

UK-VIETNAM CALL FOR PROPOSALS

MRC – MOST OUTLINE STAGE APPLICATION GUIDANCE

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1. Important outline application information

This initiative will provide funding for collaborative research projects between UK and Vietnamese researchers. Researchers will be responsible for developing their own collaborations. Once a joint research proposal has been developed, UK and Vietnamese applicants must then apply separately for funding via the MRC and MOST application processes.

UK-Vietnamese Research partners planning to submit to this MRC-MOST scheme are asked to submit an outline application by Wednesday 15 July 2015. Please see section 3, application process on how to apply.

Outlines will be assessed by a panel of experts in August and only successful applicants will be invited to submit a full application. The closing date for full application will be around October/November 2015.

For administrative purposes all projects will have a Principal Investigator (PI) based at a UK Research Organisation (RO) and a Principal Investigator based at the Vietnamese RO. Vietnamese and UK partners must work together to complete their outline applications, to be written in English for MRC and Vietnamese for MOST. The UK PI should submit by the MRC outline documents by email to international@headoffice.mrc.ac.uk and the Vietnamese PI should submit the Vietnamese application to MOST.

MRC - MOST Research Grants must start by April 2016 and must be completed by December 2018. Funding for projects awarded under this call for proposals is jointly provided by the Medical Research Council (MRC) from MRC's Newton Fund allocation and the Vietnamese Ministry of Science and Technology (MOST).

MRC will provide funding for the UK based applicants under standard arrangements and at 80% FEC. MOST will provide funding for the Vietnamese applicants according to the usual MOST funding guidelines. The size of the grants will vary according to the needs of the research project. We have up to £2 million of UK funding available for this scheme, and up to £600k available from MOST. **We would expect each project to cost up to a combined maximum of £520k.**

The UK contribution will be channelled from the Newton Fund. The Newton Fund is an initiative intended to strengthen research and innovation partnerships between the UK and emerging knowledge economies to promote economic development and social welfare of partner countries. It will deliver £375 million of funding over the course of five years.

The Newton Fund requires that the funding be awarded to research projects that are of relevance to the Vietnamese population. All applications under this call must be compliant with the [RCUK Newton Fund guidelines](#). Further information on the Newton Fund can be found here <http://www.mrc.ac.uk/research/international/the-newton-fund/>.

Application and review process:

1. Outline applications submitted by 4pm, **Wednesday 15 July 2015** (see template on call webpage) UK based applicants will submit outlines to MRC and the Vietnamese research partner will submit to MOST.
2. Outline panel meetings of academic experts in August 2015
3. Successful applicants will be invited to submit a full application in September 2015.
4. Full applications submitted from the UK and Vietnamese researchers in October/November 2015. UK based applicants will submit proposal via the Joint Electronic System (Je-S) and Vietnam based applicants will submit to MOST.
5. Peer review process including UK and Vietnamese academic reviews
6. Panel meetings of academic experts for MRC and MOST, February 2016.
7. Grants begin April 2016

PLEASE NOTE: Please be aware that, in line with MOST processes, information provided in sections II.8 and III of the MOST application form will be published on the MOST website if you are successful in the outline stage of this call. Therefore, please ensure that the information provided in these sections is suitable to be made publicly available. Information provided on the MRC form will be handled in line with MRC standard policy and will not be published on the MOST website.

2. Who can apply?

2.1 Types of Research Organisations (RO's)

The UK Principal Investigator MUST be based at one of the following:

- Higher Education Institutions
- Independent Research Organisations
- Government Funded Organisations (other than MRC funded Units and Institutes)
- MRC Units/Institutes
- University Units (former MRC Units)

See [Guidance for Applicants and Award Holders](#) for further details about eligible institutions.

The Vietnamese Principal Investigator must be based at a Vietnamese Research Organisation eligible to receive funds from MOST. Please see [MOST](#) for eligibility requirements.

2.2 People named on the grant

The Principal Investigators (PI's)

For awards under the MRC – MOST scheme, there will be a UK PI and a Vietnamese PI. The expectation is that the UK PI and associated costs for UK research would be funded by the MRC and the Vietnamese PI and associated costs for research in Vietnam would be funded by MOST.

However, there is flexibility for MRC funding to be spent on activities in Vietnam which are outside of the funding available from the Vietnamese funders. This should be fully justified and detailed in the application.

The PI's are responsible for the intellectual leadership of the research project and for the overall management of the research. The PI's will be the funding agencies' main contact for the proposal.

Individuals can hold more than one grant at a time. The award of a grant does not guarantee any further commitment to funding by the MRC or MOST.

MRC will consider proposals from any UK-based researcher who is based at an eligible RO and can demonstrate that they will direct the proposed research and be actively engaged in carrying it through.

See [Guidance for Applicants and Award Holders](#) for further details about Principal Investigator eligibility.

