



International Veterinary
Vaccinology Network



BBSRC
bioscience for the future

International Veterinary Vaccinology Network (IVVN) Workshop Application Guidance

Summary

The International Veterinary Vaccinology Network (IVVN) aims to promote vaccine research and development against livestock pathogens that cause diseases significant to low-and-middle income countries (LMICs). The remit of the IVVN includes all species that are of agricultural significance in LMICs including (but not limited to) poultry, aquaculture, ruminants and swine with an emphasis on molecular and cellular biology work relevant to vaccine development. Key aims of the IVVN are to bring together partners from academia, industry and other sectors, and to form partnerships between researchers based in the UK and LMICs.

Funding is available for IVVN members to host workshops on a specific topic related to the remit of the IVVN. The aim of IVVN workshop funding is to provide a platform for a focused exchange among researchers interested in a specific topic/challenge. We intend to make the workshop format flexible to permit accommodation of the range of activities that may fall under this remit. For example, workshops could take the form of a training workshop, a knowledge transfer workshop, a mini conference, a summer school/outreach activity etc. Applicants are asked to provide the costs requested under headings in the application form to facilitate the evaluation of the requested funds (if specific costs relevant to an application are not covered in the heading given then please include additional headings). Funding is available for host costs (venue hire, catering, materials etc.), bursaries for participants attending the workshop and scholarships for researchers from LMICs to attend. A list of LMIC countries can be found here (all countries listed in the document are considered LMIC): http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2014to2017_flows_En.pdf.

Each application will be judged on its relevance to the IVVN remit, its scientific/technical merit and apparent 'value-for-money' (evidence of additional funding secured from other sources will be viewed positively). Arrangement of the workshop, including logistics of organising travel and accommodation, will be the responsibility of the workshop host (in extenuating circumstances the IVVN may be able to offer some direct administrative/logistical support).

Applicants for workshop funding must be IVVN members - Network membership is free and you can apply here: <https://www.intvetvacnet.co.uk/scientists>. Applications from IVVN members who are Early Career Researchers (defined as not on a permanent contract/usually ineligible to apply for standard United Kingdom Research Councils' (RCUK) response-mode funding as a PI or Co-PI) and/or based in LMICs are particularly welcome.

All awardees will be required to submit scientific and financial reports at the end of the workshop. Details of any awarded workshop will be included in IVVN outcomes and publicity.

Details

Funding eligibility

Applicants: Funding is for IVVN members only. IVVN members based at academic institutes, governmental organisations, non-governmental organisations and industry are eligible to apply for workshop funding. All applications for workshop funding must be accompanied by a letter of support from the hosting research organisation.

What can be applied for?

Activities supported: all workshops must be within the scope of the IVVN network and its remit. Further information on this can be found on our website: <https://www.intvetvaccnet.co.uk>. All workshops must be open for IVVN members to apply to attend.

Activities not supported: workshops on themes outside the IVVN objectives and remit; applications from non-members of IVVN.

Value of grant: up to £15,500 (at 100% FEC) of funding can be applied for, however in exceptional circumstances (and where justified), the IVVN may be able to support workshops that will cost more than £15,500. The IVVN anticipate the breakdown of costs are as follows:

- Host costs (maximum of £3000)
- Bursaries for attendees (£500 per bursary, maximum of 15 bursaries)
- Scholarships for LMIC attendees (£1000 per scholarship, maximum of 5 scholarships).

Application process

Workshop calls will be announced intermittently throughout the four years of the IVVN initial funding period. Calls with associated information will be advertised on the IVVN website and IVVN members will also receive an e-mail notifying them of when new calls are made. The first call for IVVN workshop proposals is an open call, and applications will be assessed upon submission. The IVVN aim to notify applicants of the outcome of their application within one month. The application form and associated documents (letter of support) must be submitted via e-mail to the Network Manager, Dr Carly Hamilton, at IVVN@roslin.ed.ac.uk. You will receive acknowledgement of your application within two working days of submission.

