

APPLICATION FOR  
A RESEARCH RESOURCES  
IN MEDICAL HISTORY AWARD



Q1 Applicants	Principal Applicant	Coapplicant (1)
Surname	Honeybone	
Forenames	Ruth	
Title	Ms	
Position	LHSA Manager	

	Coapplicant (2)	Coapplicant (3)	Coapplicant (4)
Surname			
Forenames			
Title			
Position			

**Q2 Title of project:** (no more than 220 characters)

Cataloguing Norman Dott's neurosurgical case notes (1920-1960)

**Q3 Department name and address of administering institution:**

University of Edinburgh, Old College, South Bridge, Edinburgh, EH8 9YL

**Q4 Amount requested:**

**Q5 Period for which support is sought:**(state in months)

24 months

**Q6 Proposed start date:** (dd/mm/yy)

Q7	a. Type of material (tick as appropriate)	b. Age of material (tick as appropriate)
	Printed books <input type="checkbox"/> Photographic <input type="checkbox"/> Archives <input checked="" type="checkbox"/> Film-based <input type="checkbox"/>	Early modern <input type="checkbox"/> 18th Century <input type="checkbox"/> 19th Century <input type="checkbox"/> 20th Century <input checked="" type="checkbox"/>
	c. Methodology (tick as appropriate)	d. Subject area (see list in guidance notes)
	Preservation <input type="checkbox"/> Conservation <input type="checkbox"/> Cataloguing <input checked="" type="checkbox"/> Digitisation <input type="checkbox"/>	4. Brain sciences; 6. medical and nursing professions, education; 7. textual studies, archival resources; 13. clinical method, practice

**Principal Applicant**

Name	Ruth Honeybone
Contact address	Lothian Health Services Archive Centre for Research Collections Edinburgh University Main Library 30 George Square Edinburgh EH8 9LJ

Telephone numbers:

Day	0131 6503418
Mobile	
Fax.	N/A
e-mail	ruth.honeybone@ed.ac.uk

**Coapplicant (1)**

Name	
Contact address	

Telephone numbers:

Day	
Mobile	
Fax.	
e-mail	

**Coapplicant (2)**

Name	
Contact address	

Telephone numbers:

Day	
Mobile	
Fax.	
e-mail	

**Coapplicant (3)**

Name	
Contact address	

Telephone numbers:

Day	
Mobile	
Fax.	
e-mail	

**Coapplicant (4)**

Name	
Contact address	

Telephone numbers:

Day	
Mobile	
Fax.	
e-mail	

**Q8 RELATED APPLICATIONS**

(a) Is this or a related application currently being submitted elsewhere? YES  NO

If yes, to which organisation?

By what date is a decision expected? (dd/mm/yy)

(b) Has this, or a similar, application been submitted elsewhere over the past year? YES  NO

If yes, to which organisation?

What was the result?

(c) Is this application a resubmission or has it been previously considered in a previous Research Resources in Medical History Award round? YES  NO

If yes, when was it originally considered?

Please give the Wellcome Trust's reference number:

State how this application differs from the original (no more than 500 words)

**Q9 SUMMARY OF PROPOSED PROJECT INCLUDING KEY GOALS**

This should include the main objectives of the project and details of the body of work to be produced (no more than 250 words).

In this two-year project Lothian Health Services Archive will catalogue the twentieth-century patient case notes of Professor Norman Dott, neurosurgeon.

Project objectives:

1. Develop methodology for item-level cataloguing of individual folder-based patient case notes in EAD/XML to relevant standards.
2. Catalogue c.26,650 case notes from four Dott collections.

Project outcomes:

1. Development of a proven methodology for case note cataloguing forming a precedent for future cataloguing of LHSA's case note collections (101 collections/c.1 million case notes), with additional potential for dissemination within the (medical) archive sector.
2. Creation of an electronic catalogue, making research into historical neurosurgical records possible in more detail than ever before, with functionality to search by medical condition, procedure, treatment, name, date, age, sex etc.

This project would build on two previous successful RRMH-funded projects that conserved the Dott case note collections ('Preserving twentieth-century hospital case notes of University of Edinburgh clinical professors: Edwin Bramwell and Norman Dott', ref: BL rrmh/02/35, 2002-2003; and 'Preserving Edinburgh's twentieth-century case notes: treating tuberculosis and World War II injuries', ref: 087624/Z/08/Z, 2009); and lays the foundation for a third project to fully digitise the collections as part of the Wellcome Digital Library Project.