Co-Investigators (Co-I's)

The PI's may be supported by a number of UK and Vietnamese Co-I's named on the application. A Co-I assists the PI in the management and leadership of the research project.

Other support

For information on other parties involved in research e.g. Project Partners, please see section 2 in the [Guidance for Applicants and Award Holders](#).

3. Outline Process

3.1 Outlines

UK-Vietnamese Research partners planning to submit to this MRC-MOST scheme are asked to submit outline applications, by **4pm, Wednesday 15 July 2015**.

Researchers will be responsible for developing their own collaborations. Once a joint research proposal has been developed, UK and Vietnamese applicants must then apply separately for funding via the MRC and MOST application processes. Details of how this process will work are outlined further below. The objective of the outline phase is to highlight:

- the researchers involved in the UK-Vietnam collaboration who will carry out the work
- the research question proposed
- key objectives of the science

Outline applications must be submitted (including the jointly prepared outline application forms) to the MRC by UK PI and MOST by Vietnamese PI, **by 4pm, Wednesday 15 July 2015**.

3.2 Instructions for UK PI's for applications to MRC at outline stage

Outline applications must be submitted by email to international@headoffice.mrc.ac.uk and melanie.bundhoo@headoffice.mrc.ac.uk by the UK PI. Please email the following documents as PDFs:

- Jointly prepared MRC outline application form (in English). (Please see document downloads for template)
- Case for Support
- CVs and publications

Outline application

The Vietnamese PI will complete a separate outline application to submit to MOST. However, both PI's should work together to ensure the project objectives and other details of this joint application match.

MRC Outline Application Form: This form can be downloaded from the MRC website

The main headings include:

- **Organisations** – where the grant should be held in both UK and Vietnam
- **Project Title** – this should reflect the aim of the project
- **Start Date and Duration** – Due to the fixed time/spend restrictions of the Newton Fund, grants must commence by April 2016. Funding decisions will be made in **February 2016**. All projects must be complete by **31st December 2018**
- **Applicants** – this should include one PI from the UK Research Organisation, one PI from the Vietnamese Research Organisation and all Co-Is involved in the project
- **Objectives** – What is the project aiming to achieve? The objectives of the proposed project should be listed in order of priority and should be those that the Investigators would wish the MRC and MOST to use as the basis for evaluation of work upon completion of any grant awarded.
- **Impact Summary** - who will benefit from this research and how will they benefit from this research?
Please see page 14 in the [Guidance for Applicants and Award Holders](#) for further information of what is required.
- **Layman's summary** – A layman's summary of what the project involves explaining:
 - The context of the research
 - Its aims and objectives
 - Its potential applications and benefits
 - Highlighting why this research is of benefit to the Vietnamese population and therefore eligible for [Newton Funding](#)
- **Human Participation** - Applicants must comply with relevant MRC policies and guidance (section 8 of the [Guidance for Applicants and Award Holders](#)).
- **Animal Research** - Applicants must comply with relevant MRC policies and guidance (section 8 of the [Guidance for Applicants and Award Holders](#))
- **Summary of Resources required for the Project** - see section 5 of the [Guidance for Applicants and Award Holders](#) for further information regarding Staffing, equipment and other resources required to carry out the project.

The costs summary should include the overall total of costs applied for from both the MRC and MOST.

Case for Support

The Case for Support should be jointly prepared and may be up to 6 A4 pages in length, including 1 page of references, using Arial 11pt typeface with margins of 2cms on all sides.

Please see section 4.2.2 in the [Guidance for Applicants and Award Holders](#) for information of what is required in your Case for Support.

3.3 Instructions for Vietnamese PI's for applications to MOST

Outline applications must be submitted by the Vietnamese research team to MOST. The application must include the following documents and submitted in both hard and soft copy:

- Outline proposal for the agreement-based science and technology task (Annex 1 circular no.12/2014/TT-BKHCHN date 31/5/2014). The Vietnamese PI should have access to this version of the outline form and complete it, ensuring objectives are the same as the UK PI outline.
- Letter of support from Vietnamese Applicant's line Ministry.

3.4 Eligibility review and proposal evaluation at the outline stage

Upon receipt of the applications, MRC and MOST will independently, and in parallel, conduct initial eligibility checks to screen out any proposals that do not comply with the agencies respective funding rules. These checks will include:

- Are the UK and Vietnamese applicants' institutions eligible to apply?
- Does the application paperwork comply with the administrative rules; e.g. have correct documents been submitted in correct format, within the page limits etc?
- Is the application within the scientific scope of the call?

Those applications deemed eligible will be assessed by an outline panel consisting of UK and Vietnamese experts.

Only the collaborative research proposals that are successful at the outline stage will be invited to submit a full-stage proposal (approximately 10 applicants).

