

# ADELPHI ARTEMIS TRUST

## NOTES FOR APPLICANTS FOR GRANTS

### GENERAL CONDITIONS

1. Grants may be awarded, on a competitive basis, for the support, in part or in full, of projects deemed by the Adelphi Genetics Forum to be of high quality and directed in their purpose towards progress in one or both of the Forum's objectives.
2. The dates of grant availability and submission deadlines will be posted on this website.
3. While the list below does not give all the terms and conditions attached to grants those of most general significance are indicated.
  - a. The maximum grant available within one year is £15,000.
  - b. Projects may be based in the UK or overseas but in the latter case a UK based project director or co-director is required.
  - c. Grants are paid only to recognised universities, research institutes or charities in good standing.
  - d. No support for costs of VAT or institutional overheads is permitted.
  - e. Normally the use of grant funds for the support of research students will not be permitted.
4. It is important that, in the completed application, **full details** are given of budget, work programme (including as appropriate populations to be sampled or assisted with numbers of individuals involved, staff numbers with time commitment,)
5. In any presentation (in any format) by grant holder(s) or their associates of the work of any project funded by the Artemis Trust explicit reference to the support provided by the Trust must be made.
6. The Trust is free to publish reports by the grant holder in the *Adelphi Review*.
7. Should the work in the project lead to an output which has, or may have, commercial potential the written agreement of the Artemis Trust is required prior to exploration of such potential being undertaken.

The completed and signed form should be sent to [executiveoffice@adelphigenetics.org](mailto:executiveoffice@adelphigenetics.org) . We can supply a Word version of the document if this is easier for you to complete.

**ADELPHI ARTEMIS TRUST**

**(Registered Charity No. 209258)**

**GRANT APPLICATION FORM**

**PROJECT NO** .....  
**(for Trust use)**

**1. PROJECT TITLE**

**2. SUMMARY**  
(max 150 words)

**3. PROPOSED START DATE:**

**PROPOSED END DATE:**

**4. PROJECT LEADER/ PRINCIPAL INVESTIGATOR (PL/PI)**

NAME:

ADDRESS:

E MAIL:

TELEPHONE:

NATURE OF CURRENT POST:

**5. INSTITUTION OF PL/PI**

ADDRESS:

E MAIL:

TELEPHONE:

**6. PL/PI TIME COMMITMENT**

What percentage of the working time of the PL/PI  
will be given to the project?

**7. PARTNER INSTITUTIONS**

Are any other institutions to be partners in this project?

If so, list them here and ensure that the role they play is fully brought out in section 11. (Work Programme):

**8. OTHER STAFF**

Names and corresponding information (as in 4 and 5 above) of any other individuals who play a significant part in the project:

**9. ARTEMIS TRUST OBJECTIVES**

In exact terms how will the results of the work in this project advance progress in one or both of the objectives of the Artemis Trust?

**10. PROJECT OUTPUTS**

What are the specific outputs expected from the project?

**11. WORK PROGRAMME**

Describe in detail the work programme planned, indicating the activities to be undertaken and the objectives to be realised through time.

**12. FOREIGN GOVERNMENTAL APPROVAL**

If the project involves work overseas, is prior approval of the project by foreign governmental agencies required? If the answer is 'yes' give full details.

**13. ETHICAL/MEDICAL/LEGAL APPROVAL**

Will the work proposed require approval from any organisation or individuals on ethical, legal or medical grounds? If so, give full details and explain how such approval will be sought.

**14. FINANCE**

**14.1 SPECIFIC CONDITIONS**

The Adelphi Genetics Forum will pay, following the agreed budget, the lead institution of the PL/PI in arrears at six monthly intervals on receipt of an authorised invoice and a satisfactory progress or final report (as appropriate).

Grant holders are expected to commit expenditure which conforms to budget figures. Any difficulties in achieving this must be notified promptly to the Artemis Trust.

Significant deviation, without prior approval from the Trust, from the work programme or the financial framework specified in the final contract may lead to summary termination of a grant.

The arrangements for despatch of any remittances to overseas partners required will be the responsibility of the lead institution in the UK.

Travel costs should be based on economy fares for air transport and standard class fares for train travel.

## **14.2 BUDGET**

### **14.2.1 STAFF**

<b>GRADE:</b>	<b>%</b>	<b>PAY:</b>	<b>EMPLOYERS NI:</b>	<b>EMPLOYERS PENSION:</b>	<b>TOTAL:</b>
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### **14.2.2 CONSUMABLES**

**Nature and amounts**

**BUDGET FIGURES**

**TOTAL:**

### **14.2.3 TRAVEL AND SUBSISTENCE**

**Nature and number**

**BUDGET FIGURES**

**TOTAL**

### **14.2.4 EQUIPMENT**

**Nature**

**BUDGET FIGURES**

**TOTAL**

#### 14.2.5 OTHER COSTS

Describe the nature of, and need for, these together with appropriate quantitative information

#### BUDGET FIGURES

#### 14.2.6 SUMMARY OF TOTAL BUDGET

TOTAL

Staff

Consumables

Equipment

Travel and  
Subsistence

Other

TOTAL

#### 15. RELATED WORK

Does the project form part of a larger work programme? If it does give full details of the programme objectives, partners and funding platform.

Y N

#### 16. PROJECT LEADER/PRINCIPAL INVESTIGATOR

A brief cv of the PL/PI and of any other individuals with significant management responsibility should be entered here. This should embrace career progression, evidence of experience and achievements relevant to the proposed project, full citation of publications in the last **five** years and the names and full contact details of **three** individuals to whom the Artemis Trust might address enquiries.

#### 17. REPORTING

Reports on projects lasting longer than six months are required at six monthly intervals and must be submitted no later than **one** month after the end of the period covered. The final report must be submitted no later than **two** months after the end of the project. The precise format of reports will be advised by the Trust but they will need to be submitted by the lead institution and include full accounts of project activities and expenditure.

**18. APPLICATION**

In applying to the Artemis Trust for a grant I hereby declare that I am aware of the conditions attached to grants and declare a readiness to abide by these should my application be successful:

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**19. INSTITUTIONAL APPROVAL**

On behalf of the ..... I, being authorised to act for the ..... (the lead institution for this project) certify that the .....

(i) is prepared to accept the project entitled ..... with the terms specified in this application.

(ii) will provide the facilities necessary to house the project

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

{repeat 16 for possible second institution but omit 'the lead institution for this project'}