



SMALL GRANTS SCHEME TERMS AND CONDITIONS 2024-25

Conditions

1. The Grant must be used solely for the purposes set out in the application, approved by the College and described in the Acceptance Form.
2. The Lead Recipient will be responsible for the conduct of the work and for adhering to the Terms and Conditions of the Grant.
3. When communicating about the Grant and its administration, the College expects to deal solely with the Lead Recipient and, where relevant, the finance correspondent nominated on the Acceptance Form.
4. The Lead Recipient must ensure that all facilities, agreements about access and collaborations necessary for the work are obtained before the work commences and can be ensured throughout the Grant period.
5. Applicants are also encouraged to be aware of the 'Research and Audit' section of the College's Guidance for professional practice (which is available [here](#)).

Sick leave and extended leave

6. The College should be notified if the Lead Recipient is likely to be away through illness or any kind of leave for more than one month. The College should be notified in writing if maternity, paternity, or adoption leave is required. At its discretion the College may agree to extend the research period by up to 12 months but will not make supplementary financial payments over and above those originally agreed.

Intellectual Property Rights

7. Work produced by the Grant Recipients may be subject to or give rise to foreground intellectual property rights (IPR) within a specific field of work (including copyright, design rights, rights in data, patents, know-how, trade secrets, confidential information and any other intellectual property rights, whether or not registered or applied for) (the "Foreground IPR").
8. The Lead Recipient is responsible for the identification, protection and exploitation of any Foreground IPR arising from the Grant.
9. As a charity, the College will seek to ensure that it receives an appropriate share of any value arising from the Foreground IPR created (whether in whole or in part) from its Grant funding. The College generally expects to share in any net revenue generated by such Foreground IPR in proportion to its share of the full costs of the original research.
10. The College may also require the Grant Recipient(s) to enter into a non-exclusive royalty-free licence to use any Foreground IPR generated.

Data Protection

11. Where a project involves collection of original data the Lead Recipient should ensure that the data are held appropriately in accordance with the Data Protection Act 2018 and should be available for verification if required by the College.

Requirements and ethics

12. Research projects and clinical trials involving human volunteers must obtain ethics committee approval before receiving financial support from the College. In the case of projects carried out at universities, this will normally be obtained through the relevant university ethics committee. For other research locations, application for ethical approval should be made through the Health Research Authority (<https://www.hra.nhs.uk/planning-and-improving-research/>). The College is aware that applying for ethical approval can be a difficult process, and can offer support in this area.
13. Grant recipients must also be aware of the requirements in the UK Policy Framework for Health and Social Care Research (which can be found at: <https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/uk-policy-framework-health-social-care-research/>) and as part of project approval the Lead Recipient should agree to accept responsibility for ensuring the requirements laid out in the Framework are met.

Animals (Scientific Procedures) Act 1986

14. Where the work is subject to regulation by the Animals (Scientific Procedures) Act 1986, the provisions of that Act must be observed and project and personal licences quoted. The College's support for a particular training proposal does not absolve Grant Recipients from personal responsibility in this regard; applications for all licences and certificates required under the Act must be made to the Home Office direct, through the host centre's normal channels. The College does not insist that Home Office approval of any particular project be sought in advance of the application for a Grant, but any Grant made in the response to such an application will be on the absolute condition that no work which is controlled by the Act will begin until the necessary licences and certificates have been obtained. Any fees levied under the Act are the responsibility of the Lead Recipient and cannot be provided under the Grant.

Further information

15. For assistance with any of the above, or developing an application, please contact the College Research Team:

Email: researchteam@college-optometrists.org