
Conditions of Award and Requirements for Final Reports

Introduction

Before applying for a research bursary, you should check that these conditions of award and reporting requirements are acceptable to the student and the project supervisor.

The Royal Society of Chemistry is a charity and, in this scheme, offers support for young scientists by promoting access to the chemical sciences, encouraging scientific research careers and supporting student mobility. 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 studentships, we do not meet the full economic costs of the research carried out under this scheme.

Data Protection Policy

The Royal Society of Chemistry needs to process the data of applicants, supporters and referees for the purpose of evaluating individual applications. Please refer to our [privacy statement](#) for further details. We will not use the information provided for any other unrelated purposes.

Applicants and their institutions are deemed to have given consent to the Royal Society of Chemistry to process data related to applications by signing an application form.

Conditions of Award

1 Bursaries must be used solely for the purposes set out in the application, approved by the Royal Society of Chemistry and described in the letter of award.

The bursary recipient will be responsible for the conduct of the work. The host institution is responsible for the employment of staff working on the project and their terms and conditions, for the student working on the project and their terms and conditions, and for providing appropriate facilities for the work, including financial management. The Royal Society of Chemistry accepts no liability for such matters.

2 The host institution must ensure that all necessary ethical committee approvals, animal licenses and requirements of regulatory authorities are in place before the work begins and are maintained for the duration of the project. The host institution 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 bursary period.

3a The Royal Society of Chemistry requires the research it funds to be conducted in an ethical manner. Applicants must give serious consideration to the ethical issues raised by their research. **Your application should include details of all potential ethical issues that may be raised by your research.**

International Student Research Bursaries

All research submitted to us involving **primary research on human participants**, or which otherwise raises important ethical issues, is expected to pass through independent ethical scrutiny. It is the responsibility of applicants to meet this requirement and the responsibility of the host institution to make sure first, that appropriate provision for scrutiny is in place, and second to accept responsibility for the ethical conduct of the research. The ethical scrutiny and institutional acceptance of responsibility, may take place before you submit your application, while your application is being considered, or once we have told you that it has been successful. If ethical scrutiny is to take place after you have submitted your application, please describe in your application the ethical scrutiny process that will take place. **The host institution will need to confirm that ethical scrutiny has taken place, and that it accepts responsibility for the ethical conduct of the research before you begin.**

Where possible your research 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). We will need a signed declaration by a senior member of the host institution to the effect that independent ethical scrutiny has happened, or will happen, and that it accepts responsibility for the ethical conduct of the research.

Where such arrangements are not in place, we are willing to consider alternative arrangements, for example, an independent advisory committee specifically convened for the purpose. The key principles are first that there should be scrutiny independent of the researchers and their close colleagues, and second that the host institution should accept responsibility for the ethical conduct of the research.

3b Research involving **human material, patients or personal information** should receive appropriate Research Ethics Committee approval before taking place.

3c The Royal Society of Chemistry will only fund research involving **protected animals** where no viable alternative exists. Research must be carried out under the appropriate Home Office licences and certificates and the applicant must have regard to animal welfare and advances in the refinement, replacement and reduction of animal use. **You will need to provide evidence of such licences and certificates with your application on submission.**

Changes in course of project

3 We should be informed immediately if the student is unable to take up the bursary. Decisions about the transfer of the award are in the discretion of the Royal Society of Chemistry absolutely.

4 The Royal Society of Chemistry reserves the right to terminate an award if the host institution or student funded by the bursary are in breach of any of the Conditions of Award and Requirements for Final Reports, or choose to stop the work or become unfit or unable to pursue the work funded by the bursary or leave the institution at any time in the duration of the work. The student may be required to return any money already paid to the student by way of bursary.

International Student Research Bursaries

Payment of Bursary

5 Bursaries are paid in advance by BACS to the student. Payments will be made in GBP.

6 If the student obtains additional funding for the placement, they should inform the RSC as quickly as possible, to insure appropriate use of funds.

7 These awards are student bursaries. Scholarships, exhibitions and bursaries held by a person receiving **full-time instruction** at a university, technical college or similar educational establishment are 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 bursaries entail no national insurance liability.

Intellectual property, copyright and acknowledgement

8 Recipients of the bursary are expected to publish results of their research in the normal way and to send us a copy. The support for the project should be acknowledged in any publication (written or electronic), poster or presentation and where possible, in any newspaper article or radio or television programme about it.

9 Where a project involves collection of original data the supervisor should liaise with us concerning an appropriate archive for deposit of the data arising from the bursary.

10 The host institution is 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

Both the student and the supervisor are required to complete a short report via a feedback form within four weeks of the end of the placement. This feedback form will be provided for this purpose. Both the student and the supervisor should familiarize themselves with the feedback form at the beginning of the project, to ensure they are able to provide all requested information.

The student will be required to submit an account of the travel, accommodation and subsistence expenses incurred within four weeks of the end of the placement. For significant expenses (e.g. flights, accommodation, airport transfers) receipts must be included. Where possible, receipts should also be included for all other expenses incurred. A template will be provided for this purpose.

Any unused funds will be repaid to the RSC.