



THE SIR JULES THORN AWARD FOR BIOMEDICAL RESEARCH

GUIDANCE NOTES FOR APPLICANTS

www.julesthorntrust.org.uk

These notes should be read in conjunction with the application form and Terms and Conditions for the Sir Jules Thorn Award; both of which are available on the [Trust's website](#).

The deadline for Expression of Interest applications is 1st November 2022.

General information

Since its launch in 2001, the Sir Jules Thorn Award has supported world-leading translational research projects. The Award provides a grant of up to £1.7 million to support a five-year programme of translational biomedical research selected following a competition among applicants sponsored by the UK's leading medical schools and NHS organisations. Applications for the Award may be in any discipline or disease area, but the research must have a justifiable claim to be at the leading edge of international science and must be led by a clearly identified Principal Applicant of outstanding quality in the early years of an established research and academic career.

At the discretion of the Trustees, one Award is offered in each calendar year.

Eligibility

Applications for the Award are open to UK medical schools and NHS organisations. Each eligible institution/organisation may only submit one application and will therefore need to select the proposal which is put forward. The Trust expects this selection to be made following an internal competition. The Head of the Medical School, Dean of Research or other appropriate person will need to provide a letter of support with the application, explaining how and why the proposal was selected for submission.

Where a medical school and affiliated NHS organisation both have a prospective proposal, they must coordinate the selection process to decide which one should be submitted.

The submitting institution/organisation must be able to demonstrate:

- a) a track record in internationally competitive, cutting edge clinical translational research,
- b) adequate infrastructure support; and
- c) the commitment of internal resources to support the Principal Applicant and the proposed research programme.

The proposal must be led by a clearly identified Principal Applicant of outstanding quality in the early years of an established research and academic career. The work set out in the proposal must be the Principal Applicant's major commitment; comprising at least 70% of their research time or 50% of their total time, whichever is greater.

The Award may not be used to meet the salary costs of the Principal Applicant, who should be in an institutionally funded post for the duration of the grant.

Please also note that the Trust will not support applications that are to supplement an existing project supported by other funding bodies, or to cover expenditure already incurred. Applications submitted concurrently to other funders will be accepted but subsequent short-listing by the Trust would be conditional upon any such applications being withdrawn unless the Trust agrees otherwise. It is essential that any related applications are noted in the application

form.

The Trust's charitable status does not permit the provision of a grant which might, whether directly or indirectly, contribute to a commercial profit for a manufacturer. An application cannot therefore be considered where a manufacturer is supplying a cash grant or equipment, materials, drugs etc. at no cost, whether express or implied, for commercial use of the findings of the project.

Scope

Applications which meet the eligibility criteria may be in any discipline or disease area. Studies may, for example, include:

- significant proposals which could lead to improved diagnosis and/or prognostic methods and to new treatments
- concept validation
- intervention trials.

In all cases, there must be a clear specification of the hypothesis based on pre-clinical experimental data supporting the rationale of the clinical study, arising from the applicant's own work (and not derivative of someone else's observations). Further work to support the hypothesis in the early phase of the grant or, indeed, to substantiate questions arising from clinical experiments may be supported by experimental animal models. Applicants should note that the Trust is a member of the Association of Medical Research Charities (AMRC) and supports AMRC's [Position statement of the use of animals in research](#).

Applications must cover the following points:

1. all proposals must be based on appropriate bio-statistical analysis
2. the project must include research involving patients
3. the application must set out a clear strategy defining how the research will translate into benefit for patients and the timescale within which this will take place
4. there must be visible strategic commitment to the research by the host institution
5. all research must be undertaken, and funding is restricted to work (including data collection), carried out in the United Kingdom
6. any co-applicants are expected to be actively involved in the work. Their precise role and time commitment must be stated
7. all projects are expected to support the rapid and open dissemination of new knowledge arising from work funded, in whole or in part, by the Trust. All original, peer-reviewed research papers arising from the Award must be made freely available in an Open Access archive such as Europe PubMed Central. Deposit must occur at the time of final publication.

The Trust does not fund the overheads of the host institution, or any costs incurred by the sponsoring organisation. The Trust is an NIHR Non-commercial Partner in England and its equivalent elsewhere in the United Kingdom.

