

Step-by-Step Je-S Application Guidance for applicants: Pump Priming Awards for preliminary research using IMPC knockout mice

The pump-priming award Je-S application is different to a standard research grant application in some places. This guidance will help you to correctly complete your application and should complement standard Je-S online application guidance.

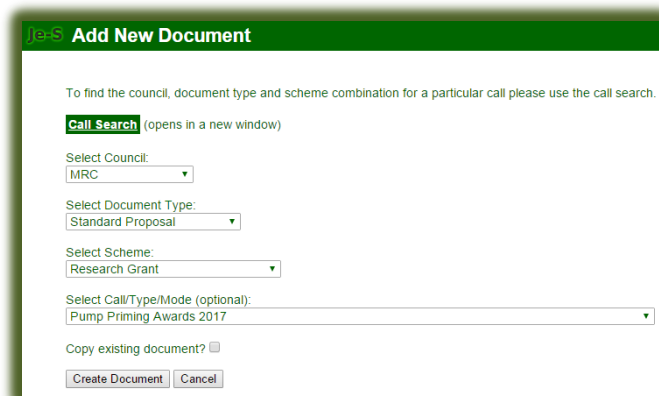
Important, **call-specific differences** are highlighted with **“!”**.

Before You Start:

- Read the Pump Priming Award Guidance (“Award Guidance”) and [FAQs](#) and the MRC’s general guidance on [Animal Use](#).
- Liaise with the Mary Lyon Centre as outlined in the Award Guidance.
- Liaise with your Research Office to ensure final submission to the MRC (through Je-S) by 4pm (16:00 BST) on **Thursday 6th July 2017**. Please highlight to your Research Office the unusual financial terms of this award, e.g. (i) Estates and Indirect Costs cannot be requested, (ii) PI and co-I salaries are not permitted where they do not carry out the experimental work themselves, and (iii) permitted costs may be requested at 100% FEC.
- The principal applicant and any co-applicants will need to have a [Je-S account](#).

Getting Started:

- *Login to your Je-S account via: <https://je-s.rcuk.ac.uk/>.*
- *Select ‘**Documents**’ option from your account home page.*
- *Select ‘**New Document**’ from the Functions section (near the top of your ‘Documents’ page).*
- *Select ‘**MRC**’ (Council)*
- *Select ‘**Standard Proposal**’ (Document Type)*
- *Select ‘**Research Grant**’ (Scheme)*
- *Select ‘**Pump Priming Awards 2017**’ (Call)*
- *Select ‘**Create Document**’ (Button/Option)*



Entering Your Details:

1. Organisation Details and Award Title

Please complete:

- Your Host Organisation and Department
- Your RO Reference (of your own choosing, 20 character limit)
- **! Project Title, Starting with the term “IMPC:”**
- Select proposal call (or check already selected): **Pump Priming Awards 2017**

- Select your proposed start date (Awards will be announced in November 2017 and we expect spend to start after the Material Transfer Agreement (MTA) has been signed)
- **!** Select the duration of the project in months (**maximum 24 months**)

2. Investigators

Details of PI and co-I(s) and costs, if any, for work these people will carry out on the Award.

! Important differences around staff costs are set out in the Award Guidance (see below and specific Award Guidance/FAQs). *In particular:-*

- We expect applicants with established laboratories and significant other funding won't need to carry out the Award's experimental work themselves;
- PI and co-I salaries can't be requested if they don't carry out this work;
- Funding will only support staff costs for time spent carrying out the proposed laboratory research (at 100% FEC).
- **Add the Principal Investigator** and total hours to be charged to the award (**!** if not 0 hours, enter these as Exception at 100%)
- **Add the Co-Investigator(s)** and total hours to be charged to the award (**!** if not 0 hours, enter these as Exception at 100%)

3. Summary (Lay Summary)

A plain English (layperson's) summary of the proposed work, explaining:

- The context of the aims and objectives of the research
- **!** As this is a pump-priming award, potential applications and benefits do not need to be discussed, however a brief outline of response-mode grant applications that applicants hope will lead on from this Award may be provided here

If awarded, this content will be made publicly available and applicants are responsible for ensuring that the content is suitable for publication.

4. Technical Summary

A more in-depth summary aimed at reviewers who have some knowledge of the area of science involved.

This Section is as for standard applications. If awarded, this content will be made publicly available and applicants are responsible for ensuring that the content is suitable for publication.

5. **!** **nb:** Je-S form sections on academic beneficiaries, communications plan and impact summary are absent from this application.

6. Other Support section

This Section is as for standard applications. As discussed in Award Guidance, the pump priming award can only be used to support research that has not previously received funding.

(**!** Applicants should **also** list all current funding held by PI and co-I in their **CVs**.)

