**Myositis UK Small grants scheme application form**

**Please attach a brief CV (max 2 pages) of lead applicant with your application.**

**TERMS and CONDITIONS of the Myositis UK Small grant scheme:**

**General:**

* Myositis UK offers small grants to researchers working on myositis (clinical, basic, or translational from all back grounds) of up to £25,000 per award.
* A proposed earliest start date will be provided with each call but start date may be later than this.
* Project duration: projects of 12-24 months are expected for this scheme but applications for which the project duration proposed is outside of this range will be considered if the duration is clearly and well justified,
* Grants can be for any aspect of myositis (DM, PM, IMNM, IBM, JDM, other) unless specifically stated.
* Applicants can be from any background (including any clinical professional and non-clinical researchers) but must be based within the UK: funding is not available to fund research (or salaries) based outside of the UK. No funding will leave the UK.
* Applicants should apply by filling in the short application form which can be found at <https://www.myositis.org.uk> and attaching a short CV (max length 2 pages) of the lead applicant.
* Assessment will include analysis of the project and track record of the applicants, but newer investigators are also encouraged and welcome to apply and/or be co-applicants.
* In vivo animal work will not be supported by Myositis UK, but in vitro work, using cell lines and reagents that originated from animals will be allowed
* If the work involves human samples or data, applicants will be asked to provide evidence that all approvals are in place before money can be awarded.
* Applications can cover travel and conference costs, but this will be limited to 10% of the award (eg up to £2,500 of a £25,000 award). This is specifically to enable applicants to present their findings of research funded by Myositis UK.
* Applications can cover staff salary costs, for staff who will work on the project, and this may include an existing staff member who will contribute to the project. Co applicant researchers currently funded through research grants may put part of their salary costs on this application.
* However, funding will not be available for PIs or Co-I salary costs for those who receive full time payment from their substantive employer in a permanent position, whether that is NHS or HEI/HEFCE.
* Overheads and indirect costs are not allowable on these awards as they are charity funded.
* Funding should not be used to coverpublication costs, and these should not be included in any proposed budget submitted.
* The SAC will liaise with the Myositis UK Medical Advisory Board (MAB) with its recommendation, who if in agreement, will inform the Myositis UK Board of Trustees of the outcome, before informing the applicants.
* If awarded, applicants will receive an award letter from Myositis UK, stating if any budget changes or specific requirements have been requested.

**Review and awards**

* Applications will all be sent for full independent peer review before the Myositis UK Scientific Advisory Committee (SAC)meet to discuss and reach a decision. Decisions are then formally ratified by the Medical Advisory Board and the Trustees of the charity.
* Applicants should receive a response within approximately 10 weeks of receipt, but on occasion this process may take longer. Applicants will be informed of any delay as quickly as possible.
* Successful applicants will be notified by email, with the award letter, terms and conditions of the grant and a summary of reviewer’s feedback attached.
* Successful applicants will be expected to facilitate communication with their finance officer or equivalent colleague to ensure a smooth process of funding.
* Successful applicants will not be permitted to apply again to the same scheme in the following call (typically 6 months later), but would be permitted to apply for other funding schemes offered by the charity, or for future calls of the same scheme
* If unsuccessful, applicants will be notified by email, with a summary of reviewer’s feedback attached.
* If unsuccessful, applicants will be allowed to re-submit revised applications for future funding calls. All applications including resubmissions will undergo external peer review and be assessed in open competition.

**After and award is made**

* Myositis UK expect the grant to be opened and active within 12 months of the award date. If the grant has not opened within 12 months of award letter, the charity reserves the right to consider withdrawing funding. In specific circumstances (for example long term leave of the PI due to illness) an alternative start date can be considered by the charity.
* To ensure timely opening of the grant, award holders will be expected to facilitate liaison with their host institution finance and grants set up teams.
* For small grants, the finance department should arrange to invoice Myositis UK once at the start of the project.
* After an award is made, successful award holders and their host institutions will be asked to agree to terms and conditions of the award, including the acknowledgement of Myositis UK support in all papers, talks, presentations, and other forms of dissemination.
* After an award is made, successful award holders will be asked to report progress back to Myositis UK, providing updates for their website and attending / presenting at their future meetings.

Currently Myositis UK funds up to about 4 small grants per year.

