Terms and conditions for HIS Grants and Fellowships

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1. Introduction:

1.1 The Healthcare Infection Society (**HIS**) is a UK registered charity, established in 1980 to foster the advancement of knowledge and education of all those who have an interest in the field of healthcare-associated infections (**HCAIs**). Its mission is to provide healthcare professionals with the knowledge and tools they need to prevent and control HCAIs.

1.2 HIS believes that good science underpins good clinical practice and views the support of research in the field of infection prevention and control (**IPC**) in healthcare as being a vital component of its work, and it maintains a designated fund from which it can support research projects within this field.

1.3 To further these aims, HIS supports and assists clinicians and scientists to discover and develop techniques that will further the aim of stopping preventable infections.

1.4 In practice, HIS accepts that it is not always the case that the direct or immediate outcome of a single piece of research will lead to changes in IPC practice or stop preventable infections. However, the projects funded by HIS must progress the scientific and clinical knowledge that will further HIS's goal of preventing HCAIs.

1.5 For the avoidance of doubt, IPC is a scientific approach and practical implementation of methods to prevent harm caused by infection to both patients and healthcare workers. IPC is a multi-disciplinary field which has patient safety and healthcare quality at its core, but also uses evidence from microbiology, epidemiology, engineering and behavioural science. HCAIs are infections that develop as a direct result of a healthcare intervention or being in contact with a healthcare setting.

1.6 The scope of HIS's funding requires that applications be strictly related to HCAIs and show potential for clinical impact. As such, funding is unlikely to be awarded to applications in the broader fields of microbiology (including but not limited to mechanistic, molecular biology, solely in vitro and genetic studies).

2. Definitions:

2.1 For the purpose of these terms and conditions, the following definitions shall apply:

'**Application**' the application for Funding submitted to HIS by the Primary Grant Holder (and any other person required to sign the Application in accordance with the Conditions).

'**Applicants**' those persons who have signed the Application, other than HIS.

'**Background IP**' shall mean any Intellectual Property, other than Foreground Intellectual Property.

'Career Development Bursary' shall mean Funding of the kind particularised in condition 5.7 and in appendix A9.

'Co-Investigator' shall mean a researcher (not being the Primary Grant Holder) who is named on the Application, and who will have direct input into the Project design and outputs.

'**Conditions**' shall mean all terms and conditions applying to any application or award of Funding, including, for the avoidance of doubt, those contained in this document (including the appendices), those contained in the Application, and any other terms HIS may apply to specific

Funding, and as amended from time to time whether by agreement between HIS and the Applicants or otherwise in accordance with any term of these terms and conditions.

'**Fellow**' shall mean the researcher that has been awarded the Graham Ayliffe Training Fellowship and is pursuing a fellowship year.

'**Foreground IP**' shall mean any Intellectual Property that is identified or first reduced to practice or writing in the course of a HIS-Funded Activity.

'**Funding**' the type and level of funding awarded pursuant to the Application, being one of the Funding types described in condition 3.2.

'**Graham Ayliffe Training Fellowship**' shall mean Funding of the kind particularised in condition 5.4 and in appendix A6.

'**HIS-Funded Activity**' shall mean any of the Project, the Research, any equipment purchase or other activity, that is the subject matter of the Funding.

'**Institution**' shall mean the Primary Grant Holder's university, institution or employer (as the case may be) and identified as such in the Application.

'**Intellectual Property**' shall mean patents and all rights to apply for a patent, trademarks, service marks, registered designs, copyrights, database rights, design rights, know-how, confidential information, software, applications for any of the above, and any similar right recognised from time to time in any jurisdiction, together with all rights of action in relation to the infringement of any of the above.

'**Major Research Grant'** shall mean Funding of the kind particularised in condition 5.1 and in appendices A1 and A2.

'**Mike Emmerson International Fellowship** shall mean Funding of the kind particularised in condition 5.3 and in appendix A4.

'**Primary Grant Holder**' shall mean the person identified as such in the Application, acting as the Principal Investigator, and whose Research is the subject matter of the Application and Funding.

'**Primary Researcher**' shall mean the researcher engaged in the Project by the Primary Grant Holder or by the Institution, and identified as such (whether by name or role) in the Application.

'**Project**' the project detailed in the Application and for which the Funding is awarded.

'Public Engagement Grant' shall mean Funding of the kind particularised in condition 5.9 and in appendix A10.

'**Research**' any and all research to be carried out pursuant to the Project.

'**Research Student**' shall mean a Primary Researcher who is a student and is registered at an institute of higher education for a research degree.'

Sponsored Event Grant shall mean Funding of the kind particularised in condition 5.8 and in appendix A11.

'**Small Research Grant'** shall mean Funding of the kind particularised in condition 5.2 and in appendices A1 and A3.

'**Supervisor**' shall mean the person(s) employed by the Institution and who is/are responsible for directly supervising the Primary Grant Holder or the Primary Researcher (as the case may be, depending on the type of Funding) and identified as such in the Application.

'**Travel Grant**' shall mean Funding of the kind particularised in condition 5.5 and in appendix A7.

2.2 Condition, appendix and paragraph headings shall not affect the interpretation of these terms and conditions.

2.3 The appendices form part of these terms and conditions and any reference to these terms and conditions or the Conditions includes the appendices.

2.4 Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, shall include the singular.

2.5 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

2.6 A reference to **writing** or **written** includes emails but excludes faxes.

2.7 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2.8 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.

2.9 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.

2.10 Any obligation on a party not to do something includes an obligation not to allow that thing to be done.

3. Type of research funded by HIS

3.1 HIS may offer support intended to benefit researchers in the following roles:

(a) Clinicians and healthcare workers;
(b) MD or PhD Studentships;
(c) Research Associates, Assistants or Technicians;
(d) Clinical and non-clinical academics.

3.2 HIS may offer the following types of Funding:

(a) Research Grants (being either a Small Research Grant, a Major Research Grant, or the Mike Emmerson Early Career Award);
(b) Training Fellowships (being the Graham Ayliffe Training Fellowship);
(c) Travel Grants.
(d) Outreach and sponsored events grants
(e) Bursaries to support attendance at training events

3.3 Only Research that is directly relevant to IPC relating to nosocomial infections will be considered. Acceptable approaches may include, but are not limited to, the use of *in vitro* studies (where they are translational or at an advanced stage), human volunteers, epidemiology, and diagnostics, randomized controlled trials, or implementation studies.

3.4 HIS requires that the ethical implications of the Research have been investigated and assessed by the Primary Grant Holder prior to submission of Application. The award of any Funding is contingent on ethical approval being obtained by the Primary Grant Holder to HIS's satisfaction and communicated to HIS.

3.5 The Project must adhere to the Medical Research Council's guidance on good practice for research involving human participants, as well as any local governance and regulations.

4. General terms and conditions of awards:

4.1 The Conditions shall apply to all awards of Funding, and shall be binding on each of the Applicants, to the exclusion of any and all other terms and conditions which any person, other than HIS, seeks to impose. A copy of these signed terms and conditions must accompany all completed Applications and submission thereof will signify acceptance of these terms and conditions by each of the Applicants.

4.2 HIS reserves the right to amend these Conditions from time to time. Any amendments will apply to applications submitted after the date on which the revised Conditions take effect. Changes will not ordinarily be applied retrospectively to awards already made, unless required by law or agreed with the Primary Grant Holder.

4.3 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 Conditions (including researchers working on the Project) and ensure that all such persons comply with and adhere to any and all obligations imposed by the Conditions. All Applicants, shall comply with all obligations imposed on them individually by the Conditions, and shall use reasonable endeavours to ensure compliance with the Conditions by each of the other Applicants.

