

Version 4 - 6 December 2019

Text **in turquoise** included for compliance with Government Communications Planning Department GCPD agreement only (only applicable to one of the research programmes)

Text **in yellow** applies only to certain programmes.

Text **in green** is auto-populated with data from the application.

«FUNDTYPENAME» Contract

This Contract (the 'Contract') is made on the ____ day of _____ 2019 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», «CITY», «COUNTY» ('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 Sponsor named in Annex A will also contribute to the costs of establishing the Chair.

It is agreed as follows:

1. Definitions

'The Application' means the original application for the Award made by the Recipient, a copy of which is included in Annex B.

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

'Award Start Date' and 'Award End Date' shall mean the dates given in Annex A.

'The Awardee(s)' means any person(s) who is named as Awardee in the Application, as the context may require.

'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 Company' means the spin-out or start-up company to be formed by the Awardee(s) as referred to in Clause 7.4.

'The Industry Host' means the organisation named in Annex A at which the Awardee(s) will undertake the secondment to fulfil the programme of Activities.

'Mandatory Activities' means the events and activities referred to in Clause 5.6 and Annex C.

'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.

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

'The Programme of Activities' means those activities specified in the Application, subject to any additional, excluded or amended activities detailed in clause 3.2.

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

'Report' means any written report required to be submitted by the Awardee(s) under Clause 5.1.

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

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

2. Grant of Award and conditions of Grant

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 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 Award is conditional on the Academy being satisfied that the following conditions have been fulfilled:

2.3.1 a contract has been signed between the Recipient and the Sponsor committing the Sponsor to provide the additional funding specified in Annex A,

2.3.2 The contract with the Sponsor does not conflict with any of the terms and conditions specified in this contract,

2.3.3 The contract with the Sponsor is to be treated by the Recipient as a contract to fund university research and not a consultancy agreement to procure research services.

2.4 The Award is conditional on the Awardee(s) being employed by the Recipient in a suitable role **or having an alternative legal relationship with the Recipient approved by the Academy in writing.** The Recipient will procure that the Awardee(s) 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, **except that this consent will not be required for up to a combined total of 4 hours of teaching duties, administrative duties and consultancy work per week.** 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.

- 2.5 The Award is given to the Recipient only and is solely in respect of the Awardee(s) and is not transferable to any third party (including the 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.
- 2.6 The Recipient shall put in place suitable contractual arrangements with the Awardee(s) and any other relevant third parties and will ensure that the Awardee(s) is made aware of any relevant obligations required to be met by the Recipient under this Contract for which the Awardee(s)'s contribution is required, including but not limited to the provision of any Reports.
- 2.7 The Award 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."
- 2.8 The Awardee(s) is entitled to take maternity, paternity, or adoptive leave if such leave is in accordance with the terms and conditions of their contract of employment. The Academy will extend the duration of the Award to account for the leave taken, and adjust the Monitoring Schedule (Annex C) and the Schedule of Payments (Annex D) accordingly. The Recipient will notify The Academy in writing of any such leave periods as early as reasonably possible.
- 2.9 The Academy's approval must be sought in advance and in writing for changes to any of the following:
- 2.9.1 the Award Start Date.
- 2.9.2 the Award End Date.
- 2.9.3 the re-allocation of expenditure between different cost categories, as specified in Annex B.
- 2.9.4 a change from full to part-time employment, or from part-time to full-time, or any other change in the Awardee(s)'s employment status, or other changed circumstances affecting the Awardee(s)'s ability to work on the Programme of Activities as envisaged in this Contract.
- The Awardee(s) should specify any reasons for the requested changes, and may at the Academy's request be required to provide further 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 variations are made, subject to Clause 2.8 (if applicable).
- 2.10 The Award and Awardee(s) will both be known as the [chair title] and this should be reflected in the Awardee(s)'s job title (which may be used for the period of the Award, or such longer period as is permitted by the Academy in writing) and all relevant communications.

2.11 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.

2.12 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(s) 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

3.1 The Recipient will ensure that before the Programme of Activities starts all the necessary legal regulatory and ethical requirements for the conducting of the Programme of Activities are met and that all necessary licences, consents (including visas) and approvals are obtained, and that these are maintained during the period of the Award.

3.2 The Recipient shall procure the carrying out by the Awardee(s) of the Programme of Activities including the additional or amended activities (if any) specified in Annex B, and shall not use the Award for any of the excluded activities specified in Annex B.

3.3 If indicated in the Application the Recipient shall allow the Awardee(s) to seek additional external funding in order to carry out the Programme of Activities.

3.4 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. Where appropriate this may include the transfer of funds to the Company. Such a transfer is subject to written agreement from the Academy.

