Covid-19 Research Grant

Guidance Notes

If you have any queries email us at applications@medicalresearchscotland.org

- In response to the current emergency, Medical Research Scotland is making funds available to help combat the Covid-19 pandemic. Projects must have a clear pathway toward a health impact in relation to the pandemic.
- Following our current regulations, applications should come from a Scottish University or research institute. Collaborations with external partners are welcomed.
- Projects can have any focus relevant to Covid-19 including, but not restricted to, development of approaches to diagnosis, testing and treatment; creation of resources for medical use in in the NHS, care homes or by the public; social science studies that will be useful for professional practice, standards or policy. If creating a new device there must be scope to meet regulatory standards.
- These grants can be used for new research projects, pilot studies, or to supplement existing research programmes, whether funded by other grants or not. We expect the maximum value of each award to be no more than £20,000 and could fund at least ten at this level.
- There is no closing date. Applications will be reviewed as they arrive and applicants will be notified of the outcome of their application as quickly as possible.
- Applications will be assessed on the relevance and quality of the research; the clarity of the description of the research to be conducted; and the potential impact of the project. They will be reviewed by experienced scientific and/or medical experts, though please note that their expertise may lie in a different specialism to that of your application. This should be taken in to consideration when completing your application.

SUBMITTING YOUR APPLICATION

- **All correspondence from Medical Research Scotland relating to the application will be addressed only to the Principal Investigator** and it is their responsibility to ensure that all the other parties to the application Studentship are suitably informed.
- These Guidance Notes and their conditions constitute part of the application. The Application Form can be downloaded from **http://medicalresearchscotland.org.uk/covid-19-research-grant**.
- All sections of the Application Form must be completed. If a particular section is not applicable state so, or select the *Not Applicable* option from the drop-down menu. **Consideration of your application will be delayed if information is missing or if you have not included the required signatures**.
- Many of the fields on the Application Form have been character-limited. Please be concise and aware of the need for clarity to non-specialist reviewers.
- **The application must be submitted as a pdf.** The Application Form must **EITHER** be printed, signed, scanned and saved as a pdf **OR** the Word document can be converted to pdf and electronically signed. The final pdf should be emailed as an attachment to **applications@medicalresearchscotland.org**
- An image or a table can be included using the *Covid-19 Research Grant Appendix* available at **http://medicalresearchscotland.org.uk/covid-19-research-grant**. **The combined file size of all parts of the application must be less 5MB.**

NOTES TO ASSIST IN COMPLETING THE APPLICATION FORM

Sections which are self-explanatory have not been expanded on in these Notes.

1. INSTITUTION AND INVESTIGATOR DETAILS

Provide full details, as requested. For co-investigators, if more than five names need to be included, please contact applications@medicalresearchscotland.org to request a suitable version of the Application Form.

2. FINANCIAL SUPPORT REQUESTED

There is no provision for salary costs. The grants are primarily for consumables and equipment, but MRS can consider extraordinary requests outwith these – please talk to us about this if you need to.

Publication costs need not be included. Medical Research Scotland encourages open access publication and has limited funds available to support it. An application for open access publication costs can be made at the time of publication. Medical Research Scotland does not provide funding for publication via non-open access routes.

Any equipment to be used in this project must be purchased in accordance with the Administering Institution's procurement procedures. Maintenance and insurance are the responsibility of the grant holder. After the grant ends, the equipment can be used without reference to Medical Research Scotland. We expect it to be used in research for as long as practicable.

3. RESEARCH PROJECT DETAILS

Project Title – no more than 25 words and succinctly detail the proposed research.

Project Type – we are willing to fund any of the project types indicted in the Application Form, but it is helpful to know which one your project is.

Lay Summary – This should be no more than 200 words and clearly and succinctly describe the aims of the project. This summary should be written in plain English so that Trustees with no scientific or medical background can understand the application and decide on the importance of funding the work. Further, it should be noted that Medical Research Scotland distributes publicity material, including online publication, on work it has supported, which includes the Lay Summary and details of awardees, so it is to the benefit of all applicants to provide as concise and informative a Lay Summary as possible.

Anticipated start date – projects must start as soon as possible after the award is made. (See section 4.3 of the Covid-19 Research Grant Standard Conditions).

Planned date for project outcome – indicate the time period over which the funds provided will be used. We appreciate that Covid-19 Research Grants may include many different sorts of project with varying durations. While the full outcome may not be known for some time, we request an expected date for the outcome of Medical Research Scotland's contribution

Detailed Project Description – please use the following headings, noting the word limits in several of the sections. The written description may be augmented with **one** image *or* **one** table but only if essential to the application.

- ***Background*** in no more than 300 words. This should provide sufficient background information to the project to enable a reviewer to understand the proposal.
- ***Aims, Objectives & Expected Impact*** in no more than 250 words. This can be presented as a bullet point list. If creating a new device, please explain how it will meet regulatory standards.

- ***Explain how the equipment, consumables and other resources requested will help meet the Aims, Objectives & Expected Impact*** in no more than 250 words. This can be presented as a bullet point list.
- ***Experimental Design and Methods*** in no more than 650 words. What will you do and how will these methods enable you to meet the aims, objectives and impact of the project?
- ***Statistical Information*** in no more than 300 words. This should provide brief statistical justification, if possible with power calculations for any proposed sample sizes. Enter "Not applicable" if the project does not depend on such analysis.
- ***References*** in the text should appear as numbers and cited in this section.

