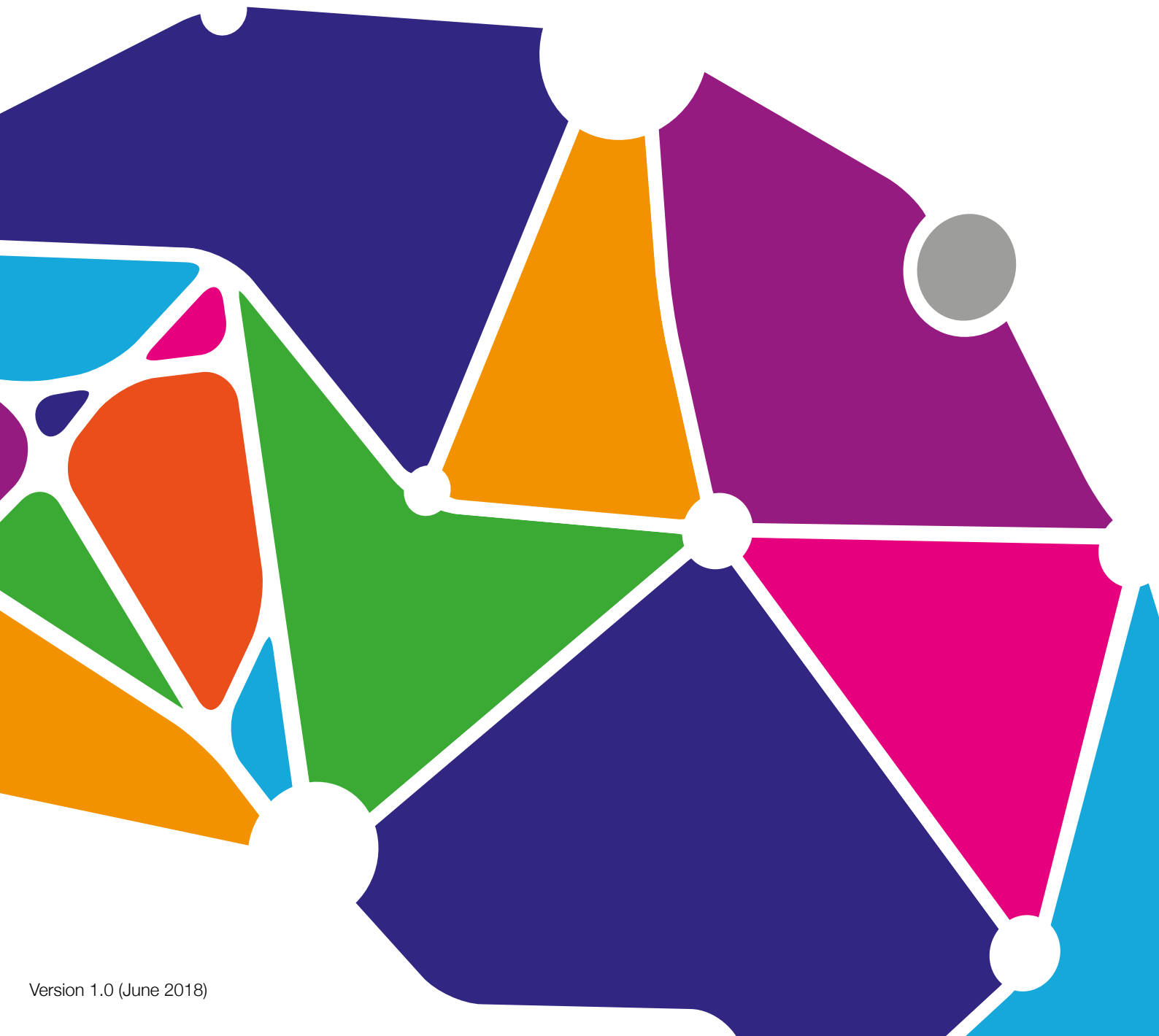




UKPRP RESEARCHERS COLLABORATING WITH INDUSTRY

Guidance on Policy and Procedures



Why we need guidance

An alliance of research funders has pooled resources to support the UK Prevention Research Partnership (UKPRP). This initiative aims to develop new knowledge and interventions that are robust because they take account of complexity in systems and address the upstream determinants of non-communicable diseases (NCDs). To help ensure impact, UKPRP will support new interdisciplinary research partnerships and this potentially could include a range of industry sectors.

Collaborations between academia and some industry sectors (e.g. engineering and design, pharmaceutical industry and the health technology sector) have a strong track record of productive working relationships. However, academic/industry collaboration in prevention and public health is not as well developed, despite the potential for industry to improve health as well as cause harm. Importantly, in the area of prevention, industry should be a key sector in providing unique expertise and access to facilities, data and technology, to lead to more impactful and robust findings.

The purpose of this guidance is to empower academia to work in partnership with industry where there are benefits for public health, by ensuring that academic scientists have the freedom to operate independently of the industry partner and that such collaborations are managed in an open and transparent way. Procedures in this guidance will also ensure that collaborations with industry funded by UKPRP grants, meet regulatory requirements.

