

NERC STUDENTSHIP HANDBOOK

2014/15

For NERC Studentships commencing prior to May 1st 2014
Edition 2014 - 1.0
March 2014

STUDENTSHIPS – 2014/2015

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This handbook sets out the terms and conditions of the different types of studentships, which are administered by the Natural Environment Research Council (NERC). **Please note the terms and conditions within this document are only applicable to NERC studentships that commenced prior May 1st 2014.** Studentships starting from May 1st 2014 must use the harmonised Research Councils Terms and Conditions available at <http://www.rcuk.ac.uk/funding/grantstcs/>. These harmonised terms and conditions should apply to all NERC studentships starting from this date including those awarded through the NERC DTPs, CDTs, Industrial CASE competition and as Associated Studentships through any competition.

NERC will be glad to give any further information regarding any area of this handbook by telephone or e-mail.

NERC Studentships are awarded to university departments, research institutes or other approved institutions, which are referred throughout this document as Research Organisation.

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For up-to-date telephone and email contacts please refer to the NERC website at:

<http://www.nerc.ac.uk/about/contacts/contacts/>

Disclaimer

NERC reserves the right to change these regulations at any time without prior notification. The regulations governing all NERC studentships that commenced prior to May 1st 2014 are those in the most recent version of this handbook, available on the NERC website at <http://www.nerc.ac.uk/skills/postgrad/currentstudents/info/>.

Changes and points to note from the previous edition:

NERC funds all studentships through Training Grants (Doctoral - DTGs). The Terms and Conditions for Training Grants are at section F of this handbook.

The Terms and Conditions outlined in this document are only applicable to DTGs that commenced prior to May 1st 2014. As no new DTGs will be awarded using these Terms and Conditions from the academic year May 1st 2014 onwards, all information previously contained within this handbook concerning the assessment and application process, and eligibility has been removed.

Paragraph 3: The algorithm was used to allocate the studentships starting in October 2012 and 2013, but has been replaced by the new Doctoral Training Partnership (DTP) competition (<http://www.nerc.ac.uk/funding/available/postgrad/responsive/dtp/>), which will inform this allocation for October 2014 and beyond.

From October 2011, NERC discontinued funding for masters level training and therefore information relating to Masters Training Grants has been removed from the handbook.

Weblinks throughout this document have been updated.

Information relating to Overseas Fieldwork Bands has been removed throughout this document as these are no longer used by NERC.

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Section A – INTRODUCTION – TYPES OF AWARDS AND APPLICATION PROCEDURES

Purpose

1. The aim of the Natural Environment Research Council's (NERC) postgraduate training awards schemes is to provide the trained people required to sustain environmental research and development in the research base, public sector and industry. NERC's postgraduate awards provide opportunities for early career researchers to continue their training beyond a first degree in all scientific areas set out in the NERC Strategy (<http://www.nerc.ac.uk/latest/publications/strategycorporate/strategy/>).
2. The research topic must be concerned with the scientific aspects of the natural environment, and must fall within the NERC remit. NERC wishes to encourage broad-based training including reference to economic and social factors in appropriate cases. It also particularly wishes to encourage links with public or private sector partners where partners will play a part in the training of the student (see CASE studentships below). Topics with objectives, which are predominantly economic, social, medical or agricultural, should be referred to the appropriate research council, or a Government Department/Agency for support. The research topic must be well defined with 'researchable' questions or hypotheses and include appropriate methodology and a feasible plan of action that offers genuine scope for doctoral research and innovative science.

Types of Award and Application Procedures using these Terms and Conditions

3. Research (PhD) Studentships -These awards are normally made for a minimum period of three years, and enable postgraduate students to receive training in research methods and to undertake a programme of research in a specific scientific area under the guidance of one or more named supervisors. It is expected that the awards will lead to the submission of a thesis and the award of a PhD. This document concerns the four types of NERC PhD Studentships outlined below, which were allocated through different mechanisms:
 - Algorithm/Quota Studentships – prior to the academic year 2014/15, the majority of NERC PhD studentships (Approximately 240 p.a.) were allocated to Research Organisations using an algorithm. The algorithm was used to allocate the studentships starting in October 2012 and 2013, but has since been replaced by a new Doctoral Training Partnership (DTP) competition (<http://www.nerc.ac.uk/funding/available/postgrad/responsive/dtp/>), which will inform the allocation for October 2014 and beyond.
 - Open CASE Studentships - The Open CASE scheme was aimed at promoting collaborations between research organisations and public and private sector partners before being replaced by the Industrial CASE Studentships scheme for the 2013 competition onwards.
 - Directed Studentships – PhD Studentships may also be awarded in defined research areas as part of some NERC research programmes and cross-research council programmes.
 - Project Studentships – Some Research Grants (not all grant schemes and calls) may also include funding for one or more project students. The student's research project will be closely associated with the work carried out in the grant, but in all other respects the department must make the same level of provision for training and supervision that would be expected for any other NERC research student. The award includes the maintenance grant and university fees paid at 100% FEC.
4. Joint ESRC/NERC studentships – For a number of years (up to and including 2010), twenty new interdisciplinary research studentships have been jointly-funded by the NERC and the Economic and Social Research Council (ESRC). The studentships were awarded in a separate competition and successful students are subject to the terms and conditions of ESRC studentships, which may vary slightly from those in this handbook.
5. In 2011, NERC funded ten studentships to undertake PhD research at the boundary between environmental science and economic and social science. These have been funded via a NERC DTG and are subject to the NERC Terms and Conditions contained within this Handbook.

CASE Studentships

6. NERC is keen to encourage collaboration with public and private sector partners. The Co-operative Awards in Science and Engineering (CASE) scheme aims to promote partnerships between HEIs and other bodies, which will enhance the training received by the student and will help the student to gain first-hand experience of work outside the purely academic environment. CASE awards involve the joint supervision of the student by a member of staff of an academic institution and a scientist from industry, business, commerce or a public sector research institute. Any industrial organisation or institution within the public

sector that has research interests in NERC's remit is eligible to co-operate with Research Organisations in the standard CASE scheme. This includes private industry, the research organisations of the nationalised industries, public bodies such as regional water companies, county planning offices and government research institutes, and similar overseas bodies.

7. CASE projects must provide a sound training in the methods of research and a stimulating intellectual challenge for a student. An essential requirement is that students will spend a part of their training period with the co-operating body. This period must be a minimum of three months, but this could be spread over the period of the studentship and would not normally exceed eighteen months. Both academic Research Organisations and co-operating bodies will be required to nominate supervisors who will be responsible for overseeing students' training.
8. The CASE partner must supplement the student's maintenance grant by paying at least £1,000 pa for three years. It is the obligation of the CASE partner to agree this additional funding before the start of the studentship. Other terms and conditions should have been agreed with both the student and the awarding Research Organisation prior to commencement of the studentship. It is expected that cooperating bodies will meet the extra expenses incurred by students visiting and working in their establishments. Co-operating bodies are also expected to contribute in cash or in kind towards necessary materials or facilities not possessed by the Research Organisation concerned.
9. NERC is seeking to promote the partnership and benefits of CASE studentships. For departments in receipt of NERC algorithm studentships, around 30% of these studentships in any three year period are expected to be CASE awards. Studentships may be converted to CASE awards during the studentship, as long as the CASE requirements are met. CASE partner details should be entered onto the Je-S Studentship Details Portal (SDP).

