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EQUINE POST DOCTORAL FELLOWSHIP

APPLICATION PACK

**For Equine Post Doctoral Fellowship commencing in the year beginning
1 January 2020**

Part 1	Information on the support available from the Horserace Betting Levy Board (HBLB) for Equine Post Doctoral Fellowship.
Part 2	Terms and Conditions of Equine Post Doctoral Fellowship. Please read these carefully before completing the application form.
Part 3	Animals in Veterinary Research – Policy Statement
Part 4	Notes and instructions on completing the application form. Please read these carefully before completing the form.

Information and instructions contained in this pack may be modified in any year. *Please ensure that you have the most up to date version before applying for an award.* Applications can be accepted only on the 2019 application form.

For further information please contact the HBLB Equine Grants Team at equine.grants@hblb.org.uk



PART 1

EQUINE POST DOCTORAL FELLOWSHIP

1. INTRODUCTION

One of the HBLB's statutory functions is to apply levy income for purposes conducive to the advancement or encouragement of veterinary science or veterinary education. The Equine Post Doctoral Fellowship ("Post-doctoral Fellowship" or "Fellowship") is aimed at exceptional veterinary PhDs, with a degree recognised by the RCVS, and with the skills and aptitude to develop an academic or clinical academic career in equine veterinary sciences with particular focus on Thoroughbred racing, breeding and rearing, on the following terms and conditions.

Equine Post Doctoral Fellowships are tenable for three years. In order to apply, applicants need a named sponsor at a host institute within Great Britain. The individual selected must meet the HBLB's eligibility criteria (see section 6 below).

Fellowships may be offered to individuals who are seeking to begin a career in research or to individuals, early in their career, who already hold a University position and who wish to take a three year secondment with no teaching or clinical commitments in order to focus on research.

Fellowships may be undertaken in a British University or research institute, with adequate and appropriate facilities. The Fellow may spend time at a second institute ("co-host" institute) during the course of the Fellowship if it forms part of the original research proposal. Periods of time spent at an overseas institute are also permissible and veterinary schools or research institutes outside Great Britain would be accepted as co-hosts. **A host or co-host institute may be associated with more than one application in any year.**

Applicants for Fellowships must identify an appropriate Sponsor at an eligible Institute early in the preparation of the application. The Sponsor's role is to guide the applicant through the applications procedure, help in the design of the research project and take responsibility for supporting and mentoring the Fellow's work if the application is successful. The Head of Department at the host institute must appoint a line manager for the Fellow, and this may be the named Sponsor. If additional co-hosts are involved, a named mentor should be identified at each institute and these individuals must be co-signatories to the application.

Grants for Fellowships include provision for an annual stipend (at a rate determined by the HBLB) and for expenses directly connected with the Fellowship programme (see Part 2 for further detail of the Terms and Conditions of Equine Post Doctoral Fellowships).

The number of awards is subject to the availability of funds. The HBLB is committed to keeping the stakeholders in the Thoroughbred industry and the equine veterinary profession informed about its investment in the equine veterinary field, including in post-graduate education. HBLB Fellows may be asked to help the HBLB veterinary science and education initiatives by providing information for the HBLB's websites, or in other ways, such as presenting papers at conferences held under the aegis of the HBLB Veterinary Advisory Committee (VAC).

2. AIMS AND OBJECTIVES

The primary aim of the Fellowship is to develop the independent research careers of PhD graduates in the area of equine veterinary science or a closely related subject.

The Fellowship is expected to include:

- i) A clearly defined research project of high scientific merit and of direct relevance to the racing, breeding and/or rearing of Thoroughbreds.
- ii) A publication and presentation plan with a commitment to attend relevant Conferences and Scientific Meetings.

- iii) Experience of working in a team with academic and support staff.

The Fellowship specifically excludes any formal commitment to teaching or clinical duties. It is appropriate, however, for the Fellow to support undergraduate and graduate students in a mentoring capacity if directly related to their own research activities and to contribute to out-of-hours clinical rotas and/or undertake targeted clinical duties of direct relevance to the research project (for example recruitment and management of a specific patient population under study).