Suggested citation:

UK Prevention Research Partnership (UKPRP). 2018. Researchers Collaborating with Industry – Guidance on Policy and Procedures. Version 1.0 (June, 2018).

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1. Scope and purpose of this guidance

The purposes of these procedures and guidance are:

- to support collaboration between academia and industry when there are benefits from doing so.
- to ensure that collaboration(s) with an industry partner or partners is/are conducted with integrity and that interests are open and transparent and conflicts are managed appropriately.
- to ensure research collaborations conform to EU and UK regulations.

The term industry is used here to refer to a broad range of sectors usually private, which are involved in some form of commerce either to make a profit or to support a business. Researchers into primary prevention of non-communicable diseases (NCDs) are likely to encounter a wide range of industry sectors including manufacture, retail, design, technology, product development, media and social media services, and start-ups, for example, as used by social entrepreneurs.

The guidance in this document is based on a set of principles agreed by the funders of the UK Prevention Research Partnership (UKPRP). The principles cover any research activity supported by the UKPRP that involves collaboration with one or more industry collaborators.

Please note that:

- this guidance does not cover all aspects of research governance and it is fundamental that all UKPRP research adheres to established research governance requirements.
- this is broad guidance and specific questions may need to be raised with the UKPRP Secretariat.
- the guidance may be subject to updates as the UKPRP initiative progresses.

2. The principles for UKPRP collaborations with industry

The mission of the UKPRP is to improve human population health and reduce health inequalities through the primary prevention of NCDs. This will involve emerging technologies, big data, and methodological innovation. The UKPRP will also strengthen the linkages between academic and industry researchers in instances where the research questions will only be answered, or would be better answered, by collaboration between researchers and the commercial sector.

Please note that:

1. Working with industry and industry engagement is not a requirement of UKPRP funding.
2. The UKPRP will not support collaborations with commercial or other vested interests of the tobacco industry. This includes alternative nicotine delivery system (e-cigarettes etc.) companies and research organisations funded by the tobacco industry.

The following principles cannot define every possible scenario but aim to bring some clarity to this sometimes complex and contentious area.

The UKPRP principles for engagements with industry are in four key overlapping areas:

- Integrity
- Clarity of purpose

- Independence
- Openness and transparency

Integrity

- Activities involving the commercial sector must have public benefit as their primary aim, helping the UKPRP deliver its mission and strategic objectives to improve human health and the quality of life and to bring economic benefit to the UK.
- Commercial incentives can accelerate health benefits to the public and successful partnership working with industry may often contribute to the development of a new product. However, commercial exploitation should never be the primary objective when developing a partnership and the scientific knowledge generated must be widely disseminated. Companies will always be expected to make an appropriate contribution to the work.
- Exclusive arrangements for commercial exploitation of knowledge generated from collaborative working can be acceptable for a time-limited period should this arise to ensure effective impact of the outcomes of research into health benefits.
- The UKPRP will never endorse any product or service and companies should not use their engagement with the UKPRP for promotional activities.
- Avoiding conflicts of interest is paramount to ensure the reliability of the research and the confidence of the public. Therefore, all potential conflicts of interest, at corporate and individual levels, must be declared and effectively managed.

Clarity of purpose

- Engagement with commercial companies will have a clear purpose and all partners will be transparent as to their expectations and obligations.
- All collaborative activities, whether at a strategic or individual level, will be specified in a written agreement called the UKPRP Industry Collaboration Agreement, setting out roles and responsibilities, including ownership of data and Intellectual Property (IP) and publication and dissemination arrangements.

Independence

- The UKPRP will determine and implement its research strategy or priorities without influence from the commercial sector.
- The UKPRP-funded groups will retain autonomy in deciding how their resources are used and the activities of their research staff.
- Collaborating companies should not be involved in the evaluation of research by the UKPRP or interpretation of the results when they are published and communicated. Press releases and other contact with the media should be agreed with the UKPRP Secretariat and neither partner will issue independent public statements about the research.

Openness and transparency

- The UKPRP will be open and transparent about how and why it engages with industry in collaborative research.
- The UKPRP will be clear about the potential benefits for the public as well as for the companies involved.
- The UKPRP will publish details of all funding it supports online, including on Gateway to Research, and expects industry partners to be equally transparent about their involvement in research collaborations.

- The UKPRP expects the results of collaborative activities to be reported through the conventional routes such as peer-reviewed scientific publications, and the knowledge generated should be widely available for research and teaching purposes. There will be a requirement to publish protocols and to disseminate positive, negative and inconclusive results.
- In line with the UKPRP's data access policies, there is an expectation that bona fide researchers will be allowed access to data from collaborative research with industry for use in further research.

These principles draw heavily on the Medical Research Council (MRC) Industry Charter¹. The UKPRP Industry Collaboration Agreement is repurposed from the well-established MRC Industry Collaboration Agreement.

