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| VETERINARY RESEARCH TRAINING SCHOLARSHIPSAPPLICATION PACK 2023 **For Research Scholarships commencing in the twelve months from**  **1 April 2024** | |
| This pack includes information and documents for applicants for Veterinary Research Training Scholarships: | |
| Part 1 | Information on the support available from the Horserace Betting Levy Board (HBLB) for Veterinary Research Training Scholarships. |
| Part 2 | Terms and Conditions of Veterinary Research Training 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](mailto:equine.grants@hblb.org.uk). | |

**PLEASE NOTE THAT VETERINARY RESEARCH TRAINING SCHOLARSHIPS ARE NOW FOR FOUR YEARS AND ARE OPEN TO BOTH VETERINARY AND NON-VETERINARY SCIENCE GRADUATES**



PART 1 INFORMATION ON SUPPORT AVAILABLE

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 Veterinary Research Training Scholarships (“Research Scholarships” or “Scholarships”) is aimed at developing and maintaining a core of highly trained, specialised equine veterinary researchers whose expertise is available to the Thoroughbred racing and breeding horse.

Research Scholarships provide for training in equine veterinary research, leading to a PhD, for veterinary or non-veterinary science graduates who wish to pursue an equine-oriented research/academic career on completion of the award. The research training may be carried out in any equine veterinary field, but is expected to have particular focus on the racing, breeding and/or rearing of the Thoroughbred horse.

Research Scholarships are awarded to a host institute and are tenable for four years. As a guide, the research part of the project should be scheduled over the first three years of the award, with the final year to be used for writing up and completing any outstanding elements. The host institute is responsible for selecting a Scholar for the award. The individual selected must meet the HBLB’s eligibility criteria (see section 5 below) and the selection is subject to the HBLB’s approval.

Applications for Research Scholarships must be submitted by the proposed Supervisor.

**A maximum of three applications may be submitted by any one institute in any one year.**

Scholarships may be held in British University Veterinary Schools and other University departments, either alone or together with research institutes and/or private veterinary practices with adequate and appropriate facilities for the conduct of post-graduate research and research training.

Grants are composed of an annual stipend (at a rate determined by the HBLB) to the Scholar and an expense allowance to provide for University tuition fees and other expenses directly connected with the training and research programme [see Terms and Conditions under (Part 2) for further information].

Note: the HBLB will not increase the level of the expense allowance for overseas Scholars who are subject to higher tuition fees than home and EU students, nor for students at Cambridge University who are subject to college fees. See Part 2, note 10b for further information.

The number of awards is subject to the availability of funds. In recent years between one and three Research Scholarships have been awarded. The HBLB is committed to keeping the Thoroughbred racing and breeding industries and the equine veterinary profession informed about its investment of the levy in the equine veterinary field, including in post-graduate education. Supervisors and/or students holding Research 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 Research Scholarship is for the Scholar to undergo research training leading to the PhD. This includes:

1. The acquisition of skills in specific research techniques directly relevant to the research project, understanding of alternative techniques and experience of techniques less immediately relevant to the project.
2. The development of expertise in experimental design and data assessment, including initial analysis, record keeping and lab book methodology.

The following are also expected of the Scholar during the four years of the award:

1. Development of his/her written and oral communication skills.

NOTE: With regard to written work, preparation of the thesis for PhD examination is the highest priority. The HBLB expects the Scholar to submit the thesis for examination within the period of the award or within a short period of time after the conclusion of the award. It is expected that, arising from his/her work within the award, the Scholar will have at least two substantial publications in appropriate refereed scientific journals, preferably as first author, either during the award or in a timely manner after conclusion of the award.

1. Gain experience of working independently, in a team and in a leadership role.
2. Gain understanding of (a) ethical and legal matters relevant to research, (bi) research funding and (c) research planning and preparation of grant applications. In relation to (d), formal training, through courses, workshops or other appropriate means, is expected.
3. Develop the ability to plan and manage time.
4. Develop interpersonal skills with colleagues at different levels.
5. Exposure to cross-species comparative aspects of his/her research where appropriate.
6. Gain understanding of and practice collaboration outside his/her institute.
7. Gain experience of using IT and information handling.

The HBLB wishes Scholars to receive a training that is scientifically broadening. It expects Scholars to be encouraged to read widely, to take an active part in his/her institute’s research life, to visit other centres to discuss, observe or practice techniques and to attend conferences or other meetings relevant to his/her award.

1. **EVALUATION OF APPLICATIONS**

Research 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.

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

For each application, the opinion of at least two external referees is sought. Referees are selected on the grounds of their clinical and/or training expertise in the chosen field, and their likely independence. They are asked to notify the HBLB of any interest they may have in the application before undertaking their review; in the event of a conflict of interest, the request for their opinion is withdrawn. Where an application is made from the institute in which the Chair or a member works, that application is withheld from him/her; he/she is not involved in the selection of referees for that application, and the identity of the referees for the application, and the referees’ submitted opinions on it, are withheld from him/her.

Referees are asked to comment on the application in relation to the criteria used by the Education Sub-Committee, as above. They are given detailed briefing with the aim of achieving consistency, as far as possible, in the review process.

The Education Sub-Committee is ultimately responsible for the evaluation of applications. Therefore, the referees’ opinions, while important, are not the sole factor in the evaluation of any given application.

All applications and referees’ opinions are sent to the Education Sub-Committee members. 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 final recommendation/s is/are put to the VAC for endorsement and subsequently to the HBLB for decision.

The VAC 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 Research Scholarships.

**3.1 Criteria**

The Education Sub-Committee uses the following criteria in assessing applications.

1. The quality and science of the proposed research project for PhD study.
2. The relevance of the research project to the Thoroughbred
3. The suitability of the training programme to deliver the aims and objectives listed under part 2 above.
4. The lead department’s commitment to providing research training in the area in question.
5. The facilities available for the proposed research.
6. The scientific standing of the Supervisor and his/her record in supervising PhD students.
7. External research grant income held by the Supervisor, or, for new or returning Supervisors, access to other departmental research funding.
8. **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 Team. The HBLB and the VAC/Education Sub-Committee do not discuss decisions about Research Scholarship awards.

**5. APPOINTMENT OF SCHOLARS**

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

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

(Exceptional candidates with other veterinary degrees may be considered – if the Supervisor wishes to appoint such a candidate, this must be discussed with the HBLB in advance)

OR A non-veterinary science degree;

b. is suitable to undertake, and is committed to undertaking, research training;

c. has an appropriate academic record;

d. wishes to pursue a research career in the equine field, with particular reference to the racing, breeding or rearing of the Thoroughbred horse, at the end of the Scholarship.

**6. FURTHER INFORMATION**

For any further information on Veterinary Research Training Scholarships, please contact the HBLB's Equine Grants Team at [equine.grants@hblb.org.uk](mailto:equine.grants@hblb.org.uk)



**PART 2 TERMS AND CONDITIONS OF VETERINARY RESEARCH TRAINING SCHOLARSHIPS FOR RESEARCH SCHOLARSHIPS COMMENCING IN THE TWELVE MONTHS FROM 1 APRIL 2024**

**1. PURPOSE**

The HBLB awards Veterinary Research Training Scholarships (“Research Scholarships”) to enable veterinary graduates OR other science graduates to undertake full-time training in equine veterinary research leading to a PhD, on the following terms and conditions.

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

**2. AWARD OF RESEARCH SCHOLARSHIPS AND ELIGIBILITY OF CANDIDATE SCHOLARS**

Research Scholarships are awarded to eligible institutes (“host institutes”).

The host institute is responsible for the recruitment and selection of an individual to fill the Research Scholarship post (“the Scholar”). The host institute must select an individual who:

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

(Exceptional candidates with other veterinary degrees may be considered – if the Supervisor wishes to appoint such a candidate, this must be discussed with the HBLB in advance)

**OR**

a non-veterinary science degree

1. is suitable to undertake, and is committed to undertaking, research training
2. has an appropriate academic record
3. wishes to pursue a research career in the equine field, with particular reference to the racing, breeding or rearing of the Thoroughbred horse, in Britain 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**

The HBLB does not need to approved the chosen candidate prior to appointment, but would like copies of the cv and references before the appointment begins.

**4. DURATION AND DATES OF RESEARCH SCHOLARSHIPS**

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

Research Scholarships awarded in the 2023 funding round may 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 Research 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. SUBMISSION OF THESIS**

The host institute is expected to register the Scholar for a PhD degree and to ensure that the Scholar submits his/her thesis for examination within the duration of the award or within six months of the award’s agreed date of conclusion. The HBLB does not require a copy of the thesis.

**6. 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 or health and safety requirements) beyond payment of their stipend, within the HBLB’s approved grant for the Research Scholarship.

**7. 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 of the award. The Scholar must submit a final report in a specified form to the HBLB no later than four months after the award’s agreed date of conclusion. In addition, and at the same time, a digital lay report (in PowerPoint format) will be required. This lay report will be in the public domain and should therefore not contain any information that is confidential or commercially sensitive (see section 17 below). Additional progress reports may occasionally be required.

The Supervisor must submit a confidential written report of the Scholar’s progress to the HBLB towards the end of each of the first, second and third years of the award. The Supervisor must inform the HBLB when the Scholar’s thesis is submitted and when the result of examination is known, whether during or after the period of the award.

