

Philip Leverhulme Prize Payment form

Please print your name below and ask an appropriate officer (e.g. registrar/dean) to complete this form to confirm that your institution has agreed to the conditions below. It should be returned **FAO: Bridget Kerr** at grants@leverhulme.ac.uk. Please note, the form must be returned at least four weeks before you wish your first payment to be made. Payments are made by BACS to the University/College Finance Department.

Prize winner's name: _____

Name of institution: _____

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 Prize 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, and the full amount granted will be available for the Prize-holder.
- The Prize-holder will be given immediate access to the Leverhulme funds held by the institution in her/his name at her/his request. Prize-holders (rather than the institution) will be expected to confirm to the Trust details of the expenditure actually incurred. They should include this information in their interim and final reports.
- Any capital items or equipment agreed as eligible expenses by the Trust shall remain the personal property of the Prize-holder upon expiry of the award.
- If the person named above moves to another UK institution whilst in receipt of a Prize any remaining Prize funds should be returned to the Leverhulme Trust. These will then be paid to the new institution.

Signed: _____ Date: _____

Name: _____ Position: _____