



## **Introduction**

Wellbeing of Women is the only UK charity funding research into all aspects of reproductive health. In the forty years since the charity began in 1964, the charity has funded over £25m, which has made major contributions to many tangible advances in reproductive health.

Our mission is to improve women's health, and our purposes are to:

- fund research into women's gynaecological and reproductive health that is most likely to transform women's healthcare.
- supply training grants to recruit and retain good doctors and midwives in gynaecology and obstetrics.
- provide women with information about their health and ensure the public are better informed about women's health issues.

We work in partnership with the Royal College of Obstetricians and Gynaecologists to discover solutions that will enable women to get the most out of life.

Correspondence relating to this award should be in writing and addressed to:  
Ann Donald, Research Grants Manager, Wellbeing of Women, 27 Sussex Place,  
London, NW1 4SP, or by email to [adonald.wellbeingofwomen@rcog.org.uk](mailto:adonald.wellbeingofwomen@rcog.org.uk).

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## **TERMS AND CONDITIONS FOR RESEARCH GRANTS**

### **General Conditions**

1. On receipt of a grant, the principal applicant [grant holder] and officer responsible for administering the grant at the host institution[s] must sign a declaration accepting Wellbeing of Women's terms and conditions before the grant can be activated.
2. The date of the grant letter is the effective date.
3. The start date of the research project must be advised in writing to Wellbeing of Women. If this date is longer than 6 months from the effective date, Wellbeing of Women reserves the right to withdraw the offer.
4. Wellbeing of Women reserves the right to change its terms and conditions from time to time. Institutions will be advised and issued with a revised copy of the new terms and conditions.

## **Employer Responsibilities**

1. Where a grant supports the employment of staff, Wellbeing of Women does not act as an employer. It is the responsibility of the host institution to issue contracts of employment in accordance with current legislation.
2. The tenure of appointment of staff recruited for work under a grant must be confined to the period of the grant unless the host institution wishes to retain staff for its own purpose at its own expense.
3. Before confirming the appointment or replacement of project staff, a copy of their CV and recommended salary grade must be sent to Wellbeing of Women.
4. Maternity leave or sick leave will not be covered by Wellbeing of Women. It is the host institution's responsibility to notify Wellbeing of Women as soon as it is aware that project staff will be unavailable to work on the grant. Extension of the tenure of the award will be considered on a case-by-case basis following temporary suspension due to maternity or sick leave.
5. It is the responsibility of the host institution and the grant holder to ensure that:
  - the funding made available by Wellbeing of Women is applied exclusively and appropriately in support of the research project for which it has been awarded and as stated in the original application
  - all contractual requirements relating to the research are met
  - there is appropriate supervision of the researchers.

## **Financial and Audit**

1. Claims made to Wellbeing of Women against the grant should:
  - Be lodged without delay
  - Be applied for quarterly in arrears
  - State the Wellbeing of Women reference number allocated
  - State the name of the grant holder
  - State the title of the project
  - Detail full particulars of all salary payments
  - List full details of consumables and other expenses
2. In the case of Entry-Level Research Scholarships, full payment will be made on receipt of the signed Terms and Conditions.
3. Wellbeing of Women requires notification in advance of any salary increase. Increases in line with university pay awards that are not accounted for in the original application, will be considered by Wellbeing of Women on a case-by-case basis.
4. Wellbeing of Women does not support indirect costs.
5. Wellbeing of Women will only pay for costs that are directly associated with the cost of the project.
6. Wellbeing of Women is receptive to the need for virement between grant headings but requires prior notification.
7. A final claim must be submitted within 6 months of the end of the grant.
8. Payment of the final claim is dependent upon receipt of a final report from the grant holder.

9. Grant expenditure must be covered by the host institution's own audit arrangements
10. Wellbeing of Women reserves the right to request that its own auditors have access to records if required in order to confirm that the award has been used for the correct purpose

### **Equipment**

1. Any equipment awarded is donated to the department where the principal applicant works.
2. If the equipment is used for ancillary purposes, commercial or otherwise, Wellbeing of Women's permission must be sought.
3. The host institution must take responsibility for the equipment installation, maintenance, repairs and insurance at their own expense.
4. If the grant is transferred to another institution, equipment purchased with grant monies should be transferred to that institution at no cost to Wellbeing of Women.