4.4 Grants will only be awarded to non-commercial and public sector institutions such as hospitals, universities, research institutions and governmental executive agencies.

4.5 HIS does not ordinarily provide co-funding for the same costs or activities supported by another funding source, except in relation to travel grants. Applicants must declare whether they have sought, received or intend to seek external funding for the same Project. Applicants must notify HIS promptly of any subsequent funding awarded. HIS reserves the right to review the award and determine whether any adjustment to the HIS Funding is necessary to avoid duplication of funding.

4.6 Once Funding has been awarded, HIS shall provide such Funding as specified in the Application for the period stated in the Application, but subject always to receipt of satisfactory progress reports where applicable, and subject always to compliance in full with the Conditions by the Primary Grant Holder (and all other Applicants) and by all other persons engaged in the Project from time to time (whether or not Applicants).

4.7 All Funding is subject to the availability of funds allocated by HIS to the relevant funding scheme. HIS reserves the right, in exceptional circumstances, to withdraw or amend an award, in whole or in part, where funding is no longer available. HIS will notify the Primary Grant Holder and Institution as soon as reasonably practicable.

4.8 For international Primary Researchers, it is the responsibility of the Institution to provide Primary Researchers with the information and eligibility to secure visas and other documentation to the extent required for the purposes of the Project.

4.9 Any additional or supplementary costs associated with the selection and engagement of any Primary Researcher not identified either by name or by their role in the Application cannot be claimed retrospectively.

4.10 Co-Investigators from outside the United Kingdom and Republic of Ireland may be engaged on the Project and Research may be performed in any geographical location provided that the Primary Grant Holder and their Institution is located in the United Kingdom or Republic of Ireland.

4.11 The Primary Grant Holder and Primary Researcher must ensure that all Research to be undertaken is undertaken in compliance with the Conditions.

4.12 The Primary Grant Holder must notify HIS of its intended and actual start dates. Projects that fail to start within 6 months may be withdrawn at HIS's sole discretion.

4.13 The Research Team must maintain regular communication with HIS throughout the Project. HIS may request brief progress updates at approximately quarterly intervals. These updates are supplementary to, and do not replace, the formal progress and final reporting requirements set out in Section 7.

4.14 HIS does not award full economic costs, and will not provide funds for indirect costs, such as institutional or departmental overheads or administrative charges, or costs of financial, personnel, secretarial, cleaning services, travel costs (excluding conference travel subject to condition 9 below) or basic utilities. As such, it is a condition of the Funding that the Funding be administered without the addition of any levies (overheads) by the Institution.

4.15 Where applicable, Higher Education Institutions may be eligible to receive charity research support funding through the relevant national higher education funding body in respect of research funded by HIS. Any such funding is administered by the Institution and is not additional funding payable by HIS under the award.

4.16 For the avoidance of doubt, all applications for funding and any decision whether or not to award funding shall be at the sole discretion of HIS.

5. Eligibility

All HIS grants and awards are open exclusively to HIS members. Applicants must have held continuous, valid HIS membership for at least 12 months immediately preceding the application deadline.

5.1 Major Research Grants

(a) Applications must be submitted and signed by the Primary Grant Holder, the Institution, the Supervisor, and any and all Co-Investigator(s).

(b) The applicant and/or Primary Grant Holder must be a HIS member and must have held continuous, valid HIS membership for at least 12 months immediately preceding the application deadline.

(c) The Primary Grant Holder must oversee, and be responsible for, the Primary Researcher in all matters connected with the Project and the use of the Funding. HIS does not accept applications from Primary Researchers who would like to be funded directly themselves through this type of Funding.

(d) For this type of Funding, where an MD qualification is being funded by the Funding, in addition to fulfilling institutional eligibility criteria, the Primary Researcher must have been awarded a degree in medicine or have a registered primary qualification in medicine and be eligible for full registration or hold limited registration with the General Medical Council. Primary Researchers are normally hospital clinicians undertaking research associated with their employment.

(e) For this type of Funding, where a PhD Studentship is funded, in addition to fulfilling institutional eligibility criteria, Primary Researcher must have an upper second class (2:1)

or higher undergraduate degree qualification in an appropriate subject or have an undergraduate degree and a relevant post-graduate qualification.

(f) For Post-doctoral Research, Primary Researchers should have an internationally recognised PhD or MD in a relevant subject.

(g) If the Primary Grant Holder is not experienced in research, then its Application must include, and be signed by, an experienced researcher as a Co-Investigator, who shall provide mentoring and oversight of the Project.

(h) Applications from a Primary Grant Holder who is an experienced researcher but who does not have experience in IPC research must include a consultant microbiologist (or speciality registrar on a microbiology pathway) or a Specialist clinical scientist or an Infection Control Nurse as a Co-Investigator, and such Co-Investigator shall provide insight and guidance regarding the clinical applications of the Project.

5.2 Small Research Grants

(a) Small research grants are designed to support small-scale research, pilot projects or proof or principle research that may lead to an application for a major or strategic grant, or funding from an external agency in the area of IPC.

(b) The applicant and/or Primary Grant Holder must be a HIS member and must have held continuous, valid HIS membership for at least 12 months immediately preceding the application deadline.

(c) Applications must be submitted and signed by the Primary Grant Holder, the Institution, the Supervisor, and any and all Co-Investigator(s).

(d) The Primary Grant Holder must oversee, and be responsible for, the Research and all matters connected with the Project and the use of the Funding.

(e) If the Primary Grant Holder is not experienced in research, then its Application must include, and be signed by, an experienced researcher as a Co-Investigator, and such Co-Investigator shall provide mentoring and oversight of the Project.

(f) Applications from a Primary Grant Holder who is an experienced researcher but who does not have experience in IPC research must include a Consultant Microbiologist (or Speciality Registrar on a microbiology pathway) or a Specialist clinical scientist or an Infection Control Nurse as a Co-Investigator, who shall provide insight and guidance regarding the clinical applications of the Project.

(g) Applications from trainees, research students, medical students or equivalent as Primary Grant Holder will not be accepted. HIS welcomes applications to be submitted by the appropriate Supervisor with the Research Student named on the application.

5.3 Mike Emmerson International Fellowship

(a) The Mike Emmerson International Fellowship was established to offer support to overseas clinicians in order to facilitate the sharing of best practice in IPC, and to gain experience in the management of healthcare-acquired infections in a hospital or community setting.

(b) Only the applications from the individuals based in the low or low-middle income countries will be considered for the Fellowship as defined by the World Bank.

(c) Applicants must identify a UK or RoI-based sponsor willing to supervise the Applicant during their Fellowship. The sponsor must have been a HIS member and working for the Host Institution for at least two years.
(d) Applicants are required to be post-graduate healthcare professionals, working in a clinical role at the time of an application
(e) The Fellowship will only be awarded once to an individual, and once every 5 years to the individual's Own Institution
(f) Applications must be submitted and signed by the Applicant, the Sponsor in the Host Institution and the Line Manager in their Own Institution.