3. APPLICATION PROCESS

Equine Post Doctoral Fellowships are awarded through a competitive process involving external peer review and evaluation by the HBLB's VAC. The HBLB is committed to ensuring that this procedure is carried out in a responsible, fair, non-discriminatory and transparent manner.

i) Criteria

The VAC evaluates the overall quality of the application and its ability to deliver the aims and objectives of an Equine Post Doctoral Fellowship as set out above.

ii) Referee System

For each application, the opinion of at least two external referees is sought. Referees are selected on the grounds of their clinical and/or training expertise in the chosen field, and their likely independence. They are asked to notify the HBLB of any interest they may have in the application before undertaking their review; in the event of a conflict of interest, the request for their opinion is withdrawn.

Applicants may list both "preferred" and "non-preferred" reviewers.

The VAC Chair selects the referees. Where an application is made to study at the institute in which the Chair has affiliations, the Deputy Chair or Chairman of the Education Sub-Committee selects the referees as appropriate.

Where the application is made to study at the institute in which any VAC member has affiliations, that application is withheld from him/her; he/she is not involved in the selection of referees for that application; and the identity of the referees for the application, and the referees' submitted opinions on it, are withheld from him/her.

Referees are asked to comment on the application in relation to the criteria used by the VAC, as above. They are given detailed briefing with the aim of achieving consistency, as far as possible, in the review process.

The VAC is ultimately responsible for the evaluation of applications. Therefore, the referees' opinions, while important, are not the sole factor in the evaluation of any given application.

iii) VAC recommendation

All applications and referees' opinions are reviewed by the VAC, with exceptions noted above. The VAC may discuss an application with the external referees if they wish, in strict confidence. Thereafter the applications are ranked in order of merit. The recommendation(s) is subsequently put to the HBLB for approval.

VAC members are excluded from discussion and evaluation of applications related to institutes where they have affiliations. Members of the VAC and any of its Sub-Committees cannot be proposed as, or act as, Sponsors for Equine Post Doctoral Fellowships.

4. TIMETABLE

The HBLB invites applications for grants for Fellowships once a year. Applications can only be made using the HBLB's current application form and are to be submitted by the proposed Fellow. The deadline for submission for awards in the year beginning 1 January 2020 is **2pm on Monday 17 June 2019**. Late applications are not accepted.

Applicants may be invited to make a presentation to, and be interviewed by, a panel normally composed of VAC members and, where appropriate, other scientists with expertise relevant to the Fellowship application. This will normally take place in London in October or November.

Final decisions by the HBLB will be made in mid-December. The decisions on all applications, successful or unsuccessful, are communicated to applicants by email shortly after the HBLB's decision and thereafter published on the HBLB website.

5. COMMUNICATION WITH APPLICANTS

Following submission of an application, applicants will be barred from direct contact with the VAC. Any queries or other communication regarding the application must be channelled through the HBLB's equine grants staff. Neither the HBLB nor the VAC will discuss decisions about any of the research or educational awards.

When funding decisions are communicated to applicants, the external referees' opinions are usually passed to the applicant anonymously, whether or not the application is to be funded. This is intended to be helpful to the applicant. The HBLB and the VAC will not discuss the referees' opinions with applicants.

6. APPLICATION CRITERIA

Applicants should:

- i) hold a veterinary degree recognised by the Royal College of Veterinary Surgeons;
- ii) hold a PhD or be currently studying for a PhD with an expected completion date prior to commencement of the Fellowship;
- iii) be suitable to undertake, and committed to undertaking, all aspects of the Fellowship programme;
- iv) wish to pursue an equine veterinary scientific research career, with particular reference to the Thoroughbred, at the end of the Fellowship.

7. FURTHER INFORMATION

For any further information on Equine Post Doctoral Fellowships, please contact the HBLB's Equine Grants Team at equine.grants@hblb.org.uk



PART 2

TERMS AND CONDITIONS OF EQUINE POST DOCTORAL FELLOWSHIPS

For awards commencing in the year beginning 1 January 2020

1. PURPOSE

The HBLB awards Equine Post Doctoral Fellowships (“Fellowships”) to enable individuals early in their careers, who hold a PhD and have the skills and aptitude, to develop an academic or clinical academic career in equine veterinary science with particular focus on the racing, breeding and rearing of the Thoroughbred, on the following terms and conditions.

Attention is drawn to paragraph 10ii) where revised wording is shown in red.

