

2018 MRC-NIH Neurodegeneration Partnering Awards GUIDANCE NOTES

Call Eligibility

Early career researchers (ECR) employed on a currently active MRC grant and PIs who are NOT established independent researchers (e.g. NIRGs, CDA/CSF/SDFs fellows) are eligible to apply:

- For the purpose of this scheme, ECRs are researchers who fall under “Early career” and “Transition to independence” in the [Skills and Experience](#) table.
- The ECR needs to be employed on or be the PI of (e.g. NIRG, fellows) an MRC grant (**qualifying grant**) that is currently active and that will remain active at least until the end date of this scheme (31st of March 2019).
- The PI of the qualifying grant should be a Co-Investigator and sponsor for this application. This PI can sponsor a maximum of one ECR for these awards.

NIH host groups. Researchers **based in an NIH Institute** are eligible to host the applicant.

- The list in **Annex 1** provides contact information of National Institute on Aging (NIA) and National Institute of Neurological Disorders and Stroke (NINDS) research groups who have expressed an interest in hosting researchers for the purpose of these awards.
- You may wish to contact other researchers in the NIH Intramural program conducting neurodegenerative research (see: <https://irp.nih.gov/our-research/principal-investigators/focus/neuroscience>) or your (or your sponsor’s) existing or previous collaborators **based in NIH Institutes**.

Visas. Visa information required for the research visits can be found here <https://www.ors.od.nih.gov/pes/dis/VisitingScientists/Pages/default.aspx>. It is the responsibility of the awardee to ensure they are eligible, to allow sufficient time for Visa applications and to be aware of all documentation needed.

Case for Support

The case for support should be a **maximum of three sides of A4**. Text must be single spaced Arial or Helvetica typeface, font size 11, and margins must not be less than 2cm. It must address the following points:

- Main objectives
- Details of the activities to be carried out, including experimental detail if relevant
- Statement of added value: indicate the benefit and relevance of the proposed collaboration to neurodegeneration science and to the research project the ECR is attached to
- Indicate how the award will add value to the personal career development of the applicant

- Summary of current links between the UK applicant and the US host group or a statement that a new collaboration is being proposed
- Work Plan: outline the timelines, including start and finish date, for each of the activities to be carried out

In addition to these points, the applicants are reminded to address the criteria the applications will be assessed against (detailed in the text call), in the case for support.

Successful applicants will be asked to participate to a **workshop in Washington** (end 2018 - early 2019) that will bring together the UK and US research groups to share research experiences and ideas. We will write to you with full details of this meeting nearer the time.

Applicant CV

The applicant should submit a two-page CV (two sides of A4).

Letters of support

These should be a maximum of two sides of A4.

- One letter of support from the Director/Head of the University Department/Unit where the ERC and his/her sponsor (if relevant) are placed.
- One letter of support from the PI of the qualifying grant (with the exception of NIRGs and fellows where the applicant is the grant holder of the qualifying grant).
- One letter signed by both the Head of the individual research lab and the NIH Institute Scientific Director in the US destination group (or two separate letters). We will use this (these) letter(s) to ascertain the level of commitment by the host group and organisation. The letter should include assurances that all the relevant facilities required for the successful completion of the visit's aim(s) will be available (e.g. sufficient desk space; wireless access and computing facilities needed to complete the research project; access to a phone for making local calls; access to samples, instruments, databases, as needed to conduct the research collaboration).

Important Information: The call for proposals closes at 16:00 GMT, on Thursday 5th April 2018.

Applicants should ensure that they contact their research office at the earliest opportunity to discuss their application and ensure that the research office are aware of the required deadline. They will also advise you of any internal deadlines that they require you to meet to ensure the Final Submission through Je-S (by the host Research Organisation), is completed before the call closing time.

Late applications will not be considered by MRC.

Creating the Je-S application (please note that the call is available to select from **1st March 2018**)

1. Login to Je-S, select Documents from your account 'Home' page and then select 'Add New Document'
2. Select **MRC** as the Council
3. Select **Standard Proposal** as the document type
4. Select **Research Grants** as the scheme

5. Select the call **MRC-NIH Partnering Awards in Neurodegeneration Research 2018**
6. Select **Create**

Create Je-S Account Process for Overseas Co-Investigators

All applicants are requested to liaise with each of their US Co-Investigators (as soon as possible), advising them of the requirement for each Co-I to create their own 'Research Proposal' type Je-S account. They should also be informed of the importance of the creation of the Je-S account, because any Co-I's without the correct level Je-S account will not be able to be included within the Je-S application (and therefore NOT be recognised as a Co-Investigator on the project).

