

# **The Novo Nordisk UK Research Foundation (NNUKRF)**



## **Information for Applicants and Terms and Conditions for Award Holders** August 2022 1<sup>st</sup> Edition

**Registered charity 1056410**  
**[www.novonordiskfoundation.org.uk](http://www.novonordiskfoundation.org.uk)**

## **Contents**

<b>Novo Nordisk UK Research Foundation</b>	<b>3</b>
<b>Information for Applicants</b>	<b>4</b>
<b>Terms and Conditions for Award Holders</b>	<b>8</b>
<b>1. The Award</b>	<b>8</b>
<b>2. Finance Rules</b>	<b>8</b>
<b>3. Progress Monitoring and Publications</b>	<b>9</b>
<b>4. Intellectual Property and Technology Transfer</b>	<b>10</b>
<b>5. Confidentiality and Data Protection</b>	<b>10</b>
<b>Other Information</b>	<b>11</b>

This document along with, *Terms of Reference and Policies*, 1<sup>st</sup> Edition, Aug 2022 supersedes *Policies and Guidelines*, 10<sup>th</sup> Edition, Sep 2021.

## **The Novo Nordisk UK Research Foundation**

### **Introduction**

In the document The Foundation or NNUKRF refers to the Novo Nordisk UK Research Foundation. NNUKRF is an independent charity (number 1056410) whose sole donor is Novo Nordisk Ltd

### **Objectives**

- Promoting research into the causes and treatment of diabetes mellitus and publishing the useful results thereof.
- The preservation and protection of the health of the public by educating them and conducting research into the causes and prevention of diabetes.
- The advancement and promotion of education in the treatment of diabetes by members of the medical profession

NNUKRF strategy is to secure benefits for people with diabetes via support for health care professionals by funding research, training and education. Focusing on 'patient facing' health care professionals the Foundation will support research into the causes, prevention and treatment of diabetes and related metabolic disorders. In so doing the Foundation will help to secure the future of diabetes academic health care professionals.

NNUKRF has 3 main funding streams aimed to achieve the objectives set out above:

#### **Fellowships**

NNUKRF Fellowships awards are open to all health care professions. Fulltime 3 and 4 year Fellowships or 5 year part time are available.

#### **Grants**

Grants are awarded for clinical research or clinically relevant research, and are intended primarily as finance toward an existing project, a pilot study or small piece of research for researchers early in their career working in the field of diabetes rather than the full funding of projects or salaries of established research workers.

#### **Fund**

Fund awards are intended for primary and secondary care nurses and allied health care professionals (eg dieticians, podiatrists etc) working in the UK to help further develop their clinical services through small clinical project awards and through funding for education within the field of diabetes.

The information in this document will assist you making a valid application and provides the Terms and Conditions for successful award holders. If you have any questions please contact NNUKRF by email [ukresearchfoundation@novonordisk.com](mailto:ukresearchfoundation@novonordisk.com)

## **Information for Applicants**

### **NNUKRF Fellowship Application Criteria**

Applications must be related to diabetes or in a field having clear overlap with diabetes such as obesity or non-alcoholic steatohepatitis.

Applicants must be living and working in the UK.

Applicants must register for a higher degree hosted by a UK institution.

Projects must be based in the UK

Doctors may apply. Doctor means a person holding a medical qualification (such as MBBA, MBBS) and GMC registration.

Nurses and midwives may apply. Nurse or midwife means a person having a nursing or midwifery qualification (such as Bachelor's degree) and NMC registration.

Health Care Professionals may apply. A Health Care Professional is a person requiring a qualification or license to practice in the UK (such as dieticians, podiatrists and pharmacists)

### **Grant Application Criteria**

Applications must be related to diabetes or in a field having clear overlap with diabetes such as obesity or non alcoholic steatohepatitis.

The grants are open to all health care professions and other professions working in health care, science or other areas in line with NNUKRF objectives (for example: scientists, statisticians, engineers) living and working in the UK.

Research projects must be based in the UK

### **Fund Application Criteria**

Applicants for a Fund Award must be a qualified health care professional living and working in the UK. A qualified health care professional is a person requiring a qualification or license to practice in the UK (such as nurses, dieticians, podiatrists and pharmacists). The Fund Awards are not open to medically qualified professionals.

Applications must be related to diabetes.

Clinical projects must be based in the UK.

Where an applicant is applying for support to attend a meeting preference will be given to those people presenting an original piece of work or giving a talk or lecture.

