

## Kidscan Research Grant Handbook

1.1 Kidscan grants are awarded to a single applicant, who is known as the principal investigator (PI) or Grantholder and is responsible (either totally or in the largest part) directing the research project and managing the Grant. For collaborative projects one of the collaborators must be designated as the PI.

1.2 The PI must be based at and have a contract of employment (or honorary contract) with a recognised, non-profit, research Institution (i.e. university, hospital or research institute) for the duration of the Grant. It is acceptable for an applicant to apply for their own salary and this will be taken as evidence of employment.

1.3 If the PI is not the head of the laboratory or group leader where the research will be conducted, the head or laboratory or group leader must be a co-investigator on the application.

1.4 The PI may apply to Kidscan and to other sources of funding for a grant to support the same project, as long as both Kidscan and the other organisation are informed. If both applications are successful, the PI must decide which of the grants to accept. If the PI accepts another grant, the Kidscan Grant offer will be withdrawn.

1.5 Individuals cannot apply to Kidscan for a Grant (either as a PI or co-investigator) if they are currently applying for, or have received, funding from the tobacco industry, or bodies substantially funded by the tobacco industry, within the last 10 years.

### Research Supported by Kidscan

2.1 The aim of Kidscan is to support research aimed at improving the treatment for children with cancer. Research can focus on new treatments, improvements to current treatments or other strategies that improve survival or quality of life.

2.2 Research projects should be hypothesis driven and achievable within the duration of the Grant and with the support requested.

### What Kidscan Will Fund

3.1. Kidscan will fund projects up to the limits advertised in the call for research proposals.

3.2. Kidscan will not pay overheads to the Institution.

3.3. It is expected that the Institution will be equipped to a standard that will allow the project to be carried out. Kidscan will pay for access to specialised equipment or facilities necessary for the project but the cost of this must be included in the Grant application.

3.4. All the costs of carrying out the research project, which are not funded by Kidscan, must be funded by the PI's institution or from alternative sources.

3.5. Where a PhD studentship is funded it is the responsibility of the Institution to ensure that the student receives adequate training and supervision.

3.6 Should a PhD student leave, and be replaced, before the end date of the Grant then it is the Institution's responsibility to supplement any shortfall in the three years of funding required to allow the replacement student to complete their PhD studentship.

3.7 Kidscan and its funding partners must be informed of any PhD student leaving and be provided with details of the replacement student, as set out in Clause 24 of the general terms and conditions in this Handbook.

3.8 Kidscan does not employ the Grantholder or research personnel, including PhD students. The Institution must ensure that any necessary consultancy agreements or contracts of employment are issued in relation to the Grant. Kidscan accepts no responsibility for any costs or claims for which the Institution or any other organisation may be liable for as an employer or otherwise including, without limitation, redundancy, compensation, dismissal or discrimination claims.

3.9. Kidscan will fund research involving the use of animals. Any application must however, outline why this is essential and outline why no alternative methods are available. All animal work must be carried out under the 'Guidelines for the welfare and use of animals in cancer research' (British Journal of Cancer (2010), volume 102, pages 1555-1577).

## How to Apply

4.1. All applications must be made on the appropriate Kidscan application form. These will be available from Dr David Pye (Scientific Director) or via the Kidscan Website.

4.2. Applications should be submitted electronically to Dr David Pye ([d.pye@salford.ac.uk](mailto:d.pye@salford.ac.uk))

4.3. Applications will be sent to the Kidscan Scientific Committee for review and for ranking based upon their scientific excellence and relevance to the mission of Kidscan.

4.4 The Scientific Committee will make recommendations to the Board of Trustees on the merit of all applications.

4.4 The Board of Trustees will authorise the award of grants based on scientific merit and the availability of funds.

4.5 The Board of Trustees of Kidscan may reject any application at any time, with or without giving the reason.

4.6 All applications are confidential and will only be disclosed to members of Kidscan staff, staff of its funding partners, and the Scientific Advisory Committee (marked as confidential) for their assessment.

