

# Peter Horlock Travel Bursary

Funding Opportunity for  
PET Radiochemistry  
Technical Staff

Guidance for Applicants

## Summary

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This document guides you through the preparation and submission of an application for a Peter Horlock Travel Bursary; a funding scheme that is open to technical staff in the field of Positron Emission Tomography (PET) radiochemistry.

Applications must be submitted and approved by all signatories and the application received in its entirety by the specified deadline. All applications must be submitted via our online grants management system (<https://medicalresearchfoundation.flexigrant.com/>). Paper application forms will not be accepted.

### **Deadline for Submission is 12:00 Thursday 22 June 2023**

We advise that you prepare your application in good time to allow for your Research Organisation's checks and approvals to take place in accordance with its internal timelines. You will not be able to submit applications after this deadline. We recommend that you submit your application in advance of the deadline so that any technical issues can be resolved in good time.

The Medical Research Foundation is committed to making this application process accessible to all and will provide assistance where needed. Please do not hesitate to get in touch with our Research Team if you have any questions or concerns about the application process.

Email: [research@medicalresearchfoundation.org.uk](mailto:research@medicalresearchfoundation.org.uk)

## Overview

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The Medical Research Foundation and UK PET Chemistry are inviting applications from UK technical staff in the field of PET radiochemistry who wish to advance their work and careers through working visits to other centre and facilities in the UK or world-wide.

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### **The Funder**

The Medical Research Foundation is an independent charitable foundation. Formed by the UK Medical Research Council (MRC) over 100 years ago, we grow and nurture people and ideas wherever we see research opportunities with great potential.

The research supported in this competition is possible thanks to the generous support of Mrs Cathy Horlock in memory of her late husband, Peter Horlock.

Peter Horlock worked as a technical officer in the radiochemistry section of the Medical Research Council Cyclotron Unit. His area of expertise was in effecting innovation and technical advances in the production of cyclotron produced radiopharmaceuticals for clinical research. At the time of his death in 1988, his work was primarily applied in the field of PET imaging.

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### **The Funding**

Applicants may apply for up to £3,000 to support their travel to other centres to learn new techniques and skills, lesser awards may be considered for UK working visits. Included in this funding, up to £200 is permitted to be used towards travel and registration fees of awardees attending the next UK PET Chemistry Meeting (following award completion).

Applicants can alternatively use the travel bursary to cover registration fees and travel and subsistence costs to attend the 2023 UK PET Chemistry meeting on the 1 September 2023. Please see the meeting website for further details <https://antonygee.wixsite.com/ukpetchem>.

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## Who can apply

This competition is open to UK-based technical staff in the field of PET radiochemistry who are in the earlier stages of their career development and wish to advance their work and careers through working visits to other centres and facilities. Applicants must be:

- Currently employed by and working at a UK academic or NHS healthcare institution and,
- Engaged in PET radiochemistry and associated technology and engineering at a UK not-for-profit PET centre that is undertaking, or planning to undertake, PET-based clinical research.

Only one application will be accepted per applicant as a lead applicant, individuals can hold more than one Medical Research Foundation grant at any one time.

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## Queries

If you have any questions about any aspects of the application process, please contact a member of the Medical Research Foundation's Research Team: [research@medicalresearchfoundation.org.uk](mailto:research@medicalresearchfoundation.org.uk), Tel: 0207 395 2314.

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## Equality, Diversity and Inclusion

The Medical Research Foundation is committed to achieving equality of opportunity for all funding applicants and aims to create an inclusive environment that encourages excellence in research through good equalities practice. Diversity is important to the Medical Research Foundation, and we are working to ensure that the ways in which we fund research embraces a diversity of thought, people, geographical locations and ideas.

We strongly encourage applications from under-represented groups including female and ethnic minority researchers, and researchers with disabilities or long-term health conditions. We will support our researchers and their teams to work flexibly and in a way that meets their personal circumstances. Guidance on the Medical Research Foundation flexible working policies can be found in our [Terms and Conditions](#). Please contact the Research Team if you have any questions about flexible working: [research@medicalresearchfoundation.org.uk](mailto:research@medicalresearchfoundation.org.uk).

