

## TERMS & CONDITIONS

### Doris Hillier 2017



The terms and conditions for the Doris Hillier grant ('the grant') are set out below. It is important that these terms and conditions are read prior to completing the online application, and in the case that an application is successful, in conjunction with the award letter. Failure to comply with these terms and conditions may lead to the termination of the grant and the BMA reserves the right to recover grant monies in part or in full.

#### General

1. The British Medical Association is offering the Doris Hillier grant (£50,000) to assist research into rheumatism and arthritis.
2. Applicants must be registered medical practitioners in the UK and members of the BMA (grant holders are required to hold BMA membership for the duration of the grant). Applications for the above grant should be for proposed or current work on a specific project relating to rheumatism and arthritis.

In the case of joint applications, **both applicants** must be members of the BMA. All application criteria apply fully to both applicants.

3. The grant is **not available** for funding:
  - undergraduate education
  - postgraduate education involving 'taught' programmes (eg Masters courses)
  - overseas education or training
  - solely for travel or accommodation expenses
  - the purchase of computer hardware.
4. The grant will only fund the direct research costs of the research project and is **not available** for any overheads, estates costs or indirect costs.
5. Applicants may apply for any amount up to, but not exceeding, the total amount available from the grant (£50,000). **Applicants are also requested to indicate a minimum acceptable level of funding**, which will be taken into account if a decision is made to split the grant money between two or more projects.
6. The grant may be held concurrently with another grant, and is renewable. An application for renewal will be considered in competition with other applications.
7. Applicants may only submit one application to the 2017 Doris Hillier grant, including joint applications. Applicants are permitted to apply to other BMA research grants.
8. Applicants will be notified of the results by mid-July. Funding will be available to start from 1 September 2017 and the total grant amount will be available over a period of three years.
9. Research applications and related correspondence is strictly confidential between the applicant and the BMA and must not be disclosed outwith of those involved in the application process without prior permission from the BMA foundation trustees.
10. The decision of the BMA foundation trustees as to the winner of the grant is final and no further correspondence will be entered into. If none of the applications are considered to be of sufficient merit, the grant will not be awarded.

#### Pre-awarding conditions

11. Applicants must have obtained, or applied for, approval of their research project from their local Research



Ethics Committee. A signed PDF copy of this agreement must be uploaded during the online application process, or alternatively if ethical approval is pending then the date on which the committee will meet must be provided. For projects *not* requiring ethical approval, a signed statement from the project supervisor/head of department, giving the reason why ethical approval is not considered necessary, must be uploaded (PDF format) during the online application process. If the Research Ethics Committee will not be able to accept applications for ethical review unless funding has been agreed, a signed statement to this effect must be uploaded (PDF format) during the online application process. **Ethical approval must be valid for the duration of the project. Approval must relate to the project specified in the application and be relevant to the persons conducting the proposed research.**

12. Applicants are not required to be engaged in full-time research work. Applicants must however (as part of the application process) **upload a signed letter (PDF format) on headed paper from their organisation (eg NHS Trust, University) for where the research will be undertaken, clearly stating that they have permission to carry out the proposed research.** If research is conducted in multiple settings a letter of permission is required from each organisation from where research is being undertaken.

13. **All research involving the collaboration of the NHS or social care services is required to have an identified sponsor for research governance purposes.** (The research sponsor is the organisation taking primary responsibility for ensuring that the study meets national standards for the conduct of research, as set out in the Research Governance Framework for Health and Social Care).

Applicants' attention is drawn particularly to the specific responsibilities of the research sponsor, the principal investigator, and the host organisation for the research, defined in detail within the Research Governance Framework.

Please note that the BMA is not in a position to act as the research sponsor for those projects for which it awards research grants.

The framework can be found on the Department of Health website, at:  
<https://www.gov.uk/government/publications/research-governance-framework-for-health-and-social-care-second-edition>

14. Applicants are required to upload (PDF format) two references during the online application process. Please note each reference **MUST bear the electronic (scanned) signature of the referee and be submitted on headed paper.** For joint applications, each applicant requires two referees (these can be the same for both applicants).

15. For joint applications, correspondence (addressed to both applicants) will only be sent to the preferred mailing address.

#### **Post-awarding conditions**

16. It is the responsibility of the grant holder, the project supervisor and the host organisation to ensure that the research is organised and carried out within a framework of best practice. The grant holder must ensure that, before the research commences and during the full period of the grant, all the necessary legal and regulatory requirements in order to conduct the research are met, and all the necessary licences and approvals have been obtained. The grant holder will indemnify the BMA against any liability incurred by it howsoever arising from the breach by the grant holder of this clause 16.

17. The details of the application cannot be changed once the grant has been awarded.

18. The grant holder must submit an interim progress report of approximately 500 words on the work undertaken **not later than one year after receipt of the grant.**

19. The grant holder must submit a final report of a minimum of 1,500 words on completion of the work, **no later than six months following the end of the three-year grant period.** Where a final report is not submitted in this specified time, any remaining money under the grant will not be awarded.

20. The grant holder is required to submit invoices covering services or materials provided for the purpose of the research. All invoices **MUST be accompanied by copies of receipts for which reimbursement is sought (except when claiming salaries)**. Amounts in excess of half the total value of the grant will only be authorised following receipt of the interim report. Payment of the final quarter of the total grant money will only be authorised following receipt of the final report.

21. In any work published as a result of the grant, due acknowledgement must be made to the BMA's Doris Hillier grant, and copies of the publications sent to BMA corporate development, which has accountability for BMA charities. In any acknowledgement of support for published reports (excluding research papers), a disclaimer must be added to the effect that the report does not necessarily reflect the views of the British Medical Association.

22. The grant holder must liaise with and obtain prior approval from the BMA press office before any press statements are issued with regard to the grant and/or the findings from the research project funded by the grant.

### **Limitation of Liability**

23. The BMA accepts no responsibility for any costs or liabilities arising from the research funded by the grant. The grant holder will indemnify the BMA against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which any host organisation may be liable as an employer or otherwise or for which the grant holder or any other person may be liable.

### **Variation and termination**

24. The BMA reserves the right to amend these terms and conditions, as well as the grant criteria for each grant and any terms and conditions contained in the award letter. Any changes to these terms and conditions will be posted on the BMA's website.

25. The BMA reserves the right to terminate or suspend the grant, with immediate effect once notice has been given.

26. The grant holder must inform the BMA as soon as possible of any change in status which might affect their ability to comply with these terms and conditions.

### **Data Protection**

27. The BMA will use information provided in the application for the processing and the assessment of the application, for awarding the grant and for the financial payment and monitoring of the grant. The name of the successful applicant and their research project title will be made available on the BMA's website following the awarding of the grants, as well as the details of any published work resulting from the research project.

### **Law**

28. The laws of England and Wales shall govern these terms and conditions and all matters relating to these terms and conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

**Applications that do not comply with all of the above terms and conditions will be rejected without exception.**

### **For more information please contact:**

Corporate Development, British Medical Association, Tavistock Square, London, WC1H 9JP

Tel: 020 7383 6341 (direct line) E-mail: [researchgrants@bma.org.uk](mailto:researchgrants@bma.org.uk)

**Closing date for receipt of completed applications is Friday 3<sup>rd</sup> March 2017.**