3. Guidance for upholding the principles

To support the principles for joint working, the UKPRP is implementing procedures for full stage applications and awards. These procedures are:

- i) a UKPRP Industry Collaboration Agreement (UKPRPICA)
- ii) Declaration of Interest (DoI) and DoI register
- iii) on-going monitoring by the UKPRP Scientific Advisory Board

3.1. UKPRP Industry Collaboration Agreement

Researchers working with industry should set up a UKPRP Industry Collaboration Agreement (UKPRPICA; at Annex A) before a project starts. A key feature of the UKPRPICA is its flexibility, allowing the level and nature of the industry contribution to vary per scientific need, from cash and time input, to sharing assets and staff. Companies of any size may participate.

The UKPRPICA includes a Heads of Terms (HoT) between the academic institution and industry partner, setting out the IP management and revenue distribution arrangements, if relevant. When the completed UKPRPICA and an agreed HoT is received, the UKPRP Secretariat may require some amendments of the Terms.

If a proposal is recommended for funding, applicants will need to submit a hard copy of a signed Collaboration Agreement (which must be consistent with the submitted HoT) within three months of the issue of an award letter and before the project begins. If a new academic-industry collaboration is established during a UKPRP funded programme of research, then a UKPRPICA should be submitted before the collaboration starts and the UKPRP Secretariat will advise on the procedure to be followed.

3.2. Declarations of Interest (DoI) and DoI register

A conflict of interest can be defined as “*a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest, will be unduly influenced by a secondary interest*”. To promote openness and transparency, all applicants will register secondary interests which could be deemed, or assumed to affect, the decisions (primary interest) made by those involved in the UKPRP award, including by the members of an academic and industry collaboration. Declarations of interests will be part of the full application process and will be held on file in line with MRC's retention policy (as MRC are administering the awards).

¹ www.mrc.ac.uk/documents/pdf/mrc-industry-charter

The UKPRP will require its funded groups to maintain a DoI register along the lines of the register at Annex B. This focuses on pecuniary interests (for example employment, contracts, other company associations, as well as broader interests such as trust funds, investments, and assets). All funding from commercial partners should be disclosed, as well as any personal payments made to the grant holders, such as consultancy fees, payments for speaking at meetings or for sitting on advisory panels.

3.3. Maintaining and monitoring the principles

Establishing a collaboration agreement and a register of interests addresses many of the principles in Section 2. However, UKPRP research projects and programmes will evolve over time; the priorities and objectives of university researchers and industry can potentially come into conflict at any time. Therefore, the following sections provide some examples of good practice based on the experience of researchers who have worked with industry². Included in these sections are brief summaries of case studies produced by the UK Health Forum³ that illustrate examples of the governance challenges of different types of interactions with corporate actors.

3.3.1. Publishing details of study design

Academic and industry partners should work together to design studies in a way that minimises possible sources of bias as far as practically possible. To increase public confidence in this process, research protocols should be made publicly available as soon as possible. All clinical trials and large observational population-level studies should be registered on a recognised, open and searchable register with a summary of the protocol, before the first participant is recruited.

(see <https://www.mrc.ac.uk/research/policies-and-guidance-for-researchers/open-research-data-clinical-trials-and-public-health-interventions/>).

3.3.2. Reporting and disseminating research outputs

Neither the academic nor the industry partner should restrict the publication of findings⁴, which should be published in full regardless of the outcome or whether a paper reporting the outcomes has been accepted by a scientific journal. A summary of results can be made publicly available, either on a web site or logged in a publication or trial database, and should be done within one year of completion of the study. In respect of population intervention studies, researchers should adhere to the UKPRP funders' policy, for example, UKPRP is using the MRC Policy on Open Data⁵.

Any dissemination such as conference and other invited presentations, should be clearly badged as supported by UKPRP and all sources of funding must be acknowledged. The UKPRP Terms and Conditions state that there should be no dissemination of UKPRP research findings without consulting the UKPRP Secretariat first, and this is particularly important in respect of press releases and other interactions with the media. This applies to all academic and industry partners alike.

There may be occasion when industry should use the UKPRP branding for promotional activities that align to the UKPRP mission but it is also imperative that any industry collaborators do not

² These sections will be developed further as the UKPRP initiative develops.

³ UK Health Forum (2018). Public health and the food and drinks industry: The governance and ethics of interaction. Lessons from research, policy and practice. London: UKHF. <http://www.ukhealthforum.org.uk/prevention/pie/?EntryId43=58305>

⁴ Except for a reasonable period required to protect intellectual property rights (IPR) for patenting.

⁵ www.mrc.ac.uk/research/policies-and-guidance-for-researchers/data-sharing/

use UKPRP branding, or the standing of the research group, as a hallmark of quality, or as a nonspecific promotional tool, in the advertising of any product or service that they are providing.

3.3.3. Accepting gifts and payments from industry

Accepting gifts, and other types of financial support, beyond that specified in the UKPRPICA, will be deemed a conflict of interest. It is often standard practice for industry to provide hospitality, but researchers should not accept any funds that are not covered by the Collaboration Agreement and/or openly declared. This extends to declining offers of travel reimbursement or sponsorship from industry to present research findings at an event.

