



Arts & Humanities
Research Council

Collaborative Research Training Scheme Public Engagement Student-Led Initiatives

Terms and Conditions of Award

You and your institution are required to comply with the terms and conditions of your award as set out here. You should note that awards are made to the institution that countersigns your application, and not to you as an individual. The AHRC differentiates between your responsibility as the successful applicant, and the responsibility of the institution to which it makes an award. Both parties should therefore read these terms and conditions carefully and note that in submitting a proposal you are agreeing to abide by the AHRC's terms and conditions of award.

The AHRC reserves the right to:

- revise or amend the conditions of the award at any time
- suspend or terminate an award at any time or to seek reimbursement where the terms and conditions are not met.

In reserving these rights the AHRC will, where possible, seek to ensure that in the event of changes or termination, reasonable notice is given to the institution and award holder.

1. Responsibility of the successful applicant

It is your responsibility to deliver the student-led initiative as set out in your application form. The AHRC accepts that in the course of the programme there may be some amendments to the original specification of how the programme is to be conducted. However, it is your responsibility to try to ensure that the aims and objectives described in your application are successfully carried out. (See section 6 below for details of what to do if you have to make significant modifications to your proposed initiative.)

2. Responsibility of the institution

The host institution and lead applicant are responsible for:

- ensuring that the award is used for the purposes outlined in the application
- facilitating the development and delivery of the student initiative, including providing any necessary facilities which do not form part of the AHRC's contribution
- consulting the AHRC at the earliest possible date if difficulties occur which threaten the viability of the project
- administering the award, including any necessary co-ordination between collaborating institutions
- maintaining accountability for proper use of public funds
- ensuring that any funds unused at the end of the award period are returned to the AHRC
- ensuring that clear plans are in place to enable the training provision to continue after the period of AHRC funding ends
- ensuring that all relevant doctoral research students and their supervisors are

made aware of the proposed initiative and encouraged to attend where appropriate

- ensuring that priority is given to AHRC-funded doctoral students in attending the initiative
- ensuring appropriate mechanisms are in place in all the collaborating institutions for evaluating and ensuring the high quality of the initiative.

3. Starting Procedures

If you are successful, you will receive a letter offering you an award, and informing you of the overall cash limit for the duration of the award. You will also receive a copy of the Terms and Conditions of awards and a Starting Certificate, which must be signed and returned before the award can be paid.

The start date shown on the starting certificate will be regarded as the start date of the grant. Submission of the starting certificate will also constitute acceptance of the grant. Submission of the starting certificate is required not more than 42 days after the start date. The grant may lapse if it is not started within this period.

4. Financial Responsibilities and Liability

Awards are cash-limited. The AHRC will provide notification of the total amount of award over the full period when the award is announced. There is no scope for supplementation of the award.

The AHRC will make all payments directly to the institution identified as the lead institution on the application form and each award to an institution will be individually identified.

These awards provide support for student initiative proposals that are accepted (on occasion with some modifications) by the AHRC. Any funds not required to meet specified objectives must be refunded to the AHRC.

The AHRC accepts no responsibility, financial or otherwise, for

- expenditure or liabilities arising out of the programme it funds, other than that specifically covered by the conditions of the award and which have been incurred during the period it covers
- any commitment incurred before an award is formally announced
- retrospective payments for work already done before the approved start date of an award
- any expenditure in excess of the approved award

5. Accounting

The AHRC reserves the right to have reasonable access to inspect the records and financial procedures associated with the initiative or to appoint any other body or individual for the purpose of such inspection.

The host institution must, if required by the AHRC, provide a statement of account for the award, independently examined by an auditor who is a member of a recognised professional body, certifying that the expenditure has been incurred in accordance with the award's terms and conditions.

6. Changes to awards

The start date of the award will be noted on the offer letter and may not necessarily reflect the date of the initiative as outlined in your original application. Your offer letter will include an end of award date which will normally be two months after the initiative has ended. This is the date that your End of Award report must be returned to the AHRC.

Should you or your institution wish to modify the date of any main event or the end date once you have been notified of an award, you must contact us **immediately** for approval. The AHRC may approve a delay of one or two months, but longer delays will be approved only in very exceptional circumstances.

If approval is not given, and you still cannot keep to the original dates, then the award will be withdrawn.

You may encounter circumstances that require you to make significant modifications to your proposed initiative and its aims and objectives. In such cases you must first discuss the changes with your host institution and then obtain the prior approval of the AHRC before undertaking any modifications. If you fail to alert the AHRC to such circumstances or to seek approval for any changes to your proposed programme, this will be taken into account in the assessment of your End of Award report.