2. AWARD OF EQUINE POST DOCTORAL FELLOWSHIPS AND ELIGIBILITY OF CANDIDATE

Fellowships are awarded to individuals, with the research to be undertaken at an eligible host institute which will administer the award. Additional institutes may serve as co-hosts and overseas based institutes are acceptable as co-hosts.

Candidates must:

- i) Hold a veterinary degree recognised by the Royal College of Veterinary Surgeons;
- ii) Hold a PhD or be currently studying for a PhD with an expected completion date prior to commencement of the Fellowship;
- iii) Be suitable to undertake, and committed to undertaking, all aspects of the Fellowship programme;
- iv) Wish to pursue an equine veterinary scientific research career, with particular reference to the Thoroughbred, at the end of the Fellowship.

3. APPOINTMENT TO FELLOWSHIPS

Appointment of the candidate to a Fellowship is subject to recommendation by the HBLB’s Veterinary Advisory Committee and subsequent endorsement by the HBLB itself.

4. DURATION AND DATES OF EQUINE POST DOCTORAL FELLOWSHIPS

The award is tenable for three years, subject to satisfactory progress.

Fellowships awarded in the 2019 funding round may commence on the first day of any month within the calendar year 2020, with the agreement of HBLB. This provision may be varied by agreement with HBLB.

Once the date of commencement has been agreed, the HBLB must be informed immediately of any need that might arise to change the date.

In special circumstances (including time unavoidably lost during the Fellowships), the duration of the award may be extended with the HBLB’s prior written approval. Any such extension is unlikely to be supported by funding additional to that approved for the first three years.

5. LIABILITY AND CLAIMS

Fellows are not employees or the responsibility of the HBLB and the award does not constitute a contract of service with the Fellow. The HBLB accepts no liability for Fellowships, or any claim in relation to them (including compliance with, and claims for compensation under, any statute or common law and health and safety requirements) within the HBLB’s approved grant for the Fellowship.

6. REPORTS

The Fellow must submit a written progress report in a specified form, and with a specified deadline, to the HBLB at the end of each of the first and second years. Additional progress reports may occasionally be required. The VAC may sometimes seek information on progress from the Fellow's Sponsor and Mentor(s). The Sponsor and/or Head of Department at the host institute will be expected to inform the HBLB of any concerns about the ongoing Fellowship.

Both a written final report and a digital lay report (in PowerPoint format) will be required on a date specified by the HBLB, no later than three months after the award's agreed date of conclusion. Additional progress reports may occasionally be required. The lay report will be in the public domain and should therefore not contain any information that is confidential or commercially sensitive (see section 15 below).

7. ABSENCE

Arrangements for the Fellow's absence for holidays and other purposes are a matter for the host institute, but no more than eight weeks' holiday (including public holidays) may be taken each year.

Prolonged absences, for medical or other reasons, on the Fellow's part that might interfere with the completion of the Fellowship programme must be reported by the Fellow, Sponsor and/or Head of Department to the HBLB, which may, in consequence, apply further conditions to the award. The stipend will normally continue to be payable during the first continuous month of authorised absence. Thereafter, the situation and future arrangements will be reviewed by the HBLB in consultation with the Sponsor and any other individuals at the HBLB's discretion.

8. ABEYANCE

It is expected that the Fellow will complete the programme in a single continuous period (apart from authorised absences). The placing of Fellowships in abeyance is therefore discouraged. However, if this is unavoidable, the Fellow, Sponsor or Head of Department should contact the HBLB immediately. If the HBLB approves the abeyance, detailed arrangements will be determined in the light of the circumstances of the case.

9. GRANTS

A grant will be made by the HBLB to the host institute for each year of the Fellowship, subject to satisfactory progress. The host institute will use the annual grant to provide for:

- i) A stipend to the Fellow at a value determined by HBLB. NB The stipend is subject to personal income tax and National Insurance deductions and other employers' deductions.
- ii) Overheads at up to 40% of the stipend costs
- iii) An expense allowance of up to £15,000 per annum that must be used for costs connected directly with the Fellowship programme ie research project costs, relevant travel and conference registration fees. Expenses incurred in co-host institutes must be reclaimed via the host institute.

HBLB will not increase the expense allowance.

10. CLAIMS

i) Responsibility

The Sponsor is responsible for advising the host institution's finance office of the approved grant for the project, the HBLB's Terms and Conditions of Fellowships and any variation to the grant approved by the HBLB.

