1. Important Information .............................................................................................................. 1
2. Who can apply? ......................................................................................................................... 2
3. Required documents for an outline application ................................................................. 4
4. The Je-S Application ................................................................................................................. 9
5. Assessment Criteria .................................................................................................................. 13
6. Contacts ................................................................................................................................. 14
7. Data protection for guidance ................................................................................................. 14

1. Important Information

£20m is available for global health trials funded under this call for proposals. This funding is split between trial development grants (total ~£1-2m available) and full trial grants (total ~£18m available). Value for money is an important part of the assessment criteria.

Funding for projects awarded under this call for proposals is jointly provided by the UK Department for International Development (DFID), the National Institute for Health Research (NIHR), the Medical Research Council (MRC), and Wellcome.

MRC administer the call for proposals on behalf of the funders and so all applications should be submitted to the MRC and will be awarded according to UKRI Terms and Conditions.

General information about how to apply to the MRC can be found in the MRC Guidance for Applicants: https://mrc.ukri.org/documents/pdf/guidance-for-applicants/

Where guidance in the present document differs from that in the MRC Guidance for Applicants, you should follow the direction in this present, scheme specific, document.

The submission deadline for outline grants is: **16:00 British Summer Time (BST) on 17th October 2019**

All projects must have a Principal Investigator (PI) based at either an eligible UK Research
Organisation (RO) or an eligible RO in a low- or middle-income country (LMIC). It will be the ROs hosting the successful PIs that receive the funding and manage distribution of the funding to any Co-Investigator RO(s). PIs from high income countries outside the UK are not eligible to apply for this scheme.

The application/review process in summary:

1. Outline grant application deadline: 17th October 2019
2. Panel meeting of academic experts in December 2019
3. Successful applications will be notified and given Panel feedback in December 2019 to be incorporated into full applications with a deadline in February 2020
4. Full applications will be sent out for external peer review and the applicants will be given the opportunity to respond to those comments in May 2020 prior to a final Panel meeting June 2020
5. Final decisions are expected to be relayed in July 2020

Queries should be sent to: JGHT@mrc.ukri.org

2. Who can apply?

Principal Investigators (PIs)

This call differs from the standard MRC rules as for this call Principal Investigators can be based either in the UK (as per usual MRC rules) or in a low- or middle-income country (LMIC).

Projects with PIs from LMICs are strongly encouraged and all proposals must include Co-Investigators (Co-Is) from the LMIC(s) in which the research is taking place. Funding is not dependent on the involvement of a UK-based research organisation.

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

Please note, the PI is responsible for ensuring that each investigator’s overseas research organisation has been successfully added to the Je-S database and has the required level of Je-S account.

Co-investigators (Co-Is)

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

All UK and international Co-Is must have verified Je-S Accounts and must be added to the Je-S form under “Co-Investigator”. Please see section 5 Creating a Je-S application for information on how to add an organisation on Je-S. There is a delay between registration and the investigator being available on the online system to add to the application, so please ensure that registration is completed well in advance of the submission deadline.

Co-investigators can be based in high-income countries outside of the UK where justified, as per usual MRC funding rules. As the scheme is intended to fund work in LMICs, high-
income country applicants are advised to keep their costs claimed to a minimum.

Project Partner/s

A Project Partner is an organisation or individual who is providing substantial contribution to the project and will not take any funds out of the project. Therefore, any persons already named on the proposal (e.g. as PI, Co-I or Named Researcher), should NOT also be included as a Project Partner.

For further guidance regarding Project Partners, please see MRC Guidance for applicants at **who can apply** (section 1.3.4).

Research Organisation Eligibility

UK PI’s **must** be based at one of the following:

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

LMIC PI’s **must** be based at one of the following:

- Higher Education Institutions
- Non-profit Research Institutions

The PI must be employed by an institution that is legally registered in the UK or LMIC. PIs cannot be based in a high income country outside the UK.

Many non-UK institutions and some UK organisations will not currently be recognised to hold UK Research and Innovation grants. Lead institutions which are not currently recognised will have to obtain recognition (further eligibility and financial checks) before any grant can be confirmed. In order to minimise administrative burdens and costs to both applicants and funders, formal recognition will only be pursued if the grant is successful.

