



Humane Slaughter Association

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HSA PROJECT GRANTS

BEFORE COMPLETING THE APPLICATION FORM, PLEASE READ THESE NOTES CAREFULLY FOR DETAILS OF HSA PROJECT GRANTS AND THE CONDITIONS UNDER WHICH THEY ARE GIVEN

When returning the form by e-mail you must ensure that a signed copy of the form is sent by post as we cannot accept applications that are unsigned.

Humane Slaughter Association and Council of Justice to Animals
The HSA is the only charity that works, through educational and technical advances, exclusively towards the highest worldwide standards of welfare for food animals during transport, marketing and slaughter.

Registered in England Charity No. 209563

1. The purpose of HSA project grants and conditions applying

The HSA supports a variety of activities through its grants that aim to improve animal welfare during transport, at market and to the point of slaughter. Applications may be made for funds that will enable the applicant to undertake work or research in any of the following areas that will directly further the HSA's charitable objectives in respect of farmed livestock, namely:

1. The promotion of humane methods of slaughter
2. The introduction of reforms or improvements in livestock markets
3. The introduction or development of improvements in animal transport facilities

In all cases the work must be of use to prevent or reduce the suffering of animals in the circumstances listed above.

2. Applications

Applications must be made on the attached form. Applications are expected to be typed but, if not, must be clearly legible. **ONE** copy of the form, together with one copy of the CV (no more than 2 sides of A4) of each applicant, should be sent to the HSA, The Old School, Brewhouse Hill, Wheathampstead, Hertfordshire AL4 8AN, UK.

3. Closing dates

Applications for HSA Project Grants may be submitted at any time.

4. Reports

A report is required within one month of the completion of the project. This should provide a summary of the project's aims, methods, results and conclusions, discussing any difficulties encountered in achieving the objectives, and the benefits to animal welfare. A brief final financial statement should also be included. In addition, applicants are required to provide, on a separate sheet, a brief (200-300 word) account of their project written in an easily-accessible style suitable for inclusion in the HSA Annual Report or Newsletter. This should explain the background of the project and its animal welfare benefits. Appropriate photographs of the project should be made available to the HSA for its publications. The HSA's financial support should be acknowledged in all publications arising from the work and copies of publications arising from the work should be forwarded to the HSA on their publication. **Please note that failure to comply with these conditions and to submit reports on schedule may result in the disqualification of the applicant or his/her organisation from obtaining grants from the HSA in future.**

5. Use of grant

5.1 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. No additional funds will be provided unless the HSA so decides in its absolute discretion.

5.2 Where funds are granted to an institution to enable 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 the Employment Protection (Consolidation) Act 1978, or equivalent legislation in other countries. 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.

5.3 The period of any 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.

5.4 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.

5.5 All grants are made on the condition that the HSA is 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.

5.6 Any equipment purchased from an 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.

5.7 It is the responsibility of the applicant to be aware of all 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.

6. Use of animals

6.1 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.

6.2 If the proposed work does not include the use of animals at a scientific research level, please now go to paragraph 7.

6.3 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 project. At all times conditions for husbandry and experimentation should be of 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.

6.4 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 cage, 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.

6.5 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>

7. Financial arrangements

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

8. Limitation of liability

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 and any further correspondence.

9. Copyright

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

10. Termination of grants

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 an grant or on consideration of the progress of the work. In such a case, the HSA may require repayment or, depending upon 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.

11. Intellectual property and commercial activities

11.1 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.

11.2 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 an HSA-funded activity (intellectual property includes all inventions, technologies, products, data and know-how);
- (b) notify the HSA promptly when intellectual property that 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 10;
- (d) ensure that all persons in receipt of HSA funding or 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 an HSA-funded activity.

11.3 No intellectual property created or acquired in connection with an HSA-funded activity may be exploited in any way without the prior written consent of the HSA. Such consent will not be unreasonably withheld. Exploitation includes use for any commercial purpose or any licence, 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.

11.4 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 six 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.

12. Further information

If further information is required, contact the:

HSA
The Old School
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SECTION 2 - PROJECT OUTLINE

Proposals should be concise - extra A4 sheets may be attached but the description of the project should not exceed 1,000 words in total.

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:

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:

2.5 Key references to relevant publications:

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

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

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

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

SECTION 3 - FINANCE

3.1 Provide a **full** breakdown of costs covering the following where appropriate; make VAT costs apparent (where applicable):

No of staff (including length of time for each):	
Salaries (including superannuation, Employer's NIC, etc):	
Equipment (specify):	
Consumables (specify):	
Travel and subsistence:	
Animals (purchase, maintenance, other costs):	
Publications and other costs (specify):	

3.2 Support from other bodies (names and addresses of all bodies supporting or being approached to support the project with details of amounts given or applied for):

3.3. Have you received funds from the HSA previously? Yes No

3.4 If **Yes** please give date(s) and title of project(s):

SECTION 4 - CONFIRMATION OF ARRANGEMENT

4.1 Recommendation by Head of Department/Director/Manager as to applicant's ability to carry out the project and confirming support of the host institution/company:

I confirm that I have read and support this application and I agree on behalf of (the host institution/company) to the project being carried out at our premises subject to conditions under which the HSA grants are awarded and any special conditions set by the HSA for this grant.

Name:

Position:

Address:

Signed:

Date:

4.2. Confirmation of financial arrangements by the Secretary or Finance Officer of the host institution/company:

I will ensure that any funds provided by the HSA are used for the purpose for which they are given. I have read and accept the conditions under which grants are made.

Name:

Position:

Address:

Signed:

Date:

4.3. If all or part of the project is to be carried out at another location, official approval is required (normally from the Director or Manager) to agree to offer the use of facilities for the project:

I confirm that I have read and support this application and agree to the project being carried out in my Department. I have read and I accept the conditions under which grants are made.

Name:

Position:

Address:

Signed:

Date:

ONE copy of the application form and all CVs should be sent to: HSA, the Old School, Brewhouse Hill, Wheathampstead, Hertfordshire AL4 8AN, UK. E-mail: info@hsa.org.uk. When returning the form by e-mail you must ensure that a signed copy of the form is sent by post as we cannot accept applications that are unsigned.