

## Research Fellowships Payment of research expenses

Research expenses are paid directly to your institution. Please complete this form and ask an appropriate officer (e.g. registrar/dean) to countersign it to confirm the institution's agreement to the conditions below. It should be returned to: Anna Grundy at [grants@leverhulme.ac.uk](mailto:grants@leverhulme.ac.uk). Please note, the form must be returned at least three weeks before you wish the first payment to be made. Payments will be made by BACS directly to the account of your employing institution.

Name: \_\_\_\_\_ Reference: RF- \_\_\_\_\_

I have been awarded a Leverhulme Research Fellowship and understand that the research expenses awarded to me will be paid direct to the institution named below:

\_\_\_\_\_ [Name of institution]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

An appropriate officer should countersign below to confirm the institution's agreement to comply with the following conditions:

- The institution named above agrees to administer the funds awarded by the Leverhulme Trust to the person named above.
- No overheads or any other institutional charges will be made against the amount held for this award, and the full amount granted will be available for the direct expenses agreed by the Trust.
- The award holder will be given immediate access to the Leverhulme funds held by the institution in his/her name at his/her request. Award holders (rather than the institution) will be expected to confirm to the Trust details of the expenditure actually incurred.
- Any capital items or equipment agreed as eligible expenses by the Trust shall remain the personal property of the award holder upon expiry of the Fellowship.
- If the person named above leaves the institution during the tenure of his/her award any Leverhulme funds held on his/her behalf will be repaid to the Leverhulme Trust as soon as possible after their tenure finishes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_