

MOORFIELDS EYE CHARITY

Career Development Award application form guidance notes ver1.0

TABLE OF CONTENTS

GENERAL GUIDANCE	1
APPLICATION FORMS AND SUBMISSION DEADLINES.....	1
CHARITY OBJECTIVES	1
PURPOSE OF THIS SCHEME	1
PARTICULARS OF THIS SCHEME	1
ELIGIBILITY AND SUITABILITY.....	3
WORD COUNT AND FORMAT.....	3
HOW TO SUBMIT YOUR APPLICATION FORM.....	3
WHAT HAPPENS NEXT	4
APPLICATION FORM GUIDELINES.....	5
SECTION 1: APPLICATION SUMMARY DETAILS	5
SECTION 2: CLASSIFICATION OF PROPOSED RESEARCH	6
SECTION 3: OVERVIEW OF APPLICATION	6
SECTION 4(A): DETAILS OF RESEARCH PROGRAMME.....	7
SECTION 4(B): DETAILS OF RESEARCH EXPENSES REQUEST.....	7
SECTION 5: BUDGET DETAILS AND JUSTIFICATION.....	9
SECTION 6(A): APPLICANT DETAILS	11
SECTION 6(B): APPLICANT ADDITIONAL INFORMATION.....	11
SECTION 7: SPONSOR DETAILS	12
SECTION 8: MENTOR DETAILS	12
SECTION 9: ADDITIONAL INFORMATION	12
SECTION 10: APPLICANT SIGN OFF	13
ANNEXES	14
ANNEX A: BUDGET EXCEL FILE.....	14
ANNEX B: RESEARCH OFFICE APPROVAL.....	15
ANNEX C: COLLABORATOR FORM	16
ANNEX D: ADDITIONAL INFORMATION (RESEARCH INVOLVING ANIMALS).....	16
ANNEX E: ADDITIONAL INFORMATION (CLINICAL/TRANSLATIONAL RESEARCH).....	16
APPENDICES.....	18
APPENDIX A: GENERAL GRANTSMANSHIP	18
APPENDIX B: LAY SUMMARIES	20
APPENDIX C: IMPACT STATEMENT.....	20

GENERAL GUIDANCE

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(s) detailed within.

Application forms and submission deadlines

All application forms, key scheme details and grant application submission deadlines can be found on our website www.moorfieldseyecharity.org.uk

Charity Objectives

The Objects of Moorfields Eye Charity is 'the relief of sickness or suffering, the advancement of health and the advancement of education and research in relation to health and health related sciences by any charitable means for the public benefit in particular but without limitation by the support of charitable purposes relating to Moorfields Eye Hospital NHS Foundation Trust'.

Please note that with effect from 31 December 2015, the Special Trustees of Moorfields Eye Hospital have merged and been incorporated into MEC.

Purpose of this scheme

The purpose of the Moorfields Eye Charity Career Development Award is to provide short term support to science researchers, clinical and allied health professionals who are already on an academic career track and are of the calibre to be future leaders of ophthalmic research and clinical practice.

The funding is intended to enable these individuals to focus on their research and to capitalise on other external funding opportunities to development their research programmes and move to the next level of their research career.

Please note that applicants may be invited for interview as part of the decision making process.

Particulars of this scheme

Potential applicants are advised that this funding scheme is not intended to be in purpose or structure a fellowship. Applicants are strongly advised to consider how best to present their application to showcase their programme of research and future potential whilst remaining aware of the need to justify robustly the funding request for short term salary underwriting to help capitalisation on external funding opportunities.

Applications for salary support including research expense will be considered as a cohesive funding request. However, please note that where research expenses are awarded, for

administrative purposes and to allow staggered start dates, the funding for the research expenses will be issued as a Springboard Award and the salary support as a separate award. In this scheme research expenses may not be awarded where the salary underwriting has not been approved for funding.

The salary support in this scheme is intended, in the majority of applications, to be in essence underwriting of a future need. In providing this underwriting, individuals will have salary support confirmed for an extended period beyond their current funding, thereby making them eligible to apply for external funding opportunities which would otherwise not be possible. There is an expectation that in some cases the Career Development Award may not be needed in part or entirely if the applicant is successful in securing alternative, external funding.

