



Guidance and further information: Innovation Grants

Regulations

1. Innovation grants are open to full members and fellows, from UK or overseas, who have been an IPEM member for at least 1 year prior to the grant application.
2. The award provides funds for the purchase of equipment or services to facilitate short term innovation and research projects in the application of physics and engineering in medicine and biology.
3. In a year when a call is announced, a submission deadline will be given. We aim to fund projects every year, subject to funding being available. Successful candidates will be announced, usually by 31 November.
4. Candidates must complete the application form.
5. Applications will be considered by the Prizes and Awards Committee. The decision of the Committee is final and there is no mechanism for appeal.
6. Awards will be made on the basis of the details supplied in the application form. Additional funding requirements due to price increases, incorrect information etc must be met by the requesting institution/candidate.
7. Unused awards, in part or full, must be returned to the IPEM.
8. IPEM does not lay any claim to intellectual property arising from this award or any income so generated. However, donations are always appreciated!
9. At the conclusion of the project a 1000 word report on the work done, including i) brief background, ii) details of the work undertaken, iii) whether original aims were met, iv) details of any issues which affected delivery of the work, v) details of output arising from the grant e.g. conference presentations, publications, , patents, reports.
10. The recipient of the grant must acknowledge financial support from IPEM in any conference presentation or publication on the topic of the award..
11. The maximum award that can be applied for is £10,000.
12. Candidates are restricted to 2 innovation awards which must be separated by a minimum of 5 years.
13. The Prizes and Awards Committee does not enter into any correspondence or discussions with applicants whose application has been unsuccessful.
14. **VAT** Purchases of medical research equipment using a charitable donation in the UK is **normally** zero rated for VAT purposes (See Vat Notice 701/6 charity funded equipment for medical, veterinary etc uses).

Your application needs to be explicit around the VAT position. Please check with your finance department because you need to provide the supplier with a written declaration of eligibility.

Outside the UK other VAT/tax rules may apply and again the applicant is required to make enquiries in order to minimise the cost of the bid as appropriate.

If VAT/tax is paid and subsequently found not to apply a refund must be given to IPEM.

Application

1. A wide interpretation is permitted in the definition of 'innovation'. This can be in any area relevant to physics and engineering applied to medicine and biology including healthcare practice, medical device design, research and teaching.
2. The following costs are allowable; staff costs, equipment purchase and hire, licensing costs, e.g. software, facilities costs, e.g. research imaging costs where there is an audited charging mechanism, consumables, essential travel in economy taking advantage of advance purchase to secure cheapest costs.
3. IPEM will not fund general contributions to the running costs of a research group, studentships, employer costs including overheads, the costs of staff already being paid, use of existing equipment, unless this is operated as a pay-for-use service under a transparent audited arrangement,, attendance at conferences and educational events, consultancy costs.
4. The case for support should be a maximum of 3 pages long and structured as a mini-grant application and should cover the following
 - Background. Provide sufficient background to justify the aim of the project. This should include relevant journal references, details of commercial products including weblinks, and any other relevant material. Diagrams and images are allowed.
 - Aims and objectives. Clearly defined aim and objectives against which the success of the project can be evaluated.
 - Methods. Proposed methods in sufficient detail to allow assessors to take a decision on whether these are reasonable and achievable. Diagrams and images are allowed.
 - Key outputs and future work. Describe the main outputs e.g. papers, patents etc) and any future work which will arise from the project (eg. grant application using pilot data from the project.
 - References. List of journal references and links to other relevant information.
 - Full breakdown of costs with details rather than estimated costs.
 - Who will do the work
 - How will the people engaged in the work be funded
 - How much time will the people engaged in the work devote to the project
 - Timeline
5. We need to be assured that the grant you are requesting is in line with IPEM's charitable objective to advance for the public benefit the application of physics and engineering to medicine or biology. Please use this box to explain in lay terms how your project, or its potential outcomes could ultimately provide public benefit. This section will be reviewed by lay members of Prizes and Awards Committee.
6. There should be a supporting statement from the Head of Department.
7. Quotations for equipment can be included in an appendix.
8. The following examples are provided to help candidates understand the level of detail required in the case for support. Each of the examples below is likely to result in funding not being approved:
 - Applications where the work has been previously undertaken, or where there is already a commercially available device.
 - A simple literature search or even a google search can help identify these instances. The purpose of the literature review is to highlight the current state of the art and to demonstrate that the candidate is aware of this by the inclusion of relevant references.
 - Applications where there is no clear aim and no clear output.
 - Funding is not provided for general 'activity'. Applications must clearly focus on the innovation, how it will be delivered and what constitutes success.
 - Applications which rely on evaluation of a key methodology developed by the candidate, but for which there are insufficient details of the methodology.
 - The background and methodology sections should describe the methodology in sufficient detail for the assessment panel to understand this. If the methodology is published then there should be reference to a journal paper.
 - Applications which ask for funding which falls under the disallowed costs.
 - Candidates must make themselves aware of the allowed and disallowed costs.

Criteria against which the application will be assessed, and assessment procedure

1. Is the application original? Has the work been done previously or is there a commercially available product? If the work is not original then funding will not be approved.
2. Are the costings eligible? If the grant has costings which are ineligible then funding will not be approved. In some cases, the panel may go back to the candidate to ask them to revise the grant for re-evaluation.
3. For applications which are original, and therefore eligible, scoring is done for each of the following;
 - Quality of work
 - Viability of methodology
 - Likely impact
 - Ability of the team to undertake the work
 - Is the funding justifiable and reasonable
4. Assessment procedure:
 - Depending on the number of applications, the Prizes and Awards Committee may divide applications amongst the group. For a small number of applications the group may decide that all applications are reviewed by all group members.
 - Each member reviews independently and takes an opinion on originality and whether costings are eligible.
 - Each member scores each grant on a score of 1-5 for: quality of work, viability of methodology, likely impact, ability of the team to undertake the work, and whether the funding is justifiable and reasonable. A total score is allocated with a maximum value of 25.
 - The Chair of the Prizes and Awards Committee coordinates the scores and ranks the proposals.
 - The Prizes and Awards Committee discuss the scores and ranking, removes any ineligible applications, discusses any areas of disagreement and decides whether each project is fundable. If necessary a decision on fundability is taken by voting, with the Chair having a casting vote. Fundable projects are ranked and the top ranking projects are funded in turn until the budget is used up. In some cases, and if there is still funding available, the Prizes and Awards Committee may request more information from the candidate and will defer the decision for funding.
 - The name(s) of those receiving Innovation Awards will be announced in the Newsletter and on the website once applicants have been informed. Unsuccessful applicants will be notified by e mail