



## UNDERGRADUATE RESEARCH SCHOLARSHIPS

### TERMS AND CONDITIONS 2024-2025

#### Conditions and undertakings

1. The Scholarship must be used solely for the purposes set out in the application, approved by the College and described in the confirmation of the Scholarship.
2. The Scholar must be an undergraduate optometry student at a UK academic institution.
3. The Supervisor will be responsible for the conduct of the work and for adhering to the terms and conditions of the Scholarship.
4. The academic institution, Supervisor and Scholar agree to accept the regulations and conditions relating to the Scholarship and any amendments issued during the course of the Scholarship.
5. The College reserves the right to terminate a Scholarship if the Scholar or Supervisor is in breach of any of the conditions of the Scholarship or becomes unfit or unable to pursue the work funded by the Scholarship.
6. The Supervisor must ensure that all necessary ethical committee approvals and requirements of regulatory authorities are in place before the work begins and are maintained for the duration of the Scholarship (see section 27-28 for further information). The Supervisor 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 Scholarship period. The Supervisor must be aware of the requirements in the UK Policy Framework for Health and Social Care Research (which can be found at <http://www.hra.nhs.uk/resources/research-legislation-and-governance/research-governance-frameworks/>) and as part of project approval and supervision, the Supervisor should agree to accept responsibility for ensuring the requirements laid out in the framework are met.
7. Supervisors should inform the College immediately of any collaborative arrangements undertaken by the Scholar in connection with the research project specified in the application (other than any already outlined in the application or agreed to as part of the Scholarship confirmation). This is particularly important if such arrangements affect an application that has been submitted pending consideration.
8. Departments should be able and willing to account for any expenditure made from the Scholarship given by the College. The College reserves the right to recover any unspent monies from the Scholarship that it considers appropriate.
9. Heads of Department (or equivalent) are responsible for having in place appropriate and effective procedures to minimise the possibility for scientific fraud and misconduct and should investigate any allegations promptly and vigorously. Evidence of the procedure for dealing with fraud and misconduct should be available to the College on request. If a case of fraud or misconduct is suspected in the course of the research the College

should be notified immediately and kept informed of further developments. If fraud is proven the College is entitled to terminate the grant immediately, and any scholar found guilty might also face disciplinary action by the College.

10. If it is discovered that the research project will take longer to complete than originally agreed, the Supervisor must contact the College immediately for permission. An Interim Report will be required, detailing work done to date and estimated finish date.
11. The College should be informed immediately if the Scholar is unable to take up the Scholarship or unable to continue with the Scholarship (e.g. due to illness or other circumstances). Decisions about the transfer of the Scholarship will rest with the College.
12. Undergraduate Research Scholarships must be completed within the calendar year in which they are awarded, with the Final Report to follow no more than two months after the completion of the project work.
13. Undergraduate Research Scholarships must provide eight weeks' work experience – this can be completed in one eight-week period, or over a longer period of time.

### **Reports**

14. Scholars will be expected to submit a Final Report to the College on completion of the project. The College provides a Final Report template to be completed by the Scholar.
15. The Final Report must be of an acceptable standard and should demonstrate completion of the required units of an Undergraduate Research Scholarship as detailed in the Information for Applicants. The Final Report is the property of the College and, after dissemination in peer-reviewed journals by the Scholar and/or Supervisor (if applicable), may be published elsewhere.
16. Supervisors are to keep the College informed of any changes (to personnel or circumstances) that may affect the outcome of the work, or important findings.
17. Supervisors have a duty to notify the College of any difficulties or setbacks they encounter in their research.

### **Dissemination**

18. Scholars are strongly encouraged to disseminate the results of the project using appropriate channels, e.g. posters or presentations, or a peer-reviewed journal if applicable, or to alternatively submit a recorded presentation for The College's website.
19. Scholars may apply for funding to attend Optometry Tomorrow to present their research as a poster.
20. The College's support for the project should be acknowledged in any publication (written or electronic), poster or presentation. This support should be referred to as "The College of Optometrists Undergraduate Research Scholarship". The College logo is available to Scholars on request for use on posters or in presentation slides.
21. The College may include information about projects in publicity and reporting literature. Any reported information about project results will be agreed with the Scholarship recipient(s).

22. If Scholars, Supervisors or the academic institution wish to issue press statements that mention the College, the College should be given an opportunity to comment on the draft. The text should acknowledge that the work has been funded by the College, but that the views expressed are those of the Scholarship recipient and not those of the College.

### **Financial provision**

23. The value of Undergraduate Scholarships in 2024-2025 will be £2,000. The Scholarship is for the maintenance of the Scholar and no contribution is made to the direct expenses of the project.

### **Intellectual property rights**

24. Work produced by the Scholar 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").
25. The Scholar/Supervisor is responsible for the identification, protection and exploitation of any Foreground IPR arising from the Scholarship.
26. 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 Scholarship 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.
27. The College may also require the Supervisor/Scholar to enter into a non-exclusive royalty-free licence to use any Foreground IPR generated.

### **Data protection**

28. Where a project involves collection of original data the Scholar 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.

### **College statement on research ethics**

29. 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/>). Their website includes extensive guidance on associated matters, including the Human Tissue Act, Data Protection, and the Mental Capacity Act.

### *Animals (Scientific Procedures) Act 1986*

30. 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 the Scholar

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 Scholarship, but any Scholarship awarded in 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 Scholar and cannot be provided under the Scholarship.

### **Sick leave and parental leave**

31. The College should be notified if a Scholar is likely to be away through illness or parental leave for a significant length of time.

### **Further information**

32. Assistance with any of the above may be obtained from the College research team, by:

**Email:** [research@college-optometrists.org](mailto:research@college-optometrists.org)

**Phone:** 020 7766 4346