To enable reasonable flexibility in terms of when salary support/underwriting may be required, funding for this has a number of particulars including but not limited to:

- a start date can be requested up to 24 months of the award date
- maximum duration of 18 months
- current salary funding cannot be put in abeyance in order to move onto a MEC Career Development Award. The expectation is that the MEC Career Development Award would provide salary support at the end of the salary source the applicant is on at the time the grant application is submitted
- should other salary funding be secured before or during an award, the MEC Career Development Award for salary support will cease and any underspend will be written back to the charity
- supplements, virements or extensions will not be considered
- a normal maximum of one MEC Career Development Award per applicant

For research expenses requests, the remit of this funding support is that of the Springboard Award such that it is to fund new, novel, preliminary data generation to underpin and strengthen applications for larger competitive external funding. The research on which the request is based should complement the applicant's research programme. Therefore, it is not expected that funding for a completely new and unrelated strand of work would be considered. Furthermore, requests should not be submitted to supplement, bridge or extend currently funded (or soon to commence) projects within the applicants research programme.

Start dates and grant durations where research expenses are requested

Where research expenses are requested the related project work will be expected to normally **start within 6 months** of an award being issued and to have a **duration of no more than 12 months**. However, in line with above, it is recognised that the salary support may not be required until a slightly later time. Therefore, applicants are requested to provide the start dates/durations for each component separately. Please note they can run concurrently or overlap but applicants should still complete both sections.

Eligibility and suitability

The research on which the application is based should fall within the normal funding remit of Moorfields Eye Charity and within at least one of the joint Moorfields Eye Hospital NHS Foundation Trust (MEH)/UCL Institute of Ophthalmology (IoO) research themes.

Applications will also be considered within the Moorfields Eye Hospital NHS Foundation Trust strategy and the joint research strategies as appropriate.

It is expected that applicants will have a PhD and have significant (normal minimum of 3 years) post-doctoral or equivalent research experience. They should be able to demonstrate that they are already on an academic career track and are of the calibre to be future leaders of ophthalmic research and clinical practice.

Applicants must either be currently or soon to be employed by Moorfields Eye Hospital NHS Foundation Trust or the UCL Institute of Ophthalmology on a non-tenured or equivalent contract of employment. Where appropriate, clinically active applicants will not normally be at consultant level but will hold an appropriate contract with Moorfields Eye Hospital NHS Foundation Trust which provides salary support for their clinical sessions and includes protected time for research. For clarity, only the research session portion of a job plan will be considered for support under the Career Development Award scheme. As such, potential applications are strongly advised to discuss and secure approvals from clinical service directors, medical or nursing and allied health professionals director as necessary prior to submitting an application.

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 limits where they are specified; applications exceeding word limit guidelines may not be processed further.
- 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.

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.

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 and interview may be part of the decision making process.

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.

APPLICATION FORM GUIDELINES

This section should be read in advance and referred to during the completion of the application form. The purpose is to supplement the guidance provided on the application form regarding what is required/expected in the completion of each section.

For general grantsmanship guidance please see [Appendix A](#) and early stage researchers are encouraged to seek input and advice from colleagues when developing and writing their proposal.

SECTION 1: Application summary details

Application type:

Select one type only

- (I). Salary underwriting only
- (II). Including research expenses

Applicant details

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

Current supervisor/manager

The current supervisor/manager details are should be listed here. A letter of support will be required as part of the application. This can be attached as an appendix to the application or sent directly to researchgrants@moorfields.nhs.uk by the supervisor/manager.

Sponsor and mentor

It is expected that applicants will have identified at least one individual who is an appropriate sponsor. 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. Applicants with clinical duties are advised to include a suitable clinical sponsor also.

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 direct area of research. They should however be able to provide informed advice in terms of an academic research career and the research area generally. This person should be known to the applicant and be able and willing to provide general support and mentorship throughout the award duration. A statement of support must be provided in [Section 8](#) . This can be inserted into the application or sent directly to researchgrants@moorfields.nhs.uk by the mentor.

Proposal summary details:

- **Proposal title:** Should not exceed 20 words
- **Host institution:** Select the institution who will administer the grant i.e. the institution to which the award letter will be issued. Awards can only be held at either MEH or IoO.

