Royal Academy of Engineering

Royal Academy of Engineering
Prince Philip House
3 Carlton House Terrace
London
SW1Y 5DG

«ContactTitle» «ContactFullName»
«ContactStreetAddress1»
«ContactStreetAddress2»
«ContactCity»
«ContactPostCode»
«ContactCountry»
Our ref: «REFERENCE»

{Date}

«FUNDTYPENAME» Letter of Offer

Dear «ContactTitle» «ContactLastName»

The Royal Academy of Engineering (the "Academy") is delighted to confirm the success of your application to «FundTypeName».

The Academy's charitable mission is to deliver public benefit through engineering excellence. We work with our Recipients to achieve that mission and use the power of engineering and technology to build a sustainable society and an inclusive economy that works for everyone.

In the face of complex, evolving, and interconnected global challenges, we need engineers and technicians more than ever. In everything we do, we are guided by our values:

- Progressive leadership
- Equity, Diversity and inclusion
- Excellence everywhere
- Collaboration first
- Creativity and innovation

In the spirit of those values, and with our funding awarded in accordance with our charitable mission, please see below your Letter of Offer details.

1. Award Details:

Recipient: «ContactTitle» «ContactFullName»
CoApplicant: {CoApplicantNameAndTitle}
Host Organisation: «OrganisationName»
Partner Organisation: {PresentEmployerCoApplicant»}
Country/Territory: {ResearchProposalCountry}

Project Title: «ProjectName»
Start Date: «StartDate»
End Date: «EndDate»
Duration: {Duration}
Award Value: «AmountAwarded»
Funder: {Funder}

The Recipient is entitled to request reasonable adjustments at any stage of the Award. The Academy will consider requests that remove or reduce barriers related to disability or a long-term health condition and, where reasonable, put in place adjustments to ensure the Recipient is not disadvantaged in carrying out Award activities.

2. The Grant Agreement

The Grant Agreement, stipulating the terms and conditions of the Award, consists of the following documents:

- This Letter of Offer;
- The Conditions of Award {for Research, Development, and Innovation Grants/for Basic Grants} (attached to this Letter of Offer);
- The Royal Academy of Engineering Policy and Position Statements; and
- {Appendix X}
- {Appendix Y Additional term}

Where there is any inconsistency between any provisions contained within the documents above, priority should be given in the order of the list of documents above.

Except where otherwise defined in this Letter of Offer, any terms defined in this Letter of Offer shall have the same meaning in the Conditions of Award, Appendices, and Policy and Position Statements.

The Award is conditional in all respects upon the formal acceptance of the Grant Agreement.

3. Value and use of Award

The Academy would like to provide an award of «AmountAwarded» (the "Award") to «ContactFullName» (the Recipient) as part of «FUNDTYPENAME» to {insert objectives of the Scheme}. References to "you" or "your" refer to the Recipient. The Award is granted to enable you to support these objectives and must be used for the delivery of those Permitted Activities set out below and no other purposes.

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The Permitted Activities shall include (and be limited to) those detailed in the Grant Application «REFERENCE», submitted «DateSubmitted» and found on the Academy's Application portal or otherwise confirmed in writing by the Academy.

The Award is cash-limited and no supplementary funding will be provided by the Academy.

4. Start date and duration of the Award

Your award will commence on «StartDate» and is scheduled to end on «EndDate»

5. Award title (if relevant)

The Award (and Recipient) should be referred to as {insert title} and this title should be used at all times, in conjunction with any honorary title conferred by your Host Organisation, for the duration of the Award.

6. Payment of Award

Subject to the submission of the reporting detailed below and compliance with all required Permitted Activities and obligations, the Academy will process payments to the Recipient for the following amounts on the dates shown. Please note the dates listed are the dates when the Academy will initiate the processing of these payments and so you should expect to receive these funds around 7-14 days after the scheduled date below. Payments will not be processed on the scheduled dates when the Academy is waiting on outstanding reports of other information. Payments delayed due to outstanding information will only be processed after the required information has been received and reviewed.

Payment will be made against the banking details provided by the {Recipient/Host Organisation}. It is the {Recipient's/Host Organisation's} responsibility to inform the Academy immediately if the banking details change during the Award period.

