

Introduction

The majority of Academy grants are contracted based upon the below standard contract template. The contracts are not negotiable as they all have to be consistent with one another to ensure all the contracts meet not only our requirements but also the conditions set by our funders. This has the added benefit of also ensuring all grant recipients are treated equally, and Academy staff can become more familiar with the terms of contracts and so able to handle any queries more quickly. The below is for information only, and no action is required by applicants.

Negotiations and amendments

The contract template is based on a simple premise – you have submitted an application effectively saying ‘I want £X in funding so I can do Y and Z’ to which this contract effectively says ‘go ahead, and keep us informed of how it progresses.’ Negotiation would therefore not be a particularly productive use of time or money as we are giving you precisely what you asked for, and in return for which we mostly ask for an update on progress and evidence of your activities.

If we were to engage in negotiations for all contracts we would incur unsustainable legal costs, for little or no benefit, and would have to reduce the number of awards on offer by a commensurate amount. If you have comments on the contract please submit them to the Programme Manager who runs the scheme you applied for, and these can be considered prior to the launch of the next round. Suggestions are however unlikely to be applied to the current round, unless they raise a critical flaw.

How to use this template

- Any text highlighted **Yellow** is to be customised for each contract, be it filling in the blanks, selecting one of two options, or deleting the sentence. This will be done by the Academy.
- Any text highlighted in **Green** should be auto-populated by the online application system, using information provided by both the Applicant and the Academy – please check this information is correct.
- Any text in comments does not form part of the contract and should be removed in every case. These comments are purely for information purposes only and relate to clauses which generally attract the most comments from external parties, including requests for alterations. The comments explain the Academy’s reasoning behind the clause and demonstrates what suggested amendments we have already considered and rejected.
- Do not delete entire clauses as that would change the numbering system and so invalidate clauses that make reference to other clauses. Instead overwrite the content of the clause with ‘Not applicable’, to indicate that it is intentionally blank and not relevant in this case.
- The following clauses are specific to Enterprise schemes: 2.5, 3.5, 4.3, 5.2, 5.3, 6.8, 6.13, 7.4
- The following clauses are specific to the Ingenious scheme: 5.4, 6.14
- The following clauses are specific to Research schemes: 2.3, 2.5, 2.9, 2.12, 3.3.4, 5.2, 5.3, 6.7, 6.8, 6.9, 8.1, 10.1
- In addition to the above, the following clause relates specifically to the Leverhulme Senior Research Fellowships scheme: 2.13
- In addition to the above, the following clause relates specifically to the Research Chair scheme: Background C, reference to the company in the definitions section, clauses 2.3, 2.9, 5.2, 5.3, 6.13, 7.2
- In addition to the above, the following clause relates specifically to the Industrial Fellowships Scheme: Reference to Industry Host in both Annex A and the Definitions section.
- These preliminary notes and all highlights should be removed from the final contract to create a clean copy.

«FUNDTYPENAME» Contract

This Contract (the 'Contract') is made on the [] day of [] 2017 between:

(A) **The Royal Academy of Engineering** incorporated by Royal Charter of 3 Carlton House Terrace, London SW1Y 5DG, Registered Charity 293074 ('the Academy')

(B) «ORGANISATIONNAME», «ORGANISATIONCITY», «ORGANISATIONCOUNTRY» ('the Recipient')

Background:

(A) This Contract contains the terms and conditions of an Award to be made by the Academy under its [name of programme] scheme, whose purpose is [basic purpose of programme].

(B) The details of the Award are set out in Annex A to this Contract.

(C) Under a separate agreement with the Recipient, the Company named in Annex A will also contribute to the costs of establishing the Chair.

It is agreed as follows:

1. Definitions

'The Award' means the award of a grant whose details are set out in Annex A.

'The Award Letter' means the letter or email from the Academy addressed to the Awardee(s) confirming the Award as detailed in Annex A.

'The Recipient' means the UK university / organisation named above which will be formally receiving the Award.

'The Principal Contact' means the Awardee who is the principal contact at the Recipient who is named in Annex A.

'The Programme of Activities' means those activities specified in the Application, attached as Annex B, subject to any additional, excluded or amended activities detailed in clause 3.4

'The Awardee(s)' means the Principal Contact and any other person(s) who is named in the original Application, as the context may require, including but not limited to The Industry Host.

