

Research Project Grants Full application

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Research Project Grants

Policy

AIMS OF BACKCARE

1. BackCare is a national medical charity. Its aims are:
 - To fund patient orientated scientific research into the causes, treatment and prevention of back pain.
 - To educate people in using their bodies sensibly and thus reducing the incidence or burden of back pain.
 - To support people living with back pain and those who care for them through the provision of information via publications, a telephone helpline, the website and self-help groups around the UK.

POLICY STATEMENT

2. One of the fundamental functions of BackCare is to encourage and support scientific research into the causes, treatment and prevention of back pain. The objective is to reduce the incidence of, and disability from, back pain and improve its treatment by gaining, through research, a better understanding of its manifestation and causes.
3. BackCare will support back pain research providing that:
 - (a) It is people orientated. The research should be expected to produce tangible results to the benefit of people who have back pain.
 - (b) It is original and of high quality.
 - (c) The work must relate to pain in the human spine rather than to pain in general.
4. The resources provided for research by BackCare will be targeted mainly on providing answers to:
 - (a) What forms of back pain exist, and how are they best managed
 - (b) How can such services best be provided in terms of effectiveness and efficiency
5. Otherwise, research projects should fall within the areas of:
 - (a) Methods of preventing back pain
 - (b) Identification of the main environmental and occupational hazards
 - (c) Trials of different methods of treatment to alleviate back pain
 - (d) Causation and diagnosis of back pain.
 - (e) Reduction in back pain disability by influencing health education, life styles, patient attitudes and clinical practice
 - (f) The primary care of back pain
 - (g) Psychological and social factors relevant to back pain

6. BackCare will normally give grants for periods of up to three years and in support of specific research to be completed within that time span without dependence on renewal.

7. Commonly grants are awarded up to £15,000 to £20,000 and this may be by part funding, depending on the balance of the grant being obtained elsewhere. You have a choice of how to proceed. Rather than submit a full application, you may prefer to complete an outline proposal (which must NOT be more than two sides of A4, see application forms) for consideration. Outline proposals are strongly recommended for applications exceeding £20,000. If the committee consider the project to be of interest, they will request that a full application be submitted for the next Committee Meeting.

8. BackCare will consider sharing the support for a project with another organisation. It will not normally, however, take over ongoing programmes.

9. BackCare expects that the institution where the research takes place has an appropriate Code of Practice for research in place. The AMRC Guidelines on Good Research Practice can be found on the AMRC website at www.amrc.org.uk

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TERMS AND CONDITIONS

RESPONSIBILITIES

1. Grant Holders, and the Officer responsible for the administration of the Grant in the host institution, will be required to sign a declaration accepting the terms and conditions set out in this document.

OVERHEADS

2. It is a condition of the award that the Grant be administered without the addition of any levies by the university or hospital authority named in the application.

GRANTS

3. BackCare grants are maximum grants. No increase in salary will be paid and it will be assumed that an allowance for inflation, salary awards etc., has been included in the application.

START DATE AND DURATION

4. BackCare must be informed of the intended date of commencement and duration of the project. The actual start date should be communicated if it is different to the intended date given on the application form.

CLAIMS

5. Claims for the reimbursement of salaries and running costs must be made quarterly, in arrears, through the institution in which the research is being done. The following conditions apply to such claims:

- (a) Claims against the grant should be made to BackCare without delay, stating the name of the Grant Holder, the title of the project and giving full particulars of all salary payments
- (b) All claims must be made within six months of the end of the claim period
- (c) Any outstanding amount not claimed within six months of the end of the project will lapse
- (d) The final instalment of the grant will not be paid until the final report has been received and approved by a member of the Research Committee

DISCONTINUATION

6. In the event of the work being discontinued, immediate notification must be made to BackCare together with a report of work carried out to date, setting out the reasons for the termination.
7. In this event, a final claim is to be submitted as soon as possible.

VARIATION

8. Any major variation in the terms of a grant can only be considered on formal application to the Research Committee. Thus any request for additional staff or equipment not previously approved under the same terms of the project grant, must be the subject of a completely new and independent application, which will justify these additional requirements.
9. Such applications, from existing grant holders, will be considered by the Committee in competition with all new applications.

EMPLOYMENT

10. BackCare does not act as an employer, and therefore in all cases where support is provided for the employment of staff, the host institute must undertake to issue a contract of employment.
11. The tenure of appointment of staff recruited for work under a grant must be confined strictly to the period of the grant, unless the host institution wishes to retain the staff beyond this period, for its own purpose and at its own expense.