- **Funding requested:** For the salary support/underwriting and research expenses requests, start dates and durations should be provided. Please see [Particulars of this scheme](#) for details on what is permitted/expected in this regard.
- **Budget details:** Please provide details of the total budget along with the split between salary and non-salary.
- **Summary for lay readers:** Describe the research proposal under this heading in a form comprehensible to a lay readership. The information provided here should focus on the research programme. The detail of the aims of the work, how it will be conducted and expected outcomes should be included but avoid the use of technical terms if space does not allow sufficient explanation.

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 MEC website, hospital website, press release, annual reports and other publications. Therefore, commercially sensitive or confidential information **should not** be included in this abstract.

Please see [APPENDIX B](#) for additional general guidance on writing a lay summary.

SECTION 2: Classification of proposed research

Please complete each section, following the notes on the application forms with regards to how many of each section can/should be selected.

This information is gathered by MEC primarily to inform our classification of grant funding schemes.

SECTION 3: Overview of application

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 MEH/loO. 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 towards the understanding, prevention, treatment and cure of vision disorders.

As this award is an investment in the applicant's research career potential, it is important that applicants include due consideration of how to position their research programme within the broader strategic aims of the institutions.

Impact statement: The impact 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. Innovative and creative approaches to engaging beneficiaries and creating impact are encouraged. Appropriate milestones and deliverables associated with the potential impact and outcomes should be indicated here. 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.

Provide detail on how the award would support and enable a move to the next level in your research career: This section should provide an explanation as to why a Career Development Award is required and what benefit it would have to your future research career. It should include, at a minimum, the following:

- Provide details of your current contract, when it will end and the justification for the duration of salary support/underwriting requested. This should link directly to the plan of external funding applications to be submitted and their timeline of outcomes.
- How will this application take your career forward and help you advance your independent research programme?

Next steps: planned external funder applications: This section must be completed in all applications. It is expected that at least one follow on funding avenue has already been identified for salary support and should be detailed here. Applicants should be aware that a primary purpose of this scheme is to provide short term salary support/underwriting and (if applied for) research expenses to support the generation of preliminary data that will underpin/form part of larger, competitive, grant applications to external funders. As such, actual and realistic identified funding opportunities must be detailed. The planned funding applications should cover both salary support and continued project support.

SECTION 4(a): Details of research programme

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

As this funding scheme is not a typical fellowship, applicants are strongly advised to consider how best to present their programme of research and future potential. The intention is to provide the reviewers with an appropriate understanding of the background research and what work is ongoing. Furthermore, applicants must articulate the importance and future potential of their research programme to provide a justification for short term salary underwriting to help capitalisation on external funding opportunities. It should be recognised that in some instances the funding from a MEC Career Development Award may not actually be needed to be drawn on as alternate funding may be secured e.g. a personal fellowship but that without the MEC funding, the ability to apply and/or competitiveness of the application for external funding would have been reduced.

SECTION 4(b): Details of research expenses request

This section should only be completed when research expenses are being requested.

Applicants are reminded that the underlying remit of this additional research funding mirrors that of the MEC Springboard Award. As such this funding can only be requested for work to develop novel ideas and generate preliminary data that will go on to form part of larger, competitive, grant applications to external funders. This additional funding is not intended to top-up, supplement or provide bridging funds on existing research and it is the responsibility of the applicant to clearly position this new research within their current portfolio of grants.

Applicants are reminded that the maximum level of funding is £50,000 and salary costs cannot be included.

Briefly explain why additional funding is required: As noted above, this funding can only be requested for new research which will complement current awards held by the applicant and will be used to develop novel ideas and generate preliminary data that will go on to form part of larger, competitive, grant applications to external funders.

Please provide details of who will be carrying out this work and the source of their salary support.

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 this part of 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.

Suitable and appropriate design: 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 outcomes will provide the necessarily robust preliminary data required for applying for, larger, grant applications

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 5: Budget details and justification

Related 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.
- Start/end dates.

Please also address the following

- Why was the full cost not requested within any original application (if the funding call was capped, please provide details).
- Could funding be secured from the original funding body via a different call or another external funding body? If yes, why has this not been done?

