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# HSA Research, Project & Travel Grants

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|  **Application Form** |

HSA grants are aimed at improving or better understanding food animal welfare during transport, marketing, slaughter, and killing for disease control and welfare reasons. Laudable as we think they may be, research and projects which fall outside of this remit are not eligible for grants from the HSA. When completing this application form, the case for the animal welfare benefits of the research or project must be made very clearly.

Please read carefully the notes on HSA grants and the conditions under which they are given before completing the application form.

This Form Includes

* Application form (Pages 1–12)
* Consent to receive ongoing information about HSA activities and support (pages 13-15)
* Scholarship notes and conditions (Pages 16-19)

|  |  |
| --- | --- |
| **Name of corresponding applicant / Project leader:**  |       |
| **Project title:**  |       |

Humane Slaughter Association • The Old School • Brewhouse HillWheathampstead • Hertfordshire • AL4 8AN • UKTel: +44(0)1582 831919 • Fax: +44(0)1582 831414 • Email: grants@hsa.org.uk • www.hsa.org.uk

Registered in England, Charity No 1159690. Charitable Incorporated Organisation**HSA Research and Project Grants**

**Background**

Through its research and project grants, the HSA aims to encourage high quality research or other projects (such as study visits, conference presentations, training etc) that are likely to lead to substantial improvements in (or better understanding of) food animal welfare during transport, marketing, slaughter, and killing for disease control and welfare reasons. Research and projects which fall outside of this remit are not eligible for grants from the HSA.

The HSA seeks to promote both fundamental research and applied research aimed at developing practical solutions to animal welfare problems. The HSA also supports (non-research) projects which promote animal welfare, such as production of prototypes, scientific/technical workshops or meetings, or publication of educational material. Examples of HSA funded projects can be found on the HSA website.

Applicants can be based anywhere in the world (please note that sometimes for reasons beyond its control, such as international sanctions, the HSA may not be able to make certain awards).

Applications for student and industry trainee project grants (duration up to 8 weeks, maximum award: £2,240), may be eligible for an HSA Student/Trainee Scholarship. See the HSA website for further information.

**Procedure**

Applications must be made by completing the attached form. A **signed, electronic copy** of the application form, together with a copy of the applicant(s)’ CV (no more than 2 sides of A4) should then be sent as an email attachment to grants@hsa.org.uk.

**Please note:** For a signature to be accepted it must be a scan or electronic version of your actual signature. Typed signatures will not be accepted.

Completed application forms are accepted throughout the year.

**Further information**

For further information, or to download this application form, please visit the grants and awards section of the HSA website, available at: www.hsa.org.uk/grants. Alternatively, to contact the HSA directly, email: grants@hsa.org.uk or telephone: +44 (0) 1582 831919.

**Application Form**

**SECTION 1: Summary**

* 1. **Proposed project:**

|  |  |
| --- | --- |
| **Project title:** |       |
| **Brief summary of project:** (100 words) |       |
| **Project duration:** | Start date:       End date:        |
| **Project to be carried out at:**  |        |
| **Total amount requested:** (in Pound Sterling) | £      |
| **Project Purpose (tick all that apply)** | Research Project [ ]  Travel/Study Visit [ ] Conference Attendance [ ]  Training [ ]  Other (specify)       |

* 1. **Details of corresponding applicant / Project leader:**

If this is a joint application then please include, on a separate page, the names, qualifications and addresses of other persons to be involved in the project and provide details of their responsibilities within the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |       | **Title:** (eg Dr, Mr, Ms) |       |
| **Qualifications:**  |       |
| **Position / Job description:**  |       |
| **Contact address:**  |       |
| **Email:**  |       |
| **Telephone:**  |       |

* 1. **Declaration**

**I shall be responsible for the direction and progress of this project. I have read the conditions under which HSA** **grants are given and, if this application is successful, I agree to abide by them.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:**  |       | **Date:** |       |

**SECTION 2: Project details**

* 1. **Proposals should be confined to the space provided.**
1. The background and work leading to the project;
2. aim and objectives;
3. for research projects: experimental design and methods, including full details of any animals to be studied or used and proposed procedures, full justification of the choice of animals involved and the sample sizes selected, and other points listed in the notes on conditions applying to HSA grants (section 12/13);
4. 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;
5. key references;
6. the likely output of the project (eg prototypes, publications, advisory literature) and plans for dissemination of this;
7. any possible problems that might prevent the satisfactory completion of the project, and
8. assessment of the likely benefit to animal welfare.

