Congratulations on the award of an Isaac Newton Trust Research /Programme Grant.

The enclosed grant offer letter includes a copy of the relevant Minute, the reference number of which should be quoted in all correspondence with the Trust.

The PI/programme director should acknowledge the grant offer in writing and agree to administer it.

The offer letter sets out any specific conditions of the grant. When the specific conditions have been met, the recipient of a grant should write to the Director at the address above, confirming that the conditions have been met, identifying the sources of matching funded where requested, and sending documentary evidence, such a copy of the grant letter for matching funds.

**Payment of the grant**

- The Director will write to the recipient of a grant, confirming that the Trustees are satisfied that the conditions of their grant have been met;
- at the same time, the Director will request the Department, Faculty, School, or the Research Operations Office, acting on their behalf, to send an invoice specifying the amount due to be paid according to the award letter, to the Isaac Newton Trust, Trinity College, Cambridge CB2 1TQ, so that the necessary payments can be made. Note that where more than one instalment is to be made only one payment will be made in each of the Trust’s financial years, which run from July 1st to June 30th.

**Start and end dates, variations in terms**

- Except with the specific agreement of the Trustees, a grant will automatically lapse unless it has been confirmed within two years of the date on which it was approved;
- once the grant has been confirmed, any part of the grant which has not been invoiced within one year after the confirmed end date will automatically lapse;
- applications for variations in the conditions of a grant should be sent to the Director in writing. The Trustees will not entertain requests for an increase in the amount of grants, which are for fixed sums.
Appointment of research staff

- Where the grant is for a postdoc salary and a postdoctoral researcher has *yet to be appointed*, the Trustees will expect to see the c.v. of the proposed person to be recruited before issuing a letter of confirmation. Advertising of the post should not be delayed until confirmation is received;

- Where an intended postdoctoral researcher *has not yet completed a PhD*, evidence in the form of a letter of confirmation of the *submission* of the dissertation is needed before the Trust’s letter of confirmation can be issued; confirmation of the award of the PhD degree may also be required.

- In the event that a post-doctoral researcher who is supported by the grant *leaves the project*, the Trust’s permission must be sought before the grant can be used for a replacement. The Trust expects the researcher to be replaced by someone of similar seniority, and will not normally allow grants to be reallocated to those without doctoral expertise.

Parental/sick leave

- Where the Trust contributes to the funding of a *research fellowship* or comparable post as part of an existing scheme of support, the Trust will pay its proportionate share of the costs of maternity and medical leave according to the policy of the partner institution or funding body;

- Where the Trust makes a grant for the support of a *specific research project*, even if that involves contributing to the *salary costs* of a research associate, the Trust will make no further contribution to cover the costs of any maternity or medical leave, provision for which remains the responsibility of the applicant’s own institution. The Trustees will not entertain requests for an increase in the amount of grants, which are for fixed sums;

- In all cases, the Trust will consider applications for *no-cost extensions* to the end date of the grant to accommodate parental or sick leave.

Apprenticeship Levy

The Trust is not the employer of staff supported by its grants and does not therefore pay the Apprenticeship Levy.

Intellectual Property

- In the case of grants made to University Departments, the Trust has agreed that its ownership of Intellectual Property Rights will be vested in the University. In return the University will pay the Trust a share of any income arising from the project on an agreed *pro rata* basis. Payments made by the University to the investigator and his or her Department under its revenue-sharing scheme will be based on the University’s net share of any income;

- The Trust’s grant should be acknowledged in publications arising from the project and will publish a brief summary note of the award on its website for the guidance of future applicants.

Reports required

- The Trustees reserve the right at any stage to request a report showing the use to which the grant from the Trust has been put, the progress of the project and the additional resources that have been raised to support it. The Trustees will review their grants in the light of these reports.
• We will contact recipients of grants, at the end of the grant, to ask for a final report on the work supported by it and might also ask for a detailed financial statement showing how the grant and the matching funds have been spent.

**Acknowledgment of the grant in publications, lectures etc**

• The Trust should be acknowledged as a contributor to the funding of your project or programme in any presentation and the Trust’s square wordmark used in print or other visual media. For a downloadable logo and style guide, please go to the Trust’s website (see link below).

**Repayment policy**

• Recipients are required to return promptly to the Trust, for the benefit of future grant holders, any remainder from the grant awarded; the Trust may require repayment of all or part of the grant if the conditions attaching to the grant have not been fulfilled.

More details of follow-up procedures and reporting requirements are to be found on the Trust’s website at [www.newtontrust.cam.ac.uk](http://www.newtontrust.cam.ac.uk)

Revised December 2017