



Research Grants: Information for Applicants

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Ménière's Society

The Rookery, Surrey Hills Business Park, Wotton, Surrey RH5 6QT

0845 120 2975 info@menieres.org.uk www.menieres.org.uk

Registered Charity Number: 297246

Information for Applicants

The process of allocation of funds will follow guidelines of good practice recommended by the Association of Medical Research Charities.

Research proposals submitted must relate to the aims and objectives of the Ménière's Society.

Applicants are requested to contact the Ménière's Society before putting significant work into a proposal to ensure the Society's research budget has not been exceeded.

Projects will be considered by the Trustees of the Ménière's Society and successful applicants will be asked to submit detailed plans.

The majority of projects will be sent for Peer Review. There will be a minimum of two reviewers per project who will make their recommendations to the Trustees of the Ménière's Society.

The Trustees will make the final decision based on the reports given by the Peer Reviewers.

Unsuccessful applicants will be informed in writing. Projects may be rejected because they do not reflect the current interests and priorities of the Society.

Thank you for your interest in applying for a grant from the Ménière's Society. If you have any queries, or require any further information, please email: research@menieres.org.uk or call 01306 876883.

Also included with this pack:

- Research Grant Application Form
- Agreement to Terms & Conditions of Research Grants Form
- Research Grant Application Checklist
- Spin Magazine
- Ménière's Society Annual Report

Types of Grant

To obtain the most effective results the Society awards three different types of grants:

1. **Bursaries and Travel/Training Grants**, e.g. to attend a conference (up to a value of c. £1,000)

These are usually awarded to individuals to attend conferences or support training which is particularly relevant to Ménière's disease. Funding may also be awarded to help launch training courses to improve the treatment of Ménière's disease. As a condition of the grant, recipients are expected to provide a full report to the Society. To be considered for a bursary or travel/training grant, applicants should apply in writing to the Director. The application will be put to the Society's Trustees for decision at the quarterly meeting following receipt of the application. In exceptional cases awards can be made between meetings.

2. **Minor research grants**, e.g. to purchase a piece of equipment (up to a value of c. £12,000)

These grants are aimed at enabling researchers time to explore a speculative area either to establish whether a larger research program would be appropriate, or to gain significant financial support or collaborators for a significant research program beyond the means of the Ménière's Society. This type of grant can also be used to obtain equipment to enhance a current research program in which case the Society would wish to have some influence on how the equipment was used after the research was completed. Applications should be sent to the Director at least one month prior to the quarterly trustee meeting. A decision will usually be made at the meeting although peer review may be required for certain projects

3. **Major research grants** in excess of £40,000 - normally awarded over a period of one-three years

Major research grants are awarded for significant pieces of research and often will take more than one year to complete. Any proposal in this category will usually be fully peer reviewed, the exception will be in the case of the Society part funding a major piece of research, in which case a peer review carried out by one of the partners may be acceptable. In applying for this type of grant, before committing to writing a full proposal it will usually be beneficial to submit a preliminary proposal giving an outline of objectives and likely cost to establish whether the Ménière's Society would be potentially interested and has the funds to support it. Proposals should be sent to the Director four weeks before a trustees meeting. Full proposals will be subject to peer review and are likely to take three to six months from submission to decision.

Research Policy

Introduction

Ménière's disease is described by its major symptoms: vertigo, tinnitus and deafness. Individuals have the symptoms with different intensities, variable over time and not necessarily all active at the same time. As Ménière's is often difficult to distinguish from other diseases of the inner ear e.g. BPPV the Society is very happy to consider research into related disease since this may lead to a better understanding of Ménière's as well. Through this document when Meniere's is talked about it should be understood as Ménière's and related diseases of the inner ear except where it explicitly refers to Ménière's disease only. Currently there is no clear understanding of how the disease develops and hence there is no way of halting or curing it; although it may spontaneously go into remission. As the disease is little understood and is not common, medical care and support can vary depending on the patient's location. As there is no obvious line of research to follow to cure the disease the Society spends a considerable part of its budget on research to help sufferers and their carers manage the disease better.

The Objects and Powers of the Ménière's Society Constitution state that the Society may:

- a. Promote, assist with or encourage schemes of research, education or technical training having as their basis the improvement of diagnosing, alleviating and curing Ménière's disease and related balance disorders.
- b. Promote scientific research into the causes of and alleviation and cure of Ménière's disease and related balance disorders and the publication of the useful results of such research.

Areas of Research Supported by the Ménière's Society

- a. Finding better ways of sharing current research information and patient' experience with other sufferers, carers and medical staff.
- b. Better understanding of the progress of the disease.
- c. Ways of modifying the environment sufferers live in, so as to reduce the likelihood of an attack- this covers physical environment, stress, diet etc.
- d. Develop methods that can warn sufferers of an impending attack in sufficient time to take action to avoid it or reduce its impact on their lives.
- e. Develop methods and treatments that reduce the impact of the symptoms of Ménière's disease on sufferers' lives. This covers direct treatment of the physical symptoms and also psychological techniques that allow sufferers to better handle the symptoms.
- f. A better understanding of how the drugs that are used to treat Ménière's disease work.