All applicants and US Based Co-Investigators should ensure that any requests to create Je-S accounts are submitted through the Je-S System, a minimum of 10 working days before the expected submission of the proposal to MRC through Je-S (call closing date 5th April 2018).

For further guidance regarding the create Je-S account process for overseas Co-Investigators, please see page 7 of this guidance document.

The Je-S Form

Summary (Lay)

A plain English (layman's) summary of the proposed work, explaining the context of the aims and objectives of the research, and the potential applications and benefits.

Technical Summary


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


Other Support


The PI should complete the Other Support section detailing the **qualifying MRC grant** that confirms their eligibility to apply for this MRC funding opportunity: the ECR needs to be employed on or be the PI of (e.g. NIRG, fellows) an MRC grant (qualifying grant) that is currently active and that will remain active at least until the end date of this scheme (31st of March 2019).


Please note that only one MRC award is required to be detailed (in the case where the PI may have a number of qualifying MRC awards).


Please also note that Co-Investigators are not required to detail any award information in Other Support.


Awarding organisation:
  Select and Search database to indicate the award holding Research Organisation


Awarding organisation's reference:
  1) Detail the MRC reference allocated to the the host organisation for this award.
 2) Detail the Award Holders name.


Title of project:
  Detail project title.


Decision made ?:
 Yes No  Response must be Yes. To be eligible the MRC award must be either Approved by MRC or Active.

Expected Decision Date:
  Not required (because the above indication is 'Yes').

Award made ?:
 Yes No  If the award is Active (Started), the 'Yes' indicator should be selected. Alternatively, if the award has NOT started e.g. Been Approved by MRC (but is not Active), then the No option should be indicated.

Start date:
 *  Detail the start date of the above MRC award

End date:
 *  Detail the End date of the above MRC award

Amount sought:
 min. £10,000 *  Indicate the total award amount here (Started or Not Started)

Resources Required

The maximum total per award is £15K. This includes travel, subsistence and research costs in the UK labs if these are relevant for the research visit(s). All costs should be detailed as exceptional cost type (100%).

Attendance to the two-day workshop in Washington DC (end 2018 – early 2019) should be included in the costs for the application.

Please note that **research costs in the US labs are NOT eligible and should not be included in the application**. However, these costs should be discussed in the initial project planning with the US host laboratories to ensure that the host labs are aware of any costs they would need to cover.

Travel costs should be based on the most suitable and economical form of travel. In line with government instruction as of 24 May 2010, no travel for which reimbursement is sought should be undertaken by first class (by train), business class (by plane) or the equivalent thereof. All train travel should be by standard class and any flights should be at the economy rate. All applicants should actively seek best value for money where it is practical and feasible and should fully justify why the transport is required.

You will be required to record all expenditure on this grant and submit a summary of financial expenditure.

Classifications

Board and Panel Portfolio

This section is limited to the MRC Science Area of Neurosciences. Applicants should select the Panel (scientific classification) of their proposal, indicating (only) one of the available panels (completion of this section is at the sole discretion of the applicant and does NOT require MRC input).

Grant Type

Select the option Research Grant

Attachments

Case for Support (as detailed above, on page 1)

Applicant CV (as detailed above, on page 2)

Letters of support (as detailed above, on page 2)

Technical Assessment attachment type: Please do NOT use this attachment type

Grant Maintenance

All grant maintenance requests should be submitted through Je-S.

Initiation

Successful UK applicants will be sent an MRC award letter through Je-S for their RO acceptance. Upon acceptance of the award the electronic Je-S start confirmation document will be issued to the RO for their completion and return as soon as spend has occurred on the project.

Termination

If a partnering award is terminated early, MRC reserves the right to reclaim any unspent monies.

Data protection regulations

MRC will use information provided in the application for processing the proposal, the award of any consequential grant, and for the payment, maintenance and review of the grant. To meet the Research Councils' obligations for public accountability and the dissemination of information, details of awards may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

Reporting Requirements

All MRC Grant Holders must use ResearchFish (<https://www.researchfish.com/>) to record key findings and specific outputs from their grants as per standard MRC terms and conditions.

Grant Holders must report outcomes on a regular basis for all current grants and MRC will monitor submissions to ensure that acceptable levels of information are being provided into ResearchFish.

Detailed information on Researchfish can be found at <http://www.rcuk.ac.uk/research/researchoutcomes/>.

MRC may also require further information from the grant holders as part of the evaluation process and with publicity arising from the award. Grant holders will be expected to assist with these requests and to make themselves available for press or promotional purposes.

Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from the MRC and BEIS quoting the grant reference number if appropriate. Journal publications should acknowledge the funding source using the

standard format agreed by funders and publishers and detailed in the additional information accompanying this grant.

Create Je-S Account Process for Overseas Co-Investigators

Important information for the Principal Investigator and the Host Organisation.

All applicants are requested to liaise with each of their US Co-Investigators (as soon as possible), advising them of the requirement for each Co-I to create their own 'Research Proposal' type Je-S account. They should also be informed of the importance of the creation of the Je-S account, because any Co-I's without the correct level Je-S account will not be able to be included within the Je-S application (and therefore NOT be recognised as a Co-Investigator on the project).

All applicants and US Based Co-Investigators should ensure that any requests to create Je-S accounts are submitted through the Je-S System, a minimum of 10 working days before the expected submission of the proposal to MRC through Je-S (call closing date 5th April 2018).

Create Je-S account guidance for overseas Co-Investigator

1. Navigate to the [Je-S](#) home page and select the option to self-register your research organisation. Alternatively, selecting the following page <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=orgsetup> will allow you to add your organisation to the Je-S database and will smooth the process to create an individual Je-S account (detailed in section 2 below)
 - a. Read and 'Accept' the Terms and conditions of use of the Je-S System (acceptance option is at the bottom of the page).

The screenshot shows the Je-S website interface. At the top, there's a green navigation bar with 'Je-S Welcome to Je-S' and 'High Contrast' options. Below this, the page is organized into several sections. On the left, under 'Existing Users', there are input fields for 'User Name:' and 'Password:', a 'Log In' button, and a link to 'Retrieve User Name / Password'. The central 'About Je-S' section lists various research organizations like AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC, PPARC, TSB, ETI, and NC3Rs, and includes a link to 'Create an Account'. A red arrow points to the link 'self-registration for organisations' in the 'New Users' section. The UKSBS logo and the Je-S logo are positioned on the right side of the page.

- b. Enter your organisation details and select option 'Next Step'
- c. Je-S may provide a list of potential duplicates, where your organisation may already be added to the database. Please check the list to ensure that your organisation has **NOT** already available to select. If you wish to check whether your US Organisation is listed or not within the Je-S Database, please email the Je-S Helpdesk, sending them the full name, postal address and URL to your Organisation corporate website.
- d. If your organisation is included in the list detailed by the Je-S System as being already added to the database, please note down exactly how your organisation name is displayed within the Je-S database (this will help you when creating your own individual Je-S account to ensure you successfully find your organisation when

searching the Je-S database), select the option 'Cancel' and commence the create account process from the Je-S login page (see below for further guidance).

- e. If your organisation is not listed, select the option 'Next Step' to proceed with the process to add your organisation to the Je-S database.

Je-S Create Organisation - Potential Duplicates

Help	Please check the following list to ensure that your organisation is not already registered in Je-S.		
Contact Us	If your organisation is self-registered, you may add departments via the 'Add Departments' link for your organisation.		
Terms and Conditions	Name	Town	Country
System Help	Abaseen Development Organisation	Dera Ghazi Khan	Pakistan Add Departments
<small>Je-S v6.7.2 © Research Councils All rights reserved.</small>	African Clinical Research Organisation	Roodepoort	South Africa Add Departments
	Bad Idea Organisation C.I.C	Glasgow	United Kingdom Add Departments
	Cambodian Disabled People's Organisation	Phnom Penh	Cambodia
	Choong-Howe Organisation	Pudu	Malaysia
	Committee of Resource Organisations	Mumbai	India
	Communities and Organisations COGS	Leeds	United Kingdom
	Coroners Officers and Staff Organisation	Chester	United Kingdom
	Creative Organisations of Liverpool	Liverpool	United Kingdom
	Cultural Heritage & Tourism Organisation	Qazvin	Iran, Islamic Republic of
	Defence Logistics Organisation	Ensligh	United Kingdom

- f. If your organisation is not on the list and you are continuing to add your organisation to the database, select the option 'Add a new department' to add your department to the organisation record you are creating.
 - i. Complete the mandatory *, fields and then select the option 'Save' to add your department to the new organisation record you are creating.
 - ii. Add other departments (only if required)
 - iii. Select option 'Next step'.

