



The British Association of
Sport and Exercise Sciences

BASES Expert Statement Grant Guidelines

BASES Expert Statement Grants

Value of Grants: Up to a total of £1,000

Target BASES Membership Category: Professional

Application Closing Date: 31 May and 1 October

Results Available: Within six weeks of the application closing date

Aim

The BASES Expert Statement Grants aim to assist the development of expert statements on broad topics, related to the application of scientific principles to sport and exercise science, about which there is interest, confusion, or controversy. The statements are to be written for all persons interested in sport and/or exercise sciences and answer the following questions: What is the role of sport and/or exercise science within this topic? Why is this topic important? What are the issues and what evidence is available? What conclusions can be drawn?

The expert statements will be published in *The Sport and Exercise Scientist*, included on the BASES website www.bases.org.uk and e-mailed to key stakeholder. BASES also has an agreement with the *Journal of Sports Sciences* (JSS) to consider all BASES expert statements for publication in JSS, subject to the condition that the JSS Editorial Board approves the topic. The expert statement may need to be revised prior to submission to the *Journal of Sports Sciences* to adhere to the JSS publication guidelines.

Grant Criteria

- The applicant is a Professional member of BASES
- The applicant has not submitted an application for an Expert Statement Grant within the last 12 months
- The applicant has read the Terms and Conditions of the BASES Expert Statement Grants
- The applicant must submit the BASES Expert Statement Grant application form. Only information contained within the application form will be considered
- Each application is assessed against the following criteria:
 1. The importance, impact and interest of the topic
 2. The role of sport and exercise science within this topic
 3. The expertise of the development team
 4. Its uniqueness to existing BASES Expert Statements.

Additional Information

- Development of Expert Statements is overseen by the Board. Tom Holden, BASES Executive Director, is the lead person (tholden@bases.org.uk).
- Ideas for the development of Expert Statements may arise from BASES members or the Board.
- Expert Statements are evidence-based and provide concise representations of a stance or opinion on a specific topic. It is succinct and brief, while at the same time providing sufficient rationale and evidence for the position. The evidence is drawn from the literature and references carefully selected so that readers may explore issues in greater depth at their discretion.



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- The evidence upon which Expert Statements are built is compiled by a multidisciplinary group of between two and five individuals (including the lead person) with content knowledge and expertise. Development team members should be BASES members whenever feasible, but external evidence builders are also seen as capable contributors.
- The lead person should be in a position to communicate in a timely fashion with BASES.

Timescale

Because of the importance of Expert Statements the entire development and sign off process should take no more than six months.

| Responsibility | Action | Timeline - October submission | Timeline - May submission |
|---|---|--|--|
| Lead author | Authors propose two BASES Fellows as Expert Statement reviewers. | End of Dec | End of Jul |
| BASES Executive Director | The BASES Executive Director to contact the proposed Fellows to confirm. | End of Jan | End of Aug |
| Lead author | The development team produces the Expert Statement and presents to two nominated Fellows and BASES Executive Director for review. This will be an open peer review so that authors know who has reviewed their work. | End of Feb | End of Sep |
| Expert Statement Reviewers | Reviewers conduct review of Expert Statement. Reviews should be e-mailed to the BASES Executive Director (tholden@bases.org.uk) once complete. Feedback is e-mailed to lead author to be considered by the development team. | End of Mar | End of Oct |
| Lead author and Expert Statement Reviewers | Development team make required amends and re-send revised Expert Statement to nominated reviewers for final review. It is helpful to outline how reviewers' comments have been addressed. | End of Apr | End of Nov |
| Lead author | Finalise the Expert Statement based on feedback from reviewers. | End of May | End of Dec |
| BASES Executive Director | To BASES Board for final approval. | End of July | End of Jan |
| The Board | Launch the Expert Statement and publish in TSES | Autumn or Winter issue | Spring or Summer issue |
| Lead author | Present the Expert Statement at the BASES Annual Conference (this is normally the lead author). The presentation format will be decided by the Scientific Programme Committee. | November | November |



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Format for Expert Statements

It is important to note that BASES Expert Statements are concise and should enable the informed reader to gain insight into current issues or developments within the stated area. The expert statement should be 1,600 words in total including everything (references, author profiles, Copyright and PDF Download statements). It should contain the following:

Title and Authors:

e.g. The BASES Expert Statement on Exercise, Immunity and Infection

Produced on behalf of the British Association of Sport and Exercise Sciences by Prof Michael Gleeson FBASES and Dr Neil Walsh

Introduction. The introduction should consider what is the topic; why is it important; what is the context; what are the key issues or developments to be considered; and how can sport and/or exercise science contribute.

