

## 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 [BAM website](#):

- 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 BAM members and must have an active BAM membership for the full duration of the project.
- 1.2 The Principal Investigator must obtain a letter confirming they have received support from their university (host organisation) to conduct the research. The host organisation must also agree not to top-slice the grant. Applicants are to receive the full grant being awarded.
- 1.3 Grants must be used solely for the purposes set out in the application as agreed by BAM and cannot be transferred to another individual or used for a different purpose.
- 1.4 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.
- 1.5 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.
- 1.6 Projects are expected to last from 9 to 18 months (18 months maximum).
- 1.7 No additional funding from BAM will be available during the period of the project.
- 1.8 Applicants will be expected to report on progress of the research to the BAM Research Grants Administrator on request.
- 1.9 Applications should make a commitment to disseminating and sharing learning from the project throughout the wider business and management academic community.
- 1.10 The host organisation normally indicates a commitment to support attendance at the BAM Annual Conference *over and above standard conference support*. These agreements 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 BAM Annual Conference. Grant Holders will usually attend the BAM Annual Conference in the year the project ends (and not the year of winning the Grant).
- 2.2 The relevant British Academy of Management Research Grant Scheme 2019/20 must be acknowledged in any publication (written or electronic) that arises as a direct result of the project.
- 2.3 BAM must be updated on any research or materials produced from the project. Progress of projects will be publicised on the BAM website. For example, where the project is a pilot, BAM are 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 BAM and the respective Grants Scheme, BAM must be given an opportunity to comment on the draft. BAM 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 BAM.

## 3. Contracts and Dates

- 3.1 The Grant will be contracted between BAM 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 terms and conditions sign the completed contract and return to the BAM Office, which will administer the grant, within one month.**
- 3.2 The Principal Investigator's host organisation will be required to issue an invoice to the BAM Office 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, BAM 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, recruitment or data access. In circumstances where such a delay is unavoidable, a degree of flexibility will be allowed wherein grants may commence within three months of the agreed start date on the Grant Contract.
- 3.5 If a research grant 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 will be withdrawn. The grant may not then proceed without further written confirmation from the BAM Research Grant 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. BAM will not accept responsibility for any expenditure undertaken prior to the agreed start date.

#### 4. Changes in the Project

- 4.1 BAM should be informed immediately 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 BAM Office 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 BAM. BAM 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 BAM Research Grant Committee must be sought in advance, where significant changes are necessary to the work that will be carried out, whether or not these are judged advantageous. BAM reserves the right to judge whether any project would be compromised by the proposed changes. If the BAM Research Grant Committee judges this to be the case, then 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 BAM Research Grant Committee **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, BAM expects the equipment to move with it. BAM reserves the right to be consulted about the disposal of such equipment, 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 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 BAM.
- 5.5 The Principal Investigator is required to submit a 'End of Grant and Financial Report' within one month of the project end date. Failure to produce this report may result in the Principal Investigator being deemed ineligible to apply for any future funding from BAM.

5.6 All bookings and receipts should be collected as the research project progresses and sent to BAM when submitting the 'End of Grant and Financial Report.'

5.7 BAM reserves the right to suspend or terminate a grant if the Grant Holder(s), or staff funded by the grant:

- 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 BAM that it has been re-issued.

BAM 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). The minimum notice will be six months.

**Please note: BAM does not intend any of these terms and conditions to be enforceable by any third party.**