

## Research Project Grants Terms and Conditions

### Budget

The total budgeted amount is the maximum amount the award-holder may receive except that increases in pay resulting from national university salary scale changes will normally be paid. Virement between heads of expenditure is allowed only with prior permission from the Trust.

### Payments

Payments are made annually in advance. The first year's grant is payable when the institution has formally accepted the grant and the Director of Finance has received appropriate notification of the appointment of the first researcher and the start of work. Subsequent payments are made only when the reports described below are received and approved by the Trust. It is the practice of the Trust to retain part of the final instalment until the final report and statement of expenditure have been received and approved. Amounts spent over budget on associated costs cannot be reimbursed. Unspent money at the end of a grant reverts to the Trust.

### Appointment of researchers / PhD students / replacement teachers

Researchers, PhD students and replacement teachers should not be appointed, and payments cannot be made, until the Trust has been sent relevant CVs and proposed starting salary or student maintenance grant details and approved these. When such details were included in the original application approval is subsumed in an offer of a grant.

### Transfer

Transfer of a grant to another institution requires prior approval from the Trust in response to official requests on behalf of both institutions.

### Principal Applicant

It is a strict requirement for the grant holding organisation to inform the Trust of any staff changes relating to the person holding the grant and providing the following reports.

## Reports

The following reports are required:

- Annual Reports (to be submitted no later than one month after the end of the grant year): please follow instructions as detailed in the Report Instructions on the *Information for grant holders* section of the Trust's website.
- Final Report (to be submitted no later than three months after the grant comes to an end): please follow instructions as detailed in the Report Instructions on the *Information for grant holders* section of the Trust's website.

## Acknowledging the Trust's support

The Trust requires that all grant holders acknowledge support received from the Leverhulme Trust in any form of media communication, including media appearances, press releases, book launches and conferences. Please remember to tag us in any relevant tweets @LeverhulmeTrust and include our logo where possible. The Trust welcomes the opportunity to comment on press releases. Please ensure that you read the detailed guidance at: [www.leverhulme.ac.uk/grant-holders/logo](http://www.leverhulme.ac.uk/grant-holders/logo)