

CHILDREN'S CANCER RESEARCH FUND (aka Children's Cancer Research Fund)

REGISTERED CHARITY NO. 1046278

CONDITIONS OF AWARD OF GRANTS

1. Grants awarded by the Children's Cancer Research Fund (CCRF) are subject to these Conditions of Award. CCRF reserves the right to change the conditions from time to time.
2. CCRF grants are intended primarily to help initiate new research in children's cancer or to supplement ongoing programmes of research. Grants are awarded for one year with the possibility of renewal for the second year upon receipt of a satisfactory progress report.
3. The Trustees require the research and the application of the grant to be properly supervised at all times. The Trustees will evaluate the outcome of the research.
4. CCRF reserves the right to terminate a grant at any point without notice. In such a case CCRF will reimburse the host institution for expenditure properly incurred under the grant.
5. Applications must include a detailed statement of the proposed research (purpose, background, plan and justification of expenditure), financial details, CV's of the applicants and named senior research workers, a statement of acceptance of these Terms and Conditions and information on any other grant awarded or pending which relates to the subject of the present proposal.
6. CCRF will not pay overheads on research grants in accordance with the position of the Association of Medical Research Charities on this issue.
7. The grant proposal must be countersigned by the Head of the Department in which the research is to be carried out and by the appropriate Administration Officer responsible for administering the grant.
8. It is the responsibility of the host institution to ensure that the work proposed and the facilities to be made available for the research, meet all Health and Safety requirements. Research involving genetic manipulation must have the approval of the local Genetic Manipulation Advisory Committee. In countersigning the grant proposal, the Head of the Department is taken to give the assurance on behalf of the host institution that those conditions will be met.
9. CCRF may defer consideration of an application without prior reference to the applicant and CCRF accepts no responsibility for consequences of such delay.
10. Applications for retrospective grants will not be considered.

11. CCRF grants are approved for specified work and may provide support for posts and/or running costs/or equipment. Payments will be made against allocations detailed in the formal letter of award and moneys may not be transferred between budget headings without prior written agreement of CCRF.
12. All grants are subject to the availability of funds. Support is provided in 3-monthly instalments, and the grantee will be required each year to provide both a progress report and updated financial requirements.
13. Grantees must inform CCRF of the exact date on which the research programme is implemented.
14. CCRF does not act as employer. The host institution is responsible and liable for issue of contracts and compliance with employment statutes. Without prejudice to the generality of the foregoing in this Clause 14 CCRF accepts no responsibility for contracts of employment extending beyond the defined grant period.
15. CCRF will honour nationally agreed pay awards and the host institution is not required to seek permission to implement such awards. CCRF will consider written requests for additional salary costs for promotion of staff funded by CCRF grants where promotion or merit awards have been approved by the host institution's normal procedures.
16. Should the grantee move to an alternative institution during the tenure of the grant then CCRF has the right to:
 - (a) continue to fund the grant to either the host institution or the alternative institution on the terms set out herein; or
 - (b) renegotiate the terms of the grant with either the host institution and/or the alternative institution and, if agreement is reached, continue to fund the grant on the new terms; or
 - (c) terminate the grant pursuant to Clause 4.
17. Suspension of a grant, at the request of the grantee will only be agreed in exceptional circumstances. Suspension may not be for longer than four months and there must be no increased financial implications for CCRF.
18. In the event of a project being terminated prematurely by the grantee or host institution, written notification must be given to CCRF by the grantee or the host institution. CCRF will not be liable for costs incurred due to failure to inform CCRF of the termination of the project.
19. Applications for extension of a grant or for renewal of the grant for a further period (consistent with Clause 2 above) must be made in good time and be accompanied by a

report on past work. CCRF accepts no responsibility for any costs incurred by failure to make such an application.