5.4 Graham Ayliffe Training Fellowship

(a) The Graham Ayliffe Training Fellowship is open to medically qualified specialty trainees, Higher Specialist Scientist Trainees and applicants with infection control and nursing qualifications. In all cases, the fellow is the Primary Grant Holder.
(b) The applicant and/or Primary Grant Holder must be a HIS member and must have held continuous, valid HIS membership for at least 12 months immediately preceding the application deadline.
(c) Applications must be submitted and signed by the Primary Grant Holder, the Institution, the Supervisor, and any and all Co-Investigator(s).
(d) A Medical Primary Grant Holder must be in a training programme leading to a higher qualification in medical microbiology, infectious diseases, virology or public health and such person is required to have passed the FRCPath part one examination or equivalent, exhibited satisfactory training progress (e.g. ARCP progression) and be able to demonstrate an interest in IPC.
(e) Primary Grant Holders with a nursing qualification are required to be NMC registered, possess a post-graduate diploma in IPC or public health and have worked as an IPC specialist for a minimum of 2 years.
(f) For HSST applicants, they must be in a training programme leading to a higher qualification in microbiology or virology and to have passed the FRCPath part one examination or equivalent. Additionally, they need to exhibit satisfactory training progress and be able to demonstrate an interest in IPC.
(g) In all instances, Primary Grant Holders must take the equivalent of a one-year leave of absence (this can be done part-time if the hosting organisation agrees) from their current post and receive an honorary contract at the Institution.
(h) Primary Grant Holders are required to identify a supervisor, who will sign the Application, provide a letter of support and provide supervision during the fellowship.
(i) Primary Grant Holders must identify a member of the HIS council to act as an external mentor, provided that it will be at the discretion of the person so nominated as to whether they will act as a mentor.
(j) Primary Grant Holders must be HIS members.

5.5 Travel Grants

Please refer to the Travel Grant application form for any other specific terms and conditions which will apply to the Application.

(a) Travel Grants are primarily intended to enable trainees and junior members of staff to attend and present at meetings of educational benefit where the meeting has a substantial content relating to IPC of nosocomial infections.
(b) Applications must be submitted and signed by the Primary Grant Holder who must also be an HIS member. An individual must be elected as an HIS member before they can apply for a Travel Grant as a Primary Grant Holder.
(c) Primary Grant Holders are required to submit an abstract of their work and its acceptance as part of the Application.
(d) Primary Grant Holders who are applying to attend a training course or workshop for career development and educational purposes will be asked for, and must provide, evidence of reflection on the available career development opportunities and how attendance will improve their IPC practice.
(e) In extenuating circumstances, Applications from more senior persons, including consultants, will be considered, but adequate justification will be required in the Application.
(f) The size of the Funding awarded will not exceed £750. The awards are intended to contribute to travel, accommodation, subsistence expenses and registration fees.
(g) Recipients of HIS Travel Grants will not be eligible for a further Travel Grant within 2 years of a previous successful application.
(h) Applications from more than one person within the same research team/lab/clinical unit to attend the same conference (even if presenting different work) or training will not be accepted.

5.6 Career Development Bursary

(a) This award is only open to Associate and Full members of HIS who have maintained their membership for two (2) consecutive years.
(b) A recipient of the grant will be eligible to reapply for the award every three (3) years, but preference will be given to new applicants.
(c) Applications must be submitted and signed by the Primary Grant Holder and the Institution.

5.7 Sponsored Event Grant

(a) Applicants must be based in the UK or Republic of Ireland
(b) Applicants must be subject experts or healthcare professionals
(c) At least one of the applicants must be a member of the Healthcare Infection Society.

5.8 Public Engagement Grant

(a) Applications are open to HIS members or to teams that include experts in Public engagement, science communication (with a minimum of 12 months experience) and an IPC specialist, who are based in the UK or the Republic of Ireland.

6. Financial Provisions

6.1 Non-Employment

(a) The relationship between HIS and the Primary Grant Holder is intended to be and shall be one of grant-maker and grant-recipient and shall not be an employment relationship. No Applicant, nor any other person engaged in the Project from time to time, shall be regarded as an employee of HIS under any circumstances.

(b) HIS does not act as an employer for any Applicant or other staff associated with the Research that is subject to the Funding. In all cases where Funding is provided for the employment of staff, the Institution must undertake to employ these staff and issue a contract of employment in accordance with current legislation relating to the conditions of employment.

(c) HIS accept no responsibility, financial or otherwise, for expenditure or liabilities other than those expressly applied for in the Application and included in the Funding award, and subject always to HIS's right to terminate or withdraw the award pursuant to the Conditions.

(d) In particular, HIS shall not be liable for any liability any Applicant incurs towards any Primary Researcher(s) (including, but not limited to, statutory maternity or paternity pay, statutory sick pay, statutory redundancy pay or compensation for breach of statutory rights).

(e) HIS will only fund costs directly associated with the delivery of the stated objectives for the Project as set out in the Application and included in the Funding award. HIS will not fund, for instance, and the Funding shall not be applied, to back-fill salaries to cover individuals undertaking research.

(f) No increases in salary covered by the Funding (other than annual increments already built into the original Application and the Funding awarded, or nationally negotiated salary awards) will be paid by HIS, and subject always to the Conditions (including the terms on which the Funding is awarded, and HIS's right to terminate or withdraw the award).

(g) Applicants must promptly notify HIS in writing of any changes they are aware of that may impact the relevant Project such as start and end dates, changes in research personnel or research environment.

6.2 Payment and Management of Funding

(a) Funding awards are capped at various levels per annum for up to five (5) years dependent on the Funding applied for and subject to condition 4.14 above. For specific details of each award, see the relevant appendix relating to that Funding type.

(b) The Project shall not commence until and unless the start date for the Project has been agreed in writing by HIS and the Primary Grant Holder (**Official Start Date**), and HIS have received prior to such date, the signed Application from the Primary Grant Holder and, unless the Funding is a travel grant, from the Supervisor, the Institution, and any Co-Investigators.

(c) No research related expenses, including personal support, incurred prior to the Official Start Date will be paid.

(d) The Project must commence within six (6) months of the Funding being awarded otherwise, the Funding will be rescinded. If there are exceptional mitigating circumstances and HIS is kept well informed, the Primary Grant Holder may request a delay to the Official Start Date but this will be at the sole discretion of HIS.

(e) The Funding shall be paid to the Institution by way of reimbursement biannually in arrears (with the first such biannual period commencing on the Official Start Date), and such payment shall be made within 30 days of HIS receiving from the Institution an invoice for such payment, provided that:

  (i) the aforementioned invoice is submitted following the end of the biannual period to which the invoice relates but no later than 30 days following the end of that biannual period, and is accompanied by a detailed breakdown of costs and any consumables purchased during that biannual period;

  (ii) HIS has received reports which at that time are due to be provided to HIS, from the Primary Grant Holder and Primary Researcher, which are satisfactory to HIS, (the frequency of which is determined by the Funding type and detailed in the appendices);

  (iii) the aforementioned invoice must state the reference number allocated to the Funding, the name of the Primary Grant Holder and the title of the Project.

(f) Invoices submitted otherwise than in accordance with condition 6.2(e) may, at HIS's discretion, be subject to a 5% reduction in the Funding amount specified in the affected invoice.

(g) The Institution shall ensure that the Funding made available by HIS 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 Primary Researcher.

(h) Funding will only be paid in respect of the period for which it was requested in the Application and for the use stated in the Application. Funds allocated for a particular period of HIS-Funded Activity or allocated for a particular use, e.g. consumables, cannot be re-assigned to another period or use automatically, i.e. Funding allocated for year 2 cannot automatically be carried forwards as part of the year 3 allocation or used to supplement year 1 Funding. Funding allocated for research costs cannot be automatically re-assigned for training. Where such a re-allocation is necessary or desirable, HIS must be informed by the Primary Grant Holder in advance of such a change (at least sixty (60) days' notice) and it is at HIS's sole discretion as to whether such a re-allocation shall be accepted.

(i) Only equipment that is essential to the Project may be requested as part of the consumables budget aspect of any Funding award. Laboratory essentials/infrastructure equipment, such as, but not limited to PCR machines, fridge-freezers, centrifuges, cannot be requested in an Application. Specific parts for a piece of equipment that is essential for the Project, such as, but not limited to, specific HPLC columns, probes or sensors, can be requested as part of the consumables budget aspect of any Funding award, but specific and detailed justification must be given in the Application. HIS reserves the right not to fund the purchase of such pieces of equipment even if the Funding is awarded.