## Use of Grant Application Information and Data Protection

5.1 Kidscan and its funding partners will use information provided on grant application forms for processing the application, and if successful the administration/award of the Grant, and for maintenance, review and payments of the Grant. The use of this data may include, but is not limited to:

- processing of grant applications, including general administration, management information systems and peer review of grant applications;
- preparation of materials for reviewers and members of the Scientific Advisory Committee;
- to attract funding from current and future funding partners to contribute to the funding of Grants;
- informing policy and for strategic use; and
- making it available on Kidscan and funding partners' websites and other publicly available databases, and in mailing lists, reports and other documents.

5.2 Kidscan is working towards compliance with the General Data Protection Regulation (GDPR) All personal data collected by Kidscan during the application or after the Grant is awarded will be handled in accordance with the principles of GDPR.

5.3 Institutions must provide, on request, a description of their student's areas of study e.g. undated abstracts, which Kidscan, and its funding partners, may use on any of their publications or websites.

## GENERAL TERMS AND CONDITIONS FOR KIDSCAN AWARDS/GRANTS.

The following conditions apply to any funding offered by Kidscan and accepted by the named Grantholder and their employing Institution (the "Grant").

The Grantholder and employing Institution will be deemed to have understood and accepted these conditions and are required to sign a copy of the Offer of Award when accepting the Grant.

The parties to this agreement are: (a) Principal investigator and hereinafter known as "the Grantholder", (b) Place of employment of the Grantholder hereinafter known as "the Institution", and (c) Kidscan, a registered charity (no. 1094946) located at The University of Salford, Alumni House, Acton Square, Salford M5 4NY "the Charity".

1. The Grantholder and the Institution hereby confirm that they understand and accept the conditions for making a Grant Application to the Charity. It is understood and agreed that the support provided by the Charity is intended to be personal to the Grantholder and creates no obligations or duties between the Charity and the Grantholder other than as set out in these conditions. The Grantholder will use reasonable endeavours to complete the research project within the period specified in the Grant Application or as otherwise agreed between the Grantholder and the Charity and at a cost not exceeding the overall Grant awarded by the Charity in terms of the Offer of Award. No material change to the nature of the research project will be undertaken without prior written approval of the Charity. All equipment purchased with funding awarded on a Grant from the Charity shall be the property and responsibility of the Institution.

2. The Grantholder may work independently or under the direction of or in partnership with other research workers, who may or may not also be receiving support from the Charity.

3. Neither the Grantholder nor staff or students covered in the Offer of Award is employed by the Charity, and the Charity does not accept any liability as an employer. Employer's oncosts in relation to the Grantholder and/or the said staff may be reimbursed by the Charity to the Institution from the overall Grant awarded by the Charity to the Grantholder, but responsibility for meeting these liabilities lies entirely with the Institution. Kidscan accepts no responsibility for any costs or claims for which the Institution or any other organisation may be liable for as an employer or otherwise including, without limitation, redundancy, compensation, dismissal or discrimination claims.

4. Nothing in the Offer of Award or in these conditions shall be deemed to constitute a partnership between the Charity and the Grantholder or the Institution and neither the Grantholder nor the Institution shall have any authority to bind the Charity in any way.

5. In any advertisement for research workers to be appointed by the Institution in relation to the research project, the Institution will state that the research project is funded by the Charity.

6. The Institution will arrange for its Finance Department to submit to the Charity quarterly in arrears on the Charity's Claim Form, and supported by suitable invoices (as determined by the Charity, acting reasonably), a claim detailing all costs incurred by the Grantholder in carrying out the research project during the quarter within the limits agreed in the Offer of Award.

**The Charity will not reimburse any expenditure that is not claimed within 6 months of the end of a Grant Year, a "Grant Year" for this PhD studentship scheme being the period from 1<sup>st</sup> of October to the following 30<sup>th</sup> of September.**

7. The Charity will not reimburse more than one research institution on the Grant; it is the responsibility of the Institution to put in place a charge-back arrangement with any collaborating research institutions.

