

Research Project Grant Terms & Conditions 2017 Grant Round

Our Vision is a World Free of MSA

SECTION 1: PURPOSE AND SCOPE OF RESEARCH PROJECT GRANTS

1. Purpose
Projects will be funded by the Multiple System Atrophy Trust (“MSAT”). The purpose of Projects will be to further understanding the cause and/or improving treatment of MSA.
2. Eligibility
All UK applications that meet the Trust’s 2014-2017 Research Strategy focus will be accepted and will be considered strictly in competition.
3. Period of support
Project Grants are available for up to two or three years, at a start date to be agreed with the Trust. The Trust reserves the right to terminate the Grant, should the Project’s start date be delayed without prior agreement by the Trust.
4. Financial provision
 - a) Applicants must be employed by the institution in which they intend to undertake the research (the “Host Centre”). The Host Centre will pay salary costs from funds supplied by MSAT, quarterly in arrears (see Section 3, paragraph 1). The research must be supervised by a person designated for that purpose by the Host Centre (the “Supervisor”).
 - b) A contribution towards other research costs (recurrent expenses and equipment) associated with the Project may be awarded at the discretion of MSAT (see Section 3, paragraph 2).
 - c) Applicants are urged to discuss the cost of their proposed research with the Host Centre to ensure that the Host Centre is able to meet any expenditure in excess of the above provisions.
 - d) MSAT will not contribute towards any other expenditure engendered by the Project (see Section 3, paragraph 3).

SECTION 2: METHOD OF APPLICATION

1. Submission
Application forms are available from the MSAT website (www.msatrust.org.uk). Applicants must meet the closing date for applications.
2. Location
 - a) Applicants shall make their own arrangements directly with the Host Centre for workspace in the Host Centre.
 - b) Applicants shall make their own arrangements for accommodation.
3. Subject of research
 - a) Applicants shall compose and submit their own written proposals. The proposals must be approved by both the Applicant's Head of Department and Supervisor. Both must countersign the application form accordingly. Applicants must confirm they have read the MSAT's current Research Strategy, Animal Testing Policy, and Stem Cell Policy (see www.msatrust.org.uk).
 - b) The Host Centre shall confirm in the application form its willingness to receive the Applicant and provide the necessary facilities.
4. Conditions for application
 - a) Applications for Project Grants are made on the understanding that the Host Centre and Applicants both agree to accept these (MSAT) Terms and Conditions.
 - b) MSAT reserves the right to seek, in confidence, the opinion of referees of its own choice in respect of applications.
 - c) MSAT reserves the right to deal as it sees fit with applications of unusual character. This might involve agreeing to waive or vary any of these Terms and Conditions before making an award, subject to the need to ensure that funds are properly expended.
 - d) Applicants must state whether any financial support is provided by or being sought from another source for the same research or for related research proposals (and in outline what those proposals are). Applicants must also state whether an application has been submitted elsewhere over the past year and, if so, with what result. Any existing or prospective commercial interest in the work covered by the application must be declared.

SECTION 3: REGULATIONS

1. Salaries

a) Support for salaries must state the grade and basic salary requested with separate amounts for superannuation, National Insurance and London Weighting. Annual increments, as determined by the national academic or clinical pay scales will be honoured. MSAT does not normally meet any other salary increases such as merit awards, promotions or salary enhancements.

b) The Host Centre shall pay the salary to Applicants in the first instance. Claims for reimbursement of the salary must be certified by the finance officer or other appropriate official at the Host Centre and submitted to the MSAT Chief Executive without delay after the end of the period covered by the claim. Reimbursement shall be made quarterly in arrears.

2. Recurrent expenses and equipment

A contribution towards the research costs associated with the Project may be awarded at the discretion of MSAT and, if so approved, paid by the Host Centre in the first instance. Claims for reimbursement must be certified by the finance officer or other appropriate official of the Host Centre and submitted without delay after the end of the period covered by the claim to the MSAT Chief Executive. Reimbursement shall be made quarterly in arrears.

3. Excess expenditure

MSAT will not contribute towards any other expenditure engendered by the following (this list is not exhaustive):

- Administrative overheads of the Host Centre; supply of utilities and services to the Host Centre
- Unspecified research work
- The cost of facilities at the Host Centre to which the Applicant normally has free access
- Animal houses

4. Ethical approval

Where clinical trials or investigations involving human subjects are intended, local ethical committee approval must be sought and a copy of this approval submitted to MSAT when awarded.

5. Use of animals

The use of animals for research must fall within the regulations laid down by the Home Office. Projects involving animals should include a brief statement confirming that no reliable alternative approach is possible, and that the minimum number of animals will be used.

6. Move to another UK institution

If Grant-holders wish to move to another Host Centre, MSAT must first be informed, and approval obtained, before the transfer of the Grant.

7. Interim and Final reports

- a) Within 28 days of the end of each year (where Grants cover more than one year) and the final year, Grant-holders shall prepare and submit to the MSAT Chief Executive:
 - i) A technical report on the work carried out on the whole of the research and its findings and results within that year.
 - ii) A summary provided on MSAT Grant Forms, in non-technical terms, indicating the purpose, achievements and implications of the research as a whole.
 - iii) At six-monthly intervals, Grant-holders will be asked to provide a short, non-technical summary of their work for distribution to the MSAT Trustee Board.
- b) A copy of each report shall also be supplied to the Chairman of the MSAT's Scientific Advisory Panel.
- c) Reports may be used by MSAT for internal evaluation and for use and onward distribution in information, publicity and fundraising materials, including on websites, and in publicity, education, awareness building and media activities.

8. Publications

- a) The results of the Project may be published in the usual way with the agreement of the Supervisor, the Head of Department at the Host Centre and the MSAT.
- b) If, arising out of successful research, papers or other communications are published or announcements and/or appearances are made, MSAT's support must be acknowledged using the charity's full name of Multiple System Atrophy Trust. Copies or reprints of publications and suitable copies of other material must immediately be sent to the MSAT Chief Executive and to the Chairman of MSAT's Scientific Advisory Panel. Grant-holders shall ensure that any publication or announcement gives an accurate account of the research. Grant-holders shall ensure that no reference to MSAT (other than the acknowledgement of support) shall be made in any publication or announcement without the prior written approval of the MSAT Chief Executive. If Grant-holders have prior knowledge of publication, announcements and/or appearances, this information must immediately be forwarded to the MSAT Chief Executive.
- c) Grant-holders must allow information regarding their ongoing research and that covered in their final report, during and beyond the period of the Grant, to be included in MSAT information and publicity material for fundraising and other purposes.

9. Inspection

With reasonable prior notice, Grant-holders shall provide facilities for members of MSAT, and/or their representatives, to visit the Host Centre to inspect progress and meet other personnel involved with the Project.

10. Variation and Termination
- a) MSAT reserves the right to amend these Research Project Grant Terms and Conditions. Any change will be notified on the MSAT website.
 - b) The Host Centre must inform MSAT of any change to the status of the institution of the Grant-holders that might affect their ability to comply with these Terms and Conditions.
 - c) Grant-holders must inform MSAT as soon as practicable of any significant divergence from the original aims and directions of the research that is being funded by the Grant.
 - d) Grant-holders must notify the Trust of any staff changes directly related to the Grant.
 - e) MSAT reserves the right to terminate the Grant without notice.
11. Limitation of liability
- MSAT accepts no responsibility, financial or otherwise, for expenditure (or liabilities arising out of such expenditure) or liabilities arising out of the work funded by the Grant. MSAT will not indemnify the Host Centre, any Grant holder or any other person working on the Grant (including employees, students, visiting fellows and subcontractors) or against any other claims (whether under any statute or regulation or at common law) for which the Host Centre may be liable as an employer or otherwise for which any such person may be liable.

August 2017