**Q10 DETAILS OF PROJECT**

Please provide a detailed description of the project highlighting where appropriate:

(a) importance of the project collections in the context of the study of the history of medicine; (b) physical description of the project collections; (c) objectives and methods, including timetable; (d) current and proposed storage, housing and environmental conditions; (e) proposals for production of surrogates, specifying techniques, software, hardware and costs.

No more than 2,100 words should be used to describe the project proposal. **Applicants must refer to guidance notes for specific instructions on word limits.**

Graphs, figures and supporting unpublished data may be included as an appendix. These additional data must not exceed the equivalent of 5 A4 pages in length.

Please note that the associated preliminary bid, 'The injured brain: a pilot to catalogue Norman Dott's neurosurgical case notes (1920-1960)', has been developed at the request of the RRMH Committee. The full bid includes the cataloguing of all Dott case notes rather than the scoping project outlined in the preliminary bid.

**a) importance of the project collections in the context of the study of the history of medicine**

Lothian Health Services Archive (LHSA) has the largest collection of medical case notes in the UK; it is a scarce, nationally important, cultural asset of special relevance to the History of Medicine. These neurosurgery case notes will enable scholars to investigate in great detail how the diagnosis and treatment of neurological disorders developed during the twentieth century under the pioneering leadership of Professor Norman Dott. The case notes provide a rare and detailed view of the diagnosis, surgical treatment and rehabilitation of neurological disorders during the early to mid-twentieth century.

Professor Norman Dott (1897-1973) had an international reputation in his field: early in his career he was awarded a Rockefeller Fellowship allowing him to train in the US under Harvey Cushing, father of modern neurosurgery; in 1924 he returned to Edinburgh and began a career in surgical neurology, holding posts at the Royal Infirmary of Edinburgh (RIE) and the Royal Edinburgh Hospital for Sick Children; in 1937 he established the RIE's new Surgical Neurology Unit. He was the pioneer of many new procedures, for example intracranial aneurysm surgery; and often designed innovative equipment to assist him in his work. He founded the Brain Injuries Unit at Bangour Hospital, West Lothian, during World War II; and became the University of Edinburgh's first Professor of Surgical Neurology in 1947.

In addition to the intrinsic clinical neurosurgical interest of the case notes, the records can also be studied alongside other extant Dott collections: administrative papers relating to the Neurology Unit at the RIE (LHSA LHB1/61/10-13A); and Dott's personal papers, held by Edinburgh University Archives (Coll-32). On a wider scale, these collections are hugely important in demonstrating Edinburgh's rich medical heritage.

**b) physical description of the project collections**

The following collections will be catalogued. All are paper-based patient files (manuscript, typed and proforma).

1. LHB1/CC20: RIE, Neurosurgery, 1920-1940 (extent: 77 boxes; c.2,000 case notes).
2. LHB1/CC22: RIE, Neurosurgery, 1920-1950 (extent: 37 boxes; c.750 case notes).
3. LHB1/CC24: RIE, Neurosurgery, 1941-1959 (extent: 348 boxes; c.22,000 case notes).
4. LHB40/CC2: Bangour (Emergency Military Services) Hospital, Surgical Neurology, 1939-1944 (extent: 38 boxes; c.1,900 case notes)

All collections proposed for cataloguing have been conserved through two successful RRMH-funded projects ('Preserving twentieth-century hospital case notes of University of Edinburgh clinical professors: Edwin Bramwell and Norman Dott', ref: BL rrmh/02/35, 2002-2003; and 'Preserving Edinburgh's twentieth-century case notes: treating tuberculosis and World War II injuries', ref: 087624/Z/08/Z, 2009). These projects have secured the long-term preservation of

the case notes, facilitated improved and safe access to the material, and laid the necessary groundwork to support the proposed cataloguing.

**c) objectives and method including timetable**

Project objectives:

1. Develop a robust cataloguing methodology for individual folder-based patient case notes conforming to ISAD(G) (International Standard for Archival Description (General)) and encoded in EAD/XML (Encoded Archival Description).
2. Item-level cataloguing of c.26,650 case notes from four Dott collections with relevant contextualisation.

Project method:

Cataloguing methodology: case notes will be individually catalogued with related index terms in EAD/XML format using <oxygen/> XML Editor software. The core catalogue data will be augmented by linked index terms including subjects from MeSH (Medical Subject Headings, <http://www.nlm.nih.gov/mesh/MBrowser.html>).

