

Moorfields Eye Charity

Research Training Fellowship guidance notes RTF/08/2020v2

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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 and remit of the Research Training Fellowship scheme

The Moorfields Eye Charity Research Training Fellowship [PhD] scheme is to enable medical, nursing, optometry and allied health professionals (AHP) the opportunity to undertake a high-quality research training fellowship towards a PhD focused on the

advancement of education, clinical practice or ophthalmic research and which will be to the benefit of Moorfields Eye Hospital and its patients..

Please note that applications will be shortlisted and invited for interview as part of the decision making process.

Approval and endorsement of all applications by the appropriate director (medical or nursing and allied health) is required. Potential applicants are therefore strongly advised to discuss their application with all necessary individuals, including clinical service directors, to ensure they can secure this support.

1.3 What's included

Funding can be requested for a full time (3 years) or part time (5 year) salary support, commensurate with current salary level and including up to 2 clinical sessions per week (pro rata for part time). Consultant or equivalent salary levels will not be considered under this scheme. EU/UK PhD registration fees should be included and research expenses can be requested for directly related research costs up to a normal maximum of £20,000 per year (pro rata). Please note that the expectation is that only in exceptional and laboratory based research will research costs be close to the maximum. Cost-challenging will be carried out by the charity grants and research team at the point of application submission and also by the Scientific Advisory Panel and Trustees as part of the decision making process.

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 within the Moorfields Eye Hospital NHS Foundation Trust strategy. Where appropriate, applications must also be within at least one of the joint Moorfields Eye Hospital (MEH)/UCL Institute of Ophthalmology (IoO) research themes. Awarded Fellowships are at the clinical pre-doctoral or entry level. To consider applying for a Research Training Fellowship you will, at a minimum, be able to demonstrate some prior research experience and the potential and ability to pursue a PhD with an intention to develop long-term research interests.

If applicants have already (or soon will) registered and started their PhD, it is expected that they would not have completed more than 12 months (pro rata for part time). Any application must be reduced in time and budget to reflect time already completed as Moorfields Eye Charity will not provide double or retrospective funding.

Clinically qualified applicants should be at an appropriate point in their clinical training to undertake a PhD, and should have clear plans for the completion of their specialty training where applicable. Before submitting an application, applicants should also consult their deanery about undertaking a PhD and their plans to complete specialty training.

Nurses, optometrists and members of the allied health professions must have completed their professional training and will be expected to hold a research Masters degree, equivalent postgraduate research-oriented qualification or equivalent research related experience.

The expectation is that all awardees will register for their PhD programme at UCL. If there is a request to consider registration onto a PhD programme in a different University, potential

applicants must contact Moorfields Eye Charity prior to starting an application to discuss this further.

Applicants may either currently employed by Moorfields Eye Hospital/the UCL Institute of Ophthalmology **or** intending to hold their Fellowship at either institution.

1.4.1 Employment contract arrangements

All applicants must have an agreed employment arrangement with Moorfields Eye Hospital for ongoing clinical duties. This arrangement should be structured to support and enable the research training to be carried out in protected time and with up to 2 clinical sessions per week (pro rata for part time) to ensure continued clinical work/training, Annex E must be completed by the relevant director at Moorfields Eye Hospital and endorse the planned employment arrangement.

1.5 Principal and subsidiary supervisors

Both Principal and Subsidiary supervisors must, at time of award, hold appropriate UCL (and/or PhD registering University if not UCL) supervisor approval. Confirmation from UCL may be sought by the charity office prior to the issue of an award and therefore applicants are strongly advised to ensure they can fulfil these criteria. It is the sole responsibility of the applicants to confirm with their supervisors that they have or will obtain UCL supervisor approval. For further details please refer to UCL webpages below:

Useful webpages

[UCL Staff Categories Eligible to undertake supervision of research students](#)

[UCL Doctoral School](#)

[UCL Regulations and Codes of Practice](#)

Please note that if an awardee is allowed to register onto a PhD programme at a University other than UCL, a least one supervisor must be based at either Moorfields Eye Hospital or UCL Institute of Ophthalmology and hold the appropriate supervisor approval level.

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 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 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 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: Mentor

It is expected that applicants will have identified at least one individual who is an appropriate mentor. 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.

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: Other 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.

Note 6: 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 7: 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 8: 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 9: 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.

3. Section 1: Application summary details

Applicant details:

Please include details of where you are currently based including department/clinical service name, site and address.

Supervisor and mentor details:

The supervisors must hold appropriate supervisory approval. Please see above for further details. We would advise that applicants consider a supervisory arrangement which includes appropriate supervision for the research and clinical activities.

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 area of research of the PhD but should be able to provide informed advice in terms of undertaking a PhD as a clinical, nursing or allied health professional. This person should be known to the applicant and be able and willing to provide general support and mentorship throughout the PhD.

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.
- **PhD registration details:** Please tick if PhD registration will be full-time or part-time. Please note that the registration type i.e. time allowed to complete the PhD etc. are stipulated by the University and their requirement must be reflected in the PhD duration/budget presented. Please note that if you intend to do more than 2 clinical sessions (20%) then you must do a part-time Fellowship.

Section 2: Summary and classification of proposed research

Please refer to guidance above which relates to the summary, strategy and impact. When completing the strategic fit section please be aware that you must position your application within Moorfields Eye Charity's strategy in addition to any host institution or wider strategies. 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: Details of research training fellowship

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 details and justification

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.

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.

[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.

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 may be used to meet the directly incurred costs of materials and consumables required for the project. Expenses for materials and consumables would not normally exceed £20,000 per year.

Miscellaneous costs: Examples include software licences, research participant travel and expense. Collaborative travel may be included but only where a collaborative project is being proposed and all costs are reasonable for the level of collaborative work being undertaken on the proposed project.

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 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

- Salary commensurate with current salary scale
- **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(A): Applicant CV

In total the CV pages must not exceed 2 sides of A4 and applicants should complete all sections as appropriate.

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 7-9: Supervisors and mentor details

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

Statement of support: Supervisors and mentor should provide a statement of support for the application including how they will fulfil their responsibilities. The statement can be attached to the application or sent directly to moorfields.eyecharity.researchgrants@nhs.net

Section 10: 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 11: 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.

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: 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**

Annex E: Clinical and research time sign off

The appropriate director at Moorfields Eye Hospital must off this annex and have the authority to confirm support for the clinical and protected research time contract which a successful candidate would take up for the duration of their PhD. They must also ensure that any backfill or cover of clinical time is agreed and in place and any necessary budgets and contracts are confirmed and approved.

In signing off the application in relation to these points, the following should be considered (please note this is not an exhaustive list):

- What if any impact on employment contracts will come into effect at the end of the fellowship
- What if any honorary positions are required
- What clinical service will require additional staff/time to cover the clinical time which will no longer be covered by the fellow while doing their PhD