

Applying for a Research Grant

Thank you for your interest in applying for a research grant from the Ménière's Society.

All the information you need, plus an application form is included in this pack. If, once you've read the pack, you have any questions please contact us: research@menieres.org.uk or call 01306 876883.



Grant applications should be sent to:

The Director, Ménière's Society, The Atrium, Curtis Road, Dorking, Surrey RH4 1XA.
Applications may also be submitted by email to: research@menieres.org.uk.

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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. With over 30 years' experience providing information to those affected by these conditions, the Society provides information to patients and those who care for them, health professionals and the general public.

We help people source specialists in their local area, as well as publishing a magazine, Spin, three times a year. We produce factsheets on a variety of subjects (e.g. driving, surgery and vestibular rehabilitation). The Society also provides a friendly, confidential telephone information line during working hours. Peer support is also encouraged.

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.

The Society receives no government income and is funded solely through subscriptions, donations and fundraising activity. Recent publicity in the national media helps increase public awareness of vestibular conditions and the severe challenges they present.

Aims and objectives

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

- 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.
- 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.

The overall aims of research funded by the Ménière's Society are therefore: to improve the diagnosis and treatment of Ménière's disease and other vestibular disorders. The ultimate aim is to contribute towards finding a cure. To achieve these aims, there are four objectives:

1. To improve the accuracy of diagnosis of vestibular disorders.
2. To develop our understanding of the aetiology, symptoms and progression of vestibular disorders.
3. To improve and develop the management and treatment of vestibular conditions
4. To improve support for sufferers.

Importance of vestibular research

A significant proportion of the population will experience some kind of dizziness during their lives. 30% of people will see their GP before the age of 65 with dizziness; it is the commonest reason for a GP appointment over the age of 75.

Ménière's is a devastating and multifactorial condition that affects an estimated 1:1,000 people and typically includes four main symptoms: vertigo, hearing loss, tinnitus and aural fullness. There is no cure, but people are affected to varying degrees and may be unilateral (one ear) or bilateral (both ears).

Other vestibular disorders include: Benign Paroxysmal Positional Vertigo (BPPV); vestibular neuronitis;



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labyrinthitis; autoimmune inner ear disease; Superior Canal Dehiscence Syndrome; Perilymph Fistula; unilateral or bilateral vestibular hypofunction and ototoxicity. The reach of these conditions, as a whole, is considerably greater than Ménière's alone, affecting probably an estimated 5% of the population at some time in their lives.

The wider spectrum of balance disorders includes several conditions, such as vestibular migraine, and persistent postural-perceptual dizziness (PPPD), that are frequently misdiagnosed as Ménière's. The difficulty of accurate diagnosis and the consequent mistreatment of patients therefore means that the potential reach of the research funded by the Ménière's Society's will extend well beyond Ménière's alone. It will have important consequences for all balance disorders.

What we fund

The Ménière's Society wishes to support high quality research that furthers its objectives. As a charity, it is reliant on subscriptions, donations and income from fundraising activities. Only a proportion of this may be spent on research, so the amount of available funding varies from year to year. The Society actively seeks to promote partnership funding where possible. Applications are therefore encouraged which contain a match-funding component. However, this does not preclude seeking full funding from the Society.

The Ménière's Society encourages cross-disciplinary research. We recognise the complex problems of vestibular disorders may not be solved through the lens of a single discipline.

The Ménière's Society also encourages patient-led and patient-involved research. The unpredictability, variability and frequent misdiagnosis of vestibular disorders leads to a situation in which patient involvement is crucial to achieving the improved understanding that is sought in our aims and objectives.

The Ménière's Society is committed to impact and public engagement wherever appropriate. It actively seeks to find better ways of sharing current research information and patients' experience with other sufferers, carers, medical staff and the wider public. It is expected that any research funding application will give consideration to the wider benefits and dissemination of the research and to specify appropriate measures for public engagement and impact.

