



## **Terms of Award**

1. Funding is awarded for a maximum of 6 months from the start of the funding period. In exceptional cases, the funding period may be extended to allow for activities to be completed, but requests for this must be made in writing and agreed to by the Institute by mid-point of the programme.
2. In the event of delays arising in any element of an agreed programme, programme teams should inform the Scottish Universities Insight Institute immediately. The Institute should also be informed of any incapacitating illness or extended sick leave affecting any of the programme leaders. Any proposed revision to the timely delivery of the programme activities should be requested from the Institute in writing and a revised schedule must be agreed in writing between the Insight Institute and the programme leadership.
3. The Insight Institute should be advised of any proposed changes to the programme leadership (i.e. withdrawal, retirement, career/affiliation change, addition of a new member).
4. Any major changes to the theme, content and scope of a programme should be requested in writing. A short budget report should be submitted explaining any significant differences between the planned and actual expenditure on the programme. The Insight Institute retains the right to withhold funding for remaining elements of a programme if programme organisers cannot organise a revised programme of similar quality to the original proposal.
5. Funding is awarded principally to cover expenditure for bringing participants to programme activities, within the limits set out in the Institute's expense guidelines. Costs which may be covered by Institute funding include accommodation, travel, subsistence for participants, where appropriate speaker fees, and costs relating to the recording and sharing of programme results. The level of speaker fees should be determined in agreement with the Institute and depend on the contribution sought from, and reputation of the speaker. Programme organisers must ensure that economy, efficiency and effectiveness are achieved in respect of all expenses incurred. Payment for any other items not stated at the time of programme approval must be agreed in writing with the Insight Institute.
6. Programme organisers are responsible for ensuring that overseas participants are made aware of visa requirements prior to entering the UK and have made adequate arrangements regarding travel insurance.
7. Programme teams must submit a final report using a template provided by the Insight Institute to include a summary (maximum of 4 pages) of the aims and scope of the programme and the main findings and recommendations for end user communities; and an evaluation feedback form describing activities undertaken, achieved outcomes and outputs, impact (achieved and expected), and planned future work. These are in addition to any other planned outputs from the programme.

8. The final report should be received by the Insight Institute no later than one month after the end of the programme, unless agreed otherwise. The information in the report will be used to inform relevant stakeholders of the work of SUII and contribute to promotional material about the overall impact of the Institute.
9. Programme teams must contribute to the Institute's evaluation activities. A questionnaire on the outputs and outcomes of the programme will be sent following the final programme event. The completed questionnaire should be returned to the Institute within one month of receipt. Follow-up questionnaires and other evaluation activities may also take place at a later stage (up to 3 years post project) to measure the longer term impact and outputs of the programme, such as publications, grant applications, network activities, seminars, workshops and further dissemination activities.
10. The Insight Institute will not consider any future proposals by members of a programme organising team if a report from a previous award is outstanding or if a final report has been submitted but not accepted.
11. Copies of all publications relating to the programme should be forwarded to the Insight Institute within a reasonable time after publication.
12. The Scottish Universities Insight Institute should be credited in all outputs resulting in full, or partly, from the awarded funding.

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January 2023