**Multiple Long Term Conditions Challenge Fund**

This call document describes the Multiple Long Term Conditions Challenge Fund. Prospective applicants are requested to read this carefully before submitting their application.

*Applicants should also read the additional document on Key changes and learning points from previous rounds*

A INTRODUCTION

King’s Health Partners on behalf of Guy’s and St Thomas’ Charity have a Challenge Fund focussing on Multiple Long Term Conditions (MLTCs). This Fund is administered by King’s College London on behalf of the Charity.

Research into Multiple Long Term Conditions is an important priority both within our local boroughs of Lambeth and Southwark, but more widely across the UK and internationally. The call scope welcome multi-disciplinary, applied research into the wider drivers of health and is available on the MLTC Challenge Fund web pages and applicants are requested to read this carefully before submitting their application.

For further background see the Charity’s report ‘[From one to many: Exploring people’s progression to multiple long-term conditions in an urban environment](https://www.gsttcharity.org.uk/sites/default/files/GSTTC_MLTC_Report_2018.pdf)’

B FUNDING AVAILABLE

Call one and two have concluded with 7 projects funded (<https://www.gsttcharity.org.uk/get-involved/news-and-opinion/news/seven-new-projects-explore-long-term-conditions-urban-places> ) .

We are pleased to launch a third call for projects. For round 3 we have £700K available to award. Projects can be up to £175K with a maximum duration of 24 months. We welcome projects of smaller value or duration where appropriate.

C ELIGIBILITY CRITERIA

- Given the local scope of this work, this Challenge Fund is focused on King’s Health Partner collaborations. As such, the principal investigator (PI) must be an employee of King’s Health Partner organisations (King’s College London; King’s College Hospital NHS Foundation Trust; South London and Maudsley NHS Foundation Trust; and Guy’s and St Thomas’ NHS Foundation Trust).

- PIs should have a track record of conducting high quality research. The PI should be a member of staff with a contract that outlasts the duration of the project. Externally funded research fellows may also apply as PI as long as their funding outlasts the project. Postdoctoral researchers employed on a grant may apply as co-investigator but not as PI.

- Applicants may be the PI on one application per round of the MLTC Challenge Fund. They may be co-applicants on other applications.

- Collaborators can be drawn from institutions that are not members of King’s Health Partners; collaborators from academic and non-academic organisations are welcomed (see below for further details).

External Partners

The MLTC Challenge Fund encourages collaboration with partners outside of KHP. Research partnerships with practitioners are strongly encouraged. Whilst the fund seeks impact on a local level, we encourage applicants to think about how the research can have impact beyond KHP and our local communities. Applications must be led by a researcher within KHP but can collaborate more widely. For example where additional relevant expertise and data is available externally, applications should consider including co-investigators or collaborators who can provide this. Funds can be used to cover the directly incurred costs of such collaborators where necessary and should be included in the budget.

Match-making: External researchers interested in collaborating in this scheme can make contact with the relevant researchers within KHP. For those who do not have a collaborator within KHP but are interested in making contact, please contact [khpresearchoffice@kcl.ac.uk](mailto:khpresearchoffice@kcl.ac.uk) with a description of your research interests, CV and expertise/ access to patients/ data and any other resources which may be relevant. We will then pass your details onto relevant researchers within KHP who may wish to discuss the opportunity for collaboration.

D HOW TO APPLY

Applicants should complete the MLTC Challenge Fund application form (available on the MLTC Challenge Fund web pages) and provide short (two page) CVs for the PI and co-applicants. This should be submitted as a single PDF file to [khpresearchoffice@kcl.ac.uk](mailto:khpresearchoffice@kcl.ac.uk)

Approval from Head of School or Department (KCL-led applications) or NHS Divisional Director (for Trust-led applications) is required.

APPLICATION PROCESS

COSTING YOUR APPLICATION

Applicants can request up to £175K. There is no minimum amount specified.

The maximum project duration is 24 months, there is no minimum duration.

Only directly incurred costs are eligible. Applicants cannot request Directly Allocated, Estates or Indirect costs. 100% of the directly incurred costs will be funded unless not justified fully.