(j) Invoices received in a currency other than GBP Sterling shall be paid at a prevailing exchange rate of HIS's choice, provided that HIS shall not be required to increase any Funding amount or instalment, by virtue of converting any such amount into GBP Sterling.

(k) HIS reserves the right to withdraw any Funding allocated to a particular Funding year (with the first such Funding year commencing on the Official Start Date) to the extent that such Funding has not been claimed by the Institution in accordance with, and within the time frame provided for, in condition 6.2(e). Any Funding which has not been properly claimed within 2 months of the end of the research Project must be returned to HIS.

6.3 Modifications

(a) Any modification to the original Application approved by HIS will not be valid unless the modification is notified in writing to HIS and is authorised by HIS in writing prior to any changes taking place.

(b) Such modifications which can be requested include:

(i) No-cost extension

An extension to the period covered by the Funding can be requested if the Funding is not spent in the allotted Funding period and there are outstanding elements of the Project to be completed. Any such extension is typically for twelve months in which the Project should be completed and the Funding spent. The Primary Grant Holder must submit this request in writing to HIS's HIS staff lead for grants and be accompanied by a financial report and a Project progress report. The financial report must indicate expended Funding to date. The Project progress report should provide a brief overview of scientific accomplishments to date and a brief explanation of the Primary grant Holder's plans towards completing the Project during the extension period.

(ii) Transfer of Primary Grant Holder to a new institution

Should a Primary Grant Holder transfer to a new institution, a request to transfer the award must be submitted in writing to HIS's HIS staff lead for grants. The following information must be provided to HIS:

- A Research Facilities Statement from the new institution, that details laboratory, support staff and clinical facilities of the new Institution.
- A letter from new institution stating that they are aware and supportive of the funded Project and that adequate facilities will be available to the Primary Grant Holder to enable completion of the Project.
- A statement from the Primary Grant Holder to describe any changes to the research Project, technical approach and anticipated results, if different from that stated in the original Application.

- Primary Grant Holders should negotiate the right to retain laboratory supplies and equipment purchased with Funding should they transfer to another institution and shall communicate the outcome of such negotiations to HIS. However, it is the prerogative of the initial Institution to determine whether equipment purchased with funding will remain at the Institution.

HIS shall decide at its sole discretion whether to authorise the transfer of the Funding, and in doing so may impose any conditions its sees fit for the transfer of the Funding, including requiring the new institution to be bound by the Conditions.

(iii) Transfer to a new Primary Grant Holder

Should there need to be a change in the Primary Grant Holder, a request to transfer the award must be submitted in writing to HIS's HIS staff lead for grants. The following information must be provided to HIS:

- The CV of the proposed Primary Grant Holder
- A statement from the proposed Primary Grant Holder to describe their role in the project to date and any changes to the research project, technical approach and anticipated results, if different from that stated in the original Application.

(iv) Temporary leave of absence of over 4 weeks

If any member of the research team requires to take an extended period of leave (such as parental leave or sick leave), HIS should be notified.
If requested, consideration will be given to allowing a fellowship or grant to be placed in abeyance during the absence of the Primary Grant Holder or Primary Researcher due to extended leave, and the period of funding may be extended by the period of leave through a no-cost extension.
If the grant does not be placed in abeyance, HIS must be notified as soon as possible and the contact an alternative acting primary grant holder or primary researcher must be provided.

(iii) Budget revisions

The Primary Grant Holder must seek written approval from HIS's HIS staff lead for grants to make any significant changes to the original Funding budget as stated in the Application, if this has any significant impact on the scope of the Research or Project or the way it is conducted. If approved by HIS in writing, the changes will be binding on all of the Applicants.

7. Reporting

7.1 It is a continuing condition of the Funding that HIS receives from the Primary Grant Holder satisfactory progress reports every six months for HIS-Funded Activity. The Research Team must maintain regular communication with HIS via email. Requests for brief updates will be made at approximately quarterly intervals (i.e. February, May, August and October). This is in addition to the progress report requirements as detailed below.

7.2 Instructions on the content and style of such reports will be provided by HIS and must be followed and, for major research grants, a clear recommendation is required from the Primary Grant Holder as to whether the Primary Researcher's performance merits renewal of the grant.

7.3 Templates for progress reports and final reports can be found on HIS website - https://www.his.org.uk/funding-awards/for-grant-holders/

7.4 A critical part of the above report is a lay-summary of the achievements to date. HIS will rely on the Primary Grant Holder and Primary Researcher to produce and submit a short lay summary (at a level that a member of the general public can understand) of progress reports that HIS can use to publicise the work that is being undertaken in connection with the Project.

7.5 Note that payment of invoices is aligned to receipt of satisfactory and timely reports (condition 6.2(e)(ii) above), such reports are due within fourteen (14) days following the end of the relevant biannual invoicing period.

7.6 It is a condition of the Funding that within sixty (60) days of the Project's agreed completion date, the Primary Researcher must write and deliver a final report for HIS. Instructions on the content and style of this report must be obtained from HIS and must be followed. Any outputs arising must be included.

7.7 The final report should be submitted through the Primary Grant Holder, who must append their comments. The last instalment of the Funding will not be paid until a satisfactory final report is received. Late reports may result in a 5% reduction in payment of the final instalment of the Funding.

7.8 Research Students must also submit additional reporting documentation, details of which are provided in the relevant appendix for PhD Students (Appendix 1).

7.9 Primary Grant Holders and Primary Researchers are strongly encouraged to, and must make endeavours to, publish the outputs of the HIS-Funded Activity.

7.10 For all awards, HIS must be given first refusal (for publication in HIS's journals: Journal of Hospital Infection (**JHI**) or Infection Prevention in Practice **(IPIP)**) in respect of publication of any Research arising from the HIS-Funded Activity.

7.11 If there is an intention by any Applicant to seek publication elsewhere, HIS's Research committee must be notified in writing by the Primary Grant Holder prior to submission. Any publication elsewhere that has not been agreed in advance by HIS's Research committee may, at the sole discretion of HIS, result in the forfeit of any remaining Funding and/or repayment in full of the Funding already paid and blacklisting of the laboratory/department for further Funding applications.

7.12 HIS may approach Primary Grant Holders with requests for review articles based on their Funding Applications, and Primary Grant Holders shall use their reasonable endeavours to comply with such requests.

7.13 HIS's Research committee must be provided with a copy of any publication, such as, but not limited to, journal articles, poster or oral presentations, at least ten (10) business days PRIOR to final submission for publication. For the avoidance of doubt, this condition 7 also applies for any publication arising from HIS Funded Activity, published at any time, during or after the end of the Funding period.

7.14 There is no cost associated with publication of research in the JHI unless the relevant author(s) request the article to be Open Access. IPIP is a gold open access journal with low article processing fees. HIS will accept inclusion of the APC into the grant costs.

7.15 HIS will not, unless it expressly agrees to do so in writing, assist with publication costs for the publication of research arising from HIS Funded Activity as a full journal article in another publication or as an Open Access article.

7.16 All oral and written presentations, theses and other documentation arising from HIS-Funded Activity must include acknowledgement of HIS Funding, and where possible include a copy of the HIS's logo in accordance with condition 7.17 below. Copies of the final presentation and other documents must be sent to HIS within two (2) months of publication.

7.17 The HIS logo shall, where possible, be used on all materials used in the dissemination of findings from all HIS-Funded Activities and in compliance with any brand guidance provided by HIS to the Primary Grant Holder or Institute from time to time.