- g. Develop a better understanding of the symptoms of Ménière's disease which have the possibility of alleviating the symptoms, stopping its further development or preventing it developing in the first place.
- h. Develop an understanding of the causes of Ménière's disease.
- i. Develop a cure for Ménière's disease.

Peer Review

A minimum of two professionals will usually be consulted. For research intended for clinical use one of these will be a practising clinician. The peer review comments will be provided to the Society's Trustees for consideration prior to awarding the grant.

Animal Testing

The Ménière's Society accepts that in order to advance the understanding of the disease, find cures or alleviate symptoms experiments may be undertaken using animals. In these circumstances the Society will first satisfy itself that the research, if successful, will result in one of the following:-

- i. Improve the understanding of Ménière's disease. This can be either by providing a better understanding of the cause or the progress of the disease.
- ii. Lead to a treatment that will prevent, cure or retard the development of the disease.
- iii. Lead to a treatment that will prevent or retard the symptoms of Ménière's disease. In particular this includes symptoms concerned with balance disorders, deafness and tinnitus.

If animals are used only institutions that have Home Office licences will be used. In addition Home Office licences will be required for all investigators handling animals, the animal housing and husbandry and the experimental protocol.

The institution used will be required to have an Ethical Review Process. This confirms that the researchers have checked that all opportunities to reduce and replace animals have been examined and that the experimental process has been refined as far as possible to reduce any animal suffering.

Should the animal experimentation be carried out outside the UK, the Society will only support the work provided that the animal experimentation is carried out to at least the standard specified in the Home Office regulations.

Terms and Conditions of Research Grants

General

Grants may be authorised for up to three years. Funds will be made available on an annual basis. Funds for year two and year three, if applicable, will be made available on receipt of a satisfactory annual report.

The main annual report will be scrutinised by the trustees of the Ménière's Society and must include a lay summary. This lay summary may be used in publicity material. It should explain the problem, the aims of the research, the benefit that should be expected and the progress made. The lay summary should be no more than one side of A4. A final report including a lay summary is required at the end of the grant period.

Site visits may be made at any time subject to mutual agreement.

Grant holders must inform the Ménière's Society of the date that work commences and of any interruptions to the research programme. The Society reserves the right to review the grant in the event of such an interruption.

The Ménière's Society should be provided with details of all individuals being supported under its grant and notified of any change in personnel. The Society reserves the right to review the grant in the event of such a change.

Grant holders must inform the Ménière's Society of any proposed move to another research centre or hospital. This will normally be acceptable but the Society reserves the right to review the grant in the event of such a move.

Financial

Payment for salaries and other recurrent expenses will be made quarterly in arrears and against invoice. No reimbursements will be made against invoices submitted more than 12 months after the end of the grant period.

The total amount agreed at the outset will not be increased except under exceptional circumstances. Submissions should be calculated to allow for increments on salary scales, national pay awards and price rises over the period of the grant.

The Ménière's Society does not usually meet administrative and other overheads imposed by the University or other host institution as part of a grant application.

Equipment

Equipment purchased with Ménière's Society grants must be used as specified under the grant offer. The Society must be informed of any intended change of use and reserves the right to withhold consent to such a change. The grant holder is responsible for installation, maintenance, repairs and insurance costs.

The equipment may not be transferred to another establishment or research or clinical team without the Ménière's Society's prior permission. This will normally be granted if the equipment continues to be used for the benefit of people with Ménière's disease and no additional costs fall to the Society.

All equipment should be clearly marked with the name of the Ménière's Society.

Liability

Those supported by Ménière's Society grants are not regarded as being employed by the Society which accepts no liability as an employer. Employment on costs in respect to National Insurance, etc, as specified in the grant application, will be reimbursed by the Society but responsibility for these arrangements lies entirely with the grant-holder.

The Ménière's Society relies entirely on the host institution to ensure that the research supported is carried out in accordance with best practice in order to avoid damage, loss or injury to persons and property. The Ménière's Society requires the host institution to take all reasonable precautions to safeguard the health and safety of those involved in the research and all third parties affected thereby and accepts no liability for any accident, injury, or loss sustained by any person as a result of and /or in the course of that research. In accepting a Ménière's Society grant the host institution agrees to indemnify the Ménière's Society against any liability (including legal costs) arising from any claim made against the Ménière's Society in connection with or arising from the results of the research supported and confirms that it has obtained and will maintain in force for the duration of the grant and for a period of five years thereafter, public and professional indemnity insurance at the level appropriate to the risks involved.

In the event of scientific fraud it is the responsibility of the employing authority to investigate this. The Ménière's Society agrees to the grant providing the employing authority can produce evidence for dealing with scientific fraud. If a case of scientific fraud is suspected in the course of the research the Ménière's

Society should be notified. If adequate steps are not taken to investigate the fraud the Ménière's Society will suspend the grant. If fraud is proven the Ménière's Society will terminate the grant immediately and may request funds already paid out to be returned.

