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| SENIOR EQUINE CLINICAL SCHOLARSHIPSAPPLICATION PACK 2023For Clinical Scholarships commencing in the twelve months from 1 April 2024 |
| This pack includes information and documents for applicants for Senior Equine Clinical Scholarships: |
| Part 1 | Information on the support available from the Horserace Betting Levy Board (HBLB) for Senior Equine Clinical Scholarships. |
| **Part 2** | Terms and Conditions of Senior Equine Clinical Scholarships. Please read these carefully before completing the application form. |
| **Part 3** | Animals in Veterinary Research – Policy Statement  |
| **Part 4** | Notes and instructions on completing the application form. Please read these carefully before completing the form. |
| Information and instructions contained in this pack may be modified in any year. *Please ensure that you have the most up to date version before applying for an award.* Applications can be accepted only on the 2023 application form. |
| For further information please contact the HBLB Equine Grants Team at equine.grants@hblb.org.uk. |



PART 1 SENIOR EQUINE CLINICAL SCHOLARSHIPS

**1. INTRODUCTION**

One of the HBLB’s statutory functions is to apply levy income for purposes conducive to the advancement or encouragement of veterinary science or veterinary education. The award of Senior Equine Clinical Scholarships (“Clinical Scholarships” or “Scholarships”) is aimed at developing and maintaining a core of highly trained, specialist equine clinicians and pathologists whose expertise is available to the Thoroughbred racing and breeding horse.

Clinical Scholarships aim to produce highly trained **clinicians and pathologists** who are research-literate and broadly educated in wider aspects of veterinary sciences. They provide for training to allow young veterinarians to gain specialist qualifications with additional emphasis on a research project, and the broader aspects of learning such as publication and teaching.

The awards are made to veterinary graduates who have at least two years’ experience in veterinary practice, whose degree is recognised by the RCVS and who wish to pursue an equine oriented clinical career on the conclusion of the award. The award must lead to at least one higher qualification, such as a European Diploma or equivalent. The training programme may be in any discipline, but is expected to have particular focus on the racing, breeding or rearing of the Thoroughbred horse.

Clinical Scholarships are awarded to the host institute and are tenable for four years. The institute is responsible for selecting a Scholar for the award. The individual selected must meet the HBLB’s eligibility criteria (see section 6 below) and the selection is subject to the HBLB’s approval.

Applications for Clinical Scholarships must be submitted by the proposed Supervisor. **A maximum of three Clinical Scholarship applications may be submitted by any one institute in any one year.**

Scholarships may be undertaken in British University Veterinary Schools or research institutes, either alone or together with private veterinary practices with adequate and appropriate facilities for the conduct of post-graduate equine veterinary clinical and research training. Private veterinary practices are not eligible as lead applicant, but are encouraged as co-applicant.

Grants for Clinical Scholarships include provision for an annual stipend (at a rate determined by the HBLB) to the Scholar and for expenses directly connected with the Scholarship programme (see the Terms and Conditions of Senior Equine Clinical Scholarships for further information).

The number of awards is subject to the availability of funds. The HBLB is committed to keeping the Thoroughbred racing and breeding industries and the equine veterinary profession informed about its investment in the equine veterinary field, including in post-graduate education. Supervisors and/or students holding Clinical Scholarships may be asked to co-operate by providing information for the HBLB’s websites, or in other ways, such as presenting papers at conferences held under the Veterinary Advisory Committee’s aegis.

**2. AIMS AND OBJECTIVES**

The primary aim of the Clinical Scholarship is to develop the Scholar’s expertise in the chosen discipline. The programme should give broad experience of equine and, if relevant, comparative clinical disciplines from case material referred to hospitals and/or first opinion practices and provide experience in other areas, including research, teaching and writing.

To meet these aims a structured programme is required, including the following objectives:

1. Rigorous training in all aspects of the chosen field, with appropriate and adequate experience of cases in that field.
2. The attainment of at least one higher qualification, such as a European Diploma or equivalent. The HBLB does not support the attainment of a RCVS Certificate within the programme, except where it is necessary for the achievement of another, higher qualification, for example in the case of an RCVS Diploma. The application must show explicitly how the scholar will meet the requirements of the relevant Credentials committee including case logs, attendance at conferences etc.
3. Where appropriate to the delivery of i and/or ii, applicants are encouraged to build into the programme time away from the host institute for the Scholar to attend other centres of excellence, in order to see a sufficiency and variety of cases, and to recognise how these cases are diagnosed and treated in different centres. Where another centre is so involved, a second Supervisor in that centre should be named in the application; that Supervisor may have input into the selection of the Scholar for the post.
4. Undertake a clearly defined clinical research project. When making the application, the applicant should clearly define the aims and objectives of the project and set out the background, experimental design, timetable and expected outcomes. It is expected that the project should occupy a minimum of 20% per year of the Scholar’s time on average. Programmes which include a strong research component, to MSc level, will be preferred. The attainment of an MSc is desirable, but is not expected if the research project is to be or may be converted to a PhD after the end of the award.
5. Gain understanding of (i) ethical and legal matters relating to research, (ii) research funding and (iii) research planning and preparation of grant applications. In relation to (iii), formal training, through courses, workshops or other appropriate means, is expected.
6. Experience of teaching.
7. Training in writing papers for publication in refereed scientific journals, and publication of at least two substantial papers in refereed journals, preferably as first author. Publication of at least one of the papers is expected during the period of the award, and publication of other papers is expected during, or in a timely manner after, conclusion of the award. The Scholar is also expected to give presentations at scientific meetings.
8. Participation in regular case discussions and journal reviews with senior colleagues and opportunities to attend relevant Conferences and Scientific Meetings.
9. Gain experience of working in a team with academic and support staff and other Clinical Scholars or Residents.

