

**ANATOMY RESEARCH DEVELOPMENT AWARD**

 **INFORMATION AND CONDITIONS 2024/25**

 **SECTIONS**

**1. ELIGIBILITY**

**2. PLACE OF TENURE**

**3. SCOPE OF THE AWARD AND ADVICE ON COMPLETING THE APPLICATION**

**4. FINANCIAL ARRANGEMENTS**

**5. GENERAL CONDITIONS**

**6. DATA PROTECTION/GDPR**

**7. CORRESPONDENCE**

**All applicants should read this document carefully. Failure to fulfil the conditions as outlined may result in the suspension or termination of the award.**

1. **ELIGIBILITY**
2. **Qualifications**

**Applicants**

All applicants must be members of the Anatomical Society who have been elected to membership by Council for at least a year at the Anatomy Research Development Award (ARDA) application deadline date.

In addition, successful applicants must remain in good standing with their membership fees throughout the tenure of the award.

Please note that if a potential applicant currently holds an Anatomical Society studentship, they cannot apply.

It is important that all applicants can confirm that their current posts are secure for the proposed term of the award. It is appreciated that new lecturers may be serving a probationary period. Such lecturers should provide a letter of support from their Head of Department clarifying their status.

Awards are open to researchers in the early stages of their academic careers. To qualify the applicant would normally be expected to:

1. hold a lectureship or independent research fellowship;
2. be within 12 years of being awarded a PhD, exclusive of career breaks by the application deadline date;
3. have guaranteed employment for the duration of the project;
4. not currently hold an AS PhD studentship or an Undergraduate Student Summer Vacation Research Scholarship.

Those who have successfully applied the year before cannot apply again the following year (i.e., a gap of one financial year 1st October to 30th September) must elapse before the applicant is eligible to apply again.

1. **PLACE OF TENURE**

Projects will normally be carried out in University departments whose field of work includes anatomical sciences.

1. **SCOPE OF THE AWARD AND ADVICE ON COMPLETING THE APPLICATION**

**The award will provide a sum of up to £10,000.**

The nature of the project proposal is to be determined by the applicant, except that it must lead to defined research output and must develop additional skills, knowledge, or direction to enhance their future research activities. We envisage it might involve funding for a discrete, small or pilot research project and could provide the cost of lab consumables, purchase a specific piece of equipment unavailable to the researcher, access to equipment or services (microscopy, sequencing, proteomics, etc.). This grant should not be used to pay the applicant’s salary and generally not to extend contracts for other staff and students, except under exceptional circumstances that can be fully justified. The applicant might also propose travelling to another laboratory, providing this is, for example, to establish a new collaboration or to learn a new technique, but should not be used simply to extend existing collaborations. All applications must be fully costed and all costs justified.

1. **FINANCIAL ARRANGEMENTS**

**(a) Research costs**

The Society will only pay the approved projected research costs directly to the institution concerned. **Awards will not be paid directly to successful applicants.** **Finance departments are therefore expected to administer the award, including all travel related spending, and should present a single invoice for the full amount of the award to the Society within three months of the beginning of the project.** It is imperative that Award holders check that their university has made the necessary claim to the Society. Please note that the Society is unable to receive any retrospective claims.

**(b) Travel costs**

Travel related costs will be **itemised in the application as part of the budget** and included in the claim made at the beginning of the project. Any travel costs exceeding the estimated cost in the application will have to be met by the applicant. No supplementary funds will be granted by the Society. Please note that the grant should not be used to travel to or attend conferences.

**5. GENERAL CONDITIONS**

**(a) Length of tenure**

The length and timeline of the project is determined by the applicant and described and justified in the application. Projects lasting around a year are expected, but this will not be a rigid condition provided projects start within 6 months of the award and finish within 2 years of the award. Cost free extensions will be considered only in the light of unforeseen circumstances, for instance serious illness or injury.

**(b) Acknowledgement of Anatomical Society funding**

The Society will send Award holders some *‘Acknowledgement of Anatomical Society Funding Stickers’* to display in their laboratories. Please also note that all publications, presentations and posters should acknowledge the Anatomical Society funding.

**(c) Reports, publications and attendance at Anatomical Society Scientific Meetings**

Award holders will be required to submit a confidential Progress Report to the Anatomical Society within six months of starting, or halfway through the project, whichever comes sooner. They are also required to submit a confidential Final Outcome Report within six months of the project finishing. Proformas will be provided for this purpose.

Award holders will be required to submit a Project Resume at the start of the project and a Final Project Summary Report at the end of the project for publication via the Society’s communications channel (including: the Society’s website, Anastomosis (newsletter) and social media). Proformas will be provided for this purpose. Award holders will also be expected to engage with at least one promotional activity such as a podcast or webinar.

Award holders will also be asked to submit a list of any meetings attended, talks and poster presentations delivered, and publications submitted and/or accepted for publication at the time of the Final Outcome Report. Registration for an Anatomical Society meeting with abstract submission for oral or poster presentation is expected.

**The Society must be provided with two reprints of any relevant publications, and the support of the Society must be appropriately acknowledged in these publications. Failure to make appropriate acknowledgements will preclude the awardee from making any future applications to the Society for grants or studentships.**

**6. DATA PROTECTION/GDPR**

Data in connection with the Anatomy Research Development Awards is collected, processed and stored by the Anatomical Society in accordance with Data Protection and GDPR requirements.

**7. CORRESPONDENCE**

All **general** correspondence (including applications for research development awards, final reports, and enquiries about conditions of tenure and all non-financial matters) should be addressed to the current Honorary Secretary of the Society:

Professor Joanna Matthan (Honorary Secretary)

c/o Mary-Anne Piggott

Executive Administrator

Anatomical Society

c/o Department of Anatomy and Human Sciences

King’s College (Guy’s Campus)

Room HB4.2N Hodgkin Building

London, SE1 1UL

E-Mail: maryanne.piggott@kcl.ac.uk

All correspondence on **financial matters** (including invoices for research costs from University Finance Officers) should be addressed to the Honorary Treasurer of the Society:

Professor Kieran McDermott

Honorary Treasurer Anatomical Society

School of Medicine, Rm3-008

University of Limerick

Limerick V94 T9PX

Ireland

E-Mail: Kieran.mcdermott@ul.ie

**Finance Departments should note that the President and Honorary Treasurer of the Society are the only officers authorised to make any decisions regarding Research Grants.**

*File: ARDA Information and Conditions 20242 v3 261224*