|  |  |  |  |
| --- | --- | --- | --- |
|  | E | INSERT@wellcome.ac.uk | Our Ref: «Grant Reference» |
| T | +44 (0)20 7611 INSERT |  |
|  |  | «Current Date» |
|  | | |
| **Private and Confidential**  «Lead Applicant With Administering Depart» |  | | |

«Lead Applicant Salutation»

**Innovations Innovator Award, ‘«Grant Title»’**

Many congratulations on your successful application for an Innovator Award.

I am writing to confirm that Innovations has agreed to make an award of up to «Grant Original Award» over «Grant Duration months» monthsto «Host Institution» in accordance with the research plans set out in your application attached as Annex 2 to this award letter. The proposed start date is «Grant Start Date». Please find further details of how to manage your award in the attached schedule.

Further details of how to manage your award are attached, including

* the financial composition of the award
* how to start your award
* how to claim the funds
* the grant conditions
* what we expect of Wellcome award holders.

USE WHERE HOST ORGANISATION IS IN UK AND STAFF POST(S) (NAMED OR UNNAMED) ARE AWARDED

Members of your team who need a visa to work in the UK and who will spend at least 50% of their working time contributing to this award may be eligible to apply for a Tier 1 Global Talent visa through the endorsed funder route.  You can find further details on our [website](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwellcome.ac.uk%2Ffunding%2Ftier-1-global-talent-visa-route%3Futm_source%3Daward-letter%26utm_medium%3Demail&data=02%7C01%7CL.Atkins%40wellcome.ac.uk%7Cb21f8e7d438a4694f54008d82a24a375%7C3b7a675a1fc84983a100cc52b7647737%7C0%7C0%7C637305684149946541&sdata=CxP9exGUrYihlwpbp8y1PLu%2FIzeY8HdVmXB1dh4qzwA%3D&reserved=0).

Terms not defined in this award letter shall have the meanings given to them in our standard [Grant Conditions](https://wellcome.ac.uk/sites/default/files/grant-conditions-2018-nov.pdf). If there is any conflict between the definitions given in this award letter and the definitions in our standard Grant Conditions, those given in this award letter shall prevail.

If you need any further information or assistance, please do not hesitate to contact me.

Yours sincerely

…………………………………………

**FOR AND ON BEHALF OF THE**

**WELLCOME TRUST LIMITED AS**

**TRUSTEE OF THE WELLCOME TRUST**

Att: Annex 1, Deliverables

Annex 2, Organisation’s application for funding

[Annex 3, Collaboration agreement]

[Annex 4, Bank letter template; Spend Report template]

**1. Financial composition of the award**

The award is to provide support as follows in the following cost table and as per Annex 1 and 2:

«Insert Contract Cost Table»

We will make payments to the Grantholder quarterly in arrears based on expenditure information received.

Your award is for a fixed amount. We provide supplementary funding only in exceptional circumstances; please contact us if you need further details.

The budget headings in the table above are flexible; you can transfer small amounts of funding between headings. If you wish to make larger transfers between headings or you would like to use funds for anything not covered by these budget headings, you will need to get our agreement first (see <https://wellcome.ac.uk/funding/guidance/how-to-manage-your-grant-budget>).

USE FOR GRANTHOLDERS EMPLOYED AT THE CRICK WITH MORE THAN 3 YEARS LEFT AT THE CRICK

**[Salary support**

Salary support for grant holders must be provided by the host institution. Your salary from the Crick Institute is currently guaranteed until DATE and £AMOUNT has been allocated from the above funds for your research until that date.

We will transfer the remaining funds for your research to the institution to which you transfer. You must let us know who will be paying your salary from DATE+1 day onwards, by no later than DATE-6 months to enable continued funding, otherwise the grant will be terminated and the remaining funds will be returned to Wellcome.]

USE IF OVERSEAS ALLOWANCES HAVE BEEN AWARDED

**[Overseas Allowances**

You have been awarded funds for overseas allowances to cover the expenses of working overseas. These funds cannot be used for any other purpose unless permission is granted by Wellcome. If your circumstances change during your award, please contact us to discuss next steps.]

**2. How to start your award**

* Send a copy of this award letter to the head of your organisation and, as appropriate, your head of procurement; your finance officers and your research administrator.
* You or your organisation must submit a grant start certificate on WT Grant Tracker to formally accept the award.
* If your grant is to be administered by your organisation, we will send an email to your ‘organisational approver’ asking them to formally accept the award on WT Grant Tracker. If your organisation does not have an ‘organisational approver’, or you are not based at an organisation, you will receive this request yourself.
* You have one year from the date of this award letter to submit the grant start certificate and so there is no need to do this until you know the start date of your grant.
* [Once activated, the release of funds is subject to the satisfaction of the conditions precedent in condition C8 of this award letter.]

When we receive the grant start certificate, we will activate the grant. We will not accept liability for any expenses incurred before we receive the grant start certificate.

**3.** **How to claim the funds**

If this is your organisation’s first Wellcome grant, your organisation must complete and submit to us a bank details form and a Common Reporting Standard tax form before we will make the first payment.

During the grant, your research office should submit organisation spend reports quarterly in arrears via WT Grant Tracker (go to ‘My Organisation’ and then ‘Grant Claims’).

When the grant ends, your research office should submit a Final Expenditure Report within 90 days of the grant’s end date via WT Grant Tracker (go to ‘My Organisation’ and then ‘Grant Reports’). There is more information on Final Expenditure Reports at <https://wellcome.ac.uk/funding/guidance/final-payment-expenditure-reports>

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**4. Grant Conditions**

The terms governing this award are:

* The Wellcome Trust standard **Grant Conditions)** (<https://wellcome.ac.uk/funding/guidance/grant-conditions>);

* our funding policies **(the “Policies and Positions”)** (<https://wellcome.ac.uk/funding/guidance/policy-and-position-statements>); and
* the terms of this award letter, including the specific Innovator Award conditions **(C1 – C7 [C8-9]).**

Please read through these to familiarise yourself with them.

**C1 Review**

Subject to paragraph 10 of the Grant Conditions, the Grant Period is for [?? Years / months] and we will review the award against the Deliverables (C2) below, at approximately mid-term. The exact timing will be mutually agreed. We shall require a mid-term progress report no later than two (2) weeks prior to the review.

**C2 Deliverables**

You will be expected to deliver the research plans as set out in the Annex1 to this award letter. These research plans should not be changed unless otherwise agreed with Wellcome in writing.

**C3 Governance**

You will ensure that:

* the research is of the highest quality in line with the application for funding and your strategic aims;
* there is good management of research staff including recruitment at the appropriate levels;
* the funding is only used for the research purposes stated in the application for funding, unless otherwise agreed with us in writing;
* the principles of good research practice are followed, including clinical governance, data sharing and preservation in line with our Grant Conditions and the Policies and Positions; and
* the award must have its own cost centre status within your organisation’s finance system in order to ensure transparency and to enable an audit trail of the use of the Wellcome funding to be established.

**C4 Publications**

The outcomes of the award must be published in accordance with the publication provisions in the Grant Conditions and our Policies and Provisions which include our Open Access policy. You should also consider that the Innovator Awards are translation awards and give due consideration to the timing of publications in the context of your patent strategy.

**C5 Press Statements or announcements**

You must consult our Media Office before the release of any announcements, press statement or other media presentation concerning the award.

**C6 Wellcome’s Publicity**

Brief details such as the name of the Principal Investigator (and other key researchers), the amount of the award, project title and project summary may be disclosed by Wellcome for the purposes of publishing summary details of awards made (e.g. on the website or in annual reports). In addition, we have agreed with you that the following description of the research funded by the award may be published:

[insert Title and agreed description]

**C7 Post award reporting**

We place great importance on monitoring and evaluating the research and other activities that we fund. Monitoring provides us with important insights into how our awards are progressing, and helps us gain greater understanding of the impact of the research. It is a condition of the award as per section 4.5 of the Grant Conditions an [end of grant report](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwellcome.ac.uk%2Ffunding%2Fguidance%2Fend-grant-reporting&data=02%7C01%7CL.Atkins%40wellcome.ac.uk%7C1aa9f9373b144522073e08d752522536%7C3b7a675a1fc84983a100cc52b7647737%7C0%7C0%7C637068385070830877&sdata=fPRgXbK%2FPCTQ8gsyFTeyE4Z6C3G6T%2Fduq8G%2FfHza6Us%3D&reserved=0) may be required, if we require reports via Researchfish, the Grantholder must provide updates on the outcomes of the Grant, as requested, for up to five years after the end of the Grant Period.You will be sent a link to the report and instructions on how to complete it when required

