

# Guidance for applicants

## 1 Introduction

As the largest funder of research into coeliac disease in the UK, we welcome applications for projects that will improve the lives of people living with coeliac disease and other gluten related autoimmune conditions.

This guidance document should be used in conjunction with the grant application form.

Whilst every effort is made to ensure that information in this guidance is accurate, changes are possible and the most up-to-date version of the guidance will be available on our website: [www.coeliac.org.uk/GFA](http://www.coeliac.org.uk/GFA)

Applications will be judged on scientific merit and relevance to coeliac disease. They should also be in line with our Research Strategy. All decisions on scientific quality and relevance are made by the Research Awards Panel after external independent peer and lay reviewers and not the charity's administrative staff (with the exception of sponsored dissertations).

### 1.1 Coeliac UK Research Strategy

All applications should fit with Coeliac UK's Research Strategy. Applicants are required to explain how their project fulfils the aims of our Research Strategy. As such, we recommend that all applicants read and strongly consider this document when writing their application. Our Research Strategy can be found here: [www.coeliac.org.uk/researchstrategy](http://www.coeliac.org.uk/researchstrategy)

### 1.2 Coeliac UK Organisational Strategy

Coeliac UK has an organisational strategy to guide its work to 2020. We recommend that all applicants read and consider this strategy when writing their application. Our organisational Strategy can be found here: <https://www.coeliac.org.uk/document-library/22-strategy/?return=/about-us/our-organisation/plans-and-reports/>

### 1.3 Research priorities for coeliac disease

In 2017, Coeliac UK teamed up with the James Lind Alliance (JLA) to bring people with coeliac disease, their carers and healthcare professionals together to identify and agree upon a top ten list of research priorities for coeliac disease. You can read more about this process on our website: [www.coeliac.org.uk/researchpriorities](http://www.coeliac.org.uk/researchpriorities)

We do not intend to exclusively restrict our funding to these priorities, and will continue to support other aspects of innovative research into the cause, diagnosis, treatment and management of coeliac disease and the health impacts of gluten. However, applications that specifically address these priorities will be considered more favourably. You will be required to outline which, if any, of the priorities your application addresses.

## 2 Patient and public involvement (PPI)

- 2.1 Patient and public involvement is about seeking the views and opinions of people affected by coeliac disease to provide them with the opportunity to influence the design of research proposals and to oversee projects which may include eg being a member of a project steering group or commenting on and developing research materials.
- 2.2 We encourage grant applicants to consider involving people affected by coeliac disease in the development of their research proposals.

## 3 Types of grant and eligibility

### 3.1 Research programmes

Purpose	Programme grants are designed to answer a single question or a small group of related questions. The programme should aim to create a virtual network of excellence in research into coeliac disease, with the foundation for longevity and for further research into the condition, beyond the original research programme grant.
Eligibility	<ul style="list-style-type: none"><li>• At least one researcher must be based in a UK institution</li><li>• Must align with our Research Strategy</li><li>• Must support our research priorities</li><li>• The principal investigator must have a track record of excellence in research</li></ul>
Funding	≤ £750k
Maximum duration	36 months
Review criteria	Along with the usual evaluation of relevance, scientific quality and feasibility, value for money will also be considered.
Other notes	<p>This type of award is a priority to establish a strong research base in the UK with the appropriate research networks.</p> <p>Collaborations across disciplines and conditions, where appropriate, are encouraged. As is securing additional funding outside of Coeliac UK.</p> <p>Calls for programme grants will be advertised on the Coeliac UK website and through other appropriate communication channels.</p>

### 3.2 Innovative grants

Purpose	To support innovative short term, small scale, pilot or proof of concept projects.
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Eligibility	<ul style="list-style-type: none"> <li>• At least one researcher must be based in a UK institution</li> <li>• Must align with our Research Strategy</li> </ul>
Funding	≤ £40k
Maximum duration	18 months
Review criteria	Refer to the guide for peer reviewers
Other notes	<p>It is hoped that these grants will support research into innovative ideas in coeliac disease and the health impacts of gluten, and may encourage cross discipline working. If warranted, they may also lead to an application for a future programme grant or securing additional funding outside of Coeliac UK.</p> <p>Funding of these grants will be considered when there are additional funds available, over and above that required to support research programmes.</p>

### 3.3 Research fellowships

Purpose	The objective of the fellowship (clinical or non-clinical) is to build capacity in research into coeliac disease and the impacts of gluten, where there is currently a deficit, by encouraging the best graduates to embark on an early career in this field.
Eligibility	<ul style="list-style-type: none"> <li>• Must be hosted at a UK institution that has the appropriate infrastructure, support and expertise to encourage and nurture a future career working in this field</li> <li>• Must align with our Research Strategy</li> </ul>
Funding	≤ £200k
Maximum duration	36 months
Review criteria	<p>Refer to the guide for peer reviewers</p> <p>The experience and quality of the supervisor will also be considered.</p> <p>If a jointly funded fellowship with the MRC the peer review process is managed by the MRC.</p>
Other notes	<p>These may be offered as joint awards eg with the Medical Research Council (MRC).</p> <p>Funding of Research Fellowships will be considered when there are additional funds available, over and above that required to support research programmes.</p>

