

Medical Research Scotland Vacation Scholarships Standard Conditions

[from January 2024]



This document sets out the Conditions on which Medical Research Scotland may offer to support a Vacation Scholarship.

Medical Research Scotland may require the Host Institution, Project Supervisor and/or Vacation Scholar to demonstrate promptly, on request, that the following conditions have been adhered to.

- 1. Duration and Attendance**
- 2. Modification of the Vacation Scholarship**
- 3. Facilities and Supervision**
- 4. Data**
- 5. Confidentiality**
- 6. Use of Animals**
- 7. Ethics**
- 8. Safety**
- 9. Publications and Presentations**
- 10. Reporting and Payment**
- 11. Misconduct**
- 12. Intellectual Property**
- 13. Definitions**

1. Duration and Attendance

- i. Prior to commencement of the Vacation Scholarship, Medical Research Scotland must be notified of the start date and duration of the project.
- ii. The Vacation Scholarship award is intended to provide the Vacation Scholar with experience of full-time research work. The Vacation Scholar should arrange their hours of work with their Project Supervisor and must adhere to these for the duration of the Vacation Scholarship.
- iii. Medical Research Scotland must be notified as soon as practically possible of absences (due to illness or other reasons) of the Vacation Scholar of more than 4 days. Payment of the Vacation Scholarship stipend may, at the discretion of Medical Research Scotland, be suspended for periods of absence for sickness or injury that are expected to last longer than this.
- iv. Failure of the Vacation Scholar to engage fully with the Vacation Scholarship research project (which includes, but is not limited to, failure to adhere to the agreed hours of work, failure to follow the directions of the Supervisor(s), and a lack of compliance with the expectations of and requirements of the Vacation Scholar's place of work) may result in withdrawal of the award or withdrawal of full or part payment of the Vacation Scholar's stipend.

2. Modification of the Vacation Scholarship

The award is made for the individuals named in the Vacation Scholarship application to carry out the research project as described in the application. No change in the Supervisors, duration of the Vacation Scholarship or significant change in research protocol (defined as a change that would require amendment of the lay summary) can be made without prior agreement of Medical Research Scotland and, where appropriate, the relevant Research Ethics Committee of the Host Institution.

3. Facilities and Supervision

The Host Institution is responsible for providing the facilities and equipment required to undertake the Vacation Scholarship. The Supervisor(s) must provide the Vacation Scholar with the necessary technical and academic supervision to enable the Vacation Scholar to undertake the research project.

4. Data

- i. The Project Supervisor must ensure that the requirements of the Data Protection Act 2018 are fully observed. The Supervisor(s) must ensure that any personal data collected in the course of the Scholarship will be held and handled securely and that the anonymity of persons to whom the data refer is preserved in any report or publication.
- ii. The Supervisor(s) must ensure that any consent forms, raw data and results generated from the research project will be managed, stored and archived in compliance with General Data Protection Regulations (GDPR) in effect in the Host Institution. Medical Research Scotland may request access to the raw data/results.

5. Confidentiality

All parties to the Vacation Scholarship agree to keep Confidential Information confidential and only to use Confidential Information for the purpose for which it was disclosed and not to disclose it to any third party without prior written consent of the disclosing party.

6. Use of Animals

- i. Medical Research Scotland will fund research involving the appropriate use of animal models if fully justified. However, wherever possible, procedures should be used which do not involve live animals. When it is essential to do experiments involving animals, the requirements of the Animals (Scientific Procedures) Act 1986 must be scrupulously observed. The Host Institution is responsible for ensuring that research involving the use of animals complies at all times with the United Kingdom regulations.
- ii. Home Office licences, or amendments to existing licences, do not have to be obtained before an application for a Vacation Scholarship is submitted but, if an award is made, then the necessary licences must be obtained before any research involving animals is conducted. You may be asked to provide a copy of licences.
- iii. The Project Supervisor is responsible for ensuring that any person using animals to conduct the Vacation Scholarship research project must implement the principles in the cross-funder guidance *'Responsibility in the use of animals in bioscience research'* and that the use of non-human primates must comply with the NC3Rs guidelines *'Non-human primate accommodation, care and use'*. The NC3Rs ARRIVE (Animal Research: Reporting of *In Vivo* Experiments) guidelines should be used when designing experiments and, as far as possible, when reporting the outcome of research using animals, taking in to account the specific editorial policies of the journal concerned.
- iv. Applications involving animals may be referred to the NC3Rs for review.