Section B – GENERAL TERMS AND CONDITIONS (All Types of Award)

General Conditions

10. Applications are accepted, and awards made, on the understanding that institutions, supervisors and students accept the terms and conditions set out in this Handbook and any amendments or additions that may be announced subsequently. Please note, the terms and conditions contained within this handbook are only applicable to NERC studentships that commenced prior to May 1st 2014.
11. The Research Organisation where awards are held must provide students with all the services, facilities and materials necessary for their training, including an appropriate level of access to computing facilities. NERC does not, therefore, fund requests for purchase of equipment or the use of non-NERC services or facilities to support research training. Nor should students be expected to purchase personal computers to enable them to carry out their research training.
12. The Research Organisation where awards are held is responsible for day-to-day management of safety in the student's work area. The student's supervisor is responsible for ensuring that the work is subjected to risk assessment and that any required risk management is implemented and monitored. The student is responsible for following safety guidance and instruction issued by the Institution.
13. It is a condition of award that NERC accepts no liability for the manner in which the work connected with the award is undertaken. The recipient of an award is responsible in all respects for the work and its consequences.
14. NERC adopted an ethics policy in June 2005. This sets out guiding principles which provide the ethical framework that we aspire to in all aspects of our work. We expect those who receive funding from us to respect the policy. The policy and additional information can be found on the website at (<http://www.nerc.ac.uk/about/policy/policies/>).
15. Alternative methods and techniques should be investigated before it is decided to use animals in experiments. All pertinent regulations for the use of animals must be observed. The Research Organisation is responsible for ensuring that the establishment, research workers and experiment possess the appropriate Home Office licences plus any further permits, or authorisation, that are needed to conform to local bye-laws or other appropriate legislation. Supervisors may be asked by NERC to confirm possession of appropriate experiment licences before a student's research commences.
16. NERC strongly encourages students to ensure that collections of specimens obtained whilst undertaking their research projects are adequately curated. This ensures the preservation of a representative collection of specimens and provides the student with training in curatorial methods.

Place of Tenure

17. Research studentships may be held in any institution of higher education in the UK acceptable to NERC. NERC reserves the right to determine the places that are best fitted to provide the training required by students. Studentships tenable at UK Research Organisations may be held partially overseas.
18. In particular, NERC wishes to ensure that some postgraduate students undertake part of their training at universities or institutes overseas. It therefore encourages awards that include spells of the order of six months to one year to be spent at those institutions.

Studentship Duration

19. Training Grants include three and a half years of funding per notional studentship, but studentships can be funded for between three and four years (FTE). The duration (beyond three years) of individual awards can be decided at the start or during the studentship, so the "fourth year" element of the funding can be managed flexibly by the Research Organisation, as long as clear, transparent rules are in place. For example, there may be circumstances where one student only requires three years of funding and another requires three years and 9 months. A studentship could be funded from more than one DTG, both concurrently (e.g. 50% funding from NERC and EPSRC) and over the course of the studentship (e.g. the latter part of the studentship could be funded from a subsequent DTG). Existing studentships are able to be funded from a DTG subsequently awarded as part of the DTP competition.

Data and Statistics

20. NERC require data on all NERC students (funded on DTGs and research grants) to be submitted within a month of the student starting their studies, via the Je-S Studentship Details Portal (SDP). Further information on how to submit student details can be found via the NERC website at: <http://www.nerc.ac.uk/skills/postgrad/supervisors/>. Future DTG payments will be stopped if appropriate

details are not submitted to NERC.

21. NERC expects a research student to submit a thesis no later than four years after the start of the studentship, except where they have had an abeyance period (e.g. for maternity or illness) or have changed to part-time working, when the expected submission date can be extended accordingly. The submission of a thesis is seen as an essential part of a research student's training and as a means of ensuring that research work undertaken is made available to other scientists. NERC collects submission data from Universities on an annual basis via the Je-S PhD/Masters Submissions Survey. Further information on how to submit student details can be found via the NERC website at: <http://www.nerc.ac.uk/skills/postgrad/currentstudents/>.
22. NERC also requires universities to provide data on the first employment destinations of all NERC-funded students. The Higher Education Statistics Agency (HESA) on behalf of all the research councils now collects destination data and universities should ensure that they complete the research council funding fields accurately.

Income Tax

23. Payments made as part of a NERC studentship are not regarded as income for income tax purposes. Students should note, however, that earnings received during the final year from sources such as teaching and demonstrating should be aggregated with income from post-award employment when assessing income tax liability for the tax year in which the award ends.

National Insurance

24. NERC will not make any payment for students' National Insurance contributions. Students should consider whether they wish to pay contributions as non-employed persons. They should consult their local office of the Department for Work and Pensions about their position to determine the effect of non-payment of contributions on any future claims for benefit. Students may become liable for contributions in connection with any paid teaching or demonstrating which they undertake.

Maternity, Additional Paternity and Adoptive Leave

25. NERC students are entitled to 26 weeks paid maternity leave and up to a further 26 weeks unpaid leave. The studentship would be put into abeyance during that period. Where the student wishes to return on a part-time basis that is acceptable to NERC as long as it is at least 50% FTE. The studentship end dates and expected submission dates should be amended on the Je-S SDP to reflect periods of maternity leave or changes in working patterns. The same entitlement applies for additional paternity and adoptive leave. Extra costs for maternity, additional paternity or adoptive leave should be taken from the Training Grant, where possible, or requested as part of the grant reconciliation process.
26. The Research Councils (RCs) have agreed that there should be no qualifying period for a student supported on RC Training Grants to be entitled to maternity, paternity or adoption leave and pay. The current entitlement is up to a maximum of 6 months paid leave on full stipend plus up to six months of unpaid leave.
27. The RCs would expect the RO to advise the student of the terms and conditions under which maternity, paternity or adoption leave and pay was given and what duration of study would be required on return to study after such leave in order for the student to keep the whole value of funding paid during the period of leave. This may be calculated on a sliding scale.
28. The Research Organisation should have in place a policy that requires it to make every effort to recover the value of maternity, paternity or adoption pay from students who decide not to return to study after maternity, paternity or adoption leave.

Paternity Leave

29. A total of ten days paternity leave may be taken at any time during a partner's pregnancy or within three months following the birth. No extra funding will be provided.

Sick Leave

30. Within any twelve-month period, NERC would pay for absences covered by medical certificates for up to 13 weeks. For longer periods of illness the studentship could be put into abeyance. The studentship end dates and expected submission dates should be amended on the Je-S SDP to reflect periods of paid sick leave or abeyance. Extra costs for sick leave should be taken from the Training Grant, where possible, or requested as part of the grant reconciliation process.

