

The Jessica Bethell MenB Grant Application Form

Contents

[1. Title of Investigation (max. 120 characters) 1](#_Toc113949562)

[2. Applicants 2](#_Toc113949563)

[3. Institution(s) 2](#_Toc113949564)

[4. Collaborators 3](#_Toc113949565)

[5. Research Summary 3](#_Toc113949566)

[6. Summary of research proposal for the layperson under the four headings below 4](#_Toc113949567)

[7. Proposed Investigation 4](#_Toc113949568)

[*8.* Support requested in £ sterling and 8](#_Toc113949569)

[9. Use of human participants or human tissue 10](#_Toc113949570)

[10. Experiments involving animals 10](#_Toc113949571)

[11. Intellectual Property 11](#_Toc113949572)

[12. Other research grants and grant applications 11](#_Toc113949573)

[13. Applicants’ declaration 12](#_Toc113949574)

[14. Signatures of support 13](#_Toc113949575)

[15. Curriculum Vitae of Applicants/Staff 14](#_Toc113949576)

[16. Scientific Integrity 14](#_Toc113949577)

[17. Safeguarding 14](#_Toc113949578)

[18. Monitoring and Evaluation 15](#_Toc113949579)

### Title of Investigation (max. 120 characters)

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### Applicants

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Principal Applicant** | **Applicant 2** | **Applicant 3** | **Applicant 4** |
| Full Name |  |  |  |  |
| Title |  |  |  |  |
| Post held  |  |  |  |  |
| Early Career Researcher? | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Institution |  |  |  |  |
| Number of hours per week on project |  |  |  |  |
| Contact details (email and phone number) |  |  |  |  |

The principal applicant is normally the corresponding applicant. If correspondence should be addressed to another applicant, please use an asterisk to indicate this in the table above. Due to its formatting, there are some restrictions on this table. If you would like to add more co-applicants, please contact our Research Officer at amelias@meningitis.org and you will be sent a copy for completion.

#### If the Primary Investigator is an Early Career Researcher, please explain how they will be supported by the rest of the project team:

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### Institution(s)

#### Administering Institution/Authority:

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Representatives of the Administering Institution sign the ‘Signatures of Support’ section of this form, as well as the Terms & Conditions if the application is successful. The Administering Institution submits invoices, financial statements and reports.

#### Institution(s) at which work is done:

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| Institution(s) | Aspect of work to be done at each institution |
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### Collaborators

Any collaborators (NOT applicants) in this research application should complete and sign the following section:

|  |  |
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| **Name of collaborator:** |  |
| **Full address of collaborator, including department and institution:** |  |
| **Extent and nature of collaboration:** |  |

**I confirm that I am willing to collaborate as stated above on this research project:**

**Signed:**

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| Print or upload picture below |

 **Date:**

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\*If your application, involves multiple collaborators, please complete and submit additional copies of the collaborator form which is available for download on our website: <https://www.meningitis.org/for-researchers/jessica-bethell-menb-grants-call>

### Research Summary

#### Key information

|  |  |
| --- | --- |
| Proposed start date\* |  |
| Duration / months (max. 12 months) |  |
| Total funding requested /£ Sterling (max. £35,000) |  |

\*Please choose a realistic start date. You will not learn the outcome of your application until late January 2023, and it takes time to obtain signatures and return Terms and Conditions, and if necessary, to recruit staff once the paperwork is done.

#### Scientific Abstract (max. 250 words)

Structured scientific summary for scientific assessors. Please include: important background, hypothesis, expected outcomes and long term impacts for future protection against meningococcal group B (MenB) disease, which may include prevention, early recognition, diagnosis and/or management.

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1. Summary of research proposal for the layperson under the four headings below.

The summary must include a brief outline of the clinical and/or public health benefit and potential value of this study in relation to protection against MenB, as described above. The text will be used on the MRF and Jessica Bethell Charitable Foundation websites to help raise awareness of the work.

#### Title in laypersons language (max 120 characters)

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#### What is this project about?

Briefly outline the project aims and methods. Please summarise the actual work you plan to do, in layperson’s language.

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#### Why is it important?

What problem or need is the research addressing?

