

Terms and Conditions of OAA grant awards

The Obstetric Anaesthetists' Association (OAA) is committed to maintaining the highest standards of research governance and integrity. These Terms and Conditions are applicable to all grants awarded by the OAA i.e. Small Research Grants, Quality Improvement and Innovation Grants, and Large Research Grants, and shall be binding on all the responsible individuals and institution named in the grant application for which the OAA grant has been awarded.

1. General Terms and Conditions:

- 1.1 For the avoidance of doubt, for all applications for OAA grant awards the decision whether to award funding shall be at the sole discretion of the OAA.
- 1.2 It is the primary grant holder's responsibility to inform all persons working on the project, and who have not signed the application, of the Terms and Conditions and ensure that all such persons comply with and adhere to all obligations imposed by this document.
- 1.3 Once funding has been awarded, the OAA shall provide such funding as specified in the application for the period stated in the application but subject to the OAA Terms and Conditions of grant awards.
- 1.4 Progress reports must be submitted by the lead applicant to the Chair of the OAA Research and Grants Sub-Committee (RGSC) annually or at a pre-agreed frequency.
- 1.5 Any additional or supplementary costs not identified in the application cannot be claimed retrospectively.
- 1.6 The primary grant holder and primary researcher must ensure that the project for which the grant was awarded is undertaken in compliance with the Terms and Conditions.
- 1.7 The lead applicant must notify the Chair of the OAA RGSC of intended and actual start dates for the project work. If projects fail to commence within 6 months of their intended start date then the lead applicant is obligated to inform the OAA of the delay and provide an explanation for the delay. The OAA retains the right to rescind the grant award if commencement of the project is delayed without notice or without a satisfactory reason or explanation being received and accepted by the OAA.
- 1.8 Applicants must promptly notify the OAA in writing of any changes they are aware of that may impact the project such as, but not limited to, start and end dates, changes in project personnel or responsible institution, or project protocol changes.
- 1.9 The responsible institution of the lead applicant must ensure that the grant funding given by the OAA is applied exclusively and appropriately in support of the project for which it has been awarded, and that all contractual requirements relating to the project and the

award of funding are met, and that there is appropriate supervision of the conduct of the project.

- 1.10 Funding will only be paid in respect of the period for which it was requested in the grant application and for the use stated in the grant application.
- 1.11 Any funding which has not been properly claimed within 2 months of the end of the project must be returned to the OAA.
- 1.12 Any modification to the original application approved by the OAA will not be valid unless the modification is notified in writing to the OAA and is authorised by the OAA in writing prior to any changes taking place. Such modifications which can be requested include:
 - (i) no-cost extension.
 - (ii) transfer of primary grant holder to a new institution.
 - (iii) budget revisions.
- 1.13 The OAA expects that grant holders and researchers will publish the output of the projects funded by the OAA. It is expected that the OAA will be informed by the lead applicant of all publications that arise from OAA funded projects.
- 1.14 All oral and written presentations, publications, theses and other documentation arising from the OAA-funded project work must include acknowledgement of OAA funding, and where appropriate incorporate the OAA logo.
- 1.15 The OAA retains its discretionary right to rescind or suspend the grant award funding with immediate effect, in the event that the primary grant holder, or any other applicant, or any person engaged in the project (whether or not a signatory to the application) is in breach of the Terms and Conditions, or has done anything or omitted to do anything which results in a breach of the Terms and Conditions, and if so, the Institution which holds the OAA grant award funds will be required to repay the funding in full on demand by the OAA (unless the OAA demands only part repayment, in which case the Institution shall repay the part so demanded).
- 1.16 Primary grant holders and/or primary researchers whose progress or conduct does not meet the obligations of the grant award or satisfy the Terms and Conditions of the grant award or whose actions as OAA grant award holders brings the OAA into disrepute, may, at the sole discretion of the OAA, have their awards rescinded. It will be at the discretion of the OAA whether, in any such case, repayment of some or the entire funding amount will be required, and if so required by the OAA, it shall be the responsibility of the Institution that holds the grant award to repay on demand such amounts in full and promptly to the OAA.
- 1.17 All communications to the OAA or to the Chair of the RGSC must be sent to the OAA Secretariat.
- 1.18 The OAA retains the right to modify the Terms and Conditions in accordance with its own duties and obligations.

Signed:

Dr Yavor R Metodiev, MD PhD FRCA



Chair of OAA Research and Grants Subcommittee

Dr James H Bamber

OAA Honorary Treasurer



On behalf of the OAA Executive Committee and trustees