

**International Veterinary Vaccinology Network (IVVN)**

**Online Training Courses Application Form**

**COMPLIANCE WITH DATA PROTECTION LAWS**

**In accordance with Data Protection Laws, the personal data provided in this form will be processed by the University of Edinburgh, and may be held on a computerised database and/or manual files.**

**For the purposes of this form, "Data Protection Laws" shall include General Data Protection Regulation (EU) 2016/679, the UK Data Protection Act 2018 and, from the date on which the UK leaves the European Union, all legislation enacted in the UK in respect of the protection of personal data.**

**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/catalyst-funding/privacy-statement**](https://www.intvetvaccnet.co.uk/catalyst-funding/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.**

Prior to completing this application form, please read the information below which details the available training courses and the eligibility criteria to apply. Please complete each section (the number of words indicated for each section provide guidance for the level of detail required and is not a strict limit). Please send the completed application form (in Word format) and a one page CV to [IVVN@roslin.ed.ac.uk](mailto:IVVN@roslin.ed.ac.uk) by 9am GMT on **13 December 2022.**

**Online Training Courses**

We are pleased to offer early career researcher IVVN members access to online training courses, delivered by [Scriptoria](https://scriptoria.co.uk/). Before selecting a course, please read the information about each course on the IVVN website and ensure will be able to attend all of the sessions for that particular course. There are limited spaces on each course so we envisage that successful applicants will be allocated a place on one course only, to ensure as many participants can access the courses as possible. Therefore, we request that applicants select no more than two courses that they would like to attend, and if more than one course is selected, indicate their order of preference. Please note, Scriptoria have previously hosted the online grant writing and project management courses in 2021, therefore if you have already attended those courses, please do not select to attend them again.

**Eligibility Criteria:**

* Applicants should be early career researchers (PhD students and postdocs).
* Priority will be given to those from LMIC countries (all countries listed [here](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2022-23-flows.pdf) are eligible to apply under the LMIC category).
* Applicants should be members of the IVVN and have up-to-date member profiles. Please sign up for free IVVN membership [here](https://www.intvetvaccnet.co.uk/members).

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| **1. Applicant Details** | |
| Name |  |
| Position held |  |
| Department, Research Organisation & Country |  |
| Email |  |
| Telephone |  |

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| **2. Online Training Courses** |
| **Please select up to two courses from the list below and indicate your preferred course. Applicants must be able to attend all days of their selected course(s).**  Grant Writing: 10 & 12 January 2023  Journal article writing: 24 & 26 January 2023  Project management: 7 & 9 February 2023  Communicating research to non-specialist audiences: 21 & 23 February 2023  **Choice 1:**  **Choice 2:** |

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| **3. Please let us know if you have previously attended any online or in-person IVVN training courses** |
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| **4. Please provide a statement to outline why you would like to attend the selected course(s)**  (300 words) |
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| **5. Please detail how attendance on the selected course(s) would benefit your career** (300 words) |
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| **6. Required additional documents – please include the following with your application:** |
| One page CV |

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| **6. Signatures** – Applicant and applicant’s line manager/head of department to sign and date |
| I confirm I have listed my preference of courses.  I have attached my one-page CV.  I confirm my participation has been approved by my line manager/head of department.  Applicants signature:  Date:  Line Manager/Head of Department’s signature:  Line manager name/position:  Date: |

Please submit your application form and one page CV to [IVVN@roslin.ed.ac.uk](mailto:IVVN@roslin.ed.ac.uk) by 9am GMT on **13 December 2022.**

Please send any queries about the grant 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:** <http://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 (all countries on this list are LMIC):** <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 and telephone number and your 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 may be shared with the Medical Research Council, the Biotechnology and Biological Sciences Research Council and the International Development Research Centre, where they are either funder or 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>

**(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 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.