Adequate time away from clinics for research, private study, and/or preparation of papers for publication must be provided. The specific timings of research and clinical blocks should be designed by the supervisor to best suit the needs of research training and maximise the scholar’s opportunities to gain higher qualifications.

1. **EVALUATION OF APPLICATIONS**

Clinical Scholarships are awarded through a competitive process involving external peer review and evaluation by the Education Sub-Committee of the HBLB’s Veterinary Advisory Committee (VAC). The HBLB is committed to ensuring that this is carried out in a responsible, fair, non-discriminatory and transparent manner.

1. **Criteria**

The Education Sub-Committee evaluates the overall quality of the application and its ability to deliver the aims and objectives of Clinical Scholarships set out at section 2 above.

**ii. Referee System**

As a rule, the VAC no longer consults external referees on clinical scholarship applications.

**iii. Education Sub-Committee**

All applications and referees’ opinions are sent to the Education Sub-Committee members, with exceptions noted at b. above. Members may discuss an application with the external referees if they wish, in strict confidence. After evaluation, the Education Sub-Committee ranks the applications in order of merit. The one award that is usually available in any year is recommended for the application of the highest merit. The recommendation is put to the VAC for endorsement and subsequently to the HBLB for decision.

The Education Sub-Committee members do not take any part in the evaluation of applications from their own institute. In this case, the application, and all associated papers are withheld from the member concerned and he/she is excluded from discussion of the application.

Members of the VAC and the Sub-Committee cannot be proposed as, or act as, Supervisors for Clinical Scholarships.

**4. Timetable**

The HBLB invites applications for grants for Clinical Scholarships once a year. Applications can only be made using the HBLB’s current application form and are to be submitted by the proposed Supervisor. The deadline for submission for awards in the twelve months from 1 April 2024 is **2pm on Tuesday 11 July 2023**. Late applications are not accepted.

Following the evaluation process, the Education Sub-Committee’s recommendation for the award of a Clinical Scholarship is, subject to endorsement by the VAC, considered by the HBLB for decision. For the current round, this decision is not expected before mid-December. The decisions on all applications, successful or unsuccessful, are communicated to applicants by email shortly after the HBLB’s decision.

Details of the Clinical Scholarship(s) approved for funding by the HBLB and accepted by the host institute are published on the HBLB’s website.

**5. COMMUNICATION WITH APPLICANTS**

After submitting an application, the applicant should not seek any communication about the application directly with any member of the VAC or the Education Sub-Committee. This applies both during and after the evaluation and decision making process. Any queries or other communication regarding the application must be channelled through the HBLB’s equine grants staff. The HBLB and the VAC/Education Sub-Committee do not discuss decisions about Clinical Scholarship awards.

When funding decisions are communicated to applicants, the external referees’ opinions are usually passed to the applicant anonymously, whether or not the application is to be funded. This is intended to be helpful to the applicant. The HBLB and the VAC/Education Sub-Committee do not discuss the referees’ opinions with applicants.

**6. CRITERIA FOR SELECTION OF SCHOLARS**

Host institutes awarded a Clinical Scholarship will be required to select a Scholar who, among or in addition to the institute’s own selection criteria for clinical scholars:

1. holds a veterinary degree recognised by the Royal College of Veterinary Surgeons;
2. has at least 2 years’ post-qualification veterinary clinical experience;
3. is suitable to undertake, and committed to undertaking, all aspects of the Clinical Scholarship training programme;
4. has fulfilled any pre-residency training required prior to entry to the Clinical Scholarship, as stipulated by the relevant professional college;
5. wishes to pursue an equine veterinary career, with particular reference to the racing, breeding or rearing of the Thoroughbred horse, at the end of the Scholarship.

