

Terms and Conditions of Grant Aid

Fifth Edition
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Terms and Conditions of Grant Aid

Contents	Page
1. Definitions and Interpretations	1
2. These Terms and Conditions	3
3. General	3
4. Employment of Staff	4
5. Ethics	5
6. Experiments involving animals	6
7. Equipment	6
8. Responsibilities of the Institution and Limitations of the Foundation's Liability	7
9. Financial Arrangements	7
10. Intellectual Property and Commercial Exploitation	8
11. Progress Reports	11
12. Termination of the Grant	12
13. Site Visits	12
14. Supervision, monitoring and evaluation	12
15. Publications and Publicity	12
16. Good Scientific Practice	13
17. Variation of these Terms and Conditions	13
18. Acceptance of the Grant	13

Terms and Conditions of Grant Aid

RESEARCH INSTITUTION: [*Name and address*] (“**the Institution**”)

PROJECT: [*Insert brief details*] and as more particularly set out in the Application Form, as defined below, (“**the Project**”)

GRANT OF [*Total*] (“**the Grant**”) **OVER** [*Number of months*]

DETAIL OF ANNUAL PAYMENTS:

Project Year	Salary £	Consumables £	Travel £	Equipment £	Exceptional items £
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1. Definitions and Interpretation

1.1 In these Terms and Conditions the following words, unless the context requires otherwise, have the meanings set out below :-

“Agreement” means the Terms and Conditions, the Application Form and the Letter of Award;

“Annual Review” means the review referred to in paragraph 11.1;

“Application Form” means the Application Form completed by the Principal Investigator relating to the Project as approved by the Foundation;

“Background IPR” means inventions, discoveries, patents, patent applications, data, information, know-how, copyright and database right in the same field as the Project and owned or controlled by the Institution or by any other third party as of the date of this Agreement;

“Equipment” means any equipment purchased with the Grant in accordance with the terms of the Agreement;

“Foreground IPR” means inventions, discoveries, patents, patent applications, data, information, know-how, copyright and database right resulting from the performance or implementation of the Project;

“Foundation”	means the charity Meningitis Research Foundation, registered charity no. 1091105 in the UK, CHY12030 in the Republic of Ireland;
“Grant Period”	means the period over which the Grant is payable to the Institution in accordance with this Agreement;
“Letter of Award”	means the letter from the Foundation to the Institution confirming the award of the Grant;
“Patent Applications”	means any patent applications filed in respect of all or part of the Foreground IPR;
“Principal Investigator”	means the lead researcher on the Project, who is referred to as “the Principal Applicant” in the Application Form;
“Progress Report”	means a report meeting the requirements set out in paragraph 11.1;
“Scientific Advisory Panel”	means the scientific advisory panel of the Foundation or any other panel or committee which may take over the role of such panel or any other body which the Foundation shall from time to time notify to the Institution
“Sponsor”	means the organisation that takes the lead in confirming there are proper arrangements in place for the initiation and management of the research. The roles of the sponsor are in accordance with those laid out in the Research Governance Framework and EU Clinical Trial Directive.
“Staff”	means the persons engaged by the Institution for the purposes of the Project (whether employed or self-employed, part-time or full-time, as employee, researcher, consultant, student or in any other capacity); and
“Terms and Conditions”	means these Terms and Conditions of Grant Aid, as varied by the special conditions of grant (if any) set out in the Letter of Award;

1.2 In these Terms and Conditions, unless the context requires otherwise:-

1.2.1 words importing the singular shall include the plural and vice versa;

1.2.2 references to any gender shall include all other genders; and

1.2.3 references to any statute or statutory provision include a reference to that statute or statutory provision as amended, consolidated or replaced from time to time (whether before or after the date of these Terms and Conditions) and include any order, regulation, instrument or other subordinate legislation made under the relevant statute or statutory provision.

2. These Terms and Conditions

2.1 These Terms and Conditions, signed by an authorised representative of the Institution in accordance with paragraph 18 below, together with the Application Form and the Letter of Award constitute a legally binding agreement between the Foundation and the Institution.

2.2 In the event of an inconsistency between the Terms and Conditions and the terms of the Application Form and the Award Letter, in the absence of an express written statement by the Foundation to the contrary, these Terms and Conditions shall prevail.

2.3 These Terms and Conditions will remain in force as follows:-

2.3.1 for the period of one year following payment of the last instalment of the Grant;

2.3.2 so long as any part of the Grant remains unspent;

2.3.3 so long as any Terms and Conditions remain unperformed or any breach of the same continues;

whichever shall be the longer.

