

Grant Terms and Conditions

DEFINITIONS

- PDS or the Society:** The Parkinson's Disease Society (PDS) is a charity registered in England and Wales No.258197 and in Scotland No.SCO37554 and a company limited by guarantee registered No.948776 (London).
- Grantholder:** The principal investigator.
- Host institution:** The university, NHS trust or other body at which some or all of the research funded by the grant will be carried out or where the principal investigator/grantholder is employed.

GENERAL CONDITIONS

1. Acceptance of a grant from the Parkinson's Disease Society constitutes acceptance of the following terms and conditions.
2. PDS expects the researchers it funds to adhere to the highest standards of integrity and good scientific practice.
3. All staff associated with a PDS funded research project must act in accordance with UK and EU legislation and follow guidelines published by the Association of Medical Research Charities.
4. PDS will not act as a research sponsor. Where necessary, the host institution must make arrangements for a research sponsor in line with the Department of Health's *Research Governance Framework for Health and Social Care*.
5. The grantholder, and any other investigators involved in clinical trials involving medicines, must be authorised health professionals as defined in the Medicines for Human Use (Clinical Trials) Regulations 2003.
6. The host institution shall be responsible for maintaining appropriate policies of insurance covering personal indemnity, public liability and employer's liability insurance.
7. Any significant deviations in research protocol from those stated in the grant application must be reported immediately to the Society's Director of Research to determine whether the grant may continue.
8. If a grantholder wishes to move to another institution within the UK, PDS must be informed immediately. Normally this is acceptable as long as adequate facilities are available at the new centre and the move has the approval of the heads of departments and finance officers of the institutions concerned. PDS will not pay any additional costs resulting from such a move.
9. The host institution must be in the UK.
10. The award and value of any grant remains at the absolute discretion of the Trustees. The Trustees may decide not to award particular grant schemes in any calendar year.
11. All clinical trials funded by the Society must be adopted by DeNDRoN prior to their initiation. Participants should be provided with information about the PDS Tissue Bank.

ETHICAL CONSIDERATIONS

1. No programme of research involving investigations in humans will be funded in the absence of relevant ethical clearance. A copy of the appropriate ethical approval must be enclosed with the application. If this is not available at the time of submission, funding will not commence until a copy of the approval is received by PDS. It is the responsibility of the grantholder to check whether ethical approval is required.
2. Any serious incident arising in the course of a research project must be immediately reported both to PDS and appropriate the ethics committee.
3. The grantholder and host institution must abide at all times by the Data Protection Act 1998.
4. Any procedure that involves the removal/collection, retention and disposal of human organs and tissue from live donors or at post-mortem covered by the Human Tissue Act 2004 for England, Wales and Northern Ireland and the Human Tissue (Scotland) Act 2006 and any subsequent relevant acts, must be carried out in accordance with the guidance issued by the Human Tissue Authority, Human Fertilisation and Embryo Authority and the Department of Health.
5. Grantholders whose research requires the use of animals must abide by the Home Office Guidelines on the Operation of the Animals (Scientific Procedures) Act 1986. It is the grantholder's responsibility to obtain the necessary licences and to submit details of them with the project application. Researchers must only use animals where no reliable alternative approach is possible. The number of animals should be the minimum required for statistical analysis. The severity of the procedures should be kept to a

minimum. If painful procedures are necessary, appropriate steps must be taken to minimise pain and suffering. Further guidance is available from the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs).

6. Grantholders whose research involves the use of stem cells must adhere to the current Code of Practice as issued by the UK Stem Cell Bank and to any subsequent legislation or guidance issued by relevant authorities.

EMPLOYMENT OF STAFF

1. PDS does not act as an employer for grant-funded staff. In all cases where support is provided for the employment of staff, the host institution must issue a contract of employment and assume all responsibility for their management. PDS does not accept any liability for such staff.
2. The grantholder must be employed by the UK institution in which they intend to undertake the project and have their salary guaranteed for the term of the grant. It is essential that the grantholder should be actively engaged in the project.
3. Support for salaries must state the grade and basic salary requested with separate amounts for superannuation, National Insurance and London weighting. Annual increments, as determined by the national academic or clinical pay scales, will be honoured. An allowance for inflation, in terms of cost of living, should be included at a maximum rate of 3% per annum (not including the first year). PDS does not normally meet any other salary increases such as merit awards, promotions or salary enhancements nor additional costs arising from appointments made at a higher level than was specified in the grant application.
4. PDS does not pay the cost of maternity or paternity leave for people employed on PDS grants; this is the responsibility of the host institution as the employer.

