

Tres Cantos Open Lab Foundation (TCOLF)

Project Review and Approval Process

Step	Details
Submission of proposals <i>See appendix D for a general submission flow chart</i>	<ul style="list-style-type: none"> 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). The project shall comply with the eligibility criteria (appendix A) and the budget requested shall follow the Foundation’s funding guidelines (appendix B). A GSK sponsor, assigned by the Open Lab coordinator, may contact the applicant to discuss the opportunity and/or gather additional information.
Preliminary assessment of the proposals	<ul style="list-style-type: none"> The proposals are reviewed by an Open Lab Review team composed of representatives of biology, pharmacology, medchem and open lab management to ensure implementation feasibility and to assess fit against the selection criteria. Key questions considered at this review are: <ul style="list-style-type: none"> Does the project fit with the strategy and objectives of the Foundation? What is the added value of the project operating within the open lab concept? What is the GSK capacity to support the project in the Global Health R&D site in Tres Cantos, Spain? Does the applicant agree to the stated IP principles? Are the funding requirements clear? <p>Based on the assessment outcome, the GSK sponsor may contact the applicant to discuss potential changes to the proposal, with the possibility of a resubmission before evaluation by the TCOLF Governing Board members.</p>
Governing Board Review and Foundation endorsement	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> The grantee (“Home Institution”) accepts the Terms and Conditions of the TCOLF Grant.

<p><i>Home Institution = grantee</i></p> <p><i>Host Institution = GSK</i></p>	<ul style="list-style-type: none"> • The Home Institution and GSK (“Host Institution”) sign an Agreement to regulate the collaboration terms. The Open Lab researcher adheres to this Agreement. • The contractual/working permits, EHS, etc. procedures for the Open Lab researcher are fulfilled, and logistics organized, with support of the Open Lab management team.
<p>Ongoing review</p>	<ul style="list-style-type: none"> • The Project Leader and Mentor assigned to the project at the Host Institution coordinate with the Principal Investigator at the Home Institution to give the project and the Open Lab researcher all the necessary scientific and technological support. • Projects are progressed in accordance with the agreed Work Plan. Every four months, a progress report is produced by the Open Lab researcher and sent to the TCOLF Trustees and the Governing Board. • Assuming the project is on track then eligible project costs are reimbursed to the collaborating institute up to the maximum funding awarded. Deviations should be flagged and if these are not resolved then they will be brought to the attention of the Trustees.
<p>Closure</p>	<ul style="list-style-type: none"> • In case of successful results, the Foundation expects that the Principal Investigator, together with the Open Lab researcher if suitable, develops and leads a strategy to further progress the project once the Open Lab phase is complete.

Appendix A - Funding principles of the Foundation

Eligibility criteria:

- Projects are in scope of the TCOLF charitable activities
- Funds are to be used to support activities within, or in collaboration with, GSK R&D Global Health centre in Tres Cantos, Spain (or exceptionally with another GSK centre if more suitable for the project aims).
- Grantees are committed to allocate IP arising from TCOLF supported projects to WIPO Re:Search, a “patent pool” for open innovation in neglected diseases, including Malaria and Tuberculosis, so that IP output is made available royalty free for research and marketing of drugs against neglected diseases in the least developed countries:
http://www.wipo.int/export/sites/www/research/docs/guiding_principles.pdf.
- Open Lab researchers comply with the mobility rule (appendix C).

• *Scope of the proposals*

The Tres Cantos Open Lab Foundation wishes to receive innovative proposals that will advance drug discovery for **Malaria, Tuberculosis, Kinetoplastid infections and Enteric diseases**. Projects should be relevant to accelerate the discovery or development of therapeutic approaches, and innovative in tackling one unmet need in the concerned disease.

The following aspects of drug discovery for these therapeutic areas are of particular interest, but proposals addressing other aspects are very welcome:

- Dissection of pathogen or host immunological pathways in order to identify potential therapeutic targets.
- Exploitation of HTS amenable screening approaches to identify hits and leads (extra- and intracellular).
- Medicinal chemistry optimisation of hits or leads towards drug candidates.
- Physiologically relevant models of disease that may be amenable to screening or prioritization of chemical entities.

