

R01 Research

Applying for a research grant



About Ménière's & Vestibular UK

Support for dizziness & balance disorders.

Our Mission

Ménière's & Vestibular UK is here to help people with vestibular disorders. We provide essential support and information to enable people to cope positively and get the right diagnosis. We are a voice for sufferers and raise awareness within the medical community and wider public for greater understanding. We work towards a brighter future through investment in vital medical research.

Our Vision

Our vision is a world in which no-one suffers with vestibular disorders.

Our Values

Our work is guided by our belief and commitment to the following values:

- Empathy - talk to us; no-one should feel alone with dizziness
- Care - we can help you find the support you need
- Community - bringing patients and professionals together
- Knowledge - we will continue to support vital research
- Understanding - greater awareness of vestibular disorders

Aims & Objectives

The Objects and Powers of the Charity's Constitution state that the charity may:

- Promote, assist with or encourage schemes of research, education or technical training having as their basis the improvement of diagnosing, alleviating and curing Ménière's disease and related balance disorders.
- Promote scientific research into the causes of and alleviation and cure of Ménière's disease and related balance disorders and the publication of the useful results of such research.

Research funded by Ménière's & Vestibular UK aims to improve the diagnosis and treatment of vestibular disorders. The ultimate ambition is to contribute towards finding a cure.

To achieve these aims, there are four objectives:

1. To improve the accuracy of diagnosis of vestibular disorders.
2. To develop our understanding of the aetiology, symptoms and progression of vestibular disorders.
3. To improve and develop the management and treatment of vestibular conditions
4. To improve support for those affected.

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Importance of vestibular research

A significant proportion of the population will experience some kind of dizziness during their lives. 30% of people will see their GP before the age of 65 with dizziness; it is the commonest reason for a GP appointment over the age of 75.

Ménière's is a devastating and multifactorial condition that affects an estimated 1:1,000 people and typically includes four main symptoms: vertigo, hearing loss, tinnitus and aural fullness. There is no cure, but people are affected to varying degrees and may be unilateral (one ear) or bilateral (both ears).

Other vestibular disorders include: benign paroxysmal positional vertigo (BPPV); vestibular neuronitis; labyrinthitis; autoimmune inner ear disease; superior semicircular canal dehiscence (SSCD); perilymph fistula; unilateral or bilateral vestibular hypofunction and ototoxicity. The reach of these conditions, as a whole, is considerably greater than Ménière's alone, affecting probably an estimated 5% of the population at some time in their lives.

The wider spectrum of balance disorders includes several conditions, such as vestibular migraine, and persistent postural-perceptual dizziness (PPPD), that are frequently misdiagnosed as Ménière's. The difficulty of accurate diagnosis and the consequences for treatment of patients therefore means that the potential reach of the research funded by Ménière's & Vestibular UK will have important consequences for all vestibular disorders.

What we fund

Where funds allow, Ménière's & Vestibular UK supports high quality research that furthers its objectives. As a charity, income is reliant on subscriptions, donations and fundraising activities. Only a proportion of income received may be spent on research, so the amount of available funding varies from year to year. The charity actively seeks to promote partnership funding where possible and applications containing a match-funding component are encouraged.

Ménière's & Vestibular UK encourages cross-disciplinary research. We recognise the complex nature of vestibular disorders may not be solved through the lens of a single discipline.

The charity encourages patient-led and patient-involved research (PPIE). Patient involvement is crucial to achieving the improved understanding that is sought in our aims and objectives due to the unpredictability, variability and frequent misdiagnosis of vestibular disorders.

Ménière's & Vestibular UK is committed to impact and public engagement. It actively seeks to find better ways of sharing current research information and patients' experience with other sufferers, carers, medical staff and the wider public. It is expected that any research funding application will consider the wider benefits and dissemination of the research and to specify appropriate measures for public engagement and impact.

We regret we are unable to fund all applications we receive.

Applicants may apply for funding, as follows:

1. Bursary for travel or training up to a maximum value of £1000
2. Small research grant, up to a maximum value of £11,999
3. Major research grant of £12,000 or higher

Co-funding applications

We're open to co-funding applications with other funders. You should provide full details of the co-funder, the amount they would be contributing, and the status of this application

Submitting your application

All applications are submitted to the Charity's trustees for decision. The trustees meet four times a year in March, June, September & December. Applications should be received by the first day of the month preceding a trustee meeting.

Month of Meeting	Application Deadline
March	1 February
June	1 May
September	1 August
December	1 November

Resubmission

We will accept one resubmission of any previously unsuccessful application. If you're submitting a resubmission, you should indicate this on your application. Please clearly state where you responded to any feedback or considerations from the original application. Reviewers will have access to your previous application and review comments.

