



Terms and Conditions of Grants and Requirements for Reports

The College of Radiographers provides charitable grants for research to members of The Society of Radiographers, but does not cover the full economic costs of any research or project conducted outside of the award.

The College of Radiographers will use the information supplied by you for purposes associated with education such as the administration of events, research, promotion and fundraising, processing award applications and maintaining education records. For detailed information about how we use your information please see <http://www.sor.org/privacy-statement>.

It is necessary for us to store and process information sent by applicants and referees, so that panels can assess and review an application. Data is held securely and handled confidentially. Lists of grant holders will be publically available.

Applicants are deemed to have given consent to the College of Radiographers to process data related to their application by returning a completed application form.

Conditions of awards

1. Any grant must be used solely for the purposes set out in the application and as approved by the assessment panel.
2. The grant holder is responsible for the conduct of the research or work.
3. The grant holder must ensure that all ethical committee approvals and requirements of regulatory authorities are in place before any work begins and that these are maintained throughout the duration of the project.
4. Any other financial support or other grants/awards for a project must be made known to The College of Radiographers.
5. For awards greater than £5,000 all principal grant holders must have been in continuous membership with the Society of Radiographers for a minimum of two years at the date of application of the grant.

For smaller awards (£5,000 or less) all principal grant holders must have been in continuous membership of the Society of Radiographers for a minimum of one year at the date of application for the grant.

Changes during the duration of a project

6. The College of Radiographers must be informed immediately if the grant holder is unable to take up the grant or if the project terminates prior to completion.
7. The College of Radiographers must be informed as soon as possible if changes to the agreed budget and expenditure are required.
8. The College of Radiographers reserves the right to terminate a grant if the grant holder is in breach of any of the conditions of the grant or is unfit or unable to continue the grant funded work.

Award payments

9. The preference of the College is for payment to be made by BACS. BACS payments will only be made into an institutional account (not into a personal bank account).
Alternatively, payment by cheque to the relevant institution can be arranged, or the College can be invoiced for the award by the institution's finance department.
Payment of the amount agreed in the applicant's funding confirmation letter will be made with no additional VAT.
10. Any grant money not used must be returned to the College of Radiographers.

Details of the receiving account for BACS transfer:

Bank Name	
Account Name	
Account Number	
Sort Code	
Email address(es) for remittance notification	

Publications and publicity

11. All grant holders are expected to submit the results of their work or research to *Radiography* for publication, and send a copy of any publications to the College of Radiographers.
12. All grant holders are expected to present the results of their work or research at UKIO congress or the Annual CoR Radiotherapy Conference, or similar.
13. The College of Radiographers support for the project must be acknowledged in any publication, poster or presentation.
14. A mandatory requirement of the grant is that any resulting presentations or publications must be communicated to the College so that an accurate record of funded research outputs can be maintained.
15. Project details will be published on the SoR research pages using content submitted on application.

Requirements for interim and final reports

16. The grant holder must keep the College of Radiographers informed of the progress of a project and any changes that may affect outcomes of the work.
17. Interim and final reports are a mandatory requirement of the grant and must be provided accordingly. The date of the interim and final reports will be specified in the letter of approval. If a date change is required the Professional and Education Manager and the Professional and Education Administrator must be notified, and a request for a new date with reasons for deferral submitted.
18. **Grant holders who fail to submit a final report will be ineligible to apply for any future College of Radiographers grant schemes and may be required to return the grant funding.**

Use of Society of Radiographers database of members

19. The SoR membership database can be a source of research material. Statistics relating to SoR members can be supplied for the purposes of research providing individuals cannot be identified from the data. The type of information that can be provided includes radiographer status; age; gender; UK country/region; accredited representative status; pre-registration education centre; discipline; qualification date; qualifications; and specialities.
20. In addition, the SoR membership database can be used to support survey work. On request, the SoR will forward one email from the researcher to a random sample of the appropriate section of our membership, to distribute an invitation to complete an online questionnaire for example. Such requests must comply with the SCoR survey requests policy.

21. The SoR membership database can only be used with prior agreement from the Director for Professional Policy, Knowledge Manager or Professional Officer for Research and must be used in line with the Data Protection Act.
22. Any data used from the SoR membership database to be included in a publication or presentation MUST be approved in advance by the Director for Professional Policy or Professional Officer for Research.
23. Survey data gained by use of the SoR membership database is only for publication in *Radiography*.
24. The College of Radiographers support MUST be acknowledged in any publication, poster or presentation where the SoR membership database has been used.
25. The College of Radiographers reserves the right to withdraw consent to use data extracted from the membership database.

I agree to the above terms and conditions.

Name in print please:

Signed:

Dated: