

Chest Heart & Stroke Scotland:
Award Conditions for Research Grants

1. Introduction and Scope

This document sets out the terms and conditions of all research grants awarded by Chest Heart & Stroke Scotland (CHSS) after July 2018. This includes, but is not limited to, Research Development Grants, Project Grants, and Fellowships.

It should be read in conjunction with any CHSS Award Letters, which may contain additional conditions.

Failure to comply with the conditions contained in this document or an Award Letter may result in CHSS terminating funding or withholding payment. It may also affect future submissions for funding made for both the grantholder and any departments, institutes or teams they are associated with.

2. Research Practice and Integrity

- 2.1 It is a condition of the grant that the research is carried out in accordance with best research practice.
- 2.2 It is a condition of the grant that the research is carried out such that it complies with any applicable laws and regulations.
- 2.3 If at any time during the grant, allegations of misconduct are made in relation to the grant, or any of the grantholders in relation to any other research, CHSS must be informed without delay. If, in the opinion of CHSS, such claims are substantiated, CHSS reserves the right to take actions it deems appropriate. This may include termination of the grant, removal of a grantholder from the project, or withholding payment of the grant.

3. Ethics

- 3.1 It is a condition of the grant that the research is carried out in accordance with best ethical practice.
- 3.2 The grantholder shall ensure that it has obtained any necessary and appropriate ethical approvals before the research commences.
- 3.3 Copies of ethical approvals should be passed to CHSS once obtained.

4. Financial Administration

- 4.1 There should be no variation from the original award budget unless full authorization is sought from CHSS (see 6.1 below).
- 4.2 Salaries will be paid on the appropriate national scale of the member of staff, and increments made during the period of the research project will be honoured provided they are specified in the breakdown of costs originally applied for.
- 4.3 In the event that the project is completed for less than the full grant, as specified in the Award Letter, CHSS will retain the outstanding balance.

For Project Grants and Fellowships:

- 4.4 Salaries for those involved in the project must be paid by the employing authority/organisation/institution in which the research is being carried out, which will then be reimbursed by CHSS.
- 4.5 Payment of the award will be made to the researching authority/organisation/institution by that authority/organisation/institution invoicing CHSS quarterly in arrears.

For Project Development Grants:

- 4.8 The grant will be made by one-off payment to the researching authority/organisation/institution at commencement of the project.

5. Reporting and Monitoring

- 5.1 Reporting requirements and milestones are as per the Award Letter.
- 5.2 CHSS will require the grantholder to record the outputs and outcomes of the project. This may be on an electronic research impact assessment platform.

6. Extensions and Project Modification

- 6.1 In the event that the grantholder wishes to make changes to their project (including changing the duration of their award, make changes to how their

budgeted funds are spent, or making methodological changes), the grantholder must contact CHSS in writing for approval.

6.2 CHSS must be informed as soon as possible if the grantholder for the project changes.

6.3 If the grantholder re-locates, CHSS must be informed as soon as possible and contact information at their new location provided.

7. Publication, Dissemination and Acknowledgement

7.1 The grantholder must acknowledge CHSS in all publications, presentations and publicity of the work arising from the funded project.

7.2 For the duration of the award, and for a period of 3 years after, CHSS should be informed in advance of any publications arising from the work, and copies of any such publication forwarded to CHSS, preferably in electronic format.

7.3 Whenever possible, the grantholder must advise CHSS in advance of any publicity surrounding the grant.

7.4 CHSS would expect grantholders to present on their research, if requested. This may include at CHSS committee meetings, CHSS staff sessions, and CHSS-run public engagement sessions.

7.5 CHSS would expect grantholders to contribute updates on their research to CHSS publications and publicity channels, if requested. This may include donor/supporter newsletters, news stories on the CHSS website, and social media content.

8. Limitation of Liability

8.1 CHSS accepts no responsibility, financial or otherwise, for claims, actions, losses, damages or liabilities arising out of the project funded by the grant.

8.2 CHSS will not indemnify the grantholder, the authority/organisation/institution at which the project is taking place, or any other personnel involved in the project, against claims connected to the project, however these arise.