



Terms and Conditions of MND Scotland Research Grant Award

1. General

- 1.1 MND Scotland requires that all funds be used solely by the research institute and the researcher, for the activities under which the grant was awarded as specified in the application.
- 1.2 MND Scotland reserves the right to require evidence that the researcher has used the money from this grant for the purposes under which the grant was awarded. If found to have been used inappropriately, MND Scotland reserves the right to demand the money back in full.
- 1.3 MND Scotland accepts no responsibility, financial or otherwise, for expenditure or liability arising out of the use of these funds by the researcher.
- 1.4 Recipients of grants must inform MND Scotland's Education and Research Officer immediately of any development that will affect adversely the progress of the research they are undertaking. Failure to notify MND Scotland of such developments may result in the grant being prematurely terminated.
- 1.5 Researchers must notify MND Scotland (as with 1.4) if work on their research ceases for a period of one month or more.
- 1.6 MND Scotland will not consider subsequent research proposals from a researcher or their institution until the final report is received and accepted by MND Scotland.

2. Funding Arrangements

- 2.1 Project grants are time limited. When the project is approved in principle, the initial sum awarded will be for the first year only. Approval of funding for the second and subsequent years will be subject to confirmation in the light of availability of funds and the receipt from the Institute of satisfactory annual reports.
- 2.2 MND Scotland will meet the legitimate costs of the project; salaries, travel expenses and laboratory consumable materials as specified in the project application form, up to a maximum amount as stated in the grant offer.
- 2.3 It is expected that the usual equipment, facilities and materials are available in the laboratory in which the work is undertaken.

- 2.4 Claims for reimbursement of project costs must be made quarterly in arrears through the research institution and within 30 days of the end of each quarter. Payment of instalments at the end of each year and at the end of the project is conditional on receipt of reports
- 2.5 Equipment purchased with MND Scotland funds within the terms of a grant must not be modified or removed from the grantee's laboratory without the permission of MND Scotland.
- 2.6 Items costing £1,000 or more must be offered back to MND Scotland at the end of the project or alternatively can be offered to the original grantee at the purchase price less depreciation at 20% per annum of written down value.
- 2.7 The host institution will meet the cost of any long-term leave and ensure that all annual leave entitlement is taken within the grant period. Long-term leave may include maternity, paternity, or long-term sick leave. In the case of maternity or paternity, responsibility lies with the host institution.

3. Change of Terms of Grant

- 3.1 Any request for major changes in terms of a grant e.g. for additional consumables or equipment, must be made in the form of a new and separate grant application, which will be considered in competition with all other new applications by MND Scotland's Research Committee and then by MND Scotland's Board of Directors at their next meeting.

4. Reports and Publications

- 4.1 The grantee is required to submit annually to MND Scotland, a progress report including diagrams where necessary, for review by MND Scotland's Education and Research Officer and a short summary (1-2 sides A4) highlighting the progress made, in language intelligible to the lay reader for possible use in MND Scotland publications.
- 4.2 A final report must be submitted within three months of the completion of the grant period. MND Scotland will be entitled to recover 20% of the expenditure incurred on the grant if the final report is not received within this period. In the case of PhD projects, a copy of any theses stemming from the research must be sent to MND Scotland, preferably in both hard copy and digital format.
- 4.3 If there are exceptional reasons which will prevent submission of the final report within the period allowed, a request may be made, before the due date passes, for the submission period to be extended. Such requests must be made in writing and agreed by MND Scotland.
- 4.4 For grants providing more than one years' worth of funding, an annual progress report must be submitted at the anniversary of the start date of the project. If the project report is not received by the due date, MND Scotland will be entitled to terminate the project and reclaim outstanding funds as stated in 2.4.

- 4.5 The final instalment of the grant will be paid only after receipt and approval by MND Scotland's Research Committee of the final report.
- 4.6 Every six months a pro-forma indicating progress, problems, future objectives and data on citations and publication relating the project will be required to be completed and returned.
- 4.7 The researcher should, subject to the procedures laid down by the employing institution, publish the results of the research arising from the research grant in accordance with normal practice.
- 4.8 MND Scotland grantholders are expected to promote the dissemination of the results of their research by:
- Publications in appropriate scientific journals or by other arrangements if more suitable, after consultation with MND Scotland; in the case of publication in scientific journals, due effort should be made to ensure outputs are open-access
 - Providing reports on MND Scotland supported research where requested by MND Scotland
 - Knowledge transfer events, communicating with the public, after consultation with MND Scotland
- 4.9 MND Scotland grantholders must acknowledge MND Scotland support on all publications (including posters), exhibitions, press announcements and other similar events including the inclusion of MND Scotland's logo on all presentations related to the funded research.
- 4.10 MND Scotland grantholders must notify MND Scotland in advance, of any media releases or similar public pronouncements that refer to MND Scotland funded research, and supply a copy of the releases. At least five working days' notice of any publicity stemming from the research is desirable. This will enable MND Scotland to respond efficiently to media and other enquiries. MND Scotland's Communication team will be able to assist researchers with press enquiries.
- 4.11 Researchers must heed the difference between presenting themselves as a 'researcher funded by MND Scotland' and that of a spokesperson for the organisation. Appropriate etiquette must be exercised when interacting with agencies who may work on the false assumption that researchers are in the employ of MND Scotland and that their views and opinions are representative of the organisation. Where there is any doubt or confusion, the Education and Research Officer should be consulted.
- 4.12 Feedback to people with MND/carers – where volunteers are involved in research, the grantee is required to provide regular feedback to participants via appropriate mediums, in addition to annual reports and publications.