Disabled Student's Allowance

31. If a student has a long-term disability, and as a result of that disability they are obliged to incur additional expenditure in connection with their studies, they may be eligible for extra allowances, known as Disabled Students' Allowance (DSA). All research council funded students are eligible for these allowances. Disabled Students' Allowance covers costs relating to additional general expenses, items of equipment, or non-medical assistance during the term of the studentship. Research councils will consider meeting only those costs that are incurred directly and solely as a consequence of taking up a studentship to pursue postgraduate study.
32. Details of how to apply for DSA can be found at: <http://www.nerc.ac.uk/skills/postgrad/currentstudents/> . Individuals should contact the Disability Officer at the Research Organisation at which their studentship is registered for assistance with their application.

Suspension of Awards (Abeyance)

33. NERC expects students to complete their training in a single continuous period and does not encourage the suspension of awards (except for short policy internships or work placements). Any requests for an abeyance should be made to the student's supervisor. The maximum period of suspension should normally be 12 months. Sympathetic consideration should be given to requests for abeyance due to personal or family reasons. The studentship end dates and expected submission dates should be amended on the Je-S SDP to reflect periods of abeyance.

Termination of Studentships

34. The Research Organisation should ensure that the appropriate termination and grievance procedures have been followed before terminating a studentship. Research Organisations are expected to take reasonable steps to recover monies paid to students in advance who leave or whose studentship is terminated. Termination details must be submitted via the Je-S SDP. Any PhD student who terminates after the first 12 months of their award will still be included in the submission data survey.

Holidays

35. Reasonable holidays, not exceeding eight weeks in the year including public holidays, may be allowed by supervisors. Up to a maximum of four weeks holiday may be taken at the end of the period of award.

Demonstrating, Teaching and Other Paid Work

36. NERC encourages students to undertake some teaching or demonstrating work when this is compatible with their training and provided their supervisors approve of this. The total time spent (including preparation and marking) should not exceed six hours in any week during term time. The provision of teaching and demonstrating is the responsibility of the Research Organisation, and so must be paid for at the Research Organisation's usual rate and supported by appropriate training. Students may also undertake a small amount of other paid work, provided the supervisor gives consent to this and it does not delay or interfere with the research training.
37. Students can take up to a three-month abeyance of their award to enable them to undertake a work placement (directly related to the students' training or providing valuable transferable skills), provided this is well justified and approved in advance by their supervisor and Research Organisation. NERC also funds a number of three-month policy internships – see: <http://www.nerc.ac.uk/funding/available/schemes/internships.asp>. The studentship end dates and expected submission dates should be amended on the Je-S SDP to reflect periods of abeyance.

Careers and Transferable Skills Training

38. Vitae is funded by the Research Councils and works with universities and research centres to provide specific support to PhD students and early career researchers. Vitae provides resources, advice, information and for individual researchers who are interested in their professional development and careers. See the Vitae website: <http://www.vitae.ac.uk> for more details.
39. NERC believes that all research students should receive appropriate training in technical and personal skills. The Researcher Development Statement (RDS) sets out the knowledge, behaviours and attributes of effective and highly skilled researchers appropriate for a wide range of careers. The RDS can be found at: <https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/the-vitae-researcher-development-statement?searchterm=researcher+development+statement>.

40. NERC encourage students to undertake outreach activities aimed at school children to not only enthuse the next generation, but also to develop their transferable skills. Further details can be found at: <http://www.nerc.ac.uk/about/whatwedo/engage/public/schools/>.

Section C – FINANCIAL CONDITIONS - Doctoral Training Grants

41. A standard studentship award consists of:
- A maintenance award (stipend), plus London allowance, where applicable
 - University fees
 - A Research Training Support Grant (RTSG), including funding towards fieldwork, conferences and laboratory consumables expenses.
 - Other allowances, where appropriate, including Disabled Students Allowance (see section B).
42. Funding can either be via a Doctoral Training Grant (DTG) or a research grant (for project students). Research Organisations are responsible for paying the student their maintenance grant, which would previously have been paid directly to the student by NERC.
43. Where project students were previously funded directly by NERC, any remaining funding for student maintenance and fees at 1 October 2009 has been transferred to a DTG. All other project-related costs were funded on the research grant.

Maintenance Award

44. The latest Research Council approved minimum rates can be found at: <http://www.rcuk.ac.uk/skills/training/> The annual rates of maintenance award for doctoral students in the academic years 2013/14 and 2014/15 are:

Academic Year	2013/2014	2014/15
PhD Stipend, outside London	£13,726	£13,863
PhD Stipend, with London Allowance	£15,726	£15,863

45. Directly funded NERC CASE PhD students used to receive an additional allowance of £350 pa from NERC. All PhD students (except fees-only) used to receive an additional payment of £500 during their third year as a contribution to the cost of typing and binding their PhD thesis. These funds have now been incorporated into the DTG under the enlarged RTSG and organisations have greater flexibility to use the funds as required to support the studentship. CASE studentships should still receive at least £1,000pa for the first three years from the CASE Partner (on top of their standard maintenance payment), but any further CASE allowance from the DTG is optional.
46. For a fees only student, all the studentship fees must be funded from a NERC DTG and cannot be 50% funded from another source. The fees only student cannot receive a maintenance grant funded from a NERC DTG, until they have met the residence requirements and have been in the UK for the previous three years. The DTG funding can be used flexibly and for example, excess funds (not provided to the fees only student) could be used to provide an enhanced stipend to another student in an area of recruitment and retention difficulty or more RTSG costs.
47. To qualify for London Allowance students must be studying within the Metropolitan Police District or be based at Imperial College, Silwood Park or Brunel for a minimum continuous period of 12 months. The level of maintenance award in the DTG is based on the location of the Research Organisation holding the DTG. The DTG will not be supplemented with extra funding to cover London allowance, but DTG funding can be used, where required, to cover extra costs (for example, where a student spends time at a CASE Partner in London).

University Fees

48. NERC provides funding for university fees in the DTG. NERC and the other Research Councils set a fixed rate for fees every year (£3,900 in 2013/14 and £3,996 in 2014/15), which is published at: <http://www.rcuk.ac.uk/skills/training/>. From April 2010, NERC will no longer add extra funds to DTGs to pay Oxbridge college fees. Organisations can take higher university fees or college fees from the DTG, if required, but they should not charge the student for these extra fees.

Research Training Support Grant

49. The DTG includes a Research Training Support Grant (RTSG) component. This is a contribution towards costs incurred in training research students e.g. the provision of consumables, equipment, travel, etc. The RTSG is not intended to relieve a Research Organisation of any part of its normal expenditure. Funding towards fieldwork expenses and “exceptional consumables” are now incorporated into the DTG and further funding cannot be requested from NERC.
50. The DTG can be used to fund conference, workshop and short course attendance. NERC expects that within the period of the award each student should have the opportunity to attend at least one conference at which they can present the findings of their research. A small number of short courses are also funded directly by NERC (see: <http://www.nerc.ac.uk/funding/available/postgrad/advanced/>). The student should apply directly to the course organiser if they are interested in attending any of those courses.

Project Studentships

51. A project studentship provides funding for up to 42 months for a research student to carry out a well-defined programme of work within the research grant, leading to the award of a PhD/DPhil. The project studentship includes the student's maintenance grant, and university fees. These should be requested on the application form as an Exceptions cost. These will be paid at 100% fEC. Additional costs may be requested on the research grant application form for items such as conference travel, fieldwork expenses and consumables. These should be requested as a Directly Incurred cost and will be paid at 80% fEC. A project student could be funded subsequently from a Doctoral Training Grant, for example, where the student was a replacement and there was insufficient funds left on the research grant.

Doctoral Training Grants (DTGs)

52. Doctoral Training Grants (DTGs) include all the funding for PhD training (Funding for Disabled Students Allowance - see section B - will be added as required in separate funding streams). DTGs may contain funding for a single studentship project awarded through a competition (either Open CASE or a directed programme) or for single/multiple studentship(s) awarded through the studentship algorithm (NERC Quota allocation).
53. There does not need to be 1:1 relationship between a student and a DTG. Students can be funded from more than one DTG, including DTGs awarded as part of the DTP programme, as long as at least 50% of the total funding comes from NERC. Where research organisations receive overlapping NERC DTGs they can use the funds flexibly to ensure maximum benefit to the NERC funded students.
54. At least 50% of the total cost of the studentship should be drawn from the NERC DTG, but the remaining funding could be drawn from other sources, such as departmental funds, Industry, other Research Council Training Grants. Studentships could be funded 50:50 from two different Research Council DTGs (EPSRC, BBSRC, MRC or STFC – not AHRC or ESRC currently) in order to support an interdisciplinary area.
55. DTG's include 3.5 years funding per notional studentship. But PhD studentships can be funded for between three and four years (FTE), as required by the individual and the project. The duration (beyond three years) of individual awards can be decided at the start or during the studentship, so the “fourth year” element of the funding can be managed flexibly by the Research Organisation, as long as clear, transparent rules are in place.
56. DTGs have a duration of either 3.5 years (matching the duration of funding) or in some cases 4 years. For 4 year DTGs, the funding will be front-loaded on the basis that most of the expenditure will occur in the first 3.5 years. The four year grant end date allows for situations where a student starts late or where the studentship is extended for reasons such as sickness or maternity. In both cases, a request can be made for a no-cost extension via Je-S, where the end date needs to be extended.
57. The Terms and Conditions for all NERC DTGs are in section F. NERC has adopted the same DTG Terms and Conditions as EPSRC, BBSRC, MRC and STFC studentships.
58. Extra costs for maternity/adoptive/sick leave (see section B) should be taken from the DTG, where possible, or requested as part of the grant reconciliation process. Due to the nature of some NERC DTGs which have funding for a single studentship, NERC may exceptionally agree to an extension of the end date and supplementation of the DTG for the purposes of maternity/adoptive/sick leave. Where departments are in receipt of larger and successive DTGs, funding should be found from within the DTGs.
59. DTGs will be made up of the basic costs below, but the funding will be indexed to allow for enough funds to cover yearly increases in the maintenance grant and fees. The indexation rate over the four years of the DTG will be informed by the Treasury GDP Deflators that are published in the April preceding the DTG start

date. The forecast GDP Deflators may be different from the final rate on which the cross-council maintenance grant and fees levels are based each year but DTG funding can be used flexibly to manage this situation.

60. NERC DTGs will be made up in one of two ways depending on whether they have been awarded via a competition or via the studentship algorithm.

DTG – Responsive (Algorithm/Quota Studentships)

61. The NERC algorithm was used to determine the number of notional studentships. For each notional studentship, the following funds will be included in the DTG:

- A maintenance award (£13,726 in 2013/2014) multiplied by 3.5 years
- London allowance, where applicable (£2,000) multiplied by 3.5 years
- University fees (£3,900 in 2013/2014) multiplied by 3.5 years
- An enlarged Research Training Support Grant (RTSG) to cover all other costs.

62. The enlarged RTSG is based on the following costs, but the RTSG can be used flexibly and not strictly based on these costs:

Previous funding arrangement (directly funded students)	Total funding in DTG – making up enlarged RTSG
RTSG - £1000pa over 3.5 years	£3,500
UK and overseas fieldwork and exceptional consumables (average amount paid per studentship in 2007/2008 was £4,770, with 2.8% inflation = £4,900)	£4,900
Conference allowance - £150pa over 3 years	£450
Third year funding - £500 in third year	£500
CASE Allowance - £350pa over 3 years, with 30% of students with CASE awards	£350
Total RTSG contribution per notional studentship	£9700

DTG – Directed (Competition Based Studentships)

63. Where a studentship proposal was submitted for the Open CASE competition or a Directed Programme competition, the extra costs associated with the project should have been requested in the proposal and agreed by the Review Panel. If successful the funding would have been provided in the form of a DTG and would include the following funds:

- A maintenance award (£13,726 in 2013/2014) multiplied by 3.5 years
- London allowance, where applicable (£2,000) multiplied by 3.5 years
- University fees (£3,900 in 2013/2014) multiplied by 3.5 years
- A variable RTSG payment made up of the following:

Component	Total funding in DTG
RTSG - £1000pa over 3.5 years	£3,500
Third year funding - £500 in third year	£500
Conference allowance - £150pa over 3 years	£450

CASE Allowance - £350pa over 3 years.	£1050
UK fieldwork, overseas fieldwork, exceptional consumables, as requested on the proposal and agreed by the review panel	Variable.
Total RTSG contribution per notional studentship	At least £5,500

Termination of Studentships

64. If a student terminates, the termination date and reason should be submitted to NERC via the Je-S SDP. NERC will not supplement DTGs, but the remaining DTG funds could be used to fund/part-fund another student. If the remaining funds can't be used to fund a subsequent studentship (for example, where insufficient funds can be found from a subsequent DTG or other source to fund any short-fall), NERC should be informed and will terminate the DTG.

Payments

65. The first payment will be made following receipt of the start confirmation and will be made in the next pay run, so in general, the first payment will be paid in arrears. Subsequent payments of the DTG will be paid quarterly, in advance, except for the final payment which will be paid in arrears after receipt and verification of the Final Expenditure Statement (FES). The funding for each academic year is based on a fixed number of full awards. The funding will be indexed over the period of the grant. Grants are cash-limited from the outset and NERC will not accept any request for additional funding, except within the provisions of the Terms and Conditions, with respect to maternity/adoptive and sick leave.

Grant Announcement and Start Confirmation

66. An announcement letter will be issued at least two months prior to the scheduled first payment of the grant. The Research Organisation must confirm acceptance and this notification will be taken as acceptance of the grant on the terms and conditions stated. Grants announced from 2011 onwards will not start until the start confirmation has been returned through Je-S.

Final Expenditure Statement (FES)

67. NERC requires that a Final Expenditure Statement is received at the end of the award. If the Final Expenditure Statement is not submitted within three months of the end of the award (and prior written agreement to a postponement has not been given by NERC), NERC will recover 20% of the expenditure incurred on the grant. If the FES has not been received within six months after the end of the award, NERC will recover all expenditure incurred on the entire award (except where NERC has given prior agreement to a postponement). Please note that these sanctions will be automatically applied by the RCUK Shared Services Centre.
68. In cases where payments still need to be made after the end date of the DTG, for example, because of sickness, maternity or part-time working; a grant end date extension should be requested by submitting a Grant Maintenance Request in Je-S (in plenty of time prior to the end date) to cover any required payments. Once an expenditure statement has been received and the expenditure incurred has been reconciled against payments made, it will be considered as final. Costs arising from maternity, additional paternity or adoptive leave or sick leave should be identified in the absence heading of the statement.
69. NERC reserves the right to require the Research Organisation to complete and submit a statement of expenditure at any time during the course of the DTG, or to provide supplementary information in support of an interim or final expenditure statement.

Financial Propriety

70. NERC reserves the right to examine, in detail, all terms of expenditure charged to an award, and in addition will visit selected institutions as part of the cross-Council Funding Assurance Programme (FAP).

Section D – FINANCIAL CONDITIONS - Doctoral Training Partnerships & Centres for Doctoral Training

71. From October 2013, NERC has started supporting studentships via Doctoral Training Partnership (DTP) Grants. The DTP Competition has replaced the current algorithm based system for allocating studentships. All studentship awards have been made for the DTP competition and this competition is now closed.
72. **DTGs awarded as part of the DTP and Centre for Doctoral Training (CDT) competitions are not governed by the terms and conditions outlined within this document.** The harmonised Research Council Terms and Conditions document (<http://www.rcuk.ac.uk/funding/grantstcs/>) governs these awards in addition to the competition specific Terms and Conditions available on the NERC website.

Section E: ADDITIONAL INFORMATION

Why you should engage with the public

NERC is committed to engaging the public with the science it funds, a commitment that is set out in the NERC Charter and endorsed by RCUK in the RCUK Statement of Expectation on Economic and Societal Impact (<http://www.rcuk.ac.uk/Publications/archive/StatementofExpectation/>). NERC award holders have a responsibility to communicate their research to audiences outside the scientific community – such as the public, journalists, schoolchildren, teachers, industry and policy-makers – and to explain how NERC science affects them.

Public engagement is an umbrella term for any activity that engages the public with research, from one-way communication like writing features or radio interviews, to interactive events that allow the public to take part in the research.

Applicants should outline their ideas and/or specific proposals for meeting their requirement to communicate in the case for support and the Pathways to Impact plan. Pathways to Impact allows researchers to apply for funds to support their work in delivering impact arising from their research.

Press and publicity

All award holders must contact the NERC communications team when they have had a paper accepted for publication, and if there are plans for any publicity around NERC-funded research. The communications team has excellent links to local, national and international media and can advise award holders on a variety of activities that will get the best coverage for your story. As well as press releases, these include content for Planet Earth Online (<http://planetearth.nerc.ac.uk/index.aspx>) – news stories, blogs, audio diaries, video and the Planet Earth Podcast – and writing features for Planet Earth magazine (<http://www.nerc.ac.uk/latest/publications/planetearth/>).

Scientists often have to deal with contentious issues. Dealing with journalists or a questioning public in these circumstances can be intimidating. The NERC communications team is trained to deal with these situations and can offer advice, guidance and support.

For press enquiries: pressoffice@nerc.ac.uk

For Planet Earth Online and publications enquiries: editors@nerc.ac.uk.

Websites

Websites can be an ideal way to communicate with certain audiences but should only be developed if there is a clear goal and audience in mind. Public-facing websites may have to comply with Web Content Accessibility Guidelines, and award holders should consider their ability to meet these when developing new content.

A list of guidelines is here: <http://www.w3.org/TR/WCAG/>. Contact NERC communications team if there is doubt about which guidelines apply: editors@nerc.ac.uk. Research Organisation communications team should be able to advise award holders about what is necessary to comply with them.

Websites should be treated as any other public engagement activity. All the content should be accessible, using audio transcripts and closed captions where necessary, and captions should describe the content of the image or item they describe so text readers can make sense of them. It is good practice to evaluate the success of the site using a metrics service like Google Analytics, which will help track the number of visitors, page views and time spent on the site.

Training Courses

NERC's Engaging the Public with your Research course is free for NERC-funded research students, grant-holders and staff. If interested, please read the full details of the course and how to book (see <http://www.nerc.ac.uk/skills/mediatraining/>). Anyone interested in public engagement can download a PDF of the course leaflet (see <http://www.nerc.ac.uk/latest/publications/resources/>), which is designed to help consider what public engagement activities will work best and how to approach them.

Exploitation and Intellectual Property

Details can be found on the NERC website at: <http://www.nerc.ac.uk/innovation/together/commercial/>

NERC Scientific Services and Facilities

Details can be found on the NERC website at: <http://www.nerc.ac.uk/research/sites/facilities/>

NERC Designated Data Centres

Details can be found on the NERC website at: <http://www.nerc.ac.uk/research/sites/data/>

Data Availability

It is NERC policy to increase the visibility and awareness of environmental data and to improve their management as an overall resource. Award-holders should therefore make sure that NERC Designated Data Centres (Additional Information section) are aware of significant datasets generated, or to be compiled, under the award so that their long-term stewardship can be assured or planned.

NERC Strategy

Details can be found on the NERC website at: <http://www.nerc.ac.uk/latest/publications/strategycorporate/>

NERC Science Areas

Details can be found on the NERC website at: <http://www.nerc.ac.uk/funding/application/howtoapply/topics/>

NERC Complaints Procedure

Details can be found on the NERC website at: <http://www.nerc.ac.uk/about/enquiries/complaints/>

Statement of Council Policy on Vested Interests

Details can be found on the NERC website at: <http://www.nerc.ac.uk/about/policy/policies/vested-interests-policy.pdf>

Section F: TERMS AND CONDITIONS OF RESEARCH COUNCIL TRAINING GRANTS

These terms and conditions relate to doctoral training grants (DTGs).

Training Grants awarded by the Research Councils listed below are made to Research Organisations on the basis of this single set of core terms and conditions. The Research Councils are:

- Biotechnology and Biological Sciences Research Council (BBSRC)
- Engineering and Physical Sciences Research Council (EPSRC)
- Medical Research Council (MRC)
- Natural Environment Research Council (NERC)
- Science and Technology Facilities Council (STFC)

A Training Grant (TG) is a grant paid by a Research Council to a Research Organisation for the provision of postgraduate study.