For KCL led applications, as this is an internally run scheme, projects do not need to undergo full pre-award approval in worktribe. Only successful projects will be required to complete these approvals. We have provided some template staff costs on the MLTC webpages to help applicants understand approximate staff costs, however we recommend using worktribe to develop an accurate budget. Given there is no-requirement for pre-award approvals, there are two options to develop these in worktribe. In either case you should select ‘KHP MLTC Challenge Fund’ as the funder:

Option 1: Use standalone costings – these will not alert Faculty or pre-award approvers that a costing has been made, and will not enter the approver pool or the full workflow. However this will allow you to provide accurate costs for the proposal.

Option 2: Create a new costing but do not push this through approval: ie do not select ‘submit for approval’. This will mean the project exists in the system but we do not ask for approval for applications which may not progress. These will be archived after 2 months of inactivity, or you can discard the costing if unsuccessful.

Any KCL led application with NHS Trust involvement must ensure those costs are sought from the relevant Trust R&D office. For Trust led applications, please speak to your R&D office for help in costing your application and for securing relevant approvals.

Applicants should consider all costs required to undertake the research including NHS and Public & Patient Involvement costs. If any costs are to go to project partners, please indicate where and justify appropriately. KCL cannot cost project partner costs so external partners should source these from their own institution.

Successful projects will be asked to confirm their budget before commencing. We are able to accommodate small changes to the requested budget, but large changes will not be accepted, so applicants should ensure they include all necessary costs at the point of application.

KEY DATES

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| **Round** | **Call opens** | **Submission Deadline** | **Panel Meeting** | **Projects start by** | **Maximum Project Duration** |
| **3** | November 2020 | 5pm on 25th February 2021 | May 2021 | Within 3-6 months of outcome | 24 months |

E ASSESSMENT PROCESS

All applications received will be initially checked for eligibility and scheme fit. Applications may be triaged at this stage if deemed not suitable for this scheme or if demand is very high. This initial triage will be undertaken by two members of the assessment panel. Applications that are deemed suitable will continue to external peer review. Applications will, where possible receive at least two external expert reviews against the criteria set out below. The application and the external reviews will be considered by the assessment panel and those applications that score highest at panel will be recommended for funding. The composition of the assessment panel can be found on the MLTC Challenge Fund web pages.

CRITERIA

* Deepen our understanding of (a) the drivers or risks of developing MLTCs, preferably connected with the social determinants of health, or (b) how to effectively intervene to prevent or slow progression.
* Be locally grounded in, or applicable to, Lambeth and Southwark i.e. using local population data or data from a similar urban context (principally one that has high levels of deprivation and is ethnically diverse).
* Have potential to lead to actionable work into intervening early and reducing the risks of developing MLTCs or of the progression of MLTCs.
* Explicitly takes into account issues of inequality, or states why not appropriate
* Include involvement or citizens and/or experts by experience, or states why not appropriate
* Manages community inclusiveness well
* Draws on different disciplines, as appropriate, from the social to the medical sciences.
* Have potential to secure longer term funding from other established funding bodies if required.
* Have a capable team to successfully complete the project.
* Use appropriate methodology and resources.
* Be feasible to complete within 24 months from starting.
* Be feasible to start within 3-6 months of the grant being awarded.

F PROJECT AWARD, SET UP AND REPORTING

Projects should aim to start within 3 - 6 months from the communication of the outcome. Applicants should carefully consider any barriers to mobilisation – consideration during assessment will be given to feasibility achieving the project in the stated timescales.

Confirming budgets:

KCL led projects –Applicants will be required to check staff costs and complete the necessary application/award paperwork (RGA/RGA+ forms).

Trust-led projects –Applicants will be required to check their budgets and seek approval from their R&D office.

Once budgets are confirmed and approved, applicants will be issued with an award letter which they will be required to complete and return. They will also be required to return a starting certificate indicating the project start date. All investigators should comply with the terms and conditions set out below (see annex 1).

Funding cannot be used to cover expenditure incurred prior to the project start date or after the end date. Where justified, no-cost extensions may be considered for example where projects have encountered unexpected delays.

Reporting:

Mid-point: Award holders will be expected to provide a mid-point report. This may be both written and oral.

End of project: All award holders are required to provide a Final Report (available on the MLTC Challenge Fund web pages) of their project within 2 months of the project end date. This should include a summary of expenditure.

