

July 2017

# GUIDELINES FOR THE AWARDING OF BOSF GRANTS



Last revised July 2017

## **GUIDELINES FOR SUITABILITY OF PROJECTS FOR BOSF GRANTS**

- Lead applicants must be full UK members of the British Orthodontic Society (BOS) and the lead centre at which research is to be carried out must be within the UK. Collaborative projects are encouraged and some of the participants may be based outside the UK.
- The current strategy of the BOS Research Directorate is to encourage research in the areas of evidence based orthodontic care and the health benefits of treatment. Priority will be given to projects which are likely to answer questions of clear relevance and importance to orthodontists.
- In any year the Research Directorate of the BOS may announce a specific themed area of research, which will receive preferential consideration for funding.
- The Grant Awarding Panel must be confident that the recipient(s) will have the logistical support and availability of expertise for successful completion of the research project.
- It is recognised that obtaining ethics committee approval, R&D and MHRA approvals is becoming more time-consuming and may be dependent upon funding being in place. Therefore, a period of up to one year from the time of the award of the grant will be allowed for final approvals to be obtained.
- It is very unlikely that BOSF funds will be awarded to support individual postgraduate taught Masters projects; however consideration will be given to high quality proposals, within the scope of the current research strategy, which might involve either postgraduate taught or research students.
- New full time specialist laboratory staff will not usually be funded. The BOSF would prefer to build on existing specialist expertise. Additional hours for specialist research staff already employed will therefore be given higher priority for funding than completely new full time staff. Part time employment of new staff with existing expertise will also be given higher priority as will employment of staff to provide more general administrative, logistical and statistical support for research.
- Clinical materials and consumables that would be considered part of treatment and would be provided free of charge were the patient not be taking part in the study, for example orthodontic brackets, archwires and auxiliaries, will not normally be funded.
- Specialist consumable products will be considered appropriate for funding.
- Specialist equipment will also be considered for funding. The BOSF retain the right to reclaim any equipment at the end of the project.
- Normal information technology hardware or software (for example computers, word processing etc.) will not usually be funded, although specialist IT-related hardware or software items may be entirely appropriate for funding.
- BOSF retain the right to reclaim at the end of the research project any funded software and hardware.
- BOSF grants can include the cost of dissemination.

## **TIMETABLE OF THE GRANT AWARDING PROCESS**

- An invitation for submission of applications will be announced by e-mail and direct mail to all members. This will also be highlighted to members on the BOSF section of the BOS website. The invitation will include any guidance specific to that year. General guidance and year specific guidance will also be available on the BOSF section of the BOS website.
- A deadline will be set for receipt of full applications, which will be accepted in electronic form only, to the BOS office will be set each year. All applications submitted after the deadline will not be accepted for consideration.
- One hard copy of the application form with original signatures and supporting documents must be received at BOS office within 5 working days of the closing date or the application will not be considered.
- Acknowledgement of applications will be sent to the principal applicants within 4 weeks of the closure date.
- Once the applications have been received a review panel will be convened to assess and rank each of the applications.
- Following the ranking a final decision on which applications have been successful will be made by the Research Directorate. Successful and unsuccessful applicants will be notified and feedback provided to all applicants.
- Announcement of successful applicants will be made at the BOC along with an announcement in the BOS News.
- In any year, the Research Directorate may choose not to invite applications, but rather to accumulate funds, enabling larger awards at a later date

## **BOSF GRANTS REVIEW PANEL**

- Applications will be initially screened to ensure that they fulfil the requirements of the BOSF and any specific call, when appropriate. Those deemed suitable to progress to the next stage will be subject to independent external review;
- A Grants Review Panel, usually consisting of at least three members of the Research Directorate and/or the Research Strategy Group, will be convened to assess applications and referee reports, then rank the proposals. Wherever possible the panel members will be chosen from sites where there is no conflict of interest with the applications. However, it is accepted that applications can be submitted by any member of the BOS and that conflicts will inevitably arise. Where this is the case the panel member may not assess the application where they are a named applicant, or where the application is from their own institution.
- Following the ranking of the applications by the Grants Review Panel the final decision on each year's awards will be made by the Research Directorate.

- All applicants will be notified of the outcome of the applications along with feedback where appropriate by the Research Directorate and using the comments from independent reviewers and the Grants Review Panel.
- Successful applicants will be reminded of the procedures for project monitoring, reports, presentations and publications

### **PROJECT MONITORING, REPORTS, PRESENTATIONS AND PUBLICATION**

- The BOSF Committee will receive an initial report at 6 and 12 months, beginning from the date of award or of final ethical approval, if later. Subsequently an annual report should be received followed by a final report on successful completion. This must be accompanied by an abstract in electronic form for publication by BOSF. These are to be co-ordinated by the Director of the BOSF.
- Release of funds to award winners will be incremental and subject to satisfactory progress reports at the discretion of the Research Directorate on the recommendation of the Director of the BOSF.
- Receipts and satisfactory details of expenditure forwarded to the Treasurer of the BOSF will be a condition of continued release of funds.
- Failure to show satisfactory progress may lead to withdrawal of the Award and a request for a return of any monies paid.
- The British Orthodontic Society will normally expect a presentation at the British Orthodontic Conference.
- It is desirable but not essential that the outcomes of the research are presented for publication in the Journal of Orthodontics. If the Journal of Orthodontics is chosen then priority will be given to it is likely to be published as Open Access.
- It is recognised that research reports should be disseminated in the most appropriate manner, which will usually involve publishing in the most prestigious journal relevant to the area of that research.
- All presentations and publications should acknowledge the support from BOSF.