TERMS AND CONDITIONS OF A BREAST CANCER UK GRANT

1. Payment of grant
1.1 Payment of the funding will be made on receipt of an invoice from the Finance Officer quoting the relevant Purchase Order number. Grants will be paid in instalments upon timely receipt of invoice: usually 40% at the start of project, 40% half way through and 20% on completion of the research project. For details regarding payment for PhD studentships and other conditions please see the section 7 below.

1.2 Breast Cancer UK is not liable as employer of any persons to whom support may have been given.

1.3 Grant amounts agreed will not be increased or extended other than in exceptional circumstances and where funds are available and may require the submission of a new application.

1.4 Failure to comply with any of the above may risk withdrawal of the grant from Breast Cancer UK.

2. Project management
2.1 Any changes to the principal investigator must be approved by Breast Cancer UK in advance. Breast Cancer UK must also approve any other changes to be made to the project itself.

2.2 The Grant holders are expected to be actively engaged in their project and will remain responsible for conduct throughout.

3. Reports, publications and publicity
3.1 The grant holder will provide an interim report (halfway through the funding period) outlining progress and outcomes of the project to date and any revised time schedules, as appropriate; for projects that continue for more than two years, reports will be provided annually. You may also be invited to a Board of Trustees meeting to update the Board on your research.

3.2 Failure to submit such reports may jeopardise the continuation of support, any delays must be promptly communicated to Breast Cancer UK.

3.3 Final reports on all projects are required, within 6 weeks after the completion of the project, and the final invoice will not be paid until this is received.

3.4 The final report must include a short section accessible to the public which will appear on our website.

3.5 The grant holder must notify Breast Cancer UK, 2 weeks in advance of publication, of the acceptance of their abstract or paper for publication or presentation so that we can prepare a press release where and when appropriate.

3.6 The grant holder must acknowledge Breast Cancer UK’s support in any publicity to do with the research/project, including your organisation’s website.

3.7 Breast Cancer UK will promote the grant and grant funded research publicly, via our own website, social networks, and other means appropriate, as full or part funded by Breast Cancer UK. The grant funder will comply with our requests for support in this respect by agreeing to be interviewed and/or photographed and/or filmed to assist with promoting the research project and BCUK’s research programme in general to BCUK supporters and stakeholders, this includes visits to awardees (subject to local health and safety guidelines).
3.8 If you wish to use Breast Cancer UK’s logo on any publications or presentations, please contact Breast Cancer UK for prior approval.

3.9 Please ensure a copy of any abstract and published paper is provided to Breast Cancer UK for our files within 2 weeks after the publication date.

4. **Intellectual Property**
4.1 Breast Cancer UK is not obliged to protect intellectual property and materials where, in Breast Cancer UK’s reasonable opinion, there is insufficient commercial justification to do so. If the host institute or grant holder has any reason to believe that the grant funded project is protectable or has potential for commercial exploitation it must inform Breast Cancer UK immediately.

5. **Scientific Fraud/Integrity**
5.1 In the event of fraud occurring, Breast Cancer UK wishes to make it clear that it is the responsibility of the employing authority to investigate this. If a case of scientific fraud is suspected in the course of the research, then Breast Cancer UK should be notified and kept informed of further developments.

6. **Termination or withdrawal of grant funding**
6.1 Failure to comply with any of the above may risk withdrawal of the grant from Breast Cancer UK. If scientific fraud is proven Breast Cancer UK reserve the right to terminate the grant immediately.

7. **Regulations for PhD studentships**
7.1 Students must work full-time on the proposed project and must not engage in research that contravenes Breast Cancer UK policies, regulations and conditions of support.

7.2 PhD studentships are available for up to three (3) years.

7.3 The student must submit to Breast Cancer UK a copy of the MPhil to PhD transfer thesis/first year/transfer report.

7.4 Breast Cancer UK must receive a final report that summarises the achievements and outputs of the studentship.

7.5 A copy of the student’s final PhD thesis (pdf) must be sent to Breast Cancer UK. Support given by Breast Cancer UK should be acknowledged.

7.6 Students will make themselves available for interviews with Breast Cancer UK and for media interviews on behalf of the charity, where appropriate.

7.7 Grant holders or their PhD students must provide Breast Cancer UK with twice-yearly progress reports.

7.8 Grant holders must ensure that PhD students are offered a suitable training environment. Grant holders should be available to PhD students in the department most of the time and are responsible for implementing a regular programme of student assessment and appraisal.

7.9 Grant holders must inform Breast Cancer UK if at any time they consider a student to be unsatisfactory.

7.10 Currently, the maximum award provided by Breast Cancer UK is £100,000, which covers the full cost of a PhD studentship. Any additional funds must be obtained from an alternative funding source.
7.11 PhD studentships are funded on the condition that the student is undertaking full-time training and is subject to the normal conditions of their institution. Grant holders must report unauthorised absences of the student to Breast Cancer UK. If a student takes an extended period of leave Breast Cancer UK reserves the right to suspend payment.

7.12 Payments for studentships will be divided into 3 instalments; a third at the start of the project; a third at the start of the second year of the project and a third at the start of the third year of the project.

8. Further Information about costs
8.1 Staff salary costs: Breast Cancer UK grants may be used to support the salary costs of new or existing staff members. Funds may only be used to support staff salary costs for work directly associated with BCUK-funded projects.

8.2 Computers: Grants may go towards the purchase of a high-spec computer provided justification is given as to why such a computer is required for the project.

8.3 Publication costs: Breast Cancer UK will fund publication costs, provided details of costs and journals are given and why a specific journal was chosen that was not part of the JISC transformative agreements that cover open access fees for most UK higher education institutions. Costs may need to be returned at the end of the grant if a different journal under the JISC is later chosen instead, that does not incur a cost.

8.4 Recruitment costs for new staff: Breast Cancer UK would normally expect the university to cover standard advertising costs. However, if the university has a policy that recruitment associated with a grant should be covered by the grant then the charity would pay this cost. The grant would need to specify costs of advertising and why the university will not pay for it.

Queries
If you have any queries, please email us at Science@breastcanceruk.org.uk