7. Ethics

- i. The Host Institution is responsible for ensuring that it has in place formal written procedures for managing the process for obtaining any necessary or appropriate ethical approval for the Vacation Scholarship research and the Project Supervisor must ensure that any such ethical approval is in place at all relevant times during the Vacation Scholarship.
- ii. Ethical approval does not have to be obtained before an application for a Vacation Scholarship is submitted but, if an award is made, then the necessary approval(s) must be obtained before any research requiring that approval is conducted. Medical Research Scotland reserves the right to decline an application on ethical grounds, even when appropriate approval has been given by the appropriate Research Ethics Committee of the Host Institution.
- iii. The Project Supervisor must inform Medical Research Scotland immediately if there is a delay or failure of ethical approval being granted. An explanation of the steps that are being taken to mitigate against prolonged delay or complete failure to gain approval must be included.

- iv. The Project Supervisor must inform Medical Research Scotland immediately in the event of any adverse incident being reported to the approving Research Ethics Committee.
- v. In all research projects where human material (irrespective of origin) is used, the Codes of Practice issued by the Human Tissue Authority must be followed.

8. Safety

- i. All research procedures and protocols must adhere to current legislation, standards and institutional policies.
- ii. If the research proposed involves the use of genetically-manipulated organisms the Host Institution must ensure that both the procedures for such modifications and the recombinant organisms themselves have been approved by the Health and Safety Executive for both laboratory use and, if appropriate, clinical use.
- iii. If the research involves equipment or procedure which may be hazardous (such as, for example, the use of radioisotopes, potential carcinogens or lasers) the Host Institution must ensure that the requirements of the local safety committee have been satisfied and that all appropriate safety procedures and regulations have been complied with. Liability for failures in this regard are the responsibility of the Host Institution.

9. Publications and Presentations

- i. Medical Research Scotland must be provided with a copy of all publications arising from the Vacation Scholarship research, including their Digital Object Identifier (DOI) if applicable.
- ii. Acknowledgement of funding from Medical Research Scotland must be made in all publications resulting from the Vacation Scholarship research, whether in print or e-journals, poster displays or oral presentations. A copy of the Medical Research Scotland logo should be included where possible.
- iii. The '*ARRIVE guidelines*' should be used when designing experiments and reporting animal-based studies.
- iv. Medical Research Scotland expects that, other than when commercial interests dictate, publications should be in an open access format (including both open access journals and availability of manuscripts through institutional repositories). Open access should be interpreted in line with the Budapest Open Access Initiative '*Ten years on from the Budapest Open Access Initiative: setting the default to open*', September 11, 2012. Medical Research Scotland expects the Host Institution and Project Supervisor to take due cognisance of the need to protect patentable or commercially sensitive subjects.

10. Reporting and Payment

The Project Supervisor and Vacation Scholar must submit a Report of the Vacation Scholarship in the prescribed format, to be advised following acceptance of the award, within one month of the end date of the research period. Invoices for the Vacation Scholar's stipend must be submitted by 31st December in the year of the award. Payment of the Vacation Scholar's stipend will not be made to the Host Institution

until the Report has been received and deemed satisfactory by Medical Research Scotland and Medical Research Scotland has received an invoice. If an invoice is not received by 31st December in the year of the award, the Vacation Scholarship funding will be forfeited.

11. Misconduct

The Host Institution must notify Medical Research Scotland if there is any indication that research or financial misconduct has occurred or may occur. The Host Institution is required to take reasonable steps to ensure the avoidance of misconduct on any aspect of research supported by Medical Research Scotland.

12. Intellectual Property

Medical Research Scotland is committed to advancing healthcare through its support for biomedical research. As a charity, Medical Research Scotland is under an obligation to ensure that the useful results of research that it funds are applied for the public good. To meet these objectives, Medical Research Scotland expects the Supervisor(s), Vacation Scholar and Host Institution to play an active role in ensuring the protection and exploitation of any Intellectual Property arising out of the research that Medical Research Scotland funds. The Host Institution must develop and implement appropriate strategies and procedures for the identification, protection and exploitation of all intellectual property created or acquired in connection with Medical Research Scotland funded activity.

13. Definitions

Confidential Information means any and all information which, on disclosure by any means, is identified as secret and confidential or which, by reason of its character or the circumstances or manner of its disclosure, is evidently confidential. For example, but not limited to, Intellectual Property that is not in the public domain when disclosed; know how, invention and ideas; research and development projects, procedures and experimental design and data; formulae, chemical compounds, derivatives and biological material.

Host Institution means the Scottish Institution which will administer the Vacation Scholarship Award.

Project Supervisor means the Project Supervisor as named in the in the Vacation Scholarship application.

Supervisor(s) means the Project Supervisor and Day-to-Day Supervisor as named in the Vacation Scholarship application.

Vacation Scholar means the Student as named in the Vacation Scholarship application.