



Research and Mentor-Based Fellowship Grants

Conditions of Grant Award

Grant Reference: XXXX

General

These are the standard Terms and Conditions applying to Research and Mentor-Based Fellowship Grants given by Autistica and apply to all grant awards alongside any special conditions relating to an individual award set out in the Grant Award Letter. Deviations from the conditions described herein are valid only if stated in writing and approved by Autistica. Autistica, in its sole discretion, reserves the right to award grants pursuant to any terms or conditions it deems appropriate. It is the responsibility of the Principal Investigator and Host Institution to ensure that all parties, including collaborators and staff employed on the research funded by the grant, comply with these Terms and Conditions and that all research activities are conducted in a safe, responsible and ethical manner.

Grant Period and Payments

Autistica typically awards grants in twelve (12) month increments and the Principal Investigator may request grants for a period of one, two or three years, or as specified in the governing research announcement or research proposal. For grant awards with a duration of less than twelve months, grants will be paid in full upfront. For multi-year grants, although it is the intention of Autistica to provide funding in subsequent years, the Principal Investigator acknowledges and accepts that the subsequent years of funding requested in the original grant application are contingent on (a) the timely submission of annual progress and financial reports to Autistica through the [Autistica Grant Platform](#), and (b) the availability of Autistica funds.

The funding period for each research project will start either on the date specified in the governing announcement or research proposal, or an alternative date that has been approved, in writing, by Autistica. Grant payments will be disbursed to the Host Institution on an annual basis and will usually commence in the month following acceptance of the terms and conditions of the award.

Employment

Autistica does not act as the employer with respect to any grant and in all cases where funds are provided under a grant for employment of staff, the Host Institution shall undertake to ensure a contract of employment is in place between it and such staff, in compliance with the relevant laws and regulations.

Compliance with Project and Fellowship Proposals

The Principal Investigator must use their best endeavours to ensure that the research activity is completed within the agreed period and within the overall amount of grant awarded. The use of grant monies for any purpose other than that specified in the Grant Award Letter is not permitted without Autistica's prior written approval. Deviations from agreed timelines and budgets should be discussed with Autistica at the earliest point in time and agreed in writing.

The grant shall be taken up as soon as all approvals required by the conditions of grant are in place. Autistica must be notified immediately if the Principal Investigator is unable to commence the project at the time of the first grant payment, after which Autistica may, at its sole discretion, choose to terminate the grant. Funds provided by the grant are for the purposes of conducting

the research described in the proposal (unless modified by written agreement between the Principal Investigator and Autistica as a condition of the award) and may not be used for any other purpose without the express written consent of Autistica. Allowable expenses by category shall be specified in the budget included in the proposal submitted to Autistica. Funds that are unexpended or uncommitted at the termination of the grant shall be remitted to Autistica within sixty days of the date of termination.

A grant which is conditional on successful applications for funding from other sources may not commence until the Host Institution has provided Autistica with written confirmation that the research activity is fully funded.

Overlap Funding

The Principal Investigator and the Host Institution are responsible for ensuring that the research described in the Research Proposal is not simultaneously sponsored or funded by any other entity or organisation. The Principal Investigator agrees to immediately notify Autistica if support for the research project is obtained from another funding source during the term of the Autistica award. Any funds awarded by Autistica may be withdrawn should funding be received for the same purposes from other sources.

Progress and Financial Reports

Funding for the subsequent years of a multi-year grant is contingent upon the timely submission and approval of satisfactory progress and financial reports. Annual progress and financial reports are due August - September. Progress Reports are submitted through the [Autistica Grant Platform](#), and collect data on project progress, impact and personal development. Accompanying a progress report should be an interim financial report with the Host Institution, or responsible official, providing written confirmation that the grant has been used for the specified purpose for which it was awarded by Autistica. You are required to report your expenditure against the budget you submitted to Autistica in your grant application. If you are underspent during a year of the grant it is possible for up to 20% of that annual budget to be rolled over to the following year's budget. This underspend will appear in your financial report to Autistica and we expect for it to be accounted for in the financial report for the following year. Anything equal to or greater than a 20% underspend during a year of the grant will be remitted to Autistica. Autistica at its sole discretion may subject interim reports (including financial reports) to impartial assessment by a panel of experts.