Payment	**Reference**	**Date**	**Value**	**Pre-requisite Reports, outputs or conditions**
«TableStart:Table3»«Description»	«InvoiceNumber»	«DateInvoice»	«Value» «TableEnd:Table3»	«TableStart:Table2» «Condition»«TableEnd:Table2»
Total	«AMOUNTAWARDED»			

The Academy will not pay out money in advance of need. As such, the Academy reserves the right to pause the scheduled payments listed above in the event that delays to expenditure are reported, and until the Academy

are satisfied that release of payments would not constitute payment in advance of need.

The Academy reserves the right to amend the payment schedule or request the reprofiling of the scheduled payments listed above. In such cases the Academy will confirm any changes by way of issuing a written notification of the amended schedule.

7. Reporting

You must submit reports and Financial Statements on the dates specified below via our Grant Management System, please reach out to your Academy contact if you require assistance prior to the submissions date.

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

Please note in addition to the above schedule Impact reports will also be scheduled annually and will be due before the end of April each year. You are reminded that you are required to complete these as part of your funding agreement with the Academy.

Please note post completion reporting will be required for up to three years post award. Failure to complete these reports will result in you becoming in eligible to apply for grant funding from the Academy in the future.

8. «FundTypeName» requirements (if relevant)

In order to achieve the objectives of «FundTypeName» as a Recipient of the Award you are required;

- {To attend formal review meetings every two years with your wider project team}
- {To engage with the training programme, attending a minimum of two trainings per year}
- {To establish a new start-up or spin-out company with the primary purpose of fulfilling the Grant Activities}
- {To attend quarterly meetings with a Mentor appointed by the Academy}
- {To comply with the Enterprise Hub Code of Conduct}
- {To ensure a collaboration agreement is in place with all project partners by X}
- {To notify the Academy prior to taking maternity, paternity or adoptive leave and provide any such information (such as Host Organisation

internal policies) to enable the Academy to calculate the proportion of funding to be provided.}
- {Add other required activities}

The Host Organisation is required to provide reasonable adjustments for Recipients who are disabled or have a long term health condition (in alignment with a UK employers legal obligations as defined in the Equality Act 2010). The Host Organisation will take reasonable steps to ensure that the Recipient is not disadvantaged in carrying out the Award activities.

The Host Organisation is required (applicable to Research programmes):
- To maintain an adequate Business Continuity Plan to ensure that operational disruptions are minimised.

As a Recipient of funding under a Safer End of Complex Systems Programme Grant, the Academy waives it's requirement (as detailed in the Terms and Conditions of Award) for Recipients to ensure that intellectual assets obtained in the course of Grant Activities, whether or not protected by Intellectual Property Rights, are used for the benefit of UK society and the UK economy given that this programme is one that is positioned for global benefit.

The Recipient agrees for their confidential information to be shared with any Academy assigned mentor.

9. Promotion of the Award

During the Award Period, you are asked to acknowledge clearly in all communications and publications the Royal Academy of Engineering, wherever possible citing our ROR ID (https://ror.org/0526snb40), any grant DOI confirmed in writing by the Academy, and {FUNDER}(including their ROR ID where available) in the following form (or such other form as the Academy has approved in writing):

"«ProjectName»{Grant DOI as provided}*{AWARD REF:INSERT MERGE FIELD ID} was supported by* {FUNDER} (ROR ID) *and the Royal Academy of Engineering (https://ror.org/0526snb40) under the «FundTypeName» scheme,"*

Where publishers provide specific fields to acknowledge Funder and Grant References please ensure you include the Academy ROR ID (https://ror.org/0526snb40), the Funder ROR ID (where available) and your Academy Award reference {AWARD REF:INSERT MERGE FIELD ID} and any Grant DOI confirmed by the Academy.

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10. Change requests

The Academy recognises that creativity and innovation can result in plans changing and aim to provide flexibility to Recipients. As detailed in the attached Terms and Conditions, we are open to discussing requests for changes to both Permitted Activities and the Award Period. No Cost Extensions on the «FundTypeName» scheme will not be permitted beyond {Date}.

