



ITP Support Association

PROJECT GUIDANCE NOTES

THE ITP SUPPORT ASSOCIATION

The aim of the ITP Support Association is to promote the welfare of ITP patients, fund clinical research and to collaborate with the medical profession in collating and disseminating clinical data. The Association provides patient support, publishes numerous booklets and factsheets on ITP related subjects in addition to its quarterly journal, The Platelet. It also organises annual conventions, seminars for health professionals, and runs occasional surveys of its membership with the aim of educating doctors and drug companies on patient concerns.

HOW THE CHARITY IS FUNDED

The Association is funded by voluntary donations from people with ITP and their families, the general public, fundraising events organised by 'friends' of The ITP Support Association, and contributions from The Charity Shop in Gt Yarmouth, Norfolk. We receive some pharma sponsorship to assist with costs of our quarterly journal and our annual ITP Patient Convention/Medical Seminar for Health Professionals.

GRANTS AVAILABLE

ITP Support Association invites applications for grants to support basic, clinical and qualitative scientific research work in the UK into the causes, understanding, treatment and prevention of ITP.

PLEASE NOTE: Because of financial restraints and ongoing commitments, we can only accept applications for grants of up to £40,000 to support research projects lasting a maximum of three years. Applications for smaller sums are very welcome.

SELECTION PROCESS

Applications must be submitted with principal applicant's CV. Providing they fit within the Research Strategy they will be reviewed by a panel including leading ITP clinicians/researchers, lay people with an interest in ITP, and external referees. On the basis of all the information, peer reviews (minimum of two per project), research panel assessment, applicants' responses to any issues raised and amount of funds available, the Trustees will make their decision which is final.

All research proposals are treated as strictly confidential throughout the application process. We reserve the right to invite collaboration if there appears to be duplication of projects.

SELECTION CRITERIA

All the following must be clearly explained:

- Research aims/hypothesis
- Relevance to ITP patients
- Practicality - experience, institution backing, ethical approval or animal licences
- Quality - statistical inputs, clear outcomes, a statement on originality
- Planning and timelines - flow chart with milestones
- Cost control - who is to administer grant funds

All applications need to be clearly laid out and word counts observed. Reviewers will be assessing applications based on all the criteria above. Please provide a clear lay summary; the purpose of which is to explain your project to people who understand medical/scientific terms and who understand ITP well, but who may not have expertise in your particular field.

GRANT TERMS & CONDITIONS

Approval & payment of the grant

Grant holders must provide copies of Ethics Committee approvals or Home Office licences relevant to their proposed project before any payment of the grant can be made.

The amount agreed in the grant will be paid in full and final settlement, but payment terms are negotiable.

Start of work

On the formal contract the grant holder must state the start date of the project.

Grant holders must seek prior approval for any changes to the planned use of funds from that described in the approved application. This includes any changes to staff on the project.

Feedback

The charity has an obligation to its donors to monitor and report on the impact of grant awards.

An annual progress report and brief 100 word quarterly interim reports are required to be published in the quarterly journal 'The Platelet'. Templates will be forwarded at the appropriate times. Failure to provide these reports may result in final grant payments being withheld. Final reports are required at the end of the project, which are expected to detail all outcomes of the project including any publications.

Publication & acknowledgement

The ITP Support Association hopes that its grant holders will publish project outcomes in prestigious medical or scientific journals, as possible.

Grant holders must acknowledge ITP Support Association's financial support in all publications and presentations of work arising from the grant. The charity must be given a reprint-style copy of all publications resulting from the work, preferably in electronic format.

Revised Mar 2016

**ITP SUPPORT ASSOCIATION,
THE PLATELET MISSION, KIMBOLTON ROAD,
BOLNHURST, BEDFORDSHIRE,
MK44 2EW
TEL: 01234 376559
EMAIL: info@itpsupport.org.uk**