



Collaborative Research Grants Terms & Conditions of Award

Payment

1. Payments will be made only on receipt of an invoice issued by the award holding university within 3 months of the grant start date.
2. Awards will be paid directly by BACS to the university the lead applicant is affiliated with. Payment requests are processed on a weekly basis. Please allow up to 2 weeks for the payment to be issued.

Tenure

3. The principal criterion for the award of a Collaborative Research Grant is that the research should benefit the universities of Scotland.
 - i. Should the lead applicant move to a different Scottish university, the Trust will allow the transfer of any remaining balance to the new institution, on receipt of a request in writing.
 - ii. Should the lead applicant move to a university outside Scotland, the Trust must be notified in writing. Any remaining balance on the grant may be transferred to one of the principal investigators named in the original application.
4. Any changes to the research project detailed in the application must be notified in writing to and approved by the Trust.
5. The lead applicant must inform the Trust in writing of any delays to the start and/or completion of the approved research project. Changes to the composition of the project team must also be communicated to the Trust in writing.

Finances

6. All Grants will be paid to the Grant holder's university and all expenditure must be incurred during the lifetime of the grant.
7. Any items purchased with funds provided by a CRG will become and remain the property of the university through which the award has been made, unless that university agrees that they should become the property of another university to which the Grant holder has moved.
8. Transferring funds between the different budget headings listed in the award letter is permissible without the Trust's prior agreement when small sums are involved.
9. Any significant transfers 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 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.

10. The Trust may not accept costs that were not approved and are significantly different to those originally awarded.

Data sharing and publications

11. The Trust does not currently impose any data-sharing or data-storage requirements on recipients of its Grants, but may reconsider its policy in this respect.

12. The support of the Trust must be acknowledged in any publications or presentations arising from the Grant and the Trust should be given the opportunity to be associated with any publicity relating to the funding. An electronic copy of publication(s) should be sent to the Trust. A copy of the Trust's logo may be requested by email to: admin@carnegie-trust.org

Report and acknowledgment

13. Within one month of the completion of the project, the university administering the grant will send a detailed statement of expenditure. A template is available on the Trust's website at: <http://www.carnegie-trust.org/schemes/research-schemes/managing-a-grant.html#collaborative-research-grants>

14. Any unspent funds (over £30) must be returned to the Trust.

15. Within two months of the project's completion, the principal investigator will provide the Trust with an electronic copy (in Word) of the report on the work undertaken with the funds awarded. The report form is available on the Trust's website at: <http://www.carnegie-trust.org/schemes/research-schemes/larger-grants.html#reporting>

16. Principal investigators whose projects run for over 12 months must provide a one page progress report at the end of each year of funding.

Updated November 2016