



# Grant Application Process

## **Advertising Grant Rounds**

The topics of research supported should be in line with the mission and objectives of the Brittle Bone Society and tangible outcomes are favoured.

The BBS aims to encourage the dissemination of research nationally and internationally to both professional and lay audiences to improve wider awareness and appreciation of the condition. The BBS is keen to ensure that study results are applied to provide clinical benefit. Applications shall be sought from the Charity's own growing list of researchers, through our social media outlets, Facebook, twitter, LinkedIn, our website and suitable online journals and portals.. Success stories will be published in various media outlets with acknowledgement of BBS support.

There will be up to one call for submissions each year that will be advertised on the "[Research](#)" section of the BBS website and disseminated amongst the research community across the UK and Republic of Ireland. Projects chosen should primarily be awarded to University bodies' already supporting research.

## **Shortlisting Grant**

We shall use a twostep process which usually involves (triage or shortlisting) to select those proposals which should go through to the next stage and a meeting where the final funding decision is taken. The sift decision is based on external peer review and SAB board/panel member assessments. This will be done based on eligibility and completeness of an application. The charity staff will sift out any applications that are not in our area or weren't properly filled out.

Alternatively, it shall be done based on research quality – i.e. an initial check to ensure the ideas are sensible. This shall be done by an expert group – a subset of the Scientific Advisory Board (SAB), or a patient panel.

## **Review Process**

Applications in each annual round will be subject to an internal and external peer review process. Whilst it is envisaged that the mainstream of funding for research by the BBS will come from formal awards, the charity may from time-to-time decide to award further grants or consider applications out with this main funding. Such instances may occur when the charity receives funding specifically for this purpose. However, the application process for these one-off awards will still require a rigorous process of review as described above. We will also consider co-funding projects in partnership with other recognised funding bodies where an

external peer review process has been undertaken. In such instances the BBS would expect to contribute no more than 50% of the grant amount and would expect equal credit during dissemination.

### **Restrictions on research applications**

BBS's grant funding will be allocated to research teams attached to recognised academic or medical institutions as approved by the charity's medical advisory board and scientific advisors. It is the charity's policy that the use of animals for research purposes is only undertaken when there is no alternative.

BBS only funds research which complies with the law and supports the [principle of the 3Rs](#); to refine, reduce and replace the use of animals in research. If animals are used then the numbers should be minimised. All work must be done in accordance with the UK Home Office guidelines (or equivalent) and all laboratories must hold valid certification. All research projects which are funded, or partially funded by BBS must declare from the outset whether animals are to be used at any stage during the research. If a decision is made after the award of the grant to include animal research then the BBS must be informed as soon as possible.

### **Research process and administration**

The level of funding available and subsequent award for research grants is at the discretion of the BBS Trustee Board.

The Scientific Advisory Board (SAB) exists to assist the board in that responsibility. Decisions on management and admin of any given application will involve the following verification of paperwork by staff before submission to the research committee for full consideration.

Step one: - BBS staff will verify the application.

Step two: - Staff will refer the application to Executive(s) of the Trustee Board and SAB, once verified and meets the criteria. This will then be scheduled for next committee meeting date and applicant will be kept informed.

### **Review**

BBS aims to fund high quality research and all applications will be subjected to internal review by the SAB. All grant applications for amounts greater than £5,000 per annum will be subjected to external peer review as well as internal review from members of the SAB.

### **External Reviewers**

All applicants must suggest at least five external reviewers with their application. Prior to sending an application for external review, consent will be obtained from the applicant. Any comments from an external reviewer and those from the internal review can be made available to the applicant anonymously if requested. If the reviewers feel a project has sufficient merit but requires

amendments then the applicant will be invited to re-submit once the reviewers' comments have been considered.

All outcomes regarding funding decisions will be communicated to applicants in a timely fashion with the expected timeline for the decision outcome publicised on the Research section of the BBS website.

### **Funded research – eligible costs**

BBS supports the view that the mission of charities is to fund medical research, not central overheads.

The BBS will fund directly incurred costs of all its research awards. However, as a charity, there is an expectation that the general running costs (e.g. indirect costs, estate costs, support services) will be provided by government (or government bodies), through funding to universities.

The costs are classified as follows:

**Directly Incurred Costs** – actual costs that are explicitly identifiable as arising from the conduct of a project (e.g. staff salaries, equipment, materials, travel)

**Directly Allocated Costs** – costs of resources used by a project that are shared by other activities and based on estimates (e.g. principal and co-investigator costs, estates and infrastructure costs of research facility)

**Indirect Costs** – non-specific costs charged across all projects that are based on estimates (e.g. HR and finance services, library costs)

**Directly incurred costs of a research project within limits** will be considered, and with discretion to fund other costs where it helps to further the charitable mission of BBS

**Directly Allocated or Indirect Costs** will not be funded.

**Funding from pharmaceutical companies** - BBS work within the Association of British Pharmaceutical Industry (ABPI) Code of Practice.

### **Publishing results**

All grant recipients are expected to submit a report following the end of their project and summaries, and significant results will be published on The [Research section](#) of the BBS website and other BBS publications.. Recipients are encouraged to take part in the BBS Annual Family Conference and other suitable events to showcase the research projects funded by BBS.