'Online Grant System' means the Academy's online application and assessment program through which the Award application was submitted, assessed, and will be monitored.

'Statement of Expenditure' means the statement of expenditure required to be submitted by the Recipient under Clause 5.1.

'Report' means any formal written update concerning the Programme of Activities required to be submitted by the Awardee under Clause 4.5.

Commented [AB1]: The scheme Programme Manager will enter the date of the final signatory, in the format --/Month /20 --.

'Not applicable' means this clause is not relevant to this Contract and has been redacted. The clause number remains in place to maintain the accuracy of any clauses which refer to other clauses.

'The Industry Host' means the organisation at which the Awardee will undertake the secondment to fulfil the programme of Activities

'The Company' means the company named in Annex A which will contribute to the costs of establishing the Chair

2. Grant of Award

- 2.1 The Academy undertakes to provide the Award to the Recipient in accordance with the provisions of this Contract. In the event of any conflict or inconsistency between the terms of this Contract and the Award Letter, or any other communication between the parties, the terms of this Contract shall prevail.
- 2.2 The Recipient shall be bound by the terms and conditions set out in this Contract. For the avoidance of doubt, the Award will not be activated and the Academy will not be obliged to pay any part of the Award to the Recipient until (a) the Contract has been received by the Academy duly signed by or on behalf of the Recipient; and (b) the Contract has been countersigned by the authorised signatory on behalf of the Academy. The Academy will not accept liability for any expenses incurred prior to the fulfilment of conditions (a) and (b) above.
- 2.3 The payment of the Award is also conditional on the Academy being satisfied that the following has been fulfilled:
 - 2.3.1 a contract has been signed between the Recipient and the Company committing the Company to provide the additional funding specified in Annex A.
 - 2.3.2 The contract with the Company does not conflict with any of the terms and conditions specified in this contract
 - 2.3.3 The contract with the Company is to be treated as a contract to fund university research and is not a consultancy agreement to procure research services from the Recipient.
- 2.4 The Recipient shall procure that the Awardee(s) performs all activities necessary for the fulfilment of the terms of this Contract. The Recipient shall put in place suitable contractual arrangements with the Awardee(s) and any third parties and will ensure that the Awardee(s) is made aware of any relevant obligations required to be met by the Recipient for which the Awardee(s)'s contribution is required, including but not limited to the provision of any Reports.
- 2.5 The Awardee(s) will be employed by the Recipient on a full-time basis and will not undertake any other paid work, hold any other form of paid office or employment or interrupt the Award to pursue other activities without the prior written consent of the Academy, acting reasonably, except that this consent will not be required for up to a combined total of 4 hours of teaching duties and consultancy work per week./Pursuing activities related to the original Enterprise Fellowship is acceptable. If any variation is approved the Academy reserves the right to adjust the Monitoring Schedule at Annex C and the Schedule of Payments at Annex D accordingly.
- 2.6 The Awardee(s) must notify the Academy in writing that the Programme of Activities has started by submitting an Initiation Report, by the date given in the

Monitoring Schedule, Annex C. This notification will be provided through the Online Grant System.

- 2.7 The Award is given to the Recipient only and is solely in respect of the Awardee and is not transferable to any third party (including an Awardee(s)) without the written agreement of the Academy. The Academy's decision on any requested transfer is final, as is the consequential distribution or allocation of any remaining Grant funds.
- 2.8 The financial support received from the Academy must be acknowledged by the Recipient and the Awardee(s) in any materials or publications regarding or resulting from the Award, and in any written or spoken presentations about the Award, in the following form (or such other form as the Academy has approved in writing): "This [project/Fellowship/position] was supported by the Royal Academy of Engineering under the «FUNDTYPENAME» scheme"
- 2.9 The Award and Awardee will both be known as the [chair title] and this should be reflected in the Awardee's job title and all relevant communications.
- 2.10 The Awardee(s) is entitled to take maternity, paternity, or adoptive leave if such leave is accordance with the terms and conditions of their contract of employment. The Academy will extend the duration of Award to account for the leave taken, and adjust the Monitoring Schedule (Annex C) and the Schedule of Payments (Annex D) accordingly.
- 2.11 The Recipient will notify The Academy of any such leave periods as early as reasonably possible.
- 2.12 The first six months of additional salary costs of each separate maternity, paternity or adoptive leave period (pro rated as appropriate) will be reimbursed by the Academy, less any statutory contributions.
- 2.13 Prior to the commencement of the Award, The Recipient will appoint a suitably qualified academic to undertake the administrative and teaching duties of The Awardee for the duration of the Award, as detailed in The Programme of Activities. The Recipient must obtain the prior approval of the Academy as to the suitability of the appointed academic. Such approval will not be unreasonably withheld.

