

Carnegie Research Incentive Grants

Terms and Conditions of Award

Tenure

1. Carnegie Research Incentive Grants (Awards) must be held at the eligible Scottish university/Higher Education Institution (HEI) where the Grant Holder is employed.
2. Should the Grant Holder move to a different Scottish university/HEI, the Trust will permit the transfer of any remaining balance to the new institution, on receipt of a request in writing. This request must include confirmation from the new university/HEI that it would accept this transfer and the associated research commitments.
3. Should the holder move to an institution outside Scotland, the Trust must be notified in writing. In such cases, the Trust may cancel any remaining balance on the Award.
4. An Award made to one individual for a specific purpose cannot be transferred to another individual or be used for a different purpose.

Start and duration of Award

5. Following notification of an Award, the Grant Holder must confirm the project start and end dates by completing Section 1 of the online grant start form. The link to the grant start form can be found in the cover email sent to the Grant Holder with the notification of award (Award Letter). Once the Grant Holder has confirmed the project dates, an email will be sent to the university/HEI's central administration (e.g. Research Office or Finance Office). The grant manager or administrator will need to complete part 2 of the online Grant Acceptance Form on behalf of the university/HEI.
6. The Award period may commence at any time following the notification of award up to a maximum of 12 months from the date of issue of the Award Letter. An Award may be withdrawn, should a project fail to commence within 12 months of the notification of award.
7. The maximum length of a Research Incentive Grant is 12 months. All funded activities must take place, and associated costs incurred, within the lifetime of the Award.
8. The Trust must be notified (in writing) of any changes or delays to the start or completion of the funded activities. In exceptional circumstances, no-cost extensions may be requested in writing **before** the end date of an Award, explaining the reason for the request.
9. The start date will typically be the date of the first research activities supported by the Trust (e.g. appointment date of a PDRA, travel date etc.). The purchase of travel tickets for research travel in advance of a research trip supported by the Award will not generally be considered as the start date of the Award.

Payment and use of Award

10. The Grant Holder's university/HEI may invoice the Trust for the actual expenditure incurred during the life time of the Award up to the agreed Award value and minus any underspend. The invoice may be sent following the receipt by the Trust of a satisfactory End Report and Statement of Expenditure. Both the End Report and Statement of Expenditure are due within two months of the project end date (see Reporting for

further details).

11. The Trust reserves the right to withhold payment of an Award in the absence of a satisfactory End Report or Statement of Expenditure.
12. Grants will be paid to the Grant Holder's university/HEI by electronic transfer (BACS) upon receipt of an invoice. The timing of payment is at the Trust's discretion but every effort will be made to ensure funds are transferred in good time.
13. The level of grant Awarded cannot be increased during the lifetime of the grant.
14. The Grant Holder's university/HEI and the Grant Holder must ensure that the Award is only used for the research activities described in the original application and Award Letter, any subsequent changes, including those to dissemination activities, require approval in writing from the Trust.
15. The Award may only be used for the cost items specified in the Award Letter, with any subsequent changes approved in writing by the Trust. It is the responsibility of the Grant Holding university/HEI to inform the Trust of any factors that may adversely affect the funded Research Activities or compliance with these Terms and Conditions of Award (including suspicion of, or actual fraud, corruption or financial impropriety, or any change to the Grant Holder's status).
16. The transfer of funds between the different budget headings listed in the Award Letter is permissible without the Trust's prior agreement when small sums are involved.
17. Any significant transfer of funds between the budget headings listed in the Award Letter should be discussed with the Trust in advance. For example, approval from the Trust should be sought when:
 - A research assistant or anyone employed on the grant is employed for a shorter period of time or at a lower rate than originally planned and the Award holder wishes to use the resulting salary budget underspend for other purposes;
 - Field work activities are significantly cut back with less travel or accommodation than anticipated;
 - Major changes in consumables, animal usage or equipment purchases are proposed (e.g. a piece of equipment is freely available, access charges to facilities are waived, etc.);
 - Alternative sources of funding are obtained to cover costs originally sought from the Carnegie Trust;
 - Funding for dissemination/public engagement activities being spent on other activities;
 - Using underspend from a budget heading to fund dissemination activities that were not part of the original application and Award.
18. The Trust may not accept costs for Research Activities that were not approved or are significantly different to those originally awarded.
19. Any items purchased with funds provided by a RIG will become, and will remain, the property of the university/HEI through which the Award has been made/administered, unless that university/HEI agrees that they should become the property of another university/HEI to which the Grant Holder has relocated.

Research ethics, policies and legal requirements

20. The Trust will not become the employer of the Grant Holder as a result of making this Award. In cases where the grant is supporting the cost of research support staff, the university/HEI must issue a contract of employment compliant with relevant laws and regulations.

21. The Grant Holder and university/HEI must ensure the Award is managed in a manner compliant with the (UK) Equality Act 2010.
22. Research Activities funded by the Trust must be conducted in an ethical and legal manner. The university/HEI is responsible for ensuring that ethical issues relating to the research project are identified and that any regulatory or approval requirements are met.
23. The university/HEI should meet the requirements of the Concordat to Support Research Integrity (2012) and subsequent amendments, and must have in place formal procedures for governing good research practice and for handling and reporting allegations of fraud or research misconduct.
24. It is the responsibility of the university/HEI managing the Award to ensure that appropriate insurance is in place for any individual employed using the Award to undertake overseas travel or fieldwork as part of the funded project.
25. In the case of research involving the use of animals, the Grant Holder and their employing university/HEI must ensure that the research falls within the regulations in the UK Animals (Scientific Procedures) Act 1986 and subsequent amendments.

Data sharing and publications

26. The Trust does not currently impose any data-sharing or data-storage requirements on recipients of its Awards, but reserves the right to reconsider its policy in this respect.
27. The support of the Trust must be acknowledged in any publications or presentations arising from the Award and the Trust should be given the opportunity to be associated with any publicity relating to the funding.

Reporting

28. Within two months of concluding the Research Activities, the Grant Holder must complete and submit to the Trust an electronic copy of the End Report (template available to download from the 'End of grant reporting' tab at <https://www.carnegie-trust.org/award-schemes/research-incentive-grants/>), providing details of the activities undertaken with the funds awarded and a summary of the results obtained.
29. Within two months of concluding the Research Activities, the Grant Holder's university/HEI must complete and return to the Trust an electronic copy of the Statement of Expenditure, providing a detailed breakdown of the costs incurred (template available to download from the 'End of grant reporting' tab at <https://www.carnegie-trust.org/award-schemes/research-incentive-grants/>).
30. It is the Grant Holder's responsibility to inform the Trust of any publications, dissemination activities or further funding that occur beyond the lifetime of the Award. The Grant Holder is required to provide full bibliographical details of any published outputs arising from a Carnegie Award.
31. No new applications will be entertained from a Grant Holder who has yet to submit a report on a previous Award.

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