

The Novo Nordisk UK Research Foundation  
(The Foundation)



Policies and Guidelines  
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[www.novonordiskfoundation.org.uk](http://www.novonordiskfoundation.org.uk)

# Contents

Objectives	2
Research strategy	2
Fellowships	
Grant	
Fund	
Trustees	4
Administrative and operational support	5
Research Selection Committee	5
Nurses & Allied Healthcare Professional Committee	6
Conflict of interest policy	7
External reviewers	8
Progress monitoring	9
Publicity	9
Publication	9
Meetings	10
Regulatory compliance	10
Training	10
Thesis	10
Other information	10

## Objectives

Promoting research into the causes and treatment of diabetes mellitus and publishing the useful results thereof.

The preservation and protection of the health of the public by educating them and conducting research into the causes and prevention of diabetes.

The advancement and promotion of education in the treatment of diabetes by members of the medical profession

## Research Strategy

The Foundation's strategy is to support research projects likely to yield benefits in terms of patient care and management. The Foundation has 3 main funding streams aimed to achieve the objectives set out above:

### Fellowships

- **Clinical research fellowships** - for physicians in training to give them the opportunity of being involved in clinical research in the field of diabetes. Generally one award is made per year
- **Primary care fellowships** - to support general practitioners with a specific interest in diabetes; these are awarded on a cyclical basis.
- **Research fellowships for nurses** - to support nurses who wish to pursue a higher degree of study relevant to the care and management of people with diabetes; these are awarded on a cyclical basis

### Grant

Grants are awarded for clinical research or clinically relevant research, and are intended primarily as finance toward an existing project for younger researchers working in the field of diabetes rather than the full funding of projects or salaries of established research workers.

### Fund

Fund payments are intended for primary and secondary care nurses and allied health care professionals (eg dietitians, podiatrists etc) working in the UK to help further research and education within the field of diabetes.

# Trustees

## Information for Trustees of the Novo Nordisk UK Research Foundation

The Trustees are responsible for:

- The governance of the Foundation
- Setting the overall strategy for the Foundation
- Assessing and, if thought appropriate, approving awards recommended by the Research Selection Committee and the Nurses and Allied Healthcare Professional Committee in accordance with the objectives of the Foundation
- Ensuring compliance with necessary rules and regulations with regard to the running of the Foundation including the Charity Commission and The Association of Medical Research Charities
- Ensuring that the Foundation operates in accordance with its own Trust Deeds

The Foundation Board of Trustees may have between 5 and 11 members including one trustee representing the sponsor (Novo Nordisk Ltd).

The Trustees appoint a chairman/woman.

Trustees normally serve for a period of four years but may be re-elected for another four years.

The Trustees meet at least twice a year. One of these meetings is the Annual General Meeting.

### **Business of the Trustees**

The Trustees must ensure that the objectives of the Foundation are fulfilled. This includes:

- Reviewing and approving the strategy and policies of the Foundation.
- Reviewing and approving the awards of Foundation.
- Monitoring the budgets and expenses of the Foundation.
- Monitoring progress of the research supported by the Foundation.
- Assessing and reviewing requests and need for training of research fellows.
- Approving arrangements for publicising the activities of the Foundation (for example by arranging symposia).

## Administrative and Operational Support

Administrative support for the Trustees is provided by the Foundation coordinator and secretary.

Records of the work of the Foundation and the Trustees, including grant applications and minutes of meetings will be maintained by the Foundation coordinator.

All correspondence should be sent via the Foundation coordinator .

### Expenses and fees

Trustees are not paid a fee, however the Foundation will refund travel and subsistence expenses for Trustees attending meetings. They will be asked to complete a claim form available from the Foundation coordinator.

## Research Selection Committee

**Information for Members of the Research Selection Committee (RSC) of The Novo Nordisk UK Research Foundation.**

### Role of the RSC

The work of the RSC is vital for the Foundation to meet its objectives. The role of the RSC is to recommend to the Board of Trustees the award of research grants and fellowships.

### Organisation of the RSC

The RSC will have a minimum of 3 and a maximum of 15 members, invited to join because of their specialist knowledge and expertise in diabetes.