The Principal Investigator shall, as soon as they become aware of any significant problems, which may delay the progress of the project for period of more than six (6) months or any significant deviations from the research aims outlined in the approved proposal, immediately and without delay, notify Autistica of said problems or deviations. Failure by the Principal Investigator to comply with this protocol for reporting significant problems and deviations may result in delay or cancellation of subsequent funding increments.

Final Progress and Financial Reports, and No-Cost Extension

The Principal Investigator shall be responsible for submission of a Final Progress Report to Autistica no later than ninety (90) days after the stipulated end date of the grant. The Final Progress Report should be submitted by completing the relevant form on the [Autistica Grant Platform](#). Using this platform, grant holders will be required to continue for a further five (5) annual rounds after the grant end date so that we can continue to capture outputs from the research.

A Final Report of Expenditures, signed by the responsible administrative official at the Host Institution, must accompany the Final Progress Report along with a refund of any unexpended funds awarded by Autistica. Autistica, may, at its sole discretion, subject final reports (including financial reports) to impartial assessment by a panel of experts.

The Principal Investigator may request, in order to complete any necessary work (including data analysis and preparation/submission of manuscripts for publication), a one-time extension of the research period which is at no further cost to Autistica. This extension can be for up to

six months. Such a request must be submitted between sixty (60) and ninety (90) days prior to the original planned completion date of the award. A progress and financial report, together with justification for the up to six (6) month no-cost extension must be submitted to Autistica with the request. Autistica will evaluate any such request on a case-by-case basis. Should Autistica grant such a request for a no cost extension, the final progress and financial reports shall be due sixty (60) days after the agreed end date of said extension.

Principal Investigators, who fail to submit a final progress report within ninety days of the completion of an Autistica funded project, may be barred from submitting new applications to Autistica for a period of no less than one (1) year. The Principal Investigator should be aware that Autistica, at its sole discretion, may provide copies of interim and final progress reports to any Autistica Research Partners that are supporting the Principal Investigator's Award, and may also use all or portions of the Final Progress Report for public dissemination, such as a report in its newsletter and other similar publications.

The Final Progress Report should include both lay and research summaries which will be posted on the Autistica website; in the case of Fellows, the lay summary should include the next career move.

Participation and Involvement Reporting

Autistica is committed to the involvement of public stakeholders (autistic people, family members and professionals) in autism research. As part of this commitment, we ask that grant holders report on how they involved members of relevant stakeholder groups in the conduct of their research.

Given the diverse nature of research this could include experiences of face-to-face research, online studies or involvement in the design process of research. Grant holders are asked to collect a minimum of one (1) case study of involvement or participation in their research activity. Support with participation and involvement reporting can be provided by Autistica staff to Principal Investigators to ensure accessible collection of case studies for participants.

Extension and Renewal Applications

An application for extension or renewal of a previously funded grant will be accepted for review either as specified in the original research announcement or research proposal or a special case by case agreement with Autistica. Submission of a final progress report and financial report for the terminating grant are still required as described above. In addition, an extension or renewal application should include in the research plan a summary of the significant findings and results from the previously funded grant and their relationship to the extension or renewal application.

Laboratory/Site Visits

As a condition of the award, the Principal Investigator agrees that upon reasonable prior notification, a representative of Autistica may visit (or remote visit, if more practical) the laboratory conducting the Autistica sponsored research or in the case of a Mentored Fellowship Grant Award meet with the Fellow.

Termination/Cancellation of the Grant Award

A grant award may be terminated or cancelled by Autistica upon thirty (30) days written notice to the Principal Investigator and Responsible Administrative Official at the Host Institution if it is the case or the opinion of Autistica that : (a) the Principal Investigator is unable to carry out the research for any reason or to conduct the research in a timely manner; (b) the Principal Investigator or any member of his/her research team is found by an institutional investigation to have committed scientific misconduct or fraud; (c) the Principal Investigator has failed to comply with any of the terms and conditions of this award; (d) the Principal Investigator has received funding from another source that duplicates or significantly overlaps the Autistica award during the term of the award; (e) the awarded funds are not being used for the purposes originally outlined in the Proposal; (f) the Principal Investigator has been dishonest in the conduct of their

research or with Autistica, and; g) the Host Institution has failed to remain within the spirit of a Mentor-Based Fellowship for example if the Fellow becomes a tenured independent research scientist. In the event of cancellation or termination, all unexpended funds as of the termination/cancellation date must be returned to Autistica within forty five (45) days of such written notice.

