



## Animal Welfare Foundation Research Grant Terms and Conditions

### **Grants are awarded subject to the following terms and conditions:**

1. AWF must be informed of the actual date of commencement of the project.
2. Any marked deviation from the original submitted and approved project (including changes to spending profile or budget), due to technical or other hindrance to progress or other cause, must be authorised by AWF prior to the deviation being actioned. AWF reserves the right to modify or terminate the grant if it considers such deviation inappropriate.
3. It is the responsibility of the host institution or, where the funds have been paid directly to an individual, the individual researcher to ensure that funding made available by AWF is applied exclusively and appropriately in support of the project for which it has been awarded as detailed in the approved application.
4. Any equipment purchased using funds from the AWF for the exclusive or necessary use in the project shall, upon completion of the project, become the property of the host institution. During the project, the host institution is responsible for ensuring that any such equipment is adequately maintained and insured for the duration of the grant.
5. The grant must be administered without the addition of any levies by the institution named in the application. The host institution and/or the individual researcher must undertake to abide by all relevant health and safety and other regulatory requirements associated with the work detailed in the approved application.
6. Claims against the grant should be made to AWF stating the name of the principal investigator or the individual researcher and the grant reference number, and giving full particulars of all admissible costs, including salary or stipend payments, for any given date(s).

7. AWF does not act as an employer, and therefore, in all cases where support is provided for the employment of staff, the host institution must undertake to issue a contract of employment in accordance with current legislation relating to the conditions of employment. In the case of students supported through a PhD or similar programme as part of the project, the host institution undertakes to provide all supervision, training and mentoring as part of its normal student support mechanism.
8. It is the responsibility of the host institution or independent researcher to provide liability insurance for the researcher and any person or animal involved in his/her research. A copy of the policy will be provided to AWF by the host institution.
9. It is the responsibility of the host institution or independent researcher to ensure that Anti-harassment and Bullying and Equality and Diversity policies are in place. AWF reserves the right to terminate the grant if evidence of these policies is not provided.
10. The host institution is required to have policies and procedures in place which provide a mechanism for investigating and dealing with scientific misconduct. It is the responsibility of the host institution to investigate any and all scientific misconduct suspected in work funded by AWF.
11. Where scientific misconduct is suspected in work funded by AWF, AWF must be notified immediately in confidence and informed of all further developments. If adequate and timely steps are not taken to investigate scientific misconduct suspected in work funded by AWF, AWF may suspend the grant.
12. If scientific misconduct is proven, AWF reserves the right to terminate the grant immediately. AWF requires that where necessary (e.g. when work falls under the UK Animals (Scientific Procedures) Act), projects obtain ethical approval through the institution where the research is being carried out or, in cases where projects are not affiliated with an academic institution, by submitting a proposal to the RCVS Ethics Review Panel.



13. If any staff are employed in a post funded by AWF, a copy of the CV and details of the salary grade recommended must be sent to AWF, if not included in the original application.
14. Should there be any significant changes in staff employed in a post funded by AWF during the course of the project, AWF must be informed and the institution will be expected to use all reasonable efforts to secure an acceptable replacement. If an acceptable replacement cannot be found and the project cannot continue through the redeployment of other staff, the agreement for funding shall be terminated.
15. No increases in salary other than annual increments built into the original application will normally be paid by the AWF.
16. The tenure of appointment of staff recruited for work under a grant must be confined strictly to the period of the grant, unless the host institution wishes to retain the staff beyond this period for its own purpose at its own expense.
17. In the event the principal investigator or the individual researcher moves to, or takes up an additional position in another host institution, the balance of the grant can be transferred providing: prior to the transfer being actioned, the transfer has been authorised by AWF; prior to the transfer being actioned, the transfer has been authorised in writing by both the Heads of Department and the administrative authority of both institutions, and the original grant proposal can still be achieved after the transfer being actioned.
18. Whenever possible, results of AWF funded research should be published with open access and costs for such publications must be included in the budget.
19. To enable work funded by AWF to be readily identified, it is essential that our support is acknowledged in all publications and communications in the following terms:

*This study was funded [in part] by the Animal Welfare Foundation (AWF). AWF is a fundraising and grant giving charity (charity number 287118) directed by veterinary and animal welfare professions, which uses veterinary knowledge to improve the welfare of animals through science, education and debate. More information can be found at [www.animalwelfarefoundation.org.uk](http://www.animalwelfarefoundation.org.uk)*

20. The host institution or the individual researcher must notify AWF immediately when any submissions are made of work funded by AWF for publication. Copies of any final publications containing work funded by AWF must be sent to AWF within seven days of publication.
21. The host institution or the individual researcher must undertake to advise AWF at least seven days in advance of any publicity releases which it proposes to make based on work funded by AWF.
22. AWF should be notified immediately of any media contact or interest in work funded by AWF.
23. Ownership of any intellectual property arising from work funded by AWF is held by the host institution or the individual researcher. Any income generated from its use should be subject to a revenue sharing arrangement, taking into account the respective contributions of AWF, the host institution and other associated parties.
24. An interim report form must be completed and submitted to AWF on a six-monthly basis for projects of six months to a year's duration and on a yearly basis for projects of over a year's duration. Where projects last less than six months only a final report form must be completed and submitted. Where projects last more than eighteen months the principal investigator or the individual researcher must attend a project review meeting and deliver a presentation to the AWF Research and Project Funding (RPF) Sub Committee.
25. A final report form must be completed and submitted to AWF within two months of the end of the award. The report will be used for information on the AWF website and may possibly be used in AWF publicity material.
26. Recipients of AWF student grants must submit a short lay summary and final report within two months of the project's completion.
27. Recipients of AWF grants will also be expected to present their findings at the annual AWF Discussion Forum (usually held in London in June) and/or at other veterinary events.

28. AWF may request, at any time during the project and up to seven years after the close of the project but with adequate notice, additional information on the progress, knowledge exchange or impact of the work funded by AWF.
29. Failure to submit reports when required will result in payments of grant instalments being withheld.
30. AWF may request, at any time during the project and up to six months after the close of the project but with adequate notice, that the principal investigator or the individual researcher attend meetings with AWF Trustees and/or AWF supporters to present information about their work.
31. In all its dealings with grant holders AWF seeks to operate in an effective and responsive manner. All communications should be directed through the AWF Manager.
32. Compliance with these Terms and Conditions will be taken into account when assessing any future grant application on which the principal investigator or the individual researcher is named.
33. Either party may terminate the Grant Agreement if the other party has committed a breach of its obligations hereunder and has failed to remedy that breach (if capable of remedy) within thirty days of being given written notice thereof.