

NHLS RESEARCH TRUST PATHOLOGY RESEARCH DEVELOPMENT GRANT: GUIDELINES

Please forward project applications as e-mail attachments to the centralised address at the MRC: rgmd@mrc.ac.za by 1 March

Proposals will only be accepted from **applicants employed in academic pathology laboratories (University affiliated and employed by the NICD or NIOH)** from the following departments:

- 1) Anatomical pathology
- 2) Chemical pathology
- 3) Haematology
- 4) Microbiology: Bacteriology/Immunology/Mycology/Parasitology/Virology
- 5) Oral pathology
- 6) Human genetics – only if the department is within a School of Pathology

Provided that the following eligibility criteria are met, applicants do not have to be employed by the NHLS.

Principal investigator

- Principal investigator applicants must be South African citizens or permanent residents residing in South Africa.
- Principal investigators must be employed in an **academic (university) pathology department** and have attained a Masters Degree or PhD within the last five years.
- If the principle investigator attained a FC Path, Masters Degree or PhD more than five years ago, a registered student (BSc (Hons), MMed, MSc or PhD) must be named in addition as the project leader. Any post-graduate student, named as project leader, must be registered in one of the academic pathology departments.
- Principal investigators applying for funding to conduct their own degree project must be registered for a degree higher than that already attained.
- **Only two applications per researcher per year will be allowed.**
- **Each academic pathology department may not submit more than five applications per year.**

Project leader

- Any post-graduate student (BSc (Hons), MMed, MSc, or PhD) named as project leader must be **registered** in one of the **academic pathology departments**.
- If, for any reason, a student fails to register for the degree stated, the MRC must be informed immediately.

Project

Aims and Objectives: Aim: Broad scientific goal.
Objective(s): Focused and feasible.

Background: A concise literature review is needed to introduce the area and explain the scientific relevance of the project. This section must contain carefully selected key references. Systematic review should be mentioned if available.

For applied research projects, mention how knowledge obtained will be implemented to change current understandings of health and disease, health policy/practices/behaviour or the allocation of resources for health services.

Detailed methodology: Provide detailed information on study/experimental design, statistical analysis and outline research procedures and protocols with references, where appropriate. State province(s)/region(s) in which the project will be undertaken. If the study involves patient/DNA consent forms or questionnaires, these must be included in the proposal. It is essential that the project submitted for funding to the NHLS Trust is approved by an ethics committee in its entirety.

If any analyses are to be conducted outside your institution, give full details as to what tests will be performed, by whom, and where.

Impact

Capacity development

Does the project involve training of researchers?

Is the project part of a collaborative venture to strengthen institutional capacity?

Will the project develop capacity in new and emerging under-researched areas?

Ethics and Institutional approval

It is the **responsibility of the principal investigator** to submit parallel applications, in good time, to Administrative Heads of Institutions for approval by both the Research and Ethics and Biosafety Committees.

Ethics approval is obligatory. Ethics clearance certificates should include the name of the principal investigator, the title of the project, a reference number or clearance code and the year in which the approval was granted.

NB. Funds will not be released until these documents are submitted.

Completed signed documents may be forwarded by mail to:

Research Administration Division,
MRC, PO Box 19070,
Tygerberg, 7505
Fax No: 021 938 0368

Scan e-mail attachment: rgmd@mrc.ac.za

Budget

Group costs, e.g. consumables/reagents/chemicals, or state requirements for a named method/number of samples to be analysed. Please cost expensive reagents separately and briefly justify all major expenditure.

Unfortunately the NHLS Research Trust is **unable to support additional infrastructure, equipment, salaries or contracted personnel**, therefore please design your project proposal accordingly. Due to limited funds requests for bursaries cannot be entertained.

All other sources of funding (received or pending) for the project applied for must be declared. Give the name of the funding agency approached and if the outcome is known the amount granted. Failure to disclose funding information will disqualify the applicant.

If the outcome of a funding application to another granting authority is finalised after submission of the project then full details (funding agency and amount granted) must be forwarded immediately by e-mail to rgmd@mrc.ac.za

Curriculum vitae of principal investigator and project leader

Only brief professional CVs and publications from the past three years will be accepted. The length of the CV is not to exceed **three** pages.

Submission of completed applications

Completed application forms, together with supporting documentation, must be submitted by e-mail to the MRC's centralised address: rgmd@mrc.ac.za. The closing date for submissions is 1 March and applications received after this date will not be processed.

Reporting

Grantees must submit an annual progress report no later than the last day of August following the year of award of the grant. A final project report must be submitted no later than 3 months following the end date of the project. Failure to submit these reports could result in an applicant's future applications being rejected.

Reviewers' evaluations will be submitted together with the proposal to the NHLS Research Trust Grants Committee for consideration. The Grants Committee will convene in June and allocate available funding using as criteria reviewer rankings and comments. The outcome of applications will be communicated to institutions and individuals and will include, whether successful or unsuccessful, feedback and comments.

CONTACTS AT THE MRC RESEARCH GRANTS MANAGEMENT DIVISION

Administration enquiries and deadlines

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