3. General

3.1 The Grant must be used by the Institution only for the purposes of the Project.

3.2 Any significant departures from the Project must be notified immediately to the Foundation so that it may determine whether to continue its support.

3.3 If the Project does not start within six months of the date of the Award Letter, the Institution must send the Foundation a report of the reasons for the delay.

3.4 The first instalment of the Grant must be taken up within 12 months of the date of the Award Letter otherwise it will automatically lapse unless the Foundation confirms to the contrary in writing.

3.5 The Grant is approved, in principle, for its scheduled duration. However, payment of the Grant is dependent on the following conditions being met:

3.5.1 the submission of a satisfactory Progress Report by the Institution in accordance with paragraph 11.1;

3.5.2 the successful completion of an Annual Review by the Foundation under paragraph 11.3; and

3.5.3 the continued availability of funds within the Foundation.

Funding is therefore guaranteed in the first instance for the first year only and further instalments of the Grant will not be paid until the above conditions have been satisfied. If the above conditions are not satisfied, the Grant will be terminated by the Foundation in accordance with Clause 12.2. Payment of the final grant instalment will only be paid once a satisfactory final report has been received.

4. Employment of Staff

4.1 The Foundation does not act as an employer and therefore in all cases where the Grant includes support for the employment of Staff, the Institution shall be employer in accordance with all applicable laws in the country in which the Institution is situated. The Foundation will not be responsible for claims under any statute or at common law in relation to, nor any liabilities arising from, the employment of Staff, nor will it indemnify the Institution against any claim for compensation or against any other claims for which the Institution may be liable as an employer.

4.2 Any new Staff recruited by the Institution as a result of the Grant must be recruited in accordance with the best practice procedures prevailing in the field in which the Institution operates.

4.3 The Foundation has a duty to ensure that all funded Project research is of the highest quality. To this end, the Foundation must be notified immediately of any changes to senior Staff engaged in the Project.

4.4 The Institution must obtain from all Staff funded by the Grant, undertakings in favour of the Foundation of an equivalent nature to those on the part of the Institution contained in the Application Form and in these Terms and Conditions.

4.5 The Institution shall in connection with all aspects of the Project, accept full responsibility for the management, monitoring and control and compliance with all applicable laws, regulations, codes of practice and guidelines governing the use of radioactive isotopes, animals (including those set out in paragraph 6 below), pathogenic organisms, genetically manipulated organisms (GMOs), toxic and hazardous substances, and research on human subjects and human embryos (including those set out in paragraph 5 below).

4.6 The Institution shall ensure that all Staff receive training appropriate to their duties, in accordance with the regulations set down under The Control of Substances Hazardous to Health Regulations 1999 (COSHH), the Advisory Committee on Dangerous Pathogens (ACDP), the Advisory Committee on Genetic Modification (ACGM), the Health and Safety at Work Regulations and any other regulatory requirements as may apply from time to time. For Staff involved in the Project and employed by an Institution from outside the UK,

the Institution shall ensure that such Staff receive training appropriate to the applicable safety legislation, regulations or guidelines from time to time in force.

- 4.7 The Institution shall be responsible for maintaining appropriate policies of insurance covering professional public liability and employers' liability insurance and it shall provide evidence of such cover to the Foundation upon request.
- 4.8 The Institution shall ensure that, where appropriate, relevant Staff obtain:
- 4.8.1 appropriate cover with a professional medical defence insurance for any Project activities not covered by NHS indemnity arrangements or by any additional insurance provision made by the Institution; and
- 4.8.2 General Medical Council registration.
- 4.9 The Foundation will not, save in exceptional circumstances, be willing to consider requests for additional funding for salary purposes (including absence of Staff due to sickness or injury). Consequently any increments or other salary increases not identified in the Application Form will be the responsibility of the Institution.
- 4.10 The Foundation will not pay the cost of maternity leave for Staff funded by the Grant. As the employer, the Institution will be obliged to pay any statutory or contractual maternity payments from funds other than the Grant. If a member of Staff is due to take maternity leave, the Institution should inform the Foundation of the dates in advance so that the relevant part of the Grant can be suspended for the period of maternity leave until full-time employment is resumed. Should alternative arrangements be proposed, including temporary appointments or return to work on a part-time basis, the Foundation's permission must be obtained in writing prior to the commencement of the relevant maternity leave.
- 4.11 The tenure of appointment of Staff must be confined strictly to the Grant period unless the Institution wishes to retain the Staff beyond this period for its own purpose and at its own expense.
- 4.12 If the Principal Investigator wishes to move to another institution any unpaid or unspent Grant monies will not be transferred with him unless the Foundation gives the Institution prior written approval.