Project timetable:

A Project Archivist will be employed for 24 months. The initial set-up will include installation of new software and will establish the specifics of the project methodology, for example customisation of catalogue fields for data entry etc. Support for this in the History of Medicine community has been secured. Due consideration of data protection issues associated with cataloguing material of this kind will inform the methodology. Although LHSA has extensive experience of preserving its case note collections, the comprehensive cataloguing proposed in this project marks a new departure for improved accessibility and research use. As a result, new software and cataloguing methodologies are required. Following project set-up, individual catalogue entries for the project collections will be created. Project outcomes will be disseminated.

88 weeks are available for work in a 24-month period allocated as follows: 10 weeks project set-up; 76 weeks cataloguing; 2 weeks communication and dissemination.

Regular internal reviews and progress reports to the Wellcome Trust will inform the allocation of time to project tasks.

**d) current and proposed storage, housing and environmental conditions**

The case notes are housed on mobile shelving with high specification secondary protection (custom-made folders and boxes, appropriately labeled) in the University of Edinburgh's off-site store, the Library Annexe. The shelves are strong enough to support heavy paper records, with good ventilation between rows spaced to allow easy and safe access. The case notes are not exposed to natural light, with artificial lighting used only when access is required. Direct access is restricted to LHSA staff trained in proper handling of archival material. All LHSA holdings are covered by an intruder alarm, CCTV and smoke detectors connected to the building's fire alarm system. The collection is covered by the University of Edinburgh Disaster Response and Recovery Plan.

Close control units manage the temperature and relative humidity in the storage areas and conditions are continuously monitored by the LHSA Manager. The temperature is stable and close to recommended levels at 20 +/- 2.0°C and 50% relative humidity +/- 5.0%.

The long-term preservation of the collections is managed in accordance with the LHSA Preservation and Conservation Policy to ensure that continued storage, display and handling conditions meet the highest standard attainable.

**e) proposals for production of surrogates, specifying techniques, software, hardware and costs**

Although there is no surrogate production included in the project plan, the previous work to conserve the collections and the cataloguing proposed in this application lay firm foundations for future digitisation work. Collection items will be accessible, identifiable, and easy to handle. Furthermore, focus on data protection issues associated with cataloguing 'open' patient medical

records will help inform a digitisation programme for potentially confidential material.

**Q11 PROPOSED METHODOLOGY**

(a) Preservation projects (no more than 350 words)

No preservation work is included the project methodology given that the collections have been treated in two previous RRMH projects (see Q10b). The LHSA Manager, an accredited conservator, will ensure that the proposed cataloguing work will not detract from or diminish the Wellcome Trust's current investment in these collections.

(b) Conservation projects (no more than 350 words)

See Q11a

(c) Cataloguing projects (no more than 350 words)

There is no precedent for cataloguing case notes at this level. The project will establish a robust methodology which will be disseminated to the wider archive community as well as providing the foundation for cataloguing the proposed collections. During the initial set-up period, the specific application of ISAD(G) to this type of material will be determined along with the data requirements for EAD/XML. These parameters will be continually evaluated during the course of the project to ensure viability and scalability.

Individual case notes will be catalogued within the established parameters, with milestones regularly monitored and reported on, and timescales evaluated.

Consultation with identified stakeholders in both the archival and medical research communities will ensure adherence to the project objectives.

**Q12 COMMUNICATING THE OUTCOME**

Please describe how you intend to inform the History of Medicine community as to the existence of this resource (no more than 250 words)

LHSA is committed to disseminating the project and its outcomes to the History of Medicine community, and related sectors.

The project outline will be highlighted through a dedicated page on the recently re-developed LHSA website ([www.lhsa.lib.ed.ac.uk](http://www.lhsa.lib.ed.ac.uk)).

The project methodology and outcomes will be communicated with an article offered, and individually tailored, to 'Wellcome History', relevant publications in the archive sector (e.g. the journal of the Archives and Records Association), 'Broadsheet' (the newsletter of the Scottish Council on Archives), and medical history networks (e.g. medhist, <http://www.intute.ac.uk/medhist/>).

Communication with UE (and other UK HEI) staff and research students in Departments of History, Psychology, Science Studies and Medicine will promote the project and its outcomes to the wider research community.

On completion of the cataloguing work, a seminar will be held to communicate the project methodology to invited members of the History of Medicine and archive spheres. An accompanying exhibition will describe the work of the project and the two previous RRMH projects to conserve the catalogued material, and will provide historical and medical context with an outline of Norman Dott's career history.

