ISSCD GLOBAL MENTEE-IN-MENTORSHIP (*M-IN-M*) PROGRAMME

BACKGROUND

The M-in-M Programme aims to advance the care of individuals affected by coeliac disease through fostering relationships between health professionals and scientists not yet fully established in their careers ("*Mentees*") with recognised experts in coeliac disease who have made substantive contributions to the field ("*Mentors*"). The M-in-M Programme prioritizes new relationships between talented mentees and their mentors that broaden and deepen the mentee's skills in tackling high-priority issues in the field of coeliac disease. The M-in-M Programme also emphasizes linkages between mentees and mentors in different parts of the world who would otherwise be unlikely to interact. Examples of fields that mentee-mentor linkages could address include academic and applied research, scientific education partnerships, health services delivery, food, drug and diagnostic development in academic, clinical, community and commercial settings. Preference will be given to mentees who will potentially have more than one mentor at their hosting venue/s spanning more than one discipline e.g. basic research, clinical research, clinical trials, clinical care, or other fields. Mentees and mentors must be members of ISSCD.

Potential mentees and mentors are encouraged to visit the ISSCD website and the dedicated portal for the *M-in-M* Programme: https://www.isscd-global.org/mentorship-programme/**.**

ACKNOWLEDGMENT

The ISSCD acknowledges the work of the inaugural mentorship steering committee members (Fernando Chirdo, Carolina Ciacci, Ben Lebwohl, Knut Lundin, and Riccardo Troncone) and ongoing efforts of the ISSCD Board (Iris Jonkers – President, Luca Elli – Secretary, Fabiana Zingone – President Elect, Alberto Caminero - Treasurer, Heidi Urwin – Executive Director, Robert Anderson – Past President, Govind Makharia and Carmen Gianfrani). The ISSCD M-in-M Programme has been made possible by unrestricted grants from **Takeda Development Center Americas Inc., Chugai Pharmaceutical and Dr Falk**.

GRANT CONDITIONS

These Grant Conditions, together with the Award Letter set out the terms and conditions on which the Grant is made by ISSCD to the Mentee.

The Mentee is the grant applicant. The mentee must ensure that the mentor/s are aware of these Grant Conditions and the Award Letter. The Mentor/s must provide written agreement supporting the Mentee's application. The Mentee and/or Mentor is expected to notify the ISSCD Administrator or a Board member should there be significant non-compliance with the Grant Conditions.

The ISSCD Secretariat manages the application process and administers the grant. For any queries the ISSCD Administrator can be contacted at: info@isscd-global.org

1 Purpose of M-in-M Programme

1.1 To enrich global professional networks addressing high-priority research, development, and health delivery issues impacting individuals related to coeliac disease.

2 Finance

2.1 Mentee, mentor partnerships are expected to last for a period of one year. The total value of the grant from ISSCD is up to a maximum $6,600 USD. The funds should normally be spent within one year of granting but exceptions may be approved by the Administrator up to a maximum of two years.

2.2 A short final report should be submitted within 3 months after the end of the partnership. The final report would be less than two pages A4 summarising interactions between mentee and mentor, accomplishments, and major expenditures including travel. Please use the final report template, available on the ISSCD website.

2.3 With supporting documentation (invoices or receipts) sent before or after the expenditure to info@isscd-global.org, the mentorship grant may cover:

- travel
- accommodation
- subsistence
- contribution to coeliac disease meetings/conferences e.g. ICDS
- satellite meetings of major symposia in disciplines associated with coeliac disease.

2.4 The ISSCD's contribution of $6,600 USD will not cover:

- travel unrelated to mentee-mentor meetings/visits
- research costs

2.5 ISSCD will not award a grant to a mentee if the mentee already holds or accepts a grant from another source and if this would lead to:

- double-funding of the same project/work or
- shared funding to which ISSCD and the other funder had not given prior written agreement.

2.6 Should the mentee move to another organisation during the tenure of the grant the grant will still apply and move with the mentee, providing the mentee / mentor partnership remains in place and this has been agreed with the ISSCD.

2.7 The Mentee accepts full responsibility for the arrangements necessary to visit the mentor and the recording and reporting of the experience. There is an expectation that the mentee will visit the Mentor's institution for a period of no less than two weeks.

2.8 The Mentor is encouraged to support the Mentee to attract further funding to enable the mentee to continue to pursue an ongoing career focused on coeliac disease.

2.9 A Mentee may be awarded a maximum two M-in-M grants and must not apply for a second until the first M-in-M partnership has completed and has been reported to the ISSCD.

3 Research practice

3.1 The mentor hosting institution must have in place formal written procedures for the handling of allegations of research misconduct, which would meet generally accepted standards.

3.2 The Institution must ensure that, before the partnership commences and during the full Grant period, all the necessary legal and regulatory requirements in order to conduct the partnership (research) are met, and all the necessary licences and approvals have been obtained.

3.3 The Institution must ensure that research complies at all times with the relevant laws and regulation in the host country.

3.4 The Institution must ensure that it has in place formal written procedures for managing the process for obtaining any necessary or appropriate ethical approval for any work carried out under the M-in-M Programme, and must accept full responsibility for ensuring that any such ethical approval is in place at all relevant times during the Grant.

