



Independent Social Research Foundation
Award Letter incorporating Terms and Conditions

[Recipient]

[Institution]

[Address Line 1]

[Address Line 2]

[City]

[Post Code]

[Country]

[Date]

Dear [Recipient],

Re: [Award Name]

We are pleased to notify you that the Independent Social Research Foundation (“ISRF”) has accepted your application dated [Date] (the “Application”) for the [Award Name] (the “Award”), attached hereto.

The terms and conditions for the award are set forth below. Please review these terms and conditions carefully, as once this letter agreement is fully signed it is a legally binding contract (which incorporates the Application) between you and [Host Institution] (the “University”) on the one hand and the ISRF on the other hand. Please note however that this letter does not constitute a contract of employment between you and the ISRF.

These terms and conditions are intended to ensure that funds applied to the Award are spent for the purpose for which they were requested by you; that the ISRF is informed of any significant changes in the project being supported and permission is sought where necessary; and finally that the ISRF receives a proper account of the outcomes of such research.

London Office: 62 Bayswater Road, London, W2 3PS | **Tel:** +44 (0) 20 7262 0196 | **Email:** admin@isrf.org

Head Office: WTC Schiphol Airport, Schiphol Boulevard 359, 1118BJ Amsterdam, Netherlands | **RSIN:** 856534912

Terms and Conditions

Funding and Timing

1. The Award is granted for a period covering [1-12] months, commencing [Month-Year]
2. While you and the University are in compliance with the terms and conditions set forth herein, the ISRF will pay the amounts on the dates set out in Appendix I. To this end the University should issue a corresponding invoice in advance to the ISRF at the address at the bottom of the contract, for the attention of the Finance Administrator.
3. The purpose of the Award and of this contract is for the data and conclusions which your Application anticipates ultimately to be published, so that they can be available to and relied upon by the academic community. You will work expeditiously to complete the research according to the timetable described in the application, and in order to reasonably satisfy this purpose. The University undertakes reasonably to support your work on the research toward this purpose, and, subject to legal requirements, take no action that will hinder your progress, your completion of it or your publication of its results.
4. We reserve the right to withhold an award or require repayment if we find that any false information is supplied to the ISRF wilfully; the work undertaken is not the work for which the award was approved (and if we have not been informed of these changes); and if the award has not already been spent on its intended purpose.

Other Funding – Commercial Exploitation

5. You and the University certify that as of the date of your signatures below you have not received, been awarded or been promised any funding other than from the ISRF for any of the proposed work described in your application to the ISRF for the Award. (If you have been awarded such funding, please contact the ISRF immediately to discuss apportioning the ISRF's funds with the other funds.)
6. From the date of your signatures below until completion of the Award, neither you nor the University will accept any funding for any of the work described in the application unless you first notify the ISRF in writing and the ISRF consents in writing to such additional funding. In its sole discretion, the ISRF may deny such consent or condition it on apportioning any future funds from the ISRF with the additional funds, or on reimbursement of prior funds paid by the ISRF.
7. You and the University should seek the ISRF's consent to commercially exploit the results of any research it has funded. Consent will not be unreasonably withheld, and in principle the ISRF will only refuse an institution's request where it considers that the proposed commercial exploitation would run counter to its interests and charitable objectives. As a condition of granting consent, the ISRF will require the institution to accept the standard charitable revenue and equity sharing terms of the ISRF for amounts over £5,000.

Changes and Responsibility

8. You must inform the ISRF as soon as practicable of any significant divergence from the original aims and directions of the activities funded by the Award.

9. The ISRF should be informed immediately if you intend to move to another institution during the course of the Award or if there is any change in the personnel working on a project who are specified in the Application. Decisions about the transfer of the award rest with the ISRF. If the decision is that the Award may be transferred, you must arrange for the University to send a closing financial statement to the ISRF, and for your new institution to provide a statement agreeing to the ISRF's prevailing conditions of award and to administer the remaining Award monies that were not already spent on the proposed research. Only then will the ISRF make a new formal offer of award to the new institution for the balance remaining in the budget. This new award may be subject to different conditions to the original award.
10. The University assumes all responsibility for the proposed research, and the University will hold the ISRF and its officers, directors and employees harmless from any and all lawsuits, claims, judgment, damages, awards or losses, arising from the research, investigations or conduct of the research.
11. The University is responsible for your employment (where applicable) and the employment of any staff associated with the Award and for their terms and conditions of employment, for providing appropriate facilities for the work, and for the financial management of the Award monies.

