



Dorothy Sidley Memorial Scholarships

2012

Application form

Before completing the application form please read carefully the accompanying *information leaflet* (available from www.hsa.org.uk or the HSA Office) and the notes overleaf for details of the HSA Dorothy Sidley Memorial Scholarships and the conditions under which they are awarded.

IMPORTANT:

To consider your application we must receive a completed application form and your current CV. You must submit these documents in TWO WAYS: ONE HARD COPY BY POST and ONE E-COPY to INFO@HSA.ORG.UK
These documents must reach the HSA by 28th February 2012.

Humane Slaughter Association • The Old School • Brewhouse Hill
Wheathampstead • Hertfordshire • AL4 8AN • UK
Tel: +44(0)1582 831919 • Fax: +44(0)1582 831414 • Email: info@hsa.org.uk
www.hsa.org.uk

Registered in England, Charity Number 209563

Conditions of the HSA Dorothy Sidley Memorial Scholarships

1. Eligibility

Applications are invited from:

- a) students and trainees registered at universities or establishments in the UK
- b) students registered at universities outside the UK where the university has a UFAW/HSA University 'LINK' person (see www.ufaw.org.uk/links-news-events.php).

2. Applications

Applications must be typed. Applications must consist of a completed application form and current Curriculum Vitae. **TWO COPIES** must be submitted. **ONE** copy must be emailed to info@hsa.org.uk and the **SECOND** copy must be posted to:

HSA, The Old School, Brewhouse Hill, Wheathampstead, Hertfordshire, AL4 8AN, UK.

3. Closing dates

Applications for the HSA Dorothy Sidley Memorial Scholarships must be received at the HSA offices by **28th February 2012**. The successful scholar(s) will be notified by the end of April 2012.

4. Reports

On completion of the project students are required to submit **TWO COPIES** of their report.

- a) **ONE** electronic copy must be emailed to info@hsa.org.uk (or submitted on CD or DVD if the file is too large to email).
- b) The **SECOND** printed copy must be posted to: HSA, The Old School, Brewhouse Hill, Wheathampstead, Hertfordshire, AL4 8AN, UK. This hard copy report must be bound.

All reports must be typed. The report should be presented in the following format:

- an abstract of between 100-200 words if possible
- the aim
- full details of the background – where possible this section should include a critical review of related literature
- a clear explanation of the method
- statistical analyses of results and graphs, diagrams, etc as appropriate
- a general discussion integrated with findings of other authors in the field where possible, and the relevant animal welfare implications
- a summary of conclusions and recommendations
- a list of references and/or further reading, quoted in full

The inclusion of original photographs and artwork for figures is encouraged. These diagrams or photographs may be reproduced in the HSA Annual Report or Newsletter alongside an acknowledgement of the source.

The final date by which completed reports are to be submitted is **1st November in the year the scholarship was made**.

Students are to submit their reports to the HSA via their supervisors. In submitting the report

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supervisors are asked to attach a brief comment on the success or otherwise of the project.

5. Publication of a Scholar's research

The HSA's financial support should be fully acknowledged in all publications arising from the work.

A hard copy and an e-copy of each publication arising from the work should be forwarded to the HSA on their publication.

6. Presentation of a Scholar's research

HSA Scholars may be invited to present their work to an audience which is likely to comprise students and other persons interested in animal welfare. If such a meeting is arranged it is likely to be held late in the year in which the project is carried out, or early in the following year.

Use of funds

7. Projects and procedures funded by HSA grants may not be altered from those specified on the application form and in the grant authorisation from the HSA without prior written permission of the HSA, and no additional funds will be provided unless the HSA so decides in its absolute discretion.

8. Dorothy Sidley Memorial Scholarships are to provide funds to meet the student or trainee's project costs and subsistence costs. It is entirely at the discretion of the HSA to whom, and for what, funds may be paid.

9. Where funds are granted to an institution for the employment of staff at that institution or for work to be carried out by a private individual, the HSA is not the employer. It is the responsibility of the host institution to issue a contract of employment in accordance with all current employment law or equivalent legislation in other countries. Full details of all employment costs should be provided in the application. Where the HSA provides funds for the employment of staff to undertake research, the employer is expected to protect these staff from the burdens of undertaking administrative and teaching responsibilities unless agreed otherwise by the HSA.