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| **For admin use only** | |
| Application Reference |  |

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| 1. **Application Summary** | | | |
| Project Title  (Short title of proposed research) | | |  |
| Overall aim or hypothesis **(max 3 lines)** | | |  |
| Total Funding Requested (£’s)  Up to £25,000 | | |  |
| Proposed Start Date (dd/mm/yyyy)  Not before | | |  |
| Proposed End Date  (dd/mm/yyyy) | | |  |
| Duration of Funding (months) | | |  |
| Host University/Trust/Institution/ department and address where the grant will be held. | | |  |
| 1. Lead Applicant Contact Details | | | |
| Position Held | |  | |
| Title | |  | |
| First Name | |  | |
| Surname | |  | |
| Department and Institution | |  | |
| Telephone | |  | |
| Mobile (optional) | |  | |
| Email | |  | |
| Please confirm that a short CV of the PI (max 2 pages) has been attached to the application | |  | |
| 1. **Co-applicant / Collaborator Details (copy boxes for more applicants)** | | | |
| Position Held |  | | |
| Title |  | | |
| First Name |  | | |
| Surname |  | | |
| Email |  | | |
| Department |  | | |
| Co-applicant or Collaborator |  | | |
| Please provide details on the nature of the partnership or collaboration and how it will enhance the project |  | | |

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| 1. **Proposed Project max 1500 words** |
| This section must include a) background to the research, b) research question(s) to be addressed, c) main aims and objectives, d) brief practical details including methods and project plan. Diagrams or Tablescan be incorporated into this space. Please do not attach appendix documents of pilot data or figures. For patients included in the project please indicate inclusion /exclusion criteria if appropriate |
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| 1. **Statistical analysis** |
| Please outline your statistical design , power calculations and data analysis , methods or plan as appropriate (300 words max). |
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| 1. **Impact and benefit of the Research** |
| Please outline expected specific outcomes and how you envisage this may translate to patient benefit (300 words max). |
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| 1. **Lay summary** |
| Please provide a lay summary (300 words max). |
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| 1. **Financial Support Required** | | | | |
| Please provide expected costs up to total of £25,000 | | | | |
|  | 1st Year | 2nd Year | 3rd Year | Total |
| Staff Costs: |  |  |  |  |
| Equipment Costs: |  |  |  |  |
| Consumable/running Costs: |  |  |  |  |
| Additional Costs: |  |  |  |  |
| Costs TOTALS |  |  |  |  |
| Brief Justification and details of Costs including break down of staff, consumable etc  (Max 350 words) |  | | | |
| Contact details for your finance department | Please add the contact details of the finance officer who will liaise with Myositis UK to arrange the transfer of funds (if your application is successful).  Name of finance officer…………………………………………………………  Email address for finance officer…………………………………………….  Telephone number for finance officer…………………………………… | | | |

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| 1. **Approvals and regulatory process** | |
| Does the project involve use of human samples or data? | YES  NO |
| If yes is full ethical approval in place for use of the samples and or data for this purpose | YES  NO |
| If yes provide details of name of MREC/LREC, reference number, and date of approval |  |
| If no, please outline timeline for obtaining ethical approval |  |
| Does the project use samples or data from a biobank, consortium, cohort study or repository | YES  NO |
| If yes, is approval required from the biobank, consortium, cohort study or repository or their sample and data access committee, or equivalent. | YES  NO |
| If yes is full approval in place | YES  NO |
| If yes please provide name of the biobank, consortium, cohort study or repository, or committee and their email contact. |  |
| If no, please outline timeline for obtaining approval |  |

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| 1. **Pending Grant Applications** |
| Please can you confirm whether there is any overlap with existing or pending grant applications? |
| **Yes**  **No**  **If yes, please provide details.** |

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| 1. **Declarations and signatures** |
| Please send this application by email to the SAC of the Myositis UK by email :  Paul New on: paul.new2@nca.nhs.uk |
| I confirm that all the information in this application is correct and that I will notify the Myositis SAC Network of any changes.  Signed: ………………………………………………… Date: …………………………………..  (Lead applicant)  Application is supported by:  Signed: ………………………………………………… Date: …………………………………..  (Head of department)\* |
| Please attach the lead applicant’s CV (2 max pages) |