Training Grants aim to:

- assist the Research Organisation to attract the best people into postgraduate research and training;
- allow a maximum of local discretion in managing and organising postgraduate training within clear financial and accountability arrangements;
- Provide resources in a flexible and transparent funding stream.

Subject to these terms and conditions, Research Organisations can decide on the level of stipend; the duration of a studentship; the format (e.g. part-time, industrial or work placement), and can adjust the number and start of awards within year and between years (where feasible).

Individual Councils may add additional conditions to the grant to reflect the particular circumstances and requirements of their organisation, or the nature of a particular grant. Acceptance of a Training Grant constitutes acceptance of both the core conditions and any additional conditions.

References in these terms and conditions to statutory provisions and guidance include any subsequent amendments or re-enactments.

The Research Council reserves the right to amend these terms and conditions, and where appropriate will consult the Research Organisation before major changes are introduced.

Definitions

Funding Assurance Programme (FAP): A programme of visits and office-based tests to seek assurance that grant funds are used for the purpose for which they are given and that grants are managed in accordance with the terms and conditions under which they are awarded.

Training Account (TA): A Training Account is made up of the overlapping Training Grants to a Research Organisation.

Doctoral Training Grant (DTG): a grant providing funds for the training of research students leading to the award of a recognised qualification, usually a PhD.

TA Coordinator: the principal contact at a Research Organisation for the Training Grant. The role includes responsibility for ensuring the provision of data on the students funded through the Training Grants.

Departmental Account Manager: Where the TA supports postgraduate training across the whole Research Organisation, the Research Organisation may wish to identify individuals who act as the main contact point within particular departments for funded students.

Fees: The funds required by a University for a Student to register for a higher degree.

Je-S Studentship Details Portal (SDP): the Research Councils' web-based data collection system which Research Organisations use to return details of the students and student research projects funded from the Training Grant.

Research Council: any of the bodies listed above.

Research Organisation: The organisation to which the TG is awarded and which takes responsibility for the management of the research training programme and the accountability of funds provided.

Stipend: The funds awarded by the Research Organisation to students to cover their maintenance while undertaking

postgraduate training leading to the award of a postgraduate degree.

Students: The term used to identify postgraduates who are funded through the Training Grant.

Studentship: The term used for the funding award made by a research organisation to a student for the purpose of undertaking postgraduate training leading to the award of a postgraduate degree.

Data Protection Regulations

The Research Councils will use information provided on the Training Grant proposal for processing the proposal or in relation to the administration of the Training Grant for the award of any subsequent grant, and for the payment, maintenance and review of the grant. This includes data submitted through the SDP. This may include:

- Registration of proposals;
- Operation of grants processing and management information systems;
- Preparation of material for use by referees and peer review panels;
- Administration, investigation and review of grant proposals;
- Sharing proposal information on a strictly confidential basis with other funding organisations to seek contributions to the funding of proposals
- Statistical analysis in relation to the evaluation of postgraduate training and the study of trends;
- Policy and strategy studies.

To meet the Research Councils' obligations for public accountability and the dissemination of information, details of student projects funded from Training Grants may also be made available on the Research Council's web site and other publicly available databases, and in reports, documents and mailing lists.

Freedom of Information Act and Environmental Information Regulations

Attention is drawn to the provisions of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations (EIRs). Research Councils have issued Publication Schemes which set out the types of information publicly available on their websites or published as documents. In addition, Research Councils have an obligation to respond to specific requests and may be required to disclose information about or provided by Research Organisations. In some cases the Research Council may consult the Research Organisation before disclosure, but it is under no obligation to do so. If a Research Organisation considers that any information it provides to a Research Council would be subject to an exemption under FOIA or the EIRs it should clearly mark the information as such and provide an explanation of why it considers the exemption applies and for how long. The Research Council will consider this explanation before disclosure, but it is not obliged to accept it as binding.

Where a Research Council determines that a Research Organisation is holding information on its behalf that it requires in order to comply with its obligations under FOIA or EIRs, the Research Organisation undertakes to provide access to such information as soon as reasonably practicable on request of the Research Council and in any event within 5 working days.

In some cases Research Organisations may be directly responsible for complying with FOIA and the EIRs; in such cases the Research Councils accept no responsibility for any failure to comply by the Research Organisations.

TGC 1 Responsibilities of the Research Organisation

The Research Organisation is responsible for selecting, administering and supervising students throughout their period of training, in accordance with current good practice as detailed in the *QAA's Code of Practice for Postgraduate Research Programmes (2004)*, and in accordance with any additional Research Council requirements.

In particular, the Research Organisation must ensure that:

- Diversity and equality must be promoted in all aspects of the recruitment and career management of students
- Adequate facilities and resources are made available for the research training;
- A safe working environment is provided, meeting the requirements of health and safety legislation, and any other legislation concerning the health, welfare and rights of students, including the Data Protection Act;
- Projects lie within the remit of the Research Council funding the TG.
- Research Training Programmes contain good training in generic and transferable skills

The Research Organisation must ensure that the research supported by the grant complies with all relevant legislation and Government regulation, including that introduced while work is in progress. This requirement includes approval or

licence from any regulatory body that may be required before the research can commence. Where third parties, such as a regulatory body, become involved with investigating alleged breaches in legislation as a result of work funded by the Research Council, that RC must be informed immediately of the circumstances.

The Research Organisation must ensure proper financial management of TGs and accountability for the use of public funds. Research Organisations are expected to take reasonable steps to recover monies paid to students in advance who leave or whose studentship is terminated.

TGC 2 Research Governance

It is the responsibility of the Research Organisation to ensure that the research is organised and undertaken within a framework of best practice that recognises the various factors that may influence or impact on a student's research project. Particular requirements are to ensure that all necessary permissions are obtained before the project begins, and that there is clarity of role and responsibility among the research team (including the student) and with any collaborators. The Research Councils expect research to be conducted in accordance with the highest standards of research integrity and research methodology.

Research Ethics

The Research Organisation is responsible for ensuring that ethical issues relating to a student's research project funded from the TG are identified and brought to the attention of the relevant approval or regulatory body. Approval to undertake the research must be granted before any work requiring approval begins. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice, the involvement of human participants, tissue or data in research, the use of animals, research that may result in damage to the environment and the use of sensitive economic, social or personal data.

Use of Animals in Research

Wherever possible, researchers must adopt procedures and techniques that avoid the use of animals. Where this is not possible, the research should be designed so that:

- The least sentient species with the appropriate physiology is used;
- The number of animals used is the minimum sufficient to provide adequate statistical power to answer the question posed;
- The severity of procedures performed on animals is kept to a minimum. Experiments should be kept as short as possible. Appropriate anaesthesia, analgesia and humane end points should be used to minimise any pain and suffering.

The provisions of the Animals (Scientific Procedures) Act 1986, and any amendments, must be observed and all necessary licences must have been received before any work requiring approval takes place. Please note the requirements in TGC 1 regarding any alleged breaches in legislation.