REPORTS

12. Each Grant Holder must supply BackCare with a brief annual report on the progress of the work and a full report at the end of the period for which the grant is authorised.
13. The Grant Holder must also be prepared to give brief details of progress, should they be required between times, for the purposes of keeping BackCare and its supporters informed.
14. The final report must be sent to the Research Manager no more than 3 months after completion of the work. The report, which should not exceed 1000 words, should normally be prepared under the following headings:
 - (a) A description of the original hypothesis

- (b) Summary of results
- (c) Short description of work done
- (d) Implications for findings

15. In addition to the final, detailed, project report, a brief summary indicating the purpose, achievements and implications of the project as a whole, should be supplied for publication by BackCare (normally in its in-house magazine Talkback). This report should be written in lay terms.

16. In case the project is funded jointly by BackCare and a second funder, the applicant should inform both funding parties of progress and follow the guidelines on progress and end reports from both funders.

17. The final instalment of the grant will not be paid until the final report and the lay summary have been received and approved by a member of the Research Committee.

EQUIPMENT

18. Whilst an award can include the cost of equipment, it must satisfy the following criteria:

- (a) The equipment must be ancillary to the research and not equipment to which the research is ancillary
- (b) The reasons for using the equipment must be demonstrated in the protocol, confirming its necessity rather than desirability
- (c) Equipment must not be removed from the location stated or modified without permission. Apparatus or equipment purchased out of the grant made by BackCare must be covered against all insurable risk by the Grant Holder and remains the property of BackCare. At the end of the project the Grant Holder must contact BackCare to ascertain whether BackCare has any further use for items of equipment which have been purchased with BackCare's funds

TRAVEL

19. When travel is an integral part of the programme supported by BackCare, it should be included in the budget in the same way as any other cost.

20. Expenses involved in attending scientific meetings are not to be included in an application.

INTELLECTUAL PROPERTY

21. Any royalties earned as a result of the project will be shared, after all expenses relating to such royalties have been paid, between BackCare and

any other providers of financial assistance (including provision of services by the establishment or organisation where research is being carried out) in direct proportion to the financial assistance given to the project.

22. Where another provider is unable to determine its contributions, they will be shared on an equal basis.

23. Successful applicants must, therefore, advise BackCare of all other financial assistance to those involved in the research, identifying the proportion of net royalties (or other) that each may receive.

24. If, at any time, it is considered that the work of the project may produce or contribute to an invention or material worthy of patent or copyright, the Researcher or Research Team must advise BackCare and the Authorities in the host establishment and, where necessary, the British Technology Group.

25. No publication of results may take place before an application for patent protection, copyright etc. has been made.

26. In all cases and before any project begins, applicants are to inform BackCare of the name, address and person to contact of the body responsible for their establishment.

ETHICAL PERMISSION AND INFORMED CONSENT

27. BackCare will only award funding to project that have received permission from relevant ethical committee(s). Applications may apply for BackCare funding before obtaining ethical permission, but in such a case the successful grant will only be awarded after ethical permission has been obtained.

28. In all cases of medical research funded by BackCare, all patients undergoing routine treatment (or not), who play a part as subjected within a research project, must be consulted beforehand.

29. This will involve using a pro-forma as issued by the hosting research institution, giving a short written explanation of the project, an explanation of his/her relevance to it, the procedures they are likely to encounter, and whether or not they are likely to be painful or time consuming. The pro-forma will include a statement of an expressed hope that they will agree to take part and a clear invitation to decline should they see fit. This also applies to those patients taking part in a study whilst under anaesthetic.

ANIMALS

30. If the research project involves experiments with animals that are subject to the Animals (Scientific Procedures) Act 1986, the reference number of the project licence must be quoted.

PUBLICITY

31. On receipt of a BackCare award, all recipients will be required to submit a simple description of the project (max of 300 words in lay terms), outlining its intentions and applications for publicity and fund-raising purposes.
32. It is also a condition of the grant that, if the occasion arises, the Grant Holder be available for not less than one day a year, during the period of the grant, to address meetings of BackCare supporters or members of the public, about the work.

ACKNOWLEDGEMENT

- 33 Acknowledgement of financial assistance by BackCare must be made in every publication arising as a result of the project and a copy of every publication must be sent to the Research Manager
34. Slide presentations at conferences or meetings must also acknowledge the assistance of BackCare.

