

Isaac Newton Trust Research Grants: Terms & Conditions 2025-26



All correspondence regarding your grant should be sent to: administrator@newtontrust.cam.ac.uk

The Offer of Award letter includes:

- The amount of our offer and the specific purposes for which it has been approved,
- Any specific conditions of the grant,
- The Isaac Newton Trust (INT) grant reference number. This is different from University award and project numbers and should be quoted in all correspondence with the Trust.

The Confirmation of Award letter includes:

- Acknowledgment that the Offer of Award and the INT terms and conditions have been accepted,
- Acknowledgement that any specific conditions of the grant have been met.

1. Accepting the Offer

- 1.1. The Principal Investigator (PI) named in the application should acknowledge the Offer of Award letter in writing and agree to accept it under the Terms and Conditions set out in this document. These terms and conditions may be amended when appropriate. The relevant version for your award will be those set out at the date of the original offer.
- 1.2. When any specific conditions set out in the Offer of Award letter have been met, the PI should write to the Trust, confirming when all conditions have been met. This may include identifying the sources of other funding secured where requested. The PI should provide evidence of any conditions being met, such as a copy of the grant letter for matching funds. The Confirmation of Award letter will then be issued by the Trust.

2. Payment of the Grant

- 2.1. The Director will write to the PI, confirming that the conditions of their Grant have been met and specifying the start and end dates of the grant.
- 2.2. The Director will request the Host Institution and/or the Research Operations Office to issue an invoice specifying the amount due to be paid according to the award letter. This invoice must be sent to: administrator@newtontrust.cam.ac.uk.
- 2.3. Where more than one instalment is to be made, only one payment will be made per financial year. The Trust's financial year runs from 01 July to 30 June annually.

3. Automatic Lapse of Unclaimed Awards

- 3.1. Except with the specific agreement of the Trustees, a Grant will automatically lapse if it has not been confirmed within 3 months following the Offer of Award letter being issued.
- 3.2. Except with the specific agreement of the Trustees, any part of the Grant which has not been invoiced within one year after the confirmed end date will automatically lapse.

- 3.3. Unspent funds at the confirmed project end date must be returned to the Trust. Awarded funds cannot be repurposed or transferred to other projects, unless previously agreed with the Trust (see Variations of Terms below).

4. Variations of Terms

- 4.1. The Trustees will not increase the value of the Grant as stated in the offer letter.
- 4.2. The Trust is happy to consider amendments to the start or end date of a Grant on request, or to approve a no-cost extension to enable the Grant to be spent for its original purpose.
- 4.3. Grants are made specifically for a defined purpose, and in many cases for the support of a named individual, based on the information provided in the application. Virement and/or any proposed variation in the purposes to which the Grant is applied, including the replacement of any named individuals, must be approved by the INT (see Appointment of Research Staff below).

5. Appointment of Research Staff

- 5.1. Advertising of the post need not be delayed until the INT confirmation letter is received.
- 5.2. Where the grant is for a Postdoctoral Research Associate (PDRA) salary and the researcher has yet to be appointed, the CV of the proposed person to be recruited should be sent to the Trust so that a letter of confirmation can be issued. Note that the Trust plays no part in the selection of individuals. Sending a CV to the Trust serves to ensure that the qualifications of the postdoctoral researcher(s) are in line with the conditions of the Offer of Award.
- 5.3. Where an intended PDRA 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 Confirmation of Award letter can be issued. Evidence of approval for the degree should be supplied in due course, as soon as it is available.
- 5.4. In the event that a PDRA 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 PDRA to be replaced by someone of similar seniority and will not normally allow Grants to be reallocated to those without doctoral expertise.
- 5.5. The Trust does not employ the PI or any of the named research staff. It is the Host Institution's responsibility to issue any necessary contracts of employment in relation to the Grant, and to comply with any relevant employment law and regulation, including the Host Institution's duty of care as an employer.
- 5.6. The Trust does not contribute to visa and relocation costs or pay the Apprenticeship Levy. It also does not provide support for overheads or bench fees.

6. Parental and Medical Leave

- 6.1. Where the Trust contributes to a research fellowship, such as through the Fellowship Support Research Grant, the Trust will pay its proportionate share of the costs of parental/medical leave according to the policy of the partner institution/funding body.
- 6.2. However, where the Trust makes a grant for the support of a specific research project, such as through the Emergency Bridge & Underwriting Research Grants, Project Start-up Research Grants, and Strategic Awards, even if the Grant involves contributing to the salary costs of a PDRA, the Trust will make no further contribution to cover the costs of any parental or medical leave, provision for which remains the responsibility of the applicant's Host Institution.

- 6.3. In all cases, the Trust will consider requests for no-cost extensions to the end date of the Grant to accommodate parental or sick leave.

7. Intellectual Property

- 7.1. 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 PI and their Department under its revenue-sharing scheme will be based on the University's net share of any income. The Trust recognises the PI's contribution to the project in calculating the INT's share.
- 7.2. In the case of Research Fellowships, the above rules will normally apply, as most Fellows are employed as a University employee (please check the terms of the Fellowship).
- 7.3. The Trust should be acknowledged as a contributor to the funding of your project in any publications, published project descriptions and presentations. The Trust's square wordmark should be used in print or other visual media. [For a downloadable logo and style guide, see our website.](#)

8. Reports required

- 8.1. Trustees reserve the right at any stage to request a report showing the use to which the Grant has been put. This report should detail the progress of the project and additional resources that have been raised to support it.
- 8.2. Where a Grant covers a period of more than one year, an annual progress report will normally be required at the end of each project year.
- 8.3. The INT office will contact all recipients of Grants at the end of the grant period, 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.

9. Data Protection – Privacy Notice

The INT subscribes to the Data Protection provisions of the University of Cambridge. [Please see our website for further information on the INT Data Protection policy.](#)

The following items set out our specific use of data associated with our grant-giving activities:

- 9.1. The personal information we gather.
- a) The INT will keep a record of the very limited set of personal details that you, or the person applying on your behalf, will have provided on the Trust's application form, and in any supporting documents requested by the Trust as part of the application, plus any additional details provided by any academic referees of your application.
 - b) Personal information will normally be limited to the applicant's name, University Host Institution and/or College as appropriate, email address(es), and academic profile (CV) as relevant to the application. However, in the case of Grants sought for a research group, details as set out above of any named co-applicant, or any named PDRA to be supported by the Grant, will be collected as part of the application and stored.
- 9.2. Legal basis of our use of your data.
- a) When applying for INT funding, you and any named co-applicant or PDRA will be invited to give your consent to the collection and processing of data by the INT via the Trust's application processes.

9.3. When processing your data, we will:

- a) Inform the relevant University department and central offices (or a College, as appropriate) of successful applications for the sole purpose of setting up and managing the grant.
- b) Publish the names of successful applicants and of the persons funded, the amount and purpose of the award, in our Annual Report.

For more information about the Trust's funding opportunities and additional policy and procedures, please see our website