For further information on UK eligibility for research funding see: [https://www.ukri.org/funding/how-to-apply/eligibility/](https://www.ukri.org/funding/how-to-apply/eligibility/)

If you are unsure about your LMIC organisation’s eligibility, please contact us: JGHT@mrc.ukri.org

Eligible Countries


If your project is based in a middle-income country (both lower-middle and upper-middle income countries are eligible as well as low income countries), then it will be important to clarify that the target population of the proposed research will be the most vulnerable populations and those living in low-resource settings within LMICs.

Applications can focus on either a single or multi-country assessment if the key aims of the call are met through and all of the countries in which the research takes place are
3. Required documents for an outline application

Only applications submitted through Je-S will be recognised: https://je-s.rcuk.ac.uk/

Applications must be submitted by the PI on behalf of the research team. Outline applications must include the following:

- A completed application form on Je-S: All investigators must be included. This form reflects the project costs so please include all costs, UK or otherwise. See ‘Costs’ section for clarification
- A jointly prepared Outline Case for Support (see additional guidance below) must be uploaded as a Word or PDF attachment
- CV’s and publication lists must be uploaded for all named investigators.

All attachments should be completed in 11-point Arial typeface, with a minimum of 2cm margins. Applications will not be accepted where smaller or narrow typefaces have been used. If you exceed the maximum page length or attach extraneous documents, we may reject your application or return your application to you for amendment.

The online Je-S form requests information such as administrative details of the Investigators, financial information and summaries of your research. We recommend that applicants access the Je-S form well in advance of the deadline so that they can see the specific information that they will need to enter and can ensure that they and their Co-Is are registered on the system. It is fine to copy information between your pdf attachments and the Je-S form where there is overlap in information requested.

Attachments

<table>
<thead>
<tr>
<th>Mandatory Attachments</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVs</td>
<td>Two sides of A4 per person</td>
</tr>
<tr>
<td>Publications</td>
<td>One side of A4 per person</td>
</tr>
<tr>
<td>Case for support</td>
<td>Six Sides of A4 (plus one for references)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Attachments</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters of Support</td>
<td>Two sides of A4 per letter</td>
</tr>
</tbody>
</table>

At the outline stage you do not need to submit a Justification for Resources, a Pathways to Impact statement or a Data Management Plan, these will only be required to be completed by successful outline applicants, when submitting full applications.

CVs and publications

Please submit a maximum of 3 pages per investigator: 2 pages CV and a 1 page publication list.

Please compile all the documents into one PDF file and include the documents in the same order as the investigators are listed on your Je-S application form. Each publication list should immediately follow its corresponding CV.

We must receive a CV for each of the following:
- Principal Investigators
- Co-investigators
- Named individual research staff

Each CV should cover:
- Trial experience should be highlighted at the top of the CV.
- Employment history
- A description of your current post and the source(s) of funding for this post (inc. dates)
- List & description of previous posts (inc. previous dates)
- Educational Qualifications (inc. dates)
- Please also state whether you are:
  - Clinically qualified
  - Clinically active

Outline Case for Support

Your Case for Support is a document including your scientific proposal, details of the research environment, people involved and references. Your Case for Support should indicate how your proposal fits the call specification for this scheme.

The outline Case for Support **should not exceed six sides of A4** plus one additional page of references (seven pages in total). Your Case for Support must be attached to your Je-S online application as a PDF. **Additional annexes are not permitted** (including the reproducibility and statistical design annex). Any applications with additional annexes will be returned to the applicants for removal.

Please use:
- Arial font with a minimum size of 11pt (excluding text on diagrams and mathematical symbols)
- A minimum of single line spacing
- Standard character spacing
- Margins of no less than 2cm.

Please complete the proposal in English and use British Pounds Sterling for all costs. Please number all pages of the Case for Support. If you plan to include unpublished data, it must be included in the Case for Support. Manuscripts in press or submitted to journals should not be included.

