

Research Grant Guidelines

1. Proposals must be submitted to the Executive Director at Histiocytosis UK
2. Proposals must be submitted in English language and follow the Research Proposal Format.
 - a. Files must be uploaded as a compressed, single file PDF (maximum size of 4,000 KB).
 - b. Proposals must use standard formatting requirements (11-point Arial font, ½ inch margins).
 - c. The scientific section of the proposal may not exceed three (3) pages
 - d. The application must include a completed Histiocytosis UK Project Grant Fund Application form
 - e. Please name the file with the principal applicant's surname and grant year (for example smithfebruary2017.doc)
3. Applicants/investigators will receive email confirmation of receipt of their proposal.
4. Primary investigators may submit only one proposal for funding.
5. Research Grants are awarded for 12-24 months up to £50,000. Proposals in excess of £50,000 or for periods longer than 24 months will not be reviewed.
6. Funding may be for salaries of researchers directly engaged in the project or for consumable reagents
7. Funding is awarded to the Primary Investigator's institution only. It is the responsibility of that institution to disburse funding for joint projects.
8. The Histiocytosis UK does not fund indirect costs or overhead costs, principal investigator salaries.
9. Successful applicants will be required to present their work at the annual UK Clinician & Researchers Conference
10. A modest travel budget to attend the UK Clinician & Researchers Conference and Histiocytosis Association annual meeting is permitted to allow the applicant to present the research at the UK meeting and provided they have submitted an abstract to the annual HS meeting.

Research Grant Costing Guidelines

CONDITIONALLY ACCEPTABLE COSTS	
TRANSACTION	EXAMPLES
Salaries for grant staff	<p>Researchers on fixed term contracts to work specifically on the funded project. This may include fellows, research assistants, data managers, students (except overseas student fees), technicians and nurses. Salary costs may be used to fund salary, the employer's national insurance contribution, and an employer's pension contribution which will not be higher than the rate used by the University Superannuation Scheme (USS) or NHS pension scheme.</p>
Laboratory expenses	<p>Laboratory chemicals and materials (e.g. reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plastic ware and glassware), as well as any associated charges for shipping, delivery and freight Please note that 'bench fees' will only be covered if they are for named researchers on the grant, and only if the Host Institution confirms that they do not include charges for unacceptable costs.</p>
Protective clothing Equipment purchase costs	<p>Gloves, lab coats Costs may include purchase, delivery, and installation of scientific equipment where that equipment is specific to the grant</p>
Personal computing costs	<p>Where justified, personal computing costs for named individuals engaged to work specifically on the grant (capped at £600 per person over the duration of the grant). Please note that standard per unit IT charges are not acceptable.</p>
Animal research costs	<p>Animal purchase and transportation costs, maintenance (including food) and experimentation costs. (Home Office Licences and animal handling training costs are not covered).</p>
Cell line authentication costs	<p>Costs to support the authentication of cell lines, for example, screening for contamination by mycoplasma, STR profiling for</p>



TRANSACTION	EXAMPLES	ACCEPTABILITY	UNACCEPTABILITY
Recruitment	Post advertising, relocation costs interviewee expenses	If relating to recruiting patients/participants on a clinical trial	If relating to recruitment of posts to a grant
Travel & Subsistence, Conferences, Meetings		Reasonable costs covered if: they come out of Underspend; and the person travelling is funded by the grant; and the purpose of travel relates to the grant	First class travel Meetings organised/hosted by Histio UK where attendee costs are reimbursed directly by Histio UK (these costs should not be charged to grants)
Catering / Hospitality			May NOT come from grant underspend if for collaborative meetings relating to the grant and not excessive in cost
Training		If related to the science of the award e.g. scientific equipment	If non science specific or general to HR eq. IT skills, personal development etc.
Postage / Courier costs		If posting scientific materials, delivery costs	General postage costs
Software in excess of 'personal Computing costs' (see acceptable costs)		If specialised Software specific to the funded research (e.g. specialised bioinformatics software)	Generic office software
Telephone conference call costs		If in lieu of travel expenses for attending a meeting (NB infrastructure costs remain the responsibility of host institution)	All other cases
Regulatory licences/fees	Home office animal handling, Human Tissues Act		Only acceptable if outlined on the GAL.
Printing / Photocopying	Usage Paper, pens, toner,	All trials and Centres All trials and Centres	Only acceptable if outlined on the GAL Only-acceptable if outlined

Stationery	office postage		on the GAL.
Archiving		All trials	Only acceptable if outlined on the GAL.
Mobile phone costs		Research Nurse mobile costs on trials	Not acceptable
Promotional Material	Pens, mugs, calendars, nurse uniforms, business cards.	CTUs, Centres, ECMCs	Only acceptable if outlined on the GAL.

UNACCEPTABLE COSTS	
General estate costs Furniture	Key cutting, electrical point installations, waste disposal, cleaning services, removal costs etc. Chairs, desks, lab furniture, telephone handsets and conference call hubs
Health and Safety	First aid kit, hazard signs
Utilities costs	Electricity, gas, water costs
Standard telephone and internet costs	Broadband, mobile line rental and calls
Standard IT charges	Standard per unit IT costs
Phone / computer accessories	Standard per unit IT costs Drives, cases, chargers, batteries
Fees to professional organisations	Journal subscriptions, professional membership e.g. British Society of Cell Biology
Misc.	Paper wipes, laundry, reference books
Departmental support staff	Secretarial support, librarians, general lab support staff
Central HR Costs	Eye tests, CRB checks, redundancy, visas
Shared catering	Coffee, milk, water, vending machines and maintenance
Printing / Photocopying	Rental of copiers
Insurance	Laptop, travel etc.
Gifts	Gift vouchers for trial participants
Insufficiently evidenced costs	No copy of invoice or receipt available