LIV-SRF Voucher Scheme
Guidelines for Applications

The following guidelines are intended to assist in preparing an application for the LIV-SRF Voucher Scheme. If you require further guidance or clarification, please contact the LIV-SRF Office (livsrf@liverpool.ac.uk). Further contact details are available on the LIV-SRF website.

Purpose
The scheme is designed to fund small pump-priming projects that have the potential to develop new areas of research by offsetting the costs of accessing our Shared Research Facilities (SRFs).

Eligibility
The voucher scheme is open to all academic staff, research staff and PGR students within the Faculty of Health and Life Sciences and Faculty of Science and Engineering. To promote early career and less-established researchers, the career stage of applicants will be considered during the assessment process. Applications from more junior staff will enjoy a higher chance of success and such applicants are also potentially able to access additional support (see the ‘Additional ECR Support’ sections). There are also restrictions around successful applicants applying to subsequent rounds of the scheme (see the section ‘Consecutive Awards’ below).

Voucher Value
Vouchers are available for a minimum value of £500 to a maximum of £15,000. This includes both the LIV-SRF and applicant match funding contributions (see below). Voucher awards are made solely towards the cost of access to an SRF, sample preparation costs are borne completely by the applicant.

Match Funds
All applications should contain an element of match funding (see the section ‘Additional ECR Support – Match Funds’ for details around possible exceptions). This can be internal funding (e.g. from your department) or external (e.g. from a collaborating university or commercial partner). Whilst each application will be considered on an individual basis, as a guide we would hope for a 50% contribution in match funds. Match funds are only acceptable as payments towards access fees for an SRF. Services in kind, such as sample preparation costs, are not acceptable as match funds.

Additional ECR Support – Match Funds
Early Career Researchers (for the purposes of the scheme, defined as PGR Students, Postdoctoral Researchers, Tenure Track Fellows, and externally funded Research Fellows) can apply to have the requirement for a match funding contribution suspended. Applicants who wish to apply for this will need to justify why it’s necessary and how the award will support their career development.

Additional ECR Support – ‘Other’ project costs
ECRs (as defined above) can also potentially be awarded additional funding to cover project costs outside of SRF access charges. This funding is courtesy of the Wellcome Trust Institutional Strategic Support Fund (ISSF), and the project should therefore be aligned to the Wellcome Trust remit and the costs essential to delivery of the project. Costs may include consumables to support the project, travel and subsistence, or sample collection costs (this list is not exhaustive and applicants are encouraged to check with the LIV-SRF office for any items not mentioned here). Any requests for this funding must be clearly itemised and justified in the relevant section of the application.
Participating Facilities
Voucher applications are limited to SRFs currently supported by LIV-SRF. We are not able to accept voucher applications to use facilities that are not part of LIV-SRF. You can find all the participating facilities and their key contacts in Appendix 1. Further information on these facilities is also available at the LIV-SRF website.

Before you apply
You must talk to the academic lead of the SRF you wish to use before you submit an application. They will give invaluable advice about the feasibility of your project, the best experimental approach and, crucially, how much it is likely to cost. This will help you write the best application possible, with the greatest chance of being funded. Sign off by SRF academic leads is also a mandatory part of the application. Consultation with the relevant academic lead must be completed at least 2 weeks before the submission deadline.*

*Please note: The consultation period usually closes two weeks before submission deadline but due to the Christmas closed period consultation with facilities and completion of section E of the application form must be completed by 13th December 2021.

For PGR Students and Postdoctoral Researchers, we would strongly recommend that you talk to your PI / Supervisor ahead of starting an application to ensure that they are supportive. In the case of PGR and Postdoctoral applicants, PI / Supervisor sign-off is also a mandatory part of the application.

Application Form
The form has six sections for completion.
Sections A, B, C and D seek to capture details of the proposed project and should be completed by you with input from the SRF academic lead.
Section E is an assessment of the project feasibility and timescale by the SRF academic lead.

In the case of PGR and Postdoctoral applicants only, you should arrange for the form to be signed off by your PI / Supervisor as confirmation that they are supportive of the application (section F).

Following completion of these sections, the form should be sent to the applicant’s Head of Department (HoD) who will carry out an assessment of the strategic impact of the project in section F.

The fully completed form should then be submitted directly to LIV-SRF (livsrf@liverpool.ac.uk) by the HoD. N.B. Once sent to the HoD, the form should not be returned to the applicant. All responsibility for ensuring the application is submitted prior to the closing date is with the applicant; LIV-SRF will not make enquiries of HoDs regarding the progress of an application. Upon receipt of an application form from an HoD, we will send an email to the applicant and the HoD acknowledging receipt.

