**International Veterinary Vaccinology Network (IVVN)**

**Pump-Priming Grant 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/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.**

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. Please ensure you refer to the IVVN Pump-Priming Grant Application Guidance document for details of eligibility and grant requirements. All applicants must be IVVN members, please sign up [here](https://www.intvetvaccnet.co.uk/members).

Please note successful project titles, lay summaries and project outcomes will be published on the IVVN website.

|  |
| --- |
| **1. Project Title** (20 words) |
|  |

|  |
| --- |
| **2. Lay Summary** (300 words) |
|  |

|  |
| --- |
| **3. Abstract** (300 words) |
|  |

|  |  |
| --- | --- |
| **4. Project Duration (months)**  ***Projects should last for up to 12 months*** |  |

|  |  |
| --- | --- |
| **5. Applicant Details** | |
| **Principal Investigator** | |
| Principal Investigator Name |  |
| Job title |  |
| Department & Research Organisation |  |
| Email |  |
| Telephone |  |
| Scientific contribution – brief track record and expertise relevant to the project (100 words) | |
| **Other Investigators/Co-Applicant Details (please copy and paste for additional partners/co-applicants)** | |
| Name |  |
| Job title |  |
| Department & Research Organisation |  |
| Email |  |
| Telephone |  |
| Scientific contribution – brief track record and expertise relevant to the project (100 words) | |

|  |
| --- |
| **6. Scientific challenge(s) being addressed** (50 words) |
|  |

|  |
| --- |
| **7. How does the project benefit from participation of multiple IVVN partners** (100 words) |
|  |

|  |
| --- |
| **8. Description of the proposed project** (1500 words) |
| i) scientific background (and rationale)  ii) objectives  iii) experimental methodology |

|  |
| --- |
| **9. Does the project ‘add-value’ to other, ongoing activities** (100 words) |
|  |

|  |
| --- |
| **10. If successful, how would the project be continued and which funders would be suitable for subsequent applications** (200 words) |
|  |

|  |  |
| --- | --- |
| **11.1 Project Budget**  Please specify your costs for your project (£), per partner institute.  Total project cost (100% fEC) must not exceed £100,000.  Please refer to our Guidance Notes for more details. | |
| Partner 1 (please add more sections for additional partners if needed) | |
| Research Organisation Name |  |
| LMIC | Yes / No |
| Staff Salaries | £ |
| Consumables | £ |
| Animals | £ |
| Travel/subsistence | £ |
| Other direct costs (please specify) | £ |
| Indirect costs | £ |
| Total cost of project partner 1 | £ |
| Total amount requested partner 1 | £ |
| Partner 2 | |
| Research Organisation Name |  |
| LMIC | Yes / No |
| Staff Salaries | £ |
| Consumables | £ |
| Animals | £ |
| Travel/subsistence | £ |
| Other direct costs (please specify) | £ |
| Indirect costs | £ |
| Total cost of project partner 2 | £ |
| Total amount requested partner 2 | £ |
| Total Project Budget – all partners | |
| Total cost of project – all partners | £ |
| Total amount requested – all partners | £ |
| **11.2 Resource Justification** - please provide a detailed justification of the costs you are requesting (300-500 words) | |
|  | |
| **11.3 Other Sources of Funding** (if applicable) – please provide details (which includes amount) of any other public funding which is being provided to support this research | |
|  | |

|  |
| --- |
| **12.1 Ethical Concerns** – Does your research involve (please tick all that apply; if none go to Q13): |
| Use of human biological samples – if yes, please answer Q12.2 |
| Use of animals – if yes, please answer Q12.3 |
| **12.2 Use of human samples** – please detail how these samples were obtained and confirm that you have appropriate ethical review and approval, and plans in place for any import/export and Material Transfer Agreements necessary (500-1000 words) |
|  |
| **12.3 Use of animals** (500-1000 words) please describe: |
| i) how you will work ethically, including the process for acquiring ethical approval  ii) details and justification of species and numbers of animals being used in the project including a brief description of any *in vivo* procedures that will be used  iii) how this project complies with the 3Rs (Replacement, Reduction and Refinement)  iv) Please confirm that you have plans in place to obtain the other national and international approvals required for the proposal including import/export, Nagoya Protocol, Benefits and Access Sharing Legislation and Material Transfer Agreements if required |

