training opportunity for a students. Applicants are reminded that this is not a project grant scheme with research assistance and trying to fit such an application into this scheme will not lead to a competitive application.

**Project contingency plans:** This question is to allow applicants to articulate how they have considered how best to ensure the prospective student can achieve a high quality PhD. The feasibility of each of the aims should be addressed briefly and what, if any, contingency plan can be considered to ultimately ensure that by the end of the 3 years the student will have sufficient research data to complete the PhD thesis.

**Location where research/training will take place:** Please provide details of the key locations where research will be carried out and the additional facilities and expertise which the student will have access to. This list is not expected to be exhaustive but should demonstrate that the appropriate facilities and expertise which will be made available to the student and the project.

**New skills/techniques needed to realise the aims of the project:** For each key skill/technique which will be needed for the project's success, please provide details of who will provide the training/supervision.

**Transferable skills/support:** For each section, provide as much detail as possible regarding the formal and informal training and progress assessment that will be put in place.

## Section 5: Budget and related applications

**Other grant applications:** It is permissible to apply concurrently for funding of the same PhD studentship but in the event of more than one successful application, only one award will be allowed. Should you get and accept an award from another funding body while the MEC application is being considered you should make MEC aware of this so that the application to MEC can be withdrawn from the application process.

### 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 research 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.

**Stipend:** This is set by Moorfields Eye Charity together with PhD fees and should not be altered.

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.

**Materials and consumables:** Funds can be requested for direct research costs only.

**Miscellaneous costs:** Examples include software licences, research participant travel and expense. On PhD studentships allocation of funding for travel to conferences is permitted.

**Equipment:** A modest contribution to a personal computer for the student can be included. Specialised/high spec computers will not normally be considered. Only small items of equipment which are essential for the completion of the PhD and are not available within the lab or locally will be considered. In exceptional circumstances and where the sole/primary cost to the project is equipment i.e. there are little or no other costs on the PhD, larger piece(s) of equipment will be considered.

**Access charges:** This section should be used to detail the direct costs that will be incurred to access equipment (e.g. confocal microscope) 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. Depreciation or inflation costs should not be included.

**Animals:** Complete a separate section for each species/strain and duplicate as necessary. Enter the name of the species and divide costs under the rows outlined – purchase and maintenance costs.

## 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

- [PhD stipend \[set by MEC\]](#)
- [UK/EU \(UCL\) PhD fees \[set by MEC\]](#)
- laboratory materials and consumables directly attributable to the project

- access charges to facilities directly attributable to the project and provided on a cost recovery basis
- animal costs
- contribution towards conference travel (for student only)
- contribution to personal computer for PhD student (up to normal maximum of £500)

### **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;

- salary recovery on tenured posts
- full economic costs including infrastructure costs (such as lighting, heating, telephones, use of library, general clinical or laboratory equipment)
- course registration fees including MD registration fees other than PhD registration fees for the student
- general office expenses (photocopying, postage etc.). Exceptions may be made for printing/phone costs associated with patient based studies
- a proportion of Principal or Subsidiary supervisors salary for supervision
- indirect costs - this includes: general administration costs such as personnel, finance, library, and some departmental services
- equipment maintenance and running costs
- staff recruitment related costs
- purchase of books
- journal/magazine subscription costs
- training courses (including Home Office animal licence courses)
- indemnity insurance (insurance cover against claims made by subjects or patients associated with a research programme)
- redundancy costs for research staff
- publication costs
- waste disposal costs / radiation protection costs
- ethics reviews

### **Justification for requested costs**

All funding requests must be robustly justified and directly related to the research programmes and equipment requirements. Annex A excel sheet is used to detail the actual costs being requested and section 5 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.

Each section has a maximum **300 word limit**.

## **Section 6: Principal supervisor details**

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

**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:** 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.**

## Section 7: Subsidiary supervisor details

For guidance, please see details for principal applicants

## Section 8: 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. For the required detailed questions, applicants are directed to the appropriate annex – [Annex D \[Animals\]](#) .Completed annexes should be submitted with the completed application form.

**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 9: 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..

**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 attach to the final application. These can be submitted as separate files.

## Annexes

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### 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**