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| **Outline of project:** |
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| **Outline of project:** |
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| **Outline of project:** |
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| **Outline of project:** |
|       |

* 1. **Publicity/Dissemination**

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| Please explain how you will publicise the output of the project and disseminate it to target audiences – both user groups and the general public, as appropriate: |
|       |

* 1. **Financial details:**

Please provide a full breakdown of costs covering the following where appropriate: salaries, equipment, consumables, animals, travel and subsistence, publications, and other costs. VAT costs should be made apparent where applicable.

Please note that the HSA does not usually fund university overheads.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |   | **Year 1** | **Year 2** | **Year 3** |
|  **2.3.1** | **Salary costs:**SalaryEmployers National insuranceEmployers Superannuation |                 |                 |                 |
|  | **Sub-total:** | **£** | **£** | **£** |
| **2.3.2** | **Equipment:** (please specify)                                         |                                          |                                          |                                          |
|  | **Sub-total:** | **£** | **£** | **£** |
| **2.3.3** | **Consumables:** (please specify)                                         |                                          |                                          |                                          |
|  | **Sub-total:** | **£** | **£** | **£** |
| **2.3.4** | **Animals:**(purchase, maintenance, and other costs)                                                   |                                                    |                                                    |                                                    |
|  | **Sub-total:** | **£** | **£** | **£** |
| **2.3.5** | **Travel and subsistence:** (if subsistence is being claimed, other sources of income relevant to this project must be stated)                                          |                                          |                                          |                                          |
|  | **Sub-total:** | **£** | **£** | **£** |
| **2.3.6** | **Publication costs:** (please specify)                          |                           |                           |                           |
|  | **Sub-total:** | **£** | **£** | **£** |
| **2.3.7** | **Other project costs:** (please specify)                          |                           |                           |                           |
|  | **Sub-total:** | **£** | **£** | **£** |
|  | **Yearly totals:** | **£** | **£** | **£** |
|  | **OVERALL TOTAL** | **£** |

|  |  |
| --- | --- |
| **2.3.8** | **Have you applied for funds from the HSA previously?** Yes [ ]  No [ ]  |
|  | If ‘Yes’ please give date(s) and title of project(s) and date(s) of submission of reports to the HSA. |
|  |  |

|  |  |
| --- | --- |
| **2.3.9** | **Have you applied to other bodies for support of this project?** Yes [ ]  No [ ]  |
|  | If yes, please provide the names and addresses of all bodies which are supporting, or being approached to support, the project with details of amounts given, or being applied for: |
|  |  |

|  |  |
| --- | --- |
| **2.3.10** | **Payment details** |
|  | If this application is successful, to whom should a cheque be made payable? |
|  | Award cheques may be issued in GBP Sterling  |

**SECTION 3: Supervisor details**

* 1. **To be filled in by the supervisor if the project forms part or all of a PhD research programme.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |       | **Title:** (eg Dr, Ms, Mr) |       |
| **Position:**  |       |
| **Contact address:**  |       |
| **Please provide details of experience in supervision, including previous PhD supervision and completion dates:** |
|       |
| **Please briefly outline the elements of training that this project will provide for the student:** |
|       |
| **I confirm:** 1. I have read and support this application and I am willing and available to supervise this work, and
2. I have read and agree to the terms set out in the enclosed *Notes and Conditions*.
 |
| **Signed:**  |       | **Date:** |       |

**SECTION 4: Confirmation of agreement**

* 1. **Recommendation by Head of Department/Director as to applicant’s ability to carry out the project and confirming support of the host institution/company.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |       | **Title:** (eg Dr, Ms, Mr) |       |
| **Position:**  |       |
| **Contact address:**  |       |
| **I confirm:** I have read and support this application and I agree on behalf of       (the host institution) to the project being carried out at our premises subject to the conditions under which HSA grants are awarded and any special conditions set by the HSA for this grant.  |
| **Signed:**  |       | **Date:** |       |