If there is no related funding, please check the tick box and select the 'Save' option to complete this section.

Provide details of any other support sought or received from any other source for this or other research in the same field in the past three years.

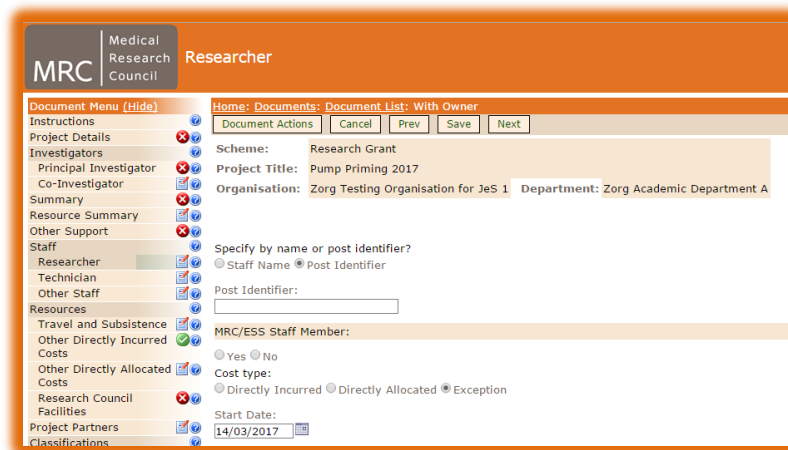
Please tick this box if other support is not relevant to this application.

7. Staff (Researcher, Technicians, Other)

Definitions of staff are as for standard applications. (This 'Staff' section is for staff who will be dedicated to the research project, or whose time working on the project can be fully supported by an auditable record for its duration. Funding for pool staff or for staff whose time will be shared with other projects/activities and will not be supported by an auditable record should be requested under the 'Other Directly Allocated Costs' heading later in the Application.)

! Funding will only support staff costs for time spent **carrying out work** on the proposed award (at 100% FEC).

- Select either Researcher or Technician staff option and select '**Add New Researcher/Technician Item**':
- Add one entry per Researcher/Technician working on the project: Select Post Identifier indicator (and type in the box), either the name of the RA or Technician, or indicate e.g. RA 1 (then RA2), Tech 1.
- Question MRC/ESS Staff member, indicate '**No**' (unless they are employed by MRC or ESS e.g. MRC Unit).
- Select the '**Exception**' cost indicator (this will automatically set FTE% to 100%)



nb: All dates (e.g. Start Date, the Researcher/Technician start date & incremental dates and award duration) must correspond with the information within the 'Project Details' page.

- Indicate the starting salary
- Indicate the Total Cost for the [Researcher](#) or [Technician](#) over the entire duration of the project. Select the 'Save' option (costing the amount of time they will spend on the Award).

8. Resources Section

(a) Travel and Subsistence:

! The Award will support limited travel where partnerships are involved (e.g. with other academics, industry, or the Mary Lyon Centre). Travel to conferences is **not** supported.

Add Travel e.g. to and from external meetings as illustrated below, if needed.

(b) Equipment:

! nb: The Award does not support the purchase of equipment, so this section has been removed

(c) Other Directly Incurred Costs:

The definition of these costs is as for standard applications.

! Examples of costs that can be listed here include genotyping and consumables. Please note: publication costs and equipment costs **cannot** be requested through this call.

- Select 'Other Directly Incurred Costs' option and select 'Add New Other DI Costs Item'.
- Each 'Other DI Cost type' should be added individually as an Exception and described.

Illustrated Example: For 'Consumables', add a short description of the Consumables, check the 'Exception' cost type indicator and then enter the total cost in the 'Amount' box (Then select 'Save' Button/Option)

(d) Other Directly-Allocated Costs

The definition of these costs is as for standard applications.

! Please note the online Je-S system automatically calculates Directly Allocated Costs at 80%, with RO contribution fixed at 20%. Successful applications will undergo a post-award adjustment by the MRC to reflect 100% MRC contribution / 0% RO contribution to Directly Allocated costs. Applicants do not need to make reference to this adjustment in their application form.

! Costs may be claimed here for **specific work to be carried out on the award** by “pool staff” and/or “infrastructure technicians”, as set out in the standard Je-S Guidance. The work that these staff will do should be defined in the Case for Support. To enter data in this section:

Select from the drop down list on the right hand side of the Description Box.

- **Pool Staff Costs:** Costs for research, technical, administrative and other support staff, whose costs are not included in the estates or indirect costs and whose time is shared across several projects or activities and will not be supported by an auditable record. ! The work on the award by these staff (but not the basis of costing) must be described in the Case for Support.
- **Infrastructure Technicians:** ! The work on the award by these staff (but not the basis of costing) must be described in the Case for Support.
- **Other:** Any other resources that will be used by the project but will be shared by other projects/activities and will be charged to the project on the basis of estimates rather than actual costs.