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#### Potential outcomes

What type of outcomes are expected in the short term with regards to potential changes, benefits, or learning? What is the hope for longer term impact?

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### Proposed Investigation

Please use a standard sized font (no smaller than 10 point). Additional pages may be used for the reference list, as well as data tables, graphs, photographs and pilot data where appropriate. Please integrate these pages into the application form, rather than sending them as a separate document.

Purpose (max. 500 words) - Please include the specific hypotheses to be tested and how this research fits against the [scope](https://www.meningitis.org/for-researchers/jessica-bethell-menb-grants-call#resources) of ‘*UK-relevant research focussed on protection of teenagers and young adults against MenB disease. This could include projects focussed on the prevention, early recognition, diagnosis and management of MenB’*

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*Aims, Objectives and Key Milestones - Please list objectives & milestones for this project and explain how these will assist in addressing the hypotheses established above. Please also complete the below Gantt chart detailing the related timescales for achieving these:*

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| **Aims** |  |
| **Objectives** |  |
| **Key Milestones** |  |

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| **MILESTONE TITLE** | **TASK LEAD** | **DEAD LINE**  | **TASK STATUS**  | **J 23** | **F 23** | **M****23** | **A 23** | **M 23** | **J 23** | **J 23** | **A 23** | **S 23** | **O 23** | **N 23** | **D 23** | **J 24** | **F 24** | **M 24** |
| Milestone example 1 | Name |  June 2023 | Choose an item. | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  |
|  Milestone example 2 | Name |   Aug 2023 | Choose an item. |  | X | X | X |  |  |  |  |  |  |  |  |  |  |  |
|  Milestone example 3 | Name |   Oct 2023 | Choose an item. |  |  |  | X | X | X |  |  |  |  |  |  |  |  |  |
|  |  |  | Choose an item. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | Choose an item. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Due to its formatting, there are some restrictions on this table. If you would like to add additional columns or rows to please contact our Research Officer at amelias@meningitis.org and you will be sent a copy via Excel for completion.

#### Background (max. 500 words):

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#### Plan and Methods (max. 1000 words):

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#### Potential outcomes - What type of outcomes are expected in the short term? Following this research, what is the hope for longer term impact and future projects? (max. 250 words):

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#### Dissemination and Communication - Please outline proposed arrangements for dissemination, describing what aspects of the research will be communicated with both the scientific community and the public, including those affected by meningitis and/or septicaemia, and the methods of communication that will be employed (max. 250 words):

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#### References:

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1. Support requested in £ sterling and detailed justification of support

Please note that no overhead costs will be paid. For further explanation of what is in or out of scope for funding, please refer to the [Guidance for Applicants](https://www.meningitis.org/for-researchers/jessica-bethell-menb-grants-call#resources).

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| **Expense**  | **Total Cost**  |
| Staff | £ Total Staff Cost here |
| Please complete the below staff costs table; any further explanation of costs may be provided in this text box: |
| Equipment | £ Total Equipment Cost here |
| Please include a breakdown of equipment costs – including the source and quoted price:  |
| Consumables | £ Total Consumables Cost here |
| Please include a breakdown of consumables costs – including source, cost per unit, and number of units required: |
| Animals | £ Total Animals Cost here |
| Please include a breakdown of animal costs – including the intended source of supply, the number and species required, the purchase price and cost of maintenance:  |
| Travel and Subsistence | £ Total Travel and Subsistence Cost here |
| Please include a breakdown of travel and subsistence costs for working visits – including the destination, purpose and duration of the travel:  |
| Exceptional items | £ Total Exceptional items Cost here |
| Please include a breakdown of the cost of any exceptional items not included in other headings:  |
| **Grand Total £** | £ Grand Total here |

#### Staff costs

#### All costings should take account of expected salary increments. The Foundation will not cover recruitment costs.

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| Details of posts by name (including employee name if known) | Annual costs of the post | Effort on project(percent/ months) | Total £ Year 1 |
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| **%** | months |
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|  |  |  |  |  |
| **Grand total £** |  |

### Use of human participants or human tissue

1. Does this project involve the use of human participants or human tissue?

 Yes [ ]  No [ ]

If you answered no, please move on to question 10.