ACCEPTANCE AND START / END DATES OF THE PROJECT

1. An acceptance form must be returned to PDS within eight weeks of a grant being awarded.
2. A start date for the project must be specified within six months of a grant being awarded. The start date will be the date on which the first person is appointed or, where no staff are involved, the date when the first purchases are made. If the start date is deferred beyond six months, PDS reserves the right to withdraw the grant.
3. The project must terminate within in the time period specified in the award letter. Requests for extensions are on a no-cost basis to PDS and must be received on the appropriate form. PDS does not grant extensions of time for PhD Studentships.

REIMBURSEMENT OF RESEARCH COSTS

1. The host institution's finance officer should submit claims for reimbursement of research costs quarterly in arrears. Claims should detail expenditure and quote the grant reference number. All invoices submitted to PDS should be made in accordance with the funds requested in the initial application form and also broken down into the following categories: salaries, materials and consumables, animals and foods, equipment and other recurrents (eg travel costs).
3. PDS will only reimburse direct research costs relating to the application submitted. The Society will not fund indirect costs, nor will it pay on a percentage basis.
4. If at completion the project is under-budget, any excess monies shall belong to PDS.
5. An expenses allowance may be applied for to cover research consumables such as reagents, materials, etc. The amount requested should be fully justified with allowances for increases in costs due to inflation (a maximum of 3% in the second and third years) being taken into account. In line with other medical research charities, PDS does not provide funds for administrative expenses or institutional overheads or expenses for attending scientific meetings.
6. The Society's PhD Studentship scheme provides funds over a three year period to students based at a higher education institution. Students will receive a stipend (with London weighting), full PhD tuition fees (at the UK/EU rate), and a contribution towards research costs (up to £10K per year). If the student is from outside the EU, additional funds will need to be obtained to cover the extra tuition fees. Final confirmation of an award under this scheme is dependent on final approval by PDS of the student who will undertake the project.
7. Grantholders must not accept donations directly from PDS branches. If grantholders do so, the amount will be deducted from the overall grant.

EQUIPMENT AND CONSUMABLES

1. If equipment is required specifically for the project, detailed justification must be provided. If approval is given, the equipment remains the property PDS but the host institution is responsible for all costs of installation, maintenance, repairs, insurance etc. The equipment may not be transferred to another institution or research team without the Society's permission. Permission will normally be given if the equipment continues to be dedicated to Parkinson's research and that no extra costs fall on PDS. Estimation of equipment expenditure should include projected inflationary costs (to a maximum of 3%) at the point of perceived purchase.
2. Monies for equipment are awarded on the understanding that only those items specified in the grant application may be purchased. Should any of these items be purchased using alternative sources of funding, it is not possible to re-allocate the monies for a specified item to another piece of equipment without first obtaining permission in writing from PDS.
3. Consumables relate to costs associated with materials such as chemicals, reagents, commercial kits, molecular biology items and disposable products used to conduct scientific research as outlined in the project application. It does not include hardware or other scientific or non-scientific equipment.

MONITORING PROCEDURES

1. Grantholders (excluding recipients of Innovation grants) must provide PDS with annual reports through the period of the grant for scrutiny by the Research Advisory Panel, although more frequent reports may be requested in certain cases. A summary of no more than 250 words in lay terms is also required for publication in the Society's magazine and website. The specific format of this summary shall be determined by the PDS and may change from time to time according to the Society's requirements. If sufficient progress is not demonstrated in the annual report as assessed by the Society, the PDS may request a meeting with the grantholder. Holders of themed research grants must submit yearly financial reports in addition to six-monthly progress reports, the latter being assessed by an external steering committee.
2. Grantholders may be requested to attend meetings arranged by PDS to present a poster and/or report on the progress of their research (maximum of twice yearly).
3. Grantholders (excluding recipients of Innovation grants) must host a site visit one year into the grant and another three months before the grant is completed. These visits enable PDS members to learn more about the research project and to meet researchers. Presentations at site visits must be in lay language. A report for the second site visit must be returned to the Society within two weeks of the visit.
4. Within three months of the end of the project, grantholders must submit a final report for scrutiny by the Research Advisory Panel and for inclusion in the Society's library and website. In addition, grantholders must submit electronic copies of all papers, in press or published, as a result of the project and a 250-word summary of their findings in lay terms for publication in the Society's magazine and website. Subsequent to the completion of a grant, grantholders must continue to inform PDS of publications, intellectual property or any other outcomes of the research. Grantholders will be contacted periodically to ascertain whether there have been further outputs.
5. PDS reserves the right to withhold payment of invoices if grantholders fail to submit annual or site visit reports within the time limit. Failure to submit a final report by the date specified by PDS may debar the grantholder from holding a further PDS award. PDS maintains the right to retain up to 10% of the total budget until the grantholder has returned a completed final report.