Members will be appointed by the Board of Trustees.

There will be a minimum of two Trustees on the RSC.

Members will be requested to attend one meeting per year. Members unable to attend more than two consecutive meetings may be asked to stand down from the RSC.

One of the members will be appointed by the Board of Trustees as the chairman/chairwoman of the RSC

Each member of the RSC is asked to serve for maximum period of 4 years but may be invited to serve a further period (not exceeding 8 years in aggregate).

Members may resign at any time by informing the chair of the committee via the Foundation coordinator.

### Work of the RSC

The Foundation makes one round of awards each year. The members of the RSC will be expected to review the applications for research fellowships and for research grants. Using their knowledge and expertise they are asked to form an independent opinion on the merits of supporting each project with reference to the goals and objectives of the Foundation.

### Administrative support

Administrative support for the members of the RSC will be provided by the Foundation coordinator and secretary.

Records of the work of the RSC, including grant applications and minutes of meetings will be maintained by the Foundation coordinator.

All correspondence should be sent via the Foundation coordinator.

### Expenses and fees for members of the RSC

Members of the RSC are not paid a fee, however the Foundation will refund travel and subsistence expenses for members of the RSC attending meetings. They will be asked to complete a claim form available from the Foundation coordinator.

## **Nurses & Allied Healthcare Professional Committee**

### **Information for Members of the Nurses and Allied Healthcare Professionals Committee (N&AHPC) of The Novo Nordisk UK Research Foundation**

#### Role of the N&AHPC

The work of the N&AHPC is vital for the Foundation to meet its objectives. The role of the N&AHPC is to recommend to the Board of Trustees the award of travel, education and small research grants to nurses and professions allied to medicine.

#### Organisation of the N&AHPC

The N&AHPC will have a minimum of 3 and a maximum of 15, invited to join because of their specialist knowledge and expertise in diabetes.

Members will be appointed by the Board of Trustees.

There will be a minimum of two Trustees on the N &AHPC.

Members will be requested to attend one meeting per year. Members unable to attend more than two consecutive meetings may be asked to stand down from the N&AHPC.

One of the members will be appointed by the Board of Trustees as the chairman/chairwoman of the N&AHPC.

Each member of the N&AHPC is asked to serve for a maximum period of 4 years but may be invited to serve a further period (not exceeding 8 years in aggregate). Members may resign at any time by informing the chair of the committee via the Foundation administrator

### **Work of the N&AHPC**

The Foundation makes one round of awards each year. The members of the N&AHPC will be expected to review the applications for travel, education and small research projects. Using their knowledge and expertise they are asked to form an opinion on the merits of supporting each project with reference to the goals and objectives of the Foundation.

### **Administrative support**

Administrative support for the work of the N&AHPSC will be provided by the Foundation coordinator and secretary.

Records of the work of the N&AHPC, including grant applications and minutes of meetings will be maintained by the Foundation coordinator.

All correspondence should be sent via the Foundation coordinator.

### **Expenses and fees for members of the N&AHPC**

Members of the N&AHPC are not paid a fee, however, the Foundation will refund travel and subsistence expenses for members of the N&AHPC attending meetings. Members of the committee will be asked to complete a claim form available from the Foundation coordinator.

## **Conflict of Interest Policy**

A conflict of interest arises when a member of the Board of Trustees or of the Research Selection Committee or of the Nurses and Allied Healthcare Professionals Committee has a personal interest in the activities and awards of the Foundation which may conflict with his or her duty to act solely in the interests of the Foundation. This could occur for example if a committee member has applied to the Foundation for an award.

Members of the Board of Trustees and the committees of the Foundation (except for the Chairman of the Board of Trustees) are not excluded from applying to the Foundation for an award provided that these conflict of interest guidelines are followed.

Trustees and committee members must declare any conflicts of interest to their respective committees.

Trustees of the Foundation and committee members must absent themselves from any discussions in which there might be a conflict of interest by leaving the committee room for the full duration of the discussions.

Trustees of the Foundation and committee members are not allowed to assess and score applications for awards where there might be a conflict of interest.