3.3.4. Maintaining a register of interests

It will be the responsibility of the UKPRP-funded groups to maintain a register of interest of a broader range of staff beyond the grant holders and to keep this register up-to-date. As the different academic partners will have their own processes for this, UKPRP will not prescribe how this is done although the UKPRP Secretariat would be happy to advise.

Case Study 1⁶: The study outlines the potential conflict of interests within the Advisory Council of Mexico's OMENT (Observatorio Mexicano de Enfermedades No Transmisibles) – an observatory established to guide policy efforts for obesity prevention and control, and to become a control unit for surveillance of Mexico's National Obesity and Diabetes Prevention and Control Strategy. This case study draws attention to the importance of declaring conflicts of interest when developing national public policy and enabling provisions to avoid the influence of vested interests in the decision-making process.

3.3.5. Research governance

This guidance does not cover all aspects of research governance and assumes applicants will adhere to institutional research policies and governance requirements as part of accepting the terms and conditions of a UKPRP award.

Case Study 10⁶: The case study identifies some of the risks to public health of partnerships involving food and beverage companies that produce and market products known to be antithetical to health. It draws on the experiences and lessons of the Global Health Council's NCD Roundtable, which aimed to influence the global UN and WHO developments on NCDs and included private sector companies Coca-Cola and PepsiCo. This study highlights the need for transparency in managing conflicts and the need for clear governance, with roles of all partners being carefully questioned and explicitly defined.

3.3.6. Monitoring by the UKPRP

The UKPRP will be monitoring the progress of its investments in a review to take place on an annual basis as a minimum. This will include a report on developments on any collaborations with industry and any risks identified by the UKPRP will be fed back to the leaders of the UKPRP investments to manage.

⁶ UK Health Forum (2018). Public health and the food and drinks industry: The governance and ethics of interaction. Lessons from research, policy and practice. London: UKHF. The views expressed in this report are those of the authors and do not necessarily reflect those of the UKPRP.