3.5 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.

3.6 The Recipient undertakes to support the Awardee(s) in the Programme of Activities and to ensure access to any facilities specified in the Application and any other facilities necessary for completion of the Programme of Activities.

3.7 The Recipient shall not allow any Award monies to be used other than for the purposes of the Programme of Activities.

3.8 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 Annex C. This notification will be provided through the Online Grant System.

3.9 The Recipient shall not modify or alter the Programme of Activities without the prior written consent of the Academy.

3.10 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).

4. Payment of the Award

- 4.1 The payments to be made by the Academy to the Recipient are set out in Annex D.
- 4.2 Once this Contract has been signed by both parties in accordance with Clause 2.2 and any conditions specified in Clause 2 have been met the Academy shall make payments to the Recipient according to 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.
- 4.3 Each payment will be conditional upon receipt by the Academy of any and all Reports which fall due prior to the relevant payment date, in accordance with Clause 5.1. Reports must be of a satisfactory standard to release payment, as determined by the Academy.
- 4.4 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.
- 4.5 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.
- 4.6 Payments beyond the (5th year/6th month) of the Award are conditional upon approval by a Mid-Term Evaluation to take place after (4 years and) six months. For the purpose of the Mid-Term Evaluation, the Academy will consult a panel of experts in the relevant field and the Awardee(s)'s mentor and take into account (inter alia) the Awardee(s)'s performance, previous Reports, compliance with Awardee(s)'s obligations under this agreement, and the project's progress toward its original (or amended objectives, if subsequently revised by agreement) and their appropriateness for the aims of the Scheme. The Academy shall permit the Awardee(s) to submit evidence and make representations before making its final decision, which shall be final and binding and which it may make in its absolute discretion. [The Academy shall reimburse the Awardee(s)'s reasonable travel and accommodation expenses related to the Mid-Term Evaluation; the Awardee(s) must submit the expenses claim to the Academy within four weeks of the evaluation date.]

5. Reports and Monitoring

- 5.1 The Awardee(s) will submit written Reports to the Academy of the description, and by the dates specified in Annex C. These Reports shall follow the guidelines provided by the Academy, and include:
 - 5.1.1 a Statement of Expenditure incurred covering the cost categories included in the Application.
 - 5.1.2 a summary of progress on the aims of the Award and the outputs specified in Annex B.
 - 5.1.3 such other information as the Academy may reasonably request.
- 5.2 The Recipient shall have monthly meetings with a Mentor appointed by the Academy and will liaise with the Mentor as required. 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 A representative of the Recipient will attend formal review meetings with the Awardee(s), the Mentor [, the Sponsor/ The Industry Host] and a representative of the Academy to review the progress made by the Awardee(s) against the Programme of Activities, with the frequency and approximate date(s) given in Annex C.
- 5.4 The Recipient shall cooperate with any evaluation consultant appointed by the Academy to carry out a long-term evaluation of the 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 and contact details available to the evaluation consultant for review.
- 5.5 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.
- 5.6 The Recipient shall ensure that the Awardee(s) shall attend all Mandatory Activities specified in Annex C. The Academy shall reimburse reasonable travel and accommodation expenses related to the Mandatory Activities, and the Awardee(s) must submit the expenses claim to the Academy within four weeks of the event date. If the Awardee(s) fails (without the prior approval of the Academy) to attend any Mandatory Activities, the Academy may at its discretion withhold, reduce or suspend any Award payments due to the Recipient.

6. Other obligations of the Recipient

- 6.1 The Recipient shall ensure that Awardee(s) shall comply with any policies of the Academy that are brought to its attention in writing including but not limited to those policies referred to in Annex F.
- 6.2 The Recipient shall comply with all applicable laws and regulations relating to (a) anti-discrimination under the Equality Act 2010 and (b) anti-bribery and anti-corruption under the Bribery Act 2010 and not engage in any activity, practice or conduct which would constitute offences under these Acts and any similar legislation in the UK or overseas.
- 6.3 The Recipient shall comply with all relevant obligations under the Data Protection Act 2018 and any other UK data protection laws, and in particular will ensure that the Awardee(s) has been notified that his or her personal data will be shared with the Academy and its external funders for the purpose of the operation and administration of this agreement.
- 6.4 The Recipient will keep complete and accurate accounts of expenditure on the Award (including the expenditure of any sub-contractors) and the Programme of Activities and allow the Academy or its representatives (on reasonable notice) to inspect such accounts and take copies.
- 6.5 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.