5. Ethics

- 5.1 If the Project includes research on human subjects, sample or data it will be the responsibility of the Institution to obtain the appropriate ethical committee approval and submit copies to the Foundation.
- 5.2 No part of the Grant shall be paid to the Institution and, save in exceptional circumstances, no part of the Project shall commence until the Institution has

provided the Foundation with satisfactory evidence that all necessary approvals have been obtained.

6. Experiments involving animals

- 6.1 The use of animals in experiments connected with the Project must be limited to that set out in the Application Form.
- 6.2 Where the Project involves the use of animals the Institution shall ensure that:-
- 6.2.1 before Project commences all necessary licences have been obtained;
 - 6.2.2 the Project is carried out in accordance with all applicable laws, codes of practice and guidelines, (including but not limited to the Foundation's policy as set out in the Application Form); and
 - 6.2.3 notwithstanding paragraph 6.2.2 above, the Project shall be carried out to the highest possible standard.

7. Equipment

- 7.1 Equipment is to be used in the department in which the Principal Investigator currently works, and primarily and mainly for the Project. The Equipment may only be used for other research provided this in no way interferes with or delays the Project research. The Foundation reserves the right to require a full or partial repayment of the Grant, should the Equipment cease to be used for research into meningitis and associated infections.
- 7.2 The Foundation will only reimburse the Institution for the purchase of Equipment as detailed in the Application Form, and no alternative or additional equipment may be purchased without the prior written approval of the Foundation.
- 7.3 Any loss resulting from payments made for Equipment in advance of delivery will be entirely the responsibility of the Institution. The Institution is responsible for ensuring that all Equipment has adequate insurance cover and if any Equipment is damaged or destroyed during its useful lifetime the Institution will be required to repair or replace it.
- 7.4 Without prejudice to paragraph 7.5 below, should the Principal Investigator move to another institution during the Grant Period or within three years of the expiry of the Grant Period, the Foundation reserves the right to require that the Equipment be transferred, at no cost to the Foundation, after discussion, if necessary, with the institution concerned.
- 7.5 It is the responsibility of the Institution to maintain the Equipment during its actual useful lifetime. The Equipment shall not be disposed of during its useful lifetime without the Foundation's prior written approval.

- 7.6 A prominent label shall be attached to all Equipment showing the Equipment was provided by the Foundation. The Foundation's research department will supply the necessary labels.
- 7.7 In exceptional circumstances, further Terms and Conditions in relation to highly specialised items of Equipment may be detailed in the Letter of Award.
- 7.8 Should any ancillary activity be carried out using the Equipment for commercial gain then the Foundation's prior written approval must be obtained and such agreement may be conditional and dependent upon the Foundation sharing in any financial benefit that results.

8. Responsibilities of the Institution and Limitations of the Foundation's Liability

- 8.1 It is the responsibility of the Institution to ensure that the Grant is applied exclusively and appropriately in accordance with the Agreement and that no obligations to third parties conflict with or breach the Agreement. The Institution shall also ensure that the work funded by the Grant is undertaken in an adequate and proper way and by properly qualified persons, and that there is appropriate supervision of the Project, Staff, Equipment and any people and/or activity funded by the Grant. The Institution acknowledges that the Foundation does not under any circumstances accept liability as research 'sponsor' under any relevant legislation.
- 8.2 For projects falling within the scope of the Research Governance Framework for Health and Social Care or the EU Directive on Good Clinical Practice in the Conduct of Clinical Trials on Medicinal Products for Human Use, the Foundation is not the research "sponsor". The Institution in which the research takes place must either accept responsibility as the sponsor or put in place arrangements with a third party such as a local NHS Trust to be the sponsor, as well as ensuring that all other legal requirements or other applicable codes of best practice are fully complied with. The Institution undertakes that it will provide the Foundation with details of the person or persons who will act as sponsor.
- 8.3 The Foundation accepts no responsibility, financial or otherwise, for the application of the Grant or for any liability arising from its expenditure or otherwise arising out of the Project (including any specific research or funded activity). The control of expenditure to be funded from the Grant must be governed by the normal standards and procedures of the Institution and must be covered by the formal audit arrangements that exist within the Institution.

9. Financial Arrangements

- 9.1 Reimbursement of expenditure funded by the Grant will only be made by the Foundation on receipt of claims certified to be correct by either the chief finance officer, the chief administrative officer or position of equivalent

authority in the Institution. Claims must be submitted in a form prescribed or approved by the Foundation.

- 9.2 Claims for reimbursement of expenditure in each quarter should be submitted in arrears. If this procedure is inconvenient the Foundation should be contacted so that other arrangements can be considered.
- 9.3 Claims for reimbursement of the cost of Equipment must be accompanied by copies of the supplier's invoice/s.
- 9.4 The Foundation reserves the right to ask for confirmation from the external auditors of the Institution of the following:-
 - 9.4.1 that the annual accounts of the Institution have been approved by the auditors without qualification;
 - 9.4.2 that the management letter from the auditors confirms that proper systems of control were in place and that there were no matters that did or could significantly affect the administration of the Grant; and
 - 9.4.3 that the Grant has been used for the purposes for which it was awarded.
- 9.5 The Foundation also reserves the right to ask auditors of its own choice to request confirmation from the external auditors of the Institution of amounts paid by the Foundation in respect of the Grant. In addition, the Foundation may, at its discretion and cost, decide to commission a separate audit of the Grant and/or the systems used by the Institution to administer the Grant, including the system of equipment procurement, and, in so doing, it may or may not seek to use the internal audit function of the Institution.
- 9.6 If at completion of the Project the Project runs under budget, any excess Grant monies shall belong to the Foundation and shall not be made available to the Institution for other purposes.
- 9.7 The final claim for payment of Grant monies, being the last instalment of the Grant, will only be accepted by the Foundation if it is submitted by the Institution within 12 months of the end of the Grant Period, and will be paid after a satisfactory final report has been received and the conditions in paragraph 3.5 are met.

10. Intellectual Property and Commercial Exploitation

- 10.1 The Foundation is committed to advancing prevention, diagnosis and treatment of meningitis and associated infections through its support for biomedical research. The Foundation wishes (and is obliged as a matter of charity law) to ensure that the useful results of the Project research are published "for the public good". At the same time, the Foundation recognises the pressures upon research institutions and therefore the following

paragraphs of this section are intended to pay due regard to both of these potentially disparate requirements.

- 10.2 Title to all Background IPR shall remain with the Institution, person or other organisation in which such IPR was vested as at the date of this Agreement and, subject to paragraph 10.9 below, title to the Foreground IPR shall belong to the Institution.
- 10.3 The Institution shall:-
- 10.3.1 develop and implement strategies and procedures for the identification, protection and exploitation of the Foreground IPR;
 - 10.3.2 unless otherwise agreed bear all costs incurred in connection with the preparation, filing, prosecution and maintenance of any Patent Applications filed by the Institution;
 - 10.3.3 keep the Foundation advised as to the progress of any Patent Applications, and provide the Foundation with copies of all papers received and filed in connection with the Patent Applications;
 - 10.3.4 not amend or abandon any Patent Application or registration made in its sole name without first consulting with the Foundation;
 - 10.3.5 notify the Foundation promptly if any Foreground IPR that may be of medical or commercial value is created, and ensure that such Foreground IPR is protected and not published or otherwise publicly disclosed prior to protection (whilst at the same ensuring that potential delays in publication are minimised);
 - 10.3.6 ensure that all Staff are employed or retained on terms that vest the Foreground IPR in the Institution;
 - 10.3.7 ensure that the Foreground IPR is not commercially exploited in any way without the prior written consent of the Foundation such consent not to be unreasonably withheld. As a condition of granting such consent, the Foundation will require the Institution to agree to the terms of exploitation of the Foreground IPR, including the sharing of the benefits (such as revenues and equity) in accordance with standard arrangements established by the Association of Medical Research Charities. (For the avoidance of doubt, exploitation includes use of the Foreground IPR for any commercial purpose or any licence, sale, assignment, materials transfer or other transfer of rights).
- 10.4 The Institution shall at the request of the Foundation provide the Foundation with:-