3. Programme of Activities, and timetable

- 3.1 The Recipient shall procure the carrying out of the Programme of Activities as described in Annex B. In addition the Recipient shall allow the Awardee(s) to seek external funding in order to create and build a team to carry out the Programme of Activities.
- 3.2 The Recipient shall not modify or alter the Programme of Activities without the prior written consent of the Academy.
- 3.3 The Academy's approval must be sought in advance and in writing for changes to any of the following:
 - 3.3.1 the Start Date
 - 3.3.2 the End Date

- 3.3.3 the re-allocation of expenditure between different cost categories, as specified in Annex B
- 3.3.4 a change from full to part-time employment, or from part-time to full-time, as applicable.

The Awardee(s) should specify any reasons for the requested changes, and may at the Academy's request be required to provide further reasonable information. The Recipient and the Awardee(s) will be notified of the Academy's decision in writing. However, no additional funding will be provided if these dates are varied, subject to Clause 2.12 (if applicable).

- 3.4 The Recipient shall undertake the additional or amended activities (if any) specified in Annex B, and shall not use the funding for the activities excluded (if any) in Annex B.

3.5 The Academy shall provide a training programme for the Awardee(s) aimed at developing useful skills for the successful completion of the Programme of Activities, and the Awardee(s) shall attend all training stipulated by the Academy. The Academy shall provide for reasonable travel and accommodation expenses related to the training programme, and the Awardee(s) must submit the expenses claim to the Academy within four weeks of the training date.

4. Payment of the Award

- 4.1 The amount of the Award to be paid to the Recipient is set out in Annex D.
- 4.2 The Recipient undertakes to provide funding for any additional costs not covered by the Award which are necessary for the successful completion of the Programme of Activities. The Award is cash-limited and no supplementary funding will be provided by the Academy to complete the Programme of Activities in event of a shortfall.
- 4.3 The Recipient will provide the Awardee(s) with sufficient access to funds to enable the successful completion of the Programme of Activities. Where appropriate this includes the transfer of funds to the Company to enable the Company to develop a trading history and enable the Awardee(s) to demonstrate their financial management skills. Such a transfer is subject to written agreement from the Academy, as per clause 2.7.
- 4.4 Once this Contract has been signed by both parties in accordance with Clause 2.2 and any conditions specified in Clause 2.3 have been met the Academy shall make payments to the Recipient according to the Payments Schedule shown in Annex D. The Recipient will complete Annex E with the necessary banking information required to process the payments. The Recipient is not required to submit invoices for payment and all payments will be made to the bank account provided.
- 4.5 Each payment will be conditional upon receipt by the Academy of any and all Reports which fall due prior to the payment date, in accordance with Clause 5.1. Reports must be submitted in a timely manner and be of a satisfactory standard to release payment, as determined by the Academy, acting reasonably. Reports submitted more than 60 days after the due date are unlikely to be considered timely and no further payment will be made.

- 4.6 The Academy will deduct from the Final Payment (a) any underspend on the Programme of Activities which is evident from the Statement of Expenditure and (b) any funds not spent exclusively on the Programme of Activities, and if the amount to be deducted exceeds the amount of the Final Payment then no Final Payment will be made and the balance due shall be refunded to the Academy by the Recipient within 4 weeks of the Award End Date.
- 4.7 The Academy reserves the right to withhold or delay any payment if the Academy is not satisfied (acting reasonably) that the Programme of Activities will proceed, or has proceeded in accordance with this Contract.
- 4.8 No interest shall accrue on any sums not paid by the Academy on the due dates, or withheld in accordance with the terms of this Contract.

