

UK-PHILIPPINES CALL FOR PROPOSALS

MRC – PCHRD FULL STAGE APPLICATION GUIDANCE

Contents

1. Important application information.....	2
2. Who can apply?.....	3
2.1 Types of Research Organisations (ROs)	3
2.2 People named on the grant	3
3. Application Process	5
3.1 Expression of Interest	5
3.2 Full Application Summary.....	5
3.3 The Case for Support and Justification of Resources	6
3.4 Creating a Je-S account	7
3.5 Budgets	8
4. Assessment Process and Criteria	10
5. Agreements	11
5.1 Collaboration Agreement.....	11
5.2 Intellectual property.....	11
5.3 Material Transfer Agreements.....	11
5.4 Ethics	12
5.5 Humans/Human Tissue	12
5.6 Use of Animals	13
6. Terms and Conditions	14

1. Important application information

This initiative will provide funding for collaborative research projects. Researchers will be responsible for developing their own collaborations and once a research proposal is developed, UK and Filipino applicants must apply jointly for funding. For administrative purposes all projects will have a Principal Investigator (PI) based at a UK Research Organisation (RO) and a Principal Investigator based at the Filipino RO. Filipino and UK partners must work together to complete one joint application to be written in English and submitted to the MRC via the MRC Joint electronic System (Je-S) System <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

MRC - PCHRD Research Grants can be up to 3 years in duration and must start by 14 January 2016. Funding for projects awarded under this call for proposals is jointly provided by the Medical Research Council (MRC) from MRC's Newton Fund allocation and Philippines Department of Science and Technology through the Philippines Council for Health and Research Development (DOST-PCHRD).

MRC will provide funding for the UK based applicants under standard arrangements and at 80% FEC. PCHRD will provide funding for the Filipino applicants according to the usual DOST-PCHRD funding guidelines. The size of the grants will vary according to the needs of the research project. We have up to £2 million of UK funding available for this scheme, and up to £1.2 million from DOST-PCHRD. **We would expect each project to cost up to a maximum £640k** (£400k from UK and £240k from Philippines).

As the UK contribution will be channelled from the Newton Fund the research proposed must be specifically relevant to the Filipino population. For example, this may include understanding the cause of disease or epidemiology in the Filipino population, or development or implementation of interventions for resource-poor communities in the Philippines. Funding will be awarded in a manner that fits with Official Development Assistance (ODA) guidelines. All applications under this call must therefore be compliant with these guidelines.

For further information on ODA please visit:

<http://www.rcuk.ac.uk/RCUKprod/assets/documents/international/ODAguidanceRCUKspecific.pdf>

Application and review process:

1. Joint Expression of Interest emailed to **international@headoffice.mrc.ac.uk** by **Friday, 19th June** (see Expression of Interest Template on call webpage)
2. Joint application from the UK and Filipino researchers by 4pm on **Thursday, 16th July**. All jointly prepared applications will be submitted to MRC via the Joint Electronic System (Je-S) by the UK PI on behalf of the collaborators.
3. Joint peer review process including UK and Filipino academic reviews
4. Joint panel meetings of academic experts for MRC and PCHRD, November 2015.

2. Who can apply?

2.1 Types of Research Organisations (ROs)

The UK Principal Investigator MUST be based at one of the following:

- Higher Education Institutions
- Independent Research Organisations
- Government Funded Organisations (other than MRC funded Units and Institutes)
- MRC Units/Institutes
- University Units (former MRC Units)

See [Guidance for Applicants and Award Holders](#) for further details about eligible institutions.

The Filipino Principal Investigator must be based at a Filipino Research Organisation eligible to receive funds from DOST-PCHRD. Please see [PCHRD](#) for eligibility requirements.

2.2 People named on the grant

The Principal Investigators (PI's)

For awards under the MRC – DOST-PCHRD scheme there will be a UK Principal Investigator PI and a Filipino PI. The expectation is that the UK PI and associated costs for UK research would be funded by the MRC and the Filipino PI and associated costs for research in the Philippines funded by DOST-PCHRD.

The PI's are responsible for the intellectual leadership of the research project and for the overall management of the research. The PI's will be the funding agencies' main contact for the proposal. For administrative purposes when completing the Je-S form, you will only be able to input one PI; this will need to be the UK PI. The Filipino PI will need to be listed as a co-Investigator (Co-I).

Individuals can hold more than one grant at a time. The award of a grant does not guarantee any further commitment to funding by the MRC or PCHRD.

MRC will consider proposals from any UK-based researcher who is based at an eligible Research Organisation and can demonstrate that they will direct the proposed research and be actively engaged in carrying it through.

See [Guidance for Applicants and Award Holders](#) for further details about Principal Investigator eligibility.

Co-Investigators (Co-Is)

The PI's may be supported by a number of UK and Filipino Co-I's named on the application. A Co-I assists the PI in the management and leadership of the research project.

