



Caring for young lives

Children's Liver Disease Foundation

- **Guidance on completion of application forms**
- **Application procedure**
- **Further information**

Children's Liver Disease Foundation welcomes applications for medical and/or social research into all aspects of paediatric liver disease and diseases of the biliary tract. See the CLDF research strategy published on the CLDF website: <http://www.childliverdisease.org/uploaded/File/ResearchStrategy2006-2009-FinalMay2006.pdf>

CLDF will only fund applications which are of a high scientific calibre and related to its objectives, see relevant pages on [www.childliverdisease.org](http://www.childliverdisease.org).

Applications are accepted from all medical professionals including nursing staff.

Please note that Children's Liver Disease Foundation will not fund the purchase of equipment, except in very exceptional circumstances. CLDF will not provide funds for the purchase of computer hardware, software or maintenance.

CLDF encourages young researchers to make an application. If you would like to talk through an application or idea, please call the Chief Executive on 0121 212 3839 or email [ceo@childliverdisease.org](mailto:ceo@childliverdisease.org).

## **Guidance on the completion of application forms and procedure**

- 1 Please complete all parts on the Grant Form and all questions. For those questions which are not applicable write N/A.
- 2 Please do not write "see accompanying letter/pages/abstract/paper etc" as a response to a question or questions. Such applications will be automatically rejected. There is space for additional comments at the end of the form.
- 3 **Please budget your project accurately.** If you make an error or under fund your project, for whatever reason, you will not be awarded additional funds at a later date. The Trustees will fund annual pay awards made to a scale.

CLDF does not fund sick pay or maternity pay.

**You are advised to have your financial estimates verified by your finance department.**

4 Please submit your application by email to [info@childliverdisease.org](mailto:info@childliverdisease.org). Please scan the signatures so these are included in the email version, if possible.

5 If you are unable to make a submission on-line, paper versions of your application are acceptable provided it **arrives** in time for the deadline. Send to:

**Research Applications**  
**Children's Liver Disease Foundation**  
**36 Great Charles Street**  
**Birmingham B3 3JY**

6 We will acknowledge receipt of your application either by email or letter. We will correspond via email with the main correspondent. We will not write/email to the other applicants and will expect the main correspondent to keep them informed.

8 The Scientific Committee will consider applications at its meeting in March 2010. The closing date for submission in the 2010 award round is 29 January 2010.

9 Once the applications have been reviewed by the Scientific Committee, its recommendations are then considered by the Board of Trustees.

## **Further information on CLDF criteria, assessment and contractual arrangements**

1 Our aim is have an assessment process which is open and fair. We will make every endeavour to do so.

2 All research applications are subjected to peer review. Details of the process are given in the award announcement.

3 Please do not approach members of the Scientific Committee with regard to an application as this has to be declared at a meeting.

4 Where possible we will endeavour to share anonymous assessments with the main correspondent so that the applicants can address comments and queries. These will be brought to the review committee meeting.

5 The Scientific Committee advise the Board of Trustees as to whether funding should be awarded. The Board of Trustees will consider this advice at their next meeting and make award(s) accordingly.

6 You will be informed of the outcome of the trustees' meeting as soon as possible. We will endeavour to inform you informally of the outcome, either by telephone or email.

7 An award of funds will be made formally by issuing of a grant contract. Please read the contract carefully and note its provisions. Please pay particular attention to the financial details and ensure they are correct. Breach of the agreement may result in the loss of the grant.

- 8 Projects awarded funding will be granted funds which will be available from 1 June 2010.
- 9 CLDF is prepared to assist unsuccessful applicants by giving written feedback on their application, if desired. Please note, however, we will not enter into protracted correspondence. Our aim is to provide constructive feedback.
- 10 The Trustees expect due acknowledgement of CLDF's sponsorship in written papers and verbal presentations and at other appropriate opportunities.
- 11 All successful applicants will be expected to provide an annual report on activities. The report will be considered by the Scientific Committee. Receipt of an unsatisfactory report may result in the withdrawal of funding.
- 12 The Trustees will require an end of project report to be submitted within 6 months of completion of the project. There is an expectation that at least one publication in a peer-reviewed journal will result from the project. Please note that CLDF should be provided with a copy of the submitted paper and there should be full recognition and acknowledgement of its financial support.

Children's Liver Disease Foundation reserves the right to withhold the final quarterly payment until the receipt of the final project report and the Scientific Committee has assessed the report.

Failure to produce a satisfactory project report may seriously prejudice future applications to CLDF.

- 13 A two page summary curriculum vitae **only** is required per applicant.

October 2009