In addition, an article providing an overview of LHSA's RRMH projects, commenting on the effective linkage between previous Wellcome Trust funded preservation work and the proposed cataloguing project, will be disseminated to the conservation sector (via Institute of Conservation

publications).

**Q13 ACCESS**

Is there a charge for access to the library and/or archive collections? If so, how much?

No

**Q14 DATA MANAGEMENT & DATA SHARING** (no more than 1500 words)

Where appropriate, detail (a) your plans for data management, curation and storage; (b) your policy for sharing data with others, including the management and prioritisation of access to data; (c) your strategy for current and future communication with user communities; and (d) any ethical considerations.

**a) data management, curation and storage**

Catalogue records will be created and retained in XML format. Master data will be stored offline in a dedicated, backed-up server space. Content will be created in compliance with Data Protection, Copyright and Freedom of Information legislation and the University of Edinburgh's clear policies on data management in relation to these areas.

In addition, LHSA management practice with respect to all records it creates will ensure that a permanent record of the project is kept (both electronic and paper files). Electronic copies of all project data (excluding catalogue entries) will be maintained separately by LHSA on an external hard drive.

**b) policy for sharing data with others**

Access to patient case notes is governed by the UK Data Protection Act 1998 (records of living individuals are closed for 100 years) and the Scottish Government Records Management NHS Code of Practice Version 2.0, March 2010 (records of deceased adults are closed for 75 years and deceased minors for 100 years). This legislation has significant implications given the date range of the case note collections proposed for cataloguing. As a result, general information about the catalogue will be made available online but the bulk of the catalogue data will be held securely offline (with mediated access) until data sensitivities have lapsed.

Bone fide research access to closed records may be secured through application to the Health Records Manager, NHS Lothian.

**c) strategy for current and future communication with user communities**

Communication with user communities will primarily be through the LHSA website, which will be updated as appropriate. The website, and other means of communication, will be maintained as far as is reasonable beyond the life of the project as a means of sustaining relationships that will support further work in this area, such as the development of further projects.

**d) ethical considerations**

See Q14b above.

**Q15 CURRICULUM VITAE OF APPLICANT(S)**

This section should be completed by the Principal Applicant and all Coapplicants and can be duplicated if required.

(a) Surname:  Forenames:

Date of birth:

(b) Title of current post:

Date of appointment: (dd/mm/yy)

Expected date of termination: (dd/mm/yy)

(c) With whom do you have your contract of employment?

(d) Source of personal salary support:

HEFC  NHS  OTHER  Please specify

*Please also be specific if salary is funded from more than one source.*

(e) Current salary if salary is being requested as part of this application:

If currently funded by a Wellcome Trust grant, please give grant reference number:

(f) Previous posts held: (list the most recent first)

Dates	Position	University/Institution

(g) Education/training:

Date (mm/yyyy)	Degree	Subject	University/Institution

(h) Summary of career to date, including key achievements (no more than 700 words)

(i) Grants from other funding agencies

Please list all held in the last five years and any key prior grants (list the most recent first). Please state the name of the awarding body, title of project, amounts awarded and start and end dates of support. For all current grants, indicate the number of hours per week that are spent on each project.

Not applicable
----------------

**Q16 PREVIOUS APPLICATIONS TO THE WELLCOME TRUST**

- (a) Is this the Principal Applicant's first application to the Wellcome Trust? YES  NO
- (b) Has your Institution submitted other Research Resources in Medical History applications to the Wellcome Trust over the last five years? YES  NO

If so, please include name of grant holder, grant number (if known), title of project and, if application was successful, the amount and period of award.

Dr M. Barfoot. 076795/Z/05/Z. 'Preserving twentieth-century case notes of the Royal Edinburgh Hospital'. Successful: £80,550, July 2005 - January 2007.

Dr M. Barfoot. 081602/Z/06/Z. 'Preserving Edinburgh's twentieth-century reproductive and sexual health case notes'. Successful: £121,001, February 2007 - April 2009 (24 months plus 3 months non-cost extension).

Dr M. Barfoot. 087624/Z/08/Z. 'Preserving Edinburgh's twentieth-century case notes: treating tuberculosis and World War II injuries'. Successful: £45,980, May - November 2009.

Dr M. Barfoot. 'Cataloguing and conserving the historical books and journals of the Royal Edinburgh Asylum Physicians Library'. Unsuccessful.

Dr M. Barfoot. 'Cataloguing and improving access to LHSA's HIV/AIDS collections'. Unsuccessful.