8. For grants held in the UK, the Charity will only pay salaries on the nationally agreed UCEA pay scale, and will include in the award, anticipated increases due to inflation, subject to the

availability of funds. **This increase is intended to cover nationally agreed pay awards only, and for the avoidance of doubt there will be no obligation on the Charity to fund any further increased pay awards, bonuses, merit awards or anything else.**

9. The Institution undertakes to meet all other costs, taxes, charges and liabilities not covered by the Offer of Award but necessary for the Grantholder to successfully carry out the research project described in the Grant application.

10. The Grant awarded for years two and three of the project (if applicable) will be dependent upon the Grantholder making adequate progress in years one and two respectively.

- a) The Grantholder will submit (by hard copy or e-mail) 500-word reports on the progress made towards achieving the objectives set out in the Grant application, or as modified by subsequent agreement with the Charity, six months and eighteen months after the start of the Grant. These will be considered by the Charity to assess the progress achieved. Continued funding (if applicable) after the end of the first year is dependent upon the Charity accepting the six-month report and continued funding after the end of the second year is dependent upon the Charity accepting the eighteen-month report. Failure to submit these reports will result in the Grant being suspended.
- b) The Grantholder will supply to the Charity a final report on terms reasonably required by the Charity for the work of the research project within three months of the end date of the research project. If a request for further funding is submitted before the end date, an interim report will require to be submitted. **Final payments due under the Grant will be withheld pending the Charity receiving and being satisfied with the final report.** Reports will be shared with the Charity's funding partners and may be published on websites or in other documents. The Grantholder may, from time to time be required to take part in a ResearchFish survey of impacts and outputs arising from the Grant; this will continue for up to 6 years after the Grant terminates.

11. Subject to Clause 12 below, the Grantholder will assist the Charity in its policy of publicising as widely as possible its grants and progress in scientific research supported by the Charity, and will not enter into any restrictive publication arrangements in relation to any results, data or other information relating to or arising from the research project without the prior written consent of the Charity. The Charity will respect any reasonable requests from the Grantholder not to publish confidential information. In particular, it is hereby agreed by the Institution and the Grantholder that:

- a) The Grantholder will send the Charity an advance copy of all publications arising from the Grant within 7 days of them being accepted for publication.
- b) Any press or media releases relating to the research supported by the Grant will acknowledge the financial assistance given by the Charity and its funding partners, in the text.
- c) The Institution will send the Charity an advance copy of any press or media releases relating to the research supported by the Grant not less than 7 days before they are released.

- d) The Charity may use the Grant application, final and any interim reports in such manner as it may think fit and may copy, publish and distribute the Grant application and such reports or parts of them in any part of the world without payment to the Grantholder or the Institution provided that in doing so it acknowledges the Grantholder and the Institution as the source.
- e) The Grantholder and the Institution will acknowledge the financial assistance given by the Charity and its funding partners, in any published documents related to the research supported by the Grant, either in the text or in a footnote.

## Commercial Benefits

12. The Institution and/or the Grantholder are required to consider and inform the Charity of any results, data and/or other information arising from the Grant funded research project including any intellectual property rights they may contain which might be suitable for commercial exploitation. Publication or any other form of public presentation of said results, data and/or other information should not occur until after that consideration in order to ensure all the necessary steps to protect any intellectual property rights are taken prior to disclosure. There should, however, be no unnecessary delay before publication.

13. The Institution and the Grantholder shall use reasonable endeavours to exploit commercially the results, data and/or other information arising from the research project in a manner conducive to maximising the commercial benefit (as defined hereafter) arising there from, except where it is otherwise agreed with the Charity (either itself or through its agent).

14. Any benefit resulting from commercial exploitation (including, but not limited to, any monies, shares, options or other rights) arising from the Grant funded research project, hereafter known as the Revenue Income, whether such commercial exploitation is affected by the Institution or the Charity (either itself or through its agent), shall following reimbursement of direct costs incurred in carrying out the exploitation, be divided equally between the Institution on the one hand and the Charity (or its agent) on the other. In the event that the research project is not wholly funded by the Charity, a revenue share shall be agreed which reflects the relative contribution of all parties involved.