Headings for your outline case for support:

<table>
<thead>
<tr>
<th>1</th>
<th>Trial summary information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full title of the trial (no more than 150 characters)</strong></td>
<td></td>
</tr>
<tr>
<td><em>Please use a title that is intelligible to trial participants as well as meaningful to scientific peers.</em></td>
<td></td>
</tr>
<tr>
<td><strong>In which country(is) will the trial take place?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Duration in months</strong></td>
<td></td>
</tr>
<tr>
<td><strong>What is/are the principal research question(s) to be addressed?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Study design and sample size</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total amount requested from this funding scheme.</strong></td>
<td></td>
</tr>
</tbody>
</table>

| 2 | The Proposed Trial |
Please include relevant pilot data and ensure it is clearly described. At the outline stage it is important for the panel to be able to judge the feasibility of the proposed trial based on existing data.

Give a brief summary of the proposed trial which should include information on and justification for:

- **Trial type**
  Prevention, screening, diagnostic, treatment, quality of life, etc.

- **Proposed trial design**
  Blinded? Number of arms? factorial/cluster? Applicants are asked to clearly justify the proposed method for randomisation. If randomisation is not being recommended as part of the trial design, a clear and informed justification of why it is to be excluded is required. Many applications to this scheme propose the use of sealed envelopes and applicants are asked to consider other options and explicitly outline the reasons for their choice. If sealed envelopes are believed to be the best option, it must be clear how the risk of bias will be avoided in the study.

- **Interventions**
  Be specific about the nature of the intervention so that it is clear to the panel exactly what will take place in the experimental and control arms.

- **Target population**
  The procedure for randomising patients and any inclusion/exclusion criteria should be indicated. Any proposed lower and upper age limits for trial participants should be justified on scientific grounds. Normally, for example, there should be no upper age limit on recruitment. Similarly, exclusion on the grounds of gender should be justifiable on scientific grounds.

- **Duration of treatment period and follow-up**

- **Overall trial timeline**
  Please provide realistic timetables for the completion of your studies. In addition to the need for a sound basis for the projected recruitment rate, adequate provision should be made for setting up and staffing the trial team, obtaining ethics approval for all participating centres, a start-up phase and similar activities.

- **Primary outcome measure**
  Justify clearly the outcome measures to be used.

- **Economic, social, qualitative measures (if applicable)**
  We do not require that quality of life measures are included as an outcome in all trials. However, you will need to justify fully why these measures are to be either included or excluded.

- **Sample size and potential power of the trial**
  Ensure that statistical aspects of the trial and the assumptions on which these are based (such as power calculations, sample sizes and effect sizes) are clearly explained, calculated and well-justified.

- **Participating centres**

- **Community and patient group involvement**
  We encourage the involvement of community and patient advocate groups in all
stages of trial development, with the aim of better trial design and greater acceptability of both the trial and its findings.

3. **Why is this trial needed now and why in the proposed location?**

- Please consider issues such as burden of disease and priority for the relevant local, regional and national health services etc. Considerations of the impact of this work for policy makers and non-academic stakeholders should be considered.

- Please provide evidence from the medical literature, systematic reviews, professional and consumer consensus and pilot studies should be cited if available; include any on-going or planned studies elsewhere.

- Applicants are encouraged to engage with social science and health economics to ensure research is embedded in an understanding of the needs of populations and has potential for uptake and scalability. Economic evaluations should be included where appropriate.

4. **How will the results of this trial be used?**

Please use this section to provide additional information on how the results of the trial will be used.

- What changes might be implemented as a result of the study? Applicants should consider how this research will lead to implementation and uptake at scale. This should be evidenced in the description of how the research questions have been formulated.

- What impact will the results have on clinical practice or our understanding of the proposed intervention or underlying disease?

- Will the results of the trial be generalizable beyond the immediate research setting in a way that will maximise the impact of the results?

5. **Trial management**

- Who will be the trial sponsor?
  
  In most instances we would expect the principal investigator’s host institution to be the trial sponsor.

- Does the team of investigators proposed incorporate the range of disciplines and experience necessary to carry out the study?