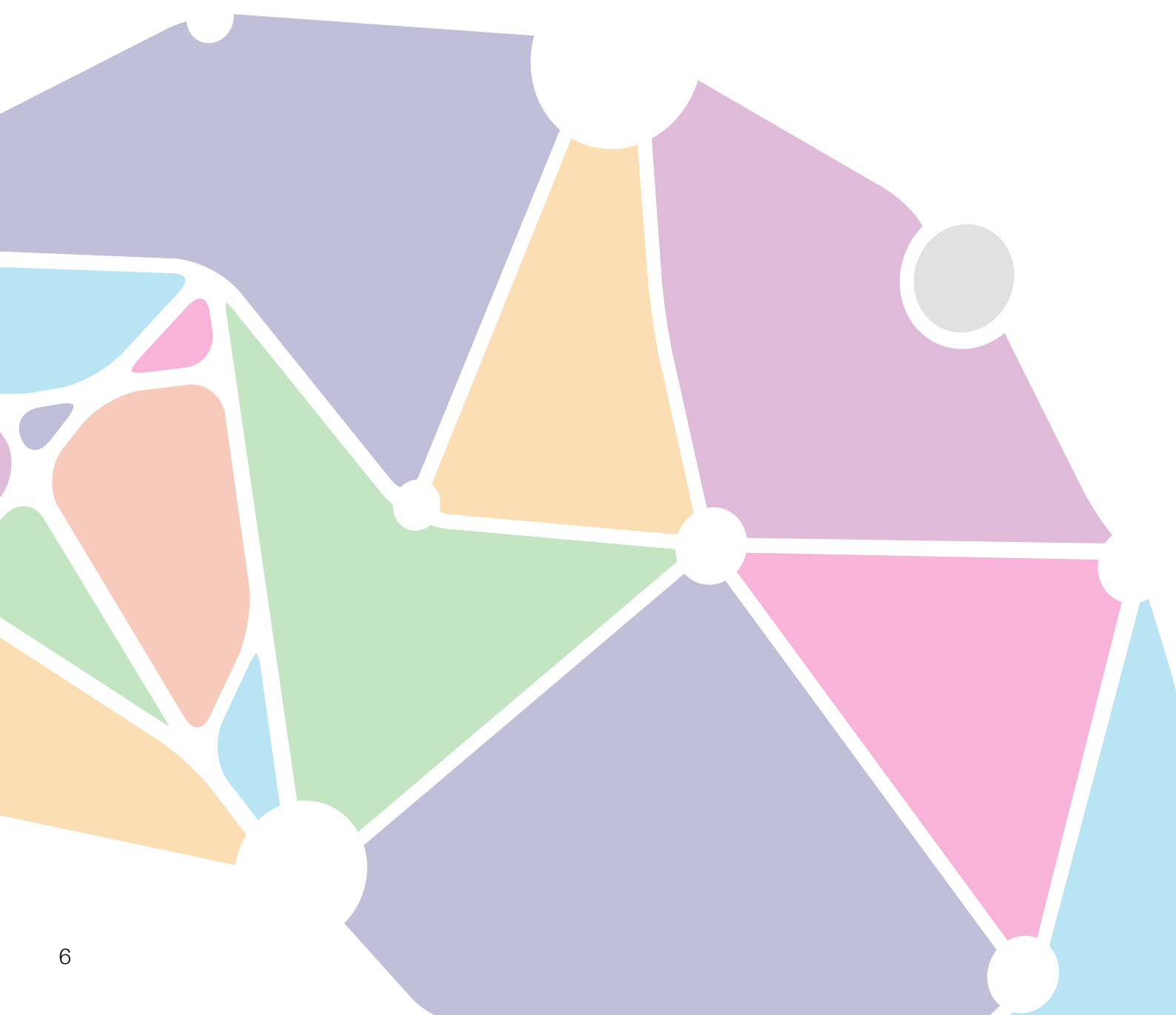
Annex A

UKPRP Industry Collaboration Agreement: Form and notes for completion

Sections 1 – 4 of this form must be completed by all applicants with an industry collaborator/
project partner.

Use the tab key to move between cells in the form. Cells that are greyed out do not need to be filled in, since these are automatically calculated from cells elsewhere in the form. To ensure that all the automatic calculations are undertaken, please start from the first entry and tab through the entire document.

When completed, this form must be uploaded via the Attachments page of the Joint Electronic Submission (Je-S) system as a supplement to your application.



Section 1: Project Summary

1.1. Title (max 150 characters) [same as Je-S Title of Application]

1.2. Abstract (max 2000 characters) [same as Je-S Technical Summary]

Section 2: Applicant Details

2.1. Lead Applicant [same as Je-S Principal Investigator/Research Director]

Name

Institution

2.2. Industry Partner/s [Project Partners]

Main contact Name

Position

Company Name

Research Site Address

Main contact Name 2 (if applicable)

Position (if applicable)

Company Name 2 (if applicable)

Research Site Address 2 (if applicable)

Section 3: Collaboration

3.1. What are the objectives of the collaboration? (max 150 words)

3.2. What does each party contribute to the delivery of the project and what task(s) are they responsible for? Is the contribution unique or could a similar contribution be made by an alternate group/organisation? (max 150 words)

3.3. What is the nature of the proposed work? Please select only one of the options below [Basic/Applied]

Basic

Applied

3.4. Please describe how your proposed work meets the relevant criteria of either Basic or Applied Research. (max 150 words)

3.5. How will the results of the collaboration be disseminated? Are there any restrictions on the dissemination of the results? If so, what are these restrictions? (max 150 words)

3.6. Please describe how the proposed collaboration either enables the planned research to be undertaken or enables the planned research to be undertaken to the required quality or timescale. (max 150 words)

3.7. Please describe why in the absence of the requested funding the planned research could not be undertaken or could not be undertaken to the required quality or timescale. (max 150 words)

3.8. Please summarise how emerging results, 'know-how' and/or IP will be managed (max 150 words)

3.9. Do any of the academic applicants have a direct or indirect interest (consultancy, shareholding, options, etc) in the industry collaborator(s)? If so, what is the nature of this interest and how are conflicts of interests between the parties being managed? (max 150 words)

4.1. Please provide details of your industry party's contributions (use the combined contribution amount if you have more than one Project Partner)

Category	Details	Value(£000s)
Direct Costs		
Cash contribution	e.g. if applicable	
Capital Equipment	e.g. nature	
Consumables/materials	e.g. nature and volume of consumables	
Secondment of Staff (Salaries)	e.g. number and grade of staff deployed on project	
Sub-contract charges and consultancy fees	e.g. nature of outsourced work	
Total direct costs		
Indirect Costs		
Use of facilities	e.g. if applicable; nature of facilities, percentage of usage	
Staff time	e.g. if applicable; no. of staff allocated to project, percentage of their time used in project	
Other	e.g. if applicable	
Total indirect costs		
Total Industry costs		

Academic Costs

Academic Cost (FEC)

The FEC Applied For figure from your Je-S submission

Total Cost = Industry Cost + Academic Cost

% Industrial Contribution = Industry Cost/Total Cost

4.2. Please provide justification for the industry costs. (max 300 words)

Guidance Notes

What is a UKPRPICA?

The UKPRP Industry Collaboration Agreement (UKPRPICA) encourages and supports collaborative research projects between academic and industry researchers. It is an agreement between the commercial and academic partners to undertake collaborative research. The key feature of the UKPRPICA is its flexibility, allowing the level and nature of the industry contribution to vary according to scientific needs, from cash and time input to sharing assets and staff. Companies of any size may participate, from small and medium-sized enterprises (SMEs) to major retail and manufacturing companies.

What qualifies as a UKPRPICA

Any research proposal involving a collaboration between academic researchers and one or more industry partners (contributing either in cash or in kind) is handled by the UKPRP via a UKPRPICA. This agreement allows partners to work out and clearly specify arrangements for relative responsibilities, governance, regulatory approvals, indemnity, intellectual property rights, reporting, and access to data and samples; this enables applicants to ensure the UKPRP principles and guidance are met before a project starts. In addition, UKPRPICAs help to establish that proposed collaboration arrangements are eligible under EU State-Aid regulations for UKPRP funding.