15. Before entering into any arrangement with a third party or commencing any procedure (including patent application) in relation to any results, data and/or information arising from the research project the Institution and/or the Grantholder will:

- a) provide on a confidential basis to the Charity (or its agent) in such reasonable detail as may be requested details of the proposals for the exploitation of the results, data and/or information, including, where possible, details of any agreement it is proposed that the Institution and/or the Grantholder enter into with any third party, the identity of that third party and that third party's intentions with regard to the use or exploitation of the results, data or information; and

- b) take into account in its negotiations with third parties any representations made by the Charity bearing in mind the legitimate interest of the Charity in such negotiations as a potential recipient of a share of the Revenue Income and, keep the Charity (or its agent) fully advised on a confidential basis as to the progress of such negotiations; and
- c) provide on a confidential basis detailed accounts of Revenue Income and relative costs at such frequency and in such detail as required from time to time by the Charity (or its agent), and in any case not less than once a year.

16. The Institution shall allow the Charity, (or its agent), to meet and discuss with the Grantholder any results, data and/or information arising from the Grant funded research project and any potential for the protection of such intellectual property and for the commercial exploitation of the research. If any of the said results, data and/or information are deemed protectable or have potential for commercial exploitation then the Charity (or its agent) will inform the Institution.

17. The Charity reserves the right to exploit (either itself or through its agent) the said results, data and/or information and apply for patents in its own name, if and to the extent that:

- a) the Institution decides not to take active steps towards protecting the intellectual property and/or exploiting the same within 6 months of the same being documented by the Institution and/or the Grantholder; or
- b) prior thereto, the Institution states in writing that it does not intend to exploit the same; or
- c) the Institution agrees with the Charity (or its agent) to allow the Charity (or its agent) the right to exploit the same.

In the event of the Charity exercising its right to exploit the results, data and/or other information under the terms of this Clause 17, the Institution and the Grantholder will forthwith upon request assign to the Charity (or its agent) for no cost their respective whole right, title and interest in and to the results, data and/or other information, and will co-operate fully with the Charity (or its agent) in entering into such other documents and taking such steps at the expense of the Charity (or its agent) as may be reasonably necessary to allow the Charity (or its agent) to exploit fully and effectively the results, data and/or other information.

## Scientific Integrity

18. In the rare event of scientific fraud occurring the Charity wishes to make it clear that it is the responsibility of the Institution to investigate this. The Offer of Award is dependent upon the Institution being able to produce evidence of the procedure for dealing with scientific fraud.

19. If a case of scientific fraud is suspected in the course of the research the Charity should be notified and kept informed of further developments. At the initial stages of the enquiry the Charity would not normally suspend the Grant. However, if adequate steps are not taken to

proceed with the investigation the Charity will suspend the Grant. If fraud is proven, the Charity will terminate the Grant immediately.

## For PhD studentships

20. Unless otherwise agreed with the Charity, students must be recruited at a time that allows them to complete their Studentship during the Grant period stated in the Offer of Award.

21. The Charity will consider requests for extensions for part-time students or students who elect to take parental or other long-term leave during their studentship.

22. The Charity will not be involved in the recruitment of PhD students for Grants awarded. The Grantholder and the Institution should have robust selection processes place

23. Students may spend up to 10 per cent of their time on teaching duties, if agreement has been obtained from their supervisor.

24. The Grantholder and the Institution must report (or ensure that the student reports), from time to time, to the Charity and/or its funding partners, in the manner requested by the Charity. Grant information will be made available on web sites and other publicly available databases of the Charity and its funding partners. Some reports, documents and mailing lists will also include this information. The information required includes, but is not limited to the following:

- within thirty days of the Grant commencement: the student's name, email address, project title and actual start date, plus other information relevant to the studentship that the Charity may request;
- on completion of the Studentship: the student's thesis title, abstract and outcome of the viva voce examination;
- if a student fails to complete their PhD: the reason set out in full;
- information about the student's first post after completion of their PhD and, if the first post is 12-months or less, the student's second post; and
- Subject to applicable laws, equality, diversity and inclusion information regarding the student.

