

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. All grant offers must be accepted by the applicant **AND** by a representative of the Research Administration and Management Services in the university/HEI in which the applicant is employed.

The email to the successful applicant contains a link to Part 1 of the online grant acceptance form. To accept the offered Award, the applicant 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 duration is 12 months (from the selected start date).

Research Administration and Management Services

Following completion of Part 1 of the Acceptance form by the applicant, an email is then issued to the Research Administration and Management Services using the generic Research Office email address nominated by the university/HEI.

The email contains a link to Part 2 of the online grant 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 (applicant)
- Amount awarded
- Carnegie Trust Research Incentive Grant reference number
- 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 details of the individual accepting the grant on behalf of the academic
- Confirms acceptance of the Terms & Conditions of Award

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

Please review the “Managing your Research Incentive Grant” tab on the scheme webpage for more information: <https://www.carnegie-trust.org/award-schemes/research-incentive-grants/>