Multi-Disciplinary Projects
Applications for multi-disciplinary projects, which require access to more than one SRF, can be submitted using a single application form. In such instances, the applicant should indicate the relevant SRFs in section B and, in conjunction with the appropriate academic leads, complete feasibility assessments (section E) for each of these SRFs. Financial details for multi-disciplinary projects (section C) should clearly indicate the costs associated with the use of each SRF.

Assessment
There will be 2 rounds of the voucher scheme each year and the applications submitted in a particular round will be assessed by the LIV-SRF Strategic Oversight
Committee (SOC) at their next meeting following the closure date. The group will score the applications, in the context of available funding, against the following criteria:

- Scientific question / Quality of study
- Technical feasibility
- Potential impact
- Training / capacity building / career potential

The University status of the applicant will be considered when assessing applications. In line with the aims of the scheme, this will confer an advantage to more junior applicants.

Unsuccessful applications will not be considered for submission to future rounds of the scheme. In exceptional circumstances, a resubmission may be invited but this will only occur following a dialogue with the applicant.

### Notification of Application Outcome

The outcome of voucher applications will be communicated by email to all applicants as soon as possible following the LIV-SRF SOC meeting for that round. Following the successful applicant’s transfer of match funds to LIV-SRF, a written instruction will simultaneously be mailed to the applicant and the academic lead of the SRF to proceed with the project. Upon receipt of an instruction to proceed, the applicant is free to engage directly with the academic lead of the SRF to undertake the agreed work. The LIV-SRF match funds will be transferred to the SRF following the satisfactory conclusion of the project.

### Time Limit

All work undertaken as part of a voucher award should be completed within 12 months of the date of the award notification. All samples should be in place prior to the application or, in exceptional circumstances, be gathered during the course of the work. In this case, it should be clearly recorded on the application form that samples are not currently available. It is the responsibility of the applicant to ensure that match funds are transferred to LIV-SRF in a timely manner; any delay in doing so will not be considered a suitable reason for extending the duration of the award. When approaching the 12-month limit, LIV-SRF will contact the applicant and SRF to understand the status of the project. In limited circumstances, an extension to the work can be granted but, if this is required, a request should be made to livsrf@liverpool.ac.uk at the earliest opportunity. Please note that, in the event of the work associated with a voucher award being incomplete or unable to deliver its objectives beyond this 12-month time limit, LIV-SRF will not be in a position to reimburse any participant match funds unless an extension has been requested and mitigating circumstances agreed.

### Final Report

Awards are granted on the condition that the recipient will undertake to write a short report (250 words) detailing the outcome of the work and how it has since progressed. This will be requested by LIV-SRF following completion of the project.

### Consecutive Awards

Successful applicants to the voucher scheme will not be eligible to apply for a subsequent award in the following three rounds. Unsuccessful applications cannot be resubmitted.

### Timetable

See figure below.
LIV-SRF Voucher Scheme: Guidance notes (Oct 2021)

- **8th November 2021**: Scheme opens
- **13th December 2021**: SRF consultation period finishes
- **7th January 2022**: Deadline for applications
- **27th January 2022**: Applications considered at LIV-SRF SOC
- **W/C 31st January 2022**: Applicants notified of outcome
## Appendix 1

