

BIRAC-WELLCOME TRUST JOINT CALL IN TRANSLATIONAL MEDICINE

PRELIMINARY APPLICATION GUIDANCE NOTES

PLEASE NOTE THAT:

THE WELLCOME TRUST AND BIRAC (together, the “FUNDERS”) RESERVE THE RIGHT NOT TO PROCESS YOUR APPLICATION SHOULD YOU BE INELIGIBLE TO BE AN APPLICANT OR SHOULD THE SUBJECT OF YOUR PROPOSAL NOT FALL WITHIN THE FUNDERS’ REMIT.

THE FUNDERS’ WILLINGNESS TO CONSIDER THE APPLICATION IN NO WAY IMPLIES THAT SUPPORT WILL BE FORTHCOMING.

These notes are for guidance in completing the BIRAC-Wellcome Trust Joint Call in Translational Medicine Preliminary Application Form. They must be read by all those concerned with writing the application - the Principal Applicant, any Coapplicants, the Head of the Technology Transfer Office/Group (or its equivalent) and the Head of Department in which the work will be undertaken.

1. ELIGIBILITY

The Principal Applicant and Coapplicant(s) must check their eligibility to apply to the BIRAC-Wellcome Trust Joint Call in Translational Medicine before completing this form.

Definitions of Principal Applicants, Coapplicants, collaborators etc can be found in Section 6.

The Principal Applicant and Coapplicants are expected to be actively involved in the project. It is the normal expectation that no more than four Coapplicants will be associated with the application. The Principal Applicant and Coapplicants should also consider at this stage if their project is to be a Joint Application (see Section 9).

In addition it is essential for a member of the institution’s Technology Transfer Office/Group or the company’s Business Officer to be involved in submission of the application. A representative of the Technology Transfer Office/Group or the company Business Officer is required to take responsibility for information provided on commercial matters. Applicants are also required to submit a letter with the application; the template letter for completion will be provided.

2. HOW TO COMPLETE THE FORM

Please follow these instructions when completing your form as this will help to avoid any unnecessary delay in the assessment of your application.

- You should ensure that all relevant sections of the form are completed.
- Answers should be entered in the text boxes provided, or uploaded as a PDF or Word document where indicated.
- Please adhere to word limits where they are specified to avoid your form being returned for amendment.
- If abbreviations are used, please ensure these are fully explained to assist the reader.
- The application must be complete in itself; no additional pages will be accepted unless otherwise notified.

3. HOW TO SUBMIT YOUR APPLICATION

Once you have completed all sections of the form, you are required to submit your application to: techtransfer@wellcome.ac.uk

4. RELATED APPLICATIONS

You are expected to inform the Wellcome Trust and BIRAC if you subsequently decide to submit this or a similar proposal to another funding body whilst this application is still being considered under the Joint Call. Non-compliance may lead to refusal to consider the application. If the applicants' request funding for the same costs on more than one application to the Wellcome Trust and BIRAC at any one time, they must make this clear in their application.

5. OTHER IMPORTANT GENERAL INFORMATION – WELLCOME TRUST

a) Costing principles

- The Wellcome Trust will normally fund only the **directly incurred costs** of research. The Trust might consider funding **other costs** when it helps us to further our charitable mission.
- For details of the Trust's position on full economic costs, please refer to our website (www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/WTX026852.htm).
- The Wellcome Trust does not normally consider support for the extension of professional education or experience, nor for the care of patients.
- The Wellcome Trust does not provide top-up support for research currently active and supported by other funding bodies.
- The Wellcome Trust will not award grants to cover expenditure already incurred.
- Grants are cash-limited at the point of award.

b) Code of Conduct

The Wellcome Trust's Board of Governors and members of the Wellcome Trust's advisory committees are required to abide by a 'Code of Conduct' which is designed to protect and preserve the integrity of our advisers and our processes. Part of this code states that committee members may not discuss any aspect of the deliberations or recommendations of the committee with applicants. To avoid embarrassment and the possibility of further action by the Wellcome Trust, you should not contact committee members.

c) Eligibility

In view of the overwhelming evidence that both active and passive smoking of tobacco are injurious to health, the Wellcome Trust is unwilling to fund applications from individuals applying for, holding, or employed under, a research grant from the tobacco industry.

6. OTHER IMPORTANT GENERAL INFORMATION – BIRAC

a) Costing Principles

Costing principles refer to fund disbursement guidelines [[link to BIRAC](#)]

b) Code of Conduct

The Applicants and the Co-applicants should observe the highest standards of ethics during the application and should avoid any corrupt and fraudulent practices. In pursuance of this Code of Conduct, BIRAC defines the terms set forth as follows:-

"Corrupt Practice" means offering, giving, receiving or soliciting of anything of value or any other action to influence the decision-making of the official in the process detrimental to free and open competition;

and

"Fraudulent Practice" means a misrepresentation of facts, in order to influence the funding process, and includes collusive practice among Applicants and Co-applicants (prior to or after proposal submission), designed to deprive BIRAC of the joint call benefits or enforceability of related agreements.