Trustees of the Foundation and committee members will not be counted in the quorum present at any meeting and may not vote on any resolution where he or she was required to absent themselves from the discussion.

## External reviewers

### Information for External Reviewers for The Novo Nordisk UK Research Foundation.

The Novo Nordisk UK Research Foundation is a UK registered charity (No 1056410). The Foundation sponsor is Novo Nordisk Ltd but the charity is run independently by a Board of Trustees in accordance with the charity laws and guidelines in the UK.

The Foundation is a member of the Association of Medical Research Charities (AMRC).

Decisions on which applications to support are made by independent Committees. Members of these committees are chosen because of their expertise and knowledge of diabetes.

The Foundation considers it essential to take appropriate external independent advice as part of a thorough peer review process and in accordance with AMRC guidelines before making any awards above £70,000.

External reviewers are asked to consider whether an application for funding meets the following criteria:

- Is the objective of the research a worthwhile and important question for diabetes?
- Is the research likely to have patient benefits?
- Does the research meet with the research objectives and strategy of the Foundation?
- Is the project practical and does it have a reasonable chance of success when considering its scope, the resources available and the facilities and expertise of the host institution.

Having considered the above comments you will be asked to rank the research on a points scale (1-5 where 1 would imply the project should not be funded and 5 would imply a very worthwhile project that could lead to benefit for patients with diabetes and should therefore be funded). You will also be asked to provide comments that can be fed back to the applicant. You will also have the chance to make confidential comments to be used only by the Foundation.

The Foundation does pay a fee for this review but recognises the time and effort involved. Therefore the Foundation will make a small donation (£100) to the reviewer's own research programme or charity of choice.

### **Information for Award Holders.**

It is the aim of the Foundation that the projects which it funds should deliver a successful outcome. The Foundation will endeavour to support all research fellows to a successful conclusion of their research project.

## **Progress Monitoring**

To ensure satisfactory progress the Foundation will require the research fellows to give one presentation per year and to provide an annual progress report and plan. The Foundation will offer additional training and support where it can, in consultation with the research supervisor. Specific requirements can be discussed with the Foundation at any time and may be provided at the expense of the Foundation.

The Foundation reserves the right to with-hold payments where progress reports are not made available in a timely fashion.

## **Publicity**

The Foundation will reserve the right to use information about the awards of the Foundation in its materials and publicity. Wherever possible this will be done with the approval of the award holder or supervisor.

## **Publication**

Holders of fellowships or research awards are encouraged to publish their work in peer reviewed journals, and as abstracts and as posters at relevant scientific and clinical meetings. The Foundation will not attempt to influence the content or substance of manuscripts but copies of all published work arising from work supported by the Foundation should be sent to the Foundation for their records. All published material should acknowledge the support of the Foundation.

## Meetings

Research fellows are encouraged to attend scientific and medical meetings relevant to their work and to submit their work for presentation. The Foundation may support the costs of attending the meeting. Research fellows should approach the Foundation administrator in the first instance.

## Regulatory Compliance

Award holders are expected to comply with appropriate legislation and guidance in the conduct of their research, including the Declaration of Helsinki, the Medicines for Human Use (Clinical Trials) Regulations 2004 (and subsequent amendments), the Tissue Act 2004 and the Research Governance Framework 2<sup>nd</sup> Edition. For further advice on regulatory compliance please contact the Foundation or the local Research and Development Office of the Trust.

## Training

The Foundation encourages its research fellows to undertake relevant training and development activities. The Foundation can in some circumstances arrange training courses. In the past this has included literature searching; critical review; writing papers for publication; statistics and GCP. In certain circumstances the Foundation can arrange for one-to-one expert support to deal with specific issues related to the research (for example specific statistical advice can be sought).

All requests for training should be sent to the Foundation coordinator and must be approved by the chairman/woman of the Board of Trustees.

## Thesis

The Foundation requests that Research Fellows provide the Foundation with a copy of the final bound thesis. The Foundation will meet the additional cost of an extra copy.

## Other Information

The Foundation wants all the research that it funds to reach a successful conclusion, award holders are welcome to contact the Foundation at any time with queries or questions or for advice and support.