
APPLICATION FOR A CLINICAL RESEARCH PROJECT (CRP) – TERMS & CONDITIONS

Please note that all correspondence should be sent to the chair of the PetSavers Grant Awarding Committee (“the Committee”), c/o BSAVA, Woodrow House, Waterwells Business Park, Quedgeley, Gloucester GL2 2AB.

Introduction

A project will be considered by PetSavers to constitute 'companion animal clinical research' if it largely meets each of the following criteria in the reasonable opinion of a majority of the Committee:

- The study involves only naturally occurring disease in small animals; there must be no experimental or artificial induction of disease;
- The anticipated results of the study will contribute to the understanding of or potentially result in a change in diagnosis or management of small animal disease;
- The study is supervised by people with veterinary clinical skills and knowledge;
- Any interventions on animals (including obtaining samples) would be considered part of normal veterinary practice;
- The applicant must state how the results will directly benefit cats, dogs or other companion animals. If the benefit is not direct, they must suggest the number of further steps (and at what cost) they believe it will take before a benefit becomes apparent; and
- The study must meet ethical criteria as stated in the Guide to apply for a PetSavers Grant (please see Appendix 1)

By definition, therefore, such research would not require a personal or project licence under the terms of the Animals (Scientific Procedures) Act 1986 (“the Act”.) PetSavers does not fund research using experimental animals. The project must be undertaken within the UK.

1. Applications should be for funds to support clinical studies in small animals, which are kept as pets, with the ultimate objective of the advancement of understanding of the cause and/or management of a clinical disorder.
2. Eligibility: At least one applicant on each proposal must be a qualified veterinary surgeon.
3. The application should be made on the relevant Application Form: available from <http://www.petsavers.org.uk/Apply-for-funding/CRP>
4. The curriculum vitae of the primary applicant, together with the qualified veterinary surgeon (if different) must be supplied. This should extend to not more than two pages and references should be made only to the most significant publications of the applicant and veterinary surgeon (if appropriate).
5. The closing date for applications to be considered in September is the last working day of the preceding January. Applicants will be notified if they have been shortlisted by the committee within 90 days of the submission closing date.
6. The project must be legal under English law.
7. **No Experimental Animals**
 - a) The use of experimental animals is *not* permitted in any work funded by PetSavers. This includes work on tissues derived from experimental animals.
 - b) Work carried out on tissues derived from pet animals during a normal post-mortem examination is allowed, provided that the owners' written informed consent has first been obtained.
 - c) PetSavers reserve the right to request representations from an appointed ethics committee and/or a local Home Office inspector to satisfy the PetSavers Grants Awarding Committee that the work described does not fall within the Animals (Scientific Procedures) Act 1986.

8. Employment of Staff

- a) PetSavers does not act as an employer and therefore will not be responsible for claims (however arising) whether under statute or at common law, nor will it indemnify any third party against any claim for compensation or against any other claims for which that party may be liable as an employer, or otherwise.
- b) The recipient must accept full responsibility for the management, compliance, monitoring and control of all the research work funded as the result of this grant. This includes the requirements of all regulatory authorities governing the use of radioactive isotopes, pathogenic organisms, genetically modified organisms (GMOs), and toxic and hazardous substances.
- c) The recipient must ensure that all permanent and temporary staff, subcontractors and students involved in the research receive training appropriate to their duties, and in accordance with the local legislation and comply with all relevant working codes and recognised practice legislation within the local rules and legislations (please see Appendix 2), and any other legal or regulatory requirements that may apply from time to time.
- d) PetSavers will not directly fund salaries or third party costs. When reviewing the costs of individual procedures, investigations or tests the PetSavers Grant Awarding Committee understand that there may be justification for a contribution towards the time spent performing the procedure.

9. Acceptance of the Grant

- a) Grants awarded by PetSavers are subject to the PetSavers Terms & Conditions in force at the time that the grant is actually awarded. Any amendments subsequent to each relevant grant to the Terms & Conditions can be made only with the written agreement of both parties.
- b) A signed copy of these terms and conditions must be returned to PetSavers. This must include the signature of the principal applicant and the veterinary surgeon (if different) and an authorised representative of the institute/practice. Please see the appendix for a list of acceptable authorised representatives; no funds can be released until the signed terms and conditions are returned.
- c) The start date of the project must be within six months from the date of the confirmation letter issued by PetSavers, unless written permission has been granted from PetSavers for an additional delay.
- d) PetSavers must be informed of the start date of the project.