Annex A – grant budget

For details of how to complete the budget form please refer to [Annex A](#) in this document.

Justification for requested costs

All funding requests must be robustly justified and directly related to the research programmes and equipment requirements. There should be a corresponding cost on the budget for items listed. Each section has a maximum **300 word limit**.

Salary: Funding should be requested for full time or pro-rata if part time basis. Salary scales must be appropriate and commensurate with current salary/job requirements. Please do not include any clinical excellence or discretion/merit awards, discretionary points or other supplements. Where appropriate, please include details of the non-research elements of the work you will carry out.

Materials & consumables: Funds may be used to meet the directly incurred costs of materials and consumables required to carry out the proposed research. These costs include laboratory or clinic chemicals and materials, reagents, cell/tissue/bacterial culture, plastic ware etc. While a breakdown of all individual items is not required, any significant

costs should be listed separately and applicants must be aware that a full breakdown may be requested.

Miscellaneous costs: Examples research participant travel and expense. Charges for cost recovery salary support should be included here, for example statistician time.

Equipment: It is expected that equipment will not normally be required for awards in this scheme. In exceptional cases where equipment is considered, only very small items of equipment can be included. 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. 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 include

- salary (research sessions only where relevant) for applicant, commensurate with current level
- 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

Disallowed costs include

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
- general office expenses (photocopying, postage etc.). Exceptions may be made for printing/phone costs associated with patient based studies.
- a proportion of sponsors 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
- publication or other dissemination 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
- waste disposal costs / radiation protection costs
- ethics reviews

SECTION 6(A): Applicant details

Previous post(s): List your previous (three) posts that are relevant to your professional career (academic and clinical) with the most recent first.

Education and training: List your previous (three) key education and training records which are relevant to your professional career (academic and clinical) with the most recent first.

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: 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 6(B): Applicant additional 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: Sponsor details

For guidance, please see details for applicant guidance notes above.

Letter of support: The sponsor(s) should provide a letter of support for the application including how they will fulfil their sponsor responsibilities. The statement provided by the sponsor(s) can be attached to the application or sent directly to researchgrants@moorfields.nhs.uk by the mentor.

SECTION 8: Mentor details

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 direct area of research. They should however be able to provide informed advice in terms of an academic research career and the research area generally. This person should be known to the applicant and be able and willing to provide general support and mentorship throughout the award duration.

The statement should articulate how they will provide support and mentorship.

The statement provided by the mentor can be inserted into the application or sent directly to researchgrants@moorfields.nhs.uk by the mentor.

SECTION 9: 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

The follow sections should be completed in relation to the work research expenses has been requested to support and what would be conducted during the salary support time. The intention here is to ensure due consideration has been made for this elements and that where necessary approvals have been secured to ensure the research can start in a timely manner.

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] and/or [Annex E](#) [human participants, clinical/translational research]. 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 10: Applicant sign off

This section must be signed by the 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 attach to the final application. These can be submitted as separate files.

ANNEXES

Applicants must ensure that they complete all the relevant annexes for the scheme they are applying and submit them with the application form.

Annex A: Budget excel file

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. To insert rows whilst maintaining formula in the grey cells in applicants should insert the new row just above the 'Total' grey row of the relevant section. The formula in the 'total' column may need to be pulled down from the cell above. Alternatively, copy a row above and insert copied cells.

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.

Salary: Please include details as requested in the excel file. The years selected should reflect the period when the salary support would actually be required. It is understood that this may fall in the future, after any research expenses support has been completed.

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.

Equipment: Within this scheme it is not expected that any equipment will be required. Only small items will be considered in exceptional circumstances. A breakdown of the equipment cost(s) should be provided. Computers of any type will not normally be permitted.

Materials & consumables: Funds may be used to meet the directly incurred costs of materials and consumables required for the research.

Miscellaneous costs: Examples include software licences, research participant travel and expense.

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.

Annex B: Research office approval

Please ensure you refer to the scheme specific ‘steps required to submit your application’ guides which can 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.

Applicants should not assume that the sign off the grant submission is approval for the work to be started/conducted.

