



BOSF GRANT APPLICATIONS GUIDELINES 2023



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SUITABILITY OF PROJECTS

- The current strategy of the BOS Research Directorate is to encourage research in the areas of evidence based orthodontic care and the health benefits of treatment. Priority will be given to projects which are likely to answer questions of clear relevance and importance to orthodontists.
- The lead applicant, in terms of the designated Principal Investigator (PI), or Chief Investigator (CI) for multi-centre studies, must be a full UK member of the British Orthodontic Society (BOS), and the lead centre at which the research is to be undertaken must be within the UK. Collaborative projects are encouraged and some of the applicants may be based outside the UK.
- It is unlikely that BOSF funds will be awarded to support individual postgraduate taught Masters projects; however consideration will be given to high quality proposals, within the scope of the current research strategy, which might involve either postgraduate taught or research students. BOSF funds cannot be used to pay student fees or to cover those aspects which would reasonably be expected to be covered by these fees (e.g. statistical support, training courses).
- The Grant Awarding Panel must be confident that the recipient(s) will have the logistical support and availability of expertise for successful completion of the research project.
- It is recognised that obtaining ethical approval, R&D and MHRA approvals is time-consuming and may be dependent upon funding being in place. Therefore, a period of up to one year from the time of the award of the grant will be allowed for final approvals to be obtained.
- BOSF will consider funding of some salary costs for researchers and/or support staff. Applicants who require further information regarding what may be considered appropriate in terms of salary costs should contact the Trustee for Research or the BOSF Chair.
- Clinical materials and consumables that would be considered part of treatment and would be provided free of charge were the patient not taking part in the study, for example orthodontic brackets, archwires and auxiliaries, will not normally be funded.
- Specialist consumable products will be considered for funding.
- Specialist equipment will be considered for funding. Normal IT hardware or software (for example computers, standard computer programs etc.) will not be funded, although specialist IT-related hardware or software items may be entirely appropriate for funding.
- BOSF grants can include the cost of dissemination as outlined later in this document.

APPLICATION PROCESS

- There will be two application deadlines each year and members will be informed of these dates in advance.
- Full applications, including all relevant signatures, will be accepted in electronic format only, to the BOS office.
- Once the applications have been received a review panel will be convened to assess and score each of the applications.

REVIEW PANEL AND REFEREES

- Applications will initially be screened to ensure that they fulfil the guidelines/requirements of the BOSF. Those deemed suitable to progress to the next stage will then be subject to independent refereeing.
- Referees' reports will be obtained from a minimum of 2 referees (3 wherever possible) and referees will be chosen from sites where there is no conflict of interest with the applications. No panel member will assess an application where they are a named applicant, or where the lead research centre is their own institution.
- BOS/BOSF reserves the right to send to additional referees after the initial refereeing process where this is felt appropriate.
- The final decision will be made by the Director for Research and/or the BOSF Chair, after considering the referees reports. If one of these individuals is named on the grant or their Institution is the lead research centre, the other person will make that decision. If both persons are named on the grant or they are based in the lead research centre, another member of the Research Directorate will be asked to convene the panel and make the final decision.
- All decisions made are final and no member of the Research Directorate will enter into discussion regarding these decisions. Re-application with the same protocol will not normally be considered.
- Applicants will be notified of the final outcome of the applications by the BOS office.
- Successful applicants and all authorised signatories in their Institution will be required to sign the BOSF Terms and Conditions document and will be reminded regularly of the procedures for project monitoring, reports, presentations and publications.

PROJECT MONITORING AND REPORTS

- The Committee will receive an initial report at 6 and 12 months, beginning from the date of award or of final ethical approval, if later. Subsequently an annual report should be received followed by a final report on successful completion. This must be accompanied by an abstract in electronic form for publication by the BOS.
- Release of funds to award winners will be subject to satisfactory progress reports at the discretion of the Research Directorate.
- Receipts and satisfactory details of expenditure forwarded to the Research Directorate will be a condition of continued release of funds.
- Failure to show satisfactory progress may lead to withdrawal of the Award and a request for a return of any monies paid.

DISSEMINATION

- Dissemination of the results of BOSF projects is essential. A final report must be submitted and this will be published on the BOS website.
- Grant awardees may be invited to present their completed research at the British Orthodontic Conference (BOC), with the agreement of the BOC conference chair, and will be expected to do so wherever this is feasible.
- Costs for attending conferences will not generally be funded as part of BOSF applications.
- Other forms of dissemination, including publication in a peer review journal is expected. It is desirable that the outcomes of the research are presented for publication in the Journal of Orthodontics; however it is recognised that research reports should be disseminated in the most appropriate manner, which will

usually involve publishing in the most prestigious journal relevant to the area of that research.

- If an article from a study funded by BOSF is published in the Journal of Orthodontics then it may be considered for Open Access. Open access fees for other journals may not be included in the application.
- All presentations and publications must acknowledge the support from BOS/BOSF.