20. Requests for equipment are exceptional.
21. In addition to reports required in Clauses 12 and 19, CCRF may request a report at any time. A final report is required for all grants within 3 months of the end of the grant.
22. CCRF expects grantees to promulgate results of research which it funds in the normal manner, for example, by publications and presentations to meetings (but see Clause 26 below). CCRF cannot accept responsibility for the validity of the results nor for any statement made by the authors in the publication notwithstanding the receipt of a pre-print or reprint of the publication. CCRF requires that before publication, work undergoes the normal procedures of the host institution to ensure the validity and suitability of the research for general publication. All publications will be subject to CCRF's publication policy from time to time in force. The responsibility for publication remains with the authors.
23. Studies involving human subjects represents a special case, especially if the publication of the results enables individuals to gain knowledge about their personal state which they would otherwise not have had. In any clinical study where this is a possibility CCRF requires this matter to have been addressed in the protocol and discussed with the Local Research Ethical Committee. CCRF requires reassurance that a mechanism is in place for human subjects to be made aware of the results and the implications for them personally before publication. In this context communication with their GP or the consultant entering them into the trial (with a clear indication of their responsibility for communicating to the patient) will be deemed to be sufficient. CCRF also expects that procedures exist for dealing with the consequences arising from such a process.
24. Any proposals involving studies on human subjects will only be considered if accompanied by a formal statement that the proposed study has the approval of the local Clinical Ethical Committee.
25. It is the responsibility of the host institution to ensure that, for work involving animal experimentation, all Home Office and other Regulations are being fully complied with. CCRF requires the applicant to state clearly that all workers involved with animal studies are covered by both project and personal licences.
26.
 - (a) Grantees are required to inform the CCRF before publication, or any form of presentation in public by submitting a pre-print at the pre-publication stage and indication of the date of publication, of any results produced from CCRF-funded work which might be suitable for commercial exploitation, whether patentable or not. CCRF reserves the right, which shall not be exercised unreasonably, to delay publication until details of the exploitation have been decided upon by CCRF.
 - (b) CCRF shall not claim ownership of the patent and all other industrial and

intellectual property rights of whatsoever nature and any scientifically useful or commercially exploitable material forming part of or relating to any invention arising from work carried out under the grant (the "Intellectual Property Rights") but shall be entitled to a share of any proceeds of exploitation of the Intellectual Property Rights so as to fairly reflect the contribution of CCRF to the programme of work giving rise to the Intellectual Property Rights

27. Travel grants are available to CCRF grantees and staff funded by a CCRF grant to cover travel, conference fees and expenses. Specific application, in writing, is required for a travel supplement. Conference fees do not form part of the recurrent costs of a CCRF grant.
28. In any oral or written report or publication of work carried out under a CCRF grant, the author must acknowledge the support of CCRF.

CHILDREN'S CANCER RESEARCH FUND

CONDITIONS OF AWARD OF GRANTS

SIGNATURES

APPLICANTS

I have read the attached Conditions under which Children's Cancer Research Fund grants are awarded and, if this application is successful, I agree to abide by them and accept responsibility for the research undertaken with the grant. I understand that the Conditions of Award may change during the tenure of an award and I would then be required to sign my agreement to the New Conditions or possibly forfeit the grant if I cannot comply.

Signature of

Applicant(s):.....

Date:.....

HEAD OF DEPARTMENT

I confirm that I have read the attached Conditions under which Children's Cancer Research Fund grants are awarded and if this application is successful shall and shall procure that the host institution shall adhere to the Conditions and shall accept responsibility for the research undertaken under the grant. I agree to the research being carried out in my department and I confirm that all necessary licences and approvals have been obtained or are being sought.

Signature of

Head of Department:..... Date:.....

SECRETARY OF INSTITUTE/ADMINISTRATIVE AUTHORITY

I confirm that the application has been submitted with the agreement of the host institution and that, if awarded, the grant will be used only to support the work for which it was intended or an alternative if supported by written approval from the Children's Cancer Research Fund. On behalf of the Institution, I confirm that I have read and accept the attached Conditions under which Children's Cancer Research Fund grants are awarded and shall procure that the host institution adheres to such Conditions. I confirm that it is the intention to maintain support for this department during the period for which support is being sought.

Signature of:.....

Date:.....

Position:.....

Institution:.....