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**International Veterinary Vaccinology Network (IVVN)**

**Online Workshop Application Form**

**PRIVACY NOTICE**

**We are committed to protecting and respecting your privacy. Please read our privacy notice at the end of this Application Form (and also found on the IVVN website:** [**https://www.intvetvaccnet.co.uk/privacy-statement**](https://www.intvetvaccnet.co.uk/privacy-statement)**) which sets out the basis on which any personal data we collect from you and that you provide to us will be processed by us.**

**Background**

IVVN are providing support for members to host workshops on a specific topic related to the remit of the IVVN. The aim of IVVN online workshops is to provide a platform for a focused exchange among researchers interested in a specific topic/challenge. One of the challenges of hosting a workshop is the time and logistics involved in organising and hosting these events. Therefore, to mitigate this, the IVVN will assist members to facilitate a successful online workshop on a topic of their choice.

Successful awardees of workshop support will be expected to create the scientific framework of the workshop (i.e. agenda and identify speakers), chair the workshop and complete a brief summary scientific report after the workshop. The IVVN will provide assistance with the organisation of the workshop including i) liaising with invited speakers, ii) hosting the workshop online by providing a relevant platform and iii) testing the platform with speakers and ensuring the smooth technical delivery of the workshop. Furthermore, the IVVN will create and manage a registration page for the workshop, promote the event online and can assist workshop organisers to engage with relevant stakeholders, for example, funders, industry members and other partners.

Workshops can be hosted as either half or full day events and they should take place before the end of 2022. All workshops must be open to the IVVN membership. Details of awarded workshops and the scientific summary (and the recording of the workshop if requested and approved by the workshop organisers) will be included in IVVN website and social media.

**Eligibility**

Applications are required to come from a minimum of two persons, ideally from different institutions. Applicants must be members of the IVVN - membership is free and registration can be found on our website: <https://www.intvetvaccnet.co.uk/members>. 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. A list of LMIC countries (all countries listed in the document are considered LMIC) can be found here: <https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-ODA-Recipients-for-reporting-2021-flows.pdf>.

**Review**

The IVVN Network Management Group (NMG) will review applications (NMG: Network Management Board (NMB), director and co-directors - details of NMG membership is available on the IVVN website).

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 members have signed a confidentiality agreement as a requirement of their participation.

**Application**

Please complete each section. Please note that the number of words indicated for each section provide guidance for the level of detail required and is not a strict limit. All applications for workshop support should be accompanied by a letter of support from the hosting research organisation.

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| **1. Workshop Title** (20 words) |
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| **2. Proposed date, anticipated number of attendees & names of invited attendees (if known)** |
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| --- | --- |
| **3. Participating Network Members** | |
| **Hosting Network Member** | |
| Name |  |
| Job title |  |
| Department & Research Organisation |  |
| Email |  |
| Telephone |  |
| Scientific area of expertise (100 words) | |
| **Supporting Network Member (please copy and paste for additional supporting members as necessary)** | |
| Name |  |
| Job title |  |
| Department & Research Organisation |  |
| Email |  |
| Telephone |  |
| Scientific area of expertise (100 words) | |

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| **4. Scientific concept of online workshop – background, relevance and timeliness of workshop topic with respect to members of the International Veterinary Vaccinology Network, justification for invited attendees, and expected outcomes of workshop (500 words)** |
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| **5. Format of virtual workshop – please outline the agenda/structure of the online workshop, including a provisional programme and speakers (500 words)** |
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| **6. The research organisation hosting the workshop has provided confirmation of support** | |
| **Research Organisation** | **Letter of support attached (please tick to confirm)** |
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| **7. Signature** – please sign and date this form before submission |
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Please submit your application form and associated documents to [IVVN@roslin.ed.ac.uk](mailto:IVVN@roslin.ed.ac.uk) by 9am GMT on Monday 28 February 2022.

Please send any queries about the online workshop call to [IVVN@roslin.ed.ac.uk](file:///C:\Users\tconnell\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\1R7PNZS0\IVVN@roslin.ed.ac.uk).

**Useful Resources**

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

**PRIVACY STATEMENT**

**Information about you: how we use it and with whom we share it**

The information you provide will be held and used by the University of Edinburgh (“the University”), through its International Veterinary Vaccinology Network (IVVN), to assess your application for funding, for processing any IVVN grant award that we may make to you and for payment, maintenance and post award administration of any IVVN grant award made to you.

The University is using this information about you because it is necessary as part of its assessment of your application for funding, for processing any IVVN grant award we may make to you, for payment, maintenance and post award administration of any IVVN grant award made to you and because you have given your consent to the use of your personal information by the University for this purpose.

Information about you will be shared with the Medical Research Council and the Biotechnology and Biological Sciences Research Council, who are co-funders of any awarded grant, and with members of the IVVN External Advisory Group, the IVVN Network Management Board and external reviewers all as part of the review process of applications for funding.

The University of Edinburgh will hold your personal information in accordance with the following retention schedule, upon the expiry of which we will destroy your personal information.

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| **Unsuccessful grant applicants** :  application forms, CVs, review notes, correspondence and related papers, including notes from all members of the IVVN network management board who review application forms | 6 months | After completion of the specific funding call |
| **Successful grant applicants**: application form, CV, offer and acceptance letters, financial reports, scientific reports, correspondence and papers related to the project and/or grant award | 5 years | After completion or termination of the project funded by the grant award |

We do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

If you have any questions, please contact the IVVN Network Manager, Dr. Carly Hamilton at [IVVN@roslin.ed.ac.uk](mailto:IVVN@roslin.ed.ac.uk).

ThisPrivacy Statement is continued at: [https:/edin.ac/privacy](file:///C:\Users\chamilt4\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5M8DXEJD\edin.ac\privacy)

**(This part is available on the University of Edinburgh website)**

**Data controller and contact details**

For data collected under this privacy notice, the University is the Data Controller (as that term is defined in the EU General Data Protection Regulation (*Regulation* (*EU*) 2016/679), registered with the Information Commissioner’s Office, Registration Number Z6426984.

You can contact our Data Protection Officer at [dpo@ed.ac.uk](mailto:dpo@ed.ac.uk). Our data protection policy is on our website at <http://www.ed.ac.uk/records-management/data-protection/data-protection-policy>

**Data sharing**

In addition to the primary purposes, we are also legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

**Transfers outside the EEA**

The University will only transfer data to countries outside the EEA when satisfied that both the party which handles the data and the country it is processing it in provide adequate safeguards for personal privacy. Details of such transfers and safeguards are on our website.

**Your rights**

You have the right to request access to, copies of and rectification or (in some cases) erasure of personal data held by the University and can request that we restrict processing or object to processing as well as (in some cases) the right to data portability (i.e. the right to ask us to put your data into a format that it can be transferred easily to a different organisation). If you wish to make use of one of these rights, please email your local contact.

If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. To withdraw consent, please email your local contact, who will explain the consequences of doing so in any particular case and initiate proceedings for withdrawing consent.

**Complaints**

If you are unhappy with the way we have processed your personal data you have the right to complain to the Information Commissioner’s Office at [casework@ico.org.uk](mailto:casework@ico.org.uk) but we ask that you raise the issue with our Data Protection Officer first.