

Isaac Newton Trust Grants: Terms & Conditions 2022-23



Congratulations on your award of an Isaac Newton Trust Grant!

Please send all correspondence regarding your grant to: administrator@newtontrust.cam.ac.uk

The **offer letter** provides details of

- the **amount** of our offer and the **specific purposes** for which it has been approved;
- any specific **conditions** of the grant;
- the **INT's own grant reference number**, which is different from the University's grant number and should be quoted in all correspondence with the Trust.

Accepting the offer

The PI named in the application should acknowledge the grant offer in writing and agree to accept it under the Terms and Conditions set out in this document. These terms and conditions may be amended from time to time; the relevant version will be that pertaining at the date of the original offer.

When any specific conditions have been met, the PI should write to the Trust, confirming that all the conditions have been met (eg identifying the sources of other funding secured where requested), and provide full documentary evidence, such as a copy of the grant letter for matching funds.

Payment of the grant

- The Director will write to the PI, confirming that the Trustees are satisfied that the conditions of their grant have been met and specifying the **start and end dates** of the grant;
- at the same time, the Director will request the Department, Faculty, School, and/or Research Operations Office, acting on their behalf, to issue an invoice specifying the amount due to be paid according to the award letter, to: administrator@newtontrust.cam.ac.uk.
- 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 01 July to 30 June annually.

Automatic lapse and reclaim of uninvoiced/unspent portion of grant

- 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 offered;
- Any part of the grant which has not been *invoiced* within **one year** after the confirmed end date will automatically lapse;
- Any part of a grant unspent for its original purposes at the confirmed end date must be repaid to the Trust; it cannot be repurposed or transferred to other projects (but see Variation of Terms below).

Variations in terms

- The Trustees will not increase the value of the award as stated in the offer letter;
- However, the Trust is happy to consider amendments to the start or end date of a grant on request, or to grant a no-cost extension to enable a grant to be spent for its original purpose;
- Grants are made specifically for the purpose (and in many cases for the support of a named individual, based on the information provided in the application. Any proposed variation in the purposes to which the grant is applied, including the replacement of the intended RA, must be approved by the INT (see below).

Appointment of research staff

- Advertising of the post should not be delayed until the INT confirmation letter is received;
- Where the grant is for a postdoc salary and the postdoctoral researcher has *yet to be appointed*, the c.v. of the proposed person to be recruited should be sent to the Trust so that a letter of confirmation can be issued. The Trust plays no part in the selection of individuals; this is to ensure that the qualifications of the individual are in line with the conditions of the offer.
- 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. Evidence of approval for the degree should be supplied in due course, as soon as it is available.
- 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 a *research fellowship*, the Trust will pay its proportionate share of the costs of parental/medical leave according to the policy of the partner institution/funding body.
- However, 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 parental or medical leave, provision for which remains the responsibility of the applicant's own institution.
- 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 & Bench Fees

- The Trust is not the employer of staff supported by its grants; it does not pay the Apprenticeship Levy and does not cover bench fees.

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 recognizes the PI's contribution to the project in calculating the INT's share.
- 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

- Trustees reserve the right at any stage to request a report showing the use to which the grant has been put, the progress of the project and additional resources that have been raised to support it.
- Where a grant covers a period of more than three years, an **interim progress report** will normally be required at the end of the third year.
- 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.

Acknowledgment of the grant in publications, lectures etc

- The Trust should be acknowledged as a contributor to the funding of your project in any presentation and the Trust's square wordmark used in print or other visual media. For a downloadable logo and style guide, see: <https://www.newtontrust.cam.ac.uk/about/Logo>

Data Protection – Privacy Notice

The INT subscribes to the Data Protection provisions of the University of Cambridge:
<https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>

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

The personal information we gather

The Isaac Newton Trust 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.

This information will normally be limited to the applicant's: name; University Department/Faculty and/or College as appropriate; email address(es); and educational/professional profile (c.v.) 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 postdoctoral worker to be supported by the grant, will be collected as part of the application and stored.

Legal basis of our use of your data

When applying for a grant, you and any named co-applicant or postdoctoral worker will be invited to give your consent to the collection and processing of data by the Isaac Newton Trust via the Trust's Personal Data Consent Form which can be downloaded from:
<https://www.newtontrust.cam.ac.uk/ResearchGrants/resgrantapply/resgrantnotes/dataprotection>.

Processing your data

We will:

- submit your application for review by academic referees;
- 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;
- publish the names of successful applicants, and of the persons funded, and the amount and purpose of the award, on our website and in our Annual Report.

For more information about the Trust's policy and procedures see: www.newtontrust.cam.ac.uk