- 10.4.1 an annual report setting out details of the exploitation of Foreground IPR for the period covered by the report, including any sums received in respect of such exploitation;
 - 10.4.2 copies of all agreements with commercial or other partners regarding exploitation of the Foreground IPR; and
 - 10.4.3 the right to audit the Institution's relevant accounts.
- 10.5 Neither the Institution nor any member of Staff shall enter into confidentiality agreements with any other party where that party would place restrictions on the publication of or obtain knowledge of the results of the Project research or the Foreground IPR without obtaining the prior written approval of the Foundation.
- 10.6 If the Institution decides not to file any Patent Application or otherwise proceed with the protection of any Foreground IPR, the Institution will promptly notify the Foundation and fully co-operate (and ensure that the Staff co-operate) with the Foundation so that the Foundation will have an unreserved and unrestricted right, but not a duty, to file any Patent Application itself at its own cost and in its own name, or otherwise seek protection of the Foreground IPR and the Institution will not be entitled to share in any resulting profit or benefit. Such co-operation shall include the taking of all steps and execution of all documents as may be required to entitle the Foundation to file and/or prosecute Patent Applications.
- 10.7 The Institution shall not without the prior written consent of the Foundation assign, transfer or in any other way part with any rights in connection with the Foreground IPR.
- 10.8 In order to support the Foundation's obligation to ensure that the useful results of the Project research are published for the public good, the Institution is required to and hereby grants the Foundation (free of charge) the right to use of any copyright material created or acquired in connection with the Project except where, and only for so long as, such use involves publication of the material and any such proposed publication would be likely to:
- 10.8.1 prejudice the successful prosecution of any Patent Applications;
 - 10.8.2 infringe the intellectual property rights of a third party or amount to an unauthorised disclosure of information which is subject to obligations of confidence owed to a third party.
- 10.9 Occasionally it will be necessary for the Foundation to require that all copyright and rights of a similar nature arising from the Project and capable of being conferred under the laws of the United Kingdom and such other relevant countries should be assigned to and vested absolutely in the Foundation. At the request of the Foundation, the Institution shall execute or procure the execution of such deeds and documents and do such other acts and things as

may be necessary to achieve such assignment and transfer. When this is the case, there will be a specific condition in the Letter of Award.

11. Progress Reports and Annual Review

11.1 The Institution shall procure that the Principal Investigator submits a Progress Report to the Foundation at the end of each year of the Project and within 1 month of receiving the Foundation's request for a report. The Progress Report will set out:

11.1.1 a résumé of work achieved in the Project over the reporting period, including any milestones set out in the Application Form or subsequent correspondence, and details of any problems which have been encountered;

11.1.2 an outline of how the rest of the Project will be taken forward in light of what has been achieved;

11.1.3 a list of any publications or presentations arising from the Project over the reporting period; and

11.1.4 a summary of progress on creation and exploitation of IP if applicable.

11.2 All reports made to the Foundation should be accompanied by a lay summary and a financial statement showing a breakdown of expenditure of all Grant monies covered by the period of the Report. Details of the required format for reports will be issued by the Foundation.

11.3 Upon receipt of a Progress Report, the Foundation's Scientific Advisory Panel shall carry out a review of progress on the Project during the relevant period, in particular, measuring performance on the Project against the objectives set out in the Application Form and evaluating whether or not the portion of the Grant that is the subject of the Progress Report has been applied properly and in accordance with the Terms and Conditions. Panel members will communicate any recommendations to the Foundation within five weeks of receiving a report.

11.4 The Foundation may withhold unpaid instalments of the Grant in the event that a Progress Report is, in its opinion, unsatisfactory or is not submitted by the date requested. The Foundation may also require the Institution to instruct the Principal Investigator to remedy weaknesses and produce a further Progress Report addressing particular areas of concern.

11.5 The Foundation shall notify the Institution within 6 weeks of the receipt of each annual Progress Report, whether or not the Foundation is satisfied with progress on the Project and whether or not funding will continue. In the event that a further Progress Report is required, it shall be submitted to the Foundation within one month of notification.

11.6 The Institution will procure that the Principal Investigator shall submit a final report on the Project within three months of the end of Grant Period which, in

addition to the matters set out in paragraph 11.1 above, should refer to the clinical benefit/potential value of the Project in relation to the prevention, diagnosis or treatment of meningitis and associated infections and their complications, as explained in section 5d of the Application Form.

