

International Networks Terms and Conditions

The Budget

The total budgeted amount is the maximum amount the institution may receive. 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 that the programme has started. Subsequent payments are made only when the reports described under item 6 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 Network Facilitator

The Network Facilitator should not be appointed, and payments cannot be made, until the Trust has been sent a relevant CV and proposed starting salary, and approved the appointment. 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 may be possible under special circumstances but always requires prior approval from the Trust in response to formal requests from both the relinquishing and the new holding institution.

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 and logos

We ask all grant holders to acknowledge the Trust's support in any publicity, promotional materials or publications associated with research funded by the Trust. Please ensure that you read the detailed guidance on acknowledging the Trust's support and use of the Leverhulme Trust logo at www.leverhulme.ac.uk/grant-holders/logo