Background and evidence: The background and evidence makes up the body of the statement. It should provide a structured and logical coverage of the topic and the key evidence. Short paragraphs and sub-headings where appropriate are encouraged.

Conclusions and recommendations. This section includes a summary of the key points along with any recommendations. These should be in the form of a bulleted list.

Acknowledgements. Where appropriate.

References. Around 5 to 8 key references, formatted in accordance with that used by The Sport and Exercise Scientist. The Sport and Exercise Scientist has its own unique reference style (to make formatting as easy as possible!). Examples of references are below:

Reference citations in text examples:

- Work by one author - Rogers (2010) compared... Past research (Rogers, 2010)...
- Work by two authors - Rogers and Smith (2009) compared... Past research (Rogers & Smith, 2009)...
- Work by three or more authors - Rogers *et al.* (2011) compared... Past research (Rogers *et al.*, 2009)...

Reference list examples

Arrange entries in alphabetical order by the surname of the first author.

Baumeister, R.F., Zell, A.L. & Tice, D.M. (2007). How emotions facilitate and impair self-regulation. In J.J. Gross (Ed.), *Handbook of emotion regulation* (pp. 408-426). New York: The Guilford Press.

Child Protection Support Unit. (2005). Standards for Safeguarding and Protecting Children in Sport. Available: www.thecpsu.org.uk

Lazarus, R.S. (2000). How emotions influence performance in competitive sports. *The Sport Psychologist*, 14, 229-252.



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If more than 3 authors write **Elliott, B. et al. (1996)**.

Author(s) profile. (25-word count and relevant to the article). If stating BASES accredited, this should be: BASES accredited sport and exercise scientist. The profile should read:

Prof Michael Gleeson FBASES

Michael is Professor of Exercise Biochemistry in the School of Sport, Exercise and Health Sciences at Loughborough University. He is a BASES accredited sport and exercise scientist and is actively involved in research in exercise and immunology.

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Launch

The expert statements will be published in The Sport and Exercise Scientist, included on the BASES website www.bases.org.uk and e-mailed to key stakeholders.

For The Sport and Exercise Scientist the following is needed:

Author(s) photo – a head shot of all authors (attached as a JPEG or GIF and good quality (file size is >200 KB)). Please don't insert the photos into the word document. It is unlikely that 'compressed' photos used on your work websites will be of sufficient quality for print.

A relevant photo – Most articles require one good quality photos (file size is >1 MB) that relate to the article. Please include a photo caption and photo courtesy.

Expert Statement Finance Guidelines

To ensure that your project stays within budget and the workload on the BASES office is kept to a minimum please can you adhere to the following guidelines.

- All claims (with receipts) are sent in on the BASES expenses form from the development team to the lead person.
- The lead person verifies the claims and posts the claim forms and receipts to Jane Bairstow. The British Association of Sport and Exercise Sciences, Leeds Metropolitan University, Fairfax Hall, Headingley Campus, Headingley, Leeds LS6 3QS.
- For each expert statement there are two deadlines for claims shown below and BASES will endeavour to pay all claims within 2 weeks of receipt of the claim.



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Deadline 1: Activities from January – 31 March - claim forms to be submitted to the BASES office by **31 March**.

Deadline 2: Activities from 1 April – July - claim forms to be submitted to the BASES office by **31 July**.

Terms and Conditions

1. In making an application for a grant, the applicant agrees to abide by each of the terms and conditions contained within this schedule, upon and following any award of a grant.
 2. This schedule, together with the requirements set out in the application guidelines and any subsequent grant offer letter, constitute the agreement between BASES and the recipient.
 3. BASES Expert Statement Grants are to cover bringing the development team together for a day or two at which they can discuss the topic, reach conclusions, structure the statement and produce a first draft. Payment of members is not allowed.
 4. The grant awarded shall not be used for any purpose other than that stated in the grant offer letter. The recipient must notify BASES of any changes, so that the grant can be re-assessed.
 5. The decision is final in all cases.
 6. Grants will not be made in the absence of submissions of sufficient merit.
 7. To receive the grant recipients of a grant shall submit expense claim forms as per the Expert Statement Finance Guidelines. If expenses claim forms are not received within six months of the grant award letter, recipients will not receive the grant and will be ineligible for funding again.
 8. The payment of a grant is subject, at all times, to BASES being satisfied that all these conditions are being complied with. Failure to do so may result in grant entitlements being rescinded, and grant payments having to be refunded to BASES.
 9. The Expert Statement is an official Association document, and will be titled 'The BASES Expert Statement on'. The authoring team will each be mentioned by name in the sub-heading as "Produced on behalf of the British Association of Sport and Exercise Sciences by x,y and z. Copyright will remain with BASES but the authors are free to use the statement in their own work with restriction.
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