The Recipient is also entitled;

- to take maternity, parental, paternity, or adoptive leave in accordance with the terms and conditions of your contract of employment. The Academy will extend the duration of the Award to account for the leave taken and adjust the Payment and Reporting schedules accordingly.

The Host Organisation is also entitled (only applicable to relevant Research programmes):

- To claim a proportion of the first six months of additional salary costs from the Academy for each separate maternity, parental, paternity or adoptive leave period. The proportion reimbursed by the Academy must be through application of the Host Organisation internal policies, pro-rated based on the proportion of salary funded by the Academy and less any statutory contributions. In exceptional circumstances the Academy will consider requests to reimburse at a higher proportion.

11. Subsidy control

The Academy intends that the Award complies with all Subsidy Control laws on the basis that {a. the Grant Activities are not economic activities and do not give a specific advantage to one or more UK enterprises. You must take all reasonable steps to maintain this position and to assist the Academy to comply with the requirements of Subsidy Control laws and must cooperate with any investigations under Subsidy Control laws.

The Host Organisation or collaborating research and knowledge and dissemination organisation must retain the rights to publish their own research results. Any restriction of this right by a commercial organisation collaborating on the Award without the prior agreement and knowledge of the Academy may result in this grant becoming an illegal subsidy and/or conflicting with the Academy's charitable mission and objectives and facing termination and the claw back of grant funding.

The Academy retains the right to consider varying and decreasing the funding ratio for the Award to align with the Government's Subsidy Streamlined route for Research Development and Innovation and ensure minimisation of any market distortion attributable to the grant funding.

OR

b. The Award is offered as a permitted subsidy or subsidy exemption under the terms of Subsidy Control laws, {insert route} and all requirements and obligations to maintain this position and to assist the Academy to comply with the requirements of the Subsidy Control laws as detailed in {Appendix X}.

The Academy retains the right to consider varying and decreasing the funding ratio for the Award to align with the Government's Subsidy Streamlined route for Research Development and Innovation and ensure minimisation of any market distortion attributable to the grant funding. The Academy reserves the right to query the charitable compliance of any grants where it is felt that private benefit is outweighing the wider public benefit and which therefore might conflict with the Academy's charitable mission and objectives.

The Academy will immediately stop future payments of the Award and may require repayment of some or all of the Award if Subsidy Control or state aid laws so require for the funding to be compliant.

12. Data Sharing with partners and funders

As part of our agreement with our funders and partners (or their representatives), the personal data you provide in your application, subsequent reports, and financial statements will be used in accordance with the Academy's Policy and Position Statements.

The Academy may also publish basic details of successful awards on its websites and other publicly available databases, and in reports, documents and mailing lists. If you have any questions regarding the way we use your personal information you may contact the Compliance Manager at cm@raeng.org.uk

13. Engagement with the Academy

Your award will be administered by the Royal Academy of Engineering and your programme manager is «CaseOfficer» «CaseOfficerEmail».

{As a recipient of an Enterprise Hub award, you will become part of our valued community of Hub Members. Through our Ecosystem team, we will

continue to support you beyond the duration of your award, with events, activities, connections and offers that are tailored to your particular needs}

{As part of our valuable Awardee Excellence Community, both during and after your award, the Academy will invite you to participate in our wider activities to promote engineering in society and fulfil the objectives of the *«FundTypeName»*}

14. Acceptance

If you would like to accept this Grant Agreement, you or another duly authorized representative are required to accept this offer within 1 week of the offer being issued by countersigning below.

Please notify the Academy in writing at the earliest opportunity should you decline this offer of award.

Finally, I would like to offer you our congratulations and gratitude for your commitment to the field of engineering and wish you every success.

Sincerely,

{Approver signature}
{Approver name}
{Approver title}

Grant Offer Acceptance (Recipient signature)

I confirm acceptance of the conditions set out or referred to in this Grant Agreement.

Signed: .....

Printed name: .....

Date signed: .....

Grant Offer Acceptance (Host Organisation signature)

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I confirm, for and on behalf of «OrganisationName», the agreement of the «OrganisationName» to the conditions set out or referred to in the Grant Agreement , and that I have the authority to sign on behalf of, and bind, «OrganisationName».

Signed: .....

Printed name: .....

Position: .....

Date signed: .....

[For and on behalf of the «OrganisationName»]