All UK and Filipino PI's and Co-I's must have verified Je-S Accounts and must be added to the Je-S form under co-investigator. Please see section 3.4, below, 'Creating a Je-S application' for information on how to add an organisation on Je-S.

While, it is essential that all Filipino PI's and Co-I's are added to the Je-S form, Filipino costs should not be represented on this form. A separate form will be completed for Filipino costs (see DOST-PCHRD cost pro-forma template on call webpage).

Other support

For information on other parties involved in research e.g. Project Partners, please see section 2 in the [Guidance for Applicants and Award Holders](#)

3. Application Process

3.1 Expression of Interest

Researchers planning to submit to this scheme are asked to submit an **Expression of Interest** including the names of the leading UK and Filipino investigators and a preliminary project title, by **Friday 19th June**.

The following information should be provided:

Applicant Role	Name	Organisation
Principal Investigator (UK)		
Principal Investigator (Philippines)		
List of all Co-Investigators (stating whether UK or Philippines based)		
Project Title		
Summary of proposed project (maximum 200 words. Please note: this may be used when approaching potential reviewers in the first instance)		

3.2 Full Application Summary

The deadline for full applications is **Thursday 16th July** (<https://je-s.rcuk.ac.uk/>)

Applications must be submitted by the UK PI on behalf of the UK-Filipino research partnership. The application must be JOINTLY prepared. Once received, MRC will share the applications with DOST-PCHRD.

The following documents must be included in the joint application:

- **A completed Je-S form.**
All UK and Filipino investigators MUST be included. This form reflects the UK costs, so while the Filipino investigators should be included, hours charged for Filipino Investigators should be 0. Filipino costs should be captured in the international costs pro-forma – please see template on call webpage
- **A jointly prepared Case for Support** (see additional guidance below)
- **CV's and publication lists** (uploaded individually) for each of the UK and Filipino partners named as investigators on the grant

- **Justification of resources** for the total costs requested for the project (both UK and Filipino costs)
- [Pathways to Impact](#) (please click link for details)
- [Data Management Plan](#) (please click link for details)
- **International costs pro-forma** – a detailed budget form for PCHRD uploaded as attachment titled ‘international costs pro-forma’ – please see template on call webpage
- **Signed letter of support** from Filipino Research Organisation demonstrating support for the proposed research project.
- **Signed letter of support** from an external organisation other than the UK host institution where human tissue is being supplied.

All attachments should be completed in 11 point Arial typeface, with a minimum of 2cm margins. Applications will not be accepted where smaller or narrow typefaces have been used.

Page lengths (A4 size):

Document	Maximum length (Maximum)
Covering Letter	2 pages
A jointly prepared Case for Support	9 pages (including references)
CV	2 pages
Publications	1 page
Justification of Resource	3 pages
Pathways to Impact	2 Pages
Data Management Plan	3 pages
Letter of supports	2 pages

Further guidance and details for all of the above content can be found in the [Guidance for Applicants and Award Holders](#).

3.3 The Case for Support and Justification of Resources

A jointly prepared **Case for Support**, written in English, must be uploaded as a PDF to the Je-S application. As is standard MRC guidelines, the case for support may be up to nine A4 pages in length, including 1 page of references, using Arial 11pt typeface with margins of 2cms on all sides.

MRC and DOST-PCHRD have developed a joint Case for Support Application form to be completed jointly by the UK and Filipino research teams. This can be found on the MRC webpage for this call. The following headings are included in the form:

1. General Information

- Project title
- Names of investigators

2. The Proposed Project

- Summary
- Objectives/project goals and planned utilization of results
- Literature review
- Methodology
- Research utilization and dissemination
- Work plan of the project including milestones
- Budget

3. Ethics and governance

- Consideration of ethical issues around the projects
- Consideration of governance and IP issues around the project

4. Official Development Assistance (ODA) compliant

- Describe how the proposed UK funded work is ODA compliant

3.4 Creating a Je-S account

Please login to your Je-S account via

<https://jes.rcuk.ac.uk/JeS2WebLoginSite/Logout.aspx>, using the username and password you have chosen (if you do not have a Je-S account, or have forgotten your password, please see the guidance provided further below).

- Select '**Documents**' from left hand menu list from your Je-S account home page
- Select '**New Document**' from within the Functions/create section of your documents page

Creating your Je-S application:

Please note, the below '**Call/Type/Mode**' can only be selected when the call opening date **23rd April 2015**, has been reached (until the advertised closing date **16th July 2015**).

All MRC funding calls close at **4pm (16:00 GMT/BST)**, on the advertised closing date **16th July 2015**.

- Select Council: **MRC**
- Select Document Type: **Standard Proposal**
- Select Scheme: **Research Grant**
- Select Call/Type/Mode (optional): **UK – Philippines Research Collaborations (Newton Fund) July 2015**
- Select '**Create Document**' option

Je-S Add New Document

To find the council, document type and scheme combination for a particular call please use the call search.

Call Search (opens in a new window)

Select Council:
MRC

Select Document Type:
Standard Proposal

Select Scheme:
Research Grant

Select Call/Type/Mode (optional):
UK - Philippines Research Collaborations (Newton Fund) July 2015

Copy existing document?

Create Document Cancel

New Je-S Users: In order to gain access to the Je-S System, [Create an Account](#).

Je-S users having problems successfully completing login to their Je-S account: [Retrieve User Name / Password](#).

Please telephone Je-S Helpdesk 01793 444164 should you require any assistance with the Je-S System

3.5 Budgets

UK research will be funded at 80% of the Full Economic Cost. Filipino research will be funded according to PCHRD terms and conditions. It is the responsibility of your Filipino collaborator to ensure the conditions of the funder is understood.

Full Economic Costing (FEC)

Please see section 5. Resources – Full Economic Costing in the [Guidance for Applicants and Award Holders](#) for information on FEC.

All the UK and Filipino PI(s)/Co-I(s) must be inputted onto the Je-S form. However, any costs for Filipino PI(s)/Co-I(s) (unless agreed) must be inputted with hours and charged as £0. The Filipino partner costs will be recorded in the international budget pro-forma that can be downloaded from the MRC webpage for this call

(Please refer to section 3, 'application process', for more information)

Funding available

	MRC funding*	PCHRD funding
Research costs:		
Staff – directly incurred post	Yes	Yes
Staff – directly allocated posts (PI and Co-I time)	Yes	Yes
Other research costs (including equipment, consumables)	Yes	Yes
Studentships (PhD)	No	No
Travel and subsistence for exchange/mobility activities	Yes	Yes
Cost of workshops, meetings etc.	Yes	Yes

**MRC funding will be provided to the UK HEI but can be spent on activities in the Philippines which are outside of the funding available from the Filipino funders and when identified and justified in the proposal.*

Spending obligations under the Newton Fund

As previously stated, funding be awarded in a manner that fits with Official Development Assistance (ODA) guidelines. All applications under this call must therefore be compliant with these guidelines.

For further information on ODA please visit

<http://www.rcuk.ac.uk/RCUKprod/assets/documents/international/ODAguidanceRCUKspecific.pdf>

Due to the tight time scales of the Newton Fund, if you are successful you will need to adhere to strict spending requirements. For this call, the start date must be on or before the **14th January 2016**.

4. Assessment Process and Criteria

Following submission, peer-review will be undertaken by the funding agencies. To be funded, proposals must be internationally competitive and at a standard equivalent to that normally expected to be supported by each funding organisation.

Key assessment criteria for the submissions will be:

- Significance and Impact of the research
- Scientific Rationale: novelty, importance and timeliness of the research;
- Design and Feasibility of the Project Plan
- Partnership: including strength and clarity of collaborations and opportunities provided, quality of the project management structure proposed;
- Quality and suitability of the research environment and of the facilities;
- Value for money for International and UK science;
- Ethical considerations and governance arrangements.
- In addition, applicants must describe how the proposed UK funded work is ODA compliant [up to 150 words]. This section will be made publicly available. For further information on ODA, please visit: <http://www.rcuk.ac.uk/RCUK-prod/assets/documents/international/ODAguidanceRCUKspecific.pdf>

Applications received and comments from all peer-reviewers will be assessed by the joint MRC - PCHRD Review Panel in November 2015. This panel will consist of academic experts from both UK and the Philippines, where final decisions will be made.

For further information on the peer review process, please see section 7 in the [Guidance for Applicants and Award Holders](#).

5. Agreements

5.1 Collaboration Agreement

As the research projects will be carried out by multiple research organisations and project partners, the basis of collaboration between the organisations and project partners, including ownership of intellectual property (IP) generated during the project and rights to exploitation, and costs of IP management [this is not an eligible cost to MRC], is expected to be set out in a formal collaboration agreement between the research organisations involved. It is the responsibility of the research organisations to put such an agreement in place before the research begins. The terms of collaboration shall not conflict with MRC and PCHRD terms and conditions.

Arrangements for collaboration and/or exploitation must not prevent the future progression of academic research and the dissemination of research results in accordance with academic custom and practise and the requirements of the funding bodies. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

Details of key issues included in the Collaboration Agreement, for example management of IP, should be detailed in the 'Governance and IP' section of the grant application form. The full Collaboration Agreement must be shared with the funders on request.

5.2 Intellectual property

Ownership of intellectual property (IP) generated during the project and rights to exploitation, as well as any costs regarding management of IP, are expected to be agreed between the collaborating research organisations before the research begins. Details of this agreement should be included in the Collaboration Agreement (as above).