The Fellow, with the guidance of the Sponsor, will be responsible for ensuring that expenditure of the grant is within the amounts allowed under the headings in the agreed budget for the project and that claims to the HBLB for expenditure on the project do not exceed the grant approved by the HBLB under any circumstances.

ii) Reimbursement

Any claims made to the HBLB for reimbursement of expenditure within the approved grant must be submitted in arrears, using the HBLB's Claim form. Claims should be submitted regularly at quarterly intervals adjusted to correlate to the conventional financial year. Shorter duration claims may apply at the beginning and/or end of a project. The HBLB should be advised if claims are delayed for any reason.

Example A: Where a Fellowship commences on 1 April claims should be submitted for the periods 1 April to 30 June, 1 July to 30 September, 1 October to 31 December, and 1 January to 31 March.

Example B: Where a Fellowship commences on 1 May claims should be submitted for the periods 1 May to 30 June, 1 July to 30 September, 1 October to 31 December, 1 January to 31 March, and 1 April to 30 April.

Signed copies are to be submitted by mail or email. The HBLB should be advised if quarterly claims are delayed for any reason.

The final claim must be submitted to the HBLB within ~~three~~ four months following the project's agreed completion date. Final claims submitted later than this will not be reimbursed unless by prior arrangement with the HBLB.

Settlement of the final claim will be withheld until the final report and PowerPoint presentation is received by HBLB unless a later submission date is agreed with HBLB.

iii) Expenditure of Grants

Monies from a grant will not be paid to the host institute before the start of the 12 month period to which the grant relates, except with the HBLB's prior written approval.

iv) Over-expenditure of Grants

The HBLB will only reimburse expenditure up to the amount of the approved grants. Any over expenditure is the responsibility of the host institute.

v) Under-expenditure of Grants

Unexpended amounts of the grant at the end of any year will be carried forward and will be available in the subsequent year(s), without further reference to the HBLB, for expenditure incurred in direct relation to the Fellowship programme.

Amounts unspent after reimbursement of the final claim will become immediately unavailable to the host institute.

vi) Disallowance of Expense Claims

The HBLB reserves the right to disallow claims, in full or in part, which it considers do not comply with these Terms and Conditions of Fellowship or with the requirements of the Claim Form.

vii) Control of Expenditure and Auditing

The control of expenditure under the HBLB's grants must be governed by the normal standards and procedures of the host institute, and must be covered by that institute's formal audit arrangements. HBLB reserves the right to perform spot checks on information held on funded scholarships to ensure that the terms and conditions of the grant are being adhered to.

Please note that HBLB will examine the most recent published and audited accounts of any applicant institution in the course of assessing eligibility. Where an application is received from an institution new to HBLB, evidence of the most recent professional accreditation may be requested.

viii) Eligible Costs

Further detail is given in the table appearing below showing permissible expenditure for Fellowships.

11. PUBLICATIONS

The Fellow is expected to publish the findings in high quality, peer-reviewed journals in a timely manner during the course of the Fellowship or soon after. Details of these publications, including the full citation with a digital link to the online version of record (i.e. doi). Pdfs may also be provided if the journal's copyright agreement permits this.

HBLB will fund up to £2,000 towards the costs of Open Access to publications arising from funded research, provided that proof of publication is received from the host institute.

12. ACKNOWLEDGEMENTS

The Fellow must acknowledge the HBLB's support in publications/ presentations arising from the Fellowship.

13. CHANGE OF SPONSOR OR MENTOR

If the Sponsor or Mentor moves to another institute, or if a change of Sponsor or Mentor becomes necessary for any reason, the HBLB's approval for the Fellowship to continue under a new Sponsor or Mentor must be sought and received in writing in advance.

14. SCIENTIFIC PROCEDURES USING ANIMALS

Adherence to the HBLB's Policy on Animals in Veterinary Research forms part of these Terms and Conditions of Post Doctoral Fellowships. Acceptance, by any institution/body, of a grant for a project involving the use of animals includes acceptance of the Policy Statement set out at the end of these Terms and Conditions.

15. LICENCES AND CONSENTS

All necessary licences and consents required for the Fellowship must be held by the host institute throughout the duration of the Fellowship and all conditions and requirements attached to such licences and consents must be complied with. Copies of any such licences and consents shall be produced to the HBLB on request.