Quick checklist for UKPRPICAs

If a proposal involves industry collaboration, applicants need to:

- Include a completed UKPRPICA form attached as a PDF in the 'Attachments' section of the Joint Electronic Submission (Je-S) system.
- Include an agreed Heads of Terms, attached as a PDF in the 'Attachments' section of Je-S
- Provide the name of their industry partner's organisation, the name of their industry partner's contact and their industry partner's contribution under the 'Project partner' section in Je-S.

If the proposal is awarded, successful applicants will need to submit a hard copy of a signed Collaboration Agreement within three months of the issue of an award letter and before the project begins.

Who can apply: additional requirements

Eligibility

The lead applicant must be an academic partner from an organisation eligible for the UKPRP funding scheme.

Location

Companies of any size may participate in partnership with an eligible research organisation. Overseas based companies may also participate, where it can be established that their involvement is necessary for the delivery of the project aims and valid justification is provided.

How to apply: requirements

Firstly, applicants should visit the UKPRP homepage, as well as review the specific Consortium and Network webpages and full stage guidance documents. These will guide you through preparing a proposal, the call process and the assessment process and criteria. Please also ensure that you read the Research Councils UK (UK Research and Innovation) terms and conditions governing UKPRP grants.

UKPRPICA applications should include UKPRPICA: in their project title (*as in UKPRPICA: title of proposal*)

UKPRPICA applicants must provide details of their industry partner(s) in the Project Partner section in the Je-S application system.

UKPRPICA form

The UKPRPICA form must be completed by all applicants with industry collaborators/project partners. To populate this form, use the tab key to move between cells in the form. Cells that are greyed out do not need to be filled in, since these are automatically calculated from cells elsewhere in the form. To ensure that all automatic calculations are undertaken, please start from the first entry and tab through the entire document. Word limits and further instructions for each heading are included on the UKPRPICA form.

When completed, the UKPRPICA form and the other relevant attachments, including a Heads of Terms, should be attached as separate PDFs within the 'attachments' section of your Je-S application.

Definition of basic and applied research

The UKPRPICA form asks applicants to state whether their proposal is basic or applied. The Frascati Manual - Proposed Standard Practice for Surveys of Research and Experimental Development, OECD, Paris, 2002 - has the following definition of these two categories:

- Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.
- Applied research is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective.

The assessment criteria that the UKPRP will use in determining the category of the proposed research will include one or more of the following:

Basic research:

- The outcome of the proposed work has many potential applications to a range of needs, processes or products.
- The results of the proposed work will provide significant insights into the mechanism of the targeted illness/condition, which might enable the development of alternative means of preventing this illness/condition.

Applied research:

- The outcome of the proposed work has a limited range of applications focusing on specific needs and market opportunities.
- The results of the proposed work are mainly restricted to determining the feasibility or otherwise of the proposed product/solution.
- Applied projects, although pre-competitive, would be nearer market than basic ones, with greater medium-term potential benefit to the private sector partner.

In the case of applied research projects, an important criterion in the assessment for UKPRPICAs is the extent to which the research will be exploitable⁷. The most appropriate method for exploitation and dissemination will vary between institutions and for different kinds of projects. It is up to the applicants to consider which means are most appropriate to their situation.

⁷ By referring to exploitation, we are not just referring to benefit in terms of financial profit, but the added value of the collaboration.

Heads of Terms

The Heads of Terms (HoT) facilitates academic-industry collaborations as it allows partners to think through and work out arrangements for relative responsibilities in relation to governance, intellectual property rights (IPR), reporting, and access to data and samples before a project starts. The HoT should, as with the UKPRPICA form, be submitted together with your application. In contrast to the Collaboration Agreement, the Heads of Terms is not a legally binding document. However, the terms set out in the two documents should be consistent with each other and any substantive post-award changes need to first be approved by the UKPRP Secretariat.

The HoT should be agreed between the partners and set out the following:

- Scope and aims of the proposed project
- Duration of project
- Key tasks and responsibilities of the partners
- Project management arrangements
- Financial/resource contributions
- Intellectual Property (IP) management and distribution arrangements
- Publications and announcements
- Withdrawal/Change of Control
- Termination

Once complete, the HoT should be converted to a PDF and uploaded by selecting the 'Heads of Terms' attachment type within the 'attachments' section of your Je-S application. Please contact the UKPRP Secretariat (UKPRP@mrc.ukri.org) if you experience problems attaching your HoT or UKPRPICA form.

The maximum page limit for the HoT is six pages of A4. UKPRP does not have the capacity to broker agreements between collaborators, and does not provide a specific template for the HoT.

Failure to submit a completed UKPRPICA form and a signed HoT could result in your application being rejected as ineligible.