12 Termination of the Grant

- 12.1 The Foundation reserves the right, without notice, to terminate the Grant should it so wish. In such a case, the Foundation will, subject to the provisions of paragraph 9 above, reimburse the Institution for Project expenditure properly incurred up to the termination date, but it will not in any event be responsible for, nor indemnify the Institution against, any other costs or liabilities nor, without limitation, any of the matters referred to in paragraph 4.1 above.
- 12.2 Without prejudice to the generality of Clause 12.1, in the event that the conditions in Clause 3.5 are not satisfied, termination of the Grant will occur on the date on which the Foundation notifies the Institution that the relevant condition has not been met.

13. Site Visits

The Foundation may inspect the Project facilities at the Institution at any reasonable time by giving reasonable notice to the Institution.

14. Supervision, monitoring and evaluation

- 14.1 The Foundation has a responsibility to ensure that work of the highest quality is produced. The Foundation therefore requires that the Institution ensures that all funded work is at all times adequately supervised, monitored and evaluated. The results of the Project research must be subject to proper evaluation before they are published.

15. Publications and Publicity

- 15.1 The Foundation's ability to award grants is dependent upon continued support from voluntary donations. In order to maintain the level of such donations the public needs to be kept informed of the successes of research. The Foundation must, therefore, be kept informed at all times and as soon as is reasonably possible of the results of the Project research.
- 15.2 Subject to paragraph 10 above, the Institution must ensure that all useful knowledge acquired from the Project research is disseminated to the public and others able to utilise or benefit from it. Where the research is highly technical, restricted access through medical publications, universities, and other medical and educational establishments to persons who have a sufficient reason to study the material will be acceptable.
- 15.3 The Institution must ensure that the Principal Investigator takes all reasonable actions to ensure that the Foundation's contribution to the funding of the

Project is acknowledged in line with the standard publishing format of the relevant medium or otherwise sufficiently prominently, in all publications, presentations and other communications relating to the Project. The Institution shall ensure that it takes all opportunities in any media coverage to promote the Foundation and agrees that wherever possible it will work with the Foundation to maximise opportunities for promoting the Project and will make a spokesperson available to the media.

- 15.4 The Institution must ensure that any written news statement associated wholly or partly with the Project is seen by the Foundation's Head of Communications prior to release.
- 15.5 The Institution shall ensure that the Principal Investigator contacts the Foundation before contacting the media on any aspect of the Project. The Foundation reserves the right to require that the Institution makes clear in any published material, that the conclusions of the Project research are not the views of the Foundation. The Foundation must therefore be given sufficient notice of proposed publications in order to exercise this right.
- 15.6 The Institution shall ensure that the Principal Investigator forwards at least one copy of every research paper (based wholly or partly upon Project research funded by the Grant) and any other proposed publication of the results of the Project the Foundation after it is accepted for but before publication. As part of the Foundation's ongoing evaluation of its activities, this obligation shall continue after the end of the Grant Period.

16. Good Scientific Practice

The Foundation expects the highest standards of integrity to be adhered to by the Institution and the Staff. The Institution must ensure that it has in place formal procedures for the investigation of allegations of scientific misconduct.

17. Variations to these Terms and Conditions

- 17.1 Grants awarded by the Foundation are subject to the Terms and Conditions. However, the Foundation reserves the right to make reasonable changes to the Terms and Conditions from time to time
- 17.2 If for any reason during the Grant Period the amount of the Grant is varied, the Foundation reserves the right to apply the Terms and Conditions of Grant Aid current at the time of the amendment.

18. Acceptance of the Grant

Before the Grant may be activated, the Institution must accept, and agree to abide by, this Agreement, by signing and returning one copy to the Foundation. These Terms and Conditions may only be signed by a senior staff member who has the authority to commit the Institution to the Agreement. Such an individual may be: The Principal, the Vice Chancellor or

Dean, the Registrar, the Secretary, the Research Contracts Officer, the Bursar, the Finance Officer or the Chief Accountant of the Institution.

FOR INFORMATION ONLY

RESEARCH INSTITUTION: [*Name and address*] (“the Institution”)

PROJECT: [*Insert brief details*] and as more particularly set out in the Application Form, (“the Project”)

GRANT OF [*Total*] (“the Grant”) **OVER** [*Number of months*]

DETAIL OF ANNUAL PAYMENTS:

Project Year	Salary £	Consumables £	Travel £	Equipment £	Exceptional items £
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I hereby confirm that I am an authorised officer of the Institution, namely

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and that on behalf of the Institution, I accept these Terms and Conditions.

Signed:

Name (please print clearly):

Title:

E-mail address:

Telephone number:

Date: