

APPLICATION FOR THE FUNDING OF A PROJECT

Project Title	
Main Objective <i>(in less than 200 words)</i>	
Outline of Programme <i>(in less than 500 words)</i>	<i>Please include references to previous published work. Other relevant information may be appended to the application</i>
Project start and end dates	

Expected outcomes in terms of staff recruitment, facilities, training and research etc in 1st year of project			
Milestones	<i>The Trust will expect project applications to include 'SMART' milestones: Specific, Measurable, Achievable, Realistic, Timebound.</i>		
Reporting	<i>The Trust expects short reports by email during the first year of the project and at the end of the year a full written report to be used as the basis for an evaluation for extension of the project grant</i>		
Project Co-ordinator	Organisation: Address: Telephone: Fax: Email:		
Name of other scientists to be funded through the project (if known)			
Estimated project costs with breakdown of total funding	<i>Eg salaries, laboratory equipment, chemicals, consumables, equipment maintenance, audit costs (an external auditor is to be appointed to audit the accounts at the end of each year, see note 6)</i>	Local Currency	GB Sterling equivalent

	<p>TOTAL ESTIMATED COST OF PROJECT</p> <p>Salaries:</p> <p>Consumables:</p> <p>Equipment:</p> <p>Travel (<i>see note 7</i>):</p>		
<p>Method of disbursement of funds schedule of payments</p>	<p><i>See note 5. The Trust would expect to make payments in appropriate instalments on a quarterly or bi-annual basis</i></p>		
<p>Administrative authority (signatory) to be completed by the university</p>			

SUPPLEMENTARY NOTES

These notes describe the way the Trust operates in relation to charitable donations.

1. Collaborative projects - Memorandum of Understanding
Where the Trust is involved in a collaborative project between two institutions it will usually require a Memorandum of Understanding to be agreed and signed by the parties involved so that there is clear statement of the contributions each party will make. Experience suggests it is helpful for all the collaborators to make an estimate of the value of the items they are contributing, not just the parties contributing financial support.
2. Research Projects – Project Descriptions and Contracts
Where an organisation such as a University or NGO agrees to undertake research funded by the Trust, the Trust will normally require a project description to be agreed, and in some cases a formal contract to be drawn up and signed.

3. Intellectual property issues
The Kirkhouse Trust has provisionally adopted the Intellectual Property Policy of the McKnight Foundation which is to be found at: <http://www.mcknight.org/science/ipstatement.asp>
Universities and other organizations are requested to provide assurances that they are able to adhere to this IP policy in relation to research work funded by the Trust.
4. Publication of Research findings
As a UK charity, Kirkhouse Trust is under an obligation to ensure the results of all research it funds is made public. It therefore encourages those it sponsors to seek to publicize their research findings and to reserve the right to publish such research findings itself, possibly through its website or other means.
5. Financial management issues - Paying against estimates and involving independent auditors
 - When the Trust pays over funding against estimated costs, it will usually transfer approximately two thirds of the estimated budget. The organization receiving this money is expected to compile accounts of actual costs incurred. Once all the invoices have been received and paid, a local chartered accountant should be asked to audit the account. The cost of the audit can be included in the account before a final balance is obtained. Accounts with full supporting invoices to be submitted to the Trust by post, usually before any shortfall is paid over. The Trust would expect to be informed at the first sign that expenditure is over running the budget estimates for any agreed budget head, and may opt not to reimburse such over runs if there has been no prior warning or approval for the increase in the budget.
 - The Trust may agree or require that it makes certain payments direct to companies such as travel agents, equipment suppliers, chemical suppliers etc.
 - The Trust may require some funds to be paid direct to an individual scientist as a condition of a grant.
6. Auditing supplies funded by the trust
If the Trust supplies equipment and chemicals to an organization it will require an auditing process to be put in place and audit reports to be submitted as part of an on-going project reporting process.
7. Travel and expenses policy
The Trust's policy is to fund economy travel costs only. The Trust will normally exclude items such as incidental telephone calls from expense claims. The Trust requires invoices to be presented for all items when reimbursing travel claims.

Dr Sonia Morgan
Trust secretary

31st January 2005