**7. FURTHER INFORMATION**

For any further information on Senior Equine Clinical Scholarships, please contact the HBLB’s Equine Grants Team at equine.grants@hblb.org.uk



**PART 2 TERMS AND CONDITIONS OF**

SENIOR EQUINE CLINICAL SCHOLARSHIPS

**For Clinical Scholarships commencing in the twelve months from 1 April 2024**

**1. Purpose**

The HBLB awards Senior Equine Clinical Scholarships (“Clinical Scholarships”) to enable veterinary graduates with experience of practice to undertake full-time specialised higher equine clinical or pathology training and other defined training and to achieve one or more higher professional qualifications, on the following terms and conditions.

These terms and conditions apply to all Scholarships funded by HBLB or administered by HBLB on behalf of partner funders.

**2. Award of Senior Equine Clinical Scholarship and Eligibility of CANDIDATE Scholars**

Clinical Scholarships are awarded to eligible institutes (“host institutes”). The host institute is responsible for the recruitment and selection of an individual to fill the Clinical Scholarship post (“the Scholar”). The host institute must select an individual who:

a. holds a veterinary degree recognised by the Royal College of Veterinary Surgeons;

b. has at least 2 years’ post-qualification veterinary clinical experience;

c. is suitable to undertake, and committed to undertaking, all aspects of the Clinical Scholarship training programme;

d. has fulfilled any pre-residency training required prior to entry to the Clinical Scholarship, as stipulated by the relevant professional college;

e. wishes to pursue an equine veterinary career, with particular reference to the racing, breeding or rearing of the Thoroughbred horse, at the end of the Scholarship.

NB HBLB requires all Scholars to undertake media training organised by their host institutes. The aim is to develop the communication skills of HBLB Scholars to enable them to promote understanding of equine veterinary research amongst both expert and general public audiences.

**3. APPOINTMENT OF RESEARCH SCHOLARS**

HBLB no longer requires approval of the appointment of candidates to Clinical Scholarships, but is available for consultation if required. HBLB does require a copy of the CV of the appointed candidate.

**4. Duration and Dates of Clinical Scholarships**

The award is tenable for four years, subject to satisfactory progress.

Clinical Scholarships awarded in the 2023 funding round should commence on the first day of any month during the twelve months from 1 April 2024, with the agreement of HBLB. Once the date of commencement has been agreed, the HBLB must be informed immediately of any need that might arise to change the date.

In special circumstances (including time unavoidably lost during the Clinical Scholarship), the duration of the award may be extended with the HBLB’s prior written approval. Any such extension is unlikely to be supported by funding additional to that approved for the first four years.

**5. Liability and Claims**

Scholars are not employees or the responsibility of the HBLB and the award does not constitute a contract of service with the Scholar. The HBLB accepts no liability for Scholars, or any claim in relation to them (including compliance with, and claims for compensation under, any statute or common law and health and safety requirements) within the HBLB’s approved grant for the Clinical Scholarship.

**6. Reports**

The Scholar must submit a written progress report in a specified form to the HBLB at the end of each of the first, second and third years, on a date specified by the HBLB. Both a written final report and a digital lay report (in PowerPoint format) will be required on a date specified by the HBLB, no later than four months after the award’s agreed date of conclusion. The lay report will be in the public domain and should therefore not contain any information that is confidential or commercially sensitive (see section 15 below). Additional progress reports may occasionally be required.

The Supervisor must submit a confidential written report of the Scholar’s progress, to the same timetable as for the Scholar reports, as set out above, or as specified by HBLB.

**7. Absence**

Arrangements for the Scholar’s absence for holidays and other purposes are a matter for the host institute but no more than eight weeks’ holiday (including public holidays) may be taken each year.

Prolonged absences, for medical or other reasons, on the Scholar’s part that might interfere with the completion of the Scholarship programme must be reported by the Supervisor to the HBLB, which may, in consequence, apply further conditions to the award. The stipend will normally continue to be payable during the first continuous month of authorised absence. Thereafter, the situation and future arrangements will be reviewed by the HBLB in consultation with the Supervisor and any other individuals at the HBLB’s discretion.

The Supervisor must notify the HBLB immediately of any unauthorised absence on the Scholar’s part. Such absence may lead to termination of funding for the Scholarship.

**8. Abeyance**

Scholars are expected to complete their training in a single continuous period (apart from authorised absences). The placing of Scholarships in abeyance is therefore discouraged. However, where the Supervisor believes that abeyance is necessary, he/she should contact the HBLB immediately. If the HBLB approves the abeyance, detailed arrangements will be determined in the light of the circumstances of the case.

**9. FINANCIAL MATTERS**

a. Grants

A grant will be made by the HBLB to the host institute for each year of the Clinical Scholarship, subject to satisfactory progress. The host institute will use the annual grant to provide for:

1. A tax-free stipend to the Scholar. The HBLB determines the value of stipend to be paid by the host institute to the Scholar.
2. An expense allowance for the Scholar that may be used for expenses directly connected with the Scholarship programme. For example, tuition fees, research project costs, books or journals, travel, conference registration fees and examination fees for higher qualifications.

