



# Undergraduate Research Bursaries

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## Conditions of award and requirements for final reports

“Bursary(s)” – the grant/award given by the Royal Society of Chemistry for the Project.

“the Applicant” – the individual student that will be conducting the Project.

“the Institution(s)” – the academic institutions that will be responsible for the conduct of the Project and the Applicant.

“Data” and “Personal Data” – have the meanings set out in the Data Protection Act 1998 and any legislative amendments.

“Project” – the purpose for which the application for the grant is submitted.

“human material” – includes working with human participants and material from a human body other than gametes, which consists of or includes human cells.

“patient or personal information” – includes any information relating to a patient involved in research and/or testing in a project.

“protected animals” – those animals to be involved in testing and/or research which may have a protected status in accordance with UK and EU legislation.

“primary research” – researching directly with/on human participants.

## Introduction

**Before** applying for a research bursary, you should check that these conditions of award and reporting requirements are acceptable to the Applicant, the project supervisor and the institution that will be administering the bursary award.

The Royal Society of Chemistry is a charity and, in this scheme, offers support for young scientists by promoting access to the chemical sciences and encouraging scientific research careers. This scheme provides charitable investment in human capital and research capacity, rather than project funding *per se*. It covers only the bursary cost of projects; as with other grants, we do not meet the full economic costs of the research carried out under this scheme.

## Data Protection Policy

The Royal Society of Chemistry is registered under the Data Protection Act 1998 to control and process Personal Data. The Royal Society of Chemistry complies with the principles and provisions of the 1998 Act, including any amendment to its legislative provisions as may be enacted from time to time (including, the General Data Protection Regulations 2016/679).

Applicants and Institutions will understand that it is necessary for us to store and process information (including personal data) sent by Applicants, Institutions and referees, so that we may assess applications and review our own grant-making activity. Data is lawfully processed and held securely, and all those handling applications are aware of the confidentiality of the data. Data is retained for a



# Undergraduate Research Bursaries

minimum period of five years to enable the Royal Society of Chemistry to carry out its five-year review of grant making activities; thereafter, data is only retained for so long as is reasonably necessary, following which the data is destroyed and/or removed from the Royal Society of Chemistry's computer systems.

**Data is also used to compile lists of award holders, which are publicly available.**

Applicants and their institutions are deemed to have given consent to The Royal Society of Chemistry to collect, process and store any and all data submitted in relation to applications by signing and submitting the application form. Applicants are required to confirm such consent as part of the application submission process.

## Conditions of Award

1 The Bursary must be used solely for:

- the Project;
- the purposes set out in the application;
- any purpose approved by the Royal Society of Chemistry; and
- any purpose as described in the letter of award.

2 Any financial support for the Project obtained from other sources must be made known to the Royal Society of Chemistry as part of the application for the award, or if later, as soon as possible in all circumstances. In the event that an Applicant obtains funding from another source, the Royal Society of Chemistry reserves its right to reject the application for the Bursary, withdraw any Bursary granted and/or seek reimbursement of any sum already paid to the Applicant/Institution in accordance with a successful application.

3 The Institution will be responsible for the conduct of the Project and the Applicant, and for administering the Bursary to the Applicant for the Project. The Institution administering the Bursary is responsible for the employment of staff working on the Project (including their terms and conditions), for the Applicant working on the Project (including their terms and conditions), and for providing appropriate facilities for the Project, including financial management. The Royal Society of Chemistry accepts no liability howsoever arising for such matters.

4 The Institution must ensure that all necessary ethical committee approvals, animal licences and requirements of regulatory authorities have been obtained before the Project begins and are maintained for the duration of the Project. In the event that any ethical or regulatory requirements for the Project are not met, and/or licences are withdrawn for any reason, the Institution will immediately notify the Royal Society of Chemistry. The Royal Society of Chemistry reserves its right to withdraw any Bursary granted and/or seek reimbursement of any sum already paid to the Applicant/Institution in accordance with a successful application in these circumstances.

5 The Institution must ensure that all facilities, agreements about access and collaborations necessary for the Project are obtained before the Project commences; the Institution must ensure that such requirements are maintained throughout the Project. In the event that the Institution fails to ensure such requirements, the Royal Society of Chemistry reserves its right to withdraw any



## Undergraduate Research Bursaries

Bursary granted and/or seek reimbursement of any sum already paid to the Applicant/Institution in accordance with a successful application.