If for any reason during the lifetime of the grant, Autistica is of the opinion that funds have been misspent by the Host Institution, the Host Institution shall have forty five (45) days to either (a) repay the total amount in question in full or (b) provide evidence to refute the allegation.

Transfer or Retirement of the Principal Investigator

If prior to the termination of the grant, the Principal Investigator's employment, affiliation or other relationship with the Host Institution is terminated for any reason, the grant will be terminated, and all unexpended or uncommitted funds shall be returned to Autistica within forty five (45) days. Research awards may not be transferred to (a) another individual working at the Host Institution or (b) any other institution, without the prior written consent of Autistica. If the transfer of a grant is approved, a de-obligation letter will be initiated by Autistica reflecting the amount of funds to be returned to Autistica within thirty (30) days of receipt of the letter.

Ownership of Equipment

Title to all equipment purchased with Autistica's funds and with Autistica's written permission to support the conduct of Autistica-funded research, shall vest in Autistica for the duration of the Grant Award and for a period not to exceed sixty (60) days from the termination date of the award. During this time, Autistica may, upon receipt of a written request, direct the transfer of title to the equipment to the Host Institution, the Principal Investigator or to a third party. After such time, title to the equipment shall automatically revert to the Host Institution.

Trial Registration

Autistica are members of AllTrials, and as such, requires all clinical trials are registered on ClinicalTrials.gov, on the ISRCTN registry, or on another register listed on the WHO International Clinical Trials Registry Platform (ICTRP). Summary details of the trial will need to be provided for registration and you should indicate on your application for registration that the trial has been funded by Autistica, citing the relevant grant number.

Publication Policy and Resultant Funding

The findings of any Autistica funded research shall be made freely available to the broader scientific and autism community through publication of such findings in reputable scientific and medical journals, consistent with acceptable standards of scientific excellence and peer review. Publication should not be unduly delayed unless the protection of intellectual property demands it.

The Principal Investigator shall be solely responsible for ensuring timely publication. The results of any work funded by Autistica may be submitted for publication without prior review by Autistica. On acceptance of a manuscript for publication (whether during the term of the award or after it has expired) a copy of the final manuscript along with the name of the journal and expected date of publication must be submitted to Autistica. Immediately upon publication, a pdf file of the published manuscript shall be submitted to Autistica. Correspondence about publication of findings in peer reviewed journals or non-academic media outlets should occur between the Principal Investigator and the member of Autistica staff managing the grant administration.

The Principal Investigator shall notify Autistica of any future research awards resulting in whole or in part from the Autistica research award. Correspondence about future awards or monies arising from the Autistica research award should occur between the Principal Investigator and nominated Autistica staff member.

Public Acknowledgement of Autistica Support

Any publication or funds leveraged, arising in whole or in part from an award funded by Autistica, shall publicly acknowledge the funding support provided by Autistica and any Autistica Research Partner that co-sponsored the Autistica Project Grant. By signing these grant Terms and Conditions you are also agreeing to the Communication Guidelines for Grantees at the end of this document (Appendix 1).

Autistica shall be free to publish the name, work address and contact details of the grant holder and the title and abstract of the subject matter of any grant on its website or annual report or other publications from time to time.

IP and Commercial Exploitation

Any intellectual property developed during the course of an Autistica funded project shall vest in the Host Institution but Autistica shall be granted a royalty free, non-exclusive license to use this intellectual property solely for non-commercial purposes. The Host Institution shall under no circumstances attempt to commercially exploit said intellectual property and must ensure that the Principal Investigator does not attempt to commercially exploit said intellectual property without (a) obtaining the prior written consent of Autistica; and (b) having an appropriate revenue sharing agreement in place. The written consent referred to above may be refused in Autistica's absolute discretion or granted subject to conditions.

Patent Policy

Discoveries and related regulatory approvals made under Autistica's sponsorship are the property of the Host Institution or Principal Investigator conducting the research; provided, however, that Autistica shall have the right of royalty-free use for non-commercial purposes of such discoveries. The Host Institution and Principal Investigator are responsible for ensuring that complete public disclosure of all commercially usable information is made within a reasonable timeframe. The Principal Investigator and Host Institution are also responsible for notifying Autistica of the filing of any patent applications for any discoveries resulting from research funded by Autistica.