This information will be used to enable the Charity, and its funding partners, to communicate directly with the students; to provide them with access to networking events; to facilitate accurate reporting on their research and its outputs; and to enable the Charity to review and improve its reporting.

25. Institutions must ensure that supervisors, students and project collaborators are made aware what information, including personal data, is provided to the Charity, and how that information about their studentship will be used by both the Charity and its funding partners.



Grantholders and students may choose to opt out of being contacted at any point, provided they comply with all other terms and conditions associated with the Grant.

26. The Institution is responsible for ensuring that students and supervisors have access to effective procedures for resolving problems or complaints arising from the administration and supervision of studentships.

27. The Institution is responsible for ensuring that students are familiar with the complaints procedure and the Quality Assurance Agency (QAA) guidance for students on dealing with complaints regarding universities.

## **Research Governance**

28. The Institution is responsible for ensuring that ethical issues relating to a students' research project funded by the Charity are identified and brought to the attention of the relevant regulatory or approval organisation. Ethical approval to undertake the research must be granted before any work begins. Ethical issues may include, but are not limited to:

- involvement of human participants or tissue;
- relevant codes of practice;
- the use of animals;
- use of data in research;
- research that may result in damage to the environment; and
- use of sensitive economic, social or personal data.

29. The Institution is responsible for ensuring a safe working environment is provided for all individuals involved in the student's research project. Policy and health and safety matters must meet all regulatory and legislative requirements and use examples of best practice recommended by the Health and Safety Executive.

30. The Institution must ensure that appropriate care is taken when working off-site and that all reasonable health and safety factors are addressed.

31. The Institution must ensure the research conforms with all relevant laws and regulations that apply to the research including, but not limited to health and safety, genetic modification, the use of animals, stem cells, human tissue, human volunteers and patient information, ensuring that:

- a) the research is conducted to the appropriate ethical standards;
- b) the research is conducted to the appropriate scientific standards;
- c) information relating to the research is handled, stored and disseminated appropriately;
- d) all appropriate health and safety regulations are enforced;
- e) proper financial and accounting procedures are followed; and
- f) a quality research culture is fostered within the Institution.

## The use of Animals in Research

32. All grant holders using animals must implement the principles in the cross-funder guidance [Responsibility in the Use of Animals in Bioscience Research](#).

33. Grant holders using non-human primates must comply with the NC3Rs guidelines [Primate Accommodation, Care and Use](#).

34. Grant holders should make use of the [ARRIVE](#) guidelines when designing their experiments and should ensure that they report animal-based studies in accordance with the ARRIVE guidelines as far as possible, taking into account the specific editorial policies of the journal concerned.

## Miscellaneous

35. The Charity and its funding partners, reserve the right to publish details of the Grant, including the Grantholder's name, Institution, title of project, Grant award, and project abstract on the Charity website and in relevant publications.

36. The Institution will display a web link from its website to the Charity website at [www.Kidscan.org.uk](http://www.Kidscan.org.uk)

37. The Grantholder shall, upon request, act as an external referee for the Charity to help them assess other grant applications.

38. The Institution and/or Grantholder shall promptly supply any information relevant to the Grant that is reasonably requested by the Charity or its funding partners.

39. If the Institution or Grantholder fail to comply with any of the provisions of the Offer of Award, the Charity shall, having given reasonable notice to the Institution and the Grantholder of the failure to comply, have the right to terminate the Grant forthwith.

If the Grant is to be accepted the Offer of Award should be signed by the Grantholder and the authorised signatory of the Institution and returned to the Charity within 30 days of the date of issue shown on the Offer of Award.