

TERMS AND CONDITIONS

RSE SALTIRE RESEARCH AWARDS GENERAL



Applicants should read these terms and conditions carefully alongside the relevant terms and conditions for each award before completing and submitting their application.

THE ROYAL SOCIETY OF EDINBURGH (RSE)

As Scotland's National Academy, the Royal Society of Edinburgh (RSE) supports high-quality academic research and public engagement activities. The RSE delivers upon its mission 'to promote the Advancement of Learning and Useful Knowledge' by supporting academic researchers, practitioners and policy makers, and in assisting the development, dissemination and deployment of research. The RSE's Saltire Research Awards Programme sits within, and delivers to, this overall mission.

APPLICATION PROCESS AND CRITERIA

1. Final applications must be made through the RSE's online Content Relationship Management (CRM) system.
2. The majority of applications require supporting references; applications without a reference where required will not be accepted.
3. It is possible to submit a revised version of a previous unsuccessful application. If doing so, the applicant needs to articulate clearly the key change(s) made to the application.

START DATE

4. Awards must start between Wednesday 1 September 2021 – Tuesday 31 March 2022.

COUNTRY ELIGIBILITY

5. All EU Member States (including EEA and EFTA)
 - **EU Member States:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Spain, Slovakia, Slovenia, Sweden.
 - **EEA/EFTA States:** Iceland, Liechtenstein, Norway, Switzerland.
6. Excludes Faroe Islands, rUK nations, and Jersey/Guernsey/Isle of Mann.

DEFINITIONS

7. **Early Career Researcher (ECR):** ECR applicants must be within seven years of the award of their PhD (from the point of successful PhD viva to the point of applying) and be within seven years of their first academic appointment (paid contract of employment which lists research or teaching as the primary role). This terminology takes no account either of an applicant's age or current status in determining eligibility for this award. Additionally:
 - Maternity/paternity/parental/adoption leave after award of PhD of up to 18 months per child is taken into consideration. Please include the time you were away from work on maternity/paternity/adoption leave in the section 'career history';
 - Documented periods of leave for other reasons, i.e. long-term medical absence, will also be taken into consideration.
8. **Senior-career:** academics who are normally beyond 15 years from the award of their doctorate. This terminology takes no account of either an applicant's age or current status in determining eligibility for this award. This does not include career breaks.

SELECTION PROCESS

- Applications will be assessed by the RSE's assessment panels. Interdisciplinary proposals will be reviewed by more than one panel. Applications will be assessed with reference to: the quality of the proposal; its feasibility; value for money; the outputs proposed and the likely impact of the research; and the fit to the call's objectives. Any additional assessment criteria are listed per individual Award terms and conditions.

ACCEPTANCE OF TERMS AND CONDITIONS

- By signing the application form and accepting any grant offer letter, the host institution and the applicant agree to be bound by the standard terms and conditions as well as the grant specific terms and conditions. Both the funder and the Royal Society of Edinburgh shall be entitled to enforce these terms and conditions. The length of the awards will not be extended for successful candidates who are in part-time posts; the award will remain fixed in line with the period of award approved for funding.
- Award acceptance should be completed as requested in the award letter. The maximum length of extension the RSE offers is an additional 25% of the time initially identified for the project.
- RSE is not liable for any costs incurred before an award is fully accepted. Major changes to an awarded project/deviating from the initial objectives must be notified and agreed by the RSE. The reallocation of major funds where reasonable to harness relevant opportunities or counter under- and over-spends must be agreed with the RSE.

PAYMENT OF GRANT

- The award is paid by the RSE to the host institution which will pay the awardees against the RSE list of approved expenses/eligible costs, based on the amount awarded.
- Payment to the institution will be made in arrears on receipt of an invoice, either at interim or final reporting periods.
- Payment will be subject to satisfactory performance and adherence to the Terms and Conditions governing the specific award. A percentage of payment may be withheld from the institution if the award holder fails to meet the requirements of the award described in the Terms and Conditions, including the meeting and reporting requirements. In accepting the award, the Host Institution is expected to have in place policies covering misconduct together with procedures that would be applied should the award holder fail to abide by them. The RSE adopts the UK Research Integrity Office (www.ukrio.org) Code of Practice. Full Codes of Conduct can be found at www.rse.org.uk/codes-of-conduct/.