Medical and Health Research

The Research Organisation is responsible for managing and monitoring the conduct of medical and health research in a manner consistent with the Department of Health's Research Governance Framework for Health and Social Care. There must be effective and verifiable systems in place for managing research quality, progress and the safety and well-being of patients and other research participants. These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation and reporting requirements.

Health-related research within the social sciences that falls outside the Department of Health's Research Governance Framework must meet the provisions and guidelines of ESRC's Framework for Research Ethics. While this research may involve patients, NHS staff or organisations, it is defined as research that poses no clinical risk or harm to those who are the subjects of research. Research Organisations must ensure that appropriate arrangements are in place for independent ethics review of social science research that meets local research ethics committee standards.

Significant developments must be assessed as the research proceeds, especially those that affect safety and well-being, which should be reported to the appropriate authorities and to the Research Council. The Research Organisation must take appropriate and timely action when significant problems are identified. This may include temporarily suspending or terminating the research.

The Research Organisation is responsible for managing and monitoring statutory requirements for which it accepts

responsibility, for example, in relation to legislation on clinical trials, use of human organs, tissues and data.

Guidance by the MRC on the conduct of medical research, and by ESRC on the conduct of social science research, provided on behalf of all Research Councils, must be observed.

Health and Safety

The Research Organisation is responsible for ensuring that a safe working environment is provided for all individuals associated with a student's research project. Its approach and policy on health and safety matters must meet all regulatory and legislative requirements and be consistent with best practice recommended by the Health & Safety Executive.

Appropriate care must be taken where a student is working off-site. The Research Organisation must satisfy itself that all reasonable health and safety factors are addressed.

The Research Councils reserve the right to require the Research Organisation to undertake a safety risk assessment in individual cases where health and safety is an issue, and to monitor and audit the actual arrangements made.

Misconduct and Conflicts of Interest

The Research Organisation is required to have in place procedures for governing good research practice that meet the requirements of the Research Council's guidance on good practice. The Research Organisation must ensure that there are reliable systems and processes in place for the prevention of misconduct e.g. plagiarism, falsification of data, together with well-defined and clearly-publicised arrangements for investigating and resolving allegations of misconduct.

Where an allegation of misconduct arises in respect of a student supported by a Training Grant, the Research Council must be informed immediately and notified of the outcome of any investigation.

The Research Organisation must ensure that potential conflicts of interest in research are declared and subsequently managed.

TGC 3 Use of Funds

Subject to the following conditions, TG funds may be used, without reference to the Research Council, in such a manner as to best undertake the provision of training leading to the award of a postgraduate degree which must fall within the remit of the Council concerned.

Grant funds include a provision for inflation based on the GDP Deflators published by HM Government. The value of the grant may be varied by the Research Council during the lifetime of the grant in accordance with the deflators or to take into account any other Government decisions affecting the funding available to the Research Councils.

Grant funds cannot be used to meet the costs of an activity that will fall beyond the actual end date of the grant, e.g. when a student's support goes beyond the end date of the grant or when travel falls beyond the grant period, the costs cannot be charged to the grant even if the tickets, etc. can be purchased in advance

Other costs, for example those associated with the administration of the training, advertising costs and the costs of open days, may be incorporated into the fee level that the Research Organisation charges to the Training Grant as long as the same level of fee is used for UK/EU non-Research Council funded students on similar programmes. Such costs may not be taken from the training grant other than through the fee level; nor may individual RC students be charged additional fees above the level paid by the research council.

Student Eligibility

The use of funding to provide full awards or fees-only awards should be in accordance with student eligibility as defined by the Council.

Student Training

Funds may be used for student stipends, fees, project costs and the incidental costs of research training, such as travel and conference attendance.

Students may be full or part-time. The Research Organisation may decide on the period of support for individuals (up

to 4 years full time support). Part time awards should not normally be less than 50% of full time. Where the period of support for a student extends beyond the end date of a grant, the balance of support can be provided by the next or subsequent grant or from another source.

For any studentship where funding is drawn from a TA, either:

a) for a fees-only student, all the student's fees must be funded from the TA of a single Council;

or

b) where a student is eligible for a full award, at least 50% of the total cost of the studentship must be drawn from the TA of a single Council. The remaining costs may be funded from other sources, such as the research organisation's funds or from research partners. (Joint Research Council funding of multidisciplinary awards is possible on the basis of 50:50 funding from two Councils' TAs; in that case one of the Councils must be designated as the majority funder for monitoring and information purposes.)

Where a student is eligible for a stipend, the stipend awarded must be at least equal to the Research Councils' minimum rates for the relevant academic year. The Research Organisation may, if it wishes, pay a higher level of stipend, provided that it does not overspend the value of the grant.

The allocation of funds for the incidental costs of postgraduate training should have regard for the nature and complexity of projects and the need for fieldwork, conferences, broadening training and industrial or work placements.

Extensions, Suspensions and Terminations of Studentships

The Research Organisation must make suitable arrangements for coping with absences of students for illness, maternity leave, paternity leave, additional paternity leave, adoptive leave, extended jury service and holidays. All Research Council funded students are entitled to take 6 months of maternity leave or up to 6 months of additional paternity leave on full stipend and a further 6 months of unpaid maternity or up to 6 months of additional paternity leave. The Research Organisation must ensure that it is aware of unauthorised absences by students, so that future payments may be stopped and those already made in advance of need can be recovered. The period of a student's support may be extended at the Research Organisation's discretion to offset a period of genuine absence, subject to finding the necessary funding from within the Research Organisation's Training Account. Where there are insufficient funds in the Training Account to meet the costs of maternity or additional paternity leave, the Research Council will consider compensation at the end of the grant to cover the additional costs arising from maternity or additional paternity leave providing the RO can demonstrate that it lacks the flexibility to meet the costs of maternity or additional paternity support and that it has no other contingency funding of concurrent Training Grants on which it could draw.

Student Transfers

The grant will not be amended to take account of the transfer of a student from one Research Organisation to another, or from one department to another within the Research Organisation. Transfers may be arranged where they are essential to the student's training e.g. when a supervisor is moving, and should be by agreement between the Research Organisations concerned. Research Council expects that the arrangements for such a transfer would include the relevant funds. The SDP should be updated following a student transfer.

Disabled Students Allowances

Students funded from a TG are eligible for additional support where, because of disability, they are obliged to incur additional expenditure in undertaking their training. Application and payment arrangements will be as specified by the Research Council.

Where a student is funded from two Councils' TAs, the application will be considered by the Council which is acting as the majority funder (see above).

TGC 4 Grant Arrangements and Starting Procedures

Grants are for a specified number of years, adopting fixed start and end dates. The process for activating a grant consists of two separate stages. The Research Organisation must formally accept the grant by completing and returning the Offer Acceptance within 10 working days of the offer letter being issued. Returning the Offer Acceptance will result in the start confirmation and the payment schedule being issued. The start confirmation must be submitted within one month of a student starting. These notifications will be taken as acceptance of the grant on the terms and

conditions stated, and will activate profiled payments.