5. Reports

- 5.1 The Awardee(s) will submit written Reports through the Online Grant System to the Academy of the description, and by the dates specified in Annex C. These Reports shall follow the guidelines given within the Online Grant System, and include:
- 5.1.1 a Statement of Expenditure incurred covering the cost categories included in the application, attached as Annex B
- 5.1.2 such other information as the Academy may reasonably request.
- 5.2 The Recipient shall cooperate with a Mentor appointed by the Academy. The Awardee(s) shall liaise and meet with the Mentor as often as the Mentor deems appropriate. The Academy will make the Awardee(s)'s Reports available to the Mentor for review. Neither the Academy nor the Mentor accepts any responsibility for any advice given by the Mentor.
- 5.3 The Recipient will establish a Steering Group comprising a representative of the Recipient, the Awardee(s), the Mentor and a representative of the Academy and a representative of the Company, and the Steering Group will meet formally on an annual / a quarterly basis to review the progress made by the Awardee(s) against the Programme of Activities.
- 5.4 The Recipient shall cooperate with an evaluation consultant appointed by the Academy to carry out a long-term evaluation of the Ingenious scheme. The Awardee(s) shall liaise and meet with the evaluation consultant as often as the evaluation consultant deems appropriate. The Academy will make the Awardee(s)'s Reports available to the evaluation consultant for review.

6. Other obligations

- 6.1 The Recipient will ensure that before the Programme of Activities starts all the necessary legal and regulatory requirements for the conducting of the Programme of Activities are met and all necessary licences, visas and approvals are obtained, and maintained during the period of the Award.

- 6.2 The Recipient undertakes to support the Awardee(s) in the Programme of Activities and to ensure access to facilities specified in Annex B and any other facilities necessary for completion of the Programme of Activities.
- 6.3 The Recipient shall not allow any Award monies to be used other than for the purposes of the Programme of Activities.
- 6.4 The Awardee(s) shall comply with any policies of the Recipient and all applicable laws, statutes and regulations relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 and not engage in any activity, practice or conduct which would constitute an offence under the Bribery Act 2010 and other legislation in the UK or overseas.
- 6.5 The Recipient will keep complete and accurate accounts of expenditure on the Award and the Programme of Activities and allow the Academy or its representatives (on reasonable notice) to inspect such accounts and take copies. Should the Academy request it the expenditure statement must include all of the cost categories as submitted in the Application, attached as Annex B.
- 6.6 At the request of the Academy, the Recipient will permit the Academy and its representatives access upon reasonable notice to the Recipient's premises and to the Awardee(s) for the purposes of monitoring the progress of the Programme of Activities.
- 6.7 The Recipient will ensure that the results of the Programme of Activities are disseminated publicly within twelve months of the Award End Date (unless the Academy has agreed in writing to a longer period).
- 6.8 The Recipient agrees to endorse the commitments of the Concordat to Support Research Integrity and must have in place formal written procedures and policies to promote and ensure compliance with the commitments. In particular the Recipient commits to adhere to the highest standards of professionalism and integrity and agrees to have procedures in place to ensure that research is conducted in accordance with standards of best practice; systems to promote research integrity; and transparent, robust and fair processes to investigate alleged research misconduct.
- 6.9 The Recipient shall ensure that the Awardee(s) acknowledge the Academy's financial contribution in all publications regarding or resulting from the Programme of Activities, in the form specified in Clause 2.8 or as otherwise agreed to by the Academy.
- 6.10 The Recipient shall ensure that all uses of the Academy's logo conform to the Academy's requirements, as notified by the Academy to the Recipient.
- 6.11 The Academy may refer to the making of the Award, the names of the Recipient, the Company and the Awardee(s), and the general aims of the Award in any reports to its funders and in any publicity material.
- 6.12 The Recipient shall promptly inform the Academy if the contract between the Company and the Recipient referred to in Clause 2.3 is terminated for any reason or if the Company ceases to make the financial contributions specified in Annex A.