- Will you be working with a clinical trials unit/office? Please give details.

- Has adequate statistical advice been sought and incorporated?

- Has adequate advice been sought and incorporated on other health services research issues (e.g. health economics and quality of life) if they are to be addressed?

**Good clinical practice**

The funders require that all funded trials are run according to the MRC guidelines for management of global health trials.

The previous experience of the host institution in participating in trials to similar standards as those of the MRC guidelines for management of global health trials will be taken into consideration at the evaluation stage.

The sponsor is the individual, or organisation (or group of individuals or organisations) that takes responsibility for confirming there are proper arrangements to initiate, manage,
monitor, and finance the study. We would usually expect the sponsor to be the PI’s RO. If the sponsor will be a different organisation, please provide a rationale for this decision in your proposal.

The funders will not act as sponsor to the funded trials, unless the PI’s RO is an MRC Unit or Institute, in which case MRC would normally be the sponsor. At the full application stage, we will need a letter of agreement from the sponsor.

**Ethics**

The funders do not require ethical approval to be in place at the outline proposal stage. If funding is awarded it will be the responsibility of the investigators and the host research organisations to ensure that all the appropriate ethics approval(s) are obtained and that no research requiring such approval is initiated before the necessary ethics approvals have been granted.

**Trial managers**

In most cases, you will need to consider appointing a trial manager for the study, who will be responsible for:

- The overall efficient day-to-day management of the trial
- Compliance with the protocol
- Secure randomisation process
- Swift recruitment
- Efficient data management
- Problem identification and resolution
- Distribution and maintenance of trial materials in all centres
- Budget control
- Production of annual progress reports

Investing in recruiting individuals with appropriate experience and training where necessary is essential if the principal or coordinating investigators are to deliver the trial to time and to budget.

**6. Trial Partners**

- Is a commercial or other organisation being approached for the supply of the intervention (experimental and control). For each what status are discussions /arrangements?
- Are other funding partners involved /anticipated to be involved? Which? For each what status are any discussions/consideration?
- Are other partners key to the success of this trial e.g. Health Ministry? If so, for each what is status of discussions/agreements?

**7. Financial Information**

- Please provide a breakdown of the funding request per institution as per the below table. The cost split between UK and LMIC organization must be identified to ensure that spending is in line with the aims of this scheme. UK costs are calculated at 74% of the Full Economic Costs and all overseas costs at 100%.
<table>
<thead>
<tr>
<th>Participant organisation name</th>
<th>Total amount (GBP)</th>
<th>Total amount requested from this scheme (GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Organisation 1 (please enter name)</td>
<td></td>
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</tr>
<tr>
<td>Participant Organisation 2 (please enter name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Please provide a brief summary and justification of the core items of expenditure that you factored in to the calculation for the total cost of the trial.
- Are you requesting the full amount from this funding source, or would other funding sources contribute to the study? What is status of any other funding contribution?

### 8. Proposal History

Has an application for funding for this trial been submitted previously to DFID, NIHR, MRC, Wellcome or another funding organisation? If so, please indicate the status of the previous application.

We are not able to accept resubmissions of proposals that have already been considered under this scheme. If you have substantially changed a previous proposal and wish to discuss whether it might be eligible, please contact JGHT@mrc.ukri.org.

**Letters of Support**

At the outline stage, letters of support can be included in the application where available. These letters should come from relevant academic and non-academic stakeholders such as local or national government authorities, other public sector actors and project partners (e.g. industrial partners, NGOs). Each letter of support should be no longer than **2 pages A4**.

Please see Section 2.2.7 of the MRC Guidance for Applicants for the full details on the requirements for Letters of Support for Project Partners.

### 4. The Je-S Application

All proposals submitted to this scheme are required to include investigators based in the LMIC(s) where the research will take place.

All Overseas Research Organisations/Institutes and individual applicants (Principal and Co-Investigators), are required to be registered on the Je-S system. Please note that a self-registration for overseas organisations process is available to follow from the [Je-S login page](#), or alternatively by following this direct link to the [Je-S organisation set-up page](#).