16. PROTECTION OF COMMERCIALY RELEVANT INFORMATION AND MANAGEMENT OF DATASETS

The Fellow or the host institution is requested to inform the HBLB of any results that may be considered commercially valuable, including patent protection, for the purpose of the HBLB's own evaluation of the outcomes arising from its veterinary investment. The HBLB should also be advised if publication of the results of the project will be delayed as a result of a patent pending. The HBLB does not seek to derive any financial benefit arising from its funded projects.

HBLB should be advised of large datasets (such as sequencing data) that are generated as a result of the project. These datasets should be made available to applicants applying for HBLB funding for related work and must be lodged in the public domain in association with our publication policy.

17. ACCEPTANCE OF GRANTS

Fellowships offered are not valid until they and the Terms and Conditions of Equine Post Doctoral Fellowships have been accepted in writing by the host institute and any other parties whose acceptance might be required by the HBLB.

18. TERMINATION OF FELLOWSHIP AND WITHDRAWAL OF GRANTS

The HBLB reserves the right at any time and without notice to terminate a Fellowship and withdraw funding, in full or in part, through failure to comply with these Terms and Conditions of Fellowships, or for any other reason. In such cases, a notice period would be agreed with the host institute. The HBLB will reimburse expenditure properly incurred up to the date of termination, will withdraw the stipend from the next month after this date, and will not be liable for any matters or circumstances, including financial, after this date. If the Fellow discontinues the programme before expiry of the award, the Sponsor or Head of Department must inform the HBLB immediately.

19. CHANGES TO THE TERMS AND CONDITIONS OF FELLOWSHIPS

The HBLB reserves the right to modify or vary these Terms and Conditions of Fellowships or add further Terms and Conditions at any time.

Eligible costs

Category	Post doctoral fellowship
Staff costs	<p>The salary is fixed at the time of the award at a gross amount to include employers' National Insurance and pension contributions. Inflationary increases are included as appropriate.</p> <p>Fellows are responsible for paying their own income tax and National Insurance contributions.</p> <p>Costs for technical support staff may be included under the expenses allowance.</p>
Overheads	Permitted at 40% of post doc salary costs
Travel	<p>Any costs to be included within the 'expenses' allowance</p> <p>HBLB tariff as guidance</p>
Conference Fees and travel	Any costs to be included within the 'expenses' allowance
Consumables	Any costs to be included within the 'expenses' allowance
Equipment	Any costs to be included within the 'expenses' allowance
Clinical Facilities and services for research purposes	Any costs to be included within the 'expenses' allowance
Animals	Any costs to be included within the 'expenses' allowance
Exam/tuition fees	Not allowed
Publication costs	Up to £ 2,000 of the 'expenses' allowance to fund open access
Books	Not allowed



ANIMALS IN VETERINARY RESEARCH POLICY STATEMENT

1. INTRODUCTION

This policy, on the use of animals including horses and ponies in equine veterinary research, has been developed by the HBLB's Veterinary Advisory Committee (VAC). It applies to Veterinary Research Projects, Small Projects, Senior Equine Clinical Scholarships, Veterinary Research Training Scholarships and Equine Post Doctoral Fellowships supported and/or administered by the HBLB. Adherence to the policy forms part of the HBLB's Terms and Conditions of all the award types listed above.

2. BACKGROUND

The HBLB funds equine veterinary research under the Betting, Gaming and Lotteries Act 1963, and the health and welfare of equines is of the highest concern to the VAC and to the HBLB. The research supported aims to improve the general care, disease prevention, diagnosis and therapies available to horses and ponies in Britain. This concern with welfare extends to the use of animals in veterinary research projects.

3. GENERAL POLICY

The HBLB recognises that scientific procedures on animals are, in some circumstances, necessary if equine veterinary research is to continue to attempt to make advances in equine health and welfare. At the same time, it supports the three R's approach of reduction, refinement and replacement.

Where other approaches cannot be employed or are unavailable for scientific or technological reasons, the HBLB will support studies involving scientific procedures on animals. Equally, studies involving the development of non-invasive research techniques are encouraged and supported.

Clinical research must involve appropriate approval and oversight by an institutional ethics committee and owner informed consent for their animals to participate in any study.

The HBLB will only approve grants for studies that have been recommended by the VAC. The VAC will only recommend approval of grants for projects involving scientific procedures on animals, whether non-invasive or other, when it is satisfied that the specific policy below will be met.

4. SPECIFIC POLICY

a. Responsibility

Grants will be made for research projects involving scientific procedures on animals only under the supervision of appropriately qualified, experienced and reputable scientists working in bona fide research institutes.

The institute and the individuals concerned will be responsible for the welfare of the animals from the moment of their procurement until responsibility is passed to another competent, caring person, or the animal is humanely destroyed.

b. Consents

The institute, the Student/Fellow/Principal Investigator, , and other persons involved in the project, must, as appropriate, comply with the requirements of the Animals (Scientific Procedures) Act 1986 ("the Act").

For any study involving scientific procedures on animals, the HBLB's grant is conditional on the required Home Office, statutory and other consents and licences being in place at all times required. The Student/Fellow/Principal Investigator must provide the HBLB on demand with details of consents and licences relating to the project.

c. Provenance of horses/ponies

No horse or pony must be used in the project unless it:

- has been bred by the institute, or,
- has been purchased or procured according to policies and procedures laid down by the institute, or,
- has been donated or loaned to the institute by its owner(s) for scientific purposes.

Where horses/ponies to be used in the project are donated or loaned to the institute by their owners, the owner's written prior consent to the use of the animal in the project must be obtained.

d. Husbandry

The institute will provide suitable facilities and resources - including experienced animal handlers - to accommodate and maintain animals to high standards of care and husbandry, having regard to the provisions of any relevant legislation currently in force.

Feeding, housing and day-to-day care should be at least as good as that which prevails in an approved BHS riding establishment. This covers, inter alia:

- quarantine and preventive medicine on arrival,
- feeding and accommodation, and,
- grooming and exercise.

Scientists and animal handlers will treat all animals in a responsible and humane manner.

e. Conduct of the Research

The animals will not be subject to any scientific procedures which are unnecessary to the objectives of the project, or which are not included in the research protocol for which the grant has been approved.

f. Disposal of Horses

Wherever possible, and subject to all relevant legislative requirements, attempts shall be made to find good homes for horses that are fit for release at the end of the project. This includes rehoming with competent, caring individuals, or with charitable organisations.

In exceptional circumstances where rehoming is impossible, horses should be humanely destroyed on the premises, or be transported, in vehicles inspected and approved by the institute, to an abattoir approved by the institute.

g. Use of Animals in Clinical Research

Where research is conducted under the Veterinary Surgeons' Act, the study protocols must be reviewed in advance by the host institute's local ethical committee. Research on client-owned animals must involve informed owner consent for their animals' participation in the study. Guidelines outlined by the RCVS/BVA joint working party on Ethical Review for Practice-based Research, 2013, must be adhered to (see <http://www.rcvs.org.uk/ethicalreviewreport>).

5. CONCLUSION

The grant holding institute is responsible for ensuring that all projects which involve scientific procedures on animals and which are being funded by the HBLB can meet this policy, and that the provisions of the policy are adhered to.

This policy combines the HBLB's obligation to the advancement of veterinary science with its concern for animal welfare. The policy will be regularly reviewed and updated as appropriate in the light of relevant developments.



<p>PART 4 GUIDANCE NOTES AND INSTRUCTIONS FOR APPLICANTS for Equine Post Doctoral Fellowships to commence from 1 January 2020</p>

Presentation

Applications for Equine Post Doctoral Fellowships must be submitted by the candidate using the HBLB's 2019 application form. The application pack is available as an email attachment.

Procedure and deadline

Applications are considered once a year. An institute may be associated with more than one Fellowship application in any one year.

The application form must be submitted to the HBLB (email to equine.grants@hblb.org.uk) by **2pm on Monday 17 June 2019.**

The application should be submitted as a Word document. Electronic signatures may be used, with original signed declarations required should the application be successful. Late applications will not be considered.

Accuracy

Please ensure that all information provided is correct before submission of the application.

Terms and Conditions of Research Grants

You must read the Terms and Conditions of Equine Post Doctoral Fellowships (Part 2 of this pack) carefully before completing the application form.

Acknowledgment of Applications

We will acknowledge applications by return email.