- 6.13 Awardee(s) must be willing to participate in Enterprise Hub activities that promote excellence in engineering entrepreneurship to the public and to build the skills of early stage engineering entrepreneurs.
- 6.14 Awardee(s) must notify the Academy of when project activities/events are taking place and provide an opportunity for an Academy representative to attend at least one of the activities/events over the course of the project.

7. Intellectual Property and equity rights

- 7.1 The Academy will not own or be granted a licence under any intellectual property rights relating to or resulting from the Programme of Activities.
- 7.2 The Recipient will ensure that the intellectual property rights in any results derived from the Programme of Activities are shared between the Recipient, the Company and the Awardee(s) and agreed in writing between the Recipient, the Company and the Awardee(s) before the Award Start Date. The Recipient will supply details to the Academy on request.
- 7.3 The Recipient will ensure that all existing intellectual property rights required to undertake the Programme of Activities are agreed in writing between the Recipient and the Awardee(s) before the Award Start Date. The Recipient will supply details to the Academy on request.
- 7.4 Prior to or during the Award period, the Recipient and the Awardee(s) will aim to establish a new company with the primary purpose of fulfilling the Programme of Activities and the development, exploitation and/or commercialisation of the research therein. The Recipient will supply details of the agreement regarding any shareholding arrangements in any new company to the Academy on request.

8. Termination

- 8.1 Should the Department for Business, Energy and Industrial Strategy (or successor department) reduce the funding of this Award the Academy reserves the right to terminate this Contract at any time with immediate effect by giving written notice to the Recipient.
- 8.2 The Academy may also terminate this Contract by notice in writing if:
 - 8.2.1 the Recipient or the Awardee(s) has provided any false information in connection with the Award application or the Programme of Activities; or
 - 8.2.2 the Recipient fails to apply the Award monies for the purposes specified in this Contract; or
 - 8.2.3 the Recipient is in breach of any other provisions of this Contract;
 - 8.2.4 the Awardee(s) cease(s), in the reasonable opinion of the Academy to have suitable employment for the completion of the Programme of Activities; or
 - 8.2.5 the Recipient receives funding from alternative sources for the Programme of Activities which covers the same costs as are funded under this Contract (without the prior agreement of the Academy); or
 - 8.2.6 The Academy, acting reasonably, considers the Awardee(s) unfit or unable to pursue the Programme of Activities in accordance with the requirements of this contract, if the facilities required for the Programme of Activities are not available, or if for any other reason the Programme of Activities cannot be fulfilled; or
 - 8.2.7 The Academy determines (acting reasonably) that the Recipient's and/or the Awardee's performance has fallen below an acceptable standard; or

Commented [LW2]:

NOTE regarding requests to insert a notice period

Many of our Awards are funded by partner organisations, which have their own contracts and terms. If funding for the Academy is withdrawn or reduced we will by necessity have to re-examine our commitments and adjust our plans accordingly. This includes, but is not limited to, the termination of existing awards.

Should this occur we will endeavour to minimise any disruption and provide as much notice as is reasonably practical for the Academy, bearing in mind the impact it will have on all our grant recipients, and therefore we cannot agree to a specific notice period.

8.2.8 The Academy, acting reasonably, considers that the arrangements for the exploitation of the intellectual property rights required for and resulting from the Programme of Activities (as referred to in Clauses 7.2 and 7.3) are not in accordance with the Award application approved by the Academy.

8.2.9 The contract with the Company referred to in Clause 2.3 is not signed within a reasonable period to be determined by the Academy; or the contract is terminated for any reason; or if the Company ceases to make the financial contribution specified in Annex A.

8.3 If this Contract is terminated by the Academy under clause 8.1, the Academy will reimburse the Recipient up to the maximum value of the Award for all reasonable expenditure incurred prior to the termination date, provided this expenditure is in accordance with the Programme of Activities and subject to evidence (if requested by the Academy) that the expenditure has been incurred.

8.4 If the Academy gives notice to terminate under clause 8.2, the Academy may require the Recipient to repay all or part of the Award paid by the Academy to the Recipient.

9. Limitation of liability

9.1 The Academy accepts no responsibility for any costs, claims, taxes, demands or expenses incurred by the Recipient or an Awardee for which the Recipient or Awardee(s) may be liable as an employer or otherwise as a result of the Award or the Programme of Activities, and the Recipient agrees to indemnify the Academy and its employees and hold them harmless against any such costs, claims, demands and liabilities accordingly.