Intellectual Property arrangements

To be eligible for funding, UKPRPICA proposals must meet either the 'Fully flexible' or 'Gated contributions' requirements (as set out below). The IP management and distribution arrangements in the HoT must therefore reflect the requirements of the appropriate category and the nature of the proposed work (basic or applied research).

Fully flexible:

- Industry partner does not seek a pre-negotiated right to any academically generated foreground project IP. It may be acceptable for the partner to receive a non-exclusive license to use any data for internal R&D, where this explicitly excludes any rights to or capacity to prevent exploitation of these data by the academic party.
- No required minimum level of industry partner's contribution
- IPR generated by the academic partner must be fully allocated to the academic partner.
- The industry partner may have a right to negotiate for access (at a fair market price) to the academic party's IPR but terms cannot be agreed until the project is completed.

Gated contributions:

- The industry partner wishes to pre-negotiate the distribution of academically generated foreground project IP.
- The value of the industry contribution must meet a minimum level of contribution (25 per cent of total project costs for basic research or 50 per cent of total project costs for applied). Total project costs are industry plus academic costs.

Ownership and responsibility for the exploitation of IP generated through the activities of the academic party rests with the academic party's institute.

Collaboration agreement

Any award offer will be conditional upon UKPRP receiving a copy of a fully signed collaboration agreement between the partners within three months of the issue of an award letter and in advance of a project starting. Any changes to the collaboration agreement, including changes of partners, will require prior UKPRP approval. The UKPRP will need to be satisfied that the original aims of the project can still be met and that the project continues to meet EU State-Aid rules.

As with the HoT, we do not provide a template for the final agreement. Applicants may however want to consider using the Lambert toolkit.

The collaboration agreement should be sent as both a hard copy and an electronic copy to:

Signed hard copy:

FAO: Research Funding Policy and Delivery
Medical Research Council
2nd floor, David Phillips building
Polaris House
North Star Avenue
Swindon SN2 1 FL

Electronic copy:

RFPD@headoffice.mrc.ac.uk

Financial Support

Academic partners in UKPRPICA applications can seek support for those costs allowed under the UKPRP funding scheme. In general, the UKPRP will expect the industry party to meet its own costs.

Industry Partner Contribution

In calculating the value of the industry partner(s) contribution, the following costs may be included:

- the salaries of the personnel working directly on the project;
- materials consumed in the course of the project;
- capital equipment purchased or constructed for the project, less its estimated value to the business at the end of the project;
- sub-contract charges and consultancy fees and cost of equivalent services used exclusively for the research activity, bought from outside sources project management costs such as travel, office space etc. that are addition to those normally involved;

- an allowance for reasonable overheads;
- cash contribution from the industry partner (if applicable).

Assessment criteria

In addition to the assessment criteria outlined in the UKPRP guidance, UKPRPICA applicants will need to:

- convince the UKPRP Expert Review Group Panel that in the absence of the requested funding and collaboration the planned research could not be undertaken, or that it could not be undertaken to the quality level or timescale proposed;
- demonstrate good management of potential conflicts of interest and that the agreed distribution of IP is appropriate.

Please note that applicants must not lobby UKPRP staff, referees, or members of peer review panels and boards, nor submit additional information in support of an application after the original submission date. To do so may result in the application being withdrawn by the UKPRP.

Please note that the decisions of the UKPRP Expert Review Group and funding partners will not be open to appeal and that the UKPRP reserves the right to amend the application process.

Guidance & contact information

Please refer to the UKPRP full stage guidance for applicants for Consortium or Network awards and the Je-S Help Pages for further detail on preparing your application.

If you have a query about scientific aspects of your proposal, please contact the UKPRP Secretariat at UKPRP@mrc.ukri.org.

For any Je-S queries, please contact the help desk:

- Email: JeSHelp@je-s.ukri.org
- Phone: 01793 44 4164
- <https://je-s.rcuk.ac.uk>
- <https://je-s.rcuk.ac.uk/Handbook/Index.htm>

