

Collaborative Small Grant Scheme

Terms and Conditions of Award

1. This award is to support the project described in the original application and any subsequent letters of clarification. If it is proposed to vary the project in any significant way, this should be discussed with the Director of AQMeN in advance. The project should commence within three months of the start date as specified in the Notification of Acceptance form. AQMeN should be notified of any delay.
2. AQMeN requires all projects it funds to be conducted in an ethical manner. The host institution is responsible for ensuring that ethical issues relating to the project are identified and brought to the attention of the relevant approval or regulatory body. Any ethical approval required to undertake the project must be granted by the relevant authority before any work requiring approval begins.

Use of Grant

3. Grants may be used **only** for items eligible under the Collaborative Small Grants Scheme, and in accordance with the items originally requested in the application. Eligible items include travel and subsistence, research assistance, consumables, specialist software, organisation of workshops/seminars (e.g. venue hire, catering costs, etc), development of materials and conference fees. If any exceptions have been approved, they will be specified in the letter of award. (Please note, the Collaborative Small Grants Scheme is not included in the FEC regime, and therefore some items of expenditure associated with the normal conduct of a research project are **not eligible** for funding, and may not be claimed against this grant.)
4. Expenditure may be vired between budget heads, within reason. Small adjustments may be made without recourse to AQMeN, but if any significant adjustment to the proposed expenditure is envisaged, prior permission should be sought from the Director of AQMeN.
5. Applicants must inform AQMeN of the outcomes of any other applications relating to the project. There is no objection to the applicant holding awards both from AQMeN and another funding agency to cover *separate* elements of a project. In cases where simultaneous applications to AQMeN and another funding agency covering the *same* elements of a project are both successful, the applicant should decide which of the two awards to accept. Where there is no duplication of expenditure under any of the budget heads, and no unnecessary inflation of a project, the applicant will be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards will not be granted).
6. Any items of equipment that have been exceptionally agreed, and any research resources purchased with the help of an AQMeN grant, must be deposited on the

expiry of the grant with an institution (usually the recipient's own, or otherwise as agreed with AQMeN). Such items do not become the personal property of the award holder.

7. For projects whose primary purpose, or significant product, is the creation of written or digital resources, these resources, together with any relevant documentation, should be offered to AQMeN for dissemination by means of its website, as per any agreement made in the original application or any subsequent correspondence. This should be completed by the end of the award period.

Payment of grant

8. Awards will be paid only to the award holder's institution, with no exceptions. The Notification of Acceptance form should be completed and returned to the Director of AQMeN as soon as possible after the award has been offered. The grant may be cancelled if the acceptance form is not returned to AQMeN within three months of notification of the award. The approved officer in the institution must countersign the form to confirm the institution's acceptance of the conditions of award.
9. Payment of awards will be made in two stages. An invoice for 90% of the grant total should be submitted to AQMeN for payment to coincide with the start date of the award. An invoice for the remaining 10% of the grant total should be submitted on submission, and acceptance, of the end of grant report which is due by the award end date. On receipt of invoices, a BACS payment for the appropriate amount will be made to the relevant institution using the details specified on the Notification of Acceptance form. Please note that it may take up to 6 weeks to make the BACS payment on receipt of the invoice.
10. It is the responsibility of the award holder to ensure that invoices are despatched by the host institution and that suitable arrangements have been made for the administration of their awards before the project begins. AQMeN expects the funds to be administered by institutions in accordance with their normal procedures for managing grant income. **Please note** that the host institution is responsible for accounting to AQMeN for the use of the award, in all circumstances including the relocation of the award holder (see section 12).
11. Grants are cash-limited at the value stated in the letter of award. There is no scope for increasing the level of grant awarded.
12. Where part of the grant money has been claimed for use by an individual other than the award holder, and that individual is not part of the host institution, the award holder is responsible for ensuring that funds are distributed according to the original application.

Transfer of a grant

13. The Director of AQMeN should be informed in writing immediately if the award holder intends to move to another institution during the course of the research. It is normal procedure for any unspent grant money to be transferred to the award holder's new employing institution. An interim statement of expenditure should be submitted to AQMeN by the relinquishing institution. The new institution is required to confirm

its acceptance of the grant and conditions of award. Provided no difficulties arise, AQMeN will then authorise the transfer of grant between institutions.

End of grant reports and accounts

14. Award holders are **required to submit a report** (of 1,500-2,000 words) to AQMeN on the project carried out with the aid of the AQMeN grant. This report is due by the end of award date. The report should provide an account of the work carried out and identify the advances in knowledge, understanding or skill development resulting from the research. In particular, the report should include the following (as appropriate, depending on the nature of the project):
 - which aspects of the social science community have benefited or have the potential to benefit from the project;
 - what is the actual or expected impact of the work (i.e. significant contribution to an academic field, methodological development and/or policy and practice decision-making);
 - what were the main collaborative components of the project;
 - how has the project promoted innovative use of advanced quantitative methods;
 - and to what extent the project has brought academic and non-academics together.
15. The award holder should confirm that any written or digital resources have been offered for deposit on the AQMeN website. Details of wider publication or other dissemination should also be described, and relevant web pages referenced. The award holder is requested to supply a short abstract describing the work, which AQMeN may place on its web site.
16. Award holders may defer the start date by up to three months, by notifying AQMeN when accepting the grant (see section 1). If, owing to exceptional circumstances, the work cannot be completed within the timeframe notified, AQMeN should be informed immediately. An *interim* report should be submitted, and a short extension period may be requested. Extensions must be requested **before** the due end date of the grant: requests for extensions received after the due end date of the grant will not be considered. If an extension is approved, the *final* report should be submitted as soon as the AQMeN-funded phase of research is completed, within the agreed timescale. Once a grant has started, AQMeN will not approve an extension of more than 3 months.
17. An itemised statement of expenditure, signed by the responsible officer in the institution, should be supplied along with the end of grant report. If there is an underspend on the grant, the unspent amount should be refunded to AQMeN by means of a cheque made payable to the University of Edinburgh. Refund cheques must accompany the end of grant report and statement of expenditure. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made.
18. **Applications for further funding will not be considered unless a satisfactory report and statement of expenditure for the previous grant have been submitted.**

Publications

19. Due acknowledgement of support received from AQMeN should be made in any publication resulting from the research, whether an article, a book, or any other form of output. **One copy of any book or article** should be sent to AQMeN, where it will be publicised by means of the AQMeN website and member bulletins. The award holder is required to provide AQMeN with full bibliographical information on any other published outputs resulting from the award.

Other dissemination

20. Due acknowledgement of support received from AQMeN should be made in any form of media communication, including media appearances, press releases and conferences.
21. Award holders may be requested to participate in further AQMeN activities, such as participating in a knowledge exchange or training event or producing a short article for the AQMeN newsletter, to publicise the work of the project and to share their knowledge and expertise with other members of the social science community.

Compliance

22. Failure to comply with the conditions of award will result in AQMeN writing to the Vice-Chancellor of the scholar's institution, and lead to the possibility of sanctions.

Acceptance of conditions of award

23. The award holder and the responsible officer within the employing institution must accept the conditions of award before the grant is released. Signing the Notification of Acceptance of Award form constitutes acknowledgement and acceptance of these terms and conditions.

AQMeN
31 August 2010