

RSTMH Small Grants Programme – Terms and Conditions

Purpose of small grants

To enable early career researchers and global health professionals in the field of tropical medicine or global health to undertake clinical or scientific research and/or fieldwork, either as stand-alone projects or distinct elements within a larger project. They are for those who have not received a research grant in their own name before.

Thematic priorities

Applications focused on the thematic areas listed in RSTMH's five-year strategy are encouraged. These are listed below:

- Neglected tropical diseases, with a particular focus on their overlap with non-communicable diseases and the Sustainable Development Goals
- Malaria, with a particular focus on drug resistance
- One Health and wider planetary health. The consideration of human health alongside animal health and the environment, in the context of social, economic and political factors
- Topical issues including, but not limited to, emerging diseases
- Drug resistant infections

We are also interested to see applications related to snakebite, mycetoma and other skin NTDs and other deep mycoses, co-morbidity and NCDs, coronavirus and emerging diseases.

Small grant value and timeline

The maximum RSTMH small grant awarded is £5,000 (including VAT).

One or more grantholders may be funded or part-funded by one of the specific funds listed below. If this is the case, we may ask you to participate in separate award activities.

- Sir Leonard Rogers Fund
- Denis Burkitt Fellowship Fund
- Garnham Fund
- Centenary fellowship Appeal Fund

The project should start no earlier than four months after the closing date for applications. It should be completed within a year of receiving funding from us. Please indicate on the application form if you expect the project to finish after this time.

Open for applications	1 February 2021
Deadline for applications	29 April 2021
Funding payments made	August 2021
Projects start	August-December 2021
Projects finish	By December 2022
Reports due	By March 2023

The key dates for the programme are above. If you are not able to deliver your project or report to these timings (notwithstanding unexpected changes) then please consider whether you should apply to this round.

If you are unable to complete your project we will ask for a refund of unspent funds.

For transparency we will use anonymised data from applications for marketing purposes to demonstrate the number, geographical spread, gender mix, disease and sector representation. By applying for a small grant you are agreeing to these terms and conditions.

Small grant eligible costs

Small grants can be used for the following expenditure:

- Consumables
- Fieldwork expenses, including per diems for staff, standard class travel to, from and within site(s) and accommodation
- Items of equipment or software. The grant costs cannot be solely used to fund equipment
- Research involving animals. Grantholders must abide by the local laws regarding the use of animals in research
- Computers or tablets (up to 10% of the budget)
- Personal allowances
- Training course, tuition or bench fees that are related to and directly relevant to the project (up to 20% of the budget)

Small grant ineligible costs

- Conference registration fees, travel and accommodation
- Publication fees
- Miscellaneous or contingency costs
- Business class travel or alcohol consumption
- Part funding for PhD studentships

The majority of the grant cannot be used for travel to another country to carry out the research.

Receipts must be kept for up to seven years after the final report has been submitted as they may be audited by RSTMH and/or funding partners.

Once a grant is awarded and when paying staff or personnel for work carried out on the grant, grantholders must set out the name of the person, the work they will be doing and the cost for hours worked. Once the work has finished, the grantholder and person undertaking the activity must sign the document to confirm the work has been completed. This document must be kept for seven years (this is an audit requirement) after the final report has been submitted as they may be audited by RSTMH.

If this grant application is part of a larger research programme, matched funding must be in place at the time of submission of the Small Grants application. In addition to the application budget, applicants must also include a brief outline of the larger research programme's budget in the application. Applicants must also provide a letter of support from a senior member of the research programme.

Application criteria

Applicants for a small grant can be based anywhere in the world and can be of any nationality.

Applicants must meet the following criteria:

- Be early in their career. *Guidance for this is below, we do not define this in terms of years of work or study, or age*
- Have a clear research plan for which they are seeking support
- Ideally be employed by, or affiliated to an organisation, though we will consider applications from those not affiliated or employed. Should awardees seek to transfer to another institution during an award, written permission is required from RSTMH and this may be granted only in exceptional circumstances
- Demonstrate limited alternative sources of funding
- Have access to adequate supervision
- Have the appropriate insurance to carry out the research

- Hold a registered bank account. Please note that a condition of an award is that grant funds are paid into the grantholder's personal bank account and not an institutional account. If this presents an issue, please let us know
- Be an RSTMH member. *Applications can be submitted from non-members but, if successful, grantholders must join RSTMH before funding will be supplied.* Grants funded by RSTMH will have the grantholder membership fee deducted from the grant, if they are a non-member
- Have not received an RSTMH small grant
- Submit only one application for a small grant per year
- Cannot be an RSTMH small grants global assessor
- Grants awarded cannot be transferred to other individuals or institutions

References

The application must be supported by two referees, one of which should be a senior member of the employing or affiliated organisation. The other should be the applicant's direct supervisor or individual directly supporting the research. References must be on headed paper and must be complete and uploaded to Submittable by the deadline. Applications without submitted references from both referees will be deemed incomplete and not assessed. Referees should use an institutional email address and not a personal email address to submit their reference. If that is not possible, a personal email address can be used.