Therefore, both UK organisations and overseas organisations are encouraged to contact the Je-S helpdesk as soon as possible before the call deadline of the 17th October 2019, so we can ensure that the overseas organisation, either Lead or Non-lead, has been correctly added to the Je-S System. Any delays could mean the proposal being rejected.
because of late submission.

Please login to your Je-S account using the username and password you have chosen when you have set-up your Je-S account. 
https://je-s.rcuk.ac.uk

If you have forgotten your Je-S user name or password, please click here to request an automatic reminder.

Please telephone Je-S Helpdesk +44 (0) 1793 444164 should you require any assistance with the Je-S System.

Creating your Je-S application:

Please note that all MRC funding calls close at 4pm (16:00 BST), on the advertised closing date.

- Select Council: MRC
- Select Document Type: Outline Proposal
- Select Scheme: MRC Jointly Funded Initiatives Outlines
- Select Call/Type/Mode (optional): MRC NIHR DfID Wellcome Global Health Trials Call 10 – Outline Sept 2019
- Select ‘Create Document’ option

Please note that for this outline call we ask that you provide your substantive information for the proposal in your case for support and that you leave the following boxes on the form blank:

Objectives:

TO MINIMISE WORK FOR APPLICANTS AT THE OUTLINE STAGE PLEASE FILL THE BOX AS “PLEASE SEE CASE FOR SUPPORT”

Impact Summary:

TO MINIMISE WORK FOR APPLICANTS AT THE OUTLINE STAGE PLEASE FILL THE BOX AS “PLEASE SEE CASE FOR SUPPORT”
Summary:

TO MINIMISE WORK FOR APPLICANTS AT THE OUTLINE STAGE PLEASE FILL THE BOX AS “PLEASE SEE CASE FOR SUPPORT”

Summary of Resources Required for Project:

UK investigator research costs (including overseas travel) will be funded at 74% of the Full Economic Cost (FEC). This differs from the MRC’s standard 80% to reflect the varying policies of the joint funders. Research costs incurred by overseas ROs and investigators is eligible to be funded at 100% of FEC. Please see section 5, Resources – Full Economic Costing in the Guidance for Applicants for information on FEC. Please note that research teams should consider the breakdown of budgets between UK/high income costs and LMIC costs, keeping in mind the aims of the scheme.

UK costs should be entered following the MRC’s standard guidance.

Funding for non-UK research institutions that have not previously received funding from MRC will be dependent on further eligibility and financial checks, to be conducted if the proposal is selected for funding. For further advice on eligibility, please contact us.

LMIC/overseas Costs:

**Direct (salary) Costs:**

All LMIC PIs and Co-Is can claim 100% of their direct costs (and up to 20% as indirect costs as described below). These costs should be entered as Exceptions and claimed at 100%.

Co-I’s based in high-income countries outside of the UK should be costed as per standard MRC funding rules. They can claim 100% of their direct costs but no indirect costs. However, as the scheme is intended to fund research in LMICs, high-income country applicants are advised to keep their costs to a minimum.

**Indirect (infrastructure) Costs:**

UK institutions should follow the standard MRC guidance.

Each LMIC research organisation participating in the project can request indirect costs to cover the cost of hosting researchers participating in the project. Each LMIC research organisation can request up to 20% of their direct costs as additional indirect costs. For example:

An example of direct costs for an LMIC research organisation may be as follows:

- LMIC PI, total salary costs for the project = £20,000
- LMIC Co-I, total salary costs for the project = £15,000
- LMIC Investigator Travel & Subsistence + Fieldwork costs = £15,000

With all these above overseas costs being requested as ‘Exceptions’ (100%), the total costs claimed would equal £50,000. 20% of these total costs would equal £10,000, therefore the LMIC research organisation is allowed to claim up to £10,000 in indirect costs.

MRC will expect these indirect costs to be requested as ‘Exceptions’ (100%) and detailed
within the ‘Other Directly Incurred Costs’ section of the Je-S form.

Please note that if you are successful at the outline stage, all costs requested on the Je-S form will need to be broken down and fully justified within the Justification for Resources, which will be requested as part of an invited full submission.

