

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.intvetvaccnet.co.uk/members>). If you are already a Network member, please ensure your profile is up-to-date). Please note, the visiting or the hosting researcher must be based 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): <https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf>. Please note, due to a change in ODA status, we cannot accept applications from researchers based at organisations in India.

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. Projects can run from November 2022 until February 2023 but all projects must be completed by 28 February 2023.

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 research organisation and hosting research organisation. Awardees must be eligible to receive ODA funds.

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.intvetvaccnet.co.uk>.

Activities not supported: research outside the IVVN objectives and remit; projects from non-members of IVVN; projects without a UK-based researcher; projects which cannot be completed before 28 February 2023.

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

Application process

Laboratory exchange grant calls will be announced intermittently. Calls with associated information will be advertised on the IVVN website and IVVN members will 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 Team (NMT: Director, Co-directors, Network Manager and Network Administrative and Communications Assistant) for initial assessment and assignment of reviewers (details of NMT membership is available on the IVVN website). If ineligible for funding, the application will be returned to the applicants by e-mail. Reviews for each proposal will be completed by two members of the Network Management Board (NMB) (the current NMB is listed on the IVVN website) and scored according to a standard protocol. NMT and NMB 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 NMB. 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 below under section Data Protection); all NMT, NMB 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 1 month 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 the awardee host research organisation a grant award letter with terms and conditions attached (and will issue a notification of award letter to the awardee visiting research organisation). Projects may not start until the awardee host research organisation has signed and returned the award letter 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 a scientific report to the Network Manager at the end of the project. All funds will be awarded to the awardee host research organisation and it will be expected to arrange flights and accommodation for the visiting researcher. An invoice for 90% of the total amount awarded to the awardee host research organisation should be submitted on commencement of the project and an invoice in respect of the remaining 10% of up to the total amount awarded to the awardee host organisation 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 awardee visiting research organisation is required to submit a financial report at the end of the project.

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

Data Protection Laws give individuals the right to see personal information held about themselves by the University of Edinburgh.

The University of Edinburgh complies with the requirements of the Data Protection Laws with regard to the collection, storage, processing and disclosure of personal information and is committed to upholding the core data protection principles of the Data Protection Laws.

For further information regarding how the University of Edinburgh processes your personal data and how to exercise your rights, please see our privacy statement below.

Publicity

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, NMT, NMB 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 (<https://www.hse.gov.uk/biosafety/gmo/acgm/acgmcomp/>).

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.

<https://www.hse.gov.uk/biosafety/infection.htm>

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

<https://www.hse.gov.uk/pubns/priced/biological-agents.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: <https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf>

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.

We may collect and use the following personal information about you: your name and contact information, including email address, telephone number and academic institution details.

To meet our contractual obligations to you, the University is using this information about you : (i) because it is necessary as part of its assessment of your application for funding; (ii) for processing any IVVN grant award we may make to you; and (iii)for payment, maintenance and post award administration of any IVVN grant award made to you.

Information about you will be shared with the Medical Research Council, the Biotechnology and Biological Sciences Research Council and the International Research Development Centre , where they are co-funders of any awarded IVVN grant, and with members of the IVVN External Advisory Group, the IVVN Network Management Team and 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.

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.

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

If you have any questions, please contact the IVVN Network Manager, Dr. Carly Hamilton at IVVN@roslin.ed.ac.uk.

This Privacy Statement is continued at: [Continued privacy notice | The University of Edinburgh](#)

(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 Controller (as that term is defined in the UK General Data Protection Regulation and the Data Protection Act 2018), registered with the Information Commissioner's Office, Registration Number Z6426984.

You can contact our Data Protection Officer at dpo@ed.ac.uk. Our data protection policy is on our website at <https://www.ed.ac.uk/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.

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 but we ask that you raise the issue with our Data Protection Officer first.