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## Responsibilities of the Lead Research Organisation and the Principal Investigator

### Lead Research Organisations

By submitting an application, a Lead Research Organisation (LRO) indicates their formal acceptance of the proposal and resources sought and, if the application is successful, acceptance of the terms and conditions of a Medical Research Foundation award.

Administrative authorities have responsibility for ensuring that resources cited in the proposal are sufficient to undertake the proposed research, attract sufficiently experienced and skilled staff and represent good value-for-money.

### Principal Investigators (PI)

The PI is responsible for the intellectual leadership and for the overall management of the visit. They will be the Medical Research Foundation's main contact for the proposal. The PI must be based at the LRO at which the award will be administered.

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## Key dates

- Deadline for application submission: 12:00 BST 22 June 2023
- Funding decision: July 2023
- Feedback on funding decision: July 2023

## Review and selection

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### Review and selection process

Applications will be assessed by the UK PET Chem Advisory Committee. Applications will be assessed on the following criteria:

- Suitability of the candidate – does the applicant meet the scheme criteria?
- Suitability of the proposed visit – does the application meet the criteria of the scheme?
- Potential impact – what is the likelihood of this visit advancing practices at UK PET sites?
- Value for money – does the visit represent good value for money in respect of the resources being requested?

Scoring criteria to be used by reviewers can be found in the appendix.

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### Confidentiality

The proposal and any additional details submitted will be sent 'in confidence' to reviewers and the Expert Review Panel. While assessing proposals, our experts may sometimes need to consult with colleagues, in confidence, about individual applications.

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### Declarations of Interest

If a proposal presents a potential conflict of interest for any of the Expert Review Panel or the Medical Research Foundation Board of Trustees or team, the individual with a conflict will not be involved in the discussion of the application and in the decision-making process.

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### Terms and Conditions of Award

Prize awards made through this competition will follow standard Medical Research Foundation [Terms and Conditions](#). The Medical Research Foundation terms and conditions spell out the responsibilities of the Principal Investigator and the Lead Research Organisation. The Principal Investigator and the Lead Research Organisation are required to indicate their formal acceptance of the application, their acceptance of the terms and conditions of a Medical Research Foundation award, and the approval of the salaries and resources sought in the application. The Medical Research Foundation may add additional conditions to a prize award to reflect the particular circumstances and requirements of the funding, or the nature of a particular award. Acceptance of an award constitutes acceptance of both the core conditions and any additional conditions. The Medical Research Foundation reserves the right to vary these terms and conditions.

Following successful awards, a post-visit report will be sent to applicants to complete and return. The awardees will also be asked to present an account of the visit at the next UK PET Chemistry meeting following the award completion with £200 of the award available to subsidise this. This is an essential part of the award process and allows us to measure the impact of the award, final invoices will not be settled until the post-visit report has been received.

## Application guidance notes

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The information provided in this section provides guidance on completing the application form online grants management system (<https://medicalresearchfoundation.flexigrant.com/>). Guidance is provided within the system itself and this additional guidance will also be available on our [website](#).

Please clearly label all uploaded files and ensure that all relevant documents are suitable and present.

If you have any questions about any aspects of the application process, please contact a member of the Medical Research Foundation's team [research@medicalresearchfoundation.org.uk](mailto:research@medicalresearchfoundation.org.uk)

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## Application form question guidance

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### Section 1: Principal Investigator (the Lead Applicant) details

Use this section to provide your details and the details of your host institution. If your host institution is not listed, please get in touch with us.

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#### Applicant CV

CVs should be a maximum of two sides of A4 and should cover employment history and qualifications including:

- A description of your current post
- List and description of previous posts (including dates)
- Educational qualifications (including dates)

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#### Career progression disruptions and Impact of COVID-19

The COVID-19 pandemic has had a significant and variable impact on researchers' careers across the world. The Foundation is committed to helping mitigate this as much as possible through our grantmaking policies and practices, we are pleased to support the UK Academy of Medical Sciences Cross-funder COVID-19 memory statement as co-signatories, please see our website for further details.