Agreements must not conflict with MRC or PCHRD terms and conditions. Any agreements in place between a research organisation and their respective funding organisation must be adhered to, including the sharing of IP costs or benefits. Any IP sharing agreements in place between a research organisation and their national funding body would be expected to apply only to the IP share of that research organisation.

5.3 Material Transfer Agreements

Collection and exchange of material may occur between collaborating institutions, as necessary, in strict compliance with the legislation in effect in both countries.

5.4 Ethics

Any research involving humans/human tissue and/or animals must comply with legislation in both the Philippines and the UK, and must also comply with relevant policies and guidance of the MRC or PCHRD

It is the absolute responsibility of the PI and the RO to ensure that appropriate ethical approval is granted and adhered to, and that no research requiring ethical approval is initiated until it has been granted.

The Ethical Information sub-sections should be completed to give details of any human participation, research using animals, genetic and biological risk, and ethical committee approvals required. Section 8 of the MRC [Guidance for Applicants and Award Holders](#) has recently been updated to reflect amendments to this section of the Je-S form.

Applicants must be clear in their applications in which country the proposed research involving humans and/or animals will take place and must complete the Ethical Information section for research taking place in either country.

MRC Ethics guidance

Applicants must comply with all of the MRC's relevant policies and guidance regarding the use of humans/human tissue and/or animals in research.

The Principal Investigator/ Research Organisation must be prepared to furnish the MRC with a copy of the ethical approval, and any correspondence with the committees, if requested by the Council. The principal investigator must notify the MRC if a regulator or a research ethics committee requires amendments that substantially affect the research question, methodology or costs to the extent that the project is no longer the same as that approved for funding by the MRC.

5.5 Humans/Human Tissue

Applicants must comply with relevant MRC policies and guidance (section 8 of the [Guidance for Applicants and Award Holders](#)). In particular, applicants should be aware of the following guidance/requirements:

MRC current policy for research involving humans to take place overseas, <http://www.mrc.ac.uk/news-events/publications/research-involving-human-participants-in-developing-societies/> is that for research to be undertaken internationally, both local and UK ethical approval is required.

For clinical studies involving human participants and/or patients in the UK or overseas, appropriate consent must be obtained.

Where the Filipino partner or another third party (ANY organisation other than the UK RO) is responsible for recruitment of people as research participants and/or providing

human tissue, details should be included in the case for support and a letter of support MUST be attached to the application. The letter of support should be titled Human participation and include confirmation of the following:

- That the international partner has agreed to recruit the participants/provide tissue
- That what is being supplied is suitable for the research being undertaken
- That the quantity of tissue (where relevant) being supplied is suitable, but not excessive for achieving meaningful results

The letter of support must be an integral part of the application (as an attachment) and must focus on the proposal it accompanies.

5.6 Use of Animals

Applicants must comply with relevant MRC policies and guidance (section 8 of the [Guidance for Applicants and Award Holders](#))

Applicants proposing research using animals in the UK or overseas must adhere to guidance found in this document: <http://www.mrc.ac.uk/news-events/publications/responsibility-in-the-use-of-animals-in-research/> and in particular: 'When collaborating with other laboratories, or where animal facilities are provided by third parties [*including overseas*], researchers and the local ethics committee in the UK should satisfy themselves that welfare standards are consistent with the principles of UK legislation and set out in this guidance are applied and maintained.'

6. Terms and Conditions

MRC <http://www.mrc.ac.uk/documents/pdf/mrc-additional-terms-and-conditions/>

RCUK <http://www.rcuk.ac.uk/funding/grantstcs/>

Newton Fund terms and conditions

This MRC grant is funded by the Newton Fund.

- This award is supported by the Newton Fund and is dependent on continuing Government commitment for this initiative.
- The Newton Fund is part of the UK's Official Development Assistance (ODA). Its aim is to develop science and innovation partnerships that promote the economic development and welfare of developing countries. The investigators must ensure the research that is undertaken as part of this grant is compliant with ODA rules and regulations as set out under the Newton Fund programme.
- The grant start date is before **(this will be specified for each scheme, please refer to the call text)**. The start date of the grant may NOT be delayed beyond this date. Please note that due to the fixed start date, the normal three month start period rules outlined in RCUK Terms and Conditions GC4 do not apply to this project.
- The investigators must acknowledge the Newton Fund and the MRC in any publications or events associated with this grant.
- Investigators must assist the MRC with any additional reporting requirements requested by the Department of Business, Innovation and Skills.
- Due to financial restraints of the Newton Fund Programme, grant extensions will only be considered under exceptional circumstances (in line with the Equality Act 2010) and will require MRC agreement on a case-by-case basis.
- This award is dependent on continuing Government commitment for this initiative. In the event that this support is withdrawn, MRC reserve the right to terminate the award.