



Terms & Conditions for BSRF Grant

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1 - Introduction

The British Scoliosis Research Foundation (BSRF) was set up in 1988 by Dr Phillip Zorab with the main aims of discovering the cause of idiopathic scoliosis and finding a non surgical cure. The charity funds grants and awards to researchers in universities, medical schools and independent research institutes.

The BSRF seeks to work in partnership with host institutions to ensure a smooth and straight forward interaction. Our aim is to ensure the efficient administration of awards, which will contribute to the success of the research activity.

This document sets out the BSRF's terms and conditions and explains how BSRF will administer grants. Please keep this document for future reference.

We expect all applicants, reviewers and members of grant awarding committees to adhere to these terms and conditions.

2 - General

- 2.1 The grant must be used by the institution only for the purposes of the project.
- 2.2 Any significant departures from the project must be notified immediately to the Foundation so that it may determine whether to continue its support.
- 2.3 If the project does not start within six months of the date of the award letter, the institution must send the Foundation a report of the reasons for the delay.
- 2.4 The grant is approved, in principle, for its scheduled duration. However, payment of the grant is dependent on the submission of a satisfactory interim and final report as stipulated under paragraph 9.

3 - Ethics requirements

- 3.1 The grant holder must provide copies of relevant Ethics Committee approval of their proposed project before any payment of the grant can be made.

3 - Ethics requirements (cont)

3.2 If the project includes research on human beings, body samples or clinical data it will be the responsibility of the institution to obtain the following approvals as appropriate:

- Fully informed consent from all participants
- Approval from the Research Ethics Committee of the institution
- Multi-Centre Research Ethics Committee approval
- Local Research Ethics Committee approval

3.3 No part of the grant shall be paid to the institution and no part of the project shall commence until the institution has provided the Foundation with satisfactory evidence that all necessary approvals have been obtained.

4 - Use of animals in research

The Foundation supports the position statement of the Association of Medical Research Charities (AMRC) on the use of animals in medical research (<http://www.amrc.org.uk/>). The Foundation will only support research involving animals if the results cannot be obtained by any other means, and if the proposed work, the premises and any person carrying out the procedures have received all relevant Home Office and Ethical Committee approvals. These must be obtained before the award of a grant can be made, however, they need not be forwarded with the grant application.

5 - Human studies

Research involving human subjects, including volunteers and patients, must fulfill all relevant regulations and legislation, including those relating to confidentiality of medical records. Written approval from the relevant Ethical Committee(s) must be obtained before the approval of a grant can be made, however, it need not be forwarded with the grant application.

6 - Stem cell research

The Foundation supports the position statement of the AMRC on human embryo and stem cell research. This states that there is potential in the therapeutic treatment of disease through stem cell research. It supports the provision of a strict and rigorous regulatory framework in which medical researchers can carry out their work under the governance of the Human Fertilisation and Embryology Authority (HFEA), and the Human Fertilisation and Embryology Act 1990. The Foundation supports the continued investigation of adult stem cells in parallel with embryonic stem cells but it takes very seriously the ethical issues involved and believes it is important that there is continuing open and informed public debate about this area of research.

7 - Scientific integrity

The Foundation expects the highest standards of integrity to be adhered to by researchers whom it funds. Institutions in the British Isles are required to have in place their own published standards of good research practice and formal written procedures for the investigation of allegations of scientific misconduct. These must comply with the AMRC's 'Guidelines on Good Research Practice': <http://www.amrc.org.uk/our-work/good-research-practice>

8 - Selection and peer review process

8.1 The Foundation believes that an independent peer review process is crucial, both to ensure fairness in assessing and selecting projects to be funded and in order to achieve appropriate standards of scientific excellence and professionalism. The BSRF Grant Committee is responsible for ensuring that the assessment process is fair, and appropriately qualified independent referees assist by assessing individual project applications.

8.2 Applications are submitted to the BSRF in January and June each year.

8.3 All applications are reviewed by the BSRF Grant Committee in the first instance and if appropriate, sent to at least two external independent referees.

8.4 Recommendations from the Grant Committee and the external reviewers are then submitted to the BSRF Council members for approval.

8 - Selection and peer review process (cont.)

8.5 Where there are two or more applications attracting equal support for a single award, an interview panel will be considered. Suitable safeguards have also been made to ensure impartiality, through the rotation of both Grant Committee members and external assessors and no member can be involved in the assessment of applications coming from their own institution.

8.6 For the establishment of major projects, it may be necessary to apply both national and international assessments to the selection process.

9 - Reports and final payments

9.1 All grant-holders are required to supply BSRF with an annual grant report (within three months of each year's end) and a final report (within three months of the grant's end) using the Foundation's report forms.

9.2 The final report will be peer reviewed by the BSRF Grant Committee and, if judged necessary, by external reviewers. A resubmission may be recommended if the report is not deemed satisfactory.

9.3 Failure to provide such a report may result in final grant payments being withheld and subsequent applications being reviewed less favourably. For grants lasting less than a year, only a final report is required.

9.4 Continuation or extension of an on-going project, which has been previously funded by the British Scoliosis Research Foundation, will be considered. These additional grant requests require a report on the progress of the work completed to date. In addition, justification for the additional funding and/or time necessary to complete the project is required.

9.5 Successful recipients of the BSRF grant should send all invoices to grants@bsrf.co.uk

9.6 50% of the grant total should be invoiced within the first 6 months of starting. 50% should be invoiced on completion of the project.

9.7 Failure to produce reports during the grant term, may delay payment of the invoice.

10 - Dissemination

10.1 The grant holder must acknowledge BSRF in all publications and presentation of the work arising from the grant and supply the charity with copies of all publications resulting from the work, preferably in electronic format.

10.2 The contribution of the Foundation and of any donor/sponsor(s) named in the grant should be suitably acknowledged in all publications, presentations and other opportunities, unless the donor/sponsor has indicated a desire to retain their anonymity. The Foundation requests that acknowledgements include the words "This work is supported by the British Scoliosis Research Foundation Registered Charity No 803772 (and the sponsor if applicable)."

10.3 The Foundation should be informed, in advance, of any publications based wholly or partly upon research it has helped to fund. This includes papers accepted for publication after the grant period has ended.

10.4 In this regard it is requested that three copies of all research papers be forwarded to the Foundation upon publication.

10.5 The Foundation expects to be permitted to use publications and progress reports of research projects for publicity purposes as well as on the Foundation's website and would be grateful for the support of researchers at appropriate fundraising events.

10.6 The Foundation would expect the grant holder to present the progress of his/her research, if requested, at a mutually convenient time. This may be to monitor the progress of research, to keep donor/sponsor(s) up to date with work they are supporting or for publicity purposes. Appropriate travel and subsistence expenses for such purpose would be paid at the Foundation's current authorised rates.

11 - Acceptance of the grant

Before a grant may be activated, the institution must accept, and agree to abide by, this agreement, by signing and returning one copy to the Foundation. These terms and conditions may only be signed by a senior staff member who has the authority to commit the institution to the agreement. Such an individual may be: The Principal, the Vice Chancellor or Dean, the Registrar, the Secretary, the Research Contracts Officer, the Bursar, the Finance Officer or the Chief Accountant of the institution.

Name of researcher:

Address

Project (500 words max)

Grant Total

Duration

Detail of Annual Payments

£

Project

Annual Salary

Consumables

Travel

Equipment

Exceptional Items

I hereby confirm that I am an authorised officer of the institution, and that on behalf of the institution, I accept these Terms and Conditions:

Name

Title

Email Address

Telephone Number

Date:



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