

Research Proposal Application Guidelines

2022-2023

1. Eligibility criteria

- (i) Grants may only be held in universities, hospitals or recognised academic research institutes in the UK by individuals who are clinicians, AHPs and non-clinical scientists.
- (ii) Individuals who are employed by, or whose salary derives from, a commercial organisation are not normally eligible to apply for a Vasculitis UK grant.
- (iii) In line with other UK medical research charities, Vasculitis UK does not provide funds for overheads /administrative costs.

2. Application forms

- (i) All applications for grants must be made on the appropriate form which may be downloaded from Vasculitis UK's website. An emailed pdf signed copy, which must be one document containing all parts of the application, must be submitted **by 5 p.m.** on the relevant application deadline date to awardsadmin@vasculitis.org.uk.
- (ii) If an application is not received electronically by the deadline, it will *not be processed*. All applications received will be acknowledged by email.
- (iii) All collaborators associated with an application who are not co-applicants are required to provide a letter of support with the application.
- (iv) Applications submitted on the wrong forms or in an incorrect format will be rejected.

3. Salaries

- (i) Requested salary costs should be based on a recognised pay model or the host institution's local salary scale, including London weighting if appropriate.
- (ii) Annual increments must be included which should be based on the host institution's own salary scale, including London weighting if appropriate.
- (iii) London Weighting allowance will be payable at the rate appropriate to each host institution.
- (iv) Inflationary salary increases for funding in future years must be included in the costs requested. A compound allowance should be factored into the costing for this purpose. The percentage used to calculate the compound inflationary allowance must be the same as the most recent pay award agreed by the institution for the grade on which the individual is to be employed.
- (v) Any applicant on a grant proposal wishing to apply for his/her own salary must submit the application jointly with a tenured senior member (preferably the head) of the department in which he/she proposes to work.

(vi) The lead applicant must have a contract (either fixed term or tenure) which covers the length of the grant.

4. Regulatory approval

Written evidence of any necessary regulatory approval (including ethical and R&D requirements) or evidence that it has been/will be sought, should be submitted with the grant application. Until such time as any such approval has been made and evidence seen by Vasculitis UK, no payment on any grant awarded will be made.

5. Costs and finances

(i) Costs must show sufficient detail (including numbers and the basis of estimation) to enable peer reviewers to make an informed decision.

(ii) Applications for items of equipment greater than £5,000 must include a written estimate.

(iii) If your host institution is unable to cover the costs of publication, we will consider an addition to your award on a case-by-case basis. Please do not include this in your application.

(iv) Tuition fees and the costs of presenting of data at conferences are not normally included in grants from vasculitis UK.

6. Application process

(i) If there are more than 3 co-applicants, please attach an additional page to your application.

(ii) Please ensure that you clarify what other funding you have, if you have any other funding for the application submitted and explain how the application fits within your research goals, as this will be examined as part of the review of the application.

(iii) All applications are subject to stringent peer review and applicants will be informed in due course by e-mail of the outcome of the application which may take up to 4 months.

(iv) A clear condition of applying for a grant is that applicants should not approach the Chair or members of any committee either before or after the decision on the application. Any decision of Vasculitis UK Trustees on a grant application is final.

For queries when completing an application please email awardsadmin@vasculitis.org.uk and someone will get back to you as soon as is possible.