10. The period of the grant is strictly limited and the tenure of appointment of any persons employed by the host institution for the work must be confined strictly to the period of the grant. If staff are retained beyond this it is for the host institution's own purposes and at their own expense.

11. The host institution is entirely responsible for increments in salaries or stipends during the term of the grant and these should be budgeted for in the application. The HSA may consider applications for additional sums following national pay increments. Applications should be made promptly after these occur and full details of the circumstances explained.

12. All grants are made on the condition that the HSA is in no way responsible for claims under any statute or at common law and it does not indemnify the host institution against any claim for compensation or against any other claims for which the host institution may be liable as an employer, owner-occupier or user of premises or as the provider of services or facilities or in relation to the work carried out under the grant.

13. Any equipment purchased from a HSA grant will become the property of the HSA and should be used only for the activities approved. At the end of the project the ownership and future use of the equipment will be reviewed by the HSA.

Additional funding from other sources

14. If additional funding is to be sought from other sources this must be discussed with, and written approval obtained from, the HSA in advance.

Legal and ethical

15. It is the responsibility of the applicant to be aware of all national and regional laws and codes under which the work is to be carried out and to abide by these and to obtain all necessary

permissions and licences. If it is likely that specific licences will be required please include information about this in the application form, specifying: the licence required, the legislation it is governed by, what it will permit the candidate to do and for how long and where (e.g. country, institution). Any other appropriate information should also be included.

Use of animals

16. If the proposed work involves the use of animals, it is the responsibility of the principal applicant to check with the appropriate national or regional authority (eg Home Office in the UK) regarding the need for licences or other specific authorisation required in the country concerned and to obtain these where necessary. It is also the responsibility of the principal applicant to obtain the necessary approvals from the institution's ethics committee where there is one. If working with animals overseas in a country that has no legislation to protect the welfare of animals during scientific experiments, the principles of the UK's Animals (Scientific Procedures) Act 1986 and any amendments should be followed as good practice.

17. The HSA requires rigorous implementation of the 3Rs. Where animals are used in research they must be afforded high standards of welfare compatible with the aims of the research. At all times conditions for husbandry and experimentation should be of a high standard, conducive to good welfare and to minimising stress. Enclosures should meet the physiological and behavioural needs of the animals and appropriate enrichment should be provided. The health of the animals should be maintained and monitored, and any deterioration attended to immediately. All staff involved in animal research, both at a scientific and research support level, and those involved in the breeding, handling and care of animals, must be appropriately trained and possess relevant qualifications. Further information can be found on the website of the National Centre for the Replacement, Refinement and Reduction of Animals in Research (<http://www.nc3rs.org.uk/>).

18. In order that the HSA can be satisfied fully that projects involving the use of animals take the fullest possible account of their welfare, applications should include details of the following (as appropriate) in the description of the methods:

animals - species, strain, weight, sex, age, source, transport, health status, conservation status, fate at end of project;

housing/feeding/measures to improve welfare - cage/enclosure type, size, floor, furnishings, bedding, cleaning, thermal environment, number of animals per enclosure, diet, feeding regime;

experimental design - experimental design, details of how numbers in test and control groups have been determined (eg by power analysis prior to the experiment), statistical methods to be used in analysis of the results;

experimental procedures - experimental procedures, any risks to animal welfare (nature and duration), measures to improve the animals' welfare, analgesia, methods of euthanasia.

Applicants (especially those submitting applications for behavioural research) may find useful, and are recommended to familiarise themselves with, the Association for the Study of Animal Behaviour's Guidelines for the treatment of animals in behavioural research and teaching updated in each January issue of the journal ***Animal Behaviour*** and available on the Journal website <http://asab.nottingham.ac.uk/ethics/guidelines.php>

Financial arrangements

19. Grants for projects will usually be made available by the HSA in advance but the HSA may make other arrangements.

Disabled applicants

20. If the student applicant is registered disabled and their disability is likely to incur additional costs whilst carrying out the research project, the student should view the website <http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation> and

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contact their Disability Support Officer (DSO) at the host institution to discuss what support might be required and to ascertain what financial assistance, if any, the student might be entitled to claim from the host institution. The DSO may recommend that the student applicant undertakes a formal assessment at a recognised access centre. This should be done before applying to the HSA for the Scholarship. The DSO's report and, if carried out, the needs assessment should be submitted to the HSA with the application form. The HSA reserves the right to decide upon what contribution, if any, it will make in addition to the host institution's contribution.

