

## **APS SUPPORT UK CONDITIONS OF GRANT**

APS Support UK is a small charity with limited resources. We concentrate specifically on antiphospholipid syndrome (APS) and do not have sufficient funds for large scale clinical trials or extensive basic research programmes.

We would therefore consider applications that fulfil the following conditions:

1. The main focus of the research must be either clinical or pathological aspects of APS. Applications where the focus is another disease or condition (for example lupus), but APS is mentioned, will not be considered and will be returned without review.
2. The maximum possible sum funded for an individual application will be £5000, except where specified below. We will consider applications under the following categories:
  - a) Smaller pilot studies which will lead to applications to major funders for large-scale research trials;
  - b) Enabling grants for basic science support that would enable larger projects by providing essential data for large grant applications;
  - c) Support for organising medical meetings that would facilitate improvements to the understanding of the causes, prevention and treatment of APS, and its research (NB maximum grant £1000);
  - d) Travel awards to enable scientists or clinicians in training to attend national or international meetings to present their own research. The maximum award will be £1000 and we will require a letter from the applicant's supervisor confirming that they are in training, and proof that their research has been accepted for presentation.

**The Trustees will take into account the recommendations and comments of the Peer Review Panel in making their decision on funding of research within the money available.**

### **1. Eligibility**

- a) APS Support UK grants will only be awarded for use in universities, hospitals or recognised research institutes in the UK.
- b) Individuals who are employed by or whose salary derives from a commercial organisation are not eligible to apply for an APS Support UK grant.
- c) If the applicant is also applying to other funding sources for a project, those sources and the expected funding **must** be declared on the APS Support UK Grant Application Form.
- d) APS Support UK reserves the right not to fund administration costs or other overheads. Equipment may be funded or part-funded, providing that a convincing case is made in the APS Support UK Grant Application Form.

## 2. Grant application forms

- a) Applications for grants must be made using the Grant Application Form which is available from the charity office: APS Support UK, The Orchard, Basingstoke, Hampshire, RG21 4AF (tel: 0300 323 9943) or from the charity's website: [www.aps-support.org.uk](http://www.aps-support.org.uk)). The completed, signed form must be sent by post to the charity office at the above address and a full PDF copy emailed to [research@aps-support.org.uk](mailto:research@aps-support.org.uk).
- b) All applicants and co-applicants associated with a grant application are required to complete and sign the Grant Application Form. Applications involving several centres should be submitted by the Principal Investigator of the study who will be the point of contact for all related correspondence. CVs must be provided for all applicants and co-applicants.

## 3. Application processing

- a) A layperson's abstract of between 500 and 1000 words (one page maximum) must be submitted with an application, without which the application cannot be progressed. APS Support UK will normally acknowledge receipt of a grant application in writing within two weeks.
- b) Applications for research funding will be reviewed by members of APS Support UK's Peer Review Panel which undertakes rigorous and independent peer review, advising the Trustees of the charity on the suitability of all medical research applications submitted for funding. A scoring scheme is available for use by the panel.
- c) APS Support UK will formally respond to advise whether the grant is to be made in full, or has been rejected, and will endeavor to provide appropriate feedback to applicants. If a grant is awarded, details of the timing and amount of the grant payment(s) will be also advised at this time.
- d) APS Support UK will only dispense grant monies upon receipt of an invoice from the hospital or associated organisation which should quote the project title and lead applicant.
- e) APS Support UK reserves the right to reject an application in whole or in part, following assessment by the Peer Review Panel.

#### 4. Salaries

- a) Support for salaries must state the grade and basic salary requested, with separate amounts for any enhancement premium, employers' 'on-costs' and London weighting. Annual increments must be included. However, applicants should note that, given the maximum grant award of £5000 (which is sufficient for only a small proportion of a salary for a researcher) support for salaries will only be awarded where there is proof that the rest of the salary has been covered from other sources.
- b) Any applicant on a grant proposal wishing to apply for their own salary must submit the application jointly with a tenured senior member (preferably the head) of the department in which they propose to work.
- c) Grants must be taken up within 12 months of the award and will start from the date that the project commenced or when the first person is appointed. Any grant lapsed for longer than 12 months must be resubmitted as a new application.
- d) Grants must be used only for the purposes authorised and at the salary rates agreed. Requests should include a recent CV of the applicant or of the lead applicant where two or more co-apply.
- e) The host institution must accept an individual paid from an APS Support UK grant as one of its employees for the duration of the award.
- f) If a grant holder wishes to move to another institution, APS Support UK must be informed in advance.
- g) In view of the short-term nature of grants, APS Support UK cannot be responsible for the present or future career of individuals employed on projects funded by the charity.

#### 5. Maternity Leave

- a) On the understanding that no additional funds are available, the grant holder may appoint a temporary replacement during the period of maternity leave.
- b) If the grant holder feels that the research will not be compromised, APS Support UK will normally agree for the returning research worker to work half-time for a year rather than full-time for 6 months if this is the period remaining on the grant

#### 6. Ethical Approval

- a) Local ethical committee approval must be obtained for research which involves clinical trials or investigations involving human subjects. Written evidence of such approval should be submitted with the grant application: if ethical approval is pending, no application will be confirmed by APS Support UK until documentary evidence of such approval has been received.

#### 7. Experimental animals

APS Support UK does not fund research involving the use of experimental animals.

## **8. Reports by Applicants and Grant Holders**

- a) Acknowledgment of APS Support UK must be made in any publications or presentations resulting from work carried out under an APS Support UK grant. All work published or presented by holders of APS Support UK-funded posts must acknowledge APS Support UK. The APS Support UK logo may be obtained from the charity office.
- b) The applicant must complete a layperson's End of Grant Report which must be submitted within 28 days of completion of the funded project. This report is normally of between 750 and 1500 words and may be used at the discretion of APS Support UK on its website or elsewhere.
- c) If the End of Grant Report is not submitted in the above timescale, APS Support UK reserves the right to press for the Report and not to consider further funding applications from the individual or their department.
- d) APS Support UK, on receiving the End of Grant Report, reserves the right to request within three months a full technical report on the funded report.
- e) APS Support UK requires Annual Reports for projects covering more than twelve months; otherwise payment may be suspended until receipt of such a Report.

## **9. Supervision and Dissemination of Research**

- a) The host institution is responsible for the proper supervision and dissemination of APS Support UK-funded research.
- b) It is recommended that all institutions holding APS Support UK grants should have an appropriate policy and mechanism for dealing with putative fraud possibly arising from research funding.

## **10. Acknowledgments**

- a) Acknowledgment of APS Support UK must be made in any publications or presentations resulting from work carried out under an APS Support UK grant. All work published or presented by holders of APS Support UK-funded posts must acknowledge APS Support UK. The APS Support UK logo may be obtained from the charity office. Please submit details of publications to APS Support UK.
- b) As APS Support UK is a charity relying on voluntary donations for its funds, grant holders are asked to support media awareness announcing the award of their grant in order to give publicity to the charity's work.
- c) Significant findings resulting from APS Support UK-funded research may be suitable for an official press release. Grant holders are asked to contact APS Support UK's charity office if they feel they have achieved exciting or newsworthy results.