4. ETHICS & REGULATORY ISSUES – <u>every section must be completed</u>.

If the proposed project requires ethical approval, please check with your local ethics committee before submitting this application that your ethics application can be reviewed and considered within an appropriate time frame. If ethical approval is required any funding awarded will be contingent on gaining the appropriate approval.

- ***Ethical Approval***: Research projects requiring approval of the appropriate Ethics Committee (for example, Departmental, University, Multicentre) must be obtained for research involving *inter alia* volunteer human participants, NHS patients, staff, fetal material or IVF involving NHS patients, the recently deceased, access to patients' records or the use of NHS premises or facilities.
- ***Animals:*** Medical Research Scotland will fund projects involving the appropriate use of animal models, however, wherever possible, procedures should be used which do not involve live animals. When it is essential to do experiments involving animals, the requirements of the Animals (Scientific Procedures) Act 1986 must be scrupulously observed. There must be proper care, limitation of pain and use of the minimum number of animals to give valid results. Research proposals which involve the use of animals must implement the principles in the cross-funder guidance 'Responsibility in the Use of Animals in Bioscience Research' (http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research). Research proposals which involve the use of non-human primates must comply with the NC3Rs guidelines 'Primate Accommodation, Care and Use' http://www.nc3rs.org.uk/non-human-primate-accommodation-care-and-use). The species of animals to be used, the numbers to be used and whether any genetically modified animals will be used or created must be specified.

  Researchers using animals must hold the necessary licences (Project and Personal) from the Home Office and the project must have Animal Welfare and Ethical Review Body (AWERB) approval.
- ***Genetic modification*****:** Research proposals which involve genetic modification of organisms must have written authority from the Health and Safety Executive (HSE). The use of gene therapy in patients must have written approval from the appropriate Ethics Committee.
- ***New medicines:*** The trial of new medicines must have authority from the Medicines & Healthcare products Regulatory Agency (MHRA).
- ***Stem cells:*** Research proposals which involve the use of stem cells must have written authority from the UK Human Fertilisation & Embryology Authority. (https://www.hfea.gov.uk/)
- ***Use of Human Tissue in Research*****:** In all studies where human tissue (irrespective of origin) is used, the Codes of Practice of the Human Tissue Authority (HTA) (http://www.hta.gov.uk) must be followed.

- ***Personal and/or Anonymised Data:*** Where personal data (e.g. patient, study participant or general public) are to be used, the guidelines of the **Information Services Division Scotland** (http://www.isdscotland.org/About-ISD/Confidentiality/) must be followed.

5. COLLABORATIONS AND FACILITIES

Co-investigator permission: If any Co-investigators do not work at the Administering Institution, we must have a letter consenting to their collaboration in this project from their Head of Department, line manager or other authorised signatory. The signed letter should be included in the pdf version of the application.

Additional collaborations: If any additional collaborations are required, they must be outlined in section 5 and a letter of consent, signed by an authorised signatory, included in the pdf version of the application.

The **Co-investigator permission and Additional collaborators** Consent Letter(s) must:

(a) describe the nature of the required collaboration;

(b) provide the names and contact details of the individuals whose collaboration is required;

(c) provide the names and contact details of any other institution, company, enterprise or organisation whose collaboration is required;

(d) the resources or facilities to be provided by the collaboration;

(e) state clearly that consent is given to the proposed collaboration;

(f) be signed by an authorised signatory.

While Medical Research Scotland is aware that restrictions to research facilities may change as a result of government or institutional policies, we need assurance that the applicants and investigators are confident that, at the time of submitting the application, the research facilities required to carry out the proposed research are operational and that access will be granted to them for the duration of the project.

6. INTELLECTUAL PROPERTY & DISSEMINATION

As a charity, Medical Research Scotland is obliged to ensure that the useful results of work it funds are applied for the public good. We expect grant holders to play an active role in ensuring the protection and exploitation of any Intellectual Property arising out of the research that we fund. The Administering institution must develop and implement appropriate strategies and procedures for the identification, protection and exploitation of all Intellectual Property created or acquired in connection with Medical Research Scotland funded activity. Where more than one Research Institution is named in this Application Form as collaborators, they should agree an Intellectual Property collaboration agreement **before** submitting this application. Please let us know if any Intellectual Property derives from your work, but do note that we are not seeking any stake in this – IP remains with those creating it and decisions about dissemination are theirs.

Any publications that arise from the research, in any medium, should acknowledge the support given by Medical Research Scotland and quote the date and grant number.

7. DECLARATIONS, AUTHORISATIONS & SIGNATURES

The Application Form must be signed by:

- The Principal Investigator
- The Head of Department/Division (or Equivalent) in which the research will be accommodated

- The Finance Director/Officer who will be responsible for administering the grant awarded
- NHS R&D Director, if applicable
- All Co-investigators, if applicable

Please ensure that all signatories to, the application have read and understood Medical Research Scotland's Privacy Policy, these Guidance Notes, the Declarations and Authorisations in the Application Form and the *Covid-19 Research Grant Standard Conditions of Award*, and agree to abide by them, before signing the Application Form.