**8. 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.

**9. 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.

**10. FINANCIAL MATTERS**

a. Grants

A grant will be made by the HBLB to the host institute for each year of the Research 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. This must cover tuition fees. Other possible items include research project costs, books or subscriptions to scientific journals relating to the Scholarship and expenses incurred by the Scholar in the pursuit of the programme, including travel and conference registration fees.

*NB in previous years, this part of the grant was split between expenses and a departmental contribution. Both elements are now combined.*

*NB there will be two stipend rates – one for veterinary graduates and one for non-veterinary science graduates.*

The HBLB will not increase the expense allowance for:

1. Overseas students who are subject to higher tuition fees than home and EU students. Before appointing an overseas student to a Research Scholarship, the Supervisor must formally confirm to the HBLB that the annual difference between the amount of the tuition fees that apply and the amount of the fees that would apply to an equivalent home student will be secured from a source other than the HBLB.
2. Students at Cambridge University who are subject to College fees. However the institute may choose to allocate some or all of the expense allowance to cover these additional costs. This will therefore 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 Research Scholarships.

**11. EXPENSE CLAIMS**

1. Responsibility

The Supervisor is responsible for ensuring that claims to the HBLB for expenditure on the Research 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 Veterinary Research Training Scholarships.

1. 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 Research Scholarship.

1. Expenditure of Grants

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

1. 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 institute.

1. 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 Research Scholarship programme.

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

1. 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 Veterinary Research Training Scholarships or with the requirements of the Grant Claim Form.

1. 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 grant 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, following reasonable prior written notice.

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

1. Final Claims

The final claim must be submitted to HBLB within four months following the Scholarship’s agreed completion date. Final claims submitted later than this will not be reimbursed unless by prior arrangements with the HBLB.

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

1. Eligible Costs

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

**12. PUBLICATIONS**

The HBLB expects, and the Supervisor should ensure that, results arising from the research programme are published, involving the Scholar as an author, in refereed scientific journals within a reasonable period. 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.

Up to £2,000 of the agreed expenses grant may be put towards the costs of Open Access to publications arising from funded research, provided that proof of publication is received from the host institute.

**13. ACKNOWLEDGEMENTS**

The Supervisor must ensure that the Scholar acknowledges the HBLB’s support in written publications and oral presentations arising from the Research Scholarship.

**14. 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 Research Scholarship to continue under a new Supervisor must be sought and received in writing in advance.

**15. SCIENTIFIC PROCEDURES USING ANIMALS**

Adherence to the HBLB’s Policy on Animals in Veterinary Research forms part of these Terms and Conditions of Research 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.

**16. LICENCES AND CONSENTS**

All necessary licences and consents required for the Research Scholarship must be held by the host institute throughout the duration of the Research 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.

**17. 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.

**18. ACCEPTANCE OF GRANTS**

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

**19. TERMINATION OF AWARDS 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 of Research Scholarships, 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 institution may have entered into and which cannot be cancelled and will not be liable for any matters or circumstances, including financial, after this date.

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

**20. CHANGES TO THE TERMS AND CONDITIONS OF VETERINARY RESEARCH TRAINING SCHOLARSHIPS**

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

**21. LIMITATION OF LIABILITY**

Notwithstanding any other provision of these Terms and Conditions of Research Scholarship Grants, 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 18 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**](mailto: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](mailto: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’ allowance  HBLB 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 |



**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, Equine 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 Scholar/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 Scholar/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**

**for Research Scholarships Year commencing in the twelve months from 1 April 2024**

#### Presentation

Applications for Research Scholarships must be submitted by the proposed Supervisor using the HBLB’s 2023 application form, which will be supplied as an email attachment.

**Procedure and deadline**

Applications are considered once a year. **A maximum of three Research 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](mailto: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 Veterinary Research Training Scholarships carefully before completing the application form.

#### Acknowledgement of Applications

We will acknowledge receipt of 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 Research Scholarships may be undertaken in either of the following in Britain:

1. University Veterinary Schools
2. Other University departments

Joint applications, including with appropriate research institutes and/or private veterinary practices are welcomed but the lead institute must be the University with whom the Scholar will matriculate.

1.2 The lead department is the department in which the Scholar will be based and which will have responsibility for managing and monitoring the Research Scholarship.

* 1. The Supervisor is the person responsible for the Scholar’s studies and supervision. The Supervisor must be a salaried, full time member of staff of an eligible institute (see 1.1 above), or an individual holding, within an eligible institute, an appointment for which the salary will be met by a source other than the institute or the HBLB for the duration of the Research Scholarship. He/she must be in a position to supervise the Scholar on a day-to-day basis, whether or not a veterinary surgeon.

One or more Co-Supervisors may be included in the application. For new Supervisors, a Senior Supervisor should be included. The details of any Co- or Senior Supervisors should be given in Section 3.

**SECTION 2: LEAD DEPARTMENT**

* 1. Give details of the department’s research grant funding from outside sources as at date of application. The total award value should be given; do not express as an annual income. Include the number of researchers and other staff supported by that funding as at date of application.

**SECTION 3: SUPERVISOR DETAILS**

3.1 Details should be given in full for the Supervisor (for the definition of the Supervisor, see Section 1, iv. above)

One or more Co-Supervisors may be included in the application. Details of the role of any Co-Supervisor(s) in the training of the Scholar should be described in Section 5. Co-Supervisors or Senior Supervisors should also complete Section 3, using the CV template at RS Annex A.

Where the Supervisor is new to the role of supervising PhD students, a Senior Supervisor should be nominated to guide and support the Supervisor in his/her direction of the Scholar’s training.

3.10 Give details of the Supervisor’s current research grant funding from outside sources, including the source and duration, as at date of application. The total awarded value should be given; do not express as an annual income.

**SECTION 4: PROPOSED STUDY**

4.2 Give the month and year you would intend to begin the award (all awards commence on the first day of a month). Research Scholarships are tenable for four years and the start date should be within the twelve months from 1 April 2024. This actual start date must be agreed in advance with HBLB. See the Terms and Conditions of Veterinary Research Training Scholarships for further information.

* 1. This section must be completed using a typescript of minimum font size 12. You may use up to four sides of A4, excluding references.

***The Members of the Veterinary Advisory Committee (VAC) who consider Research 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.***

The project must be described according to the headings below. **You must show these headings in the application form.**

a. Aims and objectives: state the overall aim of the project and clearly set out the specific objectives that will be addressed by the project. Where a hypothesis is to be tested, this should be clearly stated.

b. Background.

c. Project plan, including the experimental design and methods to be used in the investigation and the project timetable.

d. Relevance of the project to the horse, particularly the racing or breeding Thoroughbred horse.

e. Describe the ways in which this project is suitable for PhD training.

f. Lay summary: give a clear and simple summary, in lay terms, of the aims of the research project; describe how the research, if successful, will provide greater insights into the condition under study; describe the strategic significance of the project to the horse.

g. References.

**SECTION 5: RESEARCH TRAINING**

5.1 In this section, the Supervisor should demonstrate that the Scholar will receive a reasonable breadth of training relevant to their field of study rather than concentration solely on their particular research project.

Using the following abbreviated headings, please describe how training will be delivered by reference to the aims and objectives set out in full in Part 1 of this application pack.

a. Research skills/techniques

b. Experimental design and data assessment

c. Communication skills (oral and written)

d. Independent working, team working and leadership

e. Ethical and legal aspects of research, research funding, research planning and preparation of grant applications

f. Time planning and management

g. Interpersonal skills

h. Comparative aspects

i. Collaboration

j. IT/Information handling

Please include the following if not covered above:

k. Details of any course work to be undertaken

l. Any planned trips away from the place of study for purposes relevant to the Scholarship, such as collaboration, conferences, workshops, etc

1. Any other features of the training programme

**Note:** **Where training, e.g. in basic sciences or techniques, is to be provided at another institute, letters of agreement to provide that training from the other institute should be attached to the application form.**

5.2 Please describe the facilities available in your department/institute to support the training programme and research project.

If the use of facilities in another institute is key to the Scholarship, please give details, including the arrangements to be made to ensure that the facilities are available to the Scholar.

5.3 Please explain how the Scholar will integrate with your research group and any other relevant groups in your department or institute, or any collaborating institute.

5.4 Give details of the procedure and criteria to be used in the recruitment and selection of a Scholar to this programme.

5.5 Describe the student monitoring and assessment arrangements that will apply throughout this Scholarship, including supervision arrangements, the frequency of Supervisor/Scholar contact, the Supervisor’s responsibilities in monitoring and assessment of the Scholar and the involvement of staff other than the principal Supervisor in the supervisory process.

5.6 Give details of the department’s internal arrangements for planning, managing and monitoring its provision of postgraduate research training. This should include the procedures in place for student representation on relevant departmental committees and opportunities for student feedback on the training environment.

**SECTION 6: SCIENTIFIC PROCEDURES ON ANIMALS**

This section must be completed if the research project or any other part of the training will involve any procedure which is subject to Animals (Scientific Procedures) Act 1986.

The HBLB’s policy on Animals in Veterinary Research, which forms part of the Terms and Conditions of Veterinary Research Training 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](mailto:equine.grants@hblb.org.uk) to arrive by   **2pm on Tuesday 11 July 2023** |