The aim of the Myeloma UK Health Services Research Grants Programme is to provide funding for new research in the priority areas covered by our Health Services Research strategy. The grants programme aims to support high quality research projects that will make an important contribution to the lives of people affected by myeloma through improving patient outcomes, quality of life and services.

For more information on our Health Services Research Grants Programme and the topics we will consider funding please visit www.myeloma.org.uk/healthservicesresearch

**Purpose of grant**

The essential purpose of the grant is to support a single project, ie a piece of work designed to answer a single question or small group of related questions. Such support will be of limited duration and applications of up to two years will be considered. The continuation of a grant within this period will be subject to annual review after the submission of a progress report, which is required at the completion of each year of the project.

Applications for project grants should not exceed £100,000 per annum without the prior agreement of Myeloma UK.

**Personal direction of the project**

Grant holder lead applicants should be employed within the NHS, university or other academic institution (or European equivalent). The lead applicant should take overall responsibility for the grant and it is expected that the lead applicant will be actively engaged in directing the project.

**Collaboration**

Where the viability of a project depends on collaboration/involvement with investigators not named as applicants, the exact role of the collaborator(s) and their affiliation should be clearly stated and confirmation from each collaborator indicating their willingness to participate must be enclosed with their full application.

**General finance guidelines**

**Costs that can be requested**

Applicants may apply for directly incurred project costs, providing budgets for staff employed for the purposes of the project, consumables, necessary project-related travel and equipment. All costs must be detailed and justified. Staff costs must be spent wholly on the project being funded.

Myeloma UK does not pay any costs towards the salaries of staff with a full-time salaried contract of employment with the host organisation. Myeloma UK does not act as an employer for staff involved in awarded projects. For more details on responsibilities in relation to staff please refer to our Standard Conditions of Grant.

**Costs that should not be claimed**

Myeloma UK does not pay institutional overheads on research grants. Other costs that cannot be claimed include:

- Indirect costs and overheads, as specified by the research councils
- Publication charges
- Retrospective funding for work already completed
- ‘Top-up’ funds for current research projects
- Overspending on current grants
- Advertising/recruitment
Application procedure

There are no fixed submission deadlines in the current grant round and applicants are invited to submit an application when it is ready. Please note, however, that the current grant round ends on 31 December 2015.

Preliminary proposal

Prospective applicants are invited to complete a preliminary proposal with a brief outline of their intended project using the template provided on the Myeloma UK website. The Myeloma UK Research Team will review the preliminary proposal to ensure it complies with our general finance guidelines and is relevant to our priority topics. If the proposal fits the criteria for a full application you will then be invited to prepare a detailed research proposal using our standard full application form.

Full application

The full application requires applicants to provide detailed information on the award requested and their proposed study. The full application will be reviewed by Myeloma UK, external peer reviewers (normally between two and five individuals) and the Myeloma UK Research Advisory Group.

Applicants may request the inclusion or exclusion of particular peer reviewers in relation to their area of expertise. Myeloma UK will not disclose the identity of reviewers and feedback will be provided to the applicant anonymously.

All sections of the application must be completed. Incomplete applications will be returned to the applicant.

Project applications will be reviewed on their potential for patient benefit, strategic importance, scientific merit and value for money. Please ensure that you are familiar with the Standard Conditions of Grant and the Myeloma UK Strategy before making your application.

Lay summary

As part of your full application you will be asked to prepare a lay summary of your proposal. This will be reviewed by members of the Myeloma UK Patient and Carer Research Panel in parallel to the scientific peer review. Comments from the lay reviewers will be considered by Myeloma UK and the Research Advisory Group prior to making a decision.
Lay reviewers consider:

- The relevance and importance of the project in relation to the topics being covered by the research programme
- The potential benefit for myeloma patients and carers that will arise from the work
- The appropriateness of the methods and any ethical considerations, particularly where the research will involve participation of myeloma patients and carers

Individuals from the Patient and Carer Research Panel are lay readers, but are engaged and interested in both research and myeloma. All members have personal (non-professional) experience of myeloma as a patient, carer or former carer.

Use plain, non-technical language. Consider including a glossary for unavoidable scientific terminology and avoid using unexplained abbreviations or acronyms.

**How to submit your proposal**

Both preliminary and full proposals should be emailed to research@myeloma.org.uk. Paper copies are not required.

**Decision process**

A decision on whether to award funding will be jointly reached by Myeloma UK and the Research Advisory Group after considering external peer and lay review reports. Please allow up to three months from submission to decision.

The decision and feedback will be provided to applicants by the Myeloma UK Research Team. Applicants may be invited to resubmit a revised application, if appropriate.

If they accept the award, successful applicants are expected to start their project no later than six months after their acceptance.