**6** The Royal Society of Chemistry requires the Project to be conducted in an ethical manner. Applicants must give serious consideration to the ethical issues that will be or could be raised by their research and the Project.

**An Applicant should ensure that their application includes details of all potential ethical issues that may be raised by the Project.**

**7** If the Project submitted to us involves **primary research on human participants**, or otherwise raises important ethical issues, it is expected to pass through independent ethical scrutiny. It is the responsibility of the Applicant to meet this requirement and the responsibility of the Institution to make sure that appropriate provision for scrutiny is in place; the Institution will ultimately be responsible for the ethical conduct and scrutiny of the research.

**7a** The ethical scrutiny of the Project may take place:

- **before** an Applicant submits an application
- **during** the application process; or
- **following** notification of a successful application

If ethical scrutiny is to take place during or after the application process, the Applicant **must** give appropriate details of the ethical scrutiny process that will take place in their application.

**7b** Where possible, the Project should be considered by an independent research ethics committee specifically constituted for the purpose. (The Royal Society of Chemistry expects that the larger research institutes and research active universities will have such arrangements in place, but recognise that institutions are at different stages in developing the procedures for such independent ethical review.) The Royal Society of Chemistry requires a signed declaration by a senior member of the Institution confirming that independent ethical scrutiny has taken place, or will take place, and that it accepts responsibility for the ethical conduct of the Project.

**7c** Where such arrangements are not in place, the Royal Society of Chemistry may consider alternative arrangements, for example, an independent advisory committee specifically convened for the purpose. In considering such alternative arrangements, the Royal Society of Chemistry will have regard to the independent scrutiny of the researchers, their close colleagues and the Institutions' acceptance of responsibility for the ethical conduct of the Project.

**7d** If the Applicant is successful and before the Project commences, the Institution will confirm the Royal Society of Chemistry of the Project's compliance with ethical conduct and the outcome of the ethical scrutiny.

**7e** If the Project will or is likely to involve **human material, patients or personal information**, the Applicant should receive appropriate Research Ethics Committee approval before commencing the Project.

**7f** The Royal Society of Chemistry will only fund a Project involving **protected animals** in circumstances where:



## Undergraduate Research Bursaries

- no viable alternative exists;
- the Project is carried out under the appropriate Home Office licences and certificates; and
- the Applicant has regard to animal welfare and advances in the refinement, replacement and reduction of animal use.

**An Applicant will need to provide evidence of having obtained such licences and certificates as part of the Application process.**

### Changes in course of project

**8** The Royal Society of Chemistry should be informed immediately if the Institution(s) or the Applicant are unable or no longer wish to accept the Bursary. The Royal Society of Chemistry retains absolute discretion regarding the reallocation of Bursary awards in the event that a successful Applicant/Institution is unable or no longer wishes to accept it.

**9** The Royal Society of Chemistry reserves the right to terminate an application and/or the grant of Bursary in the event of the following:

- the Applicant and/or the Institution are in breach of any of the Conditions of Award and Requirements for Final Reports, howsoever caused;
- the Applicant and/or the Institution provide The Royal Society of Chemistry with any materially misleading or inaccurate information;
- the Applicant fails to commence or continue the Project at any stage, where the Project cannot reasonably be considered to have been completed;
- the Applicant and/or the Institution is unable to pursue the Project as funded by the Bursary for any reason;
- the Applicant and/or the Institution acts or fails to act in such a way that may cause reputational damage to the Royal Society of Chemistry;
- the Applicant and/or the Institution commits a criminal or regulatory offence of any nature;
- the Applicant is unable to pay their debts, becomes insolvent or is declared bankrupt;
- the Institution ceases to operate for any reason, is wound up, liquidated or dissolved; or
- following the grant of the Bursary or the commencement of the Project, the Applicant is no longer appropriately associated with the Institution.

In the event that the Bursary is terminated under paragraph 9, the Royal Society of Chemistry reserves its right to request a reimbursement from the Applicant and/or Institution of any sum already paid to the Applicant and/or Institution by way of Bursary.