10. Miscellaneous

10.1 Should the Department for Business, Energy and Industrial Strategy (or successor department) amend the conditions upon which it provides the funding to the Academy for this Award the Academy reserves the right to amend the terms and conditions for this Award to the extent necessary to enable the effective continuation of the Award and compliance with the new conditions, which will be notified to the Recipient and Awardee(s) in writing. If it is not prepared to accept the amended terms and conditions, the Recipient may terminate this Contract by notice in writing to the Academy within 30 days of notification. If this Contract is terminated by the Recipient, the Academy shall not be obliged to make any further payments and the Recipient shall refund within four weeks any amount not spent exclusively on the Programme of Activities as at the date of termination. Unless so terminated by the Recipient, this Contract shall be deemed to be varied with effect from receipt of the amended terms and conditions by the Recipient.

10.2 The Recipient will promptly inform the Academy in writing of any change in the status of the Recipient or the Awardee(s) or of any other circumstance which might affect its ability to comply with the terms of this Contract.

10.3 Subject to clause 10.1, this Contract can only be varied or amended by the prior written agreement of both parties.

10.4 For the avoidance of doubt, this is not a contract for the supply of services by the Recipient and nothing in this Contract shall be deemed to create an employment relationship between the Academy and the Awardee(s), or any other person.

Commented [LW3]:

NOTE regarding requests to add a cap to the indemnity:

As a charity we do not benefit directly from the outputs of the grant, or from any resulting profit and impacts that could potentially arise. We are also not the employer. It is therefore only reasonable that the risks of any future costs lie with the beneficiary of the grant.

To add a cap up to the level of funding would nullify the point of the indemnity, and discourage the recipient from fulfilling their responsibilities to an acceptable standard. We therefore cannot make such a change.

10.5 This Contract and its Annexes contain the entire agreement and arrangement between the Academy and the Recipient or the Awardee(s) regarding the Award and all other prior agreements, arrangements or understandings are hereby excluded.

10.6 References in this Contract to communications to be made 'in writing' shall be deemed to include email.

11. Governing law and jurisdiction

11.1 This Contract shall be governed by and construed in accordance with English law and all parties agree to submit to the exclusive jurisdiction on the English Courts as regards any claim or matter arising under the Contract.

.....
Signature and stamp of behalf of «**ORGANISATIONNAME**»

Date:

Name:

Position:

Stamp

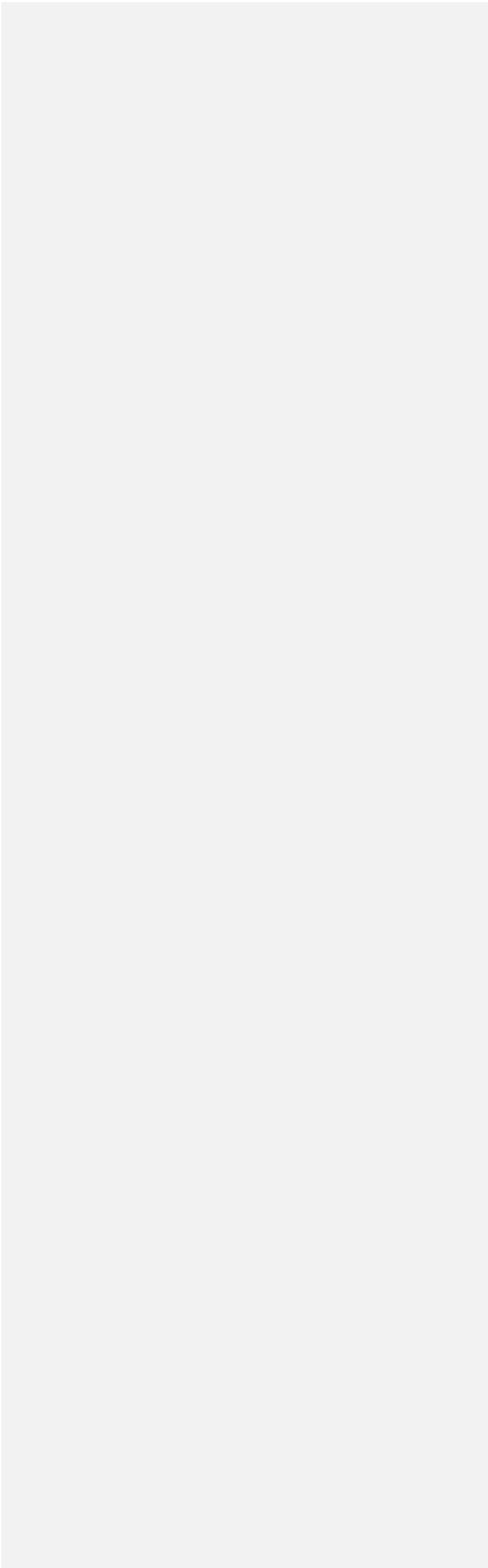
.....
Signed on behalf of the **Royal Academy of Engineering**

