



International Veterinary
Vaccinology Network



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International Veterinary Vaccinology Network (IVVN) Laboratory Exchange Award 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.

Grants are available for laboratory exchange projects (“projects”) to cover travel, accommodation and laboratory consumables, and to facilitate transfer of technological experience to laboratories in the IVVN and/or to allow highly specialised proof-of-concept pieces of work to be conducted by IVVN members. Grants are available for projects up to a maximum £10,000 (at 100% FEC), via competitive application to the Network Management Board (NMB). Both visiting and hosting researchers must be IVVN members in order to submit an application (Network membership is free and you can apply here: <https://www.intvetvacnet.co.uk/scientists>). Please note, the visiting or the hosting researcher must be from the UK. Applications from 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 and/or female researchers are particularly welcome. 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_Recipients2018to2020_flows_En.pdf.

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 project. Details of any awarded project 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 funding. All applications for funding must be accompanied by letters of support from both the visiting’s research organisation and hosting research organisation.

What can be applied for?

Activities supported: all projects must be within the scope of the IVVN network and its remit. Further information on this can be found on our website: <https://www.intvetvacnet.co.uk>.

Activities not supported: research outside the IVVN objectives and remit; projects from non-members of IVVN; projects without a UK-based researcher.

Value of grant: up to £10,000 (at 100% FEC).

Application process

Laboratory exchange grant 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 application form and associated documents (CVs & letters of support) must be submitted via e-mail by 9am on the closing date specified on the IVVN website 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. Applications received after the deadline will not be considered.

Review

All applications received in a call go to the IVVN Network Management Group (NMG: NMB, director and co-director) for initial assessment and assignment of reviewers (details of NMG membership is available on the IVVN website). If ineligible for funding, the application will be returned to the visiting research organisation and the host research organisation. Reviews for each proposal will be completed by two members of the NMG and scored according to a standard protocol. 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). Following review of all applications, a ranked list will be used to select applications for funding which will be approved by the NMG. The external advisory group (EAG) will have access and oversight of the review process of funding applications 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 projects will be sent award letters confirming the funds available and for awardees to sign confirming agreement to IVVN terms and conditions. Projects must start within 3 months of the date of the award letter (actual start date must be confirmed with the Network Manager), so it is advised that any contractual issues between collaborators are discussed prior to grant submission and resolved promptly upon award.

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 each of the awardee visiting research organisation and the awardee host research organisation a grant award letter with terms and conditions attached. Projects may not start until both the awardee visiting research organisation and the awardee host research organisation have signed and returned the respective award letters to the Network Manager.

Before a project can start, projects must consider whether a visiting researcher's agreement or equivalent is required for the project. If required, visiting researcher's agreement or equivalent must be in place before the project starts.

Funds must be spent as detailed on the application. The awardee visiting research organisation and awardee host research organisation are required to submit scientific and financial reports to the Network Manager at the end of the project. The Network Manager will arrange flights and accommodation for the visiting researcher. Invoices in respect of consumables and any bench fees should be submitted by the awardee host research organisation to the Network Manager. An invoice for 50% of the consumables and any bench fees should be submitted on commencement of the project and an invoice in respect of the remaining 50% of the consumables and any bench fees should be submitted on completion of the project. Payment will be for actual expenditure up to the value agreed in the original award letter only.

The receipts must be kept by the awardee host research organisation, 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.

A non-confidential brief summary of the project's outcomes, taken from the final report submitted by the awardee visiting research organisation and the awardee host research organisation, will be published on the IVVN website and in other relevant publicity. Awardees may be requested to provide details of the data generated by IVVN funds, if deemed necessary to validate the allocation and expenditure of IVVN funds.

Data Protection and Publicity

The University of Edinburgh is committed to protecting and respecting your privacy. Our privacy notice for the IVVN Network is found at <https://www.intvetvacnet.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.

Use of Animals

IVVN supports the principles of the 3Rs (Replacement, Reduction and Refinement). Awardees are expected to abide by the core principles set out in the cross-funder guidance 'Responsibility in the use of animals in bioscience research: Expectations of the major research councils and charitable funding bodies' and RGC2 (Research Governance) of the RCUK Terms and Conditions.

<http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research>
<https://www.ukri.org/files/legacy/news/grant-fec-tcs-january-2018-v1-pdf/>

The provisions of the Animals (Scientific Procedures) Act 1986 must be observed. All IVVN awards made by the University of Edinburgh are made on the absolute condition that all work is regulated by relevant national legislation and that approval has been gained following appropriate ethical review and cost/benefit analysis of animal use. When animals are purchased from commercial suppliers, in-country suppliers should be used wherever possible, to minimise the risk of suffering during transport.

All research involving non-human primates must comply with the NC3Rs Guidelines: Primate accommodation, care and use.

<https://www.nc3rs.org.uk/non-human-primate-accommodation-care-and-use>

Use of Human Samples or Data

All research involving human participants should be undertaken in accordance with MRC policies and guidance available from <http://www.mrc.ac.uk/research/policies-and-guidance-for-researchers/#ethics>. These include:

- Good Research Practice (2012);
- Medical research involving adults who cannot consent (2007);
- Medical Research Involving Children (2004);
- Human Tissue and Biological Samples for Use in Research (2014);
- Personal Information in Medical Research (2000)

Independent Research Ethics Committee approval is required for research that involves human participants (whether patients or healthy volunteers) or records. Such approval is also required for certain studies of human tissues.

In the case of social science research, it is recommended that award holders follow the ESRC Framework for Research Ethics (revised 2015) which highlights the responsibility of the research organisation for ensuring that the research is subject to appropriate ethics review.

Research involving human participants in developing societies presents specific ethical challenges and the MRC guidelines Research Involving Human Participants in Developing Societies must be followed.

Awardees whose research involves the removal, use or storage of human tissue as specified in the relevant legislation must:

- comply with the appropriate legislation, i.e. the Human Tissue Act 2004 and/or the Human Tissue (Scotland) Act 2006;
- follow the relevant standards and Codes of Practice issued by the Human Tissue Authority (HTA) (the MRC Regulatory Support Centre has summarised these);
- follow the MRC guidance detailed in Human Tissue and Biological Samples for Use in medical Research (2014).

For research taking place outside the UK, local national guidelines and international best practice must be followed. All legal requirements for the import/export of biological materials must be adhered to.

Genetically Modified Organisms (GMO)

National regulations and international best practice must be followed. Researchers who carry out genetic modification should be familiar with the legislative requirements and with the Scientific Advisory Committee on Genetic Modification (Contained Use) guidance (<http://webcommunities.hse.gov.uk/connect.ti/SACGM/grouphome>).

Dangerous Pathogens

Research organisations accommodating projects involving the use of dangerous pathogens must comply with the safeguards recommended by the UK Advisory Committee on Dangerous Pathogens in their guidance 'Infection at work: controlling the risk', 'Biological Agents: the principles, design and operation of containment in a level 4 facility' and 'Biological agents: Managing the risks in laboratories and healthcare premises', as well as local national regulations.

<http://www.hse.gov.uk/pubns/infection.pdf>

<http://www.hse.gov.uk/pubns/web09.pdf>

<http://www.hse.gov.uk/biosafety/biologagents.pdf>

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_Recipients2018to2020_flows_En.pdf.