Application Process

There is a three-stage application process for the award. The key dates are as follows:

2022

July 2022	Call for preliminary applications.
1 November 2022	Closing date for the receipt by the Trust of preliminary applications (applications should be received by 12:00)

2023

January 2023	Announcement of long-listing and issue of invitations to submit full application.
2 May 2023	Closing date for receipt by the Trust of full applications (applications should be received by 12:00).
End July 2023	Announcement of short-listed applications.
Autumn 2023	Presentation of short-listed applications to Medical Advisory Committee.
End November 2023	Announcement of the outcome of the competition.

How to Apply

Initial applications must be submitting using the [on-line application form](#).

Preliminary Applications

1. Eligible institutions are expected to advertise widely for expressions of interest and to undertake a competitive process to select the strongest research programme which meets the Trust's criteria.
2. The Trust may advertise the call for applications on its website or elsewhere to encourage investigators to participate in their institution's competition if they wish their work to be considered for selection.
3. Preliminary applications must be submitted using the online application form, which is available on the Trust's website. In completing the form, institutions/organisations will need to provide:
 - i. a 2000-word summary of the proposed research, explaining why it would be suitable for a translational study, the timescale for clinical applicability, the unmet need which is to be investigated and how the research will meet that need
 - ii. a 250 abstract of the proposed project
 - iii. short statements (150 words each) explaining how the Principal Applicant meets the person specification outlined in the Eligibility section above, and how they will meet the required time commitment
 - iv. a short statement (400 words) providing evidence of the impact of the Principal Applicant's previous work, and the institutional resources supporting the research

- v. key references (maximum of 30) supporting the proposed research. Each reference should include the PubMed ID number, title, name of first author and number of citations to date
- vi. a short CV of the Principal Applicant, including major publications relevant to the application, a list of current grant awards and a list of grant applications awaiting decision. The CV, publications list and grant list must not exceed 3 pages in total.
- vii. the projected cost of the proposed research programme.

Applicants may attach a single page appendix to the form containing figures/diagrams, if appropriate.

When submitting the application form, the Principal Applicant will also need to upload a letter of support from the Head of the Medical School, Dean of Research or other appropriate person indicating the selection process has been used to select the proposal, why it was selected and its relevance to the institution's research strategy.

4. The Trust must receive the application form by 12:00 on 1st November 2021.

Assessment of Preliminary Applications

5. Preliminary applications will be evaluated by members of the Trust's Medical Advisory Committee and other experienced reviewers identified by the Trust. The Medical Advisory Committee will agree a longlist of applications to be taken forward to the second stage of the process, based on its assessment of the relative merits of the submissions. The Trust will **not** provide feedback at this stage of the competition or enter into discussion about the reasons for the decisions.

Full Applications

1. Institutions whose preliminary submissions are longlisted will be invited to complete a full application. Full applications must be submitted using the application form and accompanying financial tables (Annex A), which are available on the Trust's [website](#).
2. The Trust must receive an electronic copy of the completed application (in PDF format) attached to an email, sent to Donations@julesthorntrust.org.uk. The deadline for receipt of full applications is **12:00 on 2nd May 2023**.
3. The following documents should be submitted with the completed form:
 - a. a covering letter from the applicant addressing any specific questions contained in the invitation to submit a full application
 - b. a letter of support from the Research Dean / Head of Department or equivalent confirming the institution's support for the Principal Applicant, the proposed programme of work and its relevance to the institution's research strategy
 - c. a letter from the Sponsor in accordance with question 17 of the application form and point Q17 on page 8 of these guidelines, confirming that it is willing and able to take on the responsibilities of the Sponsor

- d. if the project proposed to use animals or animal tissue – a copy of the relevant Home Office Licence in accordance with question 16 of the application form and point Q16 on page 10 of these guidelines.