|  |
| --- |
| **13. Required additional documents – please include the following with your application:** |
| CV (2 page) and publications list (1 page) for all investigators on the project  Letter of Support from Head of Department of all organisations  If an applicant is an Early Career Researcher a Letter of Support from the Research Group Leader |

|  |
| --- |
| **14. Reviewers** – please declare if you are aware of any reason why any individual on the IVVN Network Management Board should not review this proposal. The current Board is listed here (https://www.intvetvaccnet.co.uk/members/network-management-board). Also declare if there are any other researchers whom should be excluded. |
|  |

|  |
| --- |
| **15. Subsidy Control Declaration** |
| The subsidy being offered for this call is by way of the Minimal Financial Assistance provisions under the Subsidy Control Act 2022, and the applicant/lead applicant/co-applicant (as the case may be) must read, complete and sign the Minimum Financial Assistance Notification forming Appendix 1 of this Application Form. |

|  |
| --- |
| **16. Signatures** – all Investigators/Co-Applicants must sign and date this form before submission |
|  |

Please submit your application form and associated documents to the IVVN at [IVVN@roslin.ed.ac.uk](mailto:IVVN@roslin.ed.ac.uk) by 9am BST on **29 April 2024**. 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/>

**Previously funded IVVN pump-priming grants:** <https://www.intvetvaccnet.co.uk/catalyst-funding/pump-priming-grants/funded-pump-priming-grants>

**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-2024-25-flows.pdf>

**Guidance Note on applying for Official Development Assistance:** https://[www.ukri.org/wp-content/uploads/2020/10/UKRI-271020-GCRFODAGuidance.pdf](http://www.ukri.org/wp-content/uploads/2020/10/UKRI-271020-GCRFODAGuidance.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.

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.

|  |  |  |
| --- | --- | --- |
| **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: [www.edin.ac/privacy](https://www.ed.ac.uk/records-management/notice)

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

**Data controller and contact details**

For data collected under this privacy notice, the University of Edinburgh (the “University”) is the Data 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.

The University's Data Protection Officer can be contacted at:

[dpo@ed.ac.uk](https://data-protection.ed.ac.uk/dpo@ed.ac.uk)

Our data protection policy is on our website.

[University data protection policy](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 (ICO), but we ask that you please raise the issue with our Data Protection Officer first.

For information about reporting a concern to the ICO see their website:

[ICO guidance on reporting a data protection concern](https://ico.org.uk/concerns/)

**APPENDIX 1: SUBSIDY CONTROL: MINIMUM FINANCIAL ASSISTANCE NOTIFICATION**

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Organisation Name** |  |
|  |  |
| **Project Title** |  |

Subject to the Applicant being successful in the award of IVVN award funding, following evaluation of this Application Form, the University of Edinburgh shall offer the Applicant a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022), subject to your agreement to, and compliance with, the terms and conditions set out below relating to MFA and any other terms of the subsidy specified by the University of Edinburgh within the Award Letter Terms and Conditions to be issued to successful Applicants.

The amount of MFA offered will be no more than the total amount of IVVN award funding requested by the Applicant/Lead Applicant or Co-Applicant (as applicable) in its response to Section 11 of this Application Form. Before awarding any IVVN funding and making any payment of IVVN funding, the University of Edinburgh requires written confirmation from the Applicant/Lead Applicant and each Co-Applicant (as applicable) that receipt of the payment of the IVVN funding will not exceed the Applicant’s/Lead Applicant’s or Co-Applicant’s (as applicable) MFA threshold of £315,000 cumulated over this and the previous two financial years, as specified in section 36(1) of the Subsidy Control Act (2022). This means you must confirm that you\*, as Applicant/Lead Applicant or Co-Applicant (as applicable), have not received more than £315,000 minus the value of the IVVN subsidy funding being claimed within this Application Form in MFA subsidies (please be aware MFA subsidies from UK public authorities accumulate with each other) or comparable types of subsidies (see section 42(8) of the Subsidy Control Act) between 1 April 2022 and this date.