### Bio-imaging

<table>
<thead>
<tr>
<th>Facility</th>
<th>Academic Lead</th>
<th>Facility Manager</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Electron Microscopy Unit</td>
<td>Prof Ian Prior</td>
<td>Alison Beckett</td>
<td><a href="mailto:iprior@liverpool.ac.uk">iprior@liverpool.ac.uk</a>; 0151 794 5332</td>
</tr>
<tr>
<td>Biomedical Light Microscopy Facility</td>
<td>Dr Tobias Zech</td>
<td></td>
<td><a href="mailto:tztech@liverpool.ac.uk">tztech@liverpool.ac.uk</a>; 0151 795 4984</td>
</tr>
<tr>
<td>Centre for Cell Imaging</td>
<td>Dr Marco Marcello</td>
<td></td>
<td><a href="mailto:marcomar@liverpool.ac.uk">marcomar@liverpool.ac.uk</a>; 0151 795 5154</td>
</tr>
<tr>
<td>Centre for Preclinical Imaging</td>
<td>Prof Harish Poptani</td>
<td></td>
<td><a href="mailto:harishp@liverpool.ac.uk">harishp@liverpool.ac.uk</a>; 0151 794 5444</td>
</tr>
<tr>
<td>Cell Sorting and Isolation Facility</td>
<td>Prof Joe Slupsky</td>
<td></td>
<td><a href="mailto:islupsky@liverpool.ac.uk">islupsky@liverpool.ac.uk</a>; 0151 794 5552</td>
</tr>
<tr>
<td>Histology Facility</td>
<td>Dr Bettina Wilm</td>
<td>Ms Gemma Charlesworth</td>
<td><a href="mailto:bwilm@liverpool.ac.uk">bwilm@liverpool.ac.uk</a>; 0151 795 4988; <a href="mailto:gemmach@liverpool.ac.uk">gemmach@liverpool.ac.uk</a>; 0151 794 9008</td>
</tr>
<tr>
<td>Liverpool Magnetic Resonance Imaging Centre (LiMRIC)</td>
<td>Prof Graham Kemp</td>
<td></td>
<td><a href="mailto:gkemp@liverpool.ac.uk">gkemp@liverpool.ac.uk</a>; 0151 794 9493</td>
</tr>
<tr>
<td>NMR Centre for Structural Biology</td>
<td>Dr Igor Barsukov</td>
<td></td>
<td><a href="mailto:igb2@liverpool.ac.uk">igb2@liverpool.ac.uk</a>; 0151 795 4307</td>
</tr>
<tr>
<td>Barkla X-Ray Centre</td>
<td>Prof Samar Hasnain</td>
<td>Dr Svetlana Antonyuk</td>
<td><a href="mailto:ssh98@liverpool.ac.uk">ssh98@liverpool.ac.uk</a>; 0151 795 5149; <a href="mailto:antonyuk@liverpool.ac.uk">antonyuk@liverpool.ac.uk</a>; 0151 795 5145</td>
</tr>
</tbody>
</table>

### Bio-resources

<table>
<thead>
<tr>
<th>Facility</th>
<th>Academic Lead</th>
<th>Facility Manager</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Services Unit</td>
<td>Mrs Sarah Roper</td>
<td></td>
<td><a href="mailto:sarah@liverpool.ac.uk">sarah@liverpool.ac.uk</a>; 0151 795 9608</td>
</tr>
<tr>
<td>Chick Embryo Facility</td>
<td>Dr Anne Herrmann</td>
<td></td>
<td><a href="mailto:hermann@liverpool.ac.uk">hermann@liverpool.ac.uk</a>; 0151 795 4454</td>
</tr>
<tr>
<td>Tick Cell Biobank</td>
<td>Dr Ben Makepeace</td>
<td>Lesley Bell-Sakyi</td>
<td><a href="mailto:blm1@liverpool.ac.uk">blm1@liverpool.ac.uk</a>; 0151 794 1586; <a href="mailto:lsakyi@liverpool.ac.uk">lsakyi@liverpool.ac.uk</a>; 0151 795 0226</td>
</tr>
</tbody>
</table>

### Multi-omics

<table>
<thead>
<tr>
<th>Facility</th>
<th>Academic Lead 1</th>
<th>Academic Lead 2</th>
<th>Facility Manager</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Genomic Research (CGR)</td>
<td>Prof Steve Paterson</td>
<td>Prof Alistair Darby</td>
<td>Dr Kathryn Jackson</td>
<td><a href="mailto:stevep11@liverpool.ac.uk">stevep11@liverpool.ac.uk</a>; 0151 795 4521; <a href="mailto:acdarby@liverpool.ac.uk">acdarby@liverpool.ac.uk</a>; 0151 795 4557; <a href="mailto:k.jackson@liverpool.ac.uk">k.jackson@liverpool.ac.uk</a>; 0151 795 8303</td>
</tr>
<tr>
<td>GeneMill</td>
<td>Prof Douglas Kell</td>
<td></td>
<td></td>
<td><a href="mailto:dbk@liverpool.ac.uk">dbk@liverpool.ac.uk</a>; 0151 795 7772</td>
</tr>
</tbody>
</table>
Facility Manager: Dr J Enrique Salcedo-Sora salcedo-sora@liverpool.ac.uk; 0151 795 4475

Centre for Metabolomics
Academic Lead: Prof Roy Goodacre roy.goodacre@liverpool.ac.uk; 0151 795 4498

NMR Metabolomics
Facility Manager: Dr Marie Phelan mphelan@liverpool.ac.uk; 0151 795 4398

Centre for Proteome Research
Academic Lead: Prof Claire Eyers ceyers@liverpool.ac.uk; 0151 795 4424
Facility Manager: Dr Philip Brownridge philipjb@liverpool.ac.uk; 0151 795 5344

CDSS Bioanalytical Facility
Facility Manager: Dr Roz Jenkins rjenkins@liverpool.ac.uk; 0151 794 8214

Computational Biology Facility
Academic Lead: Prof Andy Jones jonesar@liverpool.ac.uk; 0151 795 4514
Facility Manager: John Heap johnheap@liverpool.ac.uk; 0151 795 5473