* 1. **Confirmation of financial arrangements by the Secretary or Finance Officer of the host institution/company.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |       | **Title:** (eg Dr, Ms, Mr) |       |
| **Position:**  |       |
| **Contact address:**  |       |
| **I confirm:** 1. I will ensure that any funds provided by the HSA are used for the purpose for which they are given
2. I have read and I accept the conditions under which the HSA grants are awarded
 |
| **Signed:**  |       | **Date:** |       |

* 1. **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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |       | **Title:** (eg Dr, Ms, Mr) |       |
| **Position:**  |       |
| **Contact address:**  |       |
| **I confirm:** 1. I have read and support this application and agree to the project being carried out in my Department.
2. I have read and I accept the conditions under which HSA grants are awarded.
 |
| **Signed:**  |       | **Date:** |       |

**Consent to receive ongoing information about HSA activities and support**

Dear Applicant(s),

You have sought funds to support your work on animal welfare, the HSA would like to send you information about our work, including future funding opportunities. Legislation regarding personal information requires us to seek your consent to receive information about HSA’s activities, grants and support. If you wish to receive this information please complete and return the brief attached consent form on the following page. **Whether or not you consent to receive information from the HSA will have no bearing on the success of your funding application.**

Once we have your consent, you will continue to receive information from HSA in the way that you have specified, unless and until you tell us otherwise. **Without your consent, we cannot continue to keep in touch**.

There are two consent forms on the following pages, please complete a form for each applicant who wishes to receive information, please contact us if you require more forms or visit <http://www.hsa.org.uk/consent> to complete a form online.

If you have any queries, please do not hesitate to contact the office on 01582 831919 or by email at info@hsa.org.uk.

The HSA is an independent registered charity, founded in 1911. It is the only UK charity concerned exclusively in the promotion of the humane treatment of all food animals worldwide in markets, during transport, at slaughter, and killing for welfare reasons and disease control.

**Humane Slaughter Association**

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Fax +44 (0) 1582 831414

Web site:  [www.hsa.org.uk](http://www.hsa.org.uk)

Emal: info@hsa.org.uk

Registered in England Charity No 1159690

Charitable Incorporated Organisation

**HSA CONSENT FORM**

**To Receive Information about HSA’s Activities and Support**

Name

Address

Post Code       Email

Date:

Please check the appropriate boxes below;

**Information about HSA’s technical, scientific and educational activities**

I consent to HSA sending me information about HSA’s technical and scientific activities

via electronic means, eg email. YES [ ]

Via post YES [ ]

**Information about supporting HSA**

I consent to HSA sending me information about supporting HSA

via electronic means, eg email. YES [ ]

Via post YES [ ]

**Using and sharing your information**

The data collected above will be held and processed by HSA for the purposes of informing you of HSA’s technical, research and educational activities including grant funding opportunities, scientific symposia and meetings and regarding membership and support of the charity. Consent to receive mailings will be renewed after 7 years, however, you have the right to withdraw your consent at any time.

Your information will be stored and processed in accordance with current UK data protection legislation. We will respect your privacy and never share your details with a third party or organisation for marketing purposes. You have the right to request, rectify and erase your data, and to make a complaint to the supervisory authority (Information Commissioner’s Office). For more detailed information, please see our Privacy Statement [www.hsa.org.uk](http://www.hsa.org.uk).

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Registered in England Charity No 1159690

Charitable Incorporated Organisation

**HSA CONSENT FORM**

**To Receive Information about HSA’s Activities and Support**

Name

Address

Post Code       Email

Date:

Please check the appropriate boxes below;

**Information about HSA’s technical, scientific and educational activities**

I consent to HSA sending me information about HSA’s technical and scientific activities

via electronic means, eg email. YES [ ]

Via post YES [ ]

**Information about supporting HSA**

I consent to HSA sending me information about supporting HSA

via electronic means,eg email. YES [ ]

Via post YES [ ]

**Using and sharing your information**

The data collected above will be held and processed by HSA for the purposes of informing you of HSA’s technical, research and educational activities including grant funding opportunities, scientific symposia and meetings and regarding membership and support of the charity. Consent to receive mailings will be renewed after 7 years, however, you have the right to withdraw your consent at any time.