Je-S Create Organisation - Departments

Help	Departments		
Contact Us	Please create at least one department and click 'Next Step'.		
Terms and Conditions	<input type="button" value="Add a new department"/>		
System Help			
<small>Je-S v6.7.2 © Research Councils All rights reserved.</small>	<input type="button" value="Previous Step"/> <input type="button" value="Next step"/> <input type="button" value="Cancel"/>		

- g. Check the details you have indicated are correct (if they require amending, select the option 'previous step' and amend the incorrect details), select the option 'Create Organisation'

2. Following either your addition of your organisation through the self-registration process or you noting that your organisation is already added to the database, please navigate to the Je-S home page to commence the create account process.
 - a. To commence the create account process select the link below (b.), which takes you straight to the Je-S Terms and Conditions (which each applicant are required to 'Accept'). This will allow you to commence the account creation process.
 - b. <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/TermsConditions.aspx?mode=accountsetup>
 - c. Read and **accept** the Terms and Conditions of using the Je-S System (select the 'Accept' option at the bottom of the page).
3. Complete the account check (Note: **Please ignore the Create ORCID identifier, to speed up the account creation process, this step is NOT essential to enable your details to be added as Co-Investigator to the Je-S application**):
 - a. Type in your preferred contact email address.
 - b. Select 'Account Check'
 - c. The email account check will identify if the email being used is already identified with a Je-S Record/Account within the database.

4. Select the option to 'Skip ORCID identifier' (as detailed above this set-up is not required and could only delay the process if the account applicant selects this option)

5. Select the Je-S account type you require (please select the check box nearest the top of the page), to allow you to be included within an application as an Overseas Co-Investigator.

Create Account - Account Type High Contrast [Help](#) [Report Problem](#)

Help
[Contact Us](#)
[Terms and Conditions](#)
[System Help](#)

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Account Type
 Users of the Je-S System require different levels of account. To ensure that we give you the correct level of access please indicate below how you expect to use the System (select as many options as necessary):

Research Proposals

An Applicant on a Standard or Outline Proposal (Principal/Co/Researcher Co-Investigator). This account type requires verification from the nominated organisation and is not applicable to Students (please see below).
 An Applicant on a Fellowship Proposal

Studentship Forms

The Student (on a Student Nomination or Studentship Proposal Document, this is the only account type that applies for students).
 The Supervisor
 Head of Department
 A Contact
 AHRC BGP
 BBSRC Industrial CASE

Administration

To Prepare Documents, but not be named on it eg. Departmental Administrator
 To Approve and/or Submit Research Proposals, Student Nomination/Proposal Forms or Ten Day Turnaround
 To Complete/Approve and/or Submit Financial Forms eg. Expenditure Statements/Intent and Offer Acceptances/Start Confirmation/Annual Statements on behalf of the Organisation
 DTG Co-ordinators
 DTG Administrators
 Other eg Peer Reviewer/College Member/Named Researcher/PI Response

6. The applicant should now complete the personal details and equal opportunities data section, ensuring that each mandatory section (indicated with a star *), is completed, and then select

the option 'Next step'.

Je-S Create Account - Personal Details EduJAT High Contrast Help Report Problem

Personal Details
Please enter your personal details and click 'Next Step' - mandatory fields are marked with *

Title: Mr *
Forenames: Bill *
Surname: Blogs *
Former Surname: *
Telephone number: *
Date of birth: 31/12/1962 *
Date of birth is required for account verification but will also be used for Equal Opportunities purposes.
Post: Researcher *
Post start date: 03/04/2017 *

Equal Opportunities Data Why do we ask for this information?
Ethnic origin: Not Disclosed *
Country of nationality: Not Disclosed *
Gender: Not Disclosed *
Disabled: No Yes Not disclosed *
Disability: *
¹ If you have had any previous interactions with the research councils, e.g. as a council funded student, and have changed your surname please provide your former surname

Back Next step Cancel

7. Adding qualifications is not required for the purposes of Co-Investigators. Applicants should select the option 'Next Step', without adding qualifications.
8. Search the database by selecting the link 'Select Organisation' and then typing in your organisation name (exactly as added to the database).
 - a. Select the option to 'Search' the database, select your organisation from the results list (if it is not there, please re-search the database using keywords to hopefully locate your organisation).
 - b. Repeat the above process to search for your department (please note if your department is NOT available, select the option 'Unlisted').
 - c. Select option 'Next step'

Je-S Create Account - Organisation High Contrast Help Report Problem

Organisation
Please select your organisation and department and click 'Next Step'.
(this section is not mandatory for student or fellowship account types, for these account types you can bypass this page using the next step option).

Note: organisation and department searches will appear in a new window

Organisation: * [Select Organisation](#)
Department: * [Select Department](#)

If you cannot find your organisation or department please contact the [Je-S Help Desk](#) on +44 (0) 1793 444 164.

