AMRC grant data filing guidance

Please read this guide carefully before/during filling out the grant data csv form.

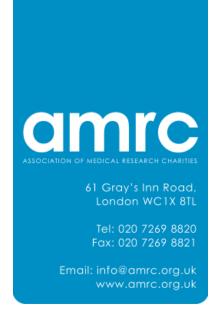## 1. Basic definition of column fields in the grant data csv form

The fields	Definition
Award reference number	This should be your charity's reference number for the grant.
Award title	Title of the programme/ project/ fellowship grant. The grant title is essential in enabling us to classify the grant for disease area, techniques etc.
Award start date	
Award end date	
Award value	amount.
Host Institution	Please provide the name of the principal investigator's institution. If they are affiliated with more than one institution, please ensure that the institution which holds the grant and does the financial processing of the grant is listed as the Host Institution.
PI First Name	PI first name. We are only collecting data on the principle investigator
PI Surname	PI surname. We are only collecting data on the principle investigator
Award abstract	Please paste in the abstract or lay summary of the grant. This information will be used to do further analysis on the research that has been funded and may allow us to automatically code grants.
Award summary	This is for any lay summary you might have, in addition to the abstract
Researchfish reference number	If your charity uses Researchfish and the grant is on the system, please provide the reference number which you use for the grant in Researchfish (even if it is the same as your normal award reference number above).
AMRC grant type	We have used 15 categories of grant type (see **'Grant type-description' worksheet**). Most of the grants awarded by AMRC members fall into these categories although you may call them something else.
Are animals protected under UK law used in this project?	To answer the question 'Are animals **protected under UK law** used in this project?' yes/no or N/A answer. Only use N/A if your charity does not fund research using animals due to the focus of your research strategy.
Which animal species is used?	To answer the question 'which animal species is used?' We have a list of species (see **'Animals list' worksheet**) that funders can select from. If entering more than one option, please separate each with a comma. This list includes some species not protected under UK law. As the previous question only refers to animals protected under UK law you could still provide information here where the answer to 'AMRC_animals_YesNo' is no.
Animals genetically modified?	To answer the question 'are any of these animals genetically modified?' yes/no or N/A answer **(optional)**
Organisational code 1	or a coding structure of their own (i.e.: cause, cure, care). We would like to collect as much of this coding as possible, to help us understand the type of research you are supporting. Please use the 'organisational code' fields to add any coding that your organisation uses and add additional fields to the end of the worksheet if you have more than 4 codes. Please also provide a key for the code on the **'notes' worksheet.**
Organisational code 2	
Organisational code 3	
Organisational code 4	
Funder comments	Please use this section to highlight anything else that is relevant to the grant.

[blue box] : Mandatory fields

2. Options for the column "amrc_grant_type" in grant data csv form

GRANT TYPE	DESCRIPTION
Clinical Trial	Can include any trial of medicines or treatment regimes.
Equipment (under £50,000)	This should be a stand alone equipment grant. If the award is for more than £50k then the grant can be considered an infrastructure – other award.
Fellowship	This includes all types of fellowships – clinical and non-clinical, but awards for people to complete PhDs should be classed as postgraduate studentships.
Infrastructure – Buildings	These are major capital grants for a new build or a contribution to a building.
Infrastructure – other (including equipment over £50,000)	All other capital or infrastructure awards, including refurbishment of laboratories, large pieces of equipment costing more than £50K, or payment for other facilities such as tissue banks should be included.
Intercalated BSc (incl. Any undergraduate funding)	This can include funding for intercalated BSc's or for any undergraduate bursaries.
Lectureship	This is funding for a post and would include the salary of the person.
Meetings	This is funding for scientific meetings and conferences which your charity has contributed to.
Other	
Postgraduate Studentship	All studentships should be included in this category.
Programme	Programme grants are longer term forms of support – usually a minimum of four years is necessary for a grant to be classified as a programme.
Project	These grants are for a more focused piece of research over a shorter period of time. These grants can be for one to three years.
Senior Personal Support	This can include professorships, chairs or senior fellowships offered with more extensive funding.
Travel	These are awards to enable individuals or perhaps small groups to travel to a scientific conference or to another laboratory for a short period of time. They should be specifically for that purpose and not part of a larger grant.
Unit	AMRC defines unit funding as a group that is largely supported by the charity but located within a university or charitable trust and which may receive some support from the host institution.

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3. Options for columns "animal_protection" and "animal_species_used" in grant data csv form

Animals protected under UK law
Mouse
Rat
Guinea pig
Hamster
Gerbil
Other rodent
Rabbit
Cat
Dog
Beagle
Greyhound
Other inc cross-breds
Ferret
Other carnivore
Horse and other equids
Pig
Goat
Sheep
Cattle
Deer
Camelid
Other ungulate
Prosimian
New World monkey
marmoset, tamarin
Squirrel, owl, spider monkey
Other New World monkey
Old World monkey
Macaque
Baboon
Other Old World monkey
Ape
Gibbon
Great ape
Other mammal
Domestic fowl (Gallus domesticus)
Turkey
Quail (Coturnix coturnix)
Quail (not Coturnix coturnix)
Other bird
Reptile
Amphibian
Fish

Animals not protected under UK law
Cephalopod
Insect
Worm
Non-vertebrate marine animal
Animals pre-birth developmental stage not protected by ASPA

Other, please specify.