Animal Free Research UK

Guidance for Summer Student

Applicants 2022

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1. What we will and won't fund

1.1 Animal Free Research UK general criteria

In awarding grants, Animal Free Research UK will only fund research that is animal-free.

Grants are not available simply in support of non-animal research per se. The research must be directed towards replacing the use of animals in current procedures within the Research Group, the University and/or, preferably, in the wider field.

Only research that is directly relevant to human health will be funded. Acceptable approaches may include, but are not limited to, the use of human volunteers, epidemiology, human cell lines, *ex vivo* or primary human tissues or cells, 3D organoids, organ-on-a-chip, microorganisms, plants, human sub-cellular components in vitro, biophysical and biochemical analytical techniques, or computer technology.

Full details of our policies can be found in the Animal Free Research UK Policies, [Terms and Conditions for Summer Student Programme](.).

Animal Free Research UK will not:

a) support research that requires or involves the use of living animals, animal tissue, animal cells or cell lines, even though the ultimate aim may be to replace their use;
b) fund the purchase or maintenance of animals, animal tissue or animal cell lines for any reason;
c) fund the purchase of animal serum or any animal-based biomaterials where non-animal alternatives exist and can be used;
d) fund the use of human embryonic or foetal stem cells;

and anyone who is by any means supported by Animal Free Research UK must not be involved in any way in such research or activities.

Animal Free Research UK shall only consider funding research:

a) using human cells, if the Grant Holder has provided evidence of cell authentication or incorporates an authentication protocol to eliminate the possibility of misidentification or cross-contamination of cell lines and comply with Good Cell Culture Practice. Guidance on Good Cell Culture Practice can be downloaded from the [Animal Free Research UK Website](.). (https://www.animalfreeresearchuk.org/wp-content/uploads/2018/09/GCCPtaskforcereport2.pdf)
b) using human foetal tissues, cells, cell lines or embryonic tissues, cells, cell lines, if these have been freely donated by the consenting individual or derived from freely donated consenting individuals and/or their nominated and ethical provider/source. The Grant Holder must provide details of the ethical and consent aspects of donation. Research using human embryonic or foetal stem cells will not be funded. Embryonic and foetal tissue and cell research remains a contentious issue, if the Grant Holder has any concerns or doubts about their use contact Animal Free Research UK;
c) using human placenta, amnion, and umbilical cord, if these have been freely donated by the consenting individual and/or their nominated and ethical provider/source following normal full-term births, miscarriage or stillbirth. The Grant Holder must provide details of the ethical and consent aspects of donation;
d) using specific animal derived biomaterials, with the exception of animal serum and polyclonal antibodies, where their use has been fully justified and where there is clear evidence that without their use, the Funded Activity cannot take place. There should also be clear instruction on how the Funded

Activity will, during the course of the Funded Activity, aim to replace their use over time. For the avoidance of doubt, Animal Free Research UK will not fund the purchase of any animal serum, or the development and production of de novo polyclonal antibodies.

1.2   Project criteria

We are accepting applications for both lab-based and computer-based research projects. For example, we encourage and are thrilled to support bioinformatics, computational or systematic review projects.

Proposed projects must have been tailored together with the Supervisor as well as the time duration (minimum 8 weeks and maximum 12 weeks). It must have the potential to be carried out during the summer and to be completed before the end of August.

The Summer research project must have the potential to replace any currently regulated animal experiment in the UK.

Research that requires or involves the use of animals (defined as any organism of the Kingdom Animalia, excluding humans) in any way, even though the ultimate aim may be to replace their use, will not be supported.

2. Who can apply?

2.1   Student eligibility criteria

Student must be undertaking or have recently completed a degree in a research area requiring or related to animal replacement such as biomedical science, bioinformatics, chemistry, biophysics etc… Undergraduate students must have completed at least two years of their degree. Students must be available to attend our Summer School event that will take place in early September, as they will be required to present their summer project in the form of a 3min oral presentation with Power-Point slides as a support.

Animal Free Research UK is committed to supporting a diverse and inclusive research environment where there is equal access to funding opportunities. We actively seek and encourage applications from individuals from diverse backgrounds.

We encourage students who wish to undertake a summer research project to get in touch with a potential supervisor to discuss the opportunity to work with them.

Applications from any geographical area within the UK are eligible for consideration.

2.2   Supervisor eligibility criteria

Application can only be made by the Student Supervisor.

All applications from previous recipients of grants or from previously unsuccessful applicants will be considered on their own merits.

