

CROHN'S & COLITIS UK RESEARCH AWARDS

Definition: The words 'the Charity' when used in this document mean Crohn's & Colitis UK

INFORMATION FOR APPLICANTS

Application format

Applications must be made online by the Principal Investigator via our website at www.crohnsandcolitis.org.uk/research. The Principal Investigator will need to set up an account in order to sign in and create a new application.

Applications will only be accepted in this form and must be submitted before the submissions deadline. Supplementary information cannot be added after the deadline and late applications will not be accepted.

Any queries about the preparation of your application should be directed to the Research Team, at Crohn's & Colitis UK (telephone number 01727 734 468, or email research@crohnsandcolitis.org.uk).

Area of Research

Applications may be submitted for research:

- (i) **Medical** - into any aspect of Crohn's Disease (Crohn's) or Ulcerative Colitis (Colitis) relevant to a better understanding of the causes or mechanisms of these Inflammatory Bowel Diseases (IBD) or better treatment (including surgery) for patients with IBD.
- (ii) **Improving Lives** - into any aspect of the social and psychological impact of Crohn's or Colitis, including research into ways of helping patients and their families to live with IBD, or with the potential to improve the services provided to the UK's IBD community and to drive up standards of care for patients with IBD.
- (iii) **Collaborative Research** - that addresses the current Collaborative Research theme(s) (defined below) and would benefit people with IBD by improving understanding in that particular area of research and resulting in better treatment for IBD patients; or by improving the lives of people with IBD including better services and standards of care for patients with IBD.

2019 Collaborative Research theme - how best to manage pain in people with IBD.

Applications for project grants and clinical fellowships will be considered as will research involving international collaboration. However, the Charity stipulates that the Principal Investigator (responsible for supervising and delivering the project) and the entity receiving the Award (Host Institution) should be in the UK.

The Charity can only accept applications from a university, research institute or NHS setting at this time and cannot currently accept applications from commercial organisations.

How our Open Call Research Awards are made

Applications are subjected to a rigorous peer review process for which the Charity has been awarded a “Best Practice in Peer Review Certificate” by the Association of Medical Research Charities (AMRC).

The Charity operates a two stage peer review and two tier short-listing decision process which is supported by its Medical Research Awards Panel and Improving Lives Research Award Panel (tier one) and its Research Strategy and Funding Committee (tier two).

The Awards Panels make recommendations for funding to the Research Strategy and Funding Committee, which makes final funding decisions with delegated authority from the Board of Trustees.

The Awards Panels and Research Strategy and Funding Committee are comprised of expert medical, academic and lay members with a balanced representation for each funding stream. The two tiered approach to awarding research grants ensures fairness and transparency in the award process. Each panel or committee operates under terms of reference which delineate their roles and responsibilities, and address the issues of confidentiality and conflict of interest.

Current membership of our panels and committees can be found at: <https://crohnsandcolitis.org.uk/about-us/how-we-are-governed/panels-committees>

Applications are assessed individually by Panel members at Stage 1 and shortlisted applications progress to Stage 2 to be assessed by independent, external peer reviewers (tier one).

Applications are assessed against the following criteria:

- (i) Originality of the research
- (ii) Importance of question(s) asked in the project
- (iii) Scientific/Academic merit
- (iv) Methodology/achievability (including appropriate power calculations)
- (v) Relevance to the Charity (and its strategic aims for research)
- (vi) Track record of applicant in this or related area
- (vii) Value for money
- (viii) Practical output/impact for IBD patients

At Stage 2, the respective Awards Panels produce a second shortlist taking into account the external peer review assessments and present the Stage 2 rankings from each funding stream to the Research Strategy and Funding Committee (tier two).

The Committee reviews the Panels' recommendations and, using a consolidated ranking system across all funding streams, produces a **final funding shortlist based on its assessment of each proposal looking in particular, at the project Abstract and Lay Summary**. It is important, therefore, that the information supplied in this part of the application gives a clear and comprehensive summary of the proposed research in terms which are understandable to an interested lay person.

The Committee then makes its final funding decisions with delegated authority from the Board of Trustees based on the available research budget for the year.

How our Fellowship Awards are made

Applications for these Awards follow the same assessment process and timetable as for our Open Call Research Awards with the following exceptions:

In addition to assessment of the project, the prospective fellow will be interviewed by the relevant Awards Panel at Stage 2 to assess their suitability to be badged as a Crohn's & Colitis UK Fellow.

How our Collaborative Research Awards are made

Applications follow the same assessment process as for our Open Call Research Awards but with a shorter timetable and the following exceptions:

Tier one of the peer review process is supported by the relevant Collaborative Research Steering Group who assess and shortlist applications at Stage 1 and, with input from external peer reviewers at Stage 2, make recommendations for funding to the Research Strategy and Funding Committee for tier 2 review.

The Collaborative Research Steering Group is comprised of medical, academic and lay members with expertise relevant to the particular area of research being the subject of the Collaborative Research Network e.g. in 2019, pain management in IBD.

Collaborative Research Award applications are assessed against the same criteria as for our Open Call Research Awards but will also be assessed against relevance to the particular Collaborative Research Theme

Successful applicants will be automatically enrolled as part of a Collaborative Research Network led by Crohn's & Colitis UK connecting researchers specialising in a particular research theme nationally and internationally.

Open Call Research and Fellowship Awards Timetable:

May/June	Applications invited
Late September	Closing date for Applications
November	Stage 1 short-listing and peer review <i>Research Awards Panel meetings (tier one)</i>
December	Applicants advised of Stage 1 outcome (no feedback)
December - February	Stage 2 short-listing and peer review
March	<i>Research Awards Panel meetings (tier one)</i> Applicants advised of Stage 2 outcome with feedback
April	<i>Research Strategy and Funding Committee meeting (tier two)</i> Funding Decisions made
April/May	Research Awards offered and announced

Collaborative Research Awards Timetable:

End April	Applications invited
Mid-July	Closing date for Applications
August	Stage 1 short-listing and peer review <i>Research Awards Panel meetings (tier one)</i> Applicants advised of Stage 1 outcome (no feedback)
October/November	Stage 2 short-listing and peer review <i>Research Awards Panel meetings (tier one)</i> Applicants advised of Stage 2 outcome with feedback
November	<i>Research Strategy and Funding Committee meeting (tier two)</i> Funding Decisions made
November/December	Research Awards offered and announced

What costs can be covered

Funding for any one project will not exceed £120,000 in total over a period of three years. For projects seeking funding for a named clinical fellow, the maximum grant is £180,000 over three years. The Charity will consider smaller or innovative projects, including feasibility and pilot studies, as well as mainstream research.

Crohn's & Colitis UK Research Awards can cover the costs of materials, laboratory services, expenses and staff specifically employed in the research. Any salary costs for the Principal Investigator must be fully justified within the application.

The Charity will not pay for standard office equipment (e.g. laptops, printers etc.) or organisational overheads (e.g. rent, heating, administrative support etc.)

Please note that, whilst changes within the budget can be agreed in the light of the project's development or national pay awards, costs additional to your original budget cannot be agreed without a further grant application through an active funding call.

Staff costs

In calculating staff costs, please ensure that you have allowed the appropriate amounts for any increments due and for any Employers' National Insurance or Pension Scheme costs. You should include an estimate for pay awards in second or subsequent years and state the percentage increase you have assumed in the item description.

Drug costs

If drugs are needed for the research, the Charity expects the applicant to approach the manufacturer or supplier to seek their support in providing these for the research. Your application should include an explanation if you consider it inappropriate or impracticable to make such an approach.

Duration of Awards

Awards can be for up to three years, but funding for a second or subsequent year will be dependent on an interim report being approved by the relevant Research Awards Panel.

Justification for the use of live animals

Crohn's & Colitis UK will not support the use of live animals unless there is no alternative. The numbers of animals requested must be optimised and fully justified, and we emphasise the importance of refinements of procedures to minimise any pain or distress.

If you propose to use live animals in this research, you must include the following information:

- i. Why the use of live animals is necessary and what other possible approaches have been considered.
- ii. Why the species requested is the most appropriate, especially if the animals are being used as a model for a human physiological or pathological condition.
- iii. The experimental design should include the case for the numbers of animals required to achieve statistical significance and the factors that might affect this.

Crohn's & Colitis UK Research Awards Panels will pay particular attention to the above issues in assessing applications.

You are required to provide written confirmation of the following points:

- iv. That the institution which will hold the Award holds (or is not required to hold) a Certificate of Designation under the Animals (Scientific Procedures) Act 1986.
- v. That the Home Secretary has granted a Project Licence under the above Act (Please give the name of the licensee, the Home Office reference and the date of issue).
- vi. That the necessary personal licences are held, or, if not, have been applied for.