4 Application Details

- The aim of the mentee-mentor interaction
- Expected use of funds
- Expected outcomes to gain from the program
- Brief CV of the Mentee (no more than two pages) emphasizing those activities related to the coeliac disease field and the information that the mentee judges important to qualify for this program.
- Listed Mentor/s and letter of support
- Brief CV of Mentor/s and relevance to coeliac disease
- Referee letter of support

5 Administration

5.1 The mentee will complete an online application form and send ISSCD an electronic copy of all other required documentation as listed in section 4. ISSCD reserves the right to retain copies of any applications for evaluation and monitoring purposes.

5.2 The Mentee must formally accept the Grant by signing and returning the acceptance form provided with the Award Letter. The Grant may not be activated, nor Grant monies claimed, until ISSCD receives the acceptance form.

5.3 The grant will start on the date of the grant letter notifying its award or the date when the project is to start as set out in the proposal, whichever is the later. ISSCD may agree an earlier or later date on request by the Grant Holder, but if the project does not start within six months of the grant date, funding may be withdrawn.

5.4 ISSCD does not act as an employer with respect to the Grant, and therefore in all cases where support is provided on the Grant for the employment of staff, the Institution undertakes to issue a contract of employment which is in compliance with relevant laws and regulations.

5.5 The Mentee will send ISSCD the curriculum vitae of any mentor who is to partner with them and a letter of commitment from the mentor.

5.6 Payments will normally be made by electronic transfer to the Mentee's nominated bank account.

5.7 A record of expenditure (either invoices or receipts) will be required for payment.

6 Publication, publicity and reporting

6.1 ISSCD's contribution to any collaboration should be acknowledged in all publications as this has been made possible by the ISSCD M-in-M Programme. The ISSCD M-in-M Programme has been made possible by unrestricted grants from Takeda Development Center Americas Inc. and Chugai Pharmaceutical.

6.2 ISSCD would like to be kept informed of any future publications, where the mentee is an author, that are a direct or indirect result of the M-in-M Programme. This includes any abstracts and/or presentations intended for public events / conferences.

6.3 ISSCD would like to be kept informed of any additional funding the mentee may secure as a result of the mentorship M-in-M Programme.

7 Data sharing

7.1 ISSCD has no requirement for sharing of data arising from the M-in-M Programme.

8 Intellectual property and commercial activities

8.1 ISSCD makes no claim on intellectual property arising from the M-in-M Programme.

9 Limitation of liability

9.1 ISSCD accepts no responsibility, financial or otherwise, for expenditure (or liabilities arising out of such expenditure) or liabilities arising out of the work funded by the Grant. ISSCD will not indemnify any mentee grant holder or the mentor against any claims for compensation or against any other claims (whether under any statute or regulation or at common law in any jurisdiction) for which the host institution(s) may be liable as an employer or otherwise or for which any such person may be liable.

10 Variation and termination

10.1 ISSCD reserves the right to amend these Grant Conditions, any terms and conditions in the Award Letter and the Policies and Positions for Grants. Any change to the Grant Conditions or the Policies and Positions for Grants will be notified on ISSCD's website.

10.2 The mentee (grant holder) must inform ISSCD without delay of any change of status which might affect their ability to comply with these Grant Conditions.

10.3 The mentee (grant holder) must inform ISSCD as soon as practicable of any significant divergence from the original aims and directions of the mentorship partnership that is being funded by the Grant.

10.4 The Grant Holder may terminate the Grant at any time, and ISSCD may terminate the Grant in cases of serious breach of conditions of Grant without remedy within a one month's notice period.

10.5 In the event of the mentee / mentor partnership not going ahead, notification must be sent to ISSCD, setting out reasons. In this event, unspent funds already paid would be returned to ISSCD.

11 Confidentiality

11.1 The parties to these terms and conditions (ie the mentee and the mentor) undertake and agree that they will not, without the prior written consent of the other, use or disclose information concerning the other's businesses, scientific or other activities, practices, intellectual property rights, finances, strategic plans, ideas, designs and/or innovations howsoever obtained and in whatsoever form the information shall take, to any third party unless such disclosure:

- is required by law, providing that the disclosing party uses all reasonable endeavours to notify, consult and cooperate with the other party about the disclosure of confidential information, except where forbidden by law; or
- takes place in the course of carrying out their obligations under these terms and conditions; or
- is the disclosure of such information that is otherwise lawfully available to the third party to whom it is disclosed.

11.2 It is the responsibility of the mentee and mentor to determine any local confidentiality agreements for which the ISSCD has no liability.

12 Entire agreement

12.1 These terms and conditions together with the award letter are the entire agreement between the mentee, mentor and ISSCD in respect of its subject-matter, and supersede and invalidate all other commitments, representations and warranties relating to the subject matter, which may have been made by the parties either orally or in writing prior to the date of the grant award letter.

13 Governing law and jurisdiction

13.1 These Grant Conditions shall be governed by and construed in accordance with English law. The Institution and the Grant Holders irrevocably submit to the jurisdiction of the English courts to settle any disputes in connection with these Grant Conditions.

14 Definitions

Award Letter: the letter from ISSCD to the mentee Grant Holder specifying the amount of the grant that has been awarded.

ISSCD: The ISSCD is registered in the Netherlands under number 57523703 (www.kvk.nl).

Grant: the grant described in the Award Letter.

Grant Holder and Grant Holders: the mentee, as specified in the Award Letter.

Institution: the university or other body at which either the mentee or mentor is based.