The University of Edinburgh takes this opportunity to remind the Applicant/Lead Applicant or Co-Applicant (as applicable) that the Applicant/Lead Applicant or Co-Applicant (as applicable) is required to keep a written record of the amount of MFA it has received and the date(s) when it was received. The written record must be kept for at least three (3) years beginning with the date on which the MFA was given. This will enable the Applicant/Lead Applicant or Co-Applicant (as applicable) to respond to future requests from public authorities on how much MFA you have received and whether you have reached the cumulative threshold.

\* The MFA financial threshold applies at company group level.

**What does the Minimum Financial Assistance declaration mean for applicants?**

This declaration concerns the amount of funding (subsidy) that **your organisation** has received from the **UK government**. This funding is controlled by the *UK Subsidy Control Act (2022)* and **the declaration must be considered by ALL applicant organisations (UK and international)**.

If your organisation has not received more than £315,000 of UK government funding in the current financial year and the past 2 financial years (1 April 2022 to the date of your application), this is categorised as Minimum Financial Assistance (section 36(1) of the Act) and *in broad terms*, the control requirements of the Act do not apply to Minimum Financial Assistance. The controls exist to stop organisations gaining **an unfair economic advantage through the award of public funding**.

**Please seek advice from your financial and/or legal teams before signing the declaration as the consequence of a false declaration may result in the repayment of any funding received from IVVN.**

To do this your financial and/or legal teams will need to check their financial records to find out if any funding received has been received from public bodies based in the UK.

The key question here is **if you receive*****your request*ed grant amount****from IVVN would that mean that your organisation, in total, has received more than £315,000 of funding from public bodies (which covers governmental backed funding bodies, such as MRC and BBSRC, as well as central, devolved or local government bodies and publicly funded organisations like Universities and Health Boards) in the UK over the past 3 financial years (1 April 2022 to the date of your application)?**

**If the answer to this question is “no”:**

This declaration should be signed by *a person who has authority* to sign on behalf of your organisation (some examples of those who have authority are a Head of School, a Director, a Chief Operation Officer, a Head of Legal, a Head of Finance)

**If the answer to this question is “yes”:**

Please ask your financial and/or legal teams to contact us as soon as possible as *this does not necessarily exclude you from the application process*. We will need to discuss with them further if the application can still proceed.

**If the answer to this question is “we don’t know”:**

Please ask your financial and/or legal teams to contact us as soon as possible. Where possible we will try to assist with their queries.

**(Confirmation continued on following page)**

**Confirmation must be given by someone who is authorised to do so on behalf of your organisation**.

I confirm, for and on behalf of, [**Please insert the name of the Applicant/Lead Applicant or Co-Applicant (as applicable)** ] that receipt of MFA of no more than the total amount of IVVN funding requested by us in our response to Section 11 of this Application Form (£[**insert amount**]) from the University of Edinburgh will not exceed [**Please insert the name of the Applicant/Lead Applicant or Co-Applicant (as applicable)**]’s MFA threshold, as specified in section 36(1) of the Subsidy Control Act (2022).

**I have authority to make this declaration on behalf of my organisation \***

|  |  |
| --- | --- |
| Organisation Name: |  |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |

\* in the event that the Applicant/Lead Applicant is unable to make this declaration please contact [IVVN@roslin.ed.ac.uk](mailto:IVVN@roslin.ed.ac.uk) with an explanation as to why the declaration cannot be made.