• *General considerations*

- Projects must be feasible to be conducted at the home and the host institutions, considering technological aspects, logistics and timelines.
- Typically, the Foundation expects that the project duration will range from 12 to 24 months.
- The applicant will appoint a researcher(s) with the needed expertise to implement the project activities (either within the current Home Institution team or newly recruited after confirmation of the award). **Project researchers are expected to spend a significant part of the project duration at GSK premises in Tres Cantos** (Madrid, Spain) in order to facilitate their integration in the drug discovery teams and synergistic work. Some project activities may be conducted at the home institution, according to the capacities and/or expertise available at each site.

Appendix B – Guidance on Costs

General Funding rules:

- Funding, as approved by the Trustees of the Foundation, will cover personnel costs, travel costs, and accommodation expenses of visiting scientists during their stay in the GSK facilities. 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 quarterly justification of cost incurred. The award is approved and transferred in GBP. Costs in other currencies will be converted to GBP. Exchange rates differences are not eligible project costs

Note that GSK will be providing in-kind contributions to the project, including, but not limited to:

- Use of premises (space), associated site costs and shared service support
- Lab supplies
- Pre-clinical development services (in vivo studies, Chem Dev, Pharm Dev)
- Compound screening
- Access to full compound collection as appropriate for project needs
- Access and support from a “GSK mentor” throughout the duration of the project
- Support from other scientists as project needs.

Specific funding rules:

- *Personnel costs:* Scientists’ salary will be calculated deducting all employer costs (social security contributions, life insurance if provided, canteen, etc) from the personnel costs awarded. The maximum funding per category has been set taking the EU-funded Marie Skłodowska-Curie funded personnel costs as a reference. The maximum costs funded are:

Technician: £35,288 /year

Degree: £ 40,779/year

PhD (<10 years post-doctoral experience): £ 53,565/year

PhD (>10 years post-doctoral experience): £ 62,110/year

- *Operational costs:* In consonance with its charity status, the Open lab Foundation adopts a zero overheads policy. Notwithstanding, there are some administration and operational costs that are considered for funding:
 - Shipment of materials and courier
 - Researcher’s visa expenses: medical checkups, Consulate administrative fees, local trips to get the visa, and others.
 - Recruitment expenses: all those expenses regarding the recruitment of the scientists (advertising, contracting, etc)

Any other type of operational costs to be budgeted will be clearly detailed in the budget submission form. Bank charges and fees are not eligible for funding.

- *Travel costs:* The maximum number of trips from the Home Institution to the Tres Cantos Open Lab covered for funding are:
 - Project duration up to 7 months: one round trip for each of the visiting scientists and leader investigators.
 - Project duration over 7 months: two round trips for each of the visiting scientists and leader investigators.

Reference for short-haul flights (within Europe) is £300 and for long-haul flights (outside Europe) is £1.000.

Reference for on-travel subsistence costs is £130/day.

- *Accommodation:* Accommodation during the scientists' stay in GSK Spain does not need to be budgeted in the proposal. Accommodation will be available from day of arrival and directly paid (rent and utilities) by the TCOLF external supplier Relocations España, provided that the scientist relocates to one of the flats administered in Tres Cantos. Accommodation at the home institution location, if needed, is not eligible for TCOLF funding.
- *Dissemination costs (within "others" cost category):*
The costs of attendance of the Open Lab scientist(s) to conferences/seminars for dissemination purposes (i.e. presentation or poster presentation) are eligible during the Open Lab project duration. For the avoidance of doubt, dissemination activities by the PI are not eligible.

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 C – Open Lab Researcher eligibility rules

- *Mobility:*
 - Researchers appointed or recruited for the Open Lab project must not have resided or carried out their main activity (work, studies, etc) in Spain for more than 12 months in the 3 years immediately prior to the evaluation date. Compulsory national service and/or short stays such as holidays are not taken into account.
 - For Spanish academic and research Institutions the above rule will only be applicable if the Open Lab researcher is to be recruited for the project. Researchers already working for the Institution at the time of the original open lab application are exempted from complying with the mobility rule.

Former Open Lab researchers are not eligible for that position (whether with the same or with a different home institution).

Appendix D – Submission Workflow

