



LUPUS UK CONDITIONS OF GRANT

LUPUS UK's vision is that with earlier diagnosis and better treatments, most people with lupus will be able to live their lives without the large physical, emotional and economic burden that this illness has often caused in the past. To achieve this, LUPUS UK funds research into systemic lupus erythematosus in its various manifestations, and damage as a result of the aggressive nature of the disease itself and its necessary medications. LUPUS UK currently does not have sufficient money available for large-scale trials: it will therefore look to support applications which focus on the following:

- Smaller pilot studies which will lead to applications to major funders for large-scale research trials;
- Enabling grants for basic science support which would enable larger projects by providing essential data for large grant applications
- Medical meetings which would facilitate improvements to the understanding of the causes, prevention and treatment of lupus, and its research

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

1. Eligibility

- a. LUPUS UK grants may 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 a LUPUS 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 LUPUS UK Grant Application Form.
- d. LUPUS UK reserves the right not to fund equipment, administration costs or other overheads.

2. Application forms

- a. All applications for grants must be made on the appropriate form which is obtainable from the Grants Office, LUPUS UK, St James House, Eastern Road, Romford, Essex RM1 3NH (Tel: 01708 731251) or from the LUPUS UK website: www.lupusuk.org.uk The signed copy must be sent by post to LUPUS UK at the above address and a full PDF copy emailed to headoffice@lupusuk.org.uk
- b. All applicants and co-applicants associated with an 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 Layman's Abstract of between 500 and 1000 words must be submitted with an application, without which the application cannot be progressed. LUPUS UK will normally acknowledge receipt of a grant application in writing within one week.
- b.** Applications for research funding will be reviewed by members of the Charity's Peer Review Panel which undertakes rigorous, 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. Members of this panel are appointed by the Trustees for a 3-year period which may be renewed once. External reviewers will be used when the application is over £25,000 in value, complex or requires external verification.
- c.** LUPUS UK will formally respond to advise if 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.** LUPUS UK will only dispense grant monies upon receipt of an invoice from the hospital or organisation which should quote the project title and lead applicant.
- e.** LUPUS 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.
- b.** 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.
- 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 a LUPUS UK grant as one of its employees for the duration of the award.
- f.** If a grant holder wishes to move to another institution, LUPUS UK must be informed in advance.
- g.** In view of the short-term nature of grants, LUPUS UK cannot be responsible for the

present or future career of individuals employed on projects funded by the charity.

- h.** Where the Grant is for the appointment of a specialist lupus nurse as a new medical post, LUPUS UK reserves the right to only make the Grant if, depending on the individual circumstances, there can be written assurance that the post will thereafter be salaried through the Primary Care Trust.

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, LUPUS 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 LUPUS UK until documentary evidence of such approval has been received.

7. Experimental Animals

- a.** Applicants must provide written evidence that: i) their institution holds a Certificate of Designation under the Animals (Scientific Procedures) Act 1986; ii) the Home Secretary has granted a Project Licence under the above Act; iii) the necessary Personal Licences are held or have been applied for; iv) the work has been approved by the local ethical review process.
- b.** All Home Office, general or local regulations about the use of experimental animals must be observed and written confirmation that appropriate licences are held must be submitted with the grant application. LUPUS UK will not support the use of experimental animals in research unless there is no alternative. The species and numbers of animals to be used must be appropriate and fully justified. LUPUS UK emphasizes the importance of refinements of procedures to minimize any pain or distress and support for a project does not exempt the investigator from personal responsibility.
- c.** The research protocol must include: i) why the use of live animals is necessary and what other approaches have been considered; ii) why the species requested is appropriate especially if animals are being used as a model for human disease; iii) the case for the number of animals required to achieve statistical significance.

- d. Research grant applicants must examine and consider ways to improve adoption of the 3Rs:
- **Replace** the use of animals with alternative research methods and where possible avoid the use of animal's altogether.
 - **Reduce** the number of animals used.
 - **Refine** how animal based experiments are carried out to minimize any suffering and to improve animal welfare.

LUPUS UK is not currently a member of the Association of Medical Research Charities, but signs up to their position on animal research.

8. Intellectual Property

- a. Any intellectual property arising from LUPUS UK-funded work should be commercially exploited when appropriate for the benefit of LUPUS UK and the institution.
- b. LUPUS UK waives any claim to the ownership of intellectual property or data arising from the commercial exploitation of LUPUS UK-funded research on the conditions that grant holders and their administrative authorities agree to keep LUPUS UK fully informed of the development of any patentable property and that LUPUS UK is included as an equitable partner (reasonably related to LUPUS UK's proportion of support) in any revenue-sharing agreements that may result from this.

9. Reports by Applicants and Grant Holders

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

10. Supervision and Dissemination of Research

- a. The host institution is responsible for the proper supervision and dissemination of LUPUS UK-funded research.
- b. It is recommended that all institutions holding LUPUS UK grants should have an

appropriate policy and mechanism for dealing with putative fraud possibly arising from research funding.

11. Acknowledgments

- a.** Acknowledgment of LUPUS UK must be made in any publications or presentations resulting from work carried out under a LUPUS UK grant. All work published or presented by holders of LUPUS UK-funded posts must acknowledge LUPUS UK. The LUPUS UK logo may be obtained from the Grants Office. Please submit details of publications to LUPUS UK.
- b.** Because LUPUS UK is a charity relying on voluntary donations for its funds, grant holders are asked to support a local press release announcing the award of their grant in order to give publicity to the charity's work. There is a network of fund-raising Regional Groups throughout the UK and LUPUS UK grant holders are always welcome to speak at local meetings.
- c.** Significant findings resulting from LUPUS UK-funded research may be suitable for an official press release. Grant holders are asked to contact LUPUS UK's Office if they feel they have achieved exciting or newsworthy results.