Dr M. Barfoot. 'Preserving Edinburgh's twentieth-century case notes: Cardiology and Orthopaedics'. Unsuccessful.

**Q17 CURRICULUM VITAE OF NAMED RESEARCH ASSISTANT / PROJECT STAFF**

This page may be duplicated if more than one research assistant is required.

(a) Surname:  Forenames:   
Date of birth:

(b) Degrees, diplomas etc: (subject, class, university and dates)

(c) Current post: (if not currently in employment, please give details of most recent post)

Position and grade:   
Department:   
Institution:   
Funding body:   
Termination date of support:   
Current basic salary and incremental date:   
*Basic salary must be shown separately from any salary enhancements or other allowances.*  
If currently funded by a Wellcome Trust grant, please give grant reference number:

(d) Previous posts: (with dates)

**Q18 RELEVANT EXPERIENCE**

Provide brief details of the relevant experience held by all those associated with this project (excluding the Principal Applicant and any coapplicants).

Grant Buttars, Edinburgh University Archives, Deputy Archivist: an experienced archivist with an extensive skillset to underpin the technical components of the proposed cataloguing work. His expertise will be drawn on to establish a robust project methodology, to ensure ongoing adherence to relevant standards and for guidance on use of EAD/XML and subsequent data accessibility.

**Q19 SUMMARY OF FINANCIAL SUPPORT REQUESTED** - State currency used if not UK £ Sterling.

Duration of grant (state in months):

24

	Total cost
(a) Salaries	
(b) Other expenses	
(c) Equipment	
<b>GRAND TOTAL</b>	

**Q20 DETAILS OF FINANCIAL SUPPORT AND RESOURCES REQUESTED** - State currency used if not UK £ Sterling.

**(a) Salaries**

Please refer to guidance notes and definition of terms for further details. Expand table as necessary.

Post no.	Name (if known)	Staff category	Salary grade/scale	Start date (dd/mm/yy)	Period on project (months)	% of full time	Basic starting salary	Total cost on grant
1	N/A	Project Archivist			24	100		

**Q20 DETAILS OF FINANCIAL SUPPORT AND RESOURCES REQUESTED (cont.)**  
Expand table as necessary.

<b>(b) Other expenses (description)</b>	<b>Costs</b>
<p>&lt;oxygen/&gt; XML Editor software and 5 licences</p> <p>Consultancy to advise on creation of sub-sets from searches of EAD/XML and make EAD/XML entries 'readable'</p> <p>Recruitment</p> <p>Seminar (35 delegates) and exhibition</p>	

**Q20 DETAILS OF FINANCIAL SUPPORT AND RESOURCES REQUESTED (cont.)**

**(c) Equipment**

Please provide contact details for the Institution's Director of Procurement/Head of Purchasing (or equivalent).

Name:	<input type="text"/>	Tel:	<input type="text"/>
Address:	<input type="text"/>	E-mail:	<input type="text"/>

Request for equipment. Expand table as necessary.

Type of equipment	Equipment specification	Preferred manufacturer/ supplier (if known)	Duration & total cost of maintenance contract to be purchased	Number of items	Cost per item	Total cost
Total:						
Contribution from other sources:						
Amount requested:						

**Q21 REASONS FOR SUPPORT REQUESTED**

In this section, justify:

- (a) Staff requested **specifying their roles, responsibilities and location, if appropriate** (no more than 700 words)

One Project Archivist (UE07): the post-holder will be a qualified archivist responsible for the installation of software, development of the project methodology, creation of catalogue records, maintenance of the pre-existing housing system for the case notes, monitoring of progress, and all associated documentation and report writing. They will also write web pages/articles/papers and organise a seminar and exhibition to disseminate the project outcomes.

This post requires a well qualified and highly experienced individual given the complexities of the material to be catalogued and the systems proposed to facilitate the project objectives. The post-holder must also be familiar with ISAD(G) and EAD/XML.

The project in general, and the Project Archivist in particular, will be supported by LHSA staff as follows.

The LHSA Manager will manage and supervise the Project Archivist (10%). The Project Archivist will report informally to the Project Manager on a regular basis as required, and will formally report monthly, where progress will be reviewed against targets set at the outset of the project. Written progress reports will be submitted to the Project Manager every two months, along with a final record of all work completed. The Project Manager, an accredited conservator, will also provide oversight of appropriate handling of the conserved case note collections, and ensure return to appropriate storage conditions on completion of cataloguing.

