Tres Cantos Open Lab Foundation (TCOLF)

TCOLF CLINICAL PROPOSALS

Project Review and Approval Process

Step	Details
Submission of proposals *See appendix A for guidance on eligible costs and B for a general submission flow chart*	• Open Lab proposals can be submitted any time (rolling call) via the TCOLF website (link) or inbox (e-mail address). • Proposals are of a standard format. The template is available in the TCOLF website (link above). • A GSK study accountable person may contact the applicant to discuss the opportunity and/or gather additional information.
Governing Board Review and Foundation endorsement	• The TCOLF Governing Board members meet regularly, usually 3 times a year, to evaluate the proposals submitted on the following aspects: clarity of objectives, originality/innovation of the project, proposed methodology, potential for implementation and impact in the Global Health field. • The Governing Board makes recommendations to the TCOLF Trustees • The Trustees approve or reject the proposals for funding • The applicants are informed of the outcome in writing by e-mail (unless an original document is specifically requested in the application form).
Project set up	• The grantee accepts the Terms and Conditions of the TCOLF Grant. • The granted/funded Institution and GSK sign an Agreement to regulate the collaboration terms
Ongoing review	• Projects are progressed in accordance with the agreed Work Plan. Every four months, a progress report is produced by the PI and sent to the TCOLF Trustees and the Governing Board. • Assuming the project is on track, eligible project costs are reimbursed to the collaborating institute up to the maximum funding awarded as per agreed milestones in the research collaboration agreement. Deviations should be flagged and if these are not resolved, they will be brought to the attention of the Trustees.

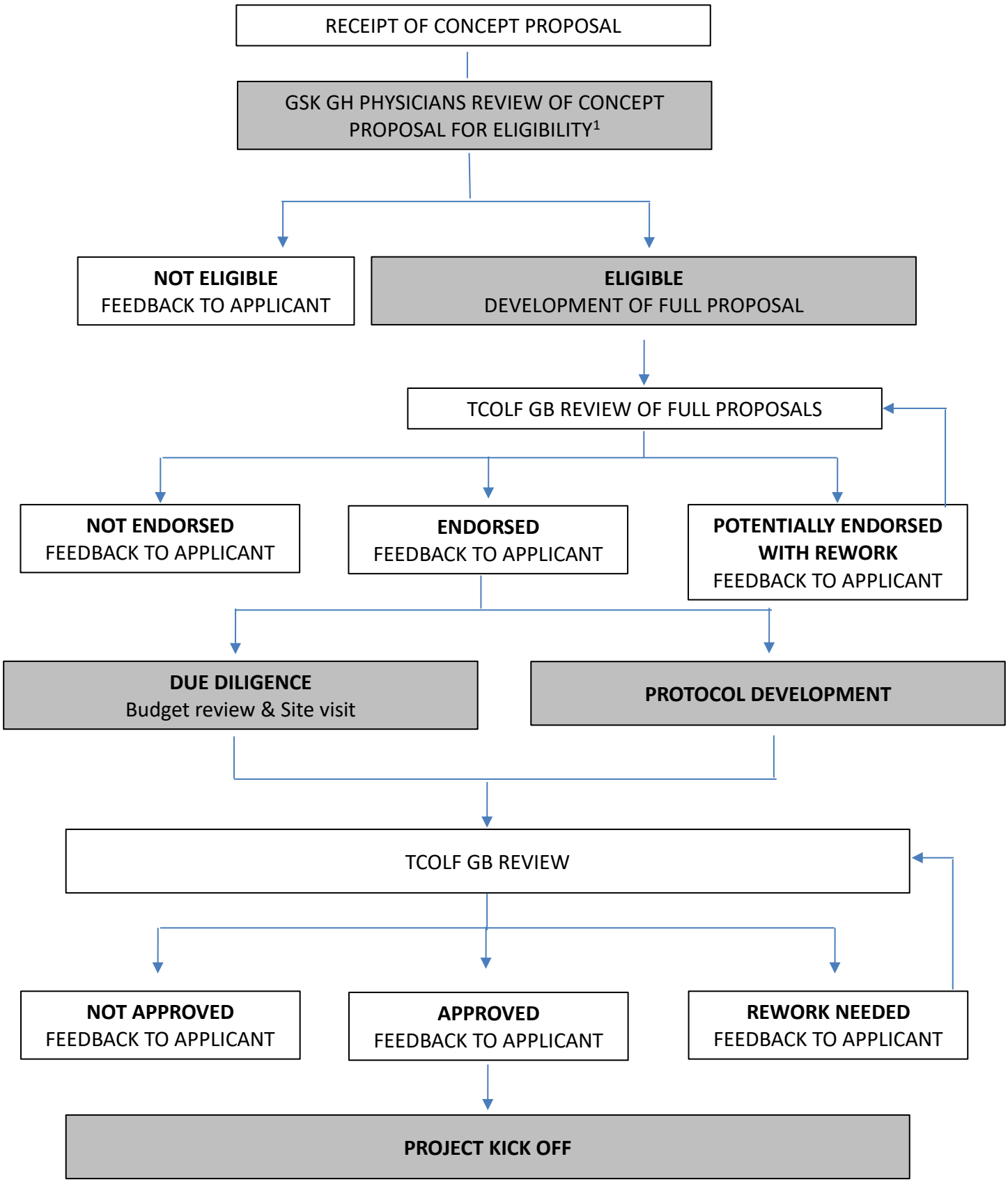
Appendix A – Guidance on Costs

General Funding rules:

- Funding, as approved by the Trustees of the Foundation, will cover personnel, operational and travel costs. Other spends such as lab consumables, conference fees of funded scientists, attendance to meetings, etc. can be covered according to the project needs.
- In general, the Foundation has adopted a policy of zero overhead. Any exceptions to this policy will have to be justified for approval by the Trustees at the Governing Board review.
- Project funding may be granted contingent on achieving key milestones (e.g. continuation of a project subject to accomplishment of a defined milestone at month 12
- Funding will be transferred following four-monthly justification of cost incurred.
- The award is approved and transferred in GBP. Costs in other currencies will be converted to GBP.
- Detailed description of costs is required; salaries should be adjusted to the Fair Market Value of the country where the scientist is based. Any other type of operational costs to be budgeted, will be clearly detailed in the submission form.
- Bank charges and fees are not eligible for funding.
- One round trip for PI and / or Co-I not based at the site where the clinical study is being performed, can be included in the budget:
  - Reference for short-haul flights (within same regions) is £300 and for long-haul flights (more than 5 hours) is £1.500.
  - Reference for on-travel subsistence costs is £130/day.
  - Maximum 4 days per trip.

TCOLF-funded results must be published in Open Access journals. Open Access allowance up to £3,500 will be covered during Grant period and 12 months following completion of the project, 50% will be covered during the second year and 25% in the third year. These fees are not to be budgeted within the project costs. The funds will cover original peer-reviewed research publications, while Open Access will not be required for editorials, letters, conference proceedings, review articles and study protocols

Appendix B– Submission Workflow



In grey: GSK support in an advisory capacity

[1]Concept note reviewed to assess science and potential impact including data integrity, patient safety and ethics