Review

The IVVN Network Management Group (NMG) will review applications (NMG: Network Management Board (NMB), director and co-director - details of NMG membership is available on the IVVN website). If funding is refused, the application will be returned to the applicant and the reasons explained to enable applicants to re-submit an amended version if appropriate. NMG members will be excluded from review and subsequent discussions about an application where they have a conflict of interest (see below for details on conflicts of interest). The external advisory group (EAG), at an annual meeting, will have access to the workshop applications received and the justifications provided by the NMB for acceptance or refusal of funding to ensure transparency, fairness and consistency.

All information submitted in the application is held in strictest confidence and any personal data will be used by us in accordance with the IVVN Network Privacy Notice (found at <https://www.intvetvaccnet.co.uk/privacy-statement>); all NMG and EAG members have signed a confidentiality agreement as a requirement of their participation.

Notification of Review Results

Successful workshop applicants will be sent award letters confirming the funds available and for awardees to sign confirming agreement to IVVN terms and conditions.

Unsuccessful applicants will be informed promptly and the Network Manager may pass on specific feedback on request if available.

Post-award Administration

The University of Edinburgh will issue to the successful Hosting Network Member's organisation a grant award letter with terms and conditions attached. The Hosting Network Member's organisation should sign and return the award letter to the Network Manager within 30 days of the date of the award letter.

Funds must be spent as detailed on the application. The Hosting Network Member's organisation is required to submit scientific and financial reports to the Network Manager at the end of the project. Payment is generally made in arrears to the Hosting Network Member's organisation. However, alternative arrangements may be agreed. Payment will be for actual expenditure up to the value agreed in the original award letter only.

The receipts must be kept by the Hosting Network Member, as they may be required for possible future audits, who must follow standard accounting procedures for financial accounts. Any underspend on grants will be retained/reclaimed by the IVVN.

All awardees will be required to submit scientific and financial reports at the end of the workshop. Details of any awarded workshop will be included in IVVN outcomes and publicity.

Data Protection and Publicity

The University of Edinburgh is committed to protecting and respecting your privacy. Our privacy notice for the IVVN is found at <https://www.intvetvaccnet.co.uk/privacy-statement> and sets out the basis on which any personal data we collect from you, and that you provide to us, will be processed by us. Please read the privacy notice carefully to understand the University of Edinburgh's views and practices regarding your personal data and how we will treat it.

Successful projects, along with awardee details, will be listed on the IVVN website and in other relevant publicity, with a non-confidential lay summary outlining the work proposed. The University of Edinburgh will use information provided in the application for processing the application, the grant award, and for payment, maintenance and review of the grant. Copies of applications will also be made available to the IVVN NMG and EAG who will use information provided for reviewing the proposal and post-award administration. The University of Edinburgh, through the IVVN, may choose to publish details of awards, awardees, and information about successful projects.

IVVN funding is derived from a MRC/BBSRC award, therefore to meet the RCUK obligations for public accountability and the dissemination of information, non-confidential details of awards may also be made available on the RCUK's websites and other publicly available databases, and in reports, documents and mailing lists. The MRC/BBSRC will use this information for research related activities, including but not limited to, statistical analysis in relation to the evaluation of MRC/BBSRC funding, study of trends and policy and strategy studies. Recipients of awards may be requested to attend and contribute to MRC/BBSRC events within relevant areas at the request of the MRC/BBSRC.

Conflict of Interest

Examples of a conflict of interest include:

- Employed by the same research organisation as the applicant(s)
- Actively involved in research collaborations with the applicants(s)

- Working closely with the applicant(s), or the Principal Investigator or other investigator(s) for example as a co-author or PhD Supervisor, or has worked closely together in the last 4 years
- Holding a current position on the governing body of or an honorary position within the research organisation of the applicant(s)
- In receipt of personal remuneration in excess of £5000 per annum from the applicant's research organisation
- Personal/family relationship with the Principal Investigator or other investigators
- Hostile relationship with or direct competitor of the applicant or the Principal Investigator or other investigators.

Useful Resources

IVVN website: <https://www.intvetvaccnet.co.uk/>

UK Government information on ODA strategic objectives:

<https://www.gov.uk/government/collections/official-development-assistance-oda--2>

List of LMIC countries: http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2014to2017_flows_En.pdf (all countries listed in the document are considered LMIC).