

Transitions 1 & 2 and MKE Grants Schemes: 2019/20 - Terms and Conditions

These terms and conditions apply to the following schemes as advertised on The British Academy of Management (The Academy)

- Transitions 1 Research Grant
- Transitions 2 Research Grant
- Management Knowledge and Education (MKE) Award

Applicants must ensure that they have read and accepted the Terms and Conditions when applying to one of these Schemes.

1. Applicants

- 1.1 The Principal Investigator and all Co-Investigators must be Academy members and must maintain active Academy membership for the full duration of the project and until after they have presented their findings at the annual British Academy of Management Conference.
- 1.2 The Principal Investigator must obtain a letter confirming they have received support from their university (host organisation) to conduct the research and a letter from their Research Office confirming acceptance of these terms and conditions. The host organisation must also agree not to top-slice the grant. Applicants are to receive the full grant being awarded.
- 1.3 Previously unsuccessful applicants may not submit an application that is substantially the same as applications they have previously submitted.
- 1.4 Grants must be used solely for the purposes set out in the application as agreed by The Academy and cannot be transferred to another individual or used for a different purpose.
- 1.5 The Principal Investigator will be responsible for the conduct of the work. The host organisation administering the grant is responsible for the employment of staff working on the project, their terms and conditions, and for providing appropriate facilities for the work.
- 1.6 The host organisation and the Principal Investigator must ensure that all necessary ethical committee approvals, agreements about access, licences and requirements of regulatory authorities are in place before the project begins and are maintained for the full duration of the grant.
- 1.7 Projects are expected to last from 9 to 18 months (18 months maximum) and must begin no earlier than 1st September 2019.
- 1.8 No additional funding from The Academy will be available during the period of the project.
- 1.9 Applicants will be expected to report on progress of the research to the Grants Administrator on request.

- 1.10 Previous grant holders may not apply within 2 years of the end date of their previous project, and satisfactory submission of the 'End of Grant and Financial Report.'
- 1.11 Applications should make a commitment to disseminating and sharing learning from the project throughout the wider business and management academic community.
- 1.12 The host organisation must confirm a commitment to support attendance at the British Academy of Management Annual Conference *over and above standard conference support*. This agreement must be included with the application.
Please note: applications without this agreement will be rejected.

2. Publicity

- 2.1 Successful Grant Holder(s) are required to attend and present the research outcomes at the British Academy of Management Annual Conference. Grant Holders will usually attend the Conference in the year the project ends (and not the year of winning the Grant), subject to annual conference paper submission deadlines.
- 2.2 The relevant Academy Grant Scheme 2019/20 must be acknowledged in any publication (written or electronic) that arises as a direct result of the project.
- 2.3 The Academy must be updated on any research or materials produced from the project via the Grants Administrator. Progress of projects will be publicised on The Academy website. For example, where the project is a pilot, The Academy is interested in learning whether a larger study is funded as a result.
- 2.4 If the Grant Holder(s) or their employers wish to issue press statements that mention The Academy and the respective Grants Scheme, The Academy must be given an opportunity to comment on the draft by contacting the Grants Administrator. The Academy will provide appropriate text to acknowledge that the work has been funded for a particular purpose but that the views expressed are those of the Grant Holder(s) and not necessarily those of The Academy.

3. Contracts and Dates

- 3.1 The Grant will be contracted between The Academy and the Principal Investigator's Research Office. The contract will contain the terms and conditions of the grant, the grant amount and the proposed dates on which the research project should start and end. **The Grant Holder's Research Office must accept the final terms and conditions by signing the completed contract and returning it to the Grants Administrator, within one month of notification of the application being successful.**
- 3.2 The Principal Investigator's host organisation will be required to issue an invoice to The Academy via the Grants Administrator to claim the grant. Grant holder(s) must not commit any expenditure prior to the contract being issued and the period of the grant having commenced.