- (b) Other expenses – eg outsourcing of work etc (no more than 300 words)

Although catalogue data will be restricted (under terms described in Q14b), there will still be mediated access to individual records or sub-sets of the data as permitted by legislation. This necessitates a more 'human-friendly' version of relevant data, and the development of a means of achieving this easily at the point of need requires to be established. It is anticipated this will involve the development of one or more xslt stylesheets and an accompanying secure processing space, the design of which would be via external consultants. This work would influence, and be influenced by, the cataloguing methodology developed by the project.

- (c) Equipment and equipment maintenance (no more than 300 words)

Not applicable

**Q22 FULL ECONOMIC COSTING (UK applicants only)**

The Wellcome Trust would like to monitor the full economic cost of research proposals. If your institution is calculating the full economic costs of this proposal, the table below should be completed.

**Please note that the Wellcome Trust will not fund the full economic cost of research and the actual costs sought from the Wellcome Trust should be detailed in the 'DETAILS OF FINANCIAL SUPPORT AND RESOURCES REQUESTED' section of the form.**

**This information is being gathered for monitoring purposes only and will have no bearing on the peer review and decision-making process for your application.**

- (a) Does the host institution use TRAC or an alternative methodology validated by the UK Research Councils to calculate full economic costs? YES  NO

- (b) If yes, please complete the following table:

	Full Economic Cost (£)	Contribution requested from the Wellcome Trust (£)
<b>Directly Incurred Costs</b>		
Staff		
Travel and subsistence		
Other costs		
Equipment		
<b>Subtotal</b>		
<b>Directly Allocated Costs</b>		
Principal Applicant salary costs		
Coapplicant salary costs		
Estates costs		
Other directly allocated costs		
<b>Subtotal</b>		
<b>Indirect Costs</b>		
<b>TOTAL</b>		

**Q23 DOES THE PROJECT INVOLVE BIOLOGICAL SAMPLES AND/OR PERSONAL DATA RELATING TO LIVING OR DEAD PERSONS?**

- (a) Will your project involve personal data (including images)? YES  NO
- (b) Will your project involve biological samples? YES  NO
- (c) Please state by whom the project will be, or has been, ethically reviewed, and specify any other regulatory approvals that have been, or will be, obtained.

LHSA manages access to its collections with the support of NHS Lothian's Health Records Manager, and in accordance with the UK Data Protection Act 1998 (personal data of living individuals is closed for 100 years), the Freedom of Information (Scotland) Act 2002 (general right of access to information held by Scottish Public Authorities, including the NHS, unless an exemption applies), and the Scottish Government Records Management NHS Code of Practice Version 2.0, March 2010:  
<http://www.scotland.gov.uk/Resource/Doc/309966/0097786.pdf>.

**Q24 CONSULTANCIES, EQUITIES AND DIRECTORSHIPS**

Do any of the applicants have consultancies or any equity holdings in companies or other organisations that might have an interest in the results of the proposed project? YES  NO

If yes, refer to notes and give brief details (no more than 200 words).

**Q25 COMMERCIAL EXPLOITATION**

Is the proposed project, in whole or in part, subject to any agreements with commercial, academic or other organisations? YES  NO

If yes, give brief details (no more than 200 words).

COLLABORATION  
ON A GRANT FORM



Reference Number:

Collaborators, i.e. scientific/medical/academic colleagues, who are associated with a research proposal and named in the body of the application, but are not Coapplicants, are asked to complete this form.

Name of grant applicant:

Department and institution:

Name of collaborator:

Full address:

Title of project:

Extent and nature of collaboration:

- Detail the role and contribution of the collaborator, with an indication of the time the collaborator will spend on the project (no more than 200 words).

- For biomedical research projects only: detail any reagents the collaborator will provide. Please indicate if there are any Intellectual Property issues or restrictions arising from Material Transfer Agreements (no more than 200 words).

I confirm that I am willing to collaborate as stated above with on this project

Signed:  Date:

(if more than one copy of this form is required, duplicate as necessary)

EQUAL OPPORTUNITIES  
MONITORING FORM

**CONFIDENTIAL**

Name:

Grant reference no.

1. Sex:  Male  Female

2. Date of birth:

3. Ethnic origin:

- White
- Chinese
- Black African
- Black Caribbean
- Black – Other Please describe:
- Indian
- Irish
- Pakistani
- Bangladeshi
- Other Please describe:

4. Disability:   
The Disability Discrimination Act 1995 states a person has a disability for the purposes of the Act if he/she: "Has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities".  
Do you consider yourself to be disabled within YES  NO   
the definition of this Act?