Assessment of Full Applications

4. The completed application will be subject to the Trust's normal selection procedure and will be considered in competition with other applications for the Award. Rigorous peer review is undertaken of all applications, in accordance with the Trust's [Peer Review Policy](#).
5. **When they submit the completed application, Principal Applicants should provide the name and institutional email of scientific referees whom they feel would be suitable to comment on their application.** These must not include colleagues from their own institution or those with whom they have collaborated in the last five years. Please note that the Trust may or may not choose to approach some or all of the individuals identified. It is the Trust's policy to seek opinions from whichever authorities it considers to be most appropriate, and it cannot accept requests from applicants to proscribe certain referees.
6. The final decision will be recommended to the Trustees by the Trust's Medical Advisory Committee after a review process aided, but not determined exclusively, by external referees. The Trust may seek further information during the process. There could be many reasons why an application is unsuccessful, and these will not necessarily be explained in full, but the Trust may provide some feedback at the conclusion of this stage of the application process.
7. Grants are awarded entirely at the Trustees' discretion, and they reserve the right not to make the Award following completion of the review process in any particular year.

NOTES ON COMPLETING THE FULL APPLICATION FORM

Applications must be completed in a typeface no smaller than 11-point Arial font. Abbreviations should not be used unless fully explained.

The application must be complete in itself. No additional pages will be accepted unless specific instructions are given.

DEFINITION OF TERMS

1. A **Principal Applicant** is the lead researcher who has the main intellectual input into, and ownership of, the research if the application is successful. This individual will be both responsible and accountable for the management of the research programme and will normally be considered by the Trust to be the "holder" of the grant.
2. A **co-applicant** is a researcher who will have significant intellectual input into, and part ownership of, the research if the application is successful.
3. A **collaborator** is an individual named in the body of the application but who would not normally be involved in the day-to-day execution of the work.

NOTES RELATING TO QUESTIONS ON THE FULL APPLICATION FORM

Q1 Applicant details

Please list the names of the Principal Applicants and any co-applicants.

Q2 Title of Project

Please input the title of the project.

Q3 Name and Address of Employing Institution

Please input the name and full address of the institution where the work will be undertaken.

Q4 Project Duration

Please state, in months, the period for which support is sought.

Q5 Proposed start date

Please take into account the timetable for the assessment of applications, any legal, ethical or regulatory approvals required before work can commence and the expected lead-time for recruitment of staff who would be working on the project. Projects will not receive funding should they start later than 12 months from the point of award.

Q6 Proportion of working time

For the Principal Applicants and each co-investigator, please detail the amount of time – expressed as full-time equivalent (FTE) – spent on research in general and on the project specifically. The time commitment must meet the Eligibility criteria for the Award, set out above.

Q7 Related applications

Please see the paragraph in the eligibility section above regarding applications submitted to other funders.

Q8 Summary of proposed research and key goals

Please provide a concise scientific abstract and a lay summary of your project, outlining the background to the application, the proposed aims of the research and the expected outcomes. Please do not include any confidential or commercially sensitive information in this section.

Q9 Research question

Please state what you consider to be the main aims of the project and why they are important. Detail the main hypothesis to be investigated, along with a brief timetable of milestones. All proposals should articulate a strong, central research question and be placed in the context of current knowledge.

Q10 Translation

Please set out how your research will translate into benefit for patients and the timescale within which this will take place. You should explain how your proposal will differ from or complement any planned, ongoing or recently completed studies.

Q11 Details of research project

Clinical studies must describe the number of people to be recruited, the inclusion and exclusion criteria for recruitment, the recruitment strategy and contingency. Clinical trials must describe how the study is statistically powered and for what endpoint.

If the project involves animals, the experimental design should include the case for number of animals required to achieve significance and the factors that might affect this. You will need to provide further information under Question 16 below.

It is acknowledged that research projects often do not run entirely to plan. You should highlight in this section the most significant risks to achieving the aims of the study and explain how they will be dealt with.

Please state the word count at the end of the response to this question.

Applicants must provide all information pertinent to the grant proposal within the application form, unless directed otherwise.

Q12 References

Reference may be made to papers "in press". Electronic copies of referenced papers that have been accepted for publication but are not yet available online should also be submitted, together with proof of acceptance from the relevant journal. Manuscripts which are "in preparation" or have not yet been accepted for publication must not be included.

Q13 Curriculum Vitae of applicant(s)

Sub Paragraph d - If the source of personal salary support is indicated as "other", please provide details.