Budgets and Financial Monitoring

12. The University will indicate the Award funds separately on its account books. It will charge only Award-related expenditures to the separate account and will keep records adequate to enable the ISRF to easily determine the use of Award funds.
13. You and the University will make books and records showing the Award account available for inspection by ISRF officers and representatives upon request at reasonable times and upon advance notice.
14. Where external auditors are engaged by the University, the ISRF has the right to ask (in relation to the research to be funded hereunder) for confirmation from any such external auditors of the University (a) that the external auditors have signed their opinion on the annual accounts of the University without qualification, and (b) that the management letter from the auditors raises no matters that did or could significantly affect the administration of awards granted by the ISRF. If the auditors (if any) have raised any such matters in their management letter, the ISRF may require the University to provide it with relevant extracts from the letter.
15. The University must ensure that the control of expenditure to be funded under the Award is governed by the normal standards and procedures of the University and is covered by any formal audit arrangements that exist in the University.
16. Within the limits of the total budget, the spending under different heads must conform broadly to the original estimates in the Application. If you wish to make any substantial variation of expenditure (i.e. in excess of 20% of non-staff expenditure) between heads of the budget set out in the Application, you must seek the ISRF's permission before doing so.
17. Any balance of the Award funds which remains unexpended within sixty (60) days following completion or termination of the Award will be returned immediately to the ISRF.

Reporting

18. You will be expected to use reasonable efforts to attend an ISRF Congress at least once to report on your work.
19. At the end of the Award, the ISRF does not require a lengthy report on your work, although reflections and comments are welcome as an addendum/appendix; for our records we require a short (no more than 500 words) report on the main features of your work: short recap/outline of research aims and work plan; changes in research plans with reasons; new or surprising findings or results; what was achieved and how; outputs (presentations, publications etc); lessons learned; collaborations, partnerships, networks that have resulted; further plans/projects that arise from research. Thereafter, you will reasonably endeavour to inform the ISRF of additional publications made or follow-up funding received resulting from the Award.

Publications – Acknowledgments – Publicity

20. You and the University will acknowledge the financial support of the ISRF on all publications, presentations, abstracts, press releases, and literature resulting from the Award.
21. If you or the University wish to issue press statements that mention the ISRF, we must be given an opportunity to comment on the draft. The text should acknowledge that the work has been funded by the ISRF, but that the views expressed are those of the Fellow and not those of the ISRF.

Other

22. We reserve the right to share the information you have provided with relevant parties (e.g. charitable or other authorities) where appropriate, provided that the ISRF shall comply with applicable laws regarding personal data protection.
23. We reserve the right to amend these terms and conditions, provided that prior to an amendment, the ISRF shall notify the University in writing, to enable the University to object to the amended terms and conditions within thirty (30) days of receipt of the proposed amendment. If the University objects to such an amendment on serious grounds (for example, because it deteriorates scientific integrity values, or it increases the financial risks), it may terminate these terms and conditions and award without any liability, except for refunding of payments received from ISRF that are not yet spent on the Project research (to include reasonable allocations for non-cancellable commitments).
24. The ISRF accepts no responsibility, financial or otherwise, for expenditure (or liabilities arising out of such expenditure) or liabilities arising out of the activities funded by the award. The ISRF will not indemnify the University, any fellow or any other person working on the Award (including employees, students, visiting fellows and subcontractors) against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the University may be liable as an employer or otherwise or for which any such person may be liable.
25. In issuing the funds, the ISRF is relying materially on your and the University's compliance with these terms and conditions. Breach of any of these terms or conditions constitutes a material breach of this contract, entitling the ISRF in its sole discretion to terminate the contract and the award, in case the University has not cured the breach within 30

days following a written request to do so from the ISRF, and to the return by the University of the entirety of any funds paid to that point by the ISRF.

26. We reserve the right to withhold funding or terminate an award at our sole discretion in particular if you are in breach of any of the conditions of award or become unfit or unable to pursue the work funded.

27. These terms and conditions shall be governed by and construed in accordance with English law. You and the University irrevocably submit to the jurisdiction of the English courts to settle any disputes in connection with these terms and conditions.

If you have questions or concerns regarding the above, please contact the ISRF immediately.

Otherwise, please indicate acceptance of these terms and conditions by having a copy of this letter executed, and returning the signed copy to us at the above address.

We appreciate your commitment to social research, and wish you every success with your research.

Yours sincerely,

Stuart Wilson
Administrator

The above-stated terms and conditions for the ISRF's Research Award are hereby accepted.

Beneficiary:

Signature:

Date:

.....
University Authorised Signatory:

Job Title:

Signature:

Date:

Appendix I

Costs relating to [Recipient]'s Award:	GBP/EUR AMOUNT
Contribution to overheads (10%):	GBP/EUR AMOUNT
Total costs relating to [Recipient]'s Award:	GBP/EUR AMOUNT

Schedule of payments:

YEAR

Day Month	GBP/EUR AMOUNT
Day Month	GBP/EUR AMOUNT

YEAR

Day Month	GBP/EUR AMOUNT
Day Month	GBP/EUR AMOUNT

An invoice relating to these payments should be submitted no later than one month in advance, addressed to:

The Administrator
WTC Schiphol Airport
Schiphol Boulevard 359
Amsterdam 1118BJ
Netherlands

Copied to:

The Administrator
Independent Social Research Foundation
62 Bayswater Road
London
W2 3PS
U.K.

or by email to finance@isrf.org