

Accepting a Carnegie Research Incentive Grant

Applicant/Grant Holder

Once an application is approved, an email is sent to the applicant with the Award letter and Terms & Conditions of Award attached to the email. All grant offers must be accepted by the Applicant **AND** by a representative of the Research Administration and Management Services in the university in which the Grant Holder is employed.

The email to the successful applicant contains a link to Part 1 of the online Acceptance form. To accept the Grant offer, the grant holder uses this link to confirm the start and end date of the project.

Note: Projects must start within 12 months of the date of award and the maximum project length is 12 months from the start date.

The grant holder also enters either:

- The **generic email address** of the Research Administration and Management Services in their university
- **OR**
- The **name and email address of a specific individual** in of the Research Administration and Management Services in their university.

Research Administration and Management Services

Following completion of Part 1 of the Acceptance form, an email is then sent to the Research Administration and Management Services using the email address provided by the Grant Holder.

The email contains a link to Part 2 of the online Acceptance Form. *The Award letter and Terms & Condition of Award are also attached to this email.*

The following information is included on the Online form:

- Name of grant holder
- Amount awarded
- Carnegie Trust reference number for the Grant
- Start and End date of the project

On the online form the Research Grant Administrator or Manager accepting the grant:

- Provides the unique grant reference used by the university to identify the grant internally
- Confirms the name and email address of the individual accepting the grant on behalf of the academic
- Confirms the acceptance of the Terms & Conditions of Award

After pressing Submit, the form is sent to the Carnegie trust. Both the Grant Holder and the University Administrator will receive a confirmation email.

Please visit our Managing a Carnegie grant page for more information:

<https://www.carnegie-trust.org/schemes/research-schemes/managing-a-grant.html>