ECVIM CA
EUROPEAN COLLEGE OF VETERINARY INTERNAL MEDICINE - COMPANION ANIMALS

ECVIM-CA Clinical Studies Fund (CSF)
Terms and Conditions

Study aims and methodology

a) The aims of the project shall not be changed without specific approval from ECVIM- CA CSF.
b) Study methodology must closely follow that which is laid out in the submitted application.
c) Retrospective funding of projects that have already commenced or been completed will not be considered.

Timelines

d) The grant recipients must work diligently to complete the study within the agreed timeline. The agreed date of conclusion is the estimated project duration as outlined in the submitted application with the start date being the date of notification of the award.
e) Extensions to the duration of a full project, at no additional cost to the ECVIM-CA CSF, may be approved in exceptional circumstances. Requests, with reason(s), for such extensions for a specified period must be sent in writing with sufficient notice prior to the completion date for the project. Extensions are not valid until confirmed in writing by ECVIM-CA CSF.

Progress reports

f) Progress reports must be submitted by the Principal Investigator as follows:
- An initial report must be submitted no later than twelve months following award of the grant.
- Subsequent reports are required annually thereafter.
- A final report is required no later than two months after the project's agreed date of conclusion.

g) Templates for each of the required progress reports are available on the ECVIM-CA CSF website.
h) Delays in submission of reports may be notified to the applicant's Line Manager/ Research Manager and may also lead to cancellation of the award.

Staff/student involvement

i) ECVIM-CA CSF is not the employer of staff engaged on projects it supports and accepts no liability for such staff (including remuneration, compliance with, and claims for, compensation under any statute or common law and health and safety requirements). Such staff will be engaged under conditions set by the grant-holding institution, and in accordance with relevant legislation. Any changes in scientific staff during the project should be notified to the ECVIM-CA CSF in advance.
j) Similarly, where any project supports the activities of a PhD (or other) studentship, the ECVIM- CA CSF will not be liable for tuition fees or any other fees, and will not provide funds for time needed by the individual to write up the thesis or other form of dissertation.

Outputs

k) Dissemination of results is required, and the ECVIM-CA CSF asks for a copy of any accepted outputs. Appropriate recognition of the ECVIM-CA CSF, and its co-sponsors where relevant, is required in all publications and presentations. Please also note that approval must be obtained from the ECVIM-CA before using any name or logo.
l) Attendance at conferences/scientific meetings and associated costs will not be covered by ECVIM-CA CSF.
m) Publication charges of 10 % of the grant, up to a maximum of €1,000 will be considered if justifiable.

Intellectual property

n) No application for a patent or any commercial exploitation of the results of such research may be made without the ECVIM-CA CSF's prior explicit written approval, which may be withheld, or granted subject to such conditions, including the right to share in any financial benefits arising from any exploitation, that the ECVIM-CA CSF may decide.

Budgets

o) Seventy-five per cent of the agreed amount of the grant will be paid by bank transfer upon receipt of an invoice at the commencement of the project. The final twenty-five per cent of the amount awarded will be withheld until a satisfactory final report has been received.

p) Overhead charges, if claimed by the host institution, will be paid up to a maximum of 10% of overall costs of the project and must be included in the project budget at the time of submission. These charges must be billed as an overhead cost and cannot be used to support consumables or animal costs.

q) The grant may only be used to cover items in the submitted budget. Any deviations must be agreed by ECVIM-CA CSF.

r) ECVIM-CA CSF will not be responsible for unforeseen or increased costs during the project.

s) External technical or statistical support will be considered if adequately justified and must be included in the submitted budget.

Ethical approval

t) For studies involving tissues or biological samples of animal origin, or client data collection, funding of grants is contingent on receipt of the institution's ethical review. Applicants should ensure that this acceptance is available prior to the commencement of any such work; a copy of the official letter of approval by the ethics committee must be made available to the ECVIM-CSF as a condition of acceptance of the grant. Failure to comply with this condition will result in withdrawal of the grant.

Movement of grant holders

u) Should the principal grant holder (awardee) move institutions, the ECVIM-CSF should be informed of this prior to the move taking place. Failure to do so may lead to immediate termination of the award with the remaining funds having to be repaid to ECVIM. If the research funded by the grant is to continue, one of two options should be agreed by ECVIM-CSF:

- Written application to ECVIM-CSF for permission to move the grant to the awardee's new institution should be made in advance of the move, with an explanation of how the study will be completed from the awardee's new position. This application should be accompanied by a financial statement from the awardee's current Finance Officer providing a full account of the funds spent to date and the balance available to be transferred. Permission to transfer the grant to the new institution and re-permission to transfer the grant to the new institution and re-commencement of the study will be dependent upon written confirmation of the Line Manager/Research Manager at the new institution that the cases/samples, facilities and equipment required to undertake the study will be made available to the awardee and that (s)he will be provided with sufficient time, technical support and, if necessary, appropriate supervision to continue the study. Confirmation must also be given in writing that the new institution complies with the ECVIM-CSF's ethical policy.
- Alternatively, if the awardee wishes the grant to remain at their original institution managed by a different member of staff, the awardee should write requesting permission to transfer responsibility for the grant to that alternative member of staff. Under these circumstances, a letter from the Line Manager/Research Manager of the new awardee supporting the request is required. In addition, the proposed new awardee needs to write to the ECVIM-CSF stating they are willing to take on responsibility for the award and abide by the ECVIM-CSF's Terms and Conditions.

v) The ECVIM-CSF may decide to refuse either of these requests and to terminate the grant should it fail to be convinced that the new arrangements are likely to lead to the research work being completed in an appropriate and timely manner.

Failure to complete study

w) In the unlikely event that the project cannot be completed, ECVIM-CSF must be informed in writing. A financial statement from the awardee's current Finance Officer must be included that provides a full account of the funds spent to date and the balance available to be transferred back to ECVIM-CSF.

The above Rules and Regulations may be amended from time to time at the discretion of the ECVIM-CA CSF without prior notice.

The above Rules and Regulations must be seen as a contract between the ECVIM-CA CSF and the recipient; failure to comply or make satisfactory progress with the study may mean withdrawal of the grant and may prejudice future applications.