Limitation of liability

21. The HSA is in no way responsible, financially or otherwise, for the expenditure or liabilities arising out of the work other than those specifically listed and defined in the project proposal or approved in further correspondence.

Copyright

22. The HSA may, in some cases (but unusually), require the copyright of all data collected during, and of any publications arising from, a project for which it is providing support. In these cases, this will be made a condition of the award.

Termination of grants

23. The HSA has the right to revoke or suspend any grant upon failure to observe any of the conditions listed above or specified by the HSA in the offer of a grant or on consideration of the progress of the work. In such a case, the HSA may require repayment or, depending on the circumstances, may reimburse the host institution for expenses incurred to the date of termination but will not be responsible for, nor will indemnify the host institution against, any claims (relating to employment or anything else — see conditions above) arising as a result of the termination.

Intellectual property and commercial activities

24. The HSA is committed to advancing animal welfare through its support for research and other animal welfare projects. As a charity, the HSA is under an obligation to ensure that its funds are applied effectively in pursuit of its objectives. The HSA therefore wishes to encourage and, together with HSA-funded researchers and their host institutions, ensure the protection and exploitation of the intellectual property arising out of the work that it funds.

Specifically, the HSA requires the institution to:

- (a) develop and implement strategies and procedures for the identification, protection and exploitation of all intellectual property created or acquired in connection with a HSA-funded activity (intellectual property includes all inventions, technologies, products, data and know-how);
 - (b) notify the HSA promptly when intellectual property that may or may be of animal welfare or commercial value is created, and ensure that such intellectual property is protected and not published or otherwise publicly disclosed prior to protection (whilst at the same time ensuring that potential delays in publication are minimised);
 - (c) permit the HSA to have reasonable access to personnel, facilities and information utilised in, or created or acquired pursuant to, a HSA-funded activity or the exploitation envisaged under this paragraph 24;
 - (d) ensure that all persons in receipt of HSA-funding or working on a HSA-funded activity are employed or retained on terms that vest in the institution all intellectual property which is created or acquired by any such person in connection with a HSA-funded activity.
25. No intellectual property created or acquired in connection with a HSA-funded activity may be exploited in any way without the prior written consent of the HSA, such consent not to be unreasonably withheld. Exploitation includes use for any commercial purpose or any license, sale,

assignment, materials transfer or other transfer rights. As a condition of granting such consent, the HSA may require the institution to agree to terms of exploitation including the sharing of the benefits (such as revenues and equity) arising from the exploitation.

26. If the institution does not protect or exploit any such intellectual property in accordance with the jointly agreed strategies and procedures or otherwise to the HSA's satisfaction, the HSA shall have the right, but not a duty, to protect and exploit such intellectual property in furtherance of the aims of the Charity. Such right shall only be exercised 6 months after the HSA has given the institution notice in writing requiring the institution to protect and exploit such intellectual property, unless the HSA reasonably considers that such intellectual property rights could be lost and more immediate action is required. The institution agrees to do, and will ensure that its employees and students do, all acts required to assist the HSA in such protection and exploitation.

Please note that failure to comply with the terms and conditions of the HSA Dorothy Sidley Memorial Scholarships and to submit reports on schedule may result in the disqualification of the applicant or of his/her organisation from obtaining grants from HSA in future.

Further information

If further information is required, contact:

HSA
The Old School
Brewhouse Hill
Wheathampstead
Hertfordshire
AL4 8AN, UK

Tel: +44(0)1582 831919
Fax: +44(0)1582 831414
Email: info@hsa.org.uk
Website: <http://www.hsa.org.uk>

Application for a HSA Dorothy Sidley Memorial Scholarship

SECTION 1 – STUDENT APPLICANT

1.1 Project details

Proposed title of project:	
Proposed start date of project:	
Proposed end date of project:	
Project to be carried out at:	