### 3.4 PhD Studentships

Purpose	PhD studentships are designed to encourage the best graduates to embark on a research career in coeliac disease and impacts of gluten.
Eligibility	<ul style="list-style-type: none"> <li>• Must be hosted in a UK institution that has the appropriate infrastructure, support and expertise to encourage and nurture a future career working in this field</li> <li>• Must align with our Research Strategy</li> <li>• Student must have a minimum 2:1 class honours degree or equivalent</li> </ul>
Funding	£80k (to include institution fees)
Maximum duration	36 months
Review criteria	Refer to the guide for peer reviewers
Other notes	<p>PhD Fellowships are awarded to the prospective supervisor of the project.</p> <p>Joint funding with an institution is encouraged.</p> <p>Funding of PhD Fellowships will be considered when there are additional funds available, over and above that required to support research programmes.</p>

### 3.5 Sponsored dissertations

Purpose	The primary objective is to place coeliac disease, a culturally specific condition, on the research agenda of UK academic institutions, whilst commissioning research that supports the charity's research priorities.
Eligibility	<ul style="list-style-type: none"> <li>• Available to undergraduates and post graduates</li> <li>• Must be hosted by a UK university or NHS institution</li> <li>• Must align with our Research Strategy</li> </ul>
Funding	£1000
Maximum duration	12 months
Review criteria	All applications will be reviewed by the Charity's Policy, Research and Campaigns team. Where necessary they will be referred to the Chair of the Research Strategy Board and/or the Research Awards Panel.
Other notes	Sponsored dissertations are awarded to the prospective supervisor of the project.

	A call for sponsored dissertations takes place annually, in September. Up to five sponsored dissertation awards will be considered each year.
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### 3.6 Coeliac UK and Innovate UK jointly funded grants

Purpose	To support and stimulate innovation in the UK economy whilst addressing research that has the potential to benefit people affected by coeliac disease. To encourage businesses to work with other commercial and research organisations.
Eligibility	<ul style="list-style-type: none"> <li>• Open to businesses and research organisations in the UK (additional collaborators outside the UK are possible but will not be funded by this award).</li> <li>• We largely require that projects are led by businesses. Other types of organisation can apply in collaboration with a business partner.</li> </ul> <p>The scope of the research call will be found: <a href="http://www.coeliac.org.uk/innovateuk">www.coeliac.org.uk/innovateuk</a></p>
Funding	<ul style="list-style-type: none"> <li>• Early stage feasibility, up to £100k</li> <li>• Industrial research, £50k - £250k</li> <li>• Experimental development, £50k - £250k</li> </ul> <p>The funding rates you can receive will depend on the size and type of your organisation and role in the project. For further information on funding rules and State Aid, please refer to the Innovate UK <a href="#">website</a>.</p>
Maximum duration	<ul style="list-style-type: none"> <li>• Early stage feasibility, 6 - 12 months</li> <li>• Industrial research, 12 - 36 months</li> <li>• Experimental development, 6 - 18 months</li> </ul>
Review criteria	Refer to the guide for peer reviewers
Other notes	<p>All projects must include a UK <a href="#">SME</a>.</p> <p><b>Feasibility studies;</b> This means analysis and evaluation of a project's potential, aimed at supporting the process of decision making. This is achieved by uncovering its strengths, weaknesses, opportunities and threats as well as identifying resources needed and the prospects for success. Feasibility studies will usually help businesses decide to work either individually or collaboratively with other industrial or research organisations, before conducting a subsequent larger project.</p> <p>These projects can be single entity or collaborative. If single entity, must be an SME. If collaborative, projects must include an SME but can be led by an industry or academic partner.</p>

	<p><b>Industrial research;</b> This means planned research or critical investigation to gain new knowledge and skills. This should be for the purpose of product development, processes or services that lead to an improvement in existing products, processes or services. It can include the creation of component parts to complex systems and may include prototypes in a laboratory or environment with simulated interfaces to existing systems, particularly for generic technology validation.</p> <p>Industrial research projects must be collaborative and industry-led. They can include academic partners.</p> <p><b>Experimental development;</b> This means the acquiring, combining and shaping of existing scientific, technical and other relevant knowledge and skills. This would be to produce plans, arrangements and designs for your products, processes or services. This can include producing drafts, drawings, plans and other documentation as long as they are not intended for commercial use. It can also include the development of commercially-usable prototypes and pilots. This would only be allowable if the prototype or pilot would be too expensive for demonstration purposes only. Any revenue made from it, must be deducted from the eligible costs. Experimental production and testing of products, processes and services is also eligible provided they cannot be used, in any form, in industrial applications or commercially. Experimental development should not include routine or periodic changes to products, production lines, manufacturing processes, existing services and other operations in progress, even if such changes may represent improvements.</p> <p>Experimental development projects must be industry-led, can be single entity or collaborative. Academic partners can be subcontractor only.</p>
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3.7 Coeliac UK and Crohn’s and Colitis UK jointly funded epidemiology research grant