- 6.6 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.
- 6.7 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 2.7 or as otherwise agreed to by the Academy.
- 6.8 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 from time to time.
- 6.9 The Academy may refer to the making of the Award, the names of the Recipient, the Sponsor and the Awardee(s), and the general aims of the Award in any reports to its funders and in any publicity material.
- 6.10 The Recipient will promptly notify the Academy of any formal investigation against the Awardee(s) which is ongoing at the Award Start Date or subsequently which relates to the conduct of the Awardee(s) including (but not limited to) matters such as harassment, bullying, and any breach of the law or applicable Codes of Conduct or any of the terms of the relevant employment contract.
- 6.11 The Recipient will not without the previous agreement of the Academy dispose of or change the use of any tangible or intangible asset (including copyright) which has a value of £10,000 or more which has been purchased by the Recipient using the Award.
- 6.12 The Recipient shall promptly inform the Academy if the contract between the Sponsor and the Recipient referred to in Clause 2.3 is terminated or otherwise amended for any reason, or if the Sponsor ceases to make the financial contributions specified in Annex A.
- 6.13 Whenever requested by the Academy, Awardee(s) must 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 as far in advance as possible 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.
- 6.15 The Recipient undertakes as follows:
- 6.15.1 That if this Contract is terminated, the Recipient will comply with any request from the Government Communications Planning Directorate (GCPD) to sell any equipment purchased with the Award and remit the proceeds of sale to GCPD.
- 6.15.2 That research carried out by the Recipient or the Awardee is carried out in line with Good Data Management Practices.

- 6.15.3 That the Recipient will keep complete and accurate records of all research work carried out as part of the Award and of all results and observations.
- 6.15.4 That it will maintain an adequate Business Continuity Plan to ensure that operational disruptions are minimised.
- 6.15.5 At all times to apply best practice in the HE sector.
- 6.15.6 To notify the Academy promptly of any change in its status that might affect its eligibility to hold a research grant.
- 6.15.7 It will promptly inform the Academy if the Awardee(s) leaves the employment of the Recipient and/or seeks a period of absence and/or no longer wishes to work on the project.
- 6.15.8 That its contract with the Awardee(s) requires the Awardee(s) to attend an annual 'Community Meeting' with the Academy and present a progress report to the meeting, as well as an ad hoc review requested by GCPD.
- 6.15.9 To deliver all results of the project to GCPD promptly after the end of the Award period.

7. Intellectual Property

- 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 ownership and use of the intellectual property rights in any results derived from the Programme of Activities are agreed in writing between the Recipient, the Sponsor and the Awardee(s) before the Award Start Date specified in Annex A and that the agreement includes an agreement by the parties to grant an irrevocable, non-exclusive royalty-free licence in favour of the Crown to use the background and foreground results for research purposes. The Recipient will supply details to the Academy on request.
- 7.3 The Recipient will ensure that all background or 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 and that the agreement includes an agreement by the parties grant an irrevocable, non-exclusive royalty-free licence for the Crown to use the results for research purposes. The Recipient will supply details and/or a copy of the agreement to the Academy on request.
- 7.4 Prior to or during the Award period, the Recipient and the Awardee(s) will commit to establish a new start-up or spin-out 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) or any other external funder withdraw or reduce the funding of this

Award the Academy reserves the right to terminate or suspend this Contract at any time with immediate effect by giving written notice to the Recipient.

- 8.2 The Academy may also suspend or 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 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; or
 - 8.2.4 the Recipient receives funding for the Programme of Activities from alternative sources which covers the same costs as are funded under this Contract (without the prior agreement of the Academy); or
 - 8.2.5 The Academy considers that the Programme of Activities cannot or will not be fulfilled in accordance with the requirements of this Contract, including (but not limited to) the Awardee(s) being unfit or unable to pursue the Programme of Activities or if the facilities required for the Programme of Activities are not available; or
 - 8.2.6 The Academy 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 Application; or
 - 8.2.7 **The Academy considers, based on the Reports and information supplied to date, that the outputs specified in Annex B will not be met;** or
 - 8.2.8 **The Academy, following the Mid-Term Evaluation, determines to end the Award under Clause 4.6;** or
 - 8.2.9 The Academy considers that by reason of his or her conduct the Awardee is not a fit and proper person to receive the Award or conduct the Programme of Activities.
- 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 (in its absolute discretion) require the Recipient to repay all or part of the Award paid by the Academy to the Recipient.
- 8.5 The Recipient may terminate this contract without liability, by notice to the Academy, if the Academy is in breach of the terms of this Contract and remains in breach for more than 30 days after receipt of a notice from the Recipient bringing the breach to the attention of the Academy and requesting that the breach be remedied.