7.18 Once the Project is completed, the Primary Grant Holder or the Primary Researcher must present its work at a meeting of HIS representatives if requested to do so. This may include submitting an abstract to the HIS International Conference. HIS will cover reasonable expenses incurred in complying with this request. (Please see condition 9 for more details).

8. Termination of Funding

8.1 Funding may be terminated or its conditions varied at any time and with immediate effect, at the absolute discretion of HIS, with immediate effect.

8.2 Without prejudice to the generality of condition 8.1, HIS may, at its discretion, terminate or suspend the 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 Conditions, or has done anything or omitted to do anything which results in a breach of the Conditions, and if so terminated, the Institution will be required to repay the Funding in full on demand by HIS (unless HIS demands only part repayment, in which case the Institution shall repay the part so demanded). Such repayment obligations shall also apply if HIS discovers after the end of a Project that a breach occurred.

8.3 HIS shall reimburse expenditure covered by the Funding and properly incurred up to the date of termination, and any expenditure irreversibly committed at the date of notice of termination save that irreversibly committed expenditure shall not be reimbursed by HIS where termination is made in accordance with condition 8.2 or condition 8.4, or where the Primary Grant Holder or Primary Researcher has not complied with any of the Conditions.

8.4 Primary Grant Holders and/or Primary Researchers whose progress or conduct does not satisfy HIS may, at HIS's sole discretion, have their awards terminated. It will be at the discretion of HIS whether, in any such case, repayment of some or the entire Funding amount will be required, and if so required by HIS, it shall be the responsibility of the Institution to repay such amounts in full to HIS, promptly on demand by HIS.

9. Conference attendance for holders of Research Grants and Fellowships

9.1 Both Primary Grant Holders and Primary Researchers are actively encouraged to attend and present at HIS meetings or conferences to disseminate the results and/or outputs of HIS-Funded Activity.

9.2 Further funds for additional conference/meeting attendance where the outputs from this HIS Funded Activity will be presented may, at HIS's discretion, be available from HIS through the Travel Grant award via application.

9.3 As with the Conditions for reporting (condition 7), HIS must be provided with a copy of any poster or oral presentation for conferences prior to submission for review.

9.4 The presenter of any oral or poster presentation (being the Primary Grant Holder or the Primary Researcher) shall agree that:

(a) the relevant provisions in condition 7 will be adhered to;

(b) an opening or closing set of slides used during a presentation, e.g. PowerPoint, will acknowledge the support of HIS by the inclusion of the charity's default information;

(c) poster presentations will acknowledge the support of HIS and include the HIS logo. High-resolution copies of the logo will be provided by HIS.

9.5 A reprint of all published presentations and publications must be sent by the Primary Grant Holder to HIS within two (2) months of the attendance of such meeting/conference.

9.6 The Primary Grant Holder or Primary Researcher must submit a short lay summary report of the proceedings of the meeting or symposium attended within two (2) months following attendance at the meeting or symposium. This is to enable HIS to publicise the HIS-Funded activity.

9.7 Subject to the other provisions of this condition 7, any meeting attendance expenses will be paid by way of reimbursement within thirty (30) days following receipt of invoices or other sufficient proof of expenditure, such invoices to be submitted to HIS within thirty (30) days of the expenditure being incurred. Late invoices submitted may be subject to a 5% reduction in any reimbursement.

10. Intellectual Property Policy

10.1 Intellectual Property

(a) HIS and each of the Applicants herby agree, and each of the Applicants shall takes all such steps to ensure, that any Foreground IP shall be the property of the Primary Grant Holder, who hereby grants to HIS a perpetual, royalty-free, worldwide non-exclusive licence to use the Foreground IP for its own non-commercial promotional and/or educational purposes, and for any other purpose expressly provided for in the Conditions.

(b) No rights in any Background IP will transfer as a result of HIS-Funded Activity or the Conditions. The Applicants grant to HIS a royalty-free, non-exclusive, perpetual, worldwide, license of such Background IP as is required to enable HIS it to exercise its rights set out in condition 10.1(a). Any other use of Background IP shall be subject to agreement of fair and reasonable commercial terms between the relevant persons.

(c) HIS requires the Primary Grant Holder and the Institution to develop and implement strategies and procedures for the identification, protection, management and exploitation of all Foreground IP.

(d) The Primary Grant Holder shall notify promptly HIS when Foreground IP that may be of medical or commercial value is created, and shall ensure that such Foreground IP is protected at the Primary Grant Holder's expense, and not published or otherwise publicly disclosed prior to protection (whilst at the same time ensuring that potential delays in publication are minimised).

(e) Primary Grant Holders should communicate progress and developments via HIS's HIS staff lead for grants.

(f) The Primary Grant Holder shall permit HIS to have reasonable access to its personnel, facilities and information utilised in, or created or acquired pursuant to a HIS-Funded Activity, or to the exploitation of Foreground IP under this condition 10.1

(g) The Primary Grant Holder shall ensure and/or procure that all persons working on or involved with a HIS-Funded Activity (including but not limited to employees, Students, visiting fellows and sub-contractors) are employed, engaged or retained on terms that vest in the Primary Grant Holder all Foreground IP, and that such persons waive any moral rights or equivalent rights in the Foreground IP throughout the world.

10.2 Key considerations when applying for consent for exploitation of HIS-funded IP

(a) As a charity, HIS is under an obligation to ensure that the useful results of research funded by HIS are applied for the public good. Where Foreground IP arises from HIS-Funded Activity, HIS requires the Primary Grant Holder to consider whether the protection, management and exploitation of such Foreground IP is an appropriate means of achieving the public good in consultation with HIS.

(b) If the Primary Grant Holder considers that exploitation of the Foreground IP is an appropriate means of achieving the public good in accordance with condition 10.2(a), the

Primary Grant Holder must seek the prior written consent of HIS, (such consent not to be unreasonably withheld) before it makes any commercial use of, or grants to any third party any exploitation rights, over such Foreground IP.

(c) Exploitation includes use for any commercial purpose or any licence, sale, assignment, materials transfer, or any other transfer of rights. As a condition for granting consent, HIS will require the Primary Grant Holder to share with HIS the benefit of commercialisation of such Foreground IP, either:

(i) as set out in condition 10.4; or

(ii) by requiring the Primary Grant Holder to enter into an agreement with a company of HIS's choice on substantively the same terms as condition 10.4.

(d) The consent process requires the completion of a consent form describing the relevant Foreground IP, the Funding that the Foreground IP arose from and the intended exploitation route. Final, or near-final drafts of all relevant agreements must be included. Where HIS is not the sole funder, the form must include details about the amount of funding provided by third parties and which researchers were funded by which grant.

10.3 Step-in Rights:

(a) Should the Primary Grant Holder decide not to proceed with protection and commercialisation of any Foreground IP then it shall inform HIS and HIS shall have the right, but not the duty, to protect and exploit such Foreground IP. For the avoidance of doubt, the Primary Grant Holder will keep confidential the Foreground IP to the extent necessary in order that any required protection of such Foreground IP is not jeopardised notwithstanding its decision not to proceed with such protection and commercialisation. HIS shall confirm to the Primary Grant Holder within a reasonable period whether it wishes to take on the protection and commercialisation of such Foreground Intellectual Property, and if it does, then then the Primary Grant Holder shall promptly assign all Foreground IP to HIS.

(b) If the Primary Grant Holder does not protect, manage or exploit any Foreground IP to the reasonable satisfaction of HIS, then HIS shall have the right, but not the duty, to protect, manage and exploit such Foreground IP. Such right shall only be exercised three (3) months after HIS has given the Primary Grant Holder notice in writing that it is failing to protect, manage and exploit the Foreground IP to HIS's satisfaction, and such right shall be exercised by HIS giving further written notice to the Primary Grant Holder, and if it does, then then the Primary Grant Holder shall promptly assign all Foreground IP to HIS.

(c) HIS may exercise such right sooner where it reasonably considers that the opportunity to protect, manage or exploit such Foreground IP in order to further its charitable aims could be lost if more immediate action is not taken. The Primary Grant Holder agrees to do, and will ensure that its employees, students and any third party acting on its behalf do, all acts required to assist HIS in such protection and exploitation, promptly and fully, including, at the request of HIS, assigning all Foreground IP to HIS.

(d) Where HIS acquires Foreground IP under conditions 10.1(a) to 10.1(c), HIS shall have the rights granted to the Primary Grant Holder under condition 10.4(a) below, and the Primary Grant Holder shall have the rights granted to HIS under condition 10.4(a) below, in relation to all revenue generated by such Foreground IP except that:

(i) for the purposes of applying condition 10.4(a) as aforesaid, any reference to gross income shall be the gross income generated by HIS through the exploitation of the Foreground IP and any deduction and reimbursement of the Funding to HIS for the purpose of condition 10.4(a)(ii) shall continue to apply; and

(ii) conditions 10.3(e) to (g), shall be deemed modified so that the rights and obligations of HIS under those conditions become rights and obligations of the Primary Grant Holder, and vice versa.

(e) Thirty (30) days after the last day of each year following the Official Start Date or as reasonably requested by HIS, the Primary Grant Holder shall provide a statement to be delivered to HIS which shall give details of the Foreground IP generated that year, together with any commercialisation of the Foreground IP and any fees generated from the commercialised Foreground IP in accordance with condition 10.4.

(f) Any monies payable to HIS pursuant to condition 10 shall be paid within fourteen (14) days of delivery to HIS of such statement. HIS may require any of the statements and information referred to in this condition 10 to be audited by its auditors so as to verify their accuracy and the Primary Grant Holder will allow HIS or its representatives access to the relevant books, records and accounts during normal working hours, upon seven (7) days' notice by HIS, for the purpose of conducting an inspection and to confirm the accuracy of the written statements.

(g) If HIS's auditors conclude that the amount paid to HIS by the Primary Grant Holder under this condition 10 was less than it should have been, the Primary Grant Holder agrees to pay the amount of such short fall to HIS within fourteen (14) days of receipt by the Primary Grant Holder of a notice to that effect from HIS and signed by its auditors. HIS agrees to pay the costs of its auditors unless their investigation reveals an underpayment of at least two per cent (2%) of the amount that should have been paid from the Primary Grant Holder to HIS, in which event the reasonable costs of such audit shall be borne by the Primary Grant Holder directly.

(h) The entirety of this condition 10 shall continue to apply notwithstanding the termination of this agreement, or the Funding, for any reason whatsoever.

10.4 Revenue and equity sharing terms

HIS shall be entitled to a share of any and all revenue arising from the exploitation of any Foreground IP arising from HIS Funded Activity as follows:

(a) Where HIS is the sole funder of the Research leading to the Foreground IP, the Primary Grant Holder shall share with HIS all revenue generated from exploitation of such Foreground IP, for the purposes of which, from gross income received by the Primary Grant Holder, or its technology transfer company if relevant, the Primary Grant Holder shall:

(i) deduct and reimburse as appropriate any costs reasonably incurred by the Primary Grant Holder, exclusively attributable to the exploitation of the Foreground IP, including patent fees and reasonable professional costs (**Direct Costs**);

(ii) deduct and reimburse to HIS as appropriate the full amount of any Funding paid by HIS; and

(iii) distribute remaining income received in the following revenue shares (determined by reference to cumulative income) as follows:

Cumulative Net Income	**Grant Holder**	**HEALTHCARE INFECTION SOCIETY**
£0 – £100,000	65% (sixty-five per cent)	35% (thirty-five per cent)
£100,001+	60% (sixty per cent)	40% (forty per cent)

(b) Where HIS is not the sole funder of the research leading to the Foreground IP, or where a third party has provided research materials or other form of non-financial contribution to the research which led to the creation of the Foreground IP, then HIS's share of any income arising from exploitation of such Foreground IP shall be the same as that set out in condition 10.4(a) (including where condition 10.4(a) is applied pursuant to condition 10.3(d)) expect to the extent that HIS, the Primary Grant Holder and the other funder(s) agree otherwise in writing.

Example Revenue Sharing Calculations

If HIS is the sole funder of the Research leading to the Foreground IP and all funding for the same was provided by HIS in the sum of £10,000.

Gross Income	£50,000
Direct Costs	£10,000
Return of Funding	£10,000
Net Income	£30,000
Grant Holder's share (65% of £30,000)	£19,500
HIS's share (35% of £30,000)	£10,500

10.5 Agreements with third parties and collaborators

(a) Each of the Applicants must inform HIS of any pre-existing arrangements of which they are aware and which could lead to a breach of, or which otherwise conflict with, the Conditions. Each of the Applicants must use reasonable endeavours to ensure that no consultancies, third party restrictions or arrangements which might impact on a HIS Funding are entered into in relation to any HIS-funded person or activity without prior written agreement of HIS. HIS-funded persons involved in a HIS-funded project should not use materials or compounds (other than those obtained commercially), on terms which would place restrictions on the publication of the results.

(b) Each of the Applicants must use reasonable endeavours to ensure that 'reach through rights' have not been granted on any HIS funded Foreground IP in favour of commercial organisations providing materials or compounds to HIS funded individuals for research purposes. However, HIS recognises that companies providing materials may often require exclusive rights to any Intellectual Property arising from use of that material, and that this requirement is often non-negotiable. Where Intellectual Property arises from research linked indirectly to the use of material provided under such agreement, the provider may, at HIS's discretion, be offered a time-limited opportunity to take out a revenue-generating licence.

(c) HIS is keen to avoid conflict between its own terms and those of a third party that an Applicant may want to form an agreement with. As such the relevant Applicant must give HIS the right (although it shall have no obligation to do so) to undertake the appropriate negotiations prior to the Primary Grant Holder entering into agreements with third parties. Examples of instances where HIS would expect consultation and a right to negotiate are as follows:

(i) Where the Research is co-funded.

(ii) Where an Applicant is proposing to enter into any agreement with any person other than HIS for the assignment, transfer, licence, or exploitation of any Foreground IP.

(iii) Where the Research is collaborative, such collaborations should be formalised with an agreement covering contributions and rights of organisations and individuals, and such agreement must be in place before the research begins. If a collaboration is formed during the research, HIS must be consulted and the terms of the collaboration must not conflict with the Conditions.

11. General Terms

11.1 Waiver

(a) A waiver of any right or remedy under this agreement or by law is only effective if it is given in writing and is signed by the party waiving such right or remedy. Any such waiver shall apply only to the circumstances for which it is given and shall not be deemed a waiver of any subsequent breach or default.

(b) A failure or delay by any party to exercise any right or remedy provided under this agreement or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy.

(c) No single or partial exercise of any right or remedy provided under this agreement or by law shall prevent or restrict the further exercise of that or any other right or remedy.

(d) A person that waives a right or remedy provided under this agreement or by law in relation to one person or takes or fails to take any action against that person, does not affect its rights or remedies in relation to any other person.

