

Moorfields Eye Charity

Research enhancement awards 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 research enhancement awards

The purpose of this scheme is to provide additional support to research which is currently funded (or very recently completed), to help maximise the outputs and impact of the research and increase the likelihood of securing future external funding.

This scheme is not intended to support short falls in funding including those due to poor grant management/budgeting, and applicants will need to clearly justify why additional funding is required.

Researchers with access to other possible funding sources, including but not limited to current grants and departmental funds, will not normally apply for research support via this scheme.

As there are two types of applications under which funding support can be sought, the level of detail required in the application form will vary. For example, request for support for equipment purchase will require greater detail than that for publication costs as the accepted publication is the central body of evidence.

However, for either category, it is important to articulate why additional funding is required, why it is not available from the original grant(s) or other sources and also the added value the additional support will provide.

Publication of outcomes applications: The purpose of these awards is to support the dissemination of research outcomes. MEC should not be expected to cover the full costs of the publication and/or open access costs on projects where other funders have supported the work. Applicants must make every effort to secure funding from elsewhere prior to applying to MEC.

Award holders are required to acknowledge the support of Moorfields Eye Charity and therefore we expect that applicants apply for funding prior to the final approved proofs are agreed and edits are still possible on the paper.

Small equipment applications: The purpose of these awards is to support the purchase or access to small piece(s) of equipment which will enhance the outcomes from existing and currently active research. **Maximum award is £15,000 for equipment grants.**

A normal maximum of two awards (total) per applicant per financial year (April – April) will apply.

1.3 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.

1.3.1 Principal applicant

The principal applicant 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 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.

1.5 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.

1.6 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 necessary individuals, panel members or trustees. We will normally aim to process applications on a bi-monthly basis.

Processing times and announcement of decisions will be dependent on availability of advisory panel members and Trustees.

Should external peer review be required, additional processing time will be necessary.

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 B – Research office approval – required for equipment grants only

This form can either be completed (with electronic signatures) or copies of email approval from the relevant offices can be attached to the application.

Grant application form

Section 1: Application details

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. This is not required on publication outcome application forms.

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 request

Applicants should complete all sections, marking any as 'not applicable' if appropriate. Incomplete forms will be returned and processing time will be therefore extended.

Applicants are reminded that it is the sole responsibility of the applicant to ensure that a complete details 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.

Budget details: Please complete a separate line for each cost and provide a grand total (which must be the same as stated in Section 1). Please attach quotes/invoices from publication companies to the application

Section 4: Principal applicant details [Equipment grants only]

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.

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 5: Additional information [Equipment grants only]

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 4 or 6: 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..

Annexes

Annex B: Research office approval [Equipment grant only]

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 which will use the equipment 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.