Student Supervisor do not need to be tenured or have a permanent contract to apply, they must be staff member at an appropriate facility (University, Hospital, Company…). Researcher, PhD Student, Post-Doctoral Researcher, Research Assistants, Technicians or Lab managers are also eligible to be the grant holder for the project.

3. Review process and notification of decision

All grant applications will be subject to initial assessment by the Science Manager to ensure they meet the basic criteria for funding. Applications will be then thoroughly reviewed by the Science Director and decision will be made together with the Science Manager.

Animal Free Research UK will aim to inform applicants of the outcome of their application for funding within six weeks of the grant call deadline.

4. Grant monitoring and publications

It is the policy of Animal Free Research UK to monitor all grants made. To this end, before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out and progress will be assessed against agreed targets and/or milestones. Payment of grant instalments will be dependent on the receipt of quarterly invoices and satisfactory progress being demonstrated by providing progress report at the end of the Summer, detailing fully the results and outputs from the project.

Failure to submit reports at the time specified may also jeopardise the successful completion of the Summer Studentship.

5. Publication of work and engaging the public

Animal Free Research UK are committed to engaging the public with the science we fund. This is of particular importance as the public fund our scientists and are actively interested in how our research is meeting our strategic aims. Our Grant Holders have a responsibility to consider where and how best to engage the public with their science. Applicants should indicate in their proposal how they intend to communicate their project and expected results to scientific and public audiences.

6. The Application

All applications must be made through the Animal Free Research UK application portal. Link to the Summer Student application can be found on the Animal Free Research UK website: https://www.animalfreeresearchuk.org/summerstudent/apply-now/.

Each one of the following supporting documents should be uploaded separately into the relevant section of the application form. All documentation must meet the following requirements:

- o   File format: Office365 compatible - Word (doc, docx) or Excel (xls, xlsx)
- o   Page size: A4
- o   Font: Arial/Calibri size 11pt
- o   Paragraph: Single line spacing
- o   Margins: Page margins must not be less than 2cm
- o   References: Can be provided with numbered in-text citations.

Heading	Information required

Personal Statement from the Student	- A-levels or equivalent and above results to date, including University results to date. - Your personal reasons for wanting to participate in an animal replacement Summer Studentship. - How would the Summer Student Programme help kick-start your career as an animal free researcher? - Why is research without experimenting on animals important to you? - How this research project fits in with your degree course/scientific career. - What your future plans and career aspirations are. This can include information on where and how you are going to continue your education or work plans as well as any degree/course you will be enrolling on if applicable. **Maximum of 1 side of A4. Submitted in Section 3 of the Application – 'Student Details'**
Collaboration with other scientists or departments (optional)	Include a copy of the written agreement of these parties to the research proposal. **Submitted in Section 4 of the Application – 'Project Details'**

7. How to apply online - submission process

7.1 Blackbaud Grant making

IMPORTANT: **Late applications will not be accepted, regardless of the reason** (computer problems, power outages, internet connectivity issues etc.), so plan to fill in and "SUBMIT" the application well in advance of the deadline. If you are "in progress" at the deadline, you will be locked out of the application. This is the default behaviour of the system and is not a policy of Animal Free Research UK.

7.1.1 To Start a new Online Application

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please register using the 'New Applicant?' link found below.
- An account allows you to access your saved and submitted applications at any time.
- It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.
- Only your E-mail Address is required for registration purposes

For assistance please call the AFR UK office on 01462 436 819 or email grants@animalfreeresearchuk.org

E-mail

Password

New Applicant?   Forgot Password?

Login

Supported internet browsers:

> Windows or Mac: Firefox or Chrome
> Windows only: Internet Explorer 10, 11 or Edge for Windows
> Mac only: Safari for Mac

Either: Click on the link (from our website or Science e-newsletter) to access the new application screen. You will be redirected to the Application login page (Figure 1) if you are not already logged in, otherwise you will be taken straight to the application page. Links to Summer Student application form and to the portal are available at: https://www.animalfreeresearchuk.org/summerstudent/apply-now/

OR: Log into (or create) your online account to access the application form. If you have previously applied using our Online system you can access your account using the following link: www.GrantRequest.co.uk/SID_63?SA=AM

7.1.2   Creating your Online Account

Each applicant must use one online account with a unique e-mail address, so each applicant's applications are saved individually in one account. This will allow easy access to your online application history. If you create multiple accounts using multiple e-mail addresses, it will become very complicated for you to access your history/documents.

Note the e-mail/password used to create your account. Use this same e-mail/password to login to your account on the grant portal to access your online grant history and any applications in progress.

Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.
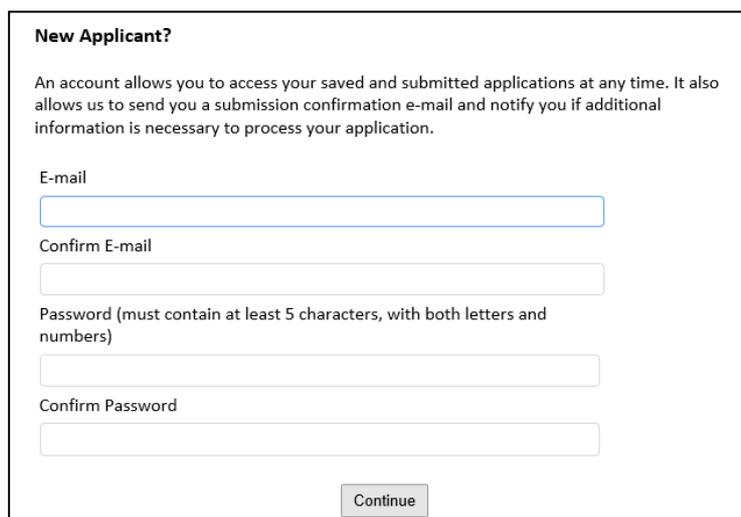
New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Continue]

Figure 2 – Registration screen for first time users of the Blackbaud Grantmaking system.

7.1.3   Accessing Your Online Account

Once you create an account, you will be able to access new or saved applications, and if successful, submit reports and other documentation.

Accessing your saved applications ("in progress/drafts" or "submitted"):

Log into your account at www.GrantRequest.co.uk/SID_63?SA=AM to access your saved drafts and your

submitted requests; sign in and select "in progress" or "submitted" in the drop down menu to see those applications (Figure 3).

Do not use the new application form link on the website to access saved drafts. If you use the application form link, it will create a new application each time you use it. If you keep entering the system through the application form link, you will end up with multiple copies of "draft/in progress" applications.

- **Select "in progress"**, to continue working on draft applications which have not been submitted and are still in draft form
- **Select "submitted"**, to view the applications that you have submitted. You cannot edit submitted applications.
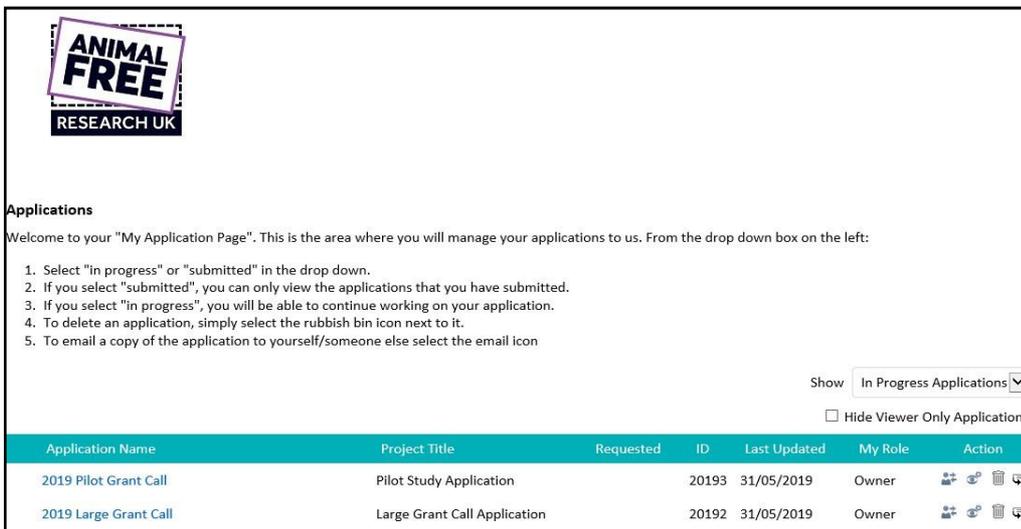- **To delete an application**, select the rubbish bin icon next to it.

Figure 3 - Your personal applications landing page. This is where all your saved applications will be listed.

7.2 Application Form: "How To" start a new application

Click on the "new application" link on the Animal Free Research UK website or Science e-newsletter email for Summer Studentships.
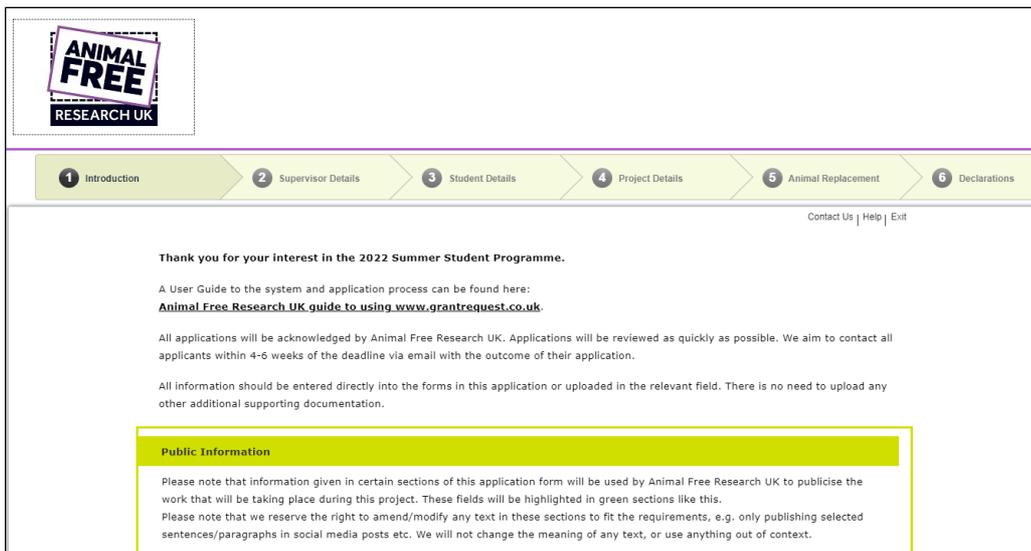

Figure 4 – Summer Student Call application home screen.

If you are trying to access an application already in progress (and NOT start a new one), see "Accessing Your Online Account" above and use the account URL not the "new application" link.

When working on the application: always click the "SAVE" button at the bottom of the page before closing or your work will not be saved.

You do not have to complete the application in one sitting. To come back and work on the application later: Click "SAVE", and sign out. You can then and sign back into your account later to complete and submit it at a later time (directions below). Click "SAVE" regularly in case of computer or internet issues or power outage.

The application will not be submitted to Animal Free Research UK until you click the "SUBMIT" button.

When the application is in your account as an "in progress" draft, Animal Free Research UK cannot see or access the application.

7.3   Contact Information

The contact information relates to you, the applicant, not to a Grants/Programme Manager at your organisation. If these details (for a Grants/Programme Manager) need to be provided, then please use the "Request Contact" field ONLY, as this information will be added as a secondary contact.

The e-mail address listed on your application form as the "organisation e-mail" is used as your unique identifier, so each applicant must have a unique e-mail address. If you use the same e-mail address as the "organisation e-mail" for different applicants, the account/records may be merged by the system when importing, possibly deleting important information related to the specifics of an application.

When filling in an application, you MUST use your organisational contact info (e-mail, phone, mailing address) in the fields listed as "Organisation". Do NOT use your personal (home) information in these fields.

7.4   Filling in the Form

You are able to work directly in the application window and save and return to it when necessary.

> PLEASE NOTE: the application for does not 'auto-save' any data entered – you MUST press the save button at the bottom of each page of the form to save any data you have entered.

- Fill in the application form, by entering your data directly in the fields.
- To navigate through the pages, use the buttons at the bottom or the tabs at the top of the page.
- Limit the use of bullets, extra lines as spaces and other formatting. For points in a list in a field form, use a dash then enter your text.
- "SAVE" the application as "in progress" using the buttons at the bottom to come back and work on it later.

To return to your application DO NOT use the new application form link on the website. Log into your account here: https://www.GrantRequest.co.uk/SID_63?SA=AM. If you use the new application form link, it WILL create a new application each time you use it.

- Remember to "SUBMIT" the application prior to the application deadline. If the application is open and you are working on it when the deadline cut-off occurs, the system will close and will not allow the submission past the deadline.

7.4.1   To print a paper/offline copy of the questions

If you prefer to read through a print copy before entering your answers in the online form, or read through the questions then draft your answers in a word processing program to then copy and paste into the online form fields, you can 'export' a copy of the questions by following the instructions below:

Open the application and select "**Printer Friendly Version**" (Figure 5). Note: the check box answers will not print off unless you select each of the boxes.

You can then read the form, draft your answers in a word processing program, then copy and paste each answer into the appropriate field in the online application form.

