



## **The National Association for Colitis and Crohn's Disease**

Charity registered in England Number 1117148. Charity registered in Scotland

Number SC038632

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### **NACC 'Living with Inflammatory Bowel Disease' Research Awards 2010**

**(Closing date 12<sup>th</sup> May 2010)**

#### **INFORMATION FOR APPLICANTS**

##### **Introduction and areas of interest**

Applications may be submitted for research into any aspect of the social & psychological impact of Inflammatory Bowel Disease including research into ways of helping patients and their families to live with IBD.

Funding for any one project will normally not exceed £120,000 and a period of two years, but these limits may be extended for an exceptional project.

NACC is keen to consider smaller, innovative or pilot projects as well as mainstream research. (Such a grant might, for example, enable an applicant to undertake work in anticipation that it will lead to a future application for funding of a more substantial project by NACC or other grant-giving bodies.)

Developing inclusiveness in NACC has been identified as a major theme in the 2010 – 2012 NACC plan. Applications which could inform and further NACC's aim of reaching out to specific groups will be particularly welcome, for example:

- People with sensory impairments
- People in prison
- The Gay Community
- People with Learning Disabilities
- People with Dementia
- Pregnant Women

##### **Application process and criteria for decisions**

Applicants should submit an outline application. These will be marked individually by the members of the NACC Social & Psychological Research Awards Committee and will then be considered at a meeting of the Committee. Applicants short-listed to produce a full application will be notified in June 2010. A period of at least six weeks will be given for producing the full

application and applicants will be invited for an interview with the Committee in September. An external referee's report may be obtained to aid the Committee in its discussions.

Decisions will be notified to applicants shortly afterwards and successful applicants will be required to start their project within 12 months of being notified that a grant is to be awarded.

Factors which will be taken into account by the Committee will be scientific merit and methodology, originality, the potential benefit to people living with inflammatory bowel disease and perceived 'value for money'.

### **What costs can be covered**

NACC grants can cover the costs of materials, services, expenses and staff specifically employed in the research. NACC will not pay for organisational overheads such as rent, heating, administrative support etc. Please note that, whilst changes within the agreed budget can be agreed in the light of the project's development or national pay awards, costs additional to your original budget cannot be agreed without further application to the Awards Committee. This Committee meets only once each year.

### **Staff costs**

In calculating staff costs ensure that you have allowed the appropriate amounts for any increments due and for any Employers' National Insurance or Pension Scheme costs. You should include an estimate for pay awards in second or subsequent years and state the percentage increase you have assumed.

### **Duration of grants**

Project Grants will normally be for a period up to two years, but funding for a second year is always dependent on an interim report being approved by the Research Awards Committee or its Officers.

### **Outline application format**

Please use the outline application form which is provided in MS Word format. A copy of your completed form must be emailed on or before 12<sup>th</sup> May 2010 to [elina.bloomfield@nacc.org.uk](mailto:elina.bloomfield@nacc.org.uk). This can be in Word or PDF format. One printed copy should be signed and posted to Elina Bloomfield at the NACC Office immediately afterwards. Please note that you do not need to include an introductory description of Inflammatory Bowel Disease.

Late applications will not be accepted. Faxed copies are not acceptable and supplementary information cannot be added after the deadline.

Please ensure that your secretarial staff are aware of the need for the application to arrive at the NACC Office before the deadline.

**Queries**

*Any queries about the preparation of your application should be addressed to the Director of Information and Support, Helen Terry, at NACC. (Telephone number 01727 830038, fax 01727 862550 or email [helen.terry@nacc.org.uk](mailto:helen.terry@nacc.org.uk))*

**The closing date for applications is 12<sup>th</sup> May 2010**

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## **What happens if you are awarded a grant?**

An agreement form will be sent to you confirming the amount and terms of the award. A representative of the Grant Holder (your institution) will be required to sign this agreement to confirm the starting date of the project and acceptance of the terms.

### **Payment of Grants**

Grants are normally paid quarterly in arrears on receipt of an invoice from the Grant Holder. Payment is normally made by BACS within one month of invoice approval.

10% of the grant value will not be paid until the required research reports have been received and accepted by NACC. Similarly payments will not be made towards the second-year costs of a grant unless an interim report has been received and accepted.

### **Supervision**

The Charity Commission places a duty on the Trustees of charities which fund research to ensure that adequate arrangements are made for the proper supervision of the research that is being undertaken. NACC does not have any permanent staff who are able to undertake a supervisory role directly and therefore NACC requires that Grant Holders have in place policies and procedures to protect against scientific fraud.

The Association of Medical Research Charities suggests that a procedure for dealing with accusations of scientific fraud would cover the following elements:

- a guidance document or code of practice on standards of professional behaviour
- provisions for induction and training of staff
- monitoring
- regulations and procedures for handling allegations
- fair procedures and appropriate protection for both the accused and the 'whistleblower'.

### **Research Reports Required**

A full report is required by the Social & Psychological Research Committee within three months of the completion of the Project. In the case of two-year awards, an interim report is required at the end of the first year for review by a member of the Committee.

Both interim and final reports must include a short report of the progress or outcome in language understandable to the general public. This will be forwarded to the NACC Newsletter editor and may be published on the NACC website.

A copy of any published article based on the research should be sent to NACC, 4 Beaumont House, Sutton Road, St Albans, Herts., AL1 5HH, telephone number 01727 830038. (A PDF by email is acceptable: send to [elina.bloomfield@nacc.org.uk](mailto:elina.bloomfield@nacc.org.uk))

### **Acknowledgement of NACC funding**

It is expected that all publications or presentations arising from NACC-funded projects should acknowledge the funding given by NACC. Greater public and professional recognition of NACC's role will help us in the task of raising more research funds. A slide or artwork for the NACC logo is available on request.

### **Feedback to NACC members**

NACC members are very keen to learn of progress in research and it is important that they receive regular feedback on what happens to the NACC research funds. Individual members and NACC Groups have raised over £4. million for research in the last 20 years. This is a tremendous achievement and you can help us to maintain their motivation by agreeing to give an occasional talk to a local NACC group and by providing the required report for our newsletter. The Editor is always pleased to receive contributions on research that will help members understand the overall context of the project, the work that is being undertaken and the hoped-for outcome. Pictures or illustrations are especially helpful if they are available, even general photographs of 'the researcher at work'.

NACC hopes that a request for a researcher from the project to talk at a NACC Group meeting will be viewed favourably provided these do not occur too frequently and do not involve undue travelling. You are welcome to liaise with Elina Bloomfield at the NACC Office (01727 734478) should a problem occur.

### **Press Statements about NACC-funded Research**

Please inform the NACC office in advance if you are issuing a press statement about research funded by NACC. This helps us to prepare a response for any journalist who may ask us to comment, and it also enables the appropriate NACC contact details for potential new members to be supplied to the media. Obtaining publicity for ulcerative colitis and Crohn's Disease is difficult and you can help the Association greatly by giving us advance notice. Local or regional publicity is just as valuable as national coverage.