RECOGNITION AND ACKNOWLEDGEMENT OF SUPPORT BY PDS

1. All publications, communications, presentations, posters and broadcasts (or any other material) relating to the work funded by PDS must acknowledge the Society's support. This includes recruitment advertisements for staff employed on projects supported by PDS.

PUBLICITY AND DISSEMINATION OF INFORMATION

1. PDS research grants are financed by donations from people with Parkinson's, their carers and members of the public and external Trusts. They welcome information about research success, which can influence future donations. If publication of the results of a research project or mention of your PDS funded research is likely to attract publicity, grantholders must inform the Research Office well in advance so that press releases can be planned by PDS Communications, in conjunction with your University or Research institute press office. In certain instances PDS may wish to announce the start of the research of a particular grantholder in local or national media, and full cooperation at these times is expected, which may include providing quotes or interviews. Grantholders should do everything they can to support the aims of the Society and increase understanding of Parkinson's.
2. All PDS-funded projects will have details of their funding (project title, lay abstract/final report, name of grantholder, host institution, duration and value of support) placed in the public domain on the Society's

website. Publications and significant outcomes/outputs arising from the project will be added as they become available.

OPEN ACCESS PUBLISHING

1. Grantholders must abide by the Society's policy on open access publishing (available on the PDS website). On acceptance for publication, a copy of the final manuscript of all peer reviewed research papers supported in whole or in part by a grant from PDS must be deposited in an open access archive such as PubMed Central or UK PubMed Central, to be made freely available within six months of publication. Any exceptions to this must be sanctioned by PDS.
2. As part of the Society's ongoing evaluation of its activities, PDS requires grantholders to continue to forward research papers relating to the grant after closure.
3. An electronic copy of each publication should be deposited with the PDS upon publication. This may be made available on the PDS website or to funders of the research.

INTELLECTUAL PROPERTY (IP)

1. PDS is under an obligation to ensure that the useful results of research it funds are put into the public domain and applied for the public good. To meet these obligations PDS requires grantholders and host institutions to ensure the protection and exploitation of all IP (including, but not limited to, inventions, technologies, products, data, know how and show how) arising from a PDS-funded research project.
2. Host institutions must notify PDS promptly when IP that may be of medical or commercial value is created and ensure that such IP is not published or otherwise publicly disclosed prior to protection (while at the same time ensuring that potential delays in publication are minimised).
3. If PDS-funded research generates ideas, rights, processes or products of potential medical and/or scientific interest or commercial value, the grantholder and/or the host institution will enter into a separate agreement with the Society on (1) patents, design or copyright protection and ownership, (2) disclosure or information acquired or obtained and (3) sharing of financial returns.
4. No rights to any IP arising from PDS-funded work may be sold or otherwise transferred to a third party without the Society's written agreement.

SCIENTIFIC INTEGRITY

1. In the rare event of scientific fraud occurring, it is the responsibility of the employing authority to undertake investigations. PDS agrees to fund research provided the employing authority can produce evidence of procedure for dealing with scientific fraud.
2. If a case of scientific fraud is suspected during the course of the research, then PDS should be notified and kept informed of further developments. At the initial stages of the enquiry, PDS would not normally suspend the grant. However, if adequate steps are not taken to proceed with the investigation, PDS will suspend the grant. If fraud is proven PDS will terminate the grant immediately.
3. Plagiarism at any stage of the application, intermediate or final reporting stages will be considered as fraud and the host institution will be required to investigate the matter when requested to do so.

LIMITATION OF LIABILITY

1. PDS accepts no responsibility, financial or otherwise, for expenditure (or liabilities arising out of such expenditure) or liabilities arising out of the work funded by the grant. PDS will not indemnify the institution, grantholder or any other person working on the grant (including employees, students, visiting fellows and subcontractors) against any claims (whether under any statute or regulation or at common law) for which the institution may be liable as an employer or otherwise or for which any such person may be liable.

VARIATION AND TERMINATION

1. PDS reserves the right to amend these terms and conditions, those in the award letter and the policies and positions for grants. Any change to the grant conditions or the policies and positions for grants will be notified on the Society's website.
2. The host institution (or the grantholder, if appropriate) must inform PDS without delay of any change to the status of the institution that might affect their ability to comply with these terms and conditions.
3. Grantholders must inform PDS as soon as practicable of any significant divergence from the original aims and directions of the research that is being funded by the grant.
4. PDS reserves the right to terminate the grant without notice.

GOVERNING LAW AND JURISDICTION

1. These terms and conditions shall be governed by and construed in accordance with English law. The host institution and the grantholders irrevocably submit to the jurisdiction of the English courts to settle any disputes in connection with these grant conditions.