A project grant is awarded subject to the following terms and conditions of award:

1. AWF must be informed of the actual date of commencement of the project or event.

2. Any marked deviation from the original submitted and approved project must be authorised by AWF prior to such a significant alteration taking place.

3. It is the responsibility of the host institution or individual to ensure that funding made available by AWF is applied exclusively and appropriately in support of the research project or event for which it has been awarded as detailed in the approved application. Any equipment purchased using funds from the AWF for the exclusive or necessary use in the project shall, at the completion of the project, become the property of the host institution. During the project, the host institution is responsible for ensuring that any such equipment is adequately maintained and insured for the duration of the grant.

4. 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. The host institution must undertake to abide by all relevant health and safety and other regulatory requirements associated with the work described.

5. Claims against the grant should be made to AWF three months in arrears stating the name of the grant holder and the title of the project or event, and giving full particulars of all admissible costs including salary payments during this period.

6. AWF must be given the name, salary, salary scale and incremental date of all staff employed against the grant.

7. If any staff are appointed to a post funded by AWF, a copy of the CV and details of the salary grade recommended must be sent to AWF, if not included in the original application.

8. No increases in salary other than annual increments already built into the original application will normally be paid by the AWF.

9. 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. In the case of students supported through a PhD or similar programme as part of the project, the host institution undertakes to provide all supervision, training and mentoring as part of its normal student support mechanism.

10. 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.
11. Should there be any significant changes in staff supported by AWF funding during the course of the project, AWF must be informed and the institution will be expected to use all reasonable efforts to secure an acceptable replacement. If an acceptable replacement cannot be found and the project cannot continue through the redeployment of other staff, the agreement for funding shall be terminated in terms hereof.

12. To enable AWF-funded work to be readily identified, it is essential that our support is acknowledged in all publications and communications. Copies of any final publications must be sent to AWF.

13. AWF must be informed in writing of any changes to the approved spending profile of the grant.

14. The host institution is required to advise AWF at least 7 days beforehand of any publicity releases which it proposes to make based on AWF-funded research or an AWF-funded event. Contact with the media should always be brought to our attention without delay.

15. It is a condition of the award that, if the occasion arises, you would make yourself available during the period of the grant and immediately thereafter to address meetings of AWF trustees and/or supporters about your work. AWF would contact you well in advance to arrange this with you.

16. An interim report, giving an update on the progress of the project / event and expenditure, must be submitted to AWF on a yearly basis. After the first year of the project the applicant must attend a project review meeting to deliver a presentation about the project to AWF grants Committee.

17. 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.

18. A final report, giving a summary of the work undertaken, a detailed breakdown of expenditure and including copies of any publications resulting from the work, must be sent to AWF within three months of the end of the award. Standard report forms will be sent to you at appropriate times. A layman’s version of the final report (one side of A4) must also be submitted at this time for possible publication in the AWF’s own publications and to assist AWF in disseminating research results to the general public. If deemed necessary, the AWF may request additional reports on progress and expenditure.

19. Ownership of any intellectual property arising from AWF funding is invested initially in the institute administering the award. AWF agrees that any income arising from its exploitation would be subject to a revenue sharing arrangement, taking into account the respective contributions of AWF, the host institution and other associated parties.
20. In the event of suspected scientific misconduct, AWF wishes to make clear that it is the responsibility of the employing authority to investigate this. A condition of 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 AWF-supported research, AWF should be kept notified in confidence and informed of further developments. At the initial stages of the enquiry, AWF would not normally suspend the grant. However, if adequate and timely steps are not taken to proceed with the investigation, then AWF will suspend the grant. If scientific misconduct is proven, AWF will terminate the grant immediately.

21. In the event of a 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 heads of department and the administrative authority of both institutes agree in writing, and the project’s aims can still be achieved if the grant is held by more than one holder in a split site arrangement.

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 AWF seeks to operate in an effective and responsive manner. All communications should be directed through the AWF administrative officer.

* Animal Welfare Foundation and AWF are the working names of the British Veterinary Association Animal Welfare Foundation (BVA AWF) Registered Charity 287118