4. Agreements

4.1 Collaboration Agreement

As the research projects will be carried out by multiple research organisations and project partners, the basis of collaboration between the organisations and project partners, including ownership of intellectual property (IP) generated during the project and rights to exploitation, and costs of IP management [this is not an eligible cost to MRC], is expected to be set out in a formal collaboration agreement between the research organisations involved. It is the responsibility of the research organisations to put such an agreement in place before the research begins. The terms of collaboration shall not conflict with MRC and MOST terms and conditions.

Arrangements for collaboration and/or exploitation must not prevent the future progression of academic research and the dissemination of research results in accordance with academic custom and practise and the requirements of the funding bodies. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

4.2 Intellectual property

Ownership of intellectual property (IP) generated during the project and rights to exploitation, as well as any costs regarding management of IP, are expected to be agreed between the collaborating research organisations before the research begins. Details of this agreement should be included in the Collaboration Agreement (as above).

Agreements must not conflict with MRC or MOST terms and conditions. Any agreements in place between a research organisation and their respective funding organisation must be adhered to, including the sharing of IP costs or benefits. Any IP sharing agreements in place between a research organisation and their national funding body would be expected to apply only to the IP share of that research organisation.

4.3 Material Transfer Agreements

Collection and exchange of material may occur between collaborating institutions, as necessary, in strict compliance with the legislation in effect in both countries.

4.4 Ethics

Any research involving humans/human tissue and/or animals must comply with legislation in both Vietnam and the UK, and must also comply with relevant policies and guidance of the MRC or MOST

It is the absolute responsibility of the PI and the RO to ensure that appropriate ethical approval is granted and adhered to, and that no research requiring ethical approval is initiated until it has been granted.

The Ethical Information sub-sections should be completed to give details of any human participation, research using animals, genetic and biological risk, and ethical committee approvals required. Section 8 of the MRC [Guidance for Applicants and Award Holders](#) has recently been updated.

Applicants must be clear in their applications in which country the proposed research involving humans and/or animals will take place and must complete the Ethical Information section for research taking place in either country.

MRC Ethics guidance

Applicants must comply with all of the MRC's relevant policies and guidance regarding the use of humans/human tissue and/or animals in research.

The Principal Investigator/ Research Organisation must be prepared to furnish the MRC with a copy of the ethical approval, and any correspondence with the committees, if requested by the Council. The principal investigator must notify the MRC if a regulator or a research ethics committee requires amendments that substantially affect the research question, methodology or costs to the extent that the project is no longer the same as that approved for funding by the MRC.

4.5 Humans/Human Tissue

Applicants must comply with relevant MRC policies and guidance (section 8 of the [Guidance for Applicants and Award Holders](#)). In particular, applicants should be aware of the following guidance/requirements:

MRC current policy for research involving humans to take place overseas, <http://www.mrc.ac.uk/news-events/publications/research-involving-human-participants-in-developing-societies/> is that for research to be undertaken internationally, both local and UK ethical approval is required.

For clinical studies involving human participants and/or patients in the UK or overseas, appropriate consent must be obtained.

4.6 Use of Animals

Applicants must comply with relevant MRC policies and guidance (section 8 of the [Guidance for Applicants and Award Holders](#))

Applicants proposing research using animals in the UK or overseas must adhere to guidance found in this document: <http://www.mrc.ac.uk/news-events/publications/responsibility-in-the-use-of-animals-in-research/> and in particular: 'When collaborating with other laboratories, or where animal facilities are provided by third parties [*including overseas*], researchers and the local ethics committee in the UK should satisfy themselves that welfare standards are consistent with the principles of UK legislation and set out in this guidance are applied and maintained'.

5. Terms and Conditions

MRC <http://www.mrc.ac.uk/documents/pdf/mrc-additional-terms-and-conditions/>

RCUK <http://www.rcuk.ac.uk/funding/grantstcs/>

Newton Fund terms and conditions

This MRC grant is funded by the Newton Fund.

- This award is supported by the Newton Fund and is dependent on continuing Government commitment for this initiative.
- The Newton Fund is part of the UK's Official Development Assistance (ODA). Its aim is to develop science and innovation partnerships that promote the economic development and welfare of developing countries. The investigators must ensure the research that is undertaken as part of this grant is compliant with ODA rules and regulations as set out under the Newton Fund programme.
- The grant start date is before **(this will be specified for each scheme, please refer to the call text)**. The start date of the grant may NOT be delayed beyond this date. Please note that due to the fixed start date, the normal three month start period rules outlined in RCUK Terms and Conditions GC4 do not apply to this project.
- The investigators must acknowledge the Newton Fund and the MRC in any publications or events associated with this grant.
- Investigators must assist the MRC with any additional reporting requirements requested by the Department of Business, Innovation and Skills.
- Due to financial restraints of the Newton Fund Programme, grant extensions will only be considered under exceptional circumstances (in line with the Equality Act 2010) and will require MRC agreement on a case-by-case basis.
- This award is dependent on continuing Government commitment for this initiative. In the event that this support is withdrawn, MRC reserve the right to terminate the award.