5. Annual and Other Meetings

- 5.1 The researcher is asked to make themselves available to report on the project at MND Scotland's AGM, if so invited.
- 5.2 The researcher must make all reasonable efforts, if so invited, to attend activities organised by MND Scotland to increase awareness of research into Motor Neurone Disease. Such events may be held after a grant has finished. MND Scotland may request that researchers participate in 'case study' style endeavours by showcasing their research via the wide-ranging communications of the organisation with a view towards awareness-raising, fundraising, etc.
- 5.3 The officers of MND Scotland reserve the right to visit the grantee's laboratory during the period of the project to discuss progress, and welcome invitations to do so.

6. Termination of Award

- 6.1 MND Scotland reserves the right, with due notice and reasons in writing, to terminate a grant at any time. In such a case, if it is within the first two years of the project, MND Scotland will reclaim outstanding funds as stated in 2.4. If it is within the third and final year of the project, MND Scotland will reimburse any expenditure properly and necessarily incurred under the award up to the termination date. There is an expectation that the project will begin within six months of the agreed start date.
- 6.2 In the event of work being discontinued by the host Institution, written notification must be sent to MND Scotland, together with a report on the work carried out to date, setting out reasons for the termination. In such a case, if it is within the first two years of the project, MND Scotland will reclaim outstanding funds as stated in 2.4. If it is within the third and final year of the project, MND Scotland will reimburse any expenditure properly and necessarily incurred under the award up to the termination date.
- 6.3 Circumstances which may lead to termination include:
 - Failure to submit adequate progress reports
 - The research diverging substantially from the original approved project, except under circumstances in which the changes are acceptable on scientific grounds
 - Serious and unresolvable problems identified as a result of a site visit

7. Removal of Human Tissue

- 7.1 Applicants should note that MND Scotland expects that procedures undertaken during any course of their project that involve the removal of human tissue, will be carried out in accordance with the appropriate guidance issued by the Department of Health/Local Health Authority and will comply with all relevant laws.

8. Safety

- 8.1 Where the research involves equipment or procedures which may be hazardous, the grant holder must satisfy the local safety committee that all appropriate safety procedures and regulations have been complied with. Liability for failure in this regard will be the responsibility of the employing body.

9. Ethics

- 9.1 Where research involves patients or volunteers, the written approval of the local ethics committee is required before a grant can be awarded.

10. Animals

- 10.1 Only where it is absolutely necessary and where the outcomes of the research will be of benefit to those affected by MND, will MND Scotland provide funds which involves the use of animals.
- 10.2 Recipients of MND Scotland Research grants must demonstrate that they are adhering to the 3Rs principles of Reduction, Replacement, Refinement. Applicants are expected wherever possible to adopt procedures and techniques which avoid the use of animals. Where this is not possible, investigators are required to show that they will use only the minimum number of animals consistent with achieving a valid result in any experiment, and that experimental protocols have been assigned to minimise pain, suffering and distress.
- 10.3 Grantholders who use animals for experimental purposes are required to obtain the necessary licence and any necessary certificates from the appropriate Government Department and to comply with any conditions imposed by that Government Department.
- 10.4 Any grant award made by MND Scotland will be on the condition that no work will start until the necessary licences and certificates have been obtained.

11. Industrial and Intellectual Property Rights

- 11.1 It is a condition of grant that if as a result of the project, ideas, processes or products of potential commercial value are generated, the Grantee and the Institution will enter into a separate agreement with MND Scotland on:
- Patent, design or copyright protection and ownership
 - Sharing of financial returns

12. Scientific Integrity

- 11.1 In the rare event of scientific fraud occurring, MND Scotland wishes to make clear that it is the responsibility of the employing authority to investigate any suspected case of fraudulent activity.

13. Changes to Condition of Grant

13.1 MND Scotland reserves the right to change Conditions of Grant from time to time. If for any reason during the life of a grant an amendment is made to the condition, MND Scotland reserve the right to apply the revised Conditions of Grant in place of those which were applied at the time of the original award.

I agree to the above terms and conditions

Signed.....
(Lead Researcher)

Date.....

Signed.....
(Authorised signatory of Administering Institution)

Date.....