Back Next step Cancel

Je-S - Organisation Search - Internet Explorer

Organisations
Please specify a part of the organisation name to search for
(if an exact match is not found try typing a smaller part of the name)

Searching for non academic or non-UK organisations may only display the Parent Organisation address, with further options being available within the department list. After searching, click on any part of a row to select that organisation onto the form.

Type your organisation name here x
Search cancel

9. Select your preferred Je-S account login details.

- Select your preferred user name (please note that this is required to be unique to all other Je-S users). Please note that the username is NOT case sensitive, during the login process.
- Select your preferred password (please note that this section is CASE Sensitive, when you login to your account).
- Select the option 'Next step'.

- DO NOT create ORCID Identifier, please select the option 'Next Step' and again (as detailed previously above), select the option to 'Skip ORCID identifier' set-up, to continue with the account creation process.

- Check and confirm your account details by selecting the option to 'Create Account'.

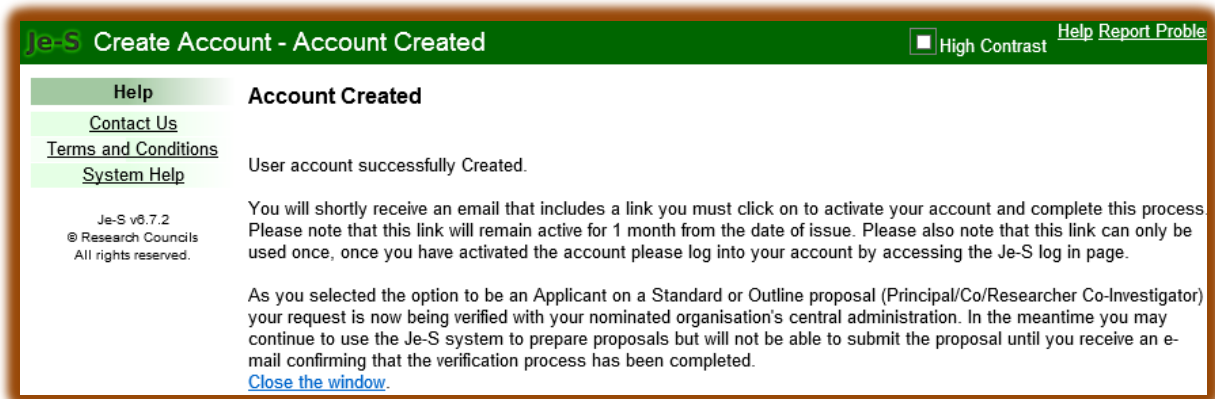
Get ORCID identifier

Name:	Mr Bill Blogs	Country of Nationality:	Not Disclosed
Email address:	FRED@fred.ac.uk	Date of Birth:	31 December 1962
Telephone:	00000 000000	Post Start Date:	03 April 2017
Post:	Researcher	Disabled:	Undisclosed
Ethnic Origin:	Not Disclosed		

 Below the table is a section titled 'Organisation' with a red arrow pointing to the 'Create Account' button:
 <table border='1'>
| Organisation: | Zorg Testing Organisation for JeS 1 |
| Department: | Zorg Academic Department A |

 At the bottom are three buttons: 'Back', 'Create Account', and 'Cancel'."/>

12. The applicant will then receive confirmation that the Je-S account has been created.
- a. Je-S will send an automated account activation email to the email address detailed by the applicant as their preferred email contact. Please note that this email has an activation link embedded within, which is only active for one month from date of the email being sent. The applicant should therefore access his/her email account as soon as possible following receipt of the below 'Account Created' confirmation.



Je-S Create Account - Account Created High Contrast [Help](#) [Report Problem](#)

Help **Account Created**

[Contact Us](#)

[Terms and Conditions](#)

[System Help](#)

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User account successfully Created.

You will shortly receive an email that includes a link you must click on to activate your account and complete this process. Please note that this link will remain active for 1 month from the date of issue. Please also note that this link can only be used once, once you have activated the account please log into your account by accessing the Je-S log in page.

As you selected the option to be an Applicant on a Standard or Outline proposal (Principal/Co/Researcher Co-Investigator) your request is now being verified with your nominated organisation's central administration. In the meantime you may continue to use the Je-S system to prepare proposals but will not be able to submit the proposal until you receive an e-mail confirming that the verification process has been completed.

[Close the window.](#)

Important information:

Please note that the account creation process requires the Je-S System owners to approve the account request, before the Je-S account details are available to select from a Je-S database search. Therefore, it should be noted that it could take up to two working days before a successful search of the database, will bring back the required search result.

Example: The Je-S application is submitted on a Friday, then it is very unlikely that the account approval will be made until the following Monday or Tuesday.