

## THE SARAH MATHESON TRUST

### RESEARCH PROJECT GRANT TERMS AND CONDITIONS

#### SECTION 1, PURPOSE AND SCOPE OF RESEARCH PROJECT GRANTS

##### 1.1 Purpose

Projects will be funded by the Sarah Matheson Trust ("SMT"). The purpose of Projects will be either to identify the fundamental causes and pathogenesis of Multi-System Atrophy ("MSA") or to relieve the symptoms of MSA.

##### 1.2 Eligibility

All UK based applications will be accepted and will be considered strictly in competition.

##### 1.3 Period of Support

Project Grants are available for up to three years, with a start date not before April 2008 as agreed with SMT.

##### 1.4 Financial Provision

1.4.1 Applicants must be employed by the institution in which they intend to undertake the research (the "Host Centre"). The Host Centre will pay salary costs from funds supplied by SMT, quarterly in arrears (see Paragraph 3.1). The research must be supervised by a person designated for that purpose by the Host Centre (the "Supervisor").

1.4.2 A contribution towards other research costs (recurrent expenses and equipment) associated with the Project may be awarded at the discretion of SMT (see Paragraph 3.2).

1.4.3 Applicants are urged to discuss the cost of their proposed research with the Host Centre to ensure that the Host Centre is able to meet any expenditure in excess of the above provisions.

1.4.4 SMT will not contribute towards any other expenditure engendered by the Project (see Paragraph 3.3).

## **SECTION 2, METHOD OF APPLICATION**

### **2.1 Submission**

Application forms are available from the SMT website. Applicants must meet the closing date for applications.

### **2.2 Location**

2.2.1 Applicants shall make their own arrangements directly with the Host Centre for workspace in the Host Centre.

2.2.2 Applicants shall make their own arrangements for accommodation.

### **2.3 Subject of Research**

2.3.1 Applicants shall compose and submit their own written proposals. The proposals must be approved by both the applicant's Head of Department and Supervisor. Both must countersign the application form accordingly.

2.3.2 The Host Centre shall confirm in the application form its willingness to receive the applicant and provide the necessary facilities.

### **2.4 Conditions for Application**

2.4.1 Applications for Project Grants are made on the understanding that the Host Centre and the applicant both agree to accept these Terms and Conditions.

2.4.2 SMT reserves the right to seek, in confidence, the opinion of referees of its own choice in respect of applications.

2.4.3 SMT reserves the right to deal as it sees fit with applications of unusual character. This might involve agreeing to waive or vary any of these Terms and Conditions before making an award, subject to the need to ensure that funds are properly expended.

2.4.4 Applicants must state whether any financial support is provided by or being sought from another source for the same research or for related research proposals (and in outline what those proposals are). Applicants must also state whether an application has been submitted elsewhere over the past year and, if so, with what result. Any existing or prospective commercial interest in the work covered by the application must be declared.

## **SECTION 3, REGULATIONS**

### **3.1 Salaries**

3.1.1 Support for salaries must state the grade and basic salary requested with separate amounts for superannuation, National Insurance and London Weighting. Annual increments, as determined by the national academic or clinical pay scales will be honoured. SMT does not normally meet any other salary increases such as merit awards, promotions or salary enhancements.

3.1.2 The Host Centre shall pay the Salary to the applicant in the first instance. Claims for reimbursement of the Salary must be certified by the finance officer or other appropriate official at the Host Centre and submitted to the Administrator of SMT without delay after the end of the period covered by the claim. Reimbursement shall be made quarterly in arrears.

### **3.2 Recurrent Expenses and Equipment**

A contribution towards the research costs associated with the Project may be awarded at the discretion of SMT and, if so approved, paid by the Host Centre in the first instance. Claims for reimbursement must be certified by the finance officer or other appropriate official of the Host Centre and submitted without delay after the end of the period covered by the claim to SMT's Administrator. Reimbursement shall be made quarterly in arrears.

### **3.3 Excess Expenditure**

SMT will not contribute towards any other expenditure engendered by the following (which list is not exhaustive):

- Administrative overheads of the Host Centre; supply of utilities and services to the Host Centre
- Unspecified research work
- The cost of facilities at the Host Centre to which the applicant normally has free access
- Animal houses

### **3.4 Ethical Approval**

Where clinical trials or investigations involving human subjects are intended, local ethical committee approval must be sought and a copy of this approval submitted when awarded.

### **3.5 Use of Animals**

The use of animals for research must fall within the regulations laid down by the Home Office. Project involving animals should include a brief statement confirming that no reliable alternative approach is possible and that the minimum number of animals will be used.

### **3.6 Move to Another UK Institution**

If the grantholder wishes to move to another Host Centre, SMT must first be informed, and approval obtained, before the transfer of the grant.

### **3.7 Annual and Final Reports and Subsequent Post**

3.7.1 Within 14 days of the end of each year, excluding the final year, the applicant shall prepare and submit to SMT a report indicating in appropriate technical detail the progress made and any difficulties encountered. The report will be prefaced by a brief summary in non-technical terms for a lay audience concerning the objectives and achievements of the research to date. In addition, the applicant shall be available to give a lay presentation on progress to the Trustees of SMT once each year.

3.7.2 Within 28 days of the end of the final year, the applicant shall prepare and submit to the Liaison Trustee of SMT:

3.7.2.1 A final technical report on the work carried out on the whole of the research and its findings and results.

3.7.2.2 A brief summary as far as possible in non-technical terms indicating the purpose, achievements and implications of the research as a whole for possible publication in SMT bulletins.

3.7.3 Four copies of each report shall be supplied to the Chairman of SMT's Research Advisory Panel.

### **3.8 Publications**

3.8.1 The results of a research project may be published in the usual way with the agreement of the Supervisor, the Head of Department at the Host Centre and SMT.

3.8.2 If arising out of successful research, papers or other communications are published, or announcements or appearances made, SMT's support must be acknowledged and, where relevant, copies or reprints of publications and suitable copies of other material must be sent to the Administrator of SMT and to the Chairman of SMT's Research Advisory Panel. The applicant shall ensure that any publication or announcement gives an accurate account of the research. The applicant shall ensure that no reference to SMT (other than the acknowledgement of support) shall be made in any publication or announcement without the prior written approval of SMT.

3.8.3 Applicants must allow information on their research to be included in SMT's information and publicity material for fundraising and other purposes.

### **3.9 Inspection**

The applicant shall provide facilities for members of SMT, or their representatives, to visit the Host Centre to inspect progress and meet the personnel involved upon reasonable prior notice.

### **3.10 Variation and Termination**

3.10.1 SMT reserves the right to amend these Project Grant Terms and Conditions. Any change will be notified on the SMT website.

3.10.2 The Host Centre must inform SMT of any change to the status of the institution of the grant holders that might affect their ability to comply with these terms and conditions.

3.10.3 The grant holder must inform SMT as soon as practicable of any significant divergence from the original aims and directions of the research that is being funded by the grant.

3.10.4 SMT reserves the right to terminate the grant without notice.

### **3.11 Limitation of Liability**

SMT accepts no responsibility, financial or otherwise, for expenditure (or liabilities arising out of such expenditure) or liabilities arising out of the work funded by the grant. SMT will not indemnify the Host Centre, any grantholder or any other person working on the grant (including employees, students, visiting fellows and subcontractors) or against any other claims (whether under any statute or regulation or at common law) for which the Host Centre may be liable as an employer or otherwise for which any such person may be liable.

### **ACKNOWLEDGEMENTS**

The SMT wishes to record its gratitude to the PSP Association for their permission to make use in this document of relevant PSP material.