Purpose	The primary objective is to determine latest figures for the prevalence and incidence of coeliac disease, dermatitis herpetiformis, Crohn’s Disease and Ulcerative Colitis within the UK.
Eligibility	<ul style="list-style-type: none"> <li>• Applications from within the UK</li> <li>• The principal investigator or a co-applicant must have a track record of excellence in epidemiology.</li> </ul>

Funding	max. £70k
Maximum duration	12 months
Review criteria	Refer to the guide for peer reviewers  Coeliac UK's Research Awards Panel will have representation from Crohn's and Colitis UK.  Applications will not be reviewed by Coeliac UK's Member Review Panel.
Other notes	The administration process for this call will be managed by Coeliac UK. Any queries please contact Alice Andrews: <a href="mailto:alice.andrews@coeliac.org.uk">alice.andrews@coeliac.org.uk</a>

#### **4 The review process**

- 4.1 Unless otherwise mentioned, all applications will be reviewed by our Research Awards Panel, at least two external peer reviewers and our lay Member Review Panel.
- 4.2 Applications will be scored and judged on their relevance, originality, feasibility, overall scientific quality and for programme grants, their value for money. Joint Coeliac UK and Innovate UK grant applications are also subject to the additional review criteria as specified in the guide for peer reviewers.
- 4.3 Our Research Awards Panel will also judge all applications against our Research Strategy, including our research priorities.
- 4.4 Applicants are encouraged to recommend peer reviewers (with no conflict of interest) and may request exclusion of a peer reviewer due to a conflict of interest or issue around disclosure of confidential information.
- 4.5 All applicants will be informed of the outcome and may receive copies of reviewers' comments.

#### **5 Resubmission policy**

- 5.1 Applications receiving an outcome grade 'A' or 'B', following the review process, may be resubmitted once more to an applicable future call.

#### **6 Finance and costs (no funding of full economic costs)**

- 6.1 Our grants can cover the costs of materials, laboratory services and staff specifically employed in the research. We will not pay for organisational overheads such as rent, heating, administrative support etc.
- 6.2 All costs and their justification must be provided in the 'Financial details of support requested and justification' form.

## **7 Co-funding applications**

- 7.1 Coeliac UK is open to co-funding projects. Applicants should include information about any potential co-funder and the amount available within the application form.

## **8 Use of animals**

- 8.1 Any applicant intending to use animals in their research must address the 3Rs (replacement, refinement, reduction of animals in research). For further information on the 3Rs please visit: <http://www.nc3rs.org.uk/the-3rs>
- 8.2 Within the application form, applicants are required to demonstrate how they have considered avoidance of the use of animals (replacement), minimised the number of animals per experiment (reduction), minimised suffering and improved animal welfare (refinement).
- 8.3 Please refer to Coeliac UK's statement around the use of animals in research [www.coeliac.org.uk/animalresearch](http://www.coeliac.org.uk/animalresearch)

## **9 Use of human tissue (Human Tissue Authority - HTA)**

- 9.1 Any applicant intending to use human tissue must confirm within their application that their practice will comply with the appropriate legislation and follow the relevant codes of practice issued by the Human Tissue Authority (HTA). The type of tissue and quantity must be justified.

## **10 Writing an excellent lay summary**

- 10.1 Your lay summary is extremely important, as it will be given as a standalone representation of your research proposal to our Member Review Panel (people diagnosed with coeliac disease and their carers), where it will be scored and the results combined with those of the external peer reviewers.
- 10.2 The Member Review Panel will be asked if they have understood your lay summary, whether they feel the research will benefit people with coeliac disease and whether the research should be funded.
- 10.3 The lay summary should include:
- The aim of the project
  - Why this research is needed
  - How this research will benefit people with coeliac disease
  - Which of the charity's research priorities are supported by this research
  - How you will carry out the research
  - What this research might potentially lead to in the future
  - How the results will be disseminated
  - Details on any patient and public involvement in the design of the research
- 10.4 For further information on writing a good lay summary, please visit:
- INVOLVE 'Make it clear' campaign: <http://www.invo.org.uk/makeitclear/>
  - Plain English campaign: <http://www.plainenglish.co.uk/free-guides.html>