### **NNUKRF Fellowship Funding Criteria.**

NNUKRF will meet the directly incurred costs of Research Fellowships.

NNUKRF may fund full time fellowships for a maximum period of three or four years and part time fellowships for a maximum period of five years (but not more than would be equivalent to three years full time salary on a pro-rata basis). Four year Fellowships will be awarded when applicants wish to first complete a taught Master's degree. The Foundation Fellowship award funds the salary of the Research Fellow either full time or pro-rata for part time Fellowships (but not

more than would be equivalent to three years full time salary on a pro-rata basis). This salary cost is made up of the salary, superannuation/pension, NI contributions and London Weighting Allowance if applicable.

Where the Foundation supports part time fellowships it will not meet the salary costs of time (for example clinical commitments) spent outside the research project.

The Fellowship also covers the annual cost of registration for a higher degree with a higher education institute or pro-rata registration costs for part time degrees

Consumables (eg lab equipment, test kits, questionnaires.....) up to a maximum £8,000 per annum are available for 3 year fellowships and pro-rata per annum for 4 year and part time 5 year fellowships.

Travel costs for academic meetings should not be included. The Research Fellow can apply to NNUKRF on an ad-hoc basis for these costs.

Any funding from other sources required to complete the fellowship must be clearly stated on the application form.

In line with most other charity funders NNUKRF will not fund indirect costs (such as infrastructure, buildings and equipment) or directly allocated costs (such as supervisor time).

The Foundation will not meet additional costs due to the apprenticeship levy (<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work>)

### **NNUKRF Grant Funding Criteria.**

The maximum amount available for a Grant award will be published when the applications open each year.

Typically these awards are made to investigate an area of interest within a larger project funded from elsewhere or to carry out a pilot project. The Grant awards are wide ranging and applicants can apply for equipment and reagents, assay kits and other consumables. Technician time can be included although the salaries cannot be included.

Please contact NNUKRF if you would like clarification.

### **NNUKRF Fund Award Criteria?**

There are three types of award as listed below. The maximum amount available for each award will be published when the applications open each year. Awards cannot be backdated or offered retrospectively. Fund awards are allocated to a specific educational activity, meeting or clinical project and the Foundation will not consider indirect or directly allocated costs in relation to these awards.

**Clinical Projects** – the Clinical Projects are wide ranging they should have clear application to clinical practice. It could, for example, be a project to enhance your service, new materials, test a new idea or investigate outcomes. Please contact the Foundation if in doubt. The lead applicant for the Clinical Projects cannot be a doctor (GMC registered).

**Educational Awards** – the Educational Awards offer funding toward courses, training and new learning opportunities to enhance your diabetes service.

**Meeting Awards** – support to attend a meeting or conference related to diabetes care. Applicants can apply for registration, travel and accommodation costs. Where an applicant is applying for support to attend a meeting, preference will be given to those people presenting an original piece of work or giving a talk or lecture.

**Process for a NNUKRF Fellowship awards.**

Applications are reviewed by an independent Research Selection Committee. Research Fellowships go through a two-stage process - an initial preliminary application and a full application for shortlisted applicants. If successful at the preliminary stage applicants for Fellowships will be asked to submit a full application and will also be asked to present their proposal to the Research Selection Committee. Full applications are sent for external independent review. Applications should have a named fellow at the point of submitting a preliminary application.

**Process for a NNUKRF Grant awards.**

Applications are reviewed by an independent Research Selection Committee. Grant awards go through a two-stage process with a preliminary 250 word abstract application followed by a full application for shortlisted applicants.

**Process for the NNUKRF Fund awards.**

The Fund awards is a one stage process. All applications are reviewed by a independent committee of Nurses and other Health Care Professionals.

**Partnership Awards**

NNUKRF may enter into funding partnerships with other funders whose objectives overlap with the objectives of NNUKRF.

In these cases the award process will change and the details will be made available at the time the awards open.

Partnership awards will require the sharing of applications to the partner.

**Application Forms**

Applications forms can be obtained from NNUKRF or can be downloaded from the website [ukresearchfoundation@novonordisk.com](mailto:ukresearchfoundation@novonordisk.com)

Application forms should be completed in line with the guidance notes on the application forms.

**Deadlines**

Deadlines for applications can be found on the web site [www.novonordiskfoundation.org.uk](http://www.novonordiskfoundation.org.uk)

**Ethics Committee Approval**

Where required Ethics Committee approval should be in place for projects supported by NNUKRF before any award payments can be made. The Trustees may, however, decide to make awards pending Ethics Committee approval. Fellowships cannot extend beyond 3 years (5 years part time) to allow for ethics approval time.

**Excess Treatment Costs**

If research funded by NNUKRF takes place within the NHS any excess treatment costs have to be allocated to the correct payer. The Foundation is a member of AMRC and excess treatment Costs will therefore be met by the NHS. Attributing the Costs of Health and Social Care Research and Development guidelines (AcoRD) published by the Department of Health 4 May 2012 apply to awards made by NNUKRF and award holders should seek advice from their local research office on how to ensure the costs are managed accordingly.

Applicants reaching the full application stage may be required to complete a Schedule of Events Cost Attribution Tool.

<https://www.nihr.ac.uk/funding-and-support/study-support-service/resources/excess-treatment-costs.htm>

Similar rules may apply in the devolved nations and applicants from Scotland, Wales and Northern Ireland should check with their R&D office.

### **Clinical Commitments**

On call and clinical work during Fellowships is accepted but not funded.

### **Success Rates**

NNUKRF publishes the number of applications received each year on the website along with the number of successful applications.

## **Terms and Conditions for Award Holders.**

It is the aim of NNUKRF that the projects and activities which it funds should deliver a successful outcome. NNUKRF will endeavour to support all research fellows and award holders to a successful conclusion of their research project.

### **1 The Award**

1.1 The Award Holder and Host Institute must ensure the award is conducted in accordance with the application and these Terms and Conditions

1.2 The Host Institute is responsible for all costs and activities associated with employment or engagement of all individuals who perform work in relation to the award.

1.3 NNUKRF is solely a provider of funding. NNUKRF is not an employer or sponsor of any research.

1.4 Any changes to the Awards must be approved by NNUKRF, including changes to consumables. NNUKRF should be contacted in the first instance before any changes are made.

1.5 The award is not transferable to another person.

1.6 Where research projects funded by NNUKRF are randomised controlled trials the protocol and other data must be published on a publicly accessible website such as [www.clinicaltrials.gov](http://www.clinicaltrials.gov)

1.7 Research using animals funded by NNUKRF must follow NC3Rs guidance and adhere to the NNUKRF Research Involving Animals Policy.

1.8 Award holders are expected to comply with all appropriate legislation and guidance in the conduct of their research, including but not limited to the Declaration of Helsinki, the Medicines for Human Use (Clinical Trials) Regulations 2004 (and subsequent amendments), the Tissue Act 2004 and the Research Governance Framework 2<sup>nd</sup> Edition. For further advice on regulatory compliance please contact the Foundation or the local Research and Development Office of the host organisation.

1.9 NNUKRF Research Fellows are encouraged to attend scientific and medical meetings relevant to their work and to submit their work for presentation. NNUKRF may support the costs of attending such meetings. Research Fellows should approach NNUKRF in the first instance.

### **2 Financial rules**

2.1 Payments of awards will be made according to the type of award.  
Grant Awards will be paid in advance.  
Fund awards will be paid in advance.  
Fellowship Awards will be paid annually in advance for salaries and in arrears for consumables.

2.2 Awards cannot be transferred to other projects or other persons.

2.3 Any part of an award that is not used as described in the application must be returned to the Foundation.



2.4 Financial rules for jointly funded projects may vary and applicants for these awards should contact NNUKRF for clarification.

2.5 All invoices must contain a breakdown of the expenditure (including breakdown of consumables where applicable), name of the recipient and dates.

2.6 Payments for awards cannot be made to personal accounts.

2.6 In the event of early termination or cancellation NNUKRF will require the Award to be repaid partially or in full.

2.7 NNUKRF will not be liable for the payment of any amount in addition and above those set out in the Award Letter. The host Institution will be liable for any expenditure incurred in connection with the Award and in excess of the Award.

2.8 NNUKRF will not fund indirect costs (such as infrastructure, buildings and equipment) or directly allocated costs (such as supervisor time).

2.9 NNUKRF will not meet additional costs due to the apprenticeship levy (<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work>)

### **3. Progress Monitoring and Publications**

3.1 Fellowships: To ensure satisfactory progress NNUKRF will require Research Fellows to give one presentation per year and to provide an annual progress report, plan/objectives for the coming 12 months and budget report. The progress report should list project milestones and should report progress against these milestones.

NNUKRF may offer to fund additional training and support, in consultation with the Research Supervisor who should discuss specific requirements with NNUKRF. NNUKRF reserves the right to with-hold payments where progress reports are not made available in a timely fashion or where progress is unsatisfactory and/or the research project is likely to fail.

Progress reports must be sent to [ukresearchfoundation@novonordisk.com](mailto:ukresearchfoundation@novonordisk.com)

3.2 Grants: A final report is required, sent to [ukresearchfoundation@novonordisk.com](mailto:ukresearchfoundation@novonordisk.com)

3.3 Fund: For clinical projects final reports are required and if the project lasts more than one year annual reports are required. For courses and meetings a report is required at the end of the course or module funded by NNUKRF or the within 3 months after the meeting. Failure to submit a report may lead to any future applications being rejected. Reports must be sent to [ukresearchfoundation@novonordisk.com](mailto:ukresearchfoundation@novonordisk.com)

3.4 Holders of fellowships or research awards are encouraged to publish their work in peer reviewed journals, and as abstracts and as posters at relevant scientific and clinical meetings. NNUKRF will not attempt to influence the content or substance of manuscripts but copies of all published work arising from NNUKRF supported projects should be sent to NNUKRF for their records.

3.5 The Foundation recommends award holders to adopt the principles recommended by ORBIT (Outcome Reporting Bias in Trials project Reporting of Clinical Trials: A Review of Research Funders Guidelines. K Dwan, C Gamble, P R

Williamson, DG Altman. *Trials* 2008, 9:66, <http://www.trialsjournal.com/content/9/1/66>) when reporting their research.

3.6 All published material must acknowledge the support of NNUKRF and partner funders where appropriate.

3.7 NNUKRF holds one meeting per year where fellows present their work and/or planned research activities. Current fellows are requested to attend. The meeting is attended by the Board of Trustees, and the Chairs of the Selection Committees, partner Funders if appropriate and may also include representatives of NNUKRF's sole donor, Novo Nordisk Ltd. The Foundation will reimburse expenses incurred to attend this meeting.

3.8 NNUKRF supports the AMRC policy for open access to research based on the findings of the Finch Report(1). Recipients of awards may apply to the Foundation to provide funds to support the payment of article processing charges (APCs).

(1) Accessibility, sustainability, excellence: how to expand access to research publications. Research Information Network 2012. <http://www.researchinfonet.org/wp-content/uploads/2012/06/Finch-Group-report-FINAL-VERSION.pdf>

#### **4. Intellectual property and technology transfer**

4.1 The Foundation will not claim ownership or benefit of intellectual property arising from its' awards. The policy of the Foundation is that responsibility for the protection and exploitation of research funded by the foundation rests with the organisation receiving the funding.

4.2 Jointly funded Awards may have different requirements regarding the ownership of benefit from intellectual property.

#### **5. Confidentiality and Data Protection.**

5.1 Please refer to the NNUKRF Data Protection Policy to see how your data will be used.

5.2 NNUKRF will reserve the right to use information about the awards of the NNUKRF in its materials and publicity. Wherever possible this will be done with the approval of the award holder or supervisor.

5.3 By accepting an Award you agree to your name, image and award being used by the Foundation on the website, social media and used in materials to promote the Foundation.

5.4 By accepting an award from the Foundation the award holder agrees that information concerning the amount, the type of award, the name of the host institution, the award holder and supervisor can be submitted to the Association of Medical Research Charities as part of their annual data collection and can be used by the Foundation for information and promotional activities.

### **Other Information**

The Foundation wants all the research that it funds to reach a successful conclusion and for the fellows that it supports to have rewarding experience. Award holders are welcome to contact the Foundation at any time with queries or questions or for advice and support.

### **Partnership and Joint Awards**

NNUKRF may elect to offer jointly funded awards or to enter partnerships with other funders. This may lead to changes and alterations to the Terms and Conditions. Any changes or additional requirements will be listed in the Award Letter.

### **National Institute of Health Research (NIHR) Partnership Status**

The Foundation has partnership status with the NIHR. This means that clinical research projects supported by the Foundation are automatically adopted and have access to the infrastructure of the NIHR Clinical Research Networks. All fellowship and grant award holders are encouraged to register their projects on the research portfolio of the NIHR Clinical Research Networks and to provide updates as required by the NIHR.

### **Thesis**

The Foundation requests that Research Fellows provide the Foundation with a copy of their final thesis. The Foundation will meet the additional cost of an extra copy. The Foundation may place an electronic copy on its website with permission from the Research Fellow.