The supervisor should assess and clearly comment on:

- The feasibility of achieving the project's aims with the resources defined in the application
- The relevance of the project to your research
- The benefit of the project to the wider community
- Verify that to the best of their knowledge the applicant meets the guidance for being early in their career
- The mentorship and support available to the applicant

The senior member from the employing or affiliated organisation should comment on:

- The training and career development opportunities available to the applicant
- The availability and use of relevant institutional resources
- The mentorship and support available to the applicant

Guidance on 'early career' eligibility

We would like to ensure as many early career researchers and professionals can apply for a small grant as possible, and we encourage people from a range of disciplines and sectors to apply.

To ensure equity and fairness of opportunity, RSTMH aims to be as inclusive as possible in regard to suitable applicants. Rather than a definition focused on specific roles, qualifications held, or age, we choose to supply guidance around the profile of applicant that may be suitable for a small grant.

Applicants should meet this profile and should not have received funding in their name before. The applicant's supervisor must verify this as part of the reference and application process.

We expect candidates to be able to:

- Carry out research under supervision
- Have the ambition to develop knowledge of research methodologies and discipline
- Have demonstrated a good understanding of a field of study
- Demonstrate the ability to produce data under supervision
- Use critical analysis, evaluation and be able to synthesise new and complex ideas
- Competently explain the outcome of their research and value thereof to colleagues
- Not be in a position to, or have, lead an independent research programme

Criteria used to assess applications for small grants

- Importance of the proposed research
- Quality of the project design and methodology
- Feasibility of the project
- Impact
- Environment, mentoring, support
- Value for money

Requirements of grantholders

The grant awarded by RSTMH may only be used for the project described in the original application. Any funds not used for that specific purpose must be returned.

A report (minimum 1,000 words) must be submitted to RSTMH for formal review by the Grants and Awards Committee and for potential promotion by RSTMH within three months of the project being completed.

The report should contain the following elements:

- Result of the project
- Outcomes of the project
- Information about any leverage or impact of the project on 1) your career 2) your ongoing research 3) the field of tropical medicine or global health 4) details of other ways the grant has helped you
- Any images that help to illustrate your research and outcomes
- How you plan to disseminate the results of your project

When preparing your RSTMH Small Grant final report, you must include your project budget and budget expenditure. The expenditure should include a brief breakdown of what was spent. The amounts should be in British pounds (GBP). You should also have collected receipts for all payments made, which we or our funding partners may need for audit purposes.

Failure to submit the report within this timeframe will result in the grantholder having to reimburse the full value of the grant to RSTMH. In such cases, future applications for funding will not be considered.

RSTMH's support must be acknowledged in all written publications and oral presentations arising from the project. The RSTMH logo will be supplied for this purpose, and other materials can be provided on request.

Failure to disseminate results and to acknowledge the support of RSTMH will result in monies being recovered and future grant applications being disregarded.

For transparency we would like to announce our small grant recipients on our website, social media channels and through our communications. If you have any concerns about this, please let us know.

Once the reports about your proposal are received, we would like to talk to you about how we can showcase this work in our journals, at our meetings and through our communications channels. It is your responsibility to let us know of any information in your application form that is sensitive. Please let us know if you would like us to help promote your work.

Withdrawal of small grants

RSTMH reserves the right at any time and without notice to withdraw a small grant, either in full or in part, if the grant holder fails materially to comply with these conditions.

Modification or variation of conditions

RSTMH reserves the right to modify, add to, or vary these conditions, as it sees fit. It will give prior notice to the grantholders of any changes. RSTMH will seek to ensure that the grantholder is not disadvantaged by such changes.

By applying for an RSTMH small grant you are agreeing to share the details of your application with RSTMH, including our team and volunteers, our selected suppliers and funding partners and assessors for the purpose of assessing and managing your application, and if your application is successful, of supporting your research.

The decision of the Grants and Awards Committee is final.

If you have any technical problems with filling out an application form, please email support@submittable.com

If you have a question about the scope and content of your proposal, please email gil.shalom@rstmh.org