7. CONTACTS FOR QUERIES

If you have questions about the application, please contact:

At the Wellcome Trust:

- E-mail Dr Shirshendu Mukherjee: s.mukherjee@wellcome.ac.uk
- Alternatively, call the Grants Management Helpdesk on +44 (0)20 7611 8202, or e-mail: techtransfer@wellcome.ac.uk

At BIRAC:

- E-mail Dr Jyoti Shukla : jshukla.birac@nic.in

8. DEFINITION OF TERMS

A **principal applicant** is the lead investigator who will be the main contributor to, and have ownership of the project if the application is successful. This is the individual with whom the Funders will correspond about the application.

The status of **joint-principal applicant** is given when there are two or more lead investigators who are based at different institutions. The administration and funds for the project are shared between the institutions. Individually, each of the joint-principal applicants fulfils the criteria of Principal Applicant above.

The **technology transfer office/group** is the term used to describe the technology transfer office or any group with delegated responsibility for the management of commercial matters arising from University based research. A Business Officer or equivalent should be named in applications from companies.

A **coapplicant** is a researcher who will make a significant contribution to, and have part ownership of, the project if the application is successful.

A **sponsor** is an individual who is able to guarantee that space and resources will be made available for the project if the Principal Applicant does not hold an established position. A Sponsor should be able to reassure the Funders that the Principal Applicant will be welcomed into the host department.

A **collaborator** is an individual who will supply technical advice, reagents, samples or data for the project, but who would not normally be involved in the day-to-day execution of the project (unlike applicants and coapplicants). Collaborator involvement should be governed by appropriate legal agreements, e.g. material transfer agreements, confidentiality agreements and/or consultancy agreements. If such agreements are already in place, copies should be provided with the application.

A **project milestone** is a key decision point within the project, and can be either scientific or commercial, e.g. completion of a specified set of experiments, or drafting of a business plan.

9. JOINT APPLICATIONS

A joint application is where two (or more) organisations will administer funds or if funding payments are to be made in more than one currency. If this is the case, or you think this is likely, you need to answer 'Yes' to the 'Joint applications' question in the preliminary application form. This option is only available at this stage.

If you are advised to submit a joint application, each of the other joint Principal Applicants will need to create a 'Technology Transfer Joint' application form within their individual account at the full application stage. The forms should be submitted separately through each Principal Applicant's administering organisation. Each form should detail only the costs that will be administered by the organisation the form is being submitted through.

NOTES RELATING TO QUESTIONS ON THE PRELIMINARY APPLICATION FORM

Unmet healthcare needs and target populations

Please describe the medical need in India this proposal will help to address. You should identify and define the intended target population(s) for which the healthcare product and solution will benefit. Consider whether there are opportunities for extending the benefit your technology brings to other target populations that may exist within or outside India.

Project plan

Include a Gantt chart of the project plan setting out the key tasks to be undertaken in parallel and sequentially together with timescales.

Affordability

You should summarise the technological and other considerations that have been made to ensure your product will be affordable for the Indian market for the maximum number of potential beneficiaries.

COMMERCIAL MATTERS

This section should be completed with input from your Technology Transfer Office/Group (or the appointed University body with responsibility for this area) or Business Officer.

Patent information

Please provide details of all patent applications filed before the date of this application which relates directly to the research project outlined. State the funding sources that contributed to the development of the patented technology, e.g. company collaboration, research council and/or charity funding.

Intellectual property and freedom to operate

- Summarise the inventive step and key claims of patents or patent applications relating to the technology that have already been filed;
- Consider whether there are any freedom to operate issues in the area of the proposed technology and consider how these will be worked through during project management, including any IP that needs to be or has been in-licensed;
- Explain how the proposed experiments will add value to, or strengthen an existing intellectual property position;
- Outline the novel and inventive aspects of the Affordable Healthcare project being proposed for funding;
- Outline any likely new patent filings that may arise from this project and set out the main areas of likely claims.

Competitive position

- Summarise the competitors, competing technologies/products and stage of development within the field.
- Describe the competitive advantage of this technology over others that are being developed and those that are already launched in the market, including an assessment of the advantages and disadvantages of these competitive technologies.
- Indicate the potential magnitude of the target healthcare market and in particular consider the market segment that this technology will target in India and potentially other markets outside of India.
- Describe the competitive advantage of the proposed project team over other researchers in the field.

Funding requested

At this stage, you are required only to state the total amount, currency requested and to divide your total funding requested into broad categories. Examples of broad categories that your requested funding could be divided in to are salaries, materials and consumables, animals, equipment and miscellaneous. If your application is successful, we will ask you to provide further details of your cost requirements before an award is made. Any award will not exceed the total amount requested (excluding any allowances that the Funder may provide).

Please ensure that you refer to current guidance notes when completing your costs as these may change from time to time.

The costs requested should **exclude** inflation.