Payment arrangements will be as specified by the Research Council. Expenditure may be incurred prior to the start of the grant and subsequently charged to the grant, provided that it does not precede the date of the offer letter.

TGC 5 Annual Statement

The Research Organisation may be sent a statement to return each year showing payments made by the Research Council during the previous financial year for all the grants it holds. Where a statement is required, the Research Organisation must certify, by returning the statement, that:

- expenditure has been incurred in accordance with the grant conditions, and
- those grants shown as current are continuing.

No further payments will be made until the annual statement has been received and accepted by the Research Council.

TGC 6 Expenditure Statements

At the end of the grant, the Research Organisation must complete and return a final expenditure statement (FES) detailing expenditure incurred over the full period of the grant. The FES must be received within three months of the end date of the grant. Once a FES has been received by the Research Council, and expenditure incurred has been reconciled against payments made, the statement will be considered as final.

If there are exceptional reasons that will prevent submission of the expenditure statement within the period allowed, a written request may be made via the grant maintenance facility in Je-S, before the due date passes, for the submission period to be extended.

The Research Council reserves the right to require the Research Organisation to complete and submit a statement of expenditure at any time during the course of a grant, or to provide supplementary information in support of an interim or final expenditure statement.

TGC 7 Inspection

The Research Council reserves the right to have reasonable access to inspect the records and financial procedures associated with Training Grants or to appoint any other body or individual for the purpose of such inspection.

The Research Organisation must, if required by the Research Council, provide a statement of account for the grant, independently examined by an auditor who is a member of a recognised professional body, certifying that the expenditure has been incurred in accordance with the Training Grant terms and conditions.

Research Councils will undertake periodic reviews of Research Organisations within the **Funding Assurance Programme (FAP) programme** to seek assurance that Training Grants are managed in accordance with the terms and conditions under which they are awarded.

TGC 8 Sanctions

If the Final Expenditure Statement is not received within the period allowed, the Research Council may recover 20% of the expenditure incurred on the grant. All payments may be recovered if the statement is not received within 6 months of the end of the grant.

TGC 9 Public Engagement

It is the responsibility of the Research Organisation, Supervisors and Students to actively communicate the research to the public at both local and national level, and to raise awareness of the role of science and research in any related issues of public interest. Special schemes exist in some Research Councils providing additional support for these activities, or earmarked funding may be provided in the grant for this purpose.

The Research Organisation is expected to adopt the principles, standards and good practice for public engagement with research set out in the 2010 Concordat for Engaging the Public with Research:

<http://www.rcuk.ac.uk/per/Pages/Concordat.aspx>. The Research Organisation must create an environment in which public engagement is valued, recognised and supported. It must ensure that reliable systems and processes are in place so that the principles of the Concordat are embedded into practice within the Research Organisation.

TGC 10 Monitoring and Information Requirements

The Research Organisation will be required to provide the Research Council with standard information on students and their training programmes through the Je-S Studentship Details Portal (SDP) for inclusion in the Research Council's management information system.

Where a student is funded from two Councils' TAs, the information should be returned to the Council which is acting as the majority funder (see above), and not returned to the other council. Details of the secondary Research Council funder would be included in the submitted data.

Information should be entered within one month of the student starting their studies. Failure to provide this information may result in sanctions being imposed on future payments.

The Research Organisation should inform the Research Council of any significant changes to the student's research project funded from the TG, including change of supervisor or project objectives, by updating the SDP.

The Research Council expects that the start and end dates for the funded period of study will be agreed at the outset and would not be amended during the doctoral project unless exceptional circumstances apply. The Research Council will monitor any amendments to the start and end dates and reserves the option to apply original dates for assessing when thesis submission is due.

The Research Council should be notified through the Je-S SDP of students whose awards have been terminated, extended or transferred within a month of the change being formally agreed by the Research Organisation.

Research Organisations are also required to return information on the date of submission of the student's thesis.

The Research Organisation must make a clear statement, in relation to the Data Protection Act 1998, that personal information on students is being collected on behalf of the Research Council.

TGC 11 Exploitation and Impact

It is the responsibility of the Research Organisation, and all engaged in the research, to make every reasonable effort to ensure that the outcomes obtained in the course of the research, whether patentable or not, are used to the advantage of society and the economy. Research outcomes should be disseminated to both research and more widespread audiences - for example to inform potential users and beneficiaries of the research.

Responsibility for the arrangements relating to the ownership and management of intellectual property rests with the Research Organisation. The Research Organisation will be expected to put in place an agreement regarding the relative contributions to the creation of intellectual property and any associated revenue sharing arrangements before commercialisation or exploitation commences

Arrangements for collaboration and/or exploitation must not prevent the future progression of research and the dissemination of research results in accordance with academic custom and practice. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

TGC 12 Publication and Acknowledgement of Support

Publications and other forms of media communication, including media appearances, press releases and conferences, must acknowledge the support received from the Research Council(s).

Journal publications should acknowledge the funding source using the standard format agreed by funders and publishers and detailed in the additional information accompanying this grant.

In the case of Ph.D. theses funded by Research Councils, metadata describing the thesis should be lodged in the institution's repository as soon as possible after award and a full text version should be available within a maximum of 12 months following award. It is expected that metadata in institutional repositories will be compatible with the metadata core set recommended by the *ETHOS e-thesis online service*.

TGC 13 Disclaimer

The Research Council accepts no liability, financial or otherwise, for expenditure or liability arising from the research funded by the grant, except as set out in these terms and conditions, or otherwise agreed in writing.

Where studies are carried out in an NHS Trust, the Trust has a duty of care to its patients. The Research Council does not accept liability for any failure in the Trust's duty of care, or any negligence on the part of its employees.

The Research Councils reserve the right to terminate the grant at any time, subject to reasonable notice and to any payment that may be necessary to cover outstanding and unavoidable commitments.

Further to TGC3, the Research Councils reserve the right to amend the payment profile at their discretion. The Research Organisation will be advised, in advance, of any such change. Changes to payment profiles may affect the overall value of the grant

TGC 14 Status

These terms and conditions will be governed by the laws of England and Wales; all matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.

If any provision of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

These terms and conditions, together with any additional conditions set out in the grant, contain the whole agreement between the Research Council and the Research Organisation in relation to the stated grant. The Research Council and the Research Organisation do not intend that any of these terms and conditions should be enforceable by any third party.

ADDITIONAL INFORMATION TO ACCOMPANY TERMS & CONDITIONS

Following discussions between the Research Information Network, Research Councils, other funders and journal publishers, a standard format has been agreed for acknowledging funders in journal articles. This is to enable improved tracking of the publications generated by funded research projects.

For articles published in journals, or deposited in institutional or subject-based repositories, the acknowledgement of funding should take the form of a sentence as in the following example, with the funding agency written out in full, followed by the grant number in square brackets:

This work was supported by the Medical Research Council [grant number xxxx].

Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by a semi-colon, with "and" before the final funder. For example:

This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Engineering and Physical Sciences Research Council [grant number aaaa].