RESEARCH OFFICES CONTACT DETAILS	
IoO research office	res.admin-ioo@ucl.ac.uk
MEH R&D Office (Finance)	anthony.hecker@moorfields.nhs.uk
MEH R&D Office	res-admin@moorfields.nhs.uk

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**

Annex E: Additional information (clinical/translational research)

This annex should be completed by the applicant where clinical/translation research is being proposed. Applicants are asked to complete all relevant sections as much as possible and attach the Annex to their application submission.

Funding support from MEC alone will not attract [NIHR accruals](#). Therefore, applicants should seek funding from other charitable sources which will attract NIHR accruals to support their research project. MEC Trustees reserve the right to consider NIHR accrual status as part of their funding discussions.

NIHR Clinical research network portfolio: The purpose of these questions is to determine whether the proposed project is or can be included as part of a CRN portfolio. As clinical/translational research carried out in MEH is supported by funding generated by NIHR accruals, applicants are asked to consider how they can ensure registration can and will be secured.

R&D non-commercial research study set-up: The purpose of these questions is to determine if the proposed project has/will need MEH sponsorship. Applicants should clearly articulate where in the ethical approval process their project current lies.

Supporting research capacity development: Applicants are asked to consider in this section:

To what extent have you fostered research pathway development for individuals (clinical/non-clinical) that ultimately lead to the growth of research-active leaders in ophthalmology? Examples include: supervising higher degrees in vision research; support for an individual's research Fellowship application (MRC/NIHR/Wellcome Trust or other); identifying and fostering research collaborations or recruitment in key areas of activity (AMD, Diabetes, Glaucoma, rare diseases).

APPENDICES

Appendix A: General grantsmanship

The purpose of the information is to provide points for consideration when an application is being prepared. This is for presented as an aid only and the points raised do not represent specific requirements or sections under which applications will be assessed.

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

Once aims have been established, the next task is to formulate the objectives. Generally, a project should have no more than two or three aims statements, while it may include a number of objectives consistent with them.

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
- Emphasize 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

Aims and Objectives should:

- Be concise and brief
- Be interrelated; the aim is what you want to achieve, and the objective describes how you are going to achieve that aim
- Be realistic about what you can accomplish in the duration of the project and the other commitments you have
- Provide you and your supervisor(s) with indicators of how you intend to:
 - approach the literature and theoretical issues related to your project
 - access your chosen subjects, respondents, units, goods or services
 - develop a sampling frame and strategy or a rationale for their selection
 - develop a strategy and design for data collection and analysis
 - deal with ethical and practical problems in your research

Aims and Objectives should not:

- Be too vague, ambitious or broad in scope
- Just repeat each other in different terms
- Just be a list of things related to your research topic

- Contradict your methods - i.e. they should not imply methodological goals or standards of measurement, proof or generalisability of findings that the methods cannot sustain

At the conclusion of your project you will need to assess whether or not you have met your objectives and if not, why not. However, you may not always meet your aims in full, since your research may reveal that your questions were inappropriate, that there are intervening variables you could not account for or that the circumstances of the study have changed, *etc.* Whatever the case, your conclusion will still have to reflect on how well the research design, which was guided by your objectives has contributed to addressing your aims.

Research question

- Make a compelling case for your proposed research – is this a good research idea? You will need to demonstrate that the work is important and cutting-edge, either as fundamental hypothesis-driven science or by addressing a significant clinical problem
- A research proposal that would result in incremental progress or low-impact findings, or that is poorly cited, not thought-through and does not have a contingency plan, is unlikely to be competitive
- For a project that is ‘high-risk’, you should demonstrate that although the topic being studied is intellectually and conceptually challenging, you have the capability to make it successful
- Collaborative and interdisciplinary work is encouraged, but the overall strategy needs to be coherent and the complementary skills of any necessary research partners or collaborators emphasised

Technical approach

- Your technical approach should be feasible (provide pilot data in your application) and use the best contemporary method to achieve the answer
- You should consider any potential difficulties and limitations and how these will be overcome or minimised. Explain why a particular approach is necessary and why others are not to be pursued
- Describe how data will be obtained and how they will be used in any statistical analyses and, if relevant, how they would be combined with data or observations from other studies

