

# Applying for a Ménière's Society Research Grant



**Ménière's Society**

helping people with dizziness and balance disorders

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Thank you for your interest in applying for research funding from the Ménière's Society. Further information and an application form are included in this pack.

Also included with this information pack:

- Research Grant Application Form
- Agreement to Terms & Conditions of Research Grants Form
- Research Grant Application Checklist
- Spin Magazine
- Ménière's Society Annual Report
- Balancing Everything Out: Fifteen years of research into dizziness, balance and the pathology of balance.

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# Information for Applicants

- All applications are submitted to the Society's Trustees for decision. Trustees meet four times a year in March, June, September and December.
- Applications should be submitted to the Meniere's Society by the 15<sup>th</sup> of the month preceding a trustee meeting.
- The process of allocation of funds will follow guidelines of good practice recommended by the Association of Medical Research Charities [www.amrc.org.uk](http://www.amrc.org.uk).
- Research proposals submitted must relate to the aims and objectives of the Ménière's Society.
- Applicants are requested to contact the 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 Society. The Trustees will make their 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.

If you have any queries, or require any further information, please email:

[research@menieres.org.uk](mailto:research@menieres.org.uk) or call 01306 876883.

# Types of Grant

The Meniere's Society awards the following types of grants:

## 1. Bursary, travel or training grants

Bursaries and travel/training grants are usually awarded to individuals to attend conferences or support training which is particularly relevant to vestibular conditions. Applicants should apply in writing, giving details of the amount of funding requested, the purpose of the funding (e.g. training, travel) and how it will be of benefit to you and those affected by vestibular disorders. Grants of this type do not normally exceed £1000. Application letters should be sent to: The Director, Ménière's Society, The Rookery, Surrey Hills Business Park, Wotton, Surrey RH5 6QT. The application will be put to the Society's Trustees for decision and is usually made at the quarterly meeting following receipt of the application.

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

These grants are aimed at enabling researchers the 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 may wish to have some influence on how the equipment was used after the research was completed. Applicants should complete the grant application form and send to the Director at least four weeks 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. Research grants over £12,000 and not exceeding £40,000

Applicants should complete the grant application form and send to the Director at least four weeks prior to the quarterly trustee meeting. All applications will be subject to peer

review to ensure they meet the Society's criteria. A decision will usually be made within three to six months following receipt of the application.

#### 4. Major research grants in excess of £40,000 - normally awarded over 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.

##### Stage 1: Preliminary enquiry

Applicants should, in the first instance, submit a preliminary proposal, not exceeding two sides of A4, giving an outline of objectives and likely cost to establish whether the project meets the Ménière's Society criteria and to confirm the Society has available funds to support the project. Projects will be considered by the Trustees of the Ménière's Society and eligible applicants will be asked to submit a full application. If the project does not meet the aims of the Ménière's Society or where demand on our funds is high, we may be unable to request an application from you.

##### Stage 2: Submitting a full application

Applicants should complete the grant application form and send this to the Director six weeks before the quarterly trustee meeting. Full proposals will be subject to peer review and are likely to take 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 Ménière'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 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. 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. 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 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 Ménière's 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 Mérière's Society grant the host institution agrees to indemnify the Mérière's Society against any liability (including legal costs) arising from any claim made against the Mérière'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 Mérière'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 Mérière's Society should be notified. If adequate steps are not taken to investigate the fraud the Mérière's Society will suspend the grant. If fraud is proven the Mérière'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 Mérière's Society should be informed of any possible commercial exploitation of the results of the research supported. Acceptance of the grant gives the Mérière'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 this is full or part funding.
- Details of how this will benefit both you and people suffering with 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 by the 15th of the month preceding 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 by the 15th of the month preceding a Trustee meeting 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 email your application to [research@menieres.org.uk](mailto:research@menieres.org.uk).

We recommend hard copies of the application are sent by recorded delivery to:

Natasha Harrington-Benton, Director

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

# About the Ménière's Society

## Ménière's Society: helping people with dizziness and balance disorders

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.

## Helping patients

With over 30 years' experience providing information to those affected by vestibular disorders, the Ménière's Society helps people source specialists in their local area, publishes a tri-annual 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 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. Visit [www.menieres.org.uk/research](http://www.menieres.org.uk/research) to find out more about projects we're currently supporting and read our paper Balancing Everything Out, which highlights 15 years of our research programme.

## 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.

<http://www.menieres.org.uk/support-us>

## Annual Events

Balance Awareness Week (September); Conference and AGM (October)

# Contact Us



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www.menieres.org.uk



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