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**GRANT REF**



**UCARE Scientific Advisory Committee**

## **TERMS AND CONDITIONS OF UCARE AWARDS**

The contents of this section are relevant to applicants and holders of UCARE grants and should be understood by the grant holder. The funding made available by UCARE must be used to support the work for which it has been awarded. If the status of the original application and award changes in any way, UCARE must be informed.

In the event of any inconsistency between the original grant application, the award letter, and the actual use of the grant awarded, and in the absence of a written statement from the grant holder, UCARE reserve the right to withdraw funds.

These terms and conditions, signed and agreed to by the grant holder, the host institution representative, the original grant application form and the letter of award, form an agreement between UCARE and the grant holder.

### **1 Grant offer and acceptance**

Once an application has been approved a letter of award will be sent to the grant holder. The first instalment or the whole grant will only be paid once an undertakings award form has been signed by the grant holder and host institution stating that all the necessary conditions have been understood.

### **2 Activation of grant and financial arrangements**

Grants for salaries will be awarded quarterly in agreement with the host institution Finance Officer. One off payment grants, educational bursaries or grants for consumables, will be awarded on the submission of invoices stating where funds should be paid. Further instalments will be paid subject to invoice and satisfactory review. If at completion, the project runs under budget, the excess monies shall belong to UCARE and should not be made available for other purposes. Unless otherwise stated, awards are cash limited, therefore no further funds will be available if actual costs prove higher than the sum awarded

### **3 Annual review and final report**

Grant holders will be expected to provide an annual review of their work, and provide an annual reconciliation of funds to ensure grants have been used for the purpose for which it was awarded and that costs meet the conditions of the grant. Grant holders are expected to submit a final report.

### **4 Withdrawal of funds**

UCARE can consider the withdrawal of funds if they have not been used under the terms and conditions of award or if funds have not been used within a period of 6 months and without a written statement from the grant holder. If at 12 months, no adequate explanation is given for funds not being used, UCARE reserve the right to withdraw funds. In the case of any fraud or misconduct, UCARE reserve the right to withdraw fund.

Grant Reference:

Grant Holder:

Date:

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## **5 Grants for salary**

UCARE does not act as employer. It is the responsibility of individual grant holders to ensure that they have the correct employment contracts with their host institution. The host institution shall act as employers in accordance with all applicable UK laws. UCARE will not be responsible for any claims under any statute or common law in relation to, or liabilities arising from, the employment of staff. UCARE will not indemnify the host institution against any claim for compensation or against any other claim for which the institution may be liable as an employer.

## **6 Ethical and Legal requirements**

If the project includes research on human subjects, sample or data collection, it is the responsibility of the grant holder and the host institution to ensure that the relevant regulatory requirements are in place prior to the award being made. The host institution must take full responsibility for the management, monitoring and control of the research together with any insurance and indemnity required. No part of the grant will be awarded or no part of the project funded by UCARE commence, until satisfactory evidence that all approvals are in place has been obtained.

## **7 Quality of research**

It is the responsibility of the grant holder to ensure that work is undertaken in an adequate and proper way and there must be appropriate training and supervision of those involved in research. It is the responsibility of the host institution to ensure all new staff receive adequate training in research methods, health and safety, etc.

## **8 Clinical Trials [CTIMPs]**

It is the responsibility of the grant holder and host institution to ensure that their research meets with current regulatory requirements and has full indemnity for the research. Any research conducted as a clinical trial, must meet with ICH-GCP and the EU Directive.

## **9 Equipment**

UCARE will only award funds for equipment specifically detailed in the application form and award letter. Funding additional or alternative equipment will only be considered by written application of the grant holder and written confirmation by UCARE. Loss or damage to equipment is entirely the responsibility of the host institution and it is the responsibility of the grant holder and the host institution to maintain and insure equipment. A prominent label shall be attached to equipment showing equipment has been provided by UCARE. UCARE will provide the necessary labels.

## **10 Presentation of Research**

UCARE relies on the generosity of the public to fund its grants. Grant holders are asked to act as ambassadors for UCARE during the term of their grant award. From time to time the grant holder may be called upon to give supporters the opportunity to meet some of the researchers, or to give a presentation in support of UCARE.

## **11 Publication acknowledgment**

In recognition of funding, UCARE require grant holders to acknowledge the UCARE grant in any publication arising as a result of the research supported by the grant. Grant holders are requested to notify UCARE of any such publication, and may be requested that UCARE use extracts of publications for the purposes of

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promotion or fundraising. UCARE cannot be held responsible for the validity of, or suitability of, research for publication.

## **12 Tobacco industry**

UCARE wishes to avoid any links with the tobacco industry due to the danger to health and life caused by tobacco. To this end, UCARE does not endorse any funding of research which has funding or links to the tobacco industry.

## **13 Liability**

UCARE accepts no responsibility of costs other than those costs specifically set out in the Grant Award Letter.

UCARE cannot be held responsible for liabilities arising out of acts or omissions of the host institution, the grant holder or others involved in the work funded by UCARE.

## **14 Use of animals**

Applicants must have regard to animal welfare and advances in the refinement, replacement and reduction of animal use. UCARE will not support research involving live animals unless there is no alternative, and it is essential to the outcome of the research. If the proposed research project involves research on live animals, their use must be minimised and optimised. The number of animals requested must be fully justified. UCARE emphasises the importance of refining procedures to minimise any pain or distress caused, to the principles are called the 3Rs:

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Appendix 2



**UNDERTAKINGS AWARD FORM**

I / we accept the grant/award from UCARE.

I / we have read, understood and agree to abide by the terms and conditions.

**Grant holder**

I / we understand that the terms and conditions may change during the grant/award period, and that I would be required to sign a new agreement to the new terms and conditions. I understand that I could possibly forfeit the grant if I cannot comply to these terms and conditions. I understand that I will be required to give an annual update and a final report on completion of my project/research.

Name.....signed.....date.....

I understand that I may be called upon to speak occasionally at meetings or fund raising events and would be willing to speak about [please delete as appropriate]

**my research** YES/NO

**other cancer related topics** YES/NO

**could provide a tour of my laboratory or clinical unit** YES/NO

Name.....signed.....date.....

**Head of Department**

I confirm that I have read the terms and conditions and agree to this research being carried out/ or this grant being used in my department. I confirm that the level of support is adequate for the proposed work to be carried out. I understand that I will be required to sign an annual update / financial reconciliation form.

Name.....signed.....date.....

**On behalf of host institution**

I confirm that I have read the terms and conditions and agree to this research being carried out/ or this grant being used on behalf of the host institution. I confirm that the level of support is adequate for the proposed work to be carried out and that UCARE will not be responsible for any difference in the level of support awarded to the total spend. I understand that I will be required to sign an annual update / financial reconciliation form.

Name.....signed.....date.....

Grant Reference:

Grant Holder:

Date: