



**AWARD LETTER  
EMERGING MINDS NETWORK RESEARCH GRANT**

To: [Lead Applicant]  
[Lead Applicant Address]

Ref. R62044/ **[Grant reference]**

[Date]

Dear [Lead Applicant]

[Project title]

Thank you for your application for an Emerging Minds Network research grant in response to the first funding call which closed in February 2020.

On behalf of the Economic and Social Science Research Council ("ESRC") funded Emerging Minds Network ('Emerging Minds') based at the University of Oxford ('Oxford') under the cross-disciplinary Mental Health Network plus Initiative, supported by UK Research & Innovation ("UKRI") we are pleased to offer [Lead Applicant HEI name] ("the Lead Organisation") a research grant of £XXXX ("Grant") for carrying out the project entitled XXXXXXX ("the Project"), to be led by [Lead Applicant] ("Lead Applicant") as detailed in the Application (attached as Annex A).

Please review the terms and conditions within this Award Letter and sign and return one copy to the **Emerging Minds Network Manager ([emergingminds@psych.ox.ac.uk](mailto:emergingminds@psych.ox.ac.uk))** to confirm the Lead Organisation's acceptance of this Award and UKRI (<https://www.ukri.org/files/funding/ukri-fec-grant-terms-and-conditions-jun19-pdf/>).

The Project:

1. The Lead Organisation will use its reasonable endeavours to ensure that the Project is undertaken as detailed in the Application with a start date of no later than XXX, a duration of XXX and a completion date of no later than July 2022.
2. The Lead Applicant or other delegated representative of the Lead Organisation will participate in meetings arranged by the Emerging Minds Network. This will include participating in mid-term and final review workshops.
3. The Lead Applicant or other delegated representative of the Lead Organisation will work with the Emerging Minds Network Manager to share progress and final findings, and outputs with the Emerging Minds Network and key stakeholders.



4. The Lead Organisation will provide financial and activity updates mid-way through the Project and at the end of the Project, reporting on actual expenditure in relation to the budget awarded as detailed in the Annex B. (i.e.: fEC and award for each eligible budget heading).
5. Within one month of the end of the Project, the Lead Applicant or other delegated representative of the Lead Organisation will provide a short report for the Emerging Minds Network describing what has been achieved and how findings and outputs have been shared in addition to Research Fish reporting requirements ("Final Project Report").
6. The Lead Applicant or other delegated representative of the Lead Organisation will provide the Emerging Minds Network Manager with informal progress updates on request, as well as notifications of any anticipated delays or problems with the Project's progress.
7. The Lead Organisation will ensure that all expenditure is subject to robust controls to ensure value for money and propriety; all costs should be fully vouched for and maintained for the ESRC's inspection and checks.
8. The Lead Organisation will ensure that all publications and presentations relating to the Project acknowledge the financial support provided by the Emerging Minds Network and the UKRI grant (ES/S004726/2).
9. Any intellectual property, know-how and results created in the course of the Project shall be owned by the Lead Organisation (or as otherwise agreed with its co-applicants as applicable).
10. The Lead Organisation grants Oxford and a non-exclusive, indefinite, fully-paid up, royalty free licence, to publish summaries and research outputs (such as published papers) of the Project on the Emerging Minds Network (e.g. website and newsletters) and in reports to the ESRC . The Lead Organisation will ensure that it obtains the necessary rights to enable it to grant this licence. The Lead Applicant (and co-applicants as applicable) will be acknowledged as author (s) in any publications related to the Emerging Minds Network.
11. The Lead Organisation will ensure that all necessary permissions and consents are obtained and comply with the ESRC's Framework for Research Ethics - <http://www.esrc.ac.uk/about-esrc/information/research-ethics.aspx>
12. The Lead Organization is required to make any research data created or repurposed for the Project, available for reuse and archiving via the ESRC's Data Store - <http://www.data-archive.ac.uk>
13. The Lead Organisation shall ensure compliance with the General Data Protection Regulation 2016/679, the Data Protection Act 2018 and any guidance or codes of practice issues by the Information Commissioner's Office (all as amended, re-enacted or replaced from time to time) regarding the processing of personal data in connection with the Project.

#### The Funding:

14. The Grant payment is inclusive of any applicable VAT and is for the costs set out in Annex B.
15. The Lead Organisation will submit one invoice to Oxford for 50% of the full amount of Grant payment once the Award Letter has been signed; and an invoice for the remaining 50% of the



Grant payment at the end of the Project, upon acceptance of the Final Project Report. Both invoices will quote reference **XXX** and the final invoice should include a separate itemised statement of all actual expenditure incurred against the Project expenses headings detailed in the Application.

16. The invoices and itemised statement will be sent for the attention of:

Research Grants Manager,  
Department of Experimental Psychology  
University of Oxford, Anna Watts Building  
Radcliffe Observatory Quarter, Woodstock Road  
Oxford OX2 6GG United Kingdom  
research@psy.ox.ac.uk

cc Emerging Minds Network Manager ([emergingminds@psych.ox.ac.uk](mailto:emergingminds@psych.ox.ac.uk))

17. Oxford shall pay the final invoice within 30 days of receipt of a valid invoice.
18. In the event that the ESRC requires reimbursement by Oxford of any sums paid under this agreement, then to the extent that such reimbursement arises from the acts or omissions of the Lead Organisation (or co-applicants as applicable), the Lead Organisation hereby agrees to reimburse Oxford the sum received by it.
19. Oxford does not accept any responsibility for financial or other liability incurred by the Lead Organisation (or its co-applicants as applicable) that may arise out of the Project.

General:

20. This Award Letter may not be assigned by the Lead Organisation without Oxford's prior written consent and, together with the Annexes listed below, comprises the entire terms and conditions on which you accept our offer of funding and undertake the above Project.
21. This Award Letter is made under the laws of England and Wales and any arising disputes will be subject to the exclusive jurisdiction of the English courts.

If you are willing to accept the foregoing, please sign and return a fully signed scanned version of this letter and email to: [emergingminds@psych.ox.ac.uk](mailto:emergingminds@psych.ox.ac.uk)

Yours faithfully

for and on behalf of **The Chancellor Masters and Scholars of the University of Oxford**

Signature:

Name:

Position:



**Accepted  
for and on behalf of**

**[HEI Legal Name]**

Signature

Name:

Position:

Date:

Annexes:

Annex A: Emerging Minds Grant Application (the "Project".)

Annex B: Budget