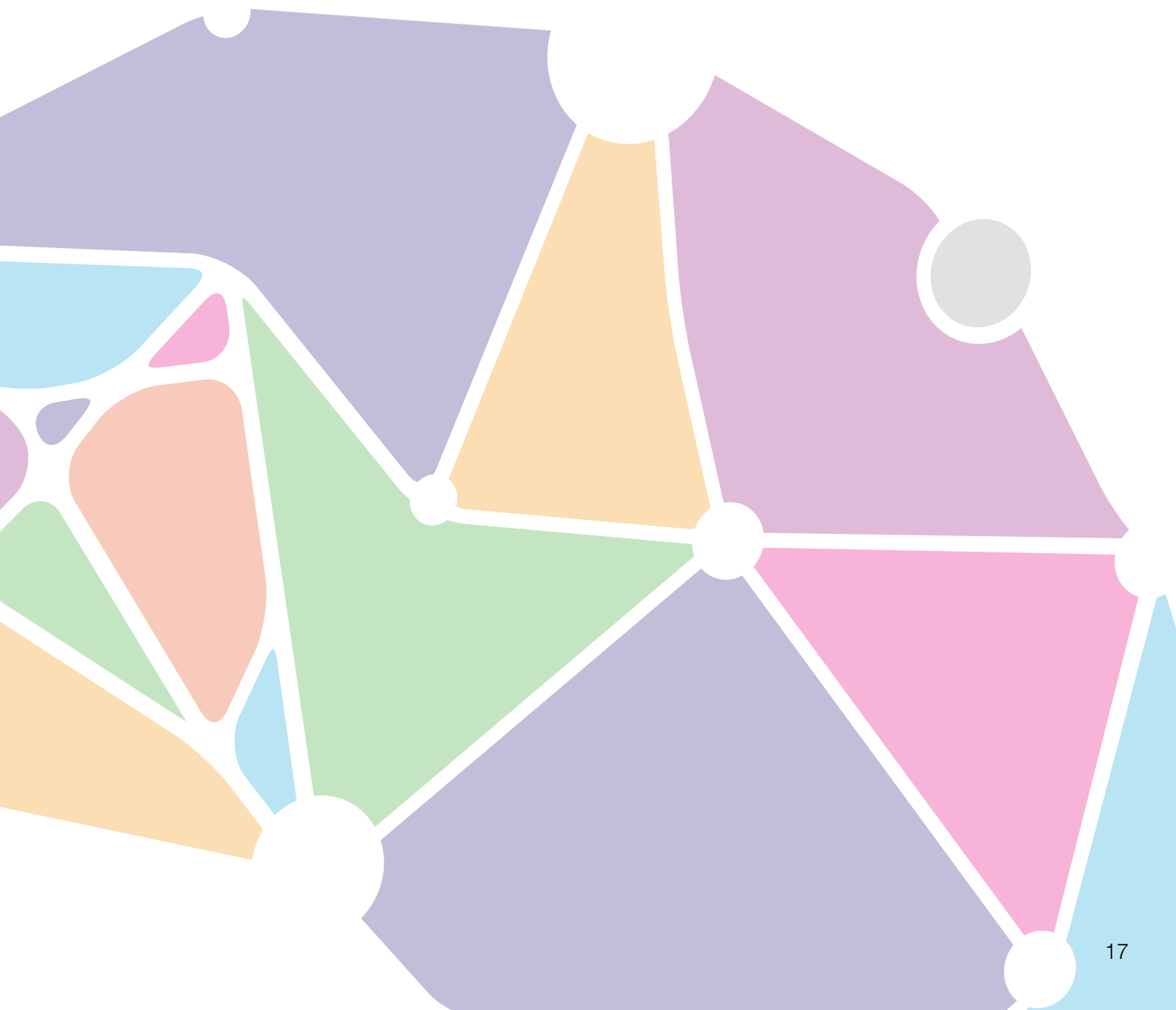
The Je-S Helpdesk is staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).

Annex B

Register of Declared Private, Professional, Commercial and Other Interests

Openness and transparency includes declaring interests that might not seem pertinent to the collaboration in question but which enables others to question any conflict of interest that they may be perceived. UKPRP applicants will be required to declare interests with their application and the funded groups should maintain a publicly-accessible register.

As part of this, any private, personal or commercial interests relating to an application for funding to the UKPRP must be declared by all Research Directors/Principal Investigators and Co-Investigators applying for the UKPRP Consortium or Network awards. This can be done in a covering letter included as an application attachment or in the template below. Where you have no relevant interests in the relevant category, it is important to state that you have 'none'.



Name:

Main form of employment & any honorary/secondary appointments: Name of University and Department or other employing body (include location), and your position.

Research group/department web page: Provide a link to any relevant web pages for your research group or individual page on your organisation's web site.

Please give details of any interests arising out of the following:

1. Personal Remuneration: Includes consultancies, paid directorships, honoraria (both past (within 5 years) and present) from organisations other than that listed within the application as the employer. Example: a consultancy or directorship with a company that makes an item of technology, a drug or any other therapy, or piece of equipment or data, that will be evaluated or used during the research.

2. Significant Shareholdings or Financial Interests in organisations which are involved in or might benefit from the research: Include the name of the company and the nature of the interests. Indirect shareholder interests (e.g. via unit trusts or pension funds managed by others) need not be declared. Shareholdings with a market value equal to or greater than £10,000 or which represent more than 1% of the total shares in the company should be declared, but the actual value of the holding need not.

3. Research Support (financial or in kind) from commercial organisations involved in the grant or which might benefit from the outcome of the research that are not mentioned in the application.

4. Un-remunerated involvement with any organisation named on the application or which might benefit from the research or its outcomes: This may include non-executive and advisory positions, directorships and other positions of authority, in charities or pressure groups as well as companies.

5. Family: Provide details of any potential conflicts that may arise out of any known interests of immediate family and any persons living in the same household. Applicants should also consider whether they need to disclose relevant known interests of any other person with whom they have a relationship which is likely to appear, to a reasonable person, to influence his/her independence and objectivity.

Please indicate which section (1-5) above applies. Family members do not need to be identified, either by name or their relationship to applicants.