Sub Paragraph h - Please summarise what you consider to be your key scientific achievements and state to which periods of your career they relate. You do not need to list all your previous positions.

Q14 Financial details of support requested

The excel spreadsheet (Annex A to the application form, which is available from the Trust's [website](#)) should be completed to detail the full costs of the project up to the maximum award amount of £1.7 million.

Salaries

- i. Please detail salaries requested for all staff to be funded on the grant.
- ii. Salary support will be cash limited at the point of the award. The institution should factor in a compound inflationary allowance for each post to cover the cost of future pay awards. The percentage used for the calculation must be the same as the most recent pay award agreed by the institution for the grade on which the individual is to be employed. Please confirm the percentage figure in the appropriate box.

- iii. Salary costs should include any London/Regional weighting allowances, contributions towards an institutional pension scheme, and employer's national insurance payments. The Trust is not able to provide funding for personal pension schemes held by individuals.
- iv. As per our eligibility criteria above, the salary of the Principal Investigator cannot be covered by the award.

Research Expenses – entitled, Materials & Consumables, Miscellaneous, Animals and Equipment

- i. The Trust will only provide the direct costs of the research proposal. It does not meet the overhead costs of the host institution, the cost of NHS service support, or sponsorship costs (see Q17). The Trust is an NIHR Non-commercial Partner, which ensures that NHS service support costs incurred in the research will be met.
- ii. Requests for publication costs may not be included.
- iii. Where animal experimentation costs are involved, applicants should complete this table after reference to their biological services manager.
- iv. Any requested contribution to the cost of PhD fees must not exceed the institution's standard PhD fee for home students.
- v. Expenses for essential travel which is to be undertaken for the immediate purposes of the project may be included for consideration. They will not normally be paid where the individual is already eligible to claim them from another source.
- vi. An Award may include the cost of equipment, but it must satisfy the following criteria: -
 - a) The equipment must be essential to the research.
 - b) The reason for using the equipment must be justified in question 15 (f).
 - c) Equivalent equipment must not be available to the applicant elsewhere in the institution.
 - d) The cost should exclude VAT where exemption is applicable.
 - e) No equipment is purchased within the last six months of the grant.

Q15 Sub Paragraph e - Animals

It is the Trust's policy only to support the use of animals where no viable alternative exists. Applicants must have regard to animal welfare and to advances in the refinement, replacement, and reduction of animal use. The institution must ensure that research involving the use of animals complies with relevant laws and regulations. Copies of relevant licences should be included. While the Trust will consider proposals awaiting Home Office authorisation, no award may be activated, and no animal experiments may commence until the appropriate licences have been granted. The following questions should be addressed specifically:

- i. does the work proposed involve the use of protected animals in regulated procedures under the Animals (Scientific Procedures) Act 1986?

- ii. if so, what species, and how many animals? See also Q14 (d)
- iii. are any of the procedures of substantial severity?
- iv. why is animal use necessary: are there any other possible approaches?
Please justify why animal use necessary and if there are there any other possible approaches.
- v. is the species to be used the most appropriate? This is especially important when an animal is being used as a model for a human physiological or pathological condition.
Please justify why the species used is the most appropriate.
See also Q16

Q16 Experiments on animals

The institution must ensure that research involving the use of animals complies with relevant laws and regulations. Copies of relevant licences should be included. While the Trust will consider proposals awaiting Home Office authorisation, no award may be activated and no animal experiments may commence until the appropriate licences have been granted. Further questions about the award should be directed to the Trust team at donations@julesthornttrust.org.uk.

Q17 Research on human participants or human tissue

Approval from the appropriate research ethics committee is required for all research involving human participants or biological samples. Approval from other regulatory bodies should also be sought where necessary. For research carried out at multiple sites, ethics committee approval must cover each site.

Q18 Research using NHS facilities or patients

If the research is covered by the UK Policy Framework for Health and Social Care Research, a letter from the intended sponsor, if identified, should be included, confirming that the research proposal is consistent with the Framework and that the sponsor is willing to undertake the responsibilities stated in the Framework and applicable clinical trial regulations. The Trust is unable to fund any research which does not have such sponsorship. The Trust does not cover costs incurred by the sponsoring organisation in discharging its sponsorship obligations.