Follow up: Awardees will also be required to provide a follow up report 12 months after the award end date detailing further activity that resulted from the project.

Management:

If there are any substantial changes to the project after the funding has been awarded (delays, change in direction, projected overspend or underspend), then the PI should contact the MLTC Challenge Fund Manager (Dr Christopher Bird), who may refer this on to the Charity.

Any publications which arise from work carried out from the MLTC Challenge Fund should acknowledge the funding provided. The Charity award reference is EIC180702.

**Annex 1 Terms and Conditions**

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| 1 | **Introduction** |
| 1.1 | The King’s Health Partners / Guy’s and St Thomas Charity Multiple Long Term Conditions Challenge Fund’ (‘MLTC Challenge Fund’) is managed by King’s College London (‘the College’) on behalf of Guy’s and St Thomas’ Charity (‘the Charity’). |
| 1.2 | This document sets out the terms and conditions for awards offered by the Charity. |
| 1.3 | On accepting an award from the Charity, the applicant(s) and organisation to which it is made agree to abide by these terms and conditions in full. Return of the Starting Certificate indicates this agreement and compliance with all prevailing laws and regulations applicable to the work proposed. |
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| 2 | **Financial arrangements** |
| 2.1 | Awards are available as specified in the letter of offer. It is the responsibility of the applicant(s) and the organisation to which the award is made to ensure it is spent solely for the purposes set out in the application and in accordance with any additional conditions that may be applied to individual offers. |
| 2.2 | The award is fixed at the level indicated in the letter of offer. |
| 2.3 | A separate account must be set up for the award within the financial accounting system of the organisation to which it is made. |
| 2.4 | Viring of funds between budget headings is permitted without the need to refer to the Charity provided that the amount vired does not exceed 10 per cent of the total award. Virements above this level must be approved in advance by the Charity via the MLTC Challenge Fund Manager. |
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| 3 | **General Administrative arrangements** |
| 3.1 | Awards should be started within six months of the date of issue of the letter of offer. The start date is defined as the date on which the first expenditure associated with an award will be incurred. If a project has not started within six months, the Charity reserves the right to withdraw the offer, unless an extension is approved in advance. The Starting Certificate accompanying the letter of offer must be returned to notify the Charity that the project has started. |
| 3.2 | Awards must be spent within the timeframe indicated in the offer letter, unless a time-only extension is approved by the MLTC Challenge Fund Manager. Extensions of up to 6 months may be approved if fully justified. Extensions of longer than this will be referred to the Charity and would only be agreed in exceptional circumstances. |
| 3.3 | Awards may be put into abeyance for up to six months. During this time, no expenditure may be incurred. The Charity must be notified in writing that the applicant has decided to put a project in abeyance. It is the responsibility of the applicant or organisation to notify the Charity of the reactivation of a project in order that the duration of the project can be extended by the amount of time it was in abeyance. |
| 3.4 | It is the responsibility of the host organisation to notify the Charity of any material changes to the project. Such changes may include the departure from the organisation of the principal investigator or any other key individuals working directly on the project. Any changes in key personnel working on the project or administrative arrangement relating to the project must be notified to the Charity as quickly as possible and no later than 10 working days following the changes taking place. |
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| Section 4 – not relevant |  |
| 5 | **Awards** |
| 5.4 | The Charity reserves the right to audit the finances of an award at any time. |
| 5.5 | Set out in the offer of investment is a reporting schedule that forms a part of the terms and conditions of this award. The reporting schedule must be adhered to. Any monitoring/milestone reports scheduled must be provided to the Charity within 28 days of the required date. Failure to provide a monitoring/milestone report on time may result in the suspension of payments to the award holder until the report is provided. |
| 5.6 | At the end of the project, a final report is required setting out lessons and the outcomes achieved. This report is required no later than two-months following the end of the project. The payment of the final instalment will be withheld until the final report and financial report has been received. |
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| 6 | **Intellectual property** |
| 6.1 | Any intellectual property (IP) arising from the Charity-funded projects or programmes shall vest with the host institution. |
| 6.2 | If the host institution decides to withdraw or abandon a patent or other intellectual property, the Charity shall be entitled to take assignment of the property concerned and the host institution shall give the Charity no less than thirty days written notice to enable it to do so effectively. |
| 6.3 | No rights to any intellectual property arising from the work may be sold or otherwise transferred to a third party without the Charity’s prior written agreement, such consent not to be unreasonably withheld. Where such consent is granted, the Charity may impose any conditions in such respect as it sees fit. |