**[C8 Collaborators**

[You have told us that you are collaborating with [insert name of collaborating organisation]. A copy of your collaboration agreement is attached at Annex 3.] **]**

It is a condition of this award, that:

1. we receive, for our review and approval, the final form of the agreements you are required to put in place between any Organisations and/or the Participants under the award (including with your collaborators and subcontractors referred to above) in connection with the funded research (the “Collaboration Agreement(s)”). You shall submit the Collaboration Agreement(s) to us within four (4) months of the date of this award letter. We remind you that the Collaboration Agreement(s) must to comply with the Grant Conditions and the terms and conditions of this award letter;
2. no funds will be released under the Grant until we have confirmed in writing our approval of the final form of the Collaboration Agreement(s);
3. no funds may be released to the Organisations and/or to the Participants until the Collaboration Agreement(s) referred to above have been signed by the parties thereto and have taken effect; and
4. you provide us with executed copies of the Collaboration Agreement(s) with the Organisatons and Participants. Copies of these executed agreements will be added into Annex 3.

**C9 Confidentiality**

It is a condition of this award, that where a non-disclosure agreement is deemed necessary for the project, that you will use Wellcome’s template agreement, the terms of which we do not expect to be subject to negotiation [Share template/ multiple party template as necessary]

THE FOLLOWING PARAGRAPHS TO BE USED/DELETED AS APPROPRIATE:

IF APPLICABLE, INSERT PARAGRAPH RELATING TO EXTRA GRANT CONDITIONS RECOMMENDED BY COMMITTEE

Research involving rhesus macaques

This award is subject to the condition that the rhesus macaques funded on the award will be purchased from the Centre for Macaques at Porton Down. If you have not already done so, please contact staff at the Centre for Macaques, CFM, ([cfm.info@headoffice.mrc.ac.uk](mailto:cfm.info@headoffice.mrc.ac.uk)) immediately to inform them of your successful award and to finalise details of your animal requirements and the time-lines for supply.

Research involving non-human primates

You are required to contact us immediately if any serious difficulties arise in the conduct of experiments on non-human primates (for example, training or recruitment of researchers or technical staff whose roles are critical to animal welfare). You must notify us of any changes to the information given about the individuals appointed to the post(s) involving the handling of and research on non-human primates in your application form.

DELETE SECOND SENTENCE IF NO STAFF ARE PROVIDED ON THE GRANT

Clinical trials

Where a Wellcome-funded clinical trial involves activities to be undertaken by a third party, the host organisation must ensure that a formal contract with the third party is in place prior to any such activity being carried out. The terms of such formal contract must comply with the Grant Conditions and this award letter, unless we agree otherwise in writing. We reserve the right to request copies of any such contract or contracts.

Please note our expectations of Grantholders in relation to the post-award governance framework for clinical trialists and the requirement for all trials to be registered: <https://wellcome.ac.uk/funding/guidance/clinical-trials-policy>.

**5. Expectations of Innovator Award holders**

In addition to the above conditions, we have the following expectations of our award holders.

*(a) Peer review*

Both Wellcome and Innovations awards processes rely on the co-operation of the scientific and academic community in providing referees’ comments on proposals, and success with applications is in part due to the goodwill of fellow scientists/academics in providing comments. Our Grantholders are expected to undertake review of research proposals submitted to us when requested.

*(b) Branding*

Grantholders are encouraged to use Wellcome ‘endorsement logos’, available on our website at <https://wellcome.ac.uk/funding/guidance/logo-usage>.

*(c) Research enrichment – Public Engagement*

We encourage our Grantholders to carry out activities that will increase the impact of their main research. If you are planning a specific activity to engage with the public, develop innovative ways to make the outputs of your research open and accessible or tackle barriers to diversity and inclusion, you can apply for additional funding. Details can be found on our website at [wellcome.ac.uk/funding/research-enrichment-funding](https://wellcome.ac.uk/funding/guidance/research-enrichment-funding) or please contact us at [grantenquiries@wellcome.ac.uk](mailto:grantenquiries@wellcome.ac.uk).

**Annex 1: Deliverables**

**Annex 2: Application for funding**

**[Annex 3: Collaboration Agreement]**