Further Costing guidelines:

For overseas PI’s and Co-I’s all travel and subsistence costs can be claimed at 100%. UK based researchers can only claim 74%, even if they are travelling to a LMIC for the project.

For overseas institutions all other exceptional costs associated with the overseas organisation should be claimed under the appropriate fund heading as “exceptions” and entered as “Other Directly Incurred Costs”. These include consumables, consultancy fees, field work fees, equipment (under £10,000) and subcontracting.

If any of the Investigators do not need to cost their total time allocation to the proposal (i.e. some or all of their salary is already covered), it is important to ensure that the time allocation is accurately reflected for each individual as this will form part of the assessment to determine feasibility. There is a separate section for hours worked and hours charged (costed) when completing the Je-S form. This can be found on the investigator section in the main document menu in Je-S.

For further Je-S guidance for completing the Resource Summary please refer to the Je-S guidance page.

Project Partners:

Details should be given of project partners and their contributions. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the research project and no allocated funding request. Further guidance can be found here.

Submitting your application

Please ensure you comply with your research organisation’s rules with regards to application submission.

The deadline for submission to the MRC is 16:00 BST 17th October 2019. You may need to submit your proposal to colleagues within your research organisation several days before the deadline so that they have time to approve the proposal for submission to the MRC.

Once you have completed the Project Details section of the Je-S form you are able to find out the submission arrangements for your organisation (which will vary depending on how the account is set up). Select the Document Actions Button and then Select Show Submission Path.

If the screen shows With Owner and With Council, then the proposal will be submitted directly by you (the PI).

If the screen shows With Owner and Submitter Pool (there should be names listed against this section) and With Council, then the proposal has to be approved and submitted by one of your research organisation’s named submitters. You should allow at
least 48 hours for them to do this, your research organisation may require longer, and we would strongly advise you check this.

Please check that at least one of your organisation’s named submitters will be available on the day you plan to submit it. Please note that they will need to do this no later than 16.00 BST UK time on 17th October 2019.

5. Assessment Criteria

General information on the MRC’s approach to peer review is provided in the MRC Guidance for Applicants document which can be found at:

https://mrc.ukri.org/funding/peer-review/

There is a two-stage application process for this scheme. Applicants are initially invited to submit outline proposals, which will be assessed by an outline review panel. Those selected at the outline review panel will be invited to submit full applications, which will undergo external peer review and be reviewed by a full panel.

The outline review panel for this scheme will consider whether outline applications are of world-class standard (being intellectually innovative, well-focused and methodologically sound), and whether the research has the potential to make a real improvement to health outcomes in LMICs.

Panel members will be asked to comment on the following criteria in assessing the outline proposals:

Project team and track record of applicants:

- Are the credentials of the investigators and host institutions appropriate to deliver the project?
- Is there an understanding of and sufficient involvement of the local research context and decision-makers?
- Does the proposed team of investigators possess the necessary range of expertise and experience to successfully carry out the proposed study and have experience in conducting high standard trials?

Importance of the question/need for the trial:

- Is there a real need for this study in the proposed location? Is the research question important and appropriate?
- Is an answer to the research question needed by policy-makers and other stakeholders beyond the academic community?
- Have similar trials been done previously or are underway now?

Project plans:

- Is the proposed study design and timeline feasible?
- Have all potential sources of bias been identified and discussed?
- Is the proposed study innovative, internationally competitive, and methodologically sound?
- Have major scientific, technical or organisational challenges been identified, and will they be well addressed?
- Are they any ethical concerns?
Research impact:

- Does the project have real potential to improve health outcomes? How important an advance will this be?
- Is there clarity as to how, and by whom, the research findings will be used? Applications must demonstrate how considerations for future implementation have been considered.
- Does the application demonstrate that there is demand for the research from policy- makers and other stakeholders beyond the academic community?
- Will the trial provide definitive results in order to change international policy and guidance?
- Does the proposed trial include consideration of health services, economics, social science and/or operational research which will increase the likely opportunities to scale-up the findings of the research?
- Is the proposed size and scale of the grant likely to be appropriate in relation to the potential impact of the trial?