Further information

If you have any questions, or if you would like any additional information:

- Give us a ring: +44 (0)1306 876883
- Email us: research@meandve.org.uk



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research that furthers
its objectives

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 **Ménière's &
Vestibular UK**

Terms & conditions of research grants

In this section:

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Peer review

All major grant applications will be peer reviewed. Minor grant applications may be subject to peer review at the trustees' discretion. You will be notified if this is the case.

Peer review will be undertaken by a minimum of two independent experts that may include medical professionals, academics and researchers with appropriate expertise to evaluate research proposals. For research intended for clinical use one of these will be a practising clinician.

Peer reviewers will prepare an anonymous feedback report for trustees. The reviewers will also make a recommendation to the trustees, which will be either to: approve, request further information, or reject the application.

Ethical approval

All research involving human participants, their tissues, or personal data requires prior ethical approval before the project start date from a Research Ethics Committee (REC) or Institutional Review Board (IRB) to protect participant rights, safety, and well-being. Evidence of Ethical Committee approval will be required before the grant can be confirmed.

Involving patients and the public in your research

We strongly encourage Patient and Public Involvement and Engagement (PPIE) in research. We believe involving patients, their families, carers and the public makes the research more relevant, and can lead to treatments that better meet the needs of people affected by vestibular conditions.

Support we can provide to researchers to aid PPIE includes:

- Sharing your project information and/or survey via our website and publications
- Arranging online and/or in-person sessions to speak to patients/public
- Putting you in contact with local groups
- Providing a letter of support for your study
- Assist with the representation of people with lived-experience of vestibular conditions on research advisory/steering groups.

See UK Standards for Public Involvement for more information:

<https://sites.google.com/nih.ac.uk/pi-standards/home>

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Animal testing

Ménière's & Vestibular UK accepts that in order to advance the understanding of the disease, find cures or alleviate symptoms experiments may, from time to time, be undertaken using animals.

The elaboration of a compelling scientific case is an essential prerequisite for justifying the use of animals. Applicants are expected to have developed their proposals in accordance with the cross-funder guidance for the use of animals in research:

Responsibility in the Use of Animals in Bioscience Research

nc3rs.org.uk/sites/default/files/Responsibility%20in%20the%20use%20of%20animals%20in%20bioscience%20research%20-%20July%202015.pdf

Experiments using animals must comply with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments, in:

- Using the simplest possible, or least sentient, species of animal appropriate
- Ensuring that distress and pain are avoided wherever possible
- Employing an appropriate design and using the minimum number of animals consistent with ensuring that scientific objectives will be met.

If animals are used only institutions that have Home Office licences will be used. In addition, Home Office licences will be required for all investigators handling animals, the animal housing and husbandry and the experimental protocol.

The institution used will be required to have an Ethical Review Process. This confirms that the researchers have checked that all opportunities to reduce and replace animals have been examined and that the experimental process has been refined as far as possible to reduce any animal suffering.

Should the animal experimentation be carried out outside the UK, the Charity will only support the work provided that the animal experimentation is carried out to at least the standard specified in the Home Office regulations.

Grant requirements

The study should commence within six months of the award letter, unless otherwise agreed. Grant holders must inform Ménière's & Vestibular UK of the date that work commences and of any interruptions to the research programme. The Charity reserves the right to review the grant in the event of such an interruption.

Ménière's & Vestibular UK should be provided with details of all individuals being supported under its grant and notified of any change in personnel. The Charity reserves the right to review the grant in the event of such a change.

Grant holders must inform Ménière's & Vestibular UK of any proposed move to another research centre or hospital. This will normally be acceptable but the Charity reserves the right to review the grant in the event of such a move.

Site visits may be made at any time subject to mutual agreement.

If a project is unable to be started/completed, grant holders should notify the trustees of Ménière's & Vestibular UK in writing (email is acceptable) with the reason(s) for this.

Grant requirements, continued

In the event a research study does not commence, any grant payments already distributed should be returned to Ménière's & Vestibular UK.

Any unused funds should be returned to Ménière's & Vestibular UK at the end of the project, or if the project is discontinued.

Financial

Successful applicants will be provided with an invoicing schedule for the amount/period of the grant award. Grant payments will usually be made quarterly in arrears and against an invoice. No reimbursements will be made against invoices submitted more than 12 months after the end of the grant period.

For major projects lasting longer than one year, funds will be made available on an annual basis. Funds for subsequent years, if applicable/awarded, will be made available on receipt of a satisfactory report at the end of the first year.

The total amount agreed at the outset will not be increased except under exceptional circumstances. Submissions should be calculated to allow for increments on salary scales, national pay awards and price rises over the period of the grant.