10. Divergence from the Original Award

- a) PetSavers understands that in order to follow scientific developments which arise as a result of work done under this grant or following publication of results from other laboratories recipients may need to modify the aims and directions of their projects. Any such modifications must be notified to the committee as soon as they become known and fully justified in the next progress report.
- b) PetSavers must be consulted promptly prior to any proposed change to the original award conditions and reserves the right to withhold further funding should it consider the divergence from the original project is too great.

11. Progress Reports

- a) PetSavers require a written report every 6 months. This should be 400-1000 words in length using the Clinical Research Report Form (available on the PetSavers website).
- b) Failure to submit a report could result in a delay in payment of further funds or the reclaim of monies already paid.

12. Publications and Publicity

- a) PetSavers reserves the right to publicise the awarding of grants as they see fit.
- b) Recipients must ensure that a copy of all publications based wholly or partly upon the research funded by the grant will be forwarded in electronic format to PetSavers within 30 days of publication.
- c) Recipients should ensure that PetSavers contribution to the funding of the research is suitably acknowledged in a form acceptable to PetSavers in all publications. Suggested wording: “*This study was funded by PetSavers, the charitable division of the BSAVA.*”
- d) All papers intended for publication that arise directly from grant support provided by PetSavers are to be submitted to the *Journal of Small Animal Practice* via the journal’s online submission system (<http://mc.manuscriptcentral.com/jsap>). If the recipient has any doubts about the suitability of the paper for this journal, he/she should contact the Editor (jsapeditor@bsava.com). If the Editor considers the paper to be suitable then it must be submitted to the *Journal of Small Animal Practice*.
- e) If the Editor of the *Journal of Small Animal Practice* does not consider the paper to be suitable for publication or if the paper is rejected outright following peer-review, then the recipient may offer the paper to a journal of their choice.
- f) PetSavers recognises that publication of the results of research may need to be delayed for a reasonable period while seeking protection by way of formal registration of intellectual property arising from the research. If there are any periods of delay PetSavers must be kept regularly informed of the precise position and the reasons.
- g) Recipients may be asked to supply materials for publicity and promotional purposes to aid PetSavers in fundraising activities. Any recipient attending BSAVA Annual Congress may be requested to spend a reasonable amount of time on the PetSavers stand to promote PetSavers work.
- h) Recipients must complete an article for *Companion* magazine and/or the PetSavers Bulletin during the period of their grant if requested by the editor of *Companion* and/or PetSavers.
- i) If the project involves contact with members of the public, PetSavers should be promoted whenever appropriate.

13. Equipment

- a) Any equipment funded by the PetSavers grant in relation to a project is loaned to the university department/practice to which the grant recipient is affiliated. This is solely for the benefit of the recipient’s veterinary research, diagnosis or treatment. The recipient shall have no personal claim, right or other form of interest in the equipment.
- b) Any loss resulting whether directly or indirectly from payments made for equipment in advance of delivery will be entirely the responsibility of the recipient. The recipient is responsible for ensuring that any equipment provided by this grant has adequate insurance cover. If the equipment is damaged or destroyed during the period of the project the recipient will be required to repair or replace it.
- c) Should the recipient move to another institution/practice during the tenure of this grant, this will be considered as a divergence to the original award as detailed in section 10a. PetSavers reserves the right to require that the equipment funded by the grant be transferred with him or her after discussion, as necessary, with the institutions concerned. If he or she moves to another institution within three years of the expiry or the termination of a grant and wishes to take the equipment with him or her, PetSavers reserves the right to require that the equipment funded by the grant be transferred after discussion, if necessary, with the institutions concerned.
- d) PetSavers’ prior written approval must be obtained should any activity ancillary to the permitted use be carried out using equipment funded by the grant where any form of charge, either internal or

external, is made or where equipment is used for the benefit of a commercial organisation. PetSavers agreement may be conditional and dependent upon it sharing in any financial benefits that result.

- e) It is the responsibility of the recipient to maintain the equipment whilst in their care both during and for a period of 12 months after the completion of the project. The equipment may only be disposed of after written permission has been obtained from PetSavers. Disposal is the responsibility of the recipient.
- f) PetSavers reserves the right to recall the equipment when the designated project is completed.
- g) All equipment is to be clearly marked as purchased by and the property of PetSavers using the stickers provided by PetSavers.

14. Limitations of PetSavers Liability

PetSavers accepts no responsibility, financially or otherwise, for the expenditure (or liabilities arising out of such expenditure) or other liabilities arising out of the project. The control of expenditure to be funded under this grant must be governed by the normal standards and procedures of the recipient and must be covered by the formal audit arrangements that exist in the recipient's institution.