| 6.4 | As a condition of granting consent to exploit commercially any intellectual property arising out of supported activities, the Charity and the host institution shall enter into a revenue sharing agreement in order to agree the terms for sharing any revenue or other benefits generated from the commercialisation of such intellectual property. The parties to this discussion shall be the Charity, the host institution and any third party which may have contributed to the generation of such intellectual property. |
| 6.5 | Where intellectual property is exploited without the prior written consent of the Charity, the host institution shall pay to the Charity fifty per cent of all income received from the exploitation of the aforementioned intellectual property. Such a payment will be made prior to the deduction of taxes, expenses or any other costs. |
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| 7 | **Staff** |
| 7.1 | Staff whose salaries are supported by the Charity are employees of the organisation to which the award is made. |
| 7.2 | Any additional staff costs that may arise subsequent to an award being agreed are the responsibility of the employing organisation and will not be reimbursed by the Charity. |
| 7.3 | Gradings and salaries should have the approval of the Personnel Department of the employing organisation. |
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| 8 | **Equipment** |
| 8.1 | The responsibility for ongoing costs associated with equipment after a grant ends lie with the organisation to which the equipment is donated. |
| 8.2 | The Challenge Fund Manager should be informed when a piece of equipment funded by an award becomes surplus to requirements (other than due to age or becoming obselete). |
| 8.3 | Where a piece of equipment has been purchased by an award, that equipment must not be removed from the organisation without the Charity’s written permission. Should the applicant(s) move to another organisation during the lifetime of the award, the Charity reserves the right not to allow the transfer of that equipment. Where transfer is allowed, any costs incurred should be met by the new organisation. |
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| 9 | **Acknowledgements and publicity** |
| 9.1 | Wherever possible, buildings and equipment should display a plaque, which will be provided but paid for from the award to the institution, indicating that funding has been received from the Charity. The Charity should be informed when this is not possible. |
| 9.2 | The support of the Charity must be acknowledged in all publications, marketing materials, presentations and posters arising from the grant. |
| 9.3 | Applicant(s) should inform the Head of Communications in the Charity, or relevant Funding Manager in her absence, at least five working days, (or as soon as practically possible in the case of a reactive response), before contacting the media or making comments to the media about any project, or other activity, funded by the Charity.  The Charity retains the right to announce the awarding of funds prior to the recipient making public news of their award and also to issue publicity or disseminate any outcomes or learning arising from its funding, in liaison with the main applicant and host organisation’s Communications Department. |
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| 10 | **Scientific integrity** |
| 10.1 | The Charity expects that the conduct and governance of any research is carried out in accordance with the terms of the “Concordat to support research integrity” published by Universities UK in July 2012. |
| 10.2 | In the event of scientific fraud or other irregularity being suspected in the course of a project, the Charity should be notified immediately and kept informed of all future developments. It is the responsibility of the organisation to which an award is paid to take steps to address and investigate this in accordance with the terms of the Concordat. If adequate steps are not taken to investigate, the award will be suspended. |
| 10.3 | If fraud or other irregularity is proven, the grant will be terminated immediately. |
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| 11 | **Conflict of interest** |
| 11.1 | Applicants are required to declare any directorships of companies or trusteeships of charities at the time of application. If, however, between the time of the application and the award being offered, this information changes, the applicants must declare this to the Charity before accepting the award. |
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| 12 | **Termination** |
| 12.1 | The Charity reserves the right to terminate an award at any time. In this unlikely event, due notice and reason will be given in writing. Any expenditure properly and necessarily incurred under the award up to the termination date will be reimbursed, including costs of redundancy. |
| 12.2 | In the event of work being discontinued by the organisation to which the award is paid, written notice must be given, together with a report on the work carried out to date setting out reasons for the termination. The Charity reserves the right to reclaim the award. |
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| 13 | **Changes to terms and conditions** |
| 13.1 | The Charity reserves the right to change the terms and conditions of an award at any time. If an amendment is made, the Charity reserves the right to apply the revised terms and conditions to existing awards. A full explanation of any changes will be given. |
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