### **Publications, Publicity and Reporting**

1. An interim report must be submitted on request, 6 weeks' prior to the end of each calendar year. Continued funding will be subject to a satisfactory interim report as assessed by the RCOG/Wellbeing of Women Research Advisory Committee.
2. A final report must be submitted on request, prior to the end of the grant and will be subject to peer review.
3. For single payment grants, a report will be requested one year from award.
4. Failure to submit reports at the appropriate times may result in the suspension of payments by Wellbeing of Women.
5. Lay summaries of up to 250 words written in terms suitable for non-medical readers should be included with both the interim and final reports.
6. Wellbeing of Women should be informed when the publication of research papers is imminent, and a copy of the article forwarded to Wellbeing of Women when available.
7. Wellbeing of Women support must be acknowledged in all publications and in appropriate positions within the host institution[s] using material supplied by Wellbeing of Women.
8. The Wellbeing of Women logo must not be used without permission.
9. It is incumbent on the grant holder and the host institution that Wellbeing of Women is advised well in advance of any press releases and/or media activity.
10. Grant holders may be asked to assist Wellbeing of Women with publicity pertaining to their research.

### **Intellectual Property Rights**

1. As a charity Wellbeing of Women is committed to improving the health of women. As such it is obliged to ensure that results of research that it funds are applied for the public good.

2. Wellbeing of Women must be informed as soon as possible when intellectual property of medical and/or commercial value is identified as a result of research funded.
3. No Intellectual Property created or acquired in connection with funded research results may be exploited in any way without the written prior agreement of Wellbeing of Women. Such agreement may well be conditional and dependent upon Wellbeing of Women sharing any financial benefits that result.
4. The host must have a strategy and procedure for identification, protection, management and exploitation of funded Intellectual Property. If in place, Wellbeing of Women is prepared for grantholders, funded personnel and their Institutions to undertake and be responsible for the protection and exploitation of the work, although this will be considered on a case-by-case basis.
5. Where the Institution undertakes exploitation, Wellbeing of Women reserves the right to audit the relevant accounts to confirm that there has been an appropriate cost and benefit sharing made in relation to any exploitation.

### **Research Governance and Practice**

1. As a member of the Association of Medical Research Charities [AMRC], Wellbeing of Women will only fund research in institutions that have an appropriate Code of Practice in place as defined by the AMRC 'Guidelines on Good Research Practice'.
2. Wellbeing of Women endorses the general principles established by the Medical Research Council's 'Guidelines for Good Clinical Practice in Clinical Trials' [1998] and 'Good Research Practice' [2000] and the Department of Health's 'Research Governance Framework' [2001] [www.doh.gov.uk/research/documents/](http://www.doh.gov.uk/research/documents/).
3. It is a condition of Wellbeing of Women funding that the host institution has the appropriate mechanisms in place for dealing with suspected scientific misconduct. It is the responsibility of the host institution not Wellbeing of Women to investigate.
4. If scientific misconduct is proven Wellbeing of Women will terminate the grant immediately and will take steps to recover funds already awarded.

### **Approvals and Licences**

1. As of April 2003 no research involving human participants, their organs, tissue or data, may begin or continue until a recognised research sponsor has accepted responsibility for it. Wellbeing of Women will not take on the role of research sponsor and will not fund such research in the absence of a signature from the Research and Development Officer of the host institution.
2. Acceptance of a grant constitutes confirmation that ethical committee approval has been or is being obtained. No funding will be released until a copy of the ethical approval is received by Wellbeing of Women.
3. Documentary evidence of HFEA approval must be provided for projects involving the use of human gametes or embryos.
4. Projects involving the use of animals must have Home Office licences to cover all relevant institutions, researchers and research activity. In all animal experiments, the principles of reduction, replacement and refinement should apply.



**Limitation of Liability**

1. Wellbeing of Women accepts no responsibility for any liabilities arising from grant funded research.
2. Wellbeing of Women will not indemnify the host institution, grant holder or others working on the project from compensation claims relating to the funded research.

**Alteration and Termination**

1. In the event of the principal applicant taking up an appointment at another institution the balance of the grant can normally be transferred provided that:
  - notice is given in advance
  - the institution is in the UK
  - one year or more of support is remaining on the grant
  - the heads of department and administration at both institutions agree to the transfer in writing and
  - the aims of the research project can still be achieved
2. Any marked deviation from the original project submitted must be conveyed to Wellbeing of Women and authorized in writing prior to significant alteration taking place. It may be deemed necessary for the revised project to be subjected to peer review.
3. The host institution and/or grant holder must advise Wellbeing of Women of any changes that may affect their ability to comply with Wellbeing of Women's terms and conditions.
4. Wellbeing of Women will consider on a case-to-case basis should the Principal Investigator transfer to an overseas institution and a co-applicant be nominated to take his/her place.

Wellbeing of Women reserves the right to terminate the grant without notice.

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I have read the Terms and Conditions and agree to abide by them.

I can confirm the commencement date for the fellowship/scholarship will be:

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Signed ..... Date  
.....  
(Principal Applicant)

Signed ..... Date  
.....  
(Officer responsible for administration of the Grant)

Name in Capitals

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