If copying and pasting from a word processing program, limit your use of bullets, and other formatting. Use a dash (-) instead of bullets (•).
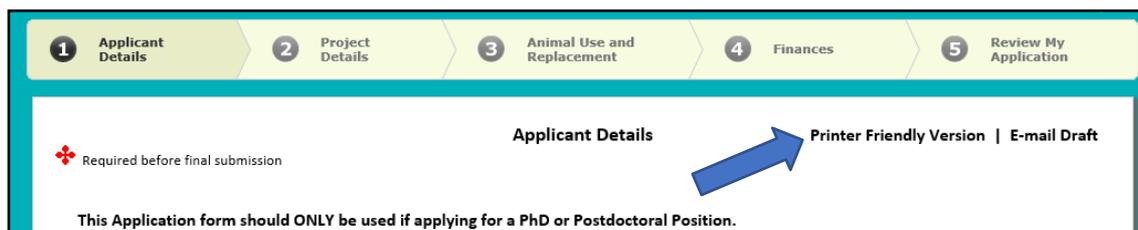

Figure 5 – Click 'Printer Friendly Version' to get an overview of the complete application. You can copy+paste the questions and any inputted text into a word processing document if you prefer to complete the application offline.

7.4.2   To e-mail a copy of the draft application

To e-mail a copy of a completed (but not submitted) application or a draft version of an application to yourself or to someone else for review or discussion, select "e-mail draft" (Figure 5). Note: the check box answers will only print the ones that have been selected. If no choice/option has been made these will appear blank on any email/printed version of the application form.

7.4.3   Attachments

Attachments are allowed (where requested in the application) up to a **MAX of 20 MB per application** (not per file uploaded). If you have very large images or additional documents that need to be submitted with your application, it is better to provide a link to an online storage solution (Dropbox, Google Drive, OneDrive etc.) from where we can download the files.

If you have multiple documents (such as letters of support) it is best to either scan or copy and paste them together to combine them into one document to upload.

When attaching electronic files, use PC compatible file formats (.doc; .docx; .xls; .xlsx etc.). We will not be able to open/process MAC-only compatible files/formats.

7.5   How to Submit the Completed Application

NOTE: Late applications will not be accepted, <u>regardless of the reason</u> (computer problems, power outages, internet connectivity issues etc.), so plan to fill in and "SUBMIT" the application well in advance of the deadline.

When your application is complete: you must click the "SUBMIT" button on the final screen of the application form and submit the application before the deadline.

Once you "SUBMIT" successfully you will receive a confirmation e-mail (sent to the registered e-mail) with a copy of your application.

If you do not see the e-mail in your inbox, which should arrive within a few minutes of submission, check your "junk" or "spam" folders. Add mail@grantapplication.com to your safe senders list in your e-mail program to ensure you receive all system communications.

If you still do not see the confirmation e-mail, log out and log back in to your Blackbaud Grantmaking online account – if the draft is still "in progress" then re-submit.

7.6   Browser Compatibility for the Online Application Portal

Supported Browsers (latest versions preferred) for PC or Mac:

Internet Explorer 10, 11 for Windows
Edge for Windows
Mozilla Firefox for Windows or Mac
Chrome for Windows or Mac
Safari for Mac

Issues Common to All Browsers

- Viewing is best using a resolution of 1680 x 1050 or larger. Lower resolutions may require use of full screen mode (F11) to access some buttons or fields.
- Custom modifications to the default browser settings may cause compatibility issues.
- Zoom levels (more than 100%) may cause loss of scroll bars.
- If your browser blocks cookies (especially third party ones), you may experience problems logging in.

Known Browser Issues

Internet Explorer

If using IE and your computer is blocking the site, or not allowing pop-ups, please use following steps: Setup/Verify Pop-up and Security Settings

- Go to Tools > Pop-up Blocker > Pop-up Blocker Settings.
- Add the Online Applications site to the list of Allowed Sites in your Pop-up Blocker: https://www.grantrequest.com
- Click Close.
- Go to Tools > Internet Options > Security tab.
- Click Trusted Sites and then click the Sites button.
- Add the Online Applications site: https://www.grantrequest.com

Firefox

Scrolling may not be available In Firefox for Windows: When using Firefox, you may encounter scrolling issues depending on which version of Firefox you are using. Screens may not display horizontal and vertical scroll bars. If scroll bars are present, the scroll wheel on your mouse may not work.

The workaround: As an alternative, use the arrow keys to navigate the website. If scroll bars are displayed, you can click and drag the scroll bar to move through the page. If the issue persists, it is recommended to use IE/Chrome.

Document Prepared: 2022-01-21. Correct at time of preparation.

8. Contact

For further information/enquiries/queries, contact Animal Free Research UK.

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Animal Free Research UK is a registered charity in England and Wales (No. 1146896) and Scotland (No. SC045327) and a company limited by guarantee in England and Wales (No. 08015625).