1. Has a submission been made to the relevant Ethics Committee?

Yes [ ]  No [ ]

If yes, please attach copies of your submission to the relevant Ethics Committee(s) along with your letter of approval if available (along with translation into English for documents in other languages).

If no, please explain when you expect to be able to provide this.

The Foundation will consider applications before ethics committee approval is obtained. However, funding will not be released until written confirmation of ethics approval has been received. We would normally expect ethics approval within 3 months of notification of grant.

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### Experiments involving animals

Applicants must have regard to animal welfare and advances in the 3R’s of animal use: refinement, replacement and reduction. As a member of the AMRC, Meningitis Research Foundation supports the AMRC statement on the use of animals in medical research: <https://www.amrc.org.uk/position-statement-on-the-use-of-animals-in-research>

Meningitis Research Foundation will not support research involving animals unless there is no alternative, and it is essential to the outcome of the research. If the proposed research project involves research on animals, their use must be minimised and optimised. The number of animals requested must be fully justified. Meningitis Research Foundation emphasises the importance of refining procedures to minimise any pain or distress caused.

Please refer to the Foundation’s [policy on the use of animals](https://www.meningitis.org/for-researchers/jessica-bethell-menb-grants-call#resources) before answering these questions:

1. **Do the experiments you propose involve the use of protected animals in regulated procedures under the Animals (Scientific Procedures) Act 1986?**

**Yes** [ ]  **No** [ ]

1. **Will you be engaging any other establishment to carry out experiments on live animals as part of this research project?**

**Yes** [ ]  **No** [ ]

**If yes to either question, please complete the separate ‘**[**Proposals Involving Animals**](https://www.meningitis.org/for-researchers/jessica-bethell-menb-grants-call#resources)**’ form.**

### Intellectual Property

1. **Are there any pre-existing agreements with commercial/academic/other organisations, or intellectual property protection arrangements that could restrict dissemination of this research?** Yes [ ]  No [ ]

*If yes, please give details here.*

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| Select and type here |

1. **Are there likely to be any patentable or commercially exploitable results arising from this grant?** Yes [ ]  No [ ]

*If yes, please give details here and answer.*

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| Select and type here |

1. **Are there any pre-existing agreements with commercial/academic/other organisations, or intellectual property protection arrangements that could restrict revenue sharing from IP created by this grant?**  Yes [ ]  No [ ]

*If yes, please give details here.*

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| Select and type here |

### Other research grants and grant applications

1. **Is this application, or a similar one, currently being submitted elsewhere?**

**Yes**[ ]  **No** [ ]

If yes, to which organisation, and by what date is a decision expected?

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| Select and type here |

**b) Has this, or a similar application, been submitted elsewhere over the past year?**

**Yes** [ ]  **No** [ ]

If yes, to which organisation, and what was the result?

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| Select and type here |

1. Are you or any of your co-applicants in receipt of, or currently applying for (an)other research grant(s) on a similar or related topic?

Yes [ ]  No [ ]

If yes, please give details, and explain how this does not overlap with the current application to Meningitis Research Foundation.

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| Select and type here |

**d) Is this application a resubmission of an application previously considered by the Foundation?**

**Yes** [ ]  **No** [ ]

 If yes, please attach a covering letter briefly stating how this application differs from the original.

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| Select and type here |

**e) Have you or your co-applicants previously held any grants from the Foundation?**

 **Yes** [ ]  **No** [ ]

 If yes, please list project titles and start dates along with any resulting publications and other outputs.

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| Select and type here |

**f) Please list other current grants you and your co-applicants hold, including name of awarding body, title of project, amount awarded and dates of support.**

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| Select and type here |

### Applicants’ declaration

I have read the Terms and Conditions of Grant Aid and agree to abide by them. If a grant is made, I:

1. will take all reasonable actions to ensure that Meningitis Research Foundation's contribution to funding the research is suitably acknowledged in all publications arising from it, and ensure that copies of any such publications are forwarded to Meningitis Research Foundation.
2. will comply with policies on intellectual property rights and commercial exploitation as set out in the Terms and Conditions
3. will inform Meningitis Research Foundation of any changes to details set out in the application
4. will obtain from all staff working on the project undertakings in favour of Meningitis Research Foundation of an equivalent nature to those contained in the Terms and Conditions of Grant Aid.

