

Research Grant Conditions

The Trustees of Cancer Focus Northern Ireland have a legal duty to ensure that the charity’s funds are managed effectively and applied to optimise impact on beneficiaries. It is reasonable, therefore, to require that recipients of research grants agree to fulfil agreed conditions of grant. The conditions are designed to allow effective oversight and governance without placing overly restrictive conditions on grant holders. They are as follows:

Acknowledging Support from Cancer Focus NI

* Support must be acknowledged in all publications and other publicity materials.
* If relevant, Cancer Focus NI supported posts should have the name of the organisation in their job title.

Compliance with Brand Guidelines

* The support of Cancer Focus NI must be acknowledged on all relevant published documents including job advertisements, accounts, the organisation’s website and relevant reports.
* The full name of the charity must be used - Cancer Focus Northern Ireland.
* In text after the first use, the name Cancer Focus Northern Ireland, NI may be used.
* Under no circumstances may the name be shortened to initials - CF or CFNI.
* The organisation’s logo should be used on all publications. The approved use of the logo is in our brand guidelines which are available on request.
* All publications which are to bear the name and logo of Cancer Focus NI should be approved by our Communications & Marketing team.

Conduct of Research

* The grant holder must ensure that all the necessary legal and regulatory requirements relating to the conduct of the research are met and that all necessary licences and approvals have been obtained.
* The grant holder must ensure that they have obtained any necessary or appropriate ethical approval for the research obtaining a sponsor where appropriate. Cancer Focus NI will not act as sponsor.
* The grant holder must inform Cancer Focus NI without delay if:
	+ There is any change in the status of the grant holder which may affect their ability to carry out the research or comply with grant conditions.
	+ There is any significant divergence from the original aims of the research project.
	+ If any of the award-holders transfer to another Institution.
	+ If there are to be significant delays in the completion of the research project.

Limitation of Liability

* Cancer Focus NI accepts no responsibility, financial or otherwise, for expenditure (or liabilities arising out of such expenditure) or liabilities arising out of the research.



* Cancer Focus NI will not indemnify the grant holder or any other person working on the research project (including students, employees, visiting fellows or subcontractors) against any claims for compensation or against any other claims for which the grant holder may be liable.
* The grant holder must have adequate insurance in place.

Allowable Costs

Cancer Focus NI will fund:

* Directly incurred salaries of support staff working on projects - justification of salary scale and point must be provided.
* Consumables associated with the project - these should be specified.
* Travel (economy travel only) where this is clearly justified.

Cancer Focus NI will not fund:

* Infrastructure costs of any kind.
* Salary costs of Principal Researchers or collaborators.
* Generic posts such as Floor Managers, Centre Administrative staff.

Payment of Grant

* Cancer Focus NI will pay the research grant 6 monthly in arrears (unless an alternative payment schedule is agreed between the parties).
* Cancer Focus NI will not be responsible for any overhead or similar costs not agreed as part of the original grant submission.
* Cancer Focus NI will not be responsible for over spend or increase in project costs beyond the costs agreed in the grant submission.
* The ability of Cancer Focus NI to fund research is contingent of funds being available for this purpose. Cancer Focus NI reserves the right to terminate any funding agreement should the organisation have insufficient funds to meet commitments. A minimum of 3 months’ notice will be given of any intention to withdraw from a funding agreement.

Reporting on the Use of Cancer Focus NI Research Grants

* Each year for which a grant is payable, the lead researcher is required to provide a written report in May and attend a Research Advisory Panel meeting in June to present an interim report.
* Each year for which a grant is payable, the lead researcher is required to provide a financial statement of how the grant has been used with reference to the original project budget.
* A written end of grant report will be required within the last quarter for which a grant is payable. The lead researcher is required to make a final presentation to the Research Advisory Panel.
* A final financial statement should be appended to the end of grant report.
* The final tranche of funding will be held until the final written and financial reports have been received and agreed by the Research Advisory Panel.

Use of Cancer Focus NI Grant

* The Cancer Focus NI grant will be used exclusively for the purpose awarded.



* Grant holders will hold any unused portion of the grant in trust and will repay any grant (including any unused grant) on demand.
* The grant holder will not use the Cancer Focus NI grant to pay for any spending commitments made before the date of the grant agreement.

Underspend in Research Grants

* Any underspend in a Cancer Focus NI research grant must be returned to the charity at the end of the financial year.
* An underspend may be retained and applied to the next year of the grant only with prior agreement with Cancer Focus NI.
* With agreement, funds may be vired between budget headings and financial years with prior agreement of Cancer Focus NI.
* Any underspend must be returned at the end of the grant period and may not be held and used against a future application for funding.

Audit

Cancer Focus NI reserves the right to audit the use of any research grant and may seek copies of relevant invoices, pay slips and verification that funded post-holders are working on the funded research project as per the grant application and letter of offer.

Co-operation with Cancer Focus NI’s PR & Marketing

* From time to time Cancer Focus NI may invite researchers to participate in community based PR or marketing designed to raise awareness of cancer issues and of our investment in research.
* Researchers are expected to agree to any reasonable request.
* Cancer Focus NI undertakes to avoid making unreasonable demands which may interfere with the researcher’s substantive research role.

Longer Term Communication

* It would be appreciated if lead researchers were to continue to keep Cancer Focus NI informed of the development of work we have funded beyond the life of the grant. This is so that we may take a longer term view of the difference our charity makes to cancer research in the broadest sense.

Roisin Foster, Chief Executive

April 2016