As a member of the AMRC, the Charity supports the AMRC position statement on the use of animals in research which can be found at:

<http://www.amrc.org.uk/publications/statement-on-the-use-of-animals-in-research>

What happens if you are offered an Award?

A form of Agreement will be sent to you confirming the amount and terms of the Award. The principal investigator and an authorised signatory for the Host Institution will be required to sign this Agreement to confirm the key dates for the project and acceptance of the terms of the Award.

Details of the project in respect of which an Award is made may be shared in confidence with potential funders of the Charity to raise funding for the Award.

Payment of Awards

Awards are paid on receipt of a valid invoice (detailing approved costs incurred during a defined period) from the department administering your research funds.

The final instalment of any Award, and the first instalment of the second and subsequent year in the case of a two- or three-year Award, will not be paid until the required reports have been received and approved by the Charity.

Supervision

The Charity Commission places a duty on the trustees of charities which fund research to ensure that adequate arrangements are made for the proper supervision of the research that is being undertaken. The Charity does not have any permanent staff who are able to undertake a supervisory role directly and, therefore, the Charity requires that Host Institutions have in place policies and procedures to protect against scientific fraud.

The AMRC suggests that a procedure for dealing with accusations of scientific fraud would cover the following elements:

- a guidance document or code of practice on standards of professional behaviour
- provisions for induction and training of staff
- monitoring
- regulations and procedures for handling allegations
- fair procedures and appropriate protection for both the accused and the ‘whistleblower’.

The Charity requires Principal Investigators and Host Institutions to supervise the research undertaken in line with the Universities UK’s Concordat to Support Research Integrity or such other guidance on good research practice produced or endorsed by AMRC (<https://www.amrc.org.uk/general-guidance>).

Reports Required

A full report is required for approval by the relevant Research Awards Panel within three months of the completion of the research project. In the case of two- or three-year awards, an interim report is also required at the end of each year of the project for review by a member of the relevant Research Awards Panel. Any second and third year funding is conditional on approval of this interim report.

Both interim and final reports must be submitted in prescribed form and should include a short report of the progress or outcome in language understandable to the general public. This may be published on the Crohn's & Colitis UK website. Reports may also be shared with third party funders who have contributed to the funding of Awards.

Reports on the impact of the research undertaken are also required by way of annual submission through Researchfish in addition to the interim and final reports.

Acknowledgement of Crohn's & Colitis UK funding

It is expected that all publications or presentations arising from Crohn's & Colitis UK funded projects should acknowledge the funding given by the Charity. Greater public and professional recognition of the Charity's role will help us in the task of raising more research funds.

A copy of any publication based on or arising from the research should be sent to research@crohnsandcolitis.org.uk or by post to the Charity's Research Team.

Branding and logos

The Principal Investigator and Host Institution are responsible for ensuring that the Charity's full name (not CCUK or any other abbreviation) is used in all publications or presentations.

For these purposes only, the official branding for the Charity, together with guidance for its use, is provided at:

<https://crohnsandcolitis.org.uk/get-involved/volunteering/vr/network-volunteers/creating-communications>

Feedback to Crohn's & Colitis UK members

The Charity's members are very keen to learn of progress in research and it is important that they receive regular feedback on what happens to the Charity's research funds. Our supporters have raised over £10 million for research. This is a tremendous achievement and you can help us to maintain their motivation by agreeing to give an occasional talk e.g. to a local Crohn's & Colitis UK network, and by providing the required project reports.

Our Communications Team is always pleased to receive contributions on research that will help members understand the overall context of the project, the work that is being undertaken and the hoped-for outcome(s). Pictures or illustrations are especially helpful if they are available, even general photographs of ‘the researcher at work’.

The Charity hopes that any requests for a speaker will be viewed favourably provided that they are not too frequent and do not involve extensive travelling. Any queries may be directed to the Charity’s Director of Research, Helen Terry (01727 830 038).

Press Statements about Crohn’s & Colitis UK-funded Research

Please inform the Charity’s press office (Sophie Bassil, on 01727 617 302 or at sophie.bassil@crohnsandcolitis.org.uk) in advance if you are issuing a press statement about research funded by us. This helps us to prepare a response for any journalist who may ask us to comment, and it also enables the appropriate contact details for potential new members to be supplied to the media.

Obtaining publicity for Ulcerative Colitis and Crohn’s Disease is difficult and you can help the Charity greatly by giving us advance notice. Local or regional publicity is just as valuable as national coverage.