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GUIDANCE NOTES

INTRODUCTION

1. Applicants should first satisfy themselves that their proposed research falls within the remit of BackCare, as defined in the Grant Policy Statement. BackCare is unable to fund:
 - (a) Educational courses
 - (b) Attendance at meeting and conferences
 - (c) The purchase of computers
2. Grant holders may work independently, or under the direction of, or in partnership with, other workers, who may or may not also be receiving support from BackCare.
3. Applicants are strongly advised to confirm with their Finance Officer that the amount specified in their submissions is accurate. Supplementary grants will not be considered if the applicant has failed to identify the appropriate costs.
4. Applicants are strongly advised to follow these Guidance Notes when they write their application and to note the conditions of acceptance. Failure to follow the format suggested by the Guidance Notes may diminish an applicant's chance of success, which is best enhanced with a well thought out, concise and carefully presented application.
5. Grant applications may be submitted for one or two years. It should be noted that funding for each year is subject to the receipt from the grant holder of a satisfactory annual progress report.
6. Grants may be for salaries for part-time or full-time workers, costs of laboratory consumable materials and equipment. It is assumed that ordinary equipment, facilities and materials are available in the laboratory in which work is undertaken.
7. The assessment of research grant applications is the responsibility of BackCare's Research Committee, which meets four times a year. The Committee comprised predominantly of eminent professional people from the many disciplines involved with back pain.
9. Grants will only be made under the authority of the Head of Department, who will take responsibility for supervision and the provision of yearly and final reports.

COMPLETING THE APPLICATION FORM

10 Please type through on the attached application form (or use the word template. On completion, the original form and 9 copies (10 in total) should be forwarded to BackCare, in addition an electronic application form should be emailed to the Research Manager at BackCare (researchapplications@backcare.org.uk). Please consult our website or contact the Research Manager for up to date closing dated for applications. Late applications will not be considered.

11. The points below related to specific numbered sections of the application form:

(a) **Title of Project.** (3)

This should be as brief as possible and should be relevant to the work undertaken. It should not exceed 20 words in length.

(b) **Key Terms.** (3a)

So that, in the event of a successful application, the research is indexed correctly in Current Research in Britain, please index using terms which specifically describe the research. Avoid using more than three terms.

(c) **General Study Area.** (3b)

This should describe the broad subject area into which the research falls. For example, orthopaedics, epidemiology, ergonomics etc.

(d) **Abstract of Research.** (4)

This should be of sufficient length to convince the Research Committee that the project is worthy of support. It should clearly state the objectives of the study.

(e) **Support Requested.** (8)

This should be as accurate as possible and in preparing the estimates of expenditure, the advice of the relevant Finance Officer must be sought. Applicants must give full justification in support of all sums requested.

1. **Salaries.**

Allowance should be made for employees' and employer's contributions for superannuation and National Insurance. When giving costs, a realistic forward estimate for salaries (including normal increments and other project expenses) should be made. See paragraph 3 of the Terms and Conditions.

2. **Equipment.**

Applications for major items of equipment, which

are not part of a research protocol, will not be considered. Charges for servicing equipment should be included if these are relevant. If similar equipment is available in the department in question, this should be reported and an explanation given as to why it cannot be used for the project. Major items of equipment will remain the property of BackCare and the disposal of the equipment, at the end of the grant, will be decided by the Research Committee.

3. Running Costs.

Detailed costs of consumables should be provided.

4. Exclusions.

It is expected that the cost of heat, lighting and office equipment will normally be met by the host department. Charges for administration levied by the University of Health Authority concerned will not be met.

(f) Other support . (9)

Support received from any other sources, its amount and origin, must be indicated together with details of outstanding applications, including the date by which a decision is expected.

(h) Acceptance of Terms and Conditions. (12)

No application can be accepted without full completion of this section by the applicant and the Head of Department, or appropriate authorised officer. BackCare cannot accept direct or indirect clinical responsibility for injuries or illnesses sustained by patients as a result of the applicant's investigations. The Head of Department will take full responsibility for completion of the study.

PROPOSED INVESTIGATION

12. Attached to the Application Form should be details of the proposed investigation. This section is very important and considerable care should be taken in its completion. Applicants must submit the statement on the Proposed Investigation under the following headings, in single spaced typing on A4 paper and preferably not exceeding 2,000 words:

- (a) Title of project.
- (b) Purpose and Background of the Proposed Investigation.

- (c) Plan of Investigation.
- (d) Reasons for Support Requested.