Types of grant awarded

A. Bursary, travel, training or equipment grants

Grants for bursaries or travel/training are usually awarded to individuals to attend conferences or support training which is particularly relevant to vestibular conditions. This type of grant may also be used to obtain equipment to enhance a current research programme and/or offer better support to patients. Grants of this type do not normally exceed £1000.

B. Minor Research Grant (up to a maximum value of £11,999)

Minor grants may comprise either a fully defined project or a piece of speculative research that may lead on to an application for a long award. They may be used to gain financial support or collaborators for a significant research project beyond the means of the Ménière's Society alone.

C. Major Research Grant (£12,000 or higher)

Major grants for specific, significant and/or longer-term projects are highly dependent on the availability of sufficient funds. They will normally include some match-funded components, either from the research organisation or other funding body.



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How to apply

A. Bursary, travel, training or equipment grants

- A letter of application should be sent to The Director, Ménière's Society, The Atrium, Curtis Road, Dorking, Surrey RH4 1XA, UK.
- Applicants should provide the following details:
 - amount of funding requested
 - purpose of the funding (training, travel, etc)
 - date(s) required
 - hospital/university department, or other organisation, if applicable
 - how the funding will benefit you/your organisation
 - how the funding will benefit those affected by vestibular disorders
- Trustees meet March, June, September & December - the application should be received by the first day of the month preceding a trustee meeting.
- A decision will usually be made at the quarterly trustee meeting following receipt of the application.
- Applicants will be notified of the outcome of their application within ten working days following the trustee meeting.

B. Minor Research Grant (up to a maximum value of £11,999)

- Applicants should complete the Ménière's Society Research Grant Application Form in full
- A lay summary of the research should be provided and should not exceed one side of A4
- The full research proposal document should not exceed four sides of A4
- Supplementary information, if applicable, should be provided to support the application
- Trustees meet March, June, September & December - the application should be received by the first day of the month preceding a trustee meeting.
- A decision will usually be made at the quarterly trustee meeting following receipt of the application.
- The Society's trustees reserve the right to request peer review for an application
- Decisions on peer reviewed applications will be made at the following trustee meeting.
- Applicants will be notified of the outcome within ten working days of the trustee meeting.

C. Major Research Grant (£12,000 or higher)

- Step 1 – Preliminary Application
 - Applicants, in the first instance, are recommended to submit a preliminary request in writing, giving an outline of the project and an idea of the amount of funding requested.
 - Preliminary applications should not exceed two sides of A4 and can be submitted by post or email.
 - The trustees will review the preliminary application to ensure that it is within the Society's criteria and we have available funds to support the application.
 - If the project meets the Society's criteria and funding is available, applicants will be invited to submit a full application.
- Step 2 – Application Process
 - Applicants should complete the Ménière's Society Research Grant Application Form in full
 - A lay summary of the research should be provided and should not exceed one side of A4
 - The full research proposal document should not exceed four sides of A4
 - Supplementary information, if applicable, should be provided to support the application
 - Trustees meet March, June, September & December - the application should be received by the first day of the month preceding a trustee meeting.
 - All applications will be subject to independent peer review.
 - A decision will usually be made at the quarterly trustee meeting following peer review
 - A decision will usually be made within six months following receipt of the application.
- Applicants will be notified of the outcome within ten working days of the trustee meeting.



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Submitting your application

All applications are submitted to the Society's Trustees for decision. Trustees meet four times a year in March, June, September & December. Applications should be received by the first day of the month preceding a trustee meeting.

Month of Meeting	Application Deadline
March	1 February
June	1 May
September	1 August
December	1 November

Application forms, letters of application and preliminary enquiries should be sent to:
The Director, Ménière's Society, The Atrium, Curtis Road, Dorking, Surrey RH4 1XA.

Applications may also be submitted by email to: research@menieres.org.uk.