I shall actively be engaged with the project, and in day-to-day control of the project.

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| --- | --- | --- | --- | --- |
| **To be signed by:**  | **Signature** | **Name in block capitals** | **Role in project** | **Date** |
| **Principal Applicant** | Print or upload picture below |  |  |  |
| **Applicant 2** | Print or upload picture below  |  |  |  |
| **Applicant 3** | Print or upload picture below |  |  |  |
| **Applicant 4** | Print or upload picture below |  |  |  |

1. Signatures of support

This application should be submitted by/through (1) the Head of Department and (2) the Officer of the administering Institution who will be responsible for administering any grant that may be awarded. Each should sign the following declaration:

**I confirm that I have read this application and that, if granted, the work will be accommodated and administered in the Department/Institution in accordance with the terms and conditions of grant aid of Meningitis Research Foundation. The staff salaries and other costs quoted are correct and in accordance with the normal practice of this institution. I confirm also that this institution is subject to external audit.**

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| --- | --- | --- |
|  | **Head of Department** | **Administrative Authority** |
| **Signature:** | Print or upload picture below | Print or upload picture below |
| **Date:** |  |  |
| **Title:**  |  |  |
| **Name and Initials** **(Block Capitals):** |  |  |
| **Institution:** |  |  |
| **Address:** |  |  |
| **Telephone No:** |  |  |
| **Email:** |  |  |

### Curriculum Vitae of Applicants/Staff

Please attach a CV for each applicant and for any named staff for whom salary support is requested. Please ensure the CV contains the following:

* Degree etc. (Subject, class, university, and date)
* Source of the applicant’s salary for the duration of the proposal, unless applied for in the current proposal. If applying for part of your salary, please explain the source from which the remainder of your salary is funded.
* Whether the applicant has links (e.g. consultancies, equity holdings) to companies or other organisations that are relevant to the current proposal and any potential commercialisation.
* Details of authored peer-reviewed publications and any funding awards received in the last 5 years.

### Scientific Integrity

The Foundation expects the highest standards of integrity to be adhered to by researchers whom it funds. These expectations are established in the Foundation’s [Research Integrity Policy](https://www.meningitis.org/for-researchers/jessica-bethell-menb-grants-call#resources). Institutions are required to have in place their own published standards of good research practice and formal written procedures for the investigation of allegations of scientific misconduct.

**Please direct us to the precise URL on your Institution’s website where the policy on good research practice/scientific integrity is located (and ensure that the URL is not password-protected). Otherwise, please attach one copy. If attaching the policy document, please send it as a separate file and do NOT integrate it into the text of this application form.**

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### Safeguarding

The Foundation’s [policy and procedures](https://www.meningitis.org/for-researchers/jessica-bethell-menb-grants-call#resources) outlines our commitment to safeguarding and our utmost assurance to protect everyone that we assist and all those in contact with MRF’s work from deliberate or inadvertent actions and failings that place them at risk of abuse, exploitation, injury or any other harm. Institutions are required to have in place their own published Safeguarding Policies to which the Foundation expects strict adherance. Partner organisations which are awarded funding by the Foundation, will be asked to adhere to and sign a copy of the [Foundation’s code of conduct.](https://www.meningitis.org/for-researchers/jessica-bethell-menb-grants-call#resources)

**Please direct us to precise URL on your Institution’s website where the policy on safeguarding is located (and ensure that the URL is not password-protected). Otherwise, please attach one copy. If attaching the policy document, please send it as a separate file and do NOT integrate it into the text of this application form.**

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### Monitoring and Evaluation

The Foundation’s Trustees have a responsibility to ensure that work of the highest quality is produced. The Foundation therefore requires that the Research Institution ensures thatall funded work is adequately supervised at all times, monitored and evaluated. The results of the research must be subject to proper evaluation before they are published.

Please indicate what arrangements are in place for monitoring and evaluation.

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