### Payment of Bursary

**10** The Bursary will be paid in advance by BACS to the Institution and should be directed to the research supervisor who submitted the successful application for the Bursary. Payment of the Bursary will be made within 8 weeks of The Royal Society of Chemistry notifying the Institution that the application for the Bursary has been successful. Any outstanding balance of the Bursary at completion of the Project over the value of £50 should be returned to The Royal Society of Chemistry within 30 days of submission of the report outlined in paragraph 16 below.



## Undergraduate Research Bursaries

**10a** The Applicant and/or the Institution are responsible for ensuring that The Royal Society of Chemistry has the correct bank details for the Institution at least 14 days before payment of the Bursary is due. In the event that the correct bank details are not provided to The Royal Society of Chemistry accordingly, The Royal Society of Chemistry will not be obliged to make payment of the Bursary until such details have been provided, and will not be liable for any delay in commencing the Project or any other consequential losses or costs, howsoever caused.

**11** The Bursary is to be received for the benefit of an Applicant receiving **full-time instruction** at a university, technical college or similar educational establishment and as such, is exempted from income tax under Section 776 of the Income Tax (Trading and other Income) Act 2005. The primary purpose of the bursaries is learning, not employment, so the Bursary does not entail national insurance liability.

### Intellectual property, copyright and acknowledgement

**12** The Royal Society of Chemistry request that its support for the Project be acknowledged in any publication (written or electronic), poster or presentation and, where relevant, in any newspaper article or radio or television programme about the Project. If this includes using The Royal Society of Chemistry logo, please ensure that its use complies with [RSC brand guidelines](#). Notwithstanding this, The Royal Society of Chemistry retains the absolute discretion to request that the Applicant and/or the Institution withdraw any such acknowledgment that would associate The Royal Society of Chemistry with the Applicant and/or the Institution and/or the Project upon request.

**13** The Applicant and/or the Institution are responsible for the identification, protection and exploitation of any intellectual property rights arising from the award of the Bursary.

### Requirements for Final Reports

#### Reporting to the Royal Society of Chemistry

**14** The Institution will keep The Royal Society of Chemistry informed of progress of the Project and particularly of changes (to personnel or circumstances) that may affect the outcome of the Project or of important findings.

**15** In the event that the Institution fails to submit a report as required in paragraph 16 below, The Royal Society of Chemistry reserves its right to take into account such failure in any future applications for the Undergraduate Research Bursaries that the Institution may submit.

#### The Report

**16** Both the Applicant and the Institution are required to complete a final report and submit it to The Royal Society of Chemistry by 31 October 2018. The Institution is required to complete a financial statement, which should be completed as accurately as possible. The Royal Society of Chemistry may send a reminder of this requirement to the Applicant and/or the Institution approximately 1 month before the deadline.



## Undergraduate Research Bursaries

**17** The report should be submitted in the requisite form, which is available through The Royal Society of Chemistry's website, and includes the following:

- A summary paragraph describing the Project and its outcomes written for the lay reader. This may be used on The Royal Society of Chemistry's website or in publications to promote its work. The Applicant may also send photographs of their working on the Project or illustrating the subject area;
- An indication of current or future plans to use the results in publications, presentations, proposals to other funding bodies or for collaborations;
- Questions on the value of the Bursary to the Institution (including future directions or continuation by a PhD Applicant, post-doc or others);
- Questions on the value of the Bursary to the Applicant and its impact on their career choices; and
- A financial statement confirming that the Bursary has been paid to the Applicant in full and no balance remains.

**18** The Applicant and/or the Institution should ensure that any photographs provided are of an appropriate nature and do not contain any infringement of copyright, intellectual property, data protection legislation, or the privacy of others. Photographs involving minors should not be submitted.

### General Provisions

**19** Data collected during the Project may be uploaded to ChemSpider ([www.chemspider.com](http://www.chemspider.com)) and/or the ChemSpider Synthetic pages ([cssp.chemspider.com](http://cssp.chemspider.com)), subject to the relevant terms and conditions.

**20** The granting of this Bursary shall not create any partnership or joint venture between The Royal Society of Chemistry and the Institution, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

**21** This granting of this Bursary does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

**22** In the event of any dispute, claim or proceedings in relation to the Bursary, the parties irrevocably agree that any such dispute, claim or proceedings shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.