Value for money:

- Does the study represent value for money?
- Are the costs realistic and reasonable?
- Do the majority of funds requested support the costs in the low or middle income country where the trial will be conducted?

6. Contacts

General enquiries can be sent to JGHT@mrc.ukri.org

7. Data protection for guidance

Privacy Notice

All personal data provided to the MRC as part of UK Research and Innovation via the Je-S form will be processed in accordance with current UK data protection legislation. Please see Je-S terms and conditions for guidance on how personal data collected from applicants is used (https://je-s.rcuk.ac.uk/Handbook/index). Further information on how we use personal data can also be found in the UK Research and Innovation Privacy Notice (https://www.ukri.org/privacy-notice/). Information on the terms and conditions that guide the general management of funded grants can be found in the MRC’s Guidance for Applicants (https://mrc.ukri.org/documents/pdf/guidance-for-applicants/).

What will be shared and with whom?

As the DFID/MRC/NIHR/Wellcome joint global health trials is a jointly funded scheme, information will be shared between the partners, the Department for International Development (DFID), the Medical Research Council (MRC), National Institute for Health Research (NIHR) and Wellcome.

The data that you provide will be held securely in accordance with the MRC IT and Records Management policies. It will be retained in accordance with the Medical
Research Council’s disposition schedule for the following schedules:

<table>
<thead>
<tr>
<th>Business process</th>
<th>Record type</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1 Grants</td>
<td>Grant programme policy file</td>
<td>Permanently</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Grant programme board agenda, minutes and papers (e- volume/CD)</td>
<td>Permanently</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Grant programme board assessment feedback</td>
<td>Permanently</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Grant programme board administration and correspondence</td>
<td>3 years</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Triage meeting agendas, minutes and papers</td>
<td>Permanently</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Triage decision spreadsheet</td>
<td>Permanently</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Application processing statistics and summaries</td>
<td>20 years</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Successful applications</td>
<td>20 years</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Unfunded applications (unsuccessful, withdrawn, not accepted)</td>
<td>3 years</td>
</tr>
<tr>
<td>10.1 Grants</td>
<td>Grant summary record (Siebel etc.)</td>
<td>Permanently</td>
</tr>
<tr>
<td>10.6 Research Management</td>
<td>Clinical trials oversight and monitoring information (incl. protocols and annual reports)</td>
<td>Permanently</td>
</tr>
<tr>
<td>10.6 Research Management</td>
<td>Research management administration</td>
<td>3 years</td>
</tr>
<tr>
<td>10.6 Research Management</td>
<td>Systems training</td>
<td>1 year</td>
</tr>
<tr>
<td>10.6 Research Management</td>
<td>Information Systems manuals/guidance</td>
<td>1 year</td>
</tr>
<tr>
<td>10.6 Research Management</td>
<td>Induction material</td>
<td>1 year</td>
</tr>
<tr>
<td>10.6 Research Management</td>
<td>Council Operating Procedures/Standard Operating Procedures (SOPs)</td>
<td>1 year</td>
</tr>
<tr>
<td>10.6 Research Management</td>
<td>Interfaces with other organisations</td>
<td>7 years</td>
</tr>
<tr>
<td>10.6 Research Management</td>
<td>Research Portfolio files</td>
<td>Permanently</td>
</tr>
<tr>
<td>12.1 Strategy</td>
<td>Research strategy documentation (Inc.</td>
<td>7 years</td>
</tr>
<tr>
<td>12.1 Strategy</td>
<td>Internal working groups meeting agendas, minutes and</td>
<td>7 years</td>
</tr>
<tr>
<td>12.2 Evaluation</td>
<td>Corporate reports (scorecard, economic impact etc.)</td>
<td>Permanently</td>
</tr>
<tr>
<td>12.2 Evaluation</td>
<td>Data analysis and reporting (evil raw data, SQL queries, reports)</td>
<td>Permanently</td>
</tr>
<tr>
<td>12.2 Evaluation</td>
<td>Commissioned evaluation and bibliometric reports</td>
<td>Permanently</td>
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</tbody>
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