 The HBLB will not increase the expense allowance for:

1. overseas students who are subject to higher tuition fees than home and EU students;
2. students at Cambridge University who are subject to college fees.

 However, the host institute may choose to allocate some or all of the expense allowance to cover these additional costs. This will correspondingly reduce the sum available for other eligible expenses.

The annual value of the scholarship is set at the time of the award.

Overheads are NOT payable in relation to Clinical Scholarships.

b. Responsibility

The Supervisor is responsible for ensuring that claims to the HBLB for expenditure on the Scholarship do not exceed the grants approved by the HBLB and for advising his/her institute’s finance office of approved grants and of these Terms and Conditions of Senior Equine Clinical Scholarships.

c. Reimbursement

The host institute must claim to the HBLB for reimbursement of expenditure within the approved grant. Claims must be submitted, using the HBLB’s Grant Claim Form, at quarterly intervals beginning from the agreed start date of the Clinical Scholarship.

The final claim must be submitted within four months of the Clinical Scholarship’s agreed date of conclusion. Final claims submitted later than this will not be reimbursed unless by prior arrangement with the HBLB.

Settlement of the final claim will be withheld until the final report and PowerPoint presentation are received by HBLB unless a later submission date is agreed with HBLB.

d. Expenditure of Grants

Monies from a grant will not be paid to the host institute before the start of the 12 month period to which the grant relates, except with the HBLB’s prior written approval.

e. Over-expenditure of Grants

The HBLB will only reimburse expenditure up to the amount of the approved grants. Any over expenditure is the responsibility of the host institute.

f. Under-expenditure of Grants

Unexpended amounts of the grant at the end of any year will be carried forward and will be available in the subsequent year(s), without further reference to the HBLB, for expenditure incurred in direct relation to the Clinical Scholarship programme.

Amounts unspent after reimbursement of the final claim will become immediately unavailable to the host institute.

g. Disallowance of Expense Claims

The HBLB reserves the right to disallow claims, in full or in part, which it considers do not comply with these Terms and Conditions of Senior Equine Clinical Scholarships or with the requirements of the Grant Claim Form.

h. Control of Expenditure and Auditing

The control of expenditure under the HBLB’s grants must be governed by the normal standards and procedures of the host institute, and must be covered by that institute’s formal audit arrangements. HBLB reserves the right to perform spot checks on information held on funded scholarships to ensure that the terms and conditions of the grant are being adhered to, following reasonable prior written notice.

Please note that HBLB will examine the most recent published and audited accounts of any applicant institution in the course of assessing eligibility. Where an application is received from an institution new to HBLB, evidence of the most recent professional accreditation may be requested.

HBLB reserves the right to make relevant enquiries as required to validate information held on funded awards to ensure that the terms and conditions of the grants are being adhered to. HBLB also reserves the right to request, where necessary, an independent audit of the grant at any time during or after the grant, subject to reasonable prior written notice.

The control of expenditure within HBLB is required to be in accordance with the requirements of HM Treasury’s Managing Public Money Handbook.

i. Eligible Costs

Further detail is given in the table appearing below showing permissible expenditure for Scholarships.

**10. Publications**

At least two substantial papers arising from the Clinical Scholarship programme should be published in refereed journals, preferably with the Scholar as first author. Publication of at least one paper is expected during the period of the award, and publication of other papers is expected during, or in a timely manner after, conclusion of the award. This should include the full citation with a digital link to the online version of record (i.e. doi). Pdfs may also be provided if the journal’s copyright agreement permits this.

HBLB will fund up to £2,000 towards the cost of Open Access to publications arising from funded research, provided that proof of publication is received from the host institute. This sum should be included with the overall amount applied for.

**11. Acknowledgements**

The Supervisor must ensure that the Scholar acknowledges the HBLB’s support in written publications and oral presentations arising from the Clinical Scholarship, referencing the unique HBLB grant code.

**12. Change of Supervisor**

If the Supervisor moves to another institute, or if a change of Supervisor becomes necessary for any reason, the HBLB’s approval for the Clinical Scholarship to continue under a new Supervisor must be sought and received in writing in advance.

**13. SCIENTIFIC PROCEDURES USING ANIMALS**

Adherence to the HBLB’s Policy on Animals in Veterinary Research forms part of these Terms and Conditions of Clinical Scholarships. Acceptance, by any institution/body, of a grant for a project involving the use of animals includes acceptance of the Policy Statement set out at the end of these Terms and Conditions.

**14. LICENCES AND CONSENTS**

All necessary licences and consents required for the Clinical Scholarship must be held by the host institute throughout the duration of the Scholarship and all conditions and requirements attached to such licences and consents must be complied with. Copies of any such licences and consents shall be produced to the HBLB on request.

**15. PROTECTION OF COMMERCIALLY RELEVANT INFORMATION AND MANAGEMENT OF DATASETS**

The Scholar or the host institution is requested to inform the HBLB of any results that may be considered commercially valuable, including patent protection, for the purpose of the HBLB’s own evaluation of the outcomes arising from its veterinary investment. The HBLB should also be advised if publication of the results of the project will be delayed as a result of a patent pending.

The HBLB does not seek to derive any financial benefit arising from its funded projects.

HBLB should be advised of large datasets (such as sequencing data) that are generated as a result of the research project. These datasets should be made available to applicants applying for HBLB funding for related work and must be lodged in the public domain in association with our publication policy.

**16. ACCEPTANCE OF GRANTS**

Clinical Scholarships offered are not valid until they and the Terms and Conditions of Veterinary Clinical Training Scholarships have been accepted in writing by the host institute and any other parties whose acceptance might be required by the HBLB.

**17. Termination of Clinical Scholarships and Withdrawal of Grants**

Either the HBLB or the host institution may terminate this funding agreement, and the HBLB may withdraw the grant in full or in part by giving the other party 90 days’ written notice.

This may be for example on the grounds of unsatisfactory progress, failure to comply with these Terms and Conditions, or for another reason. In such cases, the HBLB will reimburse expenditure properly incurred up to the date of termination and any cost commitments which the host institutions may have entered into and which cannot be cancelled, but will not be liable for any matters or circumstances, including financial, after this date. The HBLB will reimburse salaries contractually payable by the host institution to project staff in lieu of the contracted notice period (or part thereof as appropriate) if necessary.

The grant may be withdrawn in full or in part by the HBLB as set out above when the HBLB or its VAC is not satisfied with the project’s progress, when the PI fails to provide a progress report on request, when the PI or the host institution fails to comply with these Terms and Conditions of Research Grants, or for any other reason.

If the Scholar discontinues the programme before expiry of the award, or if the Supervisor considers the Scholar to be unsatisfactory, the Supervisor must inform the HBLB immediately.

**18. Changes to the Terms and Conditions of Senior Equine Clinical Scholarships**

The HBLB reserves the right, acting reasonably, to modify or vary these Terms and Conditions of Research Grants, and to add further Terms and Conditions, at any time.

**19. LIMITATION OF LIABILITY**

Notwithstanding any other provision of these Terms and Conditions of Senior Equine Clinical Scholarship, the total aggregate liability of the HBLB and the host institution to each other, whether in negligence or otherwise, shall be limited to the total sum payable by the HBLB to the host institution hereunder. Neither party shall have any liability to the other for any loss of business, loss of profit, or any indirect or consequential loss. This Clause 19 shall not apply to any loss for which liability may not be limited under applicable law, such as in cases of death, personal injury or fraud.

**DATA PROTECTION**

The HBLB will take all reasonable and appropriate steps to ensure that use and storage of personal data complies with the Data Protection Act 2018.

We will only collect, process, store or share the personal data that is needed to complete our statutory objectives or to comply with applicable law or lawful request - we will not use personal information for any other purpose without seeking prior approval from the data subject.

The HBLB's statutory objectives are to collect the Levy from bookmakers and to apply the funds raised to one or more of the following:

* the improvement of breeds of horses;
* the advancement or encouragement of veterinary science or veterinary education;
* the improvement of horseracing.

In furtherance of these objectives, the HBLB operates several different funding schemes.

**Data Collection and Data Use**

To operate these schemes the organisation will collect and process personal information concerning funding applications and funded project administration. The personal information that is collected will be appropriate to need.

Access to all personal data is controlled according to need – all funding applications, general records and reports will be subject to review and administrative oversight – therefore any personal data associated with an application or funded project will be seen by authorised HBLB administrative staff, HBLB Board Members, HBLB Auditors, and [anybody else].

The HBLB operates transparently and will publish the outcomes of all funding activities - this will include the results of all funded projects.

**Subject Data Rights**

All individuals identified within the data processed by the HBLB have the following rights:

* to be told when and how their data will be used
* to request access to their personal data
* to request correction of any personal data that is wrong
* to ask for their personal data to be erased
* to request that processing of their personal data is restricted
* to object to the use of their personal data

Sometimes we may not be able to act on a particular request and when this happens we will explain why.