13. The Purpose of the Investigation should consist of a concise statement of objectives for the project and its relationship to existing knowledge. It should state how the work is relevant to back pain. The statement should be self-contained so that a referee should not need to refer to journals. Essential references only are required.

14. The Plan of Investigation should indicate plainly what work is proposed and how it is planned to carry it out. Any technique that is not well known should be briefly described. Where clinical trials or investigations involving human subjects are intended, the approval of the ethical committee of the hospital or institute must be obtained. The names of any colleagues not referred to directly in the application, but who are likely to be associated with a project, should be mentioned in the statement.

15. Applicants are expected, where appropriate, to devise experiments which avoid the use of animals and, where this is not possible, to use the minimum number of animals that would give valid results. It is required that all general and local regulations relating to the use of experimental animals will be observed.

16. Informed Consent. Applicants should note that it is BackCare policy to obtain the informed consent of all participants in research projects. This will involve an explanation of the research and the presentation of a pro-forma for signature, which must be made available for viewing by BackCare at any time.

17. Applicants are asked to justify separately the support requested in Section 7 of the Application Form stating the role to be played by each assistant and indicating the intended use of each piece of equipment sought.

CURRICULUM VITAE

18. The CV of the applicant, and any other staff involved, should be brief. The quality of the applicant will be as well represented by a small selection of published papers as by an exhaustive list. No CV should be longer than 2 sides of A4 paper.

LAY SUMMARY

19. A lay summary should be submitted on a separate sheet. This summary should not exceed 200 words and be written in a style that is comprehensible to non-experts and non-researchers.

FINAL NOTES

- Please ensure that your subject falls within the Research Grant Policy of BackCare.
- Please ensure that your submission includes 9 copies in addition to the original
- Please ensure that in addition to the 10 paper submission forms, you also email your full application to the Research Manager (researchapplications@backcare.org.uk).

Research Project Grants –Full Application-

APPLICATION FORM

(Please consult guidance notes and type throughout)

1. NAME OF APPLICANT

Surname _____ Forename _____

Professor/Dr/Mr/Mrs/Ms/Miss (please delete as necessary)

2. INSTITUTION

Name and Department

Post Held

3. TITLE OF PROJECT

3a Key Terms

3b General Study Area

4. ABSTRACT OF RESEARCH

5. PROPOSED DURATION

6. PROPOSED START DATE

7. MEDICAL ETHICS COMMITTEE

Name of Committee

Date of Clearance

8. SUMMARY OF SUPPORT REQUESTED

Recurrent Support	First Year	Second Year	Total
	£ _____	£ _____	£ _____

(i) Personal Support of Applicant			£ _____
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(ii) Scientific Assistance			£ _____
Number of Staff Full/Part Time			

(iii) Technical or other Assistance			£ _____
Number of Staff Full/Part Time			

(iv) Superannuation and National Insurance			£ _____
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(v) Other Expenses			£ _____
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TOTAL RECURRENT SUPPORT			£ _____
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Non Recurrent Support

(i) Equipment			£ _____
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(ii) Other			£ _____
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TOTAL NON RECURRENT SUPPORT			£ _____
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TOTAL SUPPORT REQUESTED			£ _____
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9. RESEARCH SPONSORSHIP

I confirm that I understand that BackCare will NOT be acting as Research Sponsor.

Name of organisation acting as Research Sponsor

Signature of official on behalf of Research Sponsor

10. OTHER GRANT APPLICATIONS AND SUPPORT

11. FULL ADDRESS OF APPLICANT

12. TELEPHONE NO. _____

FAX NO. _____

EMAIL ADDRESS _____

13. ACCEPTANCE OF TERMS AND CONDITIONS

APPLICANT

I have read BackCare's Terms and Conditions and if my application is successful I agree to abide by them. I shall be actively engaged in the day to day conduct of the project.

Signature of Applicant

_____ Date _____

HEAD OF DEPARTMENT AND OFFICER RESPONSIBLE FOR ADMINISTERING THE GRANT

I confirm that I have read this application and that, if granted, the work will be accommodated and administered in accordance with the conditions set out in BackCare's Terms and Conditions

Signature of Head of Department or Appropriate Authorised Officer

Title _____

Name and Initials _____

Institution and Address _____

Signature of Officer Responsible for Administering the Grant

Title _____

Name and Initials _____

Institution and Address _____

Officer Directly Responsible for Administering the Grant (if different from above)

Name _____

Address _____

Telephone Number _____

Postal Address of Applicant: _____