Your information will be stored and processed in accordance with current UK data protection legislation. We will respect your privacy and never share your details with a third party or organisation for marketing purposes. You have the right to request, rectify and erase your data, and to make a complaint to the supervisory authority (Information Commissioner’s Office). For more detailed information, please see our Privacy Statement [www.hsa.org.uk](http://www.hsa.org.uk).

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Emal: info@hsa.org.uk

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**Notes and Conditions**

# Use of funds

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, and no additional funds will be provided unless the HSA so decides in its absolute discretion.

2. 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 the Employment Protection (Consolidation) Act 1978 or equivalent legislation in other countries and with any other employment legislation. 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.

3. 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.

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. 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.

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.

7. The HSA expects that findings from research funded by the grant will be published in an appropriate form (usually as papers in peer-reviewed journals). To assist the HSA in tracking the outputs of research to which it has contributed either wholly or in part, the HSA’s contributions must be acknowledged in all publications arising from the work.

8. It is the responsibility of the host institution and the Grant Holder and Co-Investigators to communicate research funded by the HSA to the public at local, national and international levels, as appropriate, and to raise awareness of the role of science and research in advancing animal welfare and any related issues of public interest. The publication or release of findings may be reasonably delayed to enable protection of any intellectual property.

9. Copies of publications arising from the work should be forwarded to the HSA on their publication.

**Legal and ethical**

10. 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.

**Use of animals**

11. 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.

12. 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 (www.nc3rs.org.uk/).

13. In order that the HSA can be satisfied 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; Applicants may wish to consult the following websites for help with designing a study before submitting their application –

* Planning a study
	+ <https://norecopa.no/prepare/prepare-checklist>
	+ <https://www.nc3rs.org.uk/experimental-design>
* Study analysis
	+ <http://www.3rs-reduction.co.uk/>
	+ <http://ilarjournal.oxfordjournals.org/content/55/3.toc>

Data should be collected in a way that ensures that upon publication the ARRIVE guidelines can be complied with where applicable – see <https://www.nc3rs.org.uk/arrive-guidelines> .

*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**

14. Payments are usually made in Pound Sterling (GBP), by cheque. Alternative currencies and payment arrangements can be made, but the costs associated with this will be passed onto the host institution.

If grants are awarded subject to sight of verified receipts, these must be certified correct by the private individual or the finance officer of the host institution.

For larger grant awards, claims drawn against the grant must be certified to be correct by the private individual or the finance officer of the host institution.  These should normally be submitted at intervals of three months (in arrears) but other arrangements, which must be specified in this application, may be considered by the HSA.

# Limitation of liability

15. 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

16. 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.

# Reports

17. Annual progress reports are required within one month of the anniversary of the start date each year and, within 3 months of the completion date, a final report must be submitted, summarising the aims, methods, results and conclusions, discussing any difficulties encountered in achieving the objectives, and including a brief final financial statement. In addition, a brief (200-300 word) account of the project is required, written in an easily-accessible style suitable for inclusion in the HSA Annual Report or News-Sheet. This should explain the background of the project and its animal welfare benefits, and be provided on a separate sheet.

Appropriate photographs of the project should also be made available to the HSA for its publications. The HSA’s financial support should be acknowledged in all publications and presentations arising from the work and copies of publications 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 and/or their organisation from obtaining grants from the HSA** **in future.**

**Intellectual property and commercial activities**

18. 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 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, an HSA-funded activity or the exploitation envisaged under this paragraph 20;

(d) ensure that all persons in receipt of HSA-funding or working on an 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.

19.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 not to 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.

20. 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.

# Termination of grants

21.TheHSA 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.

# General

22. This agreement will be governed by English law and subject to the exclusive jurisdiction of the English courts.

 Information provided in grant application forms will be kept by the charity for an indefinite period for the purposes of recording charitable activity and to allow review of funding decisions. Paper copies of unsuccessful grants will be destroyed after seven years. For full details of our privacy statement see www.hsa.org.uk or contact the HSA office.