Funding from Ménière's & Vestibular UK will not cover administrative and other overheads imposed by the University or other host institution as part of a grant application. Financial management should be overseen by the research institutions financial management systems. All applications should specify the contribution, either direct or indirect (or in kind) to be made by the host institution.

Reporting

Successful grant applicants are required to provide a final report on completion of the project and/or at the end of the first year. For projects of two years or more interim reports are also required.

The guidelines and schedule for final/interim reports will be provided with the award documentation and will typically include progress of the research milestones as measured against the initial project plan, financial management, impact and public engagement matters.



Successful grant applicants are required to provide a final report on completion of the project

Reporting, continued

A final report should be submitted to the trustees of Ménière's & Vestibular UK and must include a lay summary of no more than one side of A4.

Researchers should also provide a report for publication on the Ménière's & Vestibular UK website as well as in the charity's magazine, on completion of the study. This may either be the same as the final trustee report, or a separate report may be submitted.

An in-person and/or online presentation of the results of the research should be provided on conclusion of the project, e.g. at one of the Charity's vestibular insights sessions, annual conference, or similar event.

Equipment

Any equipment purchased with a grant from Ménière's & Vestibular UK grants must be used as specified under the grant offer. The charity must be informed of any intended change of use and reserves the right to withhold consent to such a change. The grant holder is responsible for installation, maintenance, repairs and insurance costs.

The equipment may not be transferred to another establishment or research or clinical team without Ménière's & Vestibular UK's prior permission. This will normally be granted if the equipment continues to be used for the benefit of people with vestibular disorders and no additional costs fall to the charity.

All equipment should be clearly marked with the name of Ménière's & Vestibular UK.

Liability

Those supported by a Ménière's & Vestibular UK grant are not regarded as being employed by Ménière's & Vestibular UK, which accepts no liability as an employer. Employment on-costs in respect to National Insurance, etc, as specified in the grant application, will be reimbursed by the Charity but responsibility for these arrangements lies entirely with the grant-holder.

Ménière's & Vestibular UK relies entirely on the host institution to ensure that the research supported is carried out in accordance with best practice in order to avoid damage, loss or injury to persons and property. Ménière's & Vestibular UK requires the host institution to take all reasonable precautions to safeguard the health and safety of those involved in the research and all third parties affected thereby and accepts no liability for any accident, injury, or loss sustained by any person as a result of and/or in the course of that research. In accepting a grant the host institution agrees to indemnify Ménière's & Vestibular UK against any liability (including legal costs) arising from any claim made against Ménière's & Vestibular UK in connection with or arising from the results of the research supported and confirms that it has obtained and will maintain in force for the duration of the grant and for a period of five years thereafter, public and professional indemnity insurance at the level appropriate to the risks involved.

In the event the research does not commence, you agree to refund Ménière's & Vestibular UK any grant payments already distributed.

Any unused funds should be returned to Ménière's & Vestibular UK at the end of the project; or if the project is discontinued.

Liability, continued

In the event of scientific fraud, it is the responsibility of the employing authority to investigate this. Ménière's & Vestibular UK agrees to the grant providing the employing authority can produce evidence for dealing with scientific fraud. If a case of scientific fraud is suspected in the course of the research Ménière's & Vestibular UK should be notified. If adequate steps are not taken to investigate the fraud the Charity will suspend the grant. If fraud is proven Ménière's & Vestibular UK will terminate the grant immediately and may request funds already paid out to be returned.

Intellectual Property

Ménière's & Vestibular UK should be informed of any possible commercial exploitation of the results of the research supported. In the event that the research will be subject to commercial exploitation, a specific contract (including non-disclosure agreements where appropriate) will be negotiated and agreed between the charity and the principal investigator/host institution. If a project is not to be commercially exploited, then an appropriate statement to that effect must be made on the application form. This may be reviewed by mutual agreement. Acceptance of the grant gives Ménière's & Vestibular UK the right to receive a share of any commercial returns commensurate with the financial or other assistance given.

If, at any time, it is considered that the work may produce or contribute to material worthy of patent, copyright or any other form of protection, grant holders must advise the body responsible for the exploitation of intellectual property in their organisation and ensure that no publication of results occurs before an application for patent protection has been made.

Acknowledgements and Publicity

Successful applicants should acknowledge Ménière's & Vestibular UK as a funder of the project in all publications and spoken presentations.

Further information

For further information, or if you have any questions or queries about your application or award, please give us a ring: +44 (0) 1306 876883 or email us: research@meandve.org.uk

Correspondence address:

Research Sub-Committee, c/o Charity Director, Ménière's & Vestibular UK, The Atrium, Curtis Road Dorking, Surrey RH4 1XA, UK

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