

## **TERMS AND CONDITIONS FOR BRITISH VETERINARY ASSOCIATION ANIMAL WELFARE FOUNDATION (BVA AWF) GRANTS.**

On receipt of a project grant, the grant holder and the person responsible for the administration of the grant in the host institution will be required to sign the declaration below accepting the following terms and conditions:

1. BVA AWF reserves the right to change the Terms and Conditions of Award from time to time, at which point the new rules and conditions apply to all BVA AWF awards both existing and new. Institutions/individuals will be informed of any change in conditions and issued with a revised set of Terms and Conditions.
2. Once an award has been made BVA AWF undertakes to provide financial support for the stated period, subject to the availability of funds. Whilst it is BVA AWF's intention to provide funding for the total duration of the award, lack of funds could in exceptional circumstances result in the premature termination of the project.
3. It is a condition of the award that the grant be administered without the addition of any levies by the institution named in the application.
4. Claims against the grant should be made to BVA AWF in arrears but without delay stating the name of the grant holder and the title of the project or event, and giving full particulars of all expenses including salary payments.
5. It is the responsibility of the host institution or individual to ensure that funding made available by BVA AWF, is applied exclusively and appropriately in support of the research project or event for which it has been awarded.
6. Any marked deviation from the original submitted and approved project must be authorised by BVA AWF prior to such a significant alteration taking place.
7. BVA AWF must be informed of the actual date of commencement of the project or event and, whenever necessary of any change in the level of support requested. Such changes include supplementary grants required to meet national salary revisions, which cannot be honoured from savings elsewhere within the existing level of the grant.
8. BVA AWF must be given the name, salary, salary scale and incremental date of all staff employed against the grant.
9. No increases in salary other than annual increments already built into the original application will be paid by the BVA AWF.
10. If any staff are appointed to a post funded by BVA AWF, a copy of the CV and details of the salary grade recommended must be sent to BVA AWF, if not included in the original application.
11. To enable BVA AWF funded work to be readily identified, it is essential that our support is acknowledged in all publications and communications. A copy of the publication proof and the publication must be sent to BVA AWF.

12. The host institution is required to advise BVA AWF at least 7 days beforehand of any publicity releases which it proposes to make based on BVA AWF funded research or a BVA AWF funded event. Contact with the media should always be brought to our attention without delay.
13. An interim report, giving an update on the progress of the project / event, must be submitted to BVA AWF on a half yearly basis. A final report, giving a brief summary of the work undertaken and including copies of any publications resulting from the work, must be sent to BVA AWF within three months of the end of the grant. Standard report forms will be sent to you at appropriate times. Please note that failure to submit these reports may result in payment of subsequent invoices being withheld until a satisfactory report is received. Final reports will also be taken into account when assessing any future grant application on which the grant holder is named. A layman's version of reports on research undertaken must also be submitted at this time for possible publication in the Foundation's magazine *You & Your Vet* and to assist BVA AWF in disseminating research results to the general public.
14. It is a condition of the grant that, if the occasion arises, you would make yourself available during the period of the grant to address meetings of BVA AWF trustees and/or supporters about your work. BVA AWF would contact you well in advance to arrange this with you.
15. BVA AWF does not act as an employer, and therefore, in all cases where support is provided for the employment of staff, the host institution must undertake to issue a contract of employment in accordance with current legislation relating to the conditions of employment.
16. The tenure of appointment of staff recruited for work under a grant must be confined strictly to the period of the grant, unless the host institution wishes to retain the staff beyond this period for its own purpose at its own expense.
17. Should either the Student or the Supervisor(s) leave the institution before the end of the Period, the institution will use all reasonable efforts to secure a replacement acceptable to the Funding Body. If an acceptable replacement cannot be found, the Agreement shall be terminated in terms hereof.
18. Ownership of any intellectual property arising from BVA AWF funding is invested initially in the institute administering the award. BVA AWF agrees that any income arising from its exploitation would be subject to a revenue sharing arrangement, taking into account the respective contributions of BVA AWF, the host institution and other associated parties.
19. In the event of suspected scientific misconduct, BVA AWF wishes to make clear that it is the responsibility of the employing authority to investigate this. A condition of BVA AWF funding is that the employing authority has a mechanism for investigating and dealing with scientific misconduct. In the case of suspected scientific misconduct involving BVA AWF supported research, BVA AWF should be kept notified in confidence and informed of further developments. At the initial stages of the enquiry, BVA AWF would not normally suspend the grant. However, if adequate and timely steps are not taken to proceed with the investigation, then BVA AWF will suspend the grant. If scientific misconduct is proven, BVA AWF will terminate the grant immediately.

20. In the event of the grant holder taking up an appointment at another institution, the balance of the grant can normally be transferred providing that notice has been given in advance, the head of department and the administrative authority of both institutes agree in writing, and the project aims can still be achieved if the grant is held by more than one holder in a split site arrangement.
21. The Funding Body may terminate this Agreement by giving three months' notice in writing if an acceptable replacement cannot be found in accordance with Condition 17 for either the Student or the Supervisor(s) if either should leave the institution before the end of the Research.
22. Either party may terminate this Agreement if the other party has committed a breach of its obligations hereunder and has failed to remedy that breach (if capable of remedy) within thirty days of being given written notice thereof.
23. In all its dealings with grant holders BVA AWF seeks to operate effective and responsive services.

Declaration

I confirm that I have read, understood and accept the BVA AWF's terms and conditions.

Signed: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_

Print name: \_\_\_\_\_

Organisation: \_\_\_\_\_