<p>Please refer to the following notes and instructions when completing the application form. The numbers used correspond to those in the form. Where the form is self-explanatory, no notes are given.</p>
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SECTION 1: GENERAL

- 1.1 The applicant is the person who would hold the Fellowship and have a primary base at a University Veterinary School or research institute in Britain. He/she must have a veterinary degree, recognised by the Royal College of Veterinary Surgeons and either hold a PhD or be expecting to complete the PhD shortly, before the Fellowship is to begin.
- 1.2 The host institute must be a University Veterinary School or research institute in Britain. Additional co-host institute or institutes are permissible. Such a co-host may be overseas.

A Sponsor in full time employment at the host institute must be named. If there are co-host institutes, a mentor or mentors in full time employment at the co-host institute must also be named.

Applicants are advised to consult the Equine Grants team *before* submitting an application, if the proposal is likely to fall outside conventional circumstances.
- 1.4 Equine Post Doctoral Fellowships are tenable for three years. This start date must be agreed in advance with HBLB and normally be within twelve months of the award. Give the month and year on which you would propose to begin the award (all awards start on the first day of a month). See the Terms and Conditions of Equine Post Doctoral Fellowships (Part 2 of this pack) for further information.
- 1.5 Please give details for up to three individuals who you believe have the appropriate expertise to give an opinion on this application, but who have no personal or other interest in it. These individuals will be taken into account when referees for this application are selected.

SECTION 2: RESEARCH PROGRAMME

- 2.1 We require a lay summary of the research programme and the expected benefits to the Thoroughbred, in language accessible to a non scientist, to a maximum of 500 words.
- 2.2 We require a technical summary outlining the overall aims of the research programme, the approach to be taken and the expected outcomes to a maximum of 500 words.
- 2.3 Specific, measurable, attainable, realistic and time-related objectives.
- 2.4 Details are needed on the particular relevance to Thoroughbred racing, breeding or rearing.
- 2.5 An explanation is needed on how the research outcome might be applied to Thoroughbred care and management.
- 2.6 A detailed description, to include a plan of work identifying how the objectives will be fulfilled, must be completed using a typescript of minimum font size 12. You may use up to three sides of A4. The description should include relevant background, preliminary data if applicable, methodology and power calculations. The description should contain citations to up to 20 key references and these should be listed at the end of the description. The reference list is not included in the limit of 3 sides of A4.
- 2.7 Applicants should outline their short and long term research and career aspirations, and explain how completing the Fellowship will support these.
- 2.8 This is an opportunity for the applicant to explain what they see themselves contributing to equine veterinary science.

- 2.9 Applicants should justify their reasons for their choice of host and (if applicable) co-host institutes with details of unique facilities and expertise which have determined their choice. Use this section to illustrate how the Fellow will gain experience of working in a team with academic and support staff.
- 2.10 The publication and presentation plan should include information on conferences at which the Fellow is likely to attend and present their work.

SECTION 4: SPONSOR'S DETAILS

NB the applicant may complete all sections except 4.6 on behalf of the Sponsor, but the Sponsor must complete section 4.6 themselves.

The Sponsor will be a senior member of the department who has academic responsibility for the Fellow. The Sponsor is expected to act as a supporter for the application and provide support and mentoring to the successful candidate throughout the entire Fellowship. The Sponsor should have expertise in the scientific areas of the application and to be prepared to vouch for the quality of the proposal research, the suitability of the candidate and the facilities and expertise that the host and co-host institutes will provide. A line manager has to be appointed by the Head of Department of the host institute, and this role may be allocated to the Sponsor.

SECTION 5: MENTOR'S DETAILS

If periods of time during the Fellowship are to be spent at a co-host institute, a Mentor will be required to provide support while the Fellow is at that institute.

NB the applicant may complete all sections except 5.6 on behalf of the Mentor(s), but the Mentor(s) must complete section 5.6 themselves.

SECTION 6: SCIENTIFIC PROCEDURES ON ANIMALS

Applicants are required to confirm that they have read and understand the HBLB's policy on Animals in Veterinary Research. This appears under Part 3 of this pack.

CHECKLIST

When you have completed the application form:

- carefully check all information given
- ensure any necessary attachments are provided
- Email the application form as a Word document to the HBLB at equine.grants@hblb.org.uk to arrive by **2pm on Monday 17 June 2019**.