7. Virements

While awards are cash-limited, the AHRC does allow the virement of funds (i.e. flexibility to transfer items from one area of expenditure to another) between most budget areas of up to £150.00 without its prior approval. In such cases, you must use these funds effectively and economically and ensure that they are used only for admissible items, and that the prime objectives of the programme are not put at risk.

Requests to vire funds in excess of £150.00 must be made in writing to the AHRC including full justification for the changes before the virement can be approved.

The AHRC reserves the right to seek full justification for any virements.

8. Transfer of awards

If it is necessary to transfer the award to another institution before the award finishes (for example because the lead applicant moves institutions), the AHRC normally transfers the balance of the award subject to the agreement of the institutions concerned.

In such circumstances you must seek approval from the AHRC as early as possible, supplying written agreements from the institutions involved. Responsibility for ensuring the continuation of the programme for which the award was made remains with the original institution until such time as the transfer has been agreed by all parties concerned and until the date of transfer. The AHRC considers the original award-holding institution responsible for leading these negotiations and will not act as an arbitrator. The AHRC reserves the right to reclaim funds from the original award-holding institution if it has not met this condition of the award.

9. Ethics policy

The institution has an absolute responsibility to ensure that ethical issues relating to the training programme are identified and brought to the attention of the relevant approval or regulatory body, and that approval to undertake the research is granted before any work begins. Ethical issues should be interpreted broadly and may encompass, among other things, the involvement of human participants in research, the use of animals, research that may result in damage to the natural environment, and the use of sensitive economic or social data. The institution must also ensure that research and training is free from conflicts of interest by those involved in the work.

10. Monitoring requirements

You must submit an End of Award report form and a final expenditure statement by the end of award date stated in your offer letter. An electronic copy of the form will be sent to you shortly after notification of the award. The preparation and submission of this report is your responsibility. Further applications to the AHRC for any funding scheme will not be accepted from an award holder whose End of Award report has not been submitted by the required deadline.

The report will include a self-assessment of the extent to which the original aims and objectives of the initiative have been met, details of any outputs that have resulted, and a breakdown of expenditure. Where there are any unused funds arising from the award, these should be identified in the report and the AHRC will reclaim the outstanding balance.

It is also a condition that you authorise the AHRC to disseminate information in the End of Award report by copying, microfilm, microfiche, electronic or other means. You should note that this procedure constitutes a form of publication.

Reports will be assessed as satisfactory or unsatisfactory. A report may be assessed as unsatisfactory if the initiative has failed to meet its key aims and objectives, if you fail to deliver the initiative as proposed in your application (taking any subsequent amendments into account), if it does not meet the terms and conditions of award, or if it does not meet the aims and objectives of the scheme as outlined in your original application.

11. Other requirements

You must provide, on request, a description of your initiative that may be included in any of the AHRC's publications.

Information on student initiatives, including monitoring reports, will be held on computer and may be disseminated by the AHRC by any means. For example, brief details of your award (including your name, institution, the project title and summary and the amount awarded) will be published on the AHRC website.

12. Presentation of publication or other output

Due acknowledgement of support received from the AHRC must be made in any publication – printed or electronic – or any other public output, including exhibitions or performances, resulting from this project. **The AHRC reserves the right to reclaim the cost of the award if this condition is not met.** In the case of outputs that involve collaboration with other organisations, such as exhibitions where the publicity is provided by the gallery itself, you should ensure that all parties are aware of the need to incorporate an acknowledgement of AHRC support in all publicity material.

Information on how to use the AHRC's logo can be found on the AHRC website at <http://www.ahrc.ac.uk/FundingOpportunities/Pages/acknowledgementofsupport.aspx>. Alternatively you can contact our Communications Division at communications@ahrc.ac.uk.

13. Intellectual property

The ownership of any intellectual property arising from an initiative should be clear from the outset. The AHRC will assume that this will rest with the institution receiving the award, unless stated to the contrary.

14. Disclaimer and liability

The Research Councils accept no liability, financial or otherwise, for expenditure or liability arising from the research funded by the AHRC, except as set out in these terms and conditions, or otherwise agreed in writing. The Research Organisation is responsible in all respects for any research undertaken and its consequences.

These terms and conditions will be governed by the laws of England and Wales; all matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.

If any of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

These terms and conditions together with any additional conditions set out in the offer of award contain the whole agreement between the Research Council and the Research

Organisation in relation to the stated award. The Research Council and the Research Organisation do not intend that any of these terms and conditions should be enforceable by any third party.

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