- 3.3 As part of the contract process, The Academy will confirm the preferred start date or agree a revised date with the Grant Holder(s).
- 3.4 Grant Holder(s) are required to make every effort to start on the agreed date. It is recognised that this is not always possible due to unexpected difficulties in, for example, participant recruitment or data access. In circumstances where such a delay is unavoidable, a degree of flexibility will be allowed wherein grants may commence up to a maximum of three months of the agreed start date on the Grant Contract. The Grant Holder(s) must contact the Grants Administrator if there is any instance where there is a delay in the start of the project.
- 3.5 If a project has not commenced within three months of the date stated in the issue of the grant and a later date has not been approved, the offer of the grant may be withdrawn. The grant may not then proceed without further written confirmation from The Academy Grants Committee that it has been re-issued.
- 3.6 Applicants should understand that under no circumstances may the start date for a grant be earlier than the date of the issue of the grant. The Academy will not accept responsibility for any expenditure undertaken prior to the agreed start date.

4. Changes in the Project

- 4.1 The Academy should be informed immediately in writing to the Grants Administrator if the Grant Holder(s) intend(s) to move to another organisation during the course of the grant. The Grant Holder(s) is required to inform the Grants Administrator of the contact details for the administrative authority at the new host organisation and arrange for the original host organisation to send a closing financial statement to the Grants Administrator. The Academy will contact the new host organisation to confirm its agreement to the conditions of award and to administering the remaining grant.
- 4.2 The permission of The Academy Grants Committee must be sought in advance via the Grants Administrator, where significant changes are necessary to the work that will be carried out, whether or not these are judged advantageous. The Academy reserves the right to judge whether any project would be compromised by the proposed changes. If The British Academy of Management Grants Committee judges this to be the case, then the request for significant changes will be rejected. If the project cannot continue as a result of rejection of a request, the grant will be terminated.

5. Project and Financial Monitoring

- 5.1 Within the limits of the total budget, the spending under different headings should conform broadly to the original estimates in the application approved by the Board of Reviewers. If the Grant Holder(s) wishes to make any substantial variation of expenditure between headings of the budget set out in the application, they must seek the permission of The British Academy of Management Grants Committee, via the Grants Administrator, **before** doing so.

- 5.2 Equipment funded by a grant is donated to the host organisation for the use of the project. The host organisation is responsible for its housing, maintenance and insurance. If the project moves to another organisation during the grant, The Academy expects the equipment to move with it. The Academy reserves the right to be consulted via the Grants Administrator about the disposal of such equipment after project completion, and in any disputed case will have the final say.
- 5.3 The total amount requested for the grant will be issued on commencement of the project and only in the year in which the grant has been approved.
- 5.4 The Principal Investigator is required to submit a 'Project and Financial Interim Report' to the Grants Administrator to ensure that the project is proceeding as planned. Failure to produce this report may result in the Principal Investigator being deemed ineligible to apply for any future funding from The Academy.
- 5.5 The Principal Investigator is required to submit an 'End of Grant and Financial Report' to the Grants Administrator within one month of the agreed project end date. Failure to produce this report may result in the Principal Investigator being deemed ineligible to apply for any future funding from The Academy.
- 5.6 All bookings and receipts should be collected as the research project progresses and sent to the Grants Administrator when submitting the 'End of Grant and Financial Report.'
- 5.7 The Academy reserves the right to suspend or terminate a grant if the Grant Holder(s), or any staff working on the project:
 - breach any of the conditions of the grant;
 - become unfit or unable to pursue the work funded by the grant;
 - do not complete the project;
 - or if the project has not commenced within three months of the date stated in the grant contract and a later date has not been approved. The grant may not then proceed without further written confirmation from The Academy that it has been re-issued.

The Academy will, where possible, seek to ensure that in the event of changes or termination, reasonable notice is given to the host organisation and Grant Holder(s) via the Grants Administrator. The minimum notice will be three months.

Please note: The British Academy of Management does not intend any of these terms and conditions to be enforceable by any third party.