Experimental plan

- You should demonstrate that your objectives are attainable within the stated timeframe. Be realistic – overly ambitious proposals may not give the Panel confidence that the objectives will be achieved
- Clearly describe how the research will be carried out
- In a population- or patient-based study you will need to make sure that the cohort is large enough to achieve the aim. Consider the size of any association or difference that you might be seeking – will your sample size be large enough to detect it? Seek advice from a statistician, if appropriate, and show power calculations where this may be of particular importance
- You will need to demonstrate an awareness of the underlying principles and the associated complexities of the area under study, to show that you can interpret the anticipated results

- You should include pilot/feasibility data as appropriate to the scheme you are applying to
- Check that you have the correct expertise for all aspects of the proposal. If not, you will need to show evidence of achievability and/or involve researchers with the appropriate expertise as formal co-applicants or signed collaborators

Below are links to further guidance on preparing a grant application:

[How not to kill a grant application](#)

[How to get a grant funded - by David Goldblatt \(BMJ\)](#)

[Art of Grantsmanship - by Jacob Kraicer](#)

[Proposal Writer's Guide by Don Thackrey](#)

For database/resource grants:

[NIH funding tips for writing grant applications in Biomedical Informatics and Computational Biology](#)

Appendix B: Lay summaries

Below are a number of external websites which provide general information on writing lay summaries. This information is provided for reference only.

- How to write a lay summary. Monica Duke (DCC) in collaboration with the Patients Participate! project.

<http://www.dcc.ac.uk/sites/default/files/documents/publications/HowToLaySummariesDec2012.pdf>

- Bournemouth University Research Blog.

<http://blogs.bournemouth.ac.uk/research/2011/06/15/writing-a-lay-summary-is-easy-right/>

- European Commission. How to write clearly.

https://ec.europa.eu/info/resources-partners/translation-and-drafting-resources_en

- AMRC blog post

<http://www.amrc.org.uk/blog/meaningful-open-access-its-way-you-tell-it>

Appendix C: Impact statement

As examples applicants should briefly outline previous indicators of the relevance of their research: changes to the state of knowledge within a field, where past group members have found employment, 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.

Impact statements should be written primarily in lay, non-technical language be as specific and comprehensive as possible and cover potential impacts by addressing the following, as relevant:

- Beneficiaries – who (patients, family members, public, organisations etc) will benefit from this research
- Quality of life - such as improved healthcare provision, environment, social cohesion, health, education and cultural advances.
- Policy development, implementation or reform - the impact that research could have on the creation and application of government policy
- Business and commercial - what impact could this research have on specified market places, potential financial and efficiency savings, new business and job creation
- Knowledge Transfer/Exchange - the benefits of knowledge transferred to a business/third party and vice versa to the university e.g. benefits to other researchers and students. **NOTE:** Without being exploited patents are not impacts, applicants should articulate why the intellectual property is important and how it will potentially be utilised subsequently
- Communications and engagement - an explanation of how the research and its impacts will be communicated. This needs to be specific about which journals and conferences would be appropriate to reach the potential beneficiaries and why. Rather than general statements about the usual types of journals that would be used

Common characteristics of high quality Impact Statements

- Good knowledge of the relevant beneficiaries of the proposed research
- Clear description of how the applicant intends to reach and engage with the beneficiaries of the research, including clear deliverables and milestones
- Genuine inclusion of appropriate collaborators in the research programme, especially in the application area of the research if interdisciplinary in nature
- Consideration/Involvement of beneficiaries and end users from the outset taking this input into the design of the research programme
- Brief description of track record and relevant accomplishments for knowledge exchange and impact generating activities in the context of the proposed research project
- Good knowledge of national priorities and activities in the relevant areas

Common characteristics of poor Impact Statements

- Statement is vague, lack of specificity and clear deliverables
- Activities are not project specific, but routine activities for academic research posts
- Lack of inclusion of appropriate collaborators in the research programme, especially in the application area of the research if interdisciplinary in nature
- Too much focus on track record rather than what will be done as part of this research project
- Lack of knowledge of beneficiaries, likely impacts and appropriate mechanisms for realising the potential impacts
- Too focussed on outputs for their own sake rather than their contribution to impact generation
- Unrealistic expectations (not to be confused with setting ambitious goals)