Peer review

Peer review will be undertaken by a minimum of two independent experts that may include medical professionals, academics and researchers with appropriate expertise to evaluate research proposals. For research intended for clinical use one of these will be a practising clinician. The peer reviewers will prepare an anonymous feedback report for trustees. The reviewers will also make a recommendation to the Trustees, which will be either to: approve, request further information, or reject the application.

Animal testing

The Ménière's Society accepts that in order to advance the understanding of the disease, find cures or alleviate symptoms experiments may, from time to time, be undertaken using animals.

The elaboration of a compelling scientific case is an essential prerequisite for justifying the use of animals. Applicants are expected to have developed their proposals in accordance with the cross-funder guidance for the use of animals in research:

Responsibility in the Use of Animals in Bioscience Research

<https://www.nc3rs.org.uk/sites/default/files/Responsibility%20in%20the%20use%20of%20animals%20in%20bioscience%20research%20-%20July%202015.pdf>

Experiments using animals must comply with the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012 and any further embodiments, in:

- Using the simplest possible, or least sentient, species of animal appropriate
- Ensuring that distress and pain are avoided wherever possible
- Employing an appropriate design and using the minimum number of animals consistent with ensuring that scientific objectives will be met.



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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

Funds for major grants 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 guidelines for the annual report will be provided on receipt of funding, but will typically include progress of the research as measured against the initial project plan, financial management, impact and public engagement matters. 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.

The study should commence within six months of the award letter, unless otherwise agreed.

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.



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The Mènière's Society does not usually meet administrative and other overheads imposed by the University or other host institution as part of a grant application. Financial management should be overseen by the research institutions financial management systems. All applications should specify the contribution, either direct or indirect (or in kind) to be made by the host institution.

Equipment

Equipment purchased with Mènière'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 Mènière's Society's prior permission. This will normally be granted if the equipment continues to be used for the benefit of people with Mènière's disease and no additional costs fall to the Society.

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

Liability

Those supported by Mènière's Society grants are not regarded as being employed by the Mènière'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 Mènière'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 Mènière'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 Mènière's Society grant the host institution agrees to indemnify the Mènière's Society against any liability (including legal costs) arising from any claim made against the Mènière'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 the research does not commence, you agree to refund the Mènière's Society any grant payments already distributed.

Any unused funds should be returned to the Mènière's Society at the end of the project; or if the project is discontinued.

In the event of scientific fraud, it is the responsibility of the employing authority to investigate this. The Mènière'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 Mènière's Society should be notified. If adequate steps are not taken to investigate the fraud the Mènière's Society will suspend the grant. If fraud is proven the Mènière'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.



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Intellectual Property

The Mérière's Society should be informed of any possible commercial exploitation of the results of the research supported. In the event that the research will be subject to commercial exploitation, a specific contract (including non-disclosure agreements where appropriate) will be negotiated and agreed between the Society and the PI/host institution. If a project is not to be commercially exploited, then an appropriate statement to that effect must be made on the application form. This may be reviewed by mutual agreement. 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.

Reporting

Regular progress updates should be provided to the Mérière's Society; to be submitted to trustees at their quarterly meetings.

Projects with a duration of over one year should supply an annual progress report to the Society.

A report of findings should be provided for publication in the Mérière's Society magazine, Spin (during the research and/or on completion).

A presentation of the results of the research should be provided to the Mérière's Society Conference on conclusion of the project.

Further Acknowledgements and Publicity

Publicity relating to the research must credit the Mérière's Society as a funder.

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

Agreement to Terms and Conditions

The Principal Grant Applicant, Head of Department and Finance Officer should complete and sign the attached Agreement to Terms and Conditions of Research Grants and return this form with their completed application.



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Research Grant Application Form

Please send your completed form and supporting documents to: Natasha Harrington-Benton, Director, Ménière's Society, The Atrium, Curtis Road, Dorking, Surrey RH4 1XA.

- 1. Please give the name and contact details for the main contact for this application. The Ménière's Society will use these details to get in touch regarding your application.**

Name:	
Address:	
Telephone:	
Email:	

- 2. Please give details of all applicants. Applicants and individuals to be supported should attach their CVs, together with details of published papers.**

Full Name and Title	Department/Establishment	Post Held

- 3. Name and address of Institute/Hospital administering the grant, if approved:**



4. Department accommodating the project:

5. Title of project:

6. Summary of research (for a lay audience):

7. Project timeframe:

Proposed start date:		Proposed duration:	
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8. Please give details of the nature of support requested (e.g. equipment, staff costs, etc):



9. Total support requested:

Year 1:	
Year 2:	
Year 3:	

10. Number of hours per week that the applicants will devote personally to the project:

Name of Applicant	Number of hours per week

11. Financial support requested:

	Grade/ Further details	Year 1	Year 2	Year 3	Total
Personal support of applicant					
Research staff (medical/scientific)					
Number of posts (full/part-time)					
Technical/other					
Number of posts (full/part-time)					
Addition for superannuation and national insurance					
Materials and consumables					
Travel (please specify)					
Apparatus and equipment					
Total (VAT is not payable on any element of the grant)					



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12. If our related research is being supported by an agency other than your employer, please state which organisation(s), the value of their support and its duration.

Organisation	Support provided	Duration

13. Are you applying elsewhere for support for work that is part of the proposal? If so, to which organisation(s) and when is a decision expected?

Organisation	Decision expected

14. Is the proposed research likely to lead to a patentable or otherwise commercially exploitable result? If so, what is the possible product resulting?

15. a. Is ethical committee approval required? YES/NO (delete as applicable)

b. If Yes, when and on what basis will this be obtained



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I have read the terms and conditions of the Ménière's Society Research Grants and, if my application is successful, I agree to abide by them. I shall be actively engaged in and have day-to-day control of the project.

Main applicant's signature: _____ Date: _____

Print name: _____

This application should be submitted by the Head of Department and the officer who would be responsible for administering any grant that may be awarded. Both should sign the following:

I confirm that I have read this application and that, if granted, the work will be accommodated and administered in the Department in accordance with the Ménière's Society's Terms and Conditions. All necessary licences and approvals have been or are being sought.

Signature of Head of Department: _____ Date: _____

Name and title: _____

Department: _____

I confirm that the Institution will administer the grant, if awarded, and that the staff grading and salaries quoted are correct and in accordance with normal practice of the Institution.

Signature: _____ Date: _____

(Officer responsible for administering grant)

Name: _____

Post held: _____

Institution/Hospital: _____



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MENIERE'S SOCIETY

TERMS & CONDITIONS OF RESEARCH GRANTS

Please sign below to confirm your agreement to the Mènière's Society Terms and Conditions of Research Grants.

We agree to the Terms and Conditions of Research Grants, as detailed in the Mènière's Society Research Grant Information Pack:

Principal Grant Applicant

Print name: _____

Signature: _____ Date: _____

Head of Department

Print name: _____

Signature: _____ Date: _____

Finance Officer/Bursar/Registrar * on behalf of the grant-holding institution

** please delete as applicable*

Print name: _____

Signature: _____ Date: _____

Please return this form to the Mènière's Society with your completed application.



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Research grant application checklist

	✓
Completed grant application form or letter of application	
Lay summary of project (not exceeding one side of A4)	
For major grant applications, a scientific abstract of the project (not exceeding one side of A4)	
Full research proposal document (not exceeding four sides of A4), to include: <ul style="list-style-type: none">• The full title of the project• Purpose of the investigation and statement of scientific value of applicability• Methods of research• Detailed justification of the support requested• Details of any institution or background support available to the project	
Signed terms and conditions of research grants	
CVs of all applicants	

Please return your completed application form and accompanying documents to:

Natasha Harrington-Benton
Director
Ménière's Society
The Atrium
Curtis Road
Dorking
Surrey RH4 1XA

Email: research@menieres.org.uk

Tel: 01306 876883

If you post your application, we recommended it is sent recorded delivery. Alternatively, you may email your application to research@menieres.org.uk.



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