Amount: Enter the total cost (numeric)

The screenshot shows the 'Other Directly Allocated Costs' section of the MRC Research Council application form. The interface includes a left-hand navigation menu with various sections like 'Project Details', 'Investigators', 'Summary', 'Staff', and 'Resources'. The main content area features a 'Description' dropdown menu with the following options: 'Pool staff costs', 'Pool staff costs', 'Infrastructure Technicians', and 'Other'. Below the dropdown is an 'Amount' input field. The form also displays project details such as 'Scheme: Research Grant', 'Project Title: Pump Priming 2017', and 'Organisation: Zorg Testing Organisation for JeS 1'.

(e) Animal Costs

The definition of these costs is as for standard applications.

! Cost of shipping from the IMPC, via the Mary Lyon Centre, can be captured here, averaged across the number of mice received ('purchased').

! Where frozen sperm or embryos are received, count this as 1 mouse to enter costs and enter "sperm" or "embryo" as part of the 'Type & Microbiological Quality' box.

! Rederivation costs can be averaged over the number of animals bred.

! Please note the online Je-S system automatically calculates Animal Costs at 80%, with RO contribution fixed at 20%. Successful applications will undergo a post-award adjustment by the MRC to reflect 100% MRC contribution / 0% RO contribution to animal costs. Applicants do not need to make reference to this adjustment in their application form.

Species
 -- Animal Species --
 Type & Microbiological Quality
 Is Genetically Altered?
COSTS:
 Number Purchased:

 Average Cost per Animal purchased (£):

 Purchased - cost type
 Directly Incurred Cost Directly Allocated Cost
 Sub-total: £

 Number Bred:

 Average Cost per Animal bred (£):

 Bred - cost type
 Directly Incurred Cost Directly Allocated Cost
 Sub-total: £

 Maintenance Duration:

 Weekly Maintenance Costs (£):

 Maintenance - cost type
 Directly Incurred Cost Directly Allocated Cost
 Sub-total: £

 Total Cost:

(f) Research Council Facilities

This Section is as for standard applications. It does not include the Mary Lyon Centre as an option. If no *listed* Facilities will be used, check the tick box and select the 'Save' option to complete this section

Please tick this box if facilities are not relevant to this application.

9. Estates and Indirect Costs

! These are **not available** under the terms of this Award.

10. Project Partners

This Section is as for standard applications.

11. Classifications: Grant Type

! You are not asked to specify a Board or Panel because a specially convened Cross-Board Expert Group will consider the applications to this award.

- **Grant Type:** Indicate 'Research Grant' (only option), and then select the 'Save' option.
- Complete the remaining Classifications -- **Human Biological Samples, & Technology Development**, indicating Yes or No and saving the information. Please note that indicating yes would require further questions to be answered.
- Classifications **Research Setting & Stem Cells** again require you to indicate a selection and then 'Save'.

12. Ethical Information:

Standard Je-S Guidance applies for human participation however ! additional detail is requested on mouse use, see below. Please read and follow this guidance carefully.

- **Human Participation:** indicate your response to the Yes and No questions and select 'Save'. Yes answers will require further justification in the narrative text box provided.
- **Animal Research:** select "Yes" to the question "Would the project involve the use of vertebrate animals or other organisms covered by the Animals (Scientific Procedures) Act?" and select 'Save'. This will require you to answer the question "If yes, what would

be the maximum severity of the procedures?" Indicating choice a) Mild or non-recovery, b) Moderate or c) Severe (any indications that the severity is either Moderate or Severe will require you to detail further justification in the narrative text box provided).

! In this section, applicants **must** state whether or not the mouse phenotype will, or is likely to, exacerbate procedure severity. If it will, applicants should outline any steps to mitigate this.

Animal Species: Indicate Yes or No to the first four questions, and then select (tick box), that the research will be using 'Mouse' (please also check appropriate boxes for any other animal use). Then select the 'Supporting Information' option:

- Select [edit](#) (Mouse)

Please complete the supporting information required for each species of animal.

Species	Supporting Information Provided
edit Mouse	-

- ! For this 'Ethical Information – Animals' section of the Je-S form, please follow the example shown in the screenshot below:
 - ! Explain why the work cannot be carried out *in vitro*, giving sound scientific reasons for the use of animals and an explanation of why there are no realistic alternatives
 - ! Explain why the mouse is the most appropriate animal model, including how the choice of species complies with The Animals (Scientific Procedures) Act (ASPA)
 - ! Enter the gene name or identifier
 - ! Enter the Mouse MGI ID **and also** NCBI Gene ID: e.g. MGI:97357 **plus** e.g. NM_008709.3
 - ! Confirm that the Mary Lyon Centre has confirmed the IMPC can supply this line to you
 - ! Enter a line stating "Data on 'Experimental Design and Statistical Framework' is provided in the 'Methodology and Experimental Design' Annex."
 - ! State if live mice or frozen sperm/embryo will be shipped from the MLC to you. If live mice are requested, a clear justification should be provided here.

