



UNIVERSITY OF LONDON
CENTRAL RESEARCH FUND
REGULATIONS 2009/2010

Purpose of the Fund

- 1 The University has at its disposal Trust Funds for the purpose of making grants for specific projects of original research. Grants may cover the provision of apparatus and materials, travelling expenses and the cost of additional maintenance, i.e. the cost over and above the cost of normal maintenance at home. **It is not intended in general that grants should be made for apparatus or materials that can be regarded as constituting part of the basic equipment of an institution.** Funds are restricted and are not intended for major items of expenditure.

Eligibility

2. Applications may be made by members of the University, undertaking independent projects of original research, as follows:-
- (a) Postgraduate research students registered for MPhil/PhD and Specialist Doctorate Degrees of the University or of a College of the University.
 - (b) Academic staff at an early stage in their careers, who are employed on a contract that requires research, at a College or Institute of the University, and who were awarded a doctoral degree not more than five years prior to the date of application.

Administration of the Fund

3. Applications shall be considered in the first instance by a relevant Expert Advisory Panel which shall make recommendations for awards to the Academic Trust Funds Committee. As a general principle the Committee is not prepared to award grants in retrospect, i.e. for projects that will have started before the decision on awards is known.

Application Procedure

4. The closing dates for applications for grants shall be 9 October 2009 for consideration during the Autumn Term and 12 March 2010 for the Summer Term. The outcome of applications considered in the Autumn Term will normally be available at the end of December and for the Summer Term the middle of June. Application forms may be obtained from the website (www.london.ac.uk/crf) or from the Secretary of the Academic Trust Funds Committee, Senate House, Room 106, Malet Street, London WC1E 7HU to whom completed forms should be forwarded. **It is the responsibility of applicants to ensure that their forms are submitted to the ATF Office in good time as applications received after the closing date cannot be accepted.**

5. All applications for a grant shall be made on the prescribed form and full information must be given in regard to the following matters:
- (a) The nature of the proposed research, the methodology to be employed and expected results.
 - (b) The estimated expenditure, itemised in detail.
 - (c) Whether the applicant has received, has applied for, or is applying for, any grant from any other source for the same object, and if so, with what results.
 - (d) If a proportion of the grant applied for is intended to be used for defraying the cost of special assistance full information must be provided concerning the nature of the assistance required and the skill involved.

All applicants are required to arrange for a reference to be supplied. A member of staff should arrange for one independent academic referee from outside his/her own institution. A postgraduate student must ask his/her supervisor to act as a referee and, if considered necessary, may name a second referee. The applicant's Head of Department, or equivalent, should countersign the application form under Section J and, in the case of postgraduate students, also the Supervisor.

Conditions of Award

6. All instruments, specimens, objects or materials purchased from grants from the Fund shall be and shall remain the property of the University. On completion of projects major apparatus and portable equipment shall revert to a grantee's College/Institute and materials such as microfilms placed in an appropriate University Library. Portable equipment (e.g. tape-recorders and cameras) shall be donated to a grantee's institution normally after one year. If a grantee wishes to use the apparatus for some other purpose of research a fresh application should be made to the Committee. A fresh application should also be made by any other person wishing to complete research discontinued by the original grantee or to use the same apparatus for a different piece of research.
7. Applicants to whom a grant is made shall be required to apply for payment from the time at which authorised expenditure on the research begins. Payment will only be made to grantees in the employ, or registered at, institutions of the University. Small awards for fieldwork costs will be paid directly to a grantee whereas payments for scientific equipment and materials will be made to a grantee's institution. **If application for payment is not made within three months from the date of allocation the grant shall be revoked.**
8. If the recipient of a grant wishes to use the grant in any other way than that specified by the Committee, the prior permission of the Committee must be obtained, failing which the Committee reserves the right to require a refund.
9. All grantees shall provide an interim report of the work undertaken as a result of the grant, together with a statement of the expenses incurred, with receipts where possible, within one month of the funds being used. Reports shall be lodged with the Head of Department. Supervisors and Heads of Departments shall ensure that grantees comply with the foregoing conditions.
10. **All published papers, books or submitted theses containing the results of research which has been aided by a grant from the University of London Central Research Fund shall include a statement to the effect that it has been so aided.**