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Guidelines for Grant Applications
Laboratory Animals Limited.

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INTRODUCTION

About Laboratory Animals Ltd

Laboratory Animals Limited (LAL) is a registered charity whose aims are to promote education and training in laboratory animal science, technology and welfare. One of the main ways in which LAL achieves this is by the publication of the journal *Laboratory Animals*, which has been adopted by several international Laboratory Animal Science Associations as their official journal.

LAL also aims to fulfil its obligations as a charity by funding a range of initiatives in the field of laboratory animal science. LAL provides grants to individuals, groups and associations that wish to attend or organize relevant activities or events and/or wish to develop, edit or translate educational materials and media resources.

In many instances, these initiatives are developed in conjunction with those laboratory animal science associations that have adopted *Laboratory Animals* as their official journal.

Aim of the LAL grant programme

The purpose of grants offered by LAL is to promote both the teaching and dissemination of better practices in laboratory animal science. Scientists, students and technical staff from any country, who are engaged in ethical laboratory animal science, can apply for a grant. Grants are not restricted to members of Subscribing Associations.

Guidelines for Grant Applications

Types of funding available

- **Individual funding.** LAL provides bursaries to individuals who wish to attend appropriate education and training activities. Preference is generally given to applicants from countries where Laboratory Animal Science is developing, and where there is a clear opportunity for conveying information to peers (“train-the-trainer” concept).
- **Events and conferences.** LAL provides funding in support of scientific meetings and offers financial assistance for education and training activities in a variety of topics related to laboratory animal science, technology and welfare.
- **Funding for other projects.** LAL provides funding for many other initiatives aimed at improving education and training in Laboratory Animal Science, for example translations of relevant scientific or technical material, and development of audiovisual teaching material and websites that are relevant in the field.

Training courses in countries where Laboratory Animal Science is developing.

LAL provides funding towards the organization of training courses in countries where Laboratory Animal Science is developing.

How LAL prioritises funding

Priority is given to the following types of application:

- Applications from LAL’s Subscribing Associations (eg courses or conferences organised by Subscribing Associations).
- Applications that have the greatest impact on animal welfare and laboratory animal science. For example:
 - Activities that have a wide international exposure.
 - Attending courses where attendees will train/educate their colleagues and disseminate information that will promote the 3Rs.
 - Speakers who present to a wide relevant audience.
 - Audiovisual material that will be used by a wide relevant audience.
- Activities in countries in which laboratory animal sciences is developing.

GUIDELINES ON HOW TO APPLY FOR FUNDING

To apply for funding, download the application form and submit it electronically from the LAL website <https://lal.org.uk/application-form/>

Any questions in <https://lal.org.uk/about/about-lal/contacts/>

All applications

- The activity to be funded must focus on education and/or training in laboratory animal science, technology and welfare.
- Individual applicants are expected to demonstrate that they are involved in laboratory animal science, medicine, technology and/or welfare in a bona fide research institute which conducts ethical research using animals.

Individual funding to attend training courses

- Courses attended must be accredited or recognized by a relevant body (e.g. FELASA, Competent Body, etc.).
- The application must make clear how the applicant will convey information to peers in his/her own institution or geographical area.
- A letter(s) of recommendation from the Head of the applicant's Institute (or equivalent) is required.
- LAL does not normally fund attendance at scientific meetings or conferences, either as a delegate or a speaker. Consideration may be given, however, from applicants from countries where Laboratory Animal Science is developing, where the meeting/conference provides a clear training opportunity, and the applicant is in a training role in his/her own institution.
- LAL does not fund an individual's research project.

Guidelines for Grant Applications

Organization of events and conferences

- Applications from Subscribing Associations (e.g. for funding annual conferences) will generally be given priority.
- LAL prefers to fund scientific sessions, rather than speakers' travel expenses. Exceptions may be made for international speakers with expertise in a specific topic.
- A detailed budget including all expected income and expenses is required, including whether other sources of funding are being sought
- A draft programme is required.
- As a charity, LAL will not normally fund events/conferences that are expected to make a profit. Exceptions may be made if, in the opinion of the Executive Committee, the event/conference provides a clear marketing opportunity for LAL.
- LAL must be acknowledged in the programme and proceedings, and at the scientific session(s) funded by LAL. Where appropriate, free space for the LAL stand should be made available.

Funding for other projects

- Applications from Subscribing Associations (e.g. translations of key. publications) will generally be given priority.
- Projects likely to reach a wide audience will be given priority.

Training courses in countries where Laboratory Animal Science is developing

- The following information is required:
 - The CV and a description of the credentials of the individual organising the event.
 - A letter of support from a senior figure (e.g. Department Head) in the Organisation/Institution where the event is being held.
 - A detailed budget, including any financial or other support offered by the Organisation/Institution.
 - Details of the course dates, venue and timetable.
 - Description of facilities available.

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- Qualifications of local speakers.
- Details of Ethical Review of animal research at the Institution where the event is being held
- Target group and expected number of attendees.
- Information on whether training course(s) already exist in the country/area, and, if so, why an additional course is required.
- Means and venues of advertising course.
- Intention of continuing to offer this course in the future.

Funding available

- LAL has allocated £55,000 annually for funding of grants. This is reviewed by the LAL Council of Management (CoM) annually, and may be altered depending on the performance of the company in the previous year.
- Applications for standard grant awards may not exceed £5,000. Such applications are reviewed by the LAL Executive Committee (EC), who will decide whether to fund the application, and the sum to be awarded.
- Applications in excess of £5,000 (Large Projects) must additionally be approved by the CoM.

Application deadlines

- The deadlines for receipt of all applications are 31st March (decision by the 30th June of the same year) and 30th September (decision by the 31st of December of the same year) each year
- Applications for Large Projects (grant value over five thousand GB Pounds) must be submitted at least six months before the proposed start date of the project.

Process for notification and payment

- Applicants will be notified of the outcome of their applications within three months of the application deadline. The decision is final and normally no further feedback will be provided or correspondence entered into.

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- For successful applicants, payment will be transferred directly to the applicant's (individual or group) bank account under LAL's usual banking conditions. Under some circumstances, funds may be transferred directly to other individuals involved in the application, eg teachers at overseas courses.
- For some Large Projects where the organization takes place over an extended period, payment may be awarded in stages.
- Applicants are expected to use the most cost-effective method of travel.

FOLLOW-UP OF GRANTS

Reports

- Successful applicants are required to submit a brief report (500 words) within 12 months of the completion of the sponsored activity to bursary@lal.org.uk. This should include details of the expected longer term impact of the funding on animal welfare.
- Failure to submit this information will result in the exclusion of individuals involved from any further grant funding from LAL and a notification of the failure to report will be sent to the Head of the Organisation/Institution who supported the application.
- Additional information required :
 - Individual attendance at courses- a copy of the certificate of competency/attendance.
 - Organisation of conferences/congresses- a copy of the final programme.
 - Organisation of training courses- a list of number of attendees and their institutional affiliation.
 - Multimedia material – a copy of the material.
- The reports will be circulated to the LAL EC and CoM members and will be posted on LAL's website.
- Reports will be published on the Laboratory Animals Journal News, Notes and Comments section.

Guidelines for Grant Applications

CONFLICT OF INTEREST

- Any member from either the LAL EC or the LAL CoM who is from the same institution or has been named in the application or has offered advice on the preparation of the application or who otherwise has a stake in the application should not take part in any stage of the review. LAL may seek advice or information on any application from external, impartial individuals, organisations or institutions, and this information may be taken into account in the review process.

COMPANY AND CONTACT INFORMATION

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