Ethical Approval

Evidence of Ethical Committee approval will be required before the grant can be confirmed.

Intellectual Property

The Ménière's Society should be informed of any possible commercial exploitation of the results of the research supported. Acceptance of the grant gives the Ménière's Society the right to receive a share of any commercial returns commensurate with the financial or other assistance given.

If, at any time, it is considered that the work may produce or contribute to material worthy of patent, copyright or any other form of protection, grant holders must advise the body responsible for the exploitation of intellectual property in their organisation and ensure that no publication of results occurs before an application for patent protection has been made.

Acknowledgements and Publicity

The Ménière's Society is dependent on voluntary support from its members and the public and needs to keep them informed on the progress of the research. Grant holders are asked to help with appropriate publicity and to inform the Society in advance of any publication arising from the research it supports in order that the Society may consider the publicity potential.

The Ménière's Society's support should be acknowledged in all publications and spoken presentations and, when possible, in talks and interviews.

The Principal Grant Applicant, Head of Department and Finance Officer should complete and sign the enclosed form confirming their agreement to the above Terms and Conditions of Research Grants and return the form with their completed application.

How to Apply

Applying for a Bursary or Travel/Training Grant

Please send your request in writing to the Director at the address on page 9.

You should include in your letter:

- Full details of the grant requested
- The date(s) of the event and duration.
- The total amount of funding required and whether you are requesting full or part funding.
- Details of how this will benefit both you and people suffering with Ménière's disease/vestibular disorders.

Requests for funding are passed to the Trustees of the Meniere's Society for consideration and decision. The Trustees meet four times a year in March; June; September and December. Applications should reach the Ménière's Society four weeks before a Trustee meeting in order to be discussed at that meeting. Applicants will be notified of the outcome within ten days of the meeting.

Applying for a Research Grant

Before putting significant work into a full application for research funding, you are advised to contact the Ménière's Society with the following information to ensure our research budget has not been exceeded.

Please write to or email the Director at the address on page 9 including the following information:

- A brief outline of your proposed research
- How the research will benefit both you and those suffering from Ménière's disease/vestibular disorders
- An indication of the amount of funding required
- Whether your request is for full or part funding

If your research meets the Society's criteria and funding is available you will be invited to submit a full application to the Ménière's Society.

Applications for research funding are passed to the Society's Trustees for consideration. The Trustees meet four times a year in March; June; September and December. Applications should reach the Ménière's Society four weeks before the Trustees meet in order to be discussed at that meeting. Projects which meet the Ménière's Society criteria are then submitted for independent peer review before a final decision is reached. Please note that it is likely to take a minimum of three to six months from submission to decision.

Research Grant Application Checklist

If you are submitting an application for a research grant, please make sure you enclose the following:

- Completed Research Grant Application Form
- Lay Summary of Project (no more than one side of A4)
- Full Research Proposal Document
- Signed Terms and Conditions of Research Grants
- CVs of all Applicants

Submitting Your Application

Please send your completed application to:

Natasha Harrington-Benton

Director

Ménière's Society

The Rookery

Surrey Hills Business Park

Wotton

Surrey RH5 6QT

We recommended that your application is sent recorded delivery.

If you wish you may also email a copy of your application to research@menieres.org.uk.

About the Ménière's Society

The Ménière's Society is the only registered charity in the UK dedicated solely to supporting people with vestibular disorders causing dizziness and imbalance. The Society provides information to patients and those who care for them, health professionals and the general public. Members are from all over the UK, with a small number overseas. The Society was founded in 1984 and acquired charitable status in 1987.

Helping patients

With over 25 years experience providing information to those affected by vestibular disorders, the Ménière's Society helps people source specialists in their local area, publishes a quarterly magazine, Spin, and factsheets on a variety of subjects (e.g. driving, surgery and vestibular rehabilitation) and provides a telephone information line during working hours. Peer support is also encouraged.

Working with professionals

The Ménière's Society maintains an active relationship with interested clinicians and researchers. Authoritative contributions to the Society's publications and magazine, Spin, are welcomed. In return the Ménière's Society provides a valuable source of information and support for their patients.

Research

Where possible the Ménière's Society funds vital research into vestibular disorders. Current and recent research supported by the Society includes a Clinical Trial in Refractory Ménière's Disease: Transtympanic Gentamicin vs. Transtympanic Steroids (Imperial College, London); The Use of C-VEMP and O-VEMP Tuning Curves to Predict and Monitor Ménière's Disease (Leicester Royal Infirmary); Postdoctoral Fellowship: Building a research programme to help people cope with vestibular symptoms (University of Southampton).

Raising funds and awareness

The Ménière's Society is funded solely through subscriptions and donations. Sponsored events such as the British 10k London Run and recent publicity in the national press help increase public awareness of vestibular conditions and the severe challenges they present. The Ménière's Society holds an annual conference and awareness week which takes place in October. Publicity and awareness opportunities aim to raise the profile of balance disorders and the work of the Ménière's Society.

Contact Us

✉ Ménière's Society, The Rookery, Surrey Hills Business Park, Wotton, Surrey RH5 6QT

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