

HDRF TRAVEL SCHOLARSHIP PROGRAMME

TERMS & CONDITIONS

DRAFT-1

23 January 2019

1.0 Introduction

The Hannah Dairy Research Foundation (HDRF) is pleased to be able to offer a number of travel scholarships to individuals who want to travel to study and research a particular aspect of the dairy industry. Funding is provided for travel and subsistence costs for up to [8] weeks of travel and up to a maximum cost of [£3,000]. Travel may be undertaken in one block or in smaller blocks and is not limited to any particular geographical area.

2.0 General Requirements

2.1 Applications must be submitted online prior to the deadline of [12 noon (GMT) 31 May 2019]. Late or incomplete applications will not be considered.

2.2 The proposed travel must take place over the 12-month period between [01 June 2019 and 31 May 2020]. In the event that travel is not undertaken, the scholarship must be refunded to the HDRF. Should the nature of the travel change significantly, the HDRF must be consulted to ascertain whether or not the scholarship can be used for the new purpose.

2.3 Following their travel, all successful applicants are required to submit a report [no greater than 2,000 words – a template will be provided] and may be asked to present the findings of their study at the HDRF annual workshop.

2.4 Recipients who fail to submit a report will not be considered for future funding and will be required to return the funding received.

3.0 Eligibility

3.1 The HDRF will consider all applications based on the veracity of their research proposal and/or on the outcome of an application interview. [Applications are invited from researchers actively involved in dairy research, be that in the academic or commercial sector, and also from producers.]

4.0 Safety Guidelines

4.1 Applicants should adhere to up-to-date travel advice from the Foreign and Commonwealth Office when planning their application, and, if successful, when travelling. Applicant should not travel to areas or undertake activities which would place them in unreasonable danger.

4.2 [A risk assessment for the intended travel must be completed and submitted before the scholarship funds are transferred. Details of how to complete this will be given once your application has been submitted.]

5.0 Sponsorship

5.1 HDRF does not assume sponsorship responsibility for research funded through this scheme. The sponsor must be satisfied before the project begins that arrangements are in place for the research team to access resources and support to deliver the research as proposed and that arrangements are in place allocating responsibilities for the management, monitoring and reporting of the research.

6.0 Responsibilities of the Grantholder

6.1 The grantholder must provide the basic facilities required to support the work of the project.

6.2 The grantholder must ensure that the research supported by the grant complies with all relevant legislation and Government regulations whether in force or not as at the date of this award. This requirement includes approval or licence from any regulatory body that may be required before the research can commence.

6.3 It is the responsibility of the grantholder to ensure that the project has documented organisation approval before any work that involves any third party organisation commences his includes all necessary travel visas, work permits and other documentation.

6.4 The grantholder must notify HDRF of the start and completion dates of the project and of any events occurring during the project which could prejudice the completion date. No change in the research protocol may be made without prior agreement in writing of HDRF.

6.5 The grantholder is responsible for ensuring that the project is completed within the time allocated and within the financial limits of the grant and must advise HDRF immediately in writing of any occurrences which may prejudice the completion of the project within these limits. Failure to do so may result in termination of the project and the demand for partial or full repayment of funds.

6.6 If the project fails to progress, the grantholder and HDRF will work together to develop a solution. HDRF will not accept financial responsibility for delays in the project.

7.0 Limitation of Liability

7.1 HDRF accepts no responsibility, financial or otherwise, for expenditure (or liabilities arising out of such expenditure) or liabilities arising out of the work funded by the grant. HDRF will not indemnify the grantholder against any claims for compensation or against any other claims (whether under statute or regulation or at common law) for which the grantholder may be liable.

8.0 Data Protection

8.1 It is the responsibility of the grantholder to ensure that the requirements of the General Data Protections Regulations and other legal provisions and guidance on handling information are fully observed. In particular, the grantholder shall ensure at all times that any personal data collected in the course of the project shall be securely held and handled and that the anonymity of persons to whom the data refers shall be preserved including in any report or publication.

9.0 Ethics

9.1 The grantholder is responsible for ensuring that ethical issues relating to the project are identified and brought to the attention of the approval or regulatory body.

10.0 Health and Safety

The grantholder must satisfy themselves that all reasonable health and safety factors are addressed and to monitor the actual arrangements made.

11.0 Publication, Publicity and Acknowledgement of Support

11.1 HDRF attaches great importance to the publication and dissemination of the results of research undertaken with its grant support. Grantholders must acknowledge HDRF's support in publications and communications (including media appearances and releases, as well as journals and conferences). HDRF financial support should always be acknowledged even when the contribution to individual papers may be small.

11.2 The grantholder is responsible for ensuring that articles, programmes or papers give an accurate account of the research.

11.3 HDRF reserves the right to publish details of financial support given for the project and of the scientific objectives of the project and periodically to submit publishable details.

11.4 The grantholder must inform the HDRF of any intended publication or significant public presentation of any work containing results, information or technical knowledge connected with the project.

11.5 The grantholder shall forward a copy of the work to HDRF so that, prior to submission for publication, HDRF may comment on any matters of policy raised in the work. In particular any results that might be considered "sensitive" and

exploitable by the media must be indicated to HDRF in good time and any press releases should be sent to HDRF at least five (5) working days in advance of intended date of release.

11.6 Where new or previously unreported results are to be made public at any meeting where representatives of the specialist or general news media may be present, the data and any text to be used should be sent to HDRF at least 5 working days in advance of the presentation, together with full information about the meeting.

11.7 All papers derived from the project must acknowledge HDRF funding and cite the HDRF grant reference number.

12.0 Preserving and Sharing Research Data

12.1 HDRF, in common with other research funders, strongly encourages the sharing of data from research it supports. Where the data may be of interest to researchers other than the original investigators, consent from research participants should be worded in terms that enable the data to be used for secondary analysis, and datasets should be preserved in a way that encourages other analysts to use them.

12.2 HDRF recognises that the original investigator has a right to a limited period of exclusive use of the data, that secondary analyses may be most fruitfully conducted in collaboration with the original investigator, and that publications making secondary use of the data should acknowledge the intellectual property of the original investigator.

12.3 Whether or not the data are likely to be used for secondary analysis, the Principal Investigator must ensure that the raw data or results are stored for a minimum period of five (5) years after completion of the project. At any time during this period the data or results may be requested by HDRF. If a longer period of storage is required this will be indicated in the notice of funding.

13.0 Continuing Subsistence of Conditions

13.1 The grant conditions described above shall subsist notwithstanding the termination of the project or the grant period, unless otherwise agreed.

14.0 Variation of Conditions or Specification

14.1 No alteration, deletion or addition may be made to any of these conditions, or any part of the specification without the prior agreement in writing of HDRF. In particular:

- Any change of substance in the objectives of the project;
- Any change of grantholder;
- Any change in the duration of the grant.

15.0 Expenditure Statements

15.1 Where final expenditure on the project is less than the grant paid, HDRF will recover the excess amount of grant paid. In cases where the final expenditure is more than the grant award, [HDRF may approve at its discretion, an increase in the final payment to cover the additional costs].

15.2 The final statement of expenditure should be completed by the grantholder and sent to HDRF within four (4) weeks of the end of the funding period.

15.3 All payments made by HDRF may be recovered if:

- the final statement of expenditure is not received within six (6) months of the end of the funding period;
- expenditure by the grantholder is not in accordance with that agreed by HDRF.

[16.0 Audit of Expenditure]

16.1 HDRF is required to undertake an annual audit of expenditure on grants randomly selected for this purpose. HDRF will contact the grantholder for the selected project grant(s) who will be required to provide documentation confirming the directly incurred expenditure to date on the project. Dated invoices will be required for all travel and subsistence costs along with any invoices detailing other costs incurred on the project. All payments made by HDRF may be recovered and/or future payments withheld if expenditure by the grantholder is not in accordance with that agreed by HDRF.] – not sure if this is necessary for only £3k.

*Hannah Dairy Research Foundation
A Scottish Charitable Incorporated Organisation (SCIO Number: SC007085)*