15. Financial Arrangements

- a) All claims for grant funding must be made in the form of an official invoice quoting full details of the PetSavers award.
- b) A copy of these terms and conditions must be passed by the grant recipient to the finance department of their institution/practice.
- c) PetSavers should be invoiced for the value of the grant awarded on the basis laid out in the appendix.
- d) Grant recipients are required to account for all expenditure of PetSavers funds in the report detailed in 11a.
- e) Should the principal recipient or co-recipient move to another institution during the tenure of the grant, the grant may not be transferred unless all parties concerned including PetSavers agree in writing to such a move. PetSavers will not be liable in respect of any additional costs as a result of such a move or transfer. In the event that PetSavers do not agree to such a move it shall not be liable to make further payments under the terms of the grant.
- f) All invoices for funding must be sent for the attention of the Finance Department, PetSavers, BSAVA, Woodrow House, 1 Telford Way, Waterwells Business Park, Quedgeley, Gloucester GL2 2AB.
- g) All invoices must have the reference number of the award; failure to comply with this will result in the invoice being rejected.
- h) Travel costs not agreed in the original application will not be covered unless written agreement has been obtained in advance from PetSavers as part of a divergence from original award under 10b.
- i) The amount of any grant does not include any local taxes (including VAT). The recipient is responsible for payment of all local taxes.
- j) PetSavers does not pay University Full Economic Costings.
- k) Any money not claimed within two years of the end of the project will be forfeited and the money used for funding future grants.

16. Intellectual Property and Commercial Activities

- a) PetSavers is committed to advancing veterinary healthcare through its support for clinical research. As a charity, PetSavers is under an obligation to ensure that the useful results of research that it funds are applied for the public benefit. To meet these objectives, PetSavers, together with PetSavers-funded researchers and their institutions/practices, wish to play an active role in ensuring the protection and exploitation of the intellectual property arising out of the research that it funds. Accordingly, PetSavers requires the recipient to communicate a full report concerning all such matters related to the protection and exploitation of such intellectual property to PetSavers at regular intervals. PetSavers shall enjoy a perpetual, royalty free licence to exploit such intellectual property in such manner as it may from time to time determine. In exploiting such intellectual property, it shall acknowledge the moral rights of the recipient to be acknowledged as the author of such work.
- b) No intellectual property created or acquired in connection with PetSavers funded activity may be exploited in any way by the recipient without prior written consent of PetSavers; such consent not to be unreasonably withheld or delayed. Exploitation includes use for any commercial purpose or any licence, sale, assignment, materials transfer or other transfer rights. As a condition of granting such consent, PetSavers may require the recipient to agree to terms of exploitation including the sharing of the benefits (such as revenues and equity) arising from the exploitation. PetSavers shall have the right to audit the recipient's relevant accounts and records to confirm that there has been an appropriate benefit sharing made in relation to any such exploitation.

17. Termination of a Grant

- a) When PetSavers makes a grant, it reserves the right, with 60 days' prior written notice, to terminate the grant should it so wish. In this event, PetSavers will reimburse the recipient for expenditure properly and directly incurred under the project up to the termination date.
- b) Upon termination of the grant, recipients are required to provide a breakdown of the expenditure of all monies previously provided.

The grant recipient and their institution/practice agree to abide by the above terms and conditions:

Signature of grant recipient:.....

Print Name:.....

Date:.....

Signature of authorised representative of the institution/practice:.....

Print Name:.....

Date:.....

Appendices

List of authorised representatives: Principal, Vice-Chancellor, Dean, Registrar, Secretary, Research Contracts Officer, Bursar, Chief Finance Officer, Chief Administrative Officer, Chief Accountant, Practice Owner, Practice Partner.

Appendix 1

Please see the [PetSavers Guide to Applying for a PetSavers' Grant](#).

Appendix 2

The current list of Health and Safety Regulations can be found on the BSAVA website [please click here](#).

Appendix 3

Financial Payments for projects :

	Up Front (after signed terms and conditions have been received)	After 1 year (from the start date of the project)	After 2 years (from the start date of the project)	Final (after final report and itemised expenditure received)
6 month project	90% of funding available upon invoicing			10% of funding available upon invoicing
1 year project	90% of funding available upon invoicing			10% of funding available upon invoicing
18 month project	50% of funding available upon invoicing	40% of funding available upon invoicing		10% of funding available upon invoicing
2 year project	50% of funding available upon invoicing	40% of funding available upon invoicing		10% of funding available upon invoicing
2.5 year project	40% of funding available upon invoicing	25% of funding available upon invoicing	25% of funding available upon invoicing	10% of funding available upon invoicing
3 year project	40% of funding available upon invoicing	25% of funding available upon invoicing	25% of funding available upon invoicing	10% of funding available upon invoicing