**Personal Data Requests and Issues**

To make a request or to raise any issue data subjects can contact the HBLB using the information below:

Data Protection Officer

Horserace Betting Levy Board

 10 South Colonnade, Canary Wharf

London

E14 4PU

dpo@hblb.org.uk

**Grantee’s Data Obligations**

In applying for funding you accept that if funding is awarded when conducting your proposed activity or project you will:

• comply with all current UK data protection legislation

• provide copies of your data protection policies if requested

• be the data controller for any personal data you collect and process

• not process any personal data on behalf of HBLB unless explicitly agreed

• disclose any reportable data breach to the HBLB as well as the ICO

Further to the above as a grant applicant you must ensure HBLB has accurate contact information.

**FREEDOM OF INFORMATION**

As a government body the HBLB is subject to the Freedom of Information Act 2000 and may be required to publish information about your application or any funding that may follow unless the requested information is viewed as exempt.

Exempt information will include, but is not limited to, personal data protected under the Data Protection Act, commercial data, data prejudicial to the conduct of public affairs, some categories of research data, and data expressly given in confidence.

All requests for information will be assessed against the criteria and guidance published by the ICO – for more information please see <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

If you have concerns about how Freedom of Information may relate to your funding application you should contact the HBLB Data Protection Officer using the details below.

Contacting the HBLB Data Protection Officer

Our Data Protection Officer can be contacted using this email dpo@hblb.org.uk or further contact information can be found on our website [www.hblb.org.uk](http://www.hblb.org.uk)

**ELIGIBLE COSTS**

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| Category | Scholarships  |
| Staff costs  | The Scholar is awarded a stipend fixed at the time of the award at rates comparable to Wellcome and informed by inflation. NB stipends are tax free and no National Insurance is payable. Scholarship stipends are outside the scope of pension requirements. Costs for technical support staff may be included under the expenses allowance.  |
| Overheads  | Not allowed |
| Travel  | Any costs to be included within the ‘expenses’ allowanceHBLB tariff available as guidance |
| Conference Fees and  travel | Any costs to be included within the ‘expenses’ allowance |
| Consumables  | Any costs to be included within the ‘expenses’ allowance |
| Equipment  | Any costs to be included within the ‘expenses’ allowance |
| Clinical Facilities and services for research purposes  | Any costs to be included within the ‘expenses’ allowance |
| Animals  | Any costs to be included within the ‘expenses’ allowance |
| Exam/tuition fees | Any costs to be included within the ‘expenses’ allowance |
| Publication costs  | Up to £ 2,000 of the ‘expenses’ allowance to fund open access  |
| Books  | Any costs to be included within the ‘expenses’ allowance |



**PART 3 ANIMALS IN VETERINARY RESEARCH**

**POLICY STATEMENT**

**1. INTRODUCTION**

This policy, on the use of animals including horses and ponies in equine veterinary research, has been developed by the HBLB’s Veterinary Advisory Committee (VAC). It applies to Veterinary Research Projects, Small Projects, Senior Equine Clinical Scholarships, Research Training Scholarships and Equine Post Doctoral Fellowships supported and/or administered by the HBLB. Adherence to the policy forms part of the HBLB’s Terms and Conditions of all the award types listed above.

**2. BACKGROUND**

The HBLB funds equine veterinary research under the Betting, Gaming and Lotteries Act 1963, and the health and welfare of equines is of the highest concern to the VAC and to the HBLB. The research supported aims to improve the general care, disease prevention, diagnosis and therapies available to horses and ponies in Britain. This concern with welfare extends to the use of animals in veterinary research projects.

**3. GENERAL POLICY**

The HBLB recognises that scientific procedures on animals are, in some circumstances, necessary if equine veterinary research is to continue to attempt to make advances in equine health and welfare. At the same time, it supports the three R’s approach of reduction, refinement and replacement.

Where other approaches cannot be employed or are unavailable for scientific or technological reasons, the HBLB will support studies involving scientific procedures on animals. Equally, studies involving the development of non-invasive research techniques are encouraged and supported.

Clinical research must involve appropriate approval and oversight by an institutional ethics committee and owner informed consent for their animals to participate in any study.

The HBLB will only approve grants for studies that have been recommended by the VAC. The VAC will only recommend approval of grants for projects involving scientific procedures on animals, whether non-invasive or other, when it is satisfied that the specific policy below will be met.

**4. SPECIFIC POLICY**

a. Responsibility

Grants will be made for research projects involving scientific procedures on animals only under the supervision of appropriately qualified, experienced and reputable scientists working in bona fide research institutes.

The institute and the individuals concerned will be responsible for the welfare of the animals from the moment of their procurement until responsibility is passed to another competent, caring person, or the animal is humanely destroyed.

b. Consents

The institute, the Student/Fellow/Principal Investigator, , and other persons involved in the project, must, as appropriate, comply with the requirements of the Animals (Scientific Procedures) Act 1986 (“the Act”).