Ethical and Legal Requirements

The Host Institution shall bear full responsibility for the management, monitoring and control of the research, together with any insurance or indemnity required. The Host Institution shall ensure that all legal, ethical and regulatory requirements are met and all necessary licenses and approvals obtained. A grant may not commence until all the necessary requirements have been met and Autistica has been provided with documentary evidence to confirm this.

Statement on the Limitation of Liability

Autistica accepts no responsibility, financial or otherwise, for expenditure (or liabilities arising out of such expenditure) or liabilities arising out of the activities funded by the award. Autistica will not indemnify the Host Institution, Principal Investigator or any other person working on the project (including employees, students, visiting fellows and subcontractors) against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the Host Institution may be liable as an employer or otherwise or for which any such person may be liable.

Indemnification

To the extent allowed by English law, the Host Institution agrees to defend, indemnify and hold Autistica, its officers, trustees, employees and agents harmless from and against any and all damages, claims, liabilities or demands which may be made or asserted by reason of: (a) any injury or loss to persons or property sustained for any reason whatsoever by the Host Institution, Principal Investigator or its or their officers, employees, agents, subcontractors, patients, visitors or other individuals who may be involved in the research outlined in the Grant Award Proposal, and (b) any injury or loss to persons or property sustained for any reason whatsoever by any person caused by or otherwise attributable to acts of omission or

commission of persons performing work pursuant to the research project.

Fraud and Misconduct

The Host Institution must have in place appropriate and effective procedures to minimise the possibility for scientific fraud and misconduct and must investigate any allegations promptly. Autistica must be notified immediately that fraud or misconduct is suspected.

The Principal Investigator and Host Institution are responsible for immediately notifying Autistica, in writing, of any institutional investigation into the conduct of the Principal Investigator or any member of his/her research team, including, in the case of research involving human subjects, any suspension or termination of Research Ethics Committee approval of research at the Host Institution, and for keeping Autistica informed on a timely basis of the progress and outcome of any such investigation.

Notices

Any notices or other communications among Autistica, the Principal Investigator and the Host Institution shall be sent by first class post to Autistica, CAN Mezzanine - Borough , 7-14 Great Dover St, London SE1 4YR and to the Principal Investigator and the Host Institution at such address as appeared on the research proposal submitted to Autistica or to such other address as shall have been specified in writing by the other parties and delivered in accordance with this section.

Governing law and jurisdiction

The conditions of this award shall be governed by and construed in accordance with English law. The Host Institution and the Principal Investigator irrevocably submit to the jurisdiction of the English courts to settle any disputes in connection with the conditions of this award.

Signed: _____

Name: _____

Position: _____

Date: _____

Autistica's Communications Guidelines for Grantees

Wherever possible, we support the dissemination of research findings to the public and the autism community. In addition, we know that effective communication of our grantees' work increases our potential to fundraise and fund programmes in the future. We therefore ask that as a condition of accepting a grant from Autistica, grantees will commit to:

- Naming Autistica as a supporter in all relevant publications.
- Informing Autistica of any upcoming publications related to the grant as soon as possible after confirmation of publication date, by sending an email to network@autistica.org.uk. Please send a copy of the paper in your email, which will be treated confidentially and embargoed as appropriate.
- Informing and involving Autistica in any institutional PR activities which relate to the grant.
- Providing the names and contact details of two potential media spokespeople, with a summary of their areas of expertise. Please send details to info@autistica.org.uk
- Responding to Autistica requests for expert opinion pieces for inclusion in our newsletter (probably one each year).
- Providing approx one speaker per year to attend and speak at fundraising or awareness raising events.
- Facilitating funder visits to the project, or attending funder meetings externally where appropriate.
- Work with Autistica to source photographs and images which represent the research, for use in media, online, and in annual reports (consent and use will be discussed on a case by case basis).
- Feature Autistica on institutional or programme website, with up-to-date logo, summary and link to our website www.autistica.org.uk.
- Support Autistica in the communication of your research to the community by collecting case studies of involvement or participation as appropriate within your research project.