



Terms & Conditions of Award

Carnegie Centenary Professorships

Tenure

1. The award of a Carnegie Centenary Professorship is made to the Scottish university hosting the visit of the successful nominee. The award is not transferable to a different institution.
2. The host university is expected to arrange for the successful nominee to be awarded the title of Honorary or Visiting Professor, as appropriate, for at least the period of the award.
3. The award is to be held in accordance with the programme and budget approved by the Carnegie Trust in the formal award letter sent to the host institution.
4. An academic member at the host university should act as a mentor in the period leading up to and during the Carnegie Centenary Professor's visit to Scotland. The mentor's role is to communicate with the Trust regarding the Carnegie Centenary Professor's visit, organise the public lecture(s) and ensure all financial and administrative requirements are met during the lifetime of the award.
5. Any changes to the scope, timing, budget and nature of the proposed tenure detailed in the application must be notified in writing by the university representative or mentor, and approved by the Trust.
6. The host institution must ensure that:
 - a. All overhead and departmental costs are met by the host university.
 - b. The Carnegie Professor is provided with facilities (including departmental membership, office consumables and other usual privileges) at a level commensurate with that of existing staff of the same level.
 - c. All necessary arrangements relating to the visitor's visa and tax requirements are met.
7. During their tenure, Carnegie Centenary Professors must hold at least one event to present their research to a wider audience. Details of the public lecture should be provided to the Carnegie Trust well in advance.
8. Visits to other research organisations and universities across Scotland are expected and extended collaborations strongly encouraged.
9. The Carnegie Trust may terminate an award if, on advice from the host institution, the Carnegie Centenary Professor is neglecting his or her duties, is incapable of pursuing planned activities or is in any other way contravening the spirit or terms of the award. In such cases the grant may be cut back on a pro-rata basis.

Payment

10. Payments will be made only on receipt of this completed Grant Start Form AND an invoice up to six months, but no less than 30 days, before the start of the period of tenure at the host institution.
11. Awards will be paid directly to the host university. Invoices are processed on a weekly basis. Please allow up to 3 weeks for the payment to be issued.
12. If the scope of the visit is cut back, reimbursement will be made to the Carnegie Trust on a pro-rata basis.

Report and Acknowledgment

13. Within one month after the end of the award, the Finance Office at the host institution should provide 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#carnegie-centenary-professorships>
14. Any unspent funds (over £30) must be returned to the Trust.
15. The Carnegie Centenary Professor and Mentor will each provide the Trust with an electronic report (Word Document) within two months after the end of tenure. The report should summarise the details of the activities undertaken during the period of award and the perceived benefits for the host institution, Carnegie Professor and any other organisation or department involved in the visit.
16. The Carnegie Trust may wish to associate itself with any publicity, promotional materials or publications associated with the tenure of the award.
17. The support of the Trust should be acknowledged in any publication resulting from the funding awarded. An electronic copy of such 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.

Updated May 2014