EXTENSION AND PROJECT CHANGES

- The RSE would expect to be consulted on, and informed of any changes to, the proposed project following approval of the application where these changes are likely to adversely affect the research project funded. Failure to consult the RSE about significant changes could result in funding being withdrawn or restricted as to full payment.
- If the project has for any reason to be cancelled, the RSE will seek reimbursement of any funds held by the host institution.
- It is not possible to carry forward unspent funds beyond the project end-date.
- The length of the awards will not be extended for successful candidates who are in part-time posts; the award will remain fixed in line with the period of award approved for funding.

- 20.** In exceptional circumstances, no-cost extensions may be granted where justified in the submitted extension request form. Please note that a precise new end date will be required. Normally, the RSE offers no-cost extensions on projects **only** in the following circumstances:
- Staff: maternity, paternity, adoption, shared parental or paid sick leave; bereavement; change of caring responsibilities; extended jury service; changes from full-time to part-time employment.
 - Non-Staff: major equipment failures; major laboratory/building issue; unforeseen problems with specimen/sample/data collection; unforeseen problems over ethical approval or permits; non-availability of facilities essential to the project.
- 21.** We will consider requests where they are necessary to enable the objectives of the original award to be completed and where the work can be completed in the additional time awarded. We do not allow no-cost extensions to use unspent funds on work not specified in the original application or additional outputs to be completed; invoices to be received while the grant is live (invoices for spend occurring during the grant duration can be received in period between the end date of the grant and the Final Expenditure Statement due date); attendance at additional conferences unless a case is made for the enhanced impact this would create; extensions to make linked projects finish together.
- 22.** The maximum length of extension the RSE offers is an additional 25% of the time initially identified for the project.
- 23.** The RSE's policy is in line with the [UKRI policy on extensions](#). The RSE reserves the right to request additional evidence in support of any case made for an extension.
- 24.** Major changes to an awarded project/deviating from the initial objectives must be notified and agreed by the RSE. The reallocation of major funds where reasonable to harness relevant opportunities or counter under- and over-spends must be agreed with the RSE.
- 25.** All expenses must remain in accordance with our eligible costs; this includes the 10% normal limit on dissemination costs.
- 26.** Should an award holder move institutions they will need advance approval from RSE to transfer the award. Awards can only be transferred to other eligible institutions. Awards cannot be transferred between individuals/projects. In exceptional circumstances, providing a co-applicant meets all the eligibility criteria a grant may be transferred from the principal investigator to a co-applicant to ensure completion of the project. This would need to be agreed with the RSE.

REPORTING

- 27.** Awardees are required to submit a final report within three months of the end period. Any additional financial reporting terms and conditions are specified for each call in separate documentation.
- 28.** The report should:
- outline the progress relative to the research programme and outcomes indicated in the original application;
 - set out the main research objectives;
 - provide a list of all outputs and planned or implemented impact activities, e.g. publications produced (or in progress), conference presentations, collaborations etc.;
 - include a non-confidential executive summary.
- 29.** The RSE should be informed of any publications, further collaborations, funding etc. resulting from the awards. The RSE is pleased to receive copies of publications and reserves the right to seek further follow-up reports where necessary and to seek information from the awardee after the end of the grant for evaluation purposes.
- 30.** All reports should be submitted to the RSE using the template report form that will be provided when the offer of an award is made.
- 31.** An award holder may not submit a new application to the RSE until all reporting on previous RSE awards have been submitted to the RSE and approved as satisfactory.

FINAL FINANCIAL REPORTING

- 32.** Within one month of the completion of the award, the host institution must submit a final statement of expenditure to the RSE. The statement must be on headed paper, detail the amount awarded, the amount spent, and be signed off by a senior member of the award finance team at the host institution. Invoices should be addressed to the RSE and submitted to accounts@therse.org.uk.
- 33.** Any additional financial reporting terms and conditions are specified for each call in separate documentation.

REVIEW OF REPORTS

- 34.** Reports will be sent by the host institution to the RSE Research Awards Officer(s) to be checked for accuracy (see 24, above).
- 35.** Should a report not be submitted by the due date, or if it be deemed incomplete or unsatisfactory, the recipient of the award will be invited either to submit the report within two weeks or to revise the report in line with the assessors' comments.
- 36.** If the report is still not forthcoming, or if the RSE Research Awards Officer(s) continues to be dissatisfied with the report, the RSE reserves the right to withhold payment of the grant and request refund of payment made. In such circumstances, the RSE Research Awards Officer(s) will issue a letter to the head of the institution in which the recipient of the award is based, listing the recipient of the award, and applying the appropriate financial penalty.

PUBLICATIONS, DISSEMINATION AND EVALUATION

- 37.** Any publications or other outputs arising from the research funded by the award would be expected to acknowledge the RSE Saltire Research Award's support. There is an 'expectation' that any presentation should, where possible, acknowledge RSE funding. The RSE Research Awards Officer(s) can provide an institutional logo.
- 38.** Any events organised must be outwith the RSE's and Young Academy of Scotland's own programme of meetings.
- 39.** The RSE does not make any claim to IPR ownership from grant applications. The IPR generated from the project work under the RSE grant belongs to the host/employing University (depending on the contractual arrangements governing researcher's work) along with all publication rights.
- 40.** For evaluation purposes, awardees may be expected, after completion of their period of tenure, to participate in reviews and studies to evaluate the effectiveness and impact of the RSE award. The RSE reserves the right to seek further follow-up reports where necessary and to seek information from the awardee after the end of the grant.

ADDITIONAL TERMS AND CONDITIONS

- 41.** If a material change in the applicant's circumstances should occur after submitting the application, details should be notified by email to the RSE Research Awards Officer(s).
- 42.** RSE Committee members are not permitted to apply for funding from an award scheme for which they serve on the Committee. Committee members who wish to apply should step down from their post first.

POLICIES FOR ACCEPTABLE RESEARCH CONDUCT

- 43.** The host institution must have robust safeguarding policies in place to protect vulnerable groups (see Scottish Government's Protecting Vulnerable Groups Membership Scheme). The host institution must also have in place clear processes which must be followed if it becomes aware of specific incidents, including referral to the relevant authorities where necessary.
- 44.** The grant must be managed and carried out in compliance with all relevant legal codes of practice including health and safety, ethical guidance, and regulatory requirements.
- 45.** If a grant involves the use of animals the relevant regulations in the UK Animals (Scientific Procedures) Act 1986 and its subsequent amendments must be adhered to.
- 46.** Appropriate insurance must be provided by the awardees employing/host institution to carry out the research.

TRAVEL

- 47.** Please ensure you are aware of any visa requirements and travel restrictions for research-related visits; if you have not already done so please refer to the Foreign and Commonwealth Office (FCO) Travel Advice website: www.fco.gov.uk.
- 48. Throughout the duration of the funded project, Scottish and UK Government, and appropriate in-country EU, legislation and guidelines for Covid19-safe contact and travel must be observed.**
- 49.** The RSE Saltire Research Awards Programme supports mobility of ideas then mobility of people and encourages awardees to submit contingency plans around travel, to facilitate virtual working/ collaboration, as part of their application.

CONTACT US

- 50.** Please direct enquiries to: Saltire@theRSE.org.uk.



Scottish Government
Riaghaltas na h-Alba
gov.scot



Scottish Funding Council
Comhairle Maoineachaidh na h-Alba



*The Royal Society
of Edinburgh*

KNOWLEDGE MADE USEFUL