Date:

Name:

Position:

Stamp



ANNEX A

(details of the Award)

The Award will provide for the support of a/an «FUNDTY PENAME» to be undertaken by «Contacttitle» «Contactfullname» (the 'Principal Contact') and the Awardee(s), to be hosted by «ORGANISATIONNAME» (the 'Recipient')/(The Industry Host)

It is conditional on part-funding being provided in the amount of £xxxxx by xxxxxx ('the Company')

Dates of Programme of Activities:

from «STARTDATE» (the 'Start Date') to «ENDDATE» (the 'End Date') for the completion of the programme of activities (the 'Programme of Activities') under the title: «Projectname»

as detailed in the application, (the 'Application') to the scheme attached at Annex B which was submitted to the Academy by the Principal Contact/Persons' name if it was someone else, and dated: «DATESUBMITTED».

Award letter details:

Date: «DATE»

Addressee: «contactemail»

Academy Reference: «REFERENCE»

Annex B: APPLICATION FORM

Additional, Amended, or Excluded Activities (if any) (see clause 3.4)

Additional: Not applicable

Amended: Not applicable

Excluded: Not applicable

To be inserted after this page

Commented [AB4]: Note: The Original Application will be inserted here, and form a record of the expected activities to be fulfilled.

Annex C

Monitoring Schedule

The Recipient shall ensure that the following Reports are submitted to the Academy by the dates shown below:

Report	Date
«TableStart:Table5»«Title»	«DueDate»«TableEnd:Table5»

Annex D

Schedule of Payments

Subject to the prior submission of the necessary Reports as detailed in Annex C, the Academy shall ensure that payments are made to the Recipient for the following amounts on the dates shown:

Action	Date	Value	Pre-requisite Report
«TableStart: Table3» «Description»	«DateInvoice»	«Value» «TableEnd: Table3»	«TableStart: Table2» «Condition» «TableEnd: Table2»
Total	«AMOUNT AWARDED»		

NB. VAT is not payable on this Award

Invoices are not required and payment will be made against the banking details provided by the Recipient. It is the Recipient's duty to inform the Academy immediately if the banking details change during the Award.

6 – Use existing payment details (optional section)

If you wish for the Academy to pay against details previously submitted, please complete the below with details of the other contract, and skip sections 3, 4, and 5.

The Recipient's internal reference for the award (maximum 25 characters in length):	
Royal Academy of Engineering reference:	
Name of funding scheme:	
Project Title:	
Principal Contact:	
Start date of award:	

7 – Authorise Payment

I hereby authorise the Royal Academy of Engineering to process payment to the above bank account and I confirm that the above information is correct. This account will remain in effect until written authorisation to stop and/or change the instructions is received by the Royal Academy of Engineering.

I have authority to sign this Form on behalf of the organisation.

I have included a VOID CHEQUE or PAYING IN SLIP or a COPY BANK STATEMENT as evidence of the bank account details – OR, I have completed section 6.

If you are providing new bank details to those we have on file, or you are a new payee, then as an anti-fraud measure and to avoid mistakes, you must also return one of the following to confirm the bank account details: a void cheque, a paying in slip, a copy bank statement. This form must be signed by an appropriate senior member from the central administration of the Recipient.

Signed:	
Date:	
Name (full):	
Position:	
Organisation:	
Contact email address:	