Important! Some information requested here in the Je-S application form must instead be entered in the '**Methodology and Experimental Design Annex**' appended to the Case for Support (**see Section 13b below**): this is to allow you more space to justify animal numbers in the context of the experimental design.

- **Genetic and Biological Risk:** As for standard applications: indicate your response to the Yes and No questions and select 'Save'.
- **Implications:** As for standard applications: indicate your response to the Yes and No question 'Are there ethical implications arising from the proposed research?' then select 'Save'. Please note that indicating a Yes answer, will require you to 'Provide details of what they are and how they would be addressed', within the narrative box (1000 character limit). Ethical Implications may include any social and/or ethical implications of the work proposed and any issues that might arouse specific public interest or concern about the motivation for the research, its conduct or potential outcomes, which might not be fully covered in the other sections.
- **Approvals:** As for standard applications: Indicate your response to the six Yes, No or Not Required, questions. Please also note that this section also gives you the opportunity to specify 'A New Body'. Select 'Save'.

13. Case for Support (and its Methodology and Experimental Design Annex)

These attachments should use Arial (font size 11) and have minimum margins of 2cm.

! The Case for Support should be a maximum of **4** sides/pages of A4, and appended with a Methodology and Experimental Design Annex (maximum 1 side/page of A4) to bring the maximum total number of pages to **5**.

! Pages 1-4 should only contain information relevant to the project Case for Support, and page 5 should only contain information relevant to the Methodology Annex.

(a) ! Case for Support

! [Section 2.2.3.3](#) of our standard Guidance for Applicants (Case for Support) contains a table listing the headings under which information should be supplied in the Case for Support. **Not all headings are relevant** to the Pump Priming Awards. When completing the Case for Support:-

- **!** Details of "Importance" should be included
- **!** Within the "Scientific Potential" section, you should include a brief description of likely subsequent response-mode funding application(s) if the work is successful.
- **!** We anticipate that most applications will not involve the use of human data, and so for most applicants the Section on "Ethics and Research Governance" will be absent
- **!** You do not need to discuss possible Commercial Exploitation of preliminary data generated.

(b) ! Methodology and Experimental Design Annex

Information should include:

- A clear outline of the experimental design
- Where appropriate, frequency of measurements/interventions required for each animal

- A justification of numbers of animals to be used: in most cases we expect robust statistical power calculations to underpin animal sample size estimates. Such calculations should be based upon justifiable and explicit assumptions about the anticipated size of the experimental effects. If this is not possible, applicants should state this and instead provide a principled explanation of the choice of numbers. It is insufficient only to refer to “usual practice” or “past experience”.
- Steps to minimise experimental bias (e.g. randomization protocols, researcher blinding) or an explanation of why these are not appropriate

! Information in this Annex should complement data in the 'Animal Species' Section (see above)

Please upload the Case for Support (CfS), to the 'Attachments' section of Je-S proposal using the 'Case for Support' document type.

14: ! Other documents (attachments) which can be included within the 'Attachments' section of the Je-S form:

Details of attachments for standard response-mode applications can be found [here](#).

! This Award call has different requirements for attachments, summarised below:

1. **!** Cover letter *e.g. if* (a) PhD student involvement needs to be explained to set out how the planned work complements overall PhD project plan and developmental goals, (see [Award-Specific Guidance, Section 4](#)) or (b) eligibility for Award funding needs to be explained in the context of other awards already held by the applicants (see [Award-Specific Guidance, Section 5 'Eligibility'](#)). Use the Je-S attachment type '**Proposal Cover Letter**'.
2. CVs and separate List of Publications of named Investigators (PI & Co-I) (Maximum 2 pages per CV plus 1 page for key publications). **! CVs should include details of all current funding.** Guidance on CV format is provided [here](#).
3. Where appropriate, [Letters of Support](#), using the appropriate Je-S attachment type 'Letters of Support'.
4. MICA and Heads of Terms forms may be appended if necessary. Please use the MICA attachment option to upload both MICA and Head of Terms (if these documents are applicable to your project).
5. **!** Please **do not attach** the following documents: (i) Justification of Resources, (ii) Pathways to Impact, (iii) Data Management Plan, (iv) Additional Costs Proforma: NHS Support and Treatment Costs, (v) Technical Assessment, (vi) Final/Interim Report, (vii) Gantt Chart/Work Plan