1.2 Contact details

Title: (e.g. Mr, Dr, Miss)		First name:		Surname: (family name)	
Postal address: (include postcode)					
Telephone number: (include international dialling code e.g. +44(0)1582 021010)					
Facsimile (fax) number: (include international dialling code e.g. +44(0)1582 021010)					
Alternative contact address:					
Alternative telephone number: (include international dialling code e.g. +44(0)1582 021010)					
Email address:					
Signature: (on e-copy type)		Date of completion of this application form:			

1.3 Study/training details

Present course of study/training:	
Year of study/training:	
Institution:	

SECTION 2 - PROJECT OUTLINE

To include in a summarised form details of experimental design, assessment of its relevance to animal welfare and, where applicable, brief reference to other scientific papers of work bearing on the project. References and technical notes may be cited on a separate A4 page. Please include a brief financial breakdown of how the money will be spent.

2.1 Objectives of the project:

2.2 Outline the background and work leading to the project.

(Why are you doing it? Why should we support it?):

2.3 Outline the method or activities to be undertaken, with full details of any animals to be studied or used and proposed procedures:

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2.4 Requirements for Licence Permits. If the work involves procedures under the Animals (Scientific Procedures) Act 1986 or equivalent legislation overseas, then provide details of licences or permits obtained or pending, or of permission granted by ethical committees as appropriate:

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2.5 Key references to relevant publications:

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2.6 Outline the likely output of the project (eg publications, advisory literature) and plans for its dissemination:

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2.7 Outline any possible problems that might prevent the satisfactory completion of the project:

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2.8 Provide an assessment of the likely benefit to animal welfare:

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If the project description continues on further sheets, state here the number of extra sheets attached:

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SECTION 3 - FINANCE

3.1 Provide a **full** breakdown of costs (in GBP£) covering the following where appropriate. If applicable, make VAT costs and exchange rates apparent.

Equipment (specify):	
Consumables (specify):	
Travel:	
Accommodation and subsistence:	
Animals: (e.g. purchase, maintenance, other costs)	
Publications and other costs (specify):	
Total funds requested:	

3.2 Support from other bodies:

Name of organisation & award	Address	Amount requested & for how long	Date you expect to know if successful	Amount granted
		£ From: To:		£
		£ From: To:		£

3.3. Have you received funds from the HSA previously? (delete as appropriate) **Yes** or **No**

3.4 If you answered **Yes** to 3.3 please complete the table below:

Award scheme	Title of project	Award date

3.5 How did you find out about the HSA and the Dorothy Sidley Memorial Scholarships?

SECTION 4 - CONFIRMATION OF ARRANGEMENTS

4.1 COMMENTS BY SUPERVISOR

Please provide below an assessment of the applicant's capabilities and general comments on the proposed project.						
Declaration: I shall be responsible for the supervision of the student, the direction of the research and for ensuring the student's training needs are met throughout. I have read the conditions under which HSA awards are given and, if this application is successful, I agree to abide by them.						
Signature: <small>(on e-copy type name)</small>				Date:		
Title: <small>(e.g. Mr, Dr, Miss)</small>		First name:		Surname: <small>(family name)</small>		
Job title:						
Postal address: <small>(include postcode)</small>						
Telephone number: <small>(include international dialling code e.g. +44(0)1582 921919)</small>						
Facsimile (fax) number: <small>(include international dialling code e.g. +44(0)1582 921919)</small>						
Email address:						

4.2 COMMENTS BY HEAD OF DEPARTMENT

Please give any general comments below:					
Declaration:					
(a) I confirm that I have read and support this application and agree to the project being carried out in my Department.					
(b) I have read and I accept the conditions under which the HSA Scholarship is awarded and any special conditions set by the HSA for this project.					
(c) I confirm that adequate resources are available for the project to be carried out.					
(d) This project is <input type="checkbox"/> or is not <input type="checkbox"/> * part of the formal requirement of the candidate's present course of study.					
(e) This project is <input type="checkbox"/> or is not <input type="checkbox"/> * being funded by other sources. (If it is, please give details below.)					
*tick as appropriate					
Signature: (on e-copy type name)				Date:	
Title: (e.g. Mr, Dr, Miss)		First name:		Surname: (family name)	
Job title:					
Postal address: (include postcode)					
Telephone number: (include international dialling code e.g. +44(0)1582 921010)					
Facsimile (fax) number: (include international dialling code e.g. +44(0)1582 921010)					
Email address:					