There is a dedicated space within the application form, to detail how your career progression has been impacted by COVID-19. Additionally, guidance will be given to our Panel Members so that they are able to take these impacts on an applicant's career into account when they are making funding recommendations.

Applicants are also provided with space to detail any other career disruptions (e.g. parental leave, ill health) that may have impacted their progression. Please only share details that you are comfortable with being shared with the Panel and do not include identifying information about third parties.

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### Section 2: Scientific description of proposed visit

Provide details of the proposed host institution that you will visit.

Please note that members of UK PET CHEM steering committee are available to advise and assist with introductions to potential host sites. For more information, please contact member of the Medical Research Foundation's team [research@medicalresearchfoundation.org.uk](mailto:research@medicalresearchfoundation.org.uk).

Provide a brief scientific description of the proposed visit, including its objectives, potential value to your work and how it will help to advance the practise of your centre and PET chemistry at UK PET sites.

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## Letters of Support

Upload a letter of support from your employer/line manager/group leader stating their support of your proposed plans and confirming your suitability to undertake the visit.

Upload a letter from the host organisation supporting and giving permission for you to visit their institute/organisation.

If you are using the bursary to attend the 2023 UK PET Chemistry meeting, you do not need to submit a letter of support from the host institution.

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## Section 3: Funding Requested

Provide details of the costs relating to this proposed visit and UK PET Chemistry Meeting attendance

The Medical Research Foundation will meet the full direct costs of research. Direct costs are those that will arise from visit and can be charged as the cash value spent and can be supported by an auditable record. Like all UK medical research charities, the Medical Research Foundation does not meet the indirect costs of research in the UK.

Applications should be costed at today's prices and inflation should not be included.

Enter the funding requested using the Budget Table provided, unused rows can be removed from the table, using the Remove Item button and additional items can be added using the Add a New Item button.

Justify the budget requested and provide details of any costs to be met through other funding sources.

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## Sections 4-6: Authorisation and Declarations

Authorisations and/or declarations are needed from the following application participants:

- Principal Investigator
- Financial Administrator at your current workplace
- Head of Department/employer/line manager/group leader

Participants should be invited to complete their sections of the application by following the instructions under the participants tab on the Application Summary page. Please check which email address they would like to use, as they may already be registered on Flexi-Grant and mistakes may lead to a delay in processing the application.

Principal Investigator can keep track of the progress of submission completion status on the Application Summary page. Applicants can issue a reminder email to the invited participants through the participants tab on the Application Summary page. If the instruction email from the Medical Research Foundation has not been received please: a) double check the accuracy of the email address supplied on the application form; b) advise the intended recipient to check their spam filters/junk folders; c) contact the Medical Research Foundation with an alternative email address for the recipient. The Medical Research Foundation is happy to help where possible but cannot be held responsible for automated emails that are not received due to address errors or spam filters.

All declarations must be signed by the appropriate persons prior to the submission of the application. It is the applicant's responsibility to ensure that approval of the application by the Lead Research Organisations is completed before the closing date.

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### Principal Investigators

Principal Investigators are required to report any conflicts of interest. Each lead applicant is required to declare that they will abide by the Medical Research Foundation's Terms and Conditions and will be actively engaged in the proposed visit.

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### Head of Department

The Heads of Department (or employer/line manager/group leader if more appropriate) should be invited to approve the application.

It is the responsibility of the lead applicant to inform the Head of Department of the deadline and liaise with them to ensure that they have received their invitation with instructions to participate in completion of the application.

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### Research Administrators

This section should be completed by individuals at the Lead Research Organisation responsible for the administration of funds. They will be contacted regarding financial arrangements and other contractual agreements, if your application is successful.

# Appendix

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## Scoring Range for Reviewers

6	Exceptional proposal – the visit is very likely to have a high impact
5	High quality proposal – the visit is likely to have a high impact
4	Very good quality proposal – the visit is likely to have an impact
3	Good quality proposal – this visit may have some impact
2	Poor quality proposal – the visit is unlikely to have an impact
1	Ineligible for funding