For any study involving scientific procedures on animals, the HBLB’s grant is conditional on the required Home Office, statutory and other consents and licences being in place at all times required. The Student/Fellow/Principal Investigator must provide the HBLB on demand with details of consents and licences relating to the project.

 c. Provenance of horses/ponies

No horse or pony must be used in the project unless it:

* has been bred by the institute, or,
* has been purchased or procured according to policies and procedures laid down by the institute, or,
* has been donated or loaned to the institute by its owner(s) for scientific purposes.

Where horses/ponies to be used in the project are donated or loaned to the institute by their owners, the owner’s written prior consent to the use of the animal in the project must be obtained.

d. Husbandry

The institute will provide suitable facilities and resources - including experienced animal handlers - to accommodate and maintain animals to high standards of care and husbandry, having regard to the provisions of any relevant legislation currently in force.

Feeding, housing and day-to-day care should be at least as good as that which prevails in an approved BHS riding establishment. This covers, inter alia:

* quarantine and preventive medicine on arrival,
* feeding and accommodation, and,
* grooming and exercise.

 Scientists and animal handlers will treat all animals in a responsible and humane manner.

e. Conduct of the Research

The animals will not be subject to any scientific procedures which are unnecessary to the objectives of the project, or which are not included in the research protocol for which the grant has been approved.

f. Disposal of Horses

Wherever possible, and subject to all relevant legislative requirements, attempts shall be made to find good homes for horses that are fit for release at the end of the project. This includes rehousing with competent, caring individuals, or with charitable organisations.

In exceptional circumstances where rehoming is impossible, horses should be humanely destroyed on the premises, or be transported, in vehicles inspected and approved by the institute, to an abattoir approved by the institute.

g. Use of Animals in Clinical Research

Where research is conducted under the Veterinary Surgeons’ Act, the study protocols must be reviewed in advance by the host institute’s local ethical committee. Research on client-owned animals must involve informed owner consent for their animals’ participation in the study. Guidelines outlined by the RCVS/BVA joint working party on Ethical Review for Practice-based Research, 2013, must be adhered to

(see <http://www.rcvs.org.uk/ethicalreviewreport>).

**5. CONCLUSION**

The grant holding institute is responsible for ensuring that all projects which involve scientific procedures on animals and which are being funded by the HBLB can meet this policy, and that the provisions of the policy are adhered to.

This policy combines the HBLB’s obligation to the advancement of veterinary science with its concern for animal welfare. The policy will be regularly reviewed and updated as appropriate in the light of relevant developments.



**PART 4 GUIDANCE NOTES AND INSTRUCTIONS FOR APPLICANTS 2023**

 **for Senior Equine Clinical Scholarships Year commencing in the twelve months from 1 April 2024**

#### **Presentation**

Applications for Clinical Scholarships must be submitted by the proposed Supervisor using the HBLB’s 2023 application form. The application pack is available as an email attachment.

#### **Procedure and deadline**

Applications are considered once a year. **A maximum of three Clinical Scholarship applications may be submitted by any one institute in any one year.**

The application form must be submitted to the HBLB (email to equine.grants@hblb.org.uk) by **2pm on Tuesday 11 July 2023.**

The application should be submitted as a Word document. Electronic signatures may be used, or signatures can be sent on paper subsequently if the application is successful. **Late applications will not be considered**.

#### **Accuracy**

Please ensure that all information provided is correct before submission of the application.

#### **Terms and Conditions of Research Grants**

You must read the Terms and Conditions of Senior Equine Clinical Scholarships carefully before completing the application form.

#### **Acknowledgment of Applications**

We will acknowledge applications by return email.

**Please refer to the following notes and instructions when completing the application form. The numbers used correspond to those in the form. Where the form is self-explanatory, no notes are given.**

**SECTION 1: GENERAL**

1.1 The applicant is the person who would be the overall Supervisor of the Clinical Scholarship programme and nominated grant holder. He/she should be a salaried, full time member of staff of a University Veterinary School or research institute in Britain. He/she must be a veterinary surgeon and be in a position to supervise the Scholar on a day-to-day basis.

Only one applicant should be named in this section. Other staff members who will provide tuition or be otherwise involved in the programme should be named in section 4.

Where the applicant is new to the role of supervising it is advisable for a senior supervisor be nominated to guide and support the applicant in his/her supervision of the programme. Senior supervisors supporting this application should complete section 4 in addition to the applicant.

The host institute must be a University Veterinary School or research institute in Britain. Where a European diploma is the target qualification, the host must be accredited by the relevant European college to offer training in the appropriate discipline.

Joint applications including some time spent at appropriate research institutes or private veterinary practices are welcomed, but the lead applicant must be the host institute.

Applicants are advised to consult the Equine Grants team *before* submitting an application, if the proposal is likely to fall outside conventional circumstances.

* 1. Give the month and year on which you would propose to begin the award (all awards start on the 1st of a month). Clinical Scholarships are tenable for four years. This actual start date must be agreed in advance with HBLB. See the Terms and Conditions of Senior Equine Clinical Scholarships for further information.

1.4 Give brief details of other Senior Clinical Scholarships/Residencies which would be in progress at the same time as this one (if awarded) in your Department, and in other Departments where there are interdepartmental arrangements for management of and co-operation in one or more aspects of Clinical Scholarship/Residency programmes. The details should include titles of the Clinical Scholarships/Residencies, names of overall Supervisors, start and end dates, and brief aims of the Clinical Scholarships/Residencies.

If no other Clinical Scholarships/Residencies, state nil.

**SECTION 2: PROGRAMME**

2.1 This section must be completed using a typescript of minimum font size 12. You may use up to four sides of A4. In this section, the applicant should:

1. Describe how each of the objectives i. – ix. described at section 2 of Part 1 will be delivered. **You must show the following abbreviated headings in the application form:**
2. Training in the chosen field
3. Higher qualifications

iii. Maximising exposure to cases in the field whilst maintaining quality of training. **(Description under this heading must be supported by quantitative details of the caseload of the host institute, and any collaborating private practices or institute(s), over the last three years in the chosen field). Ability to meet the relevant Credentials Committee’s requirements must be clearly shown.**

iv. Clinical research project

 Under this heading, please include the overall scientific aim of the project and describe the way(s) in which the project will contribute to the Clinical Scholar’s learning about research. The project itself is to be described in section 3 below.

vi. Research training

vii. Experience of teaching

viii. Publications

ix. Case discussions/journal reviews

x. Team working and attendance at conferences

xi. Any other relevant background information

b. Describe the plan for providing the Scholar with time away from clinics for other activity. The plan must state the proportions of time in each year that will be allocated to clinical activity, the research project, preparing publications, teaching experience, private study, and other activity. Please note that, if you are awarded this Scholarship, the Scholar will be expected to report periodically to the HBLB on time actually spent on different activities.

c. Describe the plan for delivering primary day to day supervision to the Scholar. State what access the Scholar will have to the overall Supervisor, and the amount of time the overall Supervisor will spend with the student in tutorials and clinical discussion.

d. Describe the facilities and personnel available to support this Scholarship at your institute and how this programme will integrate with them. The names and roles of colleagues who would be involved in delivering the programme should be indicated clearly. Where a European diploma is the target qualification a statement confirming that the host institute is accredited by the relevant European college to offer training in the appropriate discipline should be included.

e. Explain how the Scholarship will integrate with other Senior Clinical Scholarships/Residencies, if any, in your department and/or practice.

f. Describe collaborative arrangements with other institutes or private practices to be involved in the programme, including any plan for the student to spend significant time in another institute. Where the scholar will spend a substantial amount of time (usually more than 4 weeks) at a second institute or practice, applicants must show that they have taken into account the need for professional insurance and addressed any local employment regulations to ensure that when scholars are spending a substantial amount of time at another centre, they can be actively involved in clinical case management.

 **Where training is to be provided in another institute, letters of agreement to providing that training from the other institute should be attached to the application form and should confirm arrangements**

g. Describe any other features of the programme.

Relating back to a. above, the objectives and main milestones towards their attainment over the four years of the programme are to be summarised, using the table in Section 2. You may use up to two pages for this (the milestones in the table are examples only). Please note that the Scholar will be expected to report periodically to the HBLB on his/her progress by specific reference to this programme, including the milestones.

**SECTION 3: CLINICAL RESEARCH PROJECT**

Describe the project under the following headings on up to three sides of A4, using typescript of minimum font size 12.

***Members of the Veterinary Advisory Committee (VAC) who consider Clinical Scholarship applications are scientific and veterinary experts across a range of disciplines. It is important to make your application follow a clear, logical argument for the work to be performed and to use terminology accessible to a scientifically literate non expert.***

a. Project title

b. Aims and objectives of the project

c. Background leading up to the project

d. Experimental design and methods to be used in the project

e. Project timetable

f. Supervisory arrangements

g. Expected outcomes of the project and opportunities for further research

**SECTION 7: SCIENTIFIC PROCEDURES ON ANIMALS**

This section must be completed if any part of the programme will involve any procedure that is subject to the Animals (Scientific Procedures) Act 1986. The HBLB’s policy on Animals in Veterinary Research, which forms part of the Terms and Conditions of Senior Equine Clinical Scholarships, must be complied with. The HBLB will require evidence that all appropriate licensing under the above Act and ethical approval have been obtained before any scientific procedure commences.

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| **CHECKLIST** |
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| When you have completed the application form: |
|  |
| * carefully check all information given
 |
| * ensure any necessary attachments are provided
 |
| * E-mail the application form as a Word document to the HBLB at equine.grants@hblb.org.uk to arrive by **2pm on Tuesday 11 July 2023**
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