9. Limitation of liability

- 9.1 Save for the Awards payments to be made by the Academy under this Contract, the Academy accepts no responsibility for any payments, 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 hold it 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)** or other external funder amend the conditions upon which it provides the funding to the Academy for the 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 Subject to clause 10.1, this Contract can only be varied or amended by the prior written agreement of both parties.
- 10.3 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.
- 10.4 If any provision of this Contract is held to be void or unenforceable or if any provision or part-provision of this agreement is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this agreement.
- 10.5 Whenever in this Contract the Academy may exercise a discretion or determination, or give or withhold a consent, there shall be deemed to be a requirement that in doing so the Academy must act reasonably.
- 10.6 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.
- 10.7 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.

This contract was signed by the authorised representatives of the parties on the above date

.....
Signature on behalf of «**ORGANISATIONNAME**»

Date:

Name:

Position:

Stamp (if applicable)

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

Date:

Name:

Position:

ANNEX A

(details of the Award)

Type of Award:	«FUNDTYPENAME»
Award Name:	«Projectname»
The Awardee(s):	«Contacttitle» «Contactfullname»
Recipient:	«ORGANISATIONNAME»
Total amount of Award:	«AMOUNTAWARDED»
The Industry Host (if any):	«ORGANISATIONNAME»
Principal Contact:	«Contacttitle» «Contactfullname»
Sponsor (if any):	«ORGANISATIONNAME»
Sponsor Conditions:	Not Applicable
Award Start Date:	«STARTDATE»
Award End Date:	«ENDDATE»
Award Letter Date:	«DATE»
Award Letter Addressee:	«contactemail»
Academy Reference:	«REFERENCE»

Annex B: APPLICATION FORM and REQUIRED OUTPUTS

(Application form attached after this page)

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

Additional: Not applicable.

Amended: Not applicable.

Excluded: Not applicable.

Required Outputs:

Annex C

Monitoring Schedule (Clause 5.1)

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»

Mandatory Activities (Clause 5.6)

The Recipient will ensure that the Awardee(s) attends the following events and activities (and such other events and activities as are specified by the Academy in writing):

- Formal review meeting [HERE STATE FREQUENCY OR APPROX DATE] (clause 5.3).
- [HERE LIST OTHER EVENTS AND ACTIVITIES eg Training, Networking events, coaching and mentoring]

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:

Payment Reference	Date	Value	Pre-requisite Report
«TableStart:Table3» «Description»	«DateInvoice»	«Value» «TableEnd:Table3»	«TableStart:Table2»«Condition» «TableEnd:Table2»
Total	«AMOUNTAWARDED»		

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 period.

Annex E

BANKING INFORMATION FORM

Please complete all sections and return this form as an Annex to the contract, along with the required proof of bank details. Partially completed Annexes will be returned for completion before being countersigned or payments made.

Please print legibly to avoid delay in payment processing.

Summary

Royal Academy of Engineering reference:	«REFERENCE»
Royal Academy of Engineering Finance contact:	finance@raeng.org.uk
Principal Contact:	«Contacttitle» «Contactfullname»
Start date of award:	«STARTDATE»
Total Award value:	«AMOUNTAWARDED»

1 - Reference

The Recipient's internal reference for the award (maximum 25 characters in length):	
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2 - Key Finance Administrative Contact for this award:

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

3 - Bank Information

Organisation Name									
Organisation Address	City	County			Postal Code				
	Country								
Bank Name									
Bank Address	City	County			Postal Code				
	Country								
Beneficiary Name									
Bank Account Number									
Bank Account Currency	Please specify:								
Sort Code									
BIC or SWIFT code									
IBAN									

4 - Payment Notification Details:

Email Address*	
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*An email notification will be sent to this address as confirmation of payment, including the amount, date of payment and invoice number(s).

5 – Proof of Bank Details

As a fraud prevention measure and to enable us to check for mistakes, you must also return one of the following documents to confirm the bank account details. Please indicate which of the following you have included.

- VOID CHEQUE
- PAYING IN SLIP
- COPY BANK STATEMENT

6 – 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.

	Authorised Signature 1	Authorised Signature 2
Signed:		
Date:		
Name (full):		
Position:		
Organisation:		
Email address:		

Annex F

ROYAL ACADEMY OF ENGINEERING POLICIES (clause 6.1)

1. Safeguarding Policy
2. Bullying and Harassment Policy
3. Anti-Bribery Policy
4. Equality and Diversity Policy
5. Modern Slavery Policy
6. Data Privacy Policy
7. Academy Open Access Position Statement
8. Academy position: Concordat to Support the Career Development of Researchers

Copies of these policies may be found by following this link: www.raeng.org.uk/programme-policy-documents