11.2 Law and Jurisdiction

(a) This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

(b) Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims)

12. Signatures

Primary Grant Holder (signing in their personal capacity)	
Print Name	
Position	
Institution	
Signature Date	X

Co-Investigator (signing in their personal capacity) (Please copy as needed)	
Print Name	
Position	
Institution	
Signature Date	X

Supervisor (signing in their personal capacity)	
Print Name	
Position	
Institution	
Signature Date	X

Institution (authorised signatory signing for and on behalf of the Institution)	
Print Name of Institution	
Print Name of authorised signatory	
Position of authorised signatory	
Signature Date	X

HIS – to be signed and returned by HIS if awarded	
Print Name	Healthcare Infection Society
Print Name of authorised signatory	
Position of authorised signatory	
Signature Date	X _____

For further information or enquiries please email grants@his.org.uk

Appendices

A1. Regulations for Research Studentships

A1.1 A Research Studentship is an award of Funding for Major Research Grants, and Small Research Grants where the Primary Researcher is a Research Student. The purpose of Research Studentships is to encourage young science and medical graduates with honours degrees (Upper Second Class (2:1) or higher) to train in IPC research.

A1.2 PhD Research Studentships are available for up to three (3) years, subject to successful transfer as part of a Major Research Grant.

A1.3 MD Research Studentships are available for up to three (3) years subject to successful transfer as part of a Strategic or Major Research Grant.

A1.4 MPhil or MRes Research Studentships may be funded for one year as part of a Small, Strategic or Major Research Grant, subject to fulfilling reporting requirements as detailed in condition 7 and any institutional regulations.

A1.5 MD Research Students may be able to transfer to a PhD, in accordance with their institutions criteria within the time-frame of a three (3) year Major Research Grant. In exceptional circumstances, and at the discretion of HIS, further funding may be available in order to complete the Research.

A1.6 The Research Student must submit a copy of the transfer thesis to HIS for its records.

A1.7 HIS understands that at the end of a PhD Research Studentship there are great demands on time to write up and submit a final thesis. As part of this process, HIS must be provided with a final report that summarises the achievements and outputs of the Research Studentship.

A1.8 An electronic copy of the Research Student's final thesis must also be sent to HIS for its records.

A1.9 Research Studentships include an element of training, and the Primary Grant Holder must ensure that Research Students are offered a suitable training environment. The Primary Grant Holder should be available to Research Students in the department most of the time and are responsible for implementing a regular programme of Student assessment and appraisal. The Primary Grant Holder must inform HIS immediately if at any time they consider a Research Student to be unsatisfactory.

A1.10 Awards for Research Studentships are capped at the maximum award possible of £33,000 per annum, for up to three (3) years and this funding consists of (i) a maintenance grant, (ii) postgraduate registration fees, and (iii) a research budget (to include training).

i) Maintenance grants which will be no less than the minimum UKRI doctoral stipend applicable at the time the studentship commences.

ii) Postgraduate registration fees, up to the prevailing UKRI indicative fee level of home students.

iii) The overall annual award must not exceed the maximum funding available under the HIS Research Studentship Scheme.

A1.11 Full-time Research Students are funded on the condition that the Research Student is undertaking full-time training and is subject to the normal conditions of their institution. Primary Grant Holders must report unauthorised absences of the Research Student to HIS. If a Research Student's period of leave, such as sick leave or maternity/paternity leave, exceeds

four (4) weeks the Funding will be suspended whilst the Research Student is absent, and shall continue once the Primary Grant Holder informs HIS that the Research Student has returned.

A1.12 A replacement award if Funding may be available if a Research Studentship ends prematurely due to unsatisfactory progress of the Research Student or if the Research Student decides to leave during the first year, but this will be at the discretion of HIS, and the Primary Grant Holder will be required to provide full justification and a revised application.

A1.13 The maintenance grant aspect of the Funding provided for a Research Studentship is to include the costs of preparing a thesis; no extra funds can be claimed by a Primary Grant Holder. The support of HIS must be acknowledged in the thesis, and an electronic copy of the thesis provided to HIS for its permanent use.

A1.14 All Supervisors must agree to these terms and conditions.

A1.1 Supervisors must not have more than two current full-time students in each academic year.

A1.2 A Research Student must have a least two Supervisors at their Institution and a clinically based Supervisor, if the first or second Supervisor do not fulfil this criteria.

A1.3 The Primary Grant Holder and the Research Student will, if so requested by HIS, be an ambassador for HIS and contribute to promotional activities and the HIS website.

A2. Additional Regulations for Major Research Grants

A1.14 After triage to determine the scope of the application, the application will be reviewed by HIS's Research committee and short-listed applications will be sent for peer review.

A1.15 HIS reserves the right to alter work packages or individual milestones during the application process and at submission of the grant reports, in consultation with the Primary Grant Holder.

A1.16 The award will be a maximum of £33,000 per annum for a minimum of one (1) year and a maximum of three (3) years.

A1.17 Where the Primary Researcher is a PhD or a MD Research Student, the regulations in appendix A1 must also be observed.

A1.18 HIS expects appropriate and relevant involvement of patients and the public and other key stakeholders in the Research it supports. It is essential that the Primary grant Holder sets out its plans to involve patients and the public in the application. Any patient and public involvement plans will be assessed by HGIS's Research committee. Information about involving the public in research can be found here: http://www.invo.org.uk/resource-centre/resource-for-researchers/

A1.19 HIS will be offered first refusal of any publications arising from this activity as detailed in condition 7. Primary Grant Holders of a Major Research Grant shall, if requested to do so by HIS, write a literature review or commentary at the start of the Funding award.

A1.20 It is a condition of the Major Research Grant that the work detailed in the Application is completed within the anticipated timeframe detailed in the Application and that suitable six monthly reports are provided to HIS (see condition 7).

A1.21 At the end of the period covered by the Major Research Grant, the Primary Grant Holder is eligible to reapply to HIS for other categories of funding, although there are no guarantees that further funding from HIS will be awarded.

A1.22 The maximum Funding award will only be considered in respect of Applications where complete and detailed justification of such costs have been given.

A1.23 Major Research Grant awards are expected to have multiple components and may involve multiple Co-Investigators. As such the terms and conditions document must be agreed by all Co-Investigators and the Institution.

A1.24 The Primary Grant Holder and the Primary Researcher will, if so requested by HIS, be an ambassador for HIS and contribute to promotional activities and the HIS website.



A3. Additional Regulations for Small Research Grants

A3.1 Small Research Grants are designed to support small-scale research, pilot projects or proof of principle research that may lead to an application for a Major Research Grant Grant, or funding from an external agency in the area of IPC.

A3.2 Applications must include an experienced researcher as a Co-Investigator, if the Primary Grant Holder is not experienced in research.

A3.3 Applications from experienced researchers who do not have experience in IPC research must include a consultant or specialist microbiologist or a specialist clinical scientist as a Co-Investigator.

A3.4 Small Research Grants provide short-term support for small research projects or pilot studies for up to a maximum duration of two (2) years. The purpose of these grants is to allow researchers to explore new ideas that might merit further development, and to enable the collection of sufficient data to assist in securing further funding from HIS or other funding organisations.

A3.5 HIS will be offered first refusal of any publications arising from this activity as detailed in condition 7. This may take the form of a short report or other appropriate article type.

A3.6 Funding up to £10,000 is provided for up to a maximum of two (2) years, to undertake a short and clearly defined research project. These grants are not be used as "top-up" funds.

A3.7 It is a condition of the Small Research Grant that the work detailed in the Application is completed within the anticipated timeframe set out in the Application and that suitable six monthly reports are provided to HIS (see condition 7)

A3.8 At the end of the period covered by the Small Research Grant, the Primary Grant Holder is eligible to reapply to HIS for other categories of funding, although there are no guarantees that further funding from HIS will be awarded.

A3.9 The maximum Funding award will only be considered in respect of Applications where complete and detailed justification of such costs have been given.

A3.10 The Primary Grant Holder will, if so requested by HIS, be an ambassador for HIS and contribute to promotional activities and the HIS website.

A4. Additional Regulations for Mike Emmerson International Fellowship

A4.1 The Mike Emmerson International Fellowship has been established for the healthcare professionals from low and low-middle income countries to gain experience in the management of healthcare-acquired infections in a hospital or community setting.

A4.2 Mike Emmerson International Fellowship was designed to offer support for these healthcare professionals to undertake a four-week fellowship in the Host Institution based in the United Kingdom or Republic of Ireland.

A4.3 Although the Applicant will be recipient of the award, oversight and guidance for the individual undertaking the fellowship must be provided (and detailed in the Application). The Sponsor must have been a member of HIS for at least two years based at the host institution.

A4.4 The award holders will be asked to provide a detailed report of their experience of the Fellowship to be published in the Infection Prevention in Practice journal. Failure to report the outcomes of your project may result in the applicant and their institution being ineligible to receive HIS funding in the future.

A4.5 Where issues arise that cause a delay or modification to the research Project, HIS must be immediately notified as stated in condition 6.8.

A4.6 At the end of the award, the Applicant is eligible to re-apply to HIS for other categories of funding, although there are no guarantees that further funding from HIS will be awarded.

A4.7 The maximum award will only be considered in respect of Applications where complete and detailed justification of such costs have been given.

A4.8 The Applicant will, if so, requested by HIS, be an ambassador for HIS and contribute to promotional activities and the HIS website and blog about their Fellowship experiences.

A5. Additional Regulations for the Graham Ayliffe Training Fellowship

A5.1 The fellowship is designed to provide those who are specialising in medical microbiology (or infectious diseases) or IPC to undertake a paid leave of absence to pursue research in infection prevention and control.

A5.2 The fellowship will match current salary, provide a research budget, study budget and training budget up to the value of £73,000 for one year.

A5.3 A full justification and costings breakdown of the salary, research, study and training budget is required in the Application.

A5.4 Proposed Primary grant Holders are required to submit a C.V. (using the HIS Fellowship C.V. template), an outline job plan and letters of recommendation.

A5.5 HIS may invite any proposed Applicants for interview before assigning the Funding award.

A5.6 Proposed Primary grant Holders are required to identify a supervisor, who will sign the Application, provide a letter of support and provide supervision during the fellowship.

A5.7 The Supervisor must indicate agreement to the stated training courses and the study budget in their letter of recommendation.

A5.8 As per condition 6, any reassignment of Funding must be approved by HIS and must also have support of the other Applicants and the HIS mentor (if any).

A5.9 The Primary Grant Holder will, if so, requested by HIS, be an ambassador for HIS and contribute to promotional activities and the HIS website and blog about their career development experiences.

A6. Regulations relating to Travel Grants

A6.1 Travel Grants are awarded at the discretion of HIS and are primarily intended to enable trainees and junior members of staff to present at meetings of educational benefit where the meeting has a substantial content relating to IPC of nosocomial infections.

A6.2 Applications are only open to HIS members. Individuals must be elected as HIS members before the date of Application.

A6.3 Persons who have had abstracts accepted for oral or poster presentation are encouraged to apply. Proposed Primary Grant Holders must submit their abstract and acceptance as part of the Application.

A6.4 Proposed Primary Grant Holders who are applying to attend a training course or workshop for career development and educational purposes will be asked to give evidence of reflection on the available career development opportunities.

A6.5 In extenuating circumstances, applications from more senior staff including consultants will be considered, but adequate justification will be required in the Application.

A6.6 The level of Funding awarded will not exceed £750. The awards are intended to contribute to travel, accommodation, subsistence expenses and registration fees.

A6.7 The Primary Grant Holder will be expected to acknowledge the contribution of HIS in their conference presentation or on their poster, provide a written report (for those who are not presenting, a report on topic of a particular interest to both the Primary Grant Holder and HIS) and will, if requested to do so by HIS, give a presentation at a meeting of HIS.

A6.8 Recipients of HIS Travel Grants will not be eligible for a further Travel Grant within 2 years of a successful application.

A6.9 Travel Grants are awarded for particular conferences and only for the presentation of data within the topic of healthcare associated infection. They may not be substituted for a different conference. If a conference is cancelled or the Primary Grant Holder cannot attend, they must notify HIS immediately, and the Funding shall be cancelled, and any Funding received must by reimbursed to HIS by the Primary Grant Holder.

A6.10 Travel Grant applications may be submitted at any time, and claims must be made with fully documented receipts and the provided claim form after the event has completed (and within 2 months of the relevant event).

A6.11 Claims will not be processed until a report of the relevant event has been received by HIS and is acknowledged by the HIS HIS staff lead for grants.

A7. Regulations relating to Career Development Bursaries

A7.1 This bursary scheme supports the CPD of full and associate members (with 2 years continuous membership)

A7.2 Members are eligible to apply for the bursary every three years, although preference will be given to those who have not previously received the bursary.

A7.3 We are open to receiving requests for a wide range of learning experiences. This includes traditional, formal learning, blended or online learning, workshops, shadowing or training.

A7.4 The development opportunity must have clear objectives and a clear impact on your professional development, delivery of your service or development of the profession.

A7.5 The awardee will be required to prepare a short report for HIS to use on the Society's website or in the members newsletter and may be asked to disseminate their newly gained knowledge.

A7.6 Up to £2500 is available for international and UK based training. Claims against the award should be made in arrears once the CPD has finished.

A7.7 Only one place on the Engineering course will be funded per year

A7.8 A total of £10,000 is available per annum.

A7.9 The Society would consider co-funding an application for CPD where this was declared and fully justified. It is important that applicants state whether any financial support from another funding body is already provided or is being applied for on the application form.

A7.10 This award will not fund: Research, Conference attendance, or Microbiology courses with no demonstrable IPC/HCAI content on the program

A7.11 Post-graduate courses. Note: although applications for funding for complete post-graduate courses are considered, the content of these courses must be heavily biased toward infection prevention and control.

A8. Additional Regulations for Public Engagement Grants

A8.1 Public Engagement Grants are awarded at the discretion of HIS and are intended to advance education about infection prevention and control (IPC) of nosocomial infections to the general public and non-specialist stakeholders.

A8.2 The grant is expected to contribute towards the hosting of a single event or activity that promotes IPC, increases knowledge of nosocomial infections or clinical microbiology to the general public, children or non-specialist stakeholders.

A8.3 Applications are open to HIS members or to teams that include experts in Public engagement, science communication (with a minimum of 12 months experience) and an IPC specialist, who are based in the UK or the Republic of Ireland.

A8.4 HIS reserves the right to adapt the proposal, in discussion with the applicant.

A8.5 Applications must be at least 6 weeks in advance of the event.

A8.6 The size of the grant awarded will not exceed £1,000.

A8.7 The recipient will be expected to acknowledge the contribution of the society in their resources and to provide a written report evaluating the event.

A8.8 Any resources produced must be made available to HIS under a Creative Commons licence to enable dissemination and further promotion of IPC.

A8.9 Claims must be converted to GBP sterling or shall be paid at a prevailing exchange rate of HIS's choice.

A8.10 A successful candidate will receive funds payable to their institution only. Claims for reimbursement must be made within 6 weeks of the date of the project. Claims made after this period will not be paid.

A8.11 Claims will not be processed until a report of the event has been received and the acknowledged by the HIS staff lead for grants

A9. Regulations relating to Sponsored Events Grants

A9.1 Sponsored Event Grants are awarded at the discretion of HIS and are intended to provide sponsorship of up to £1000 to assist with the organisation of events that focus on the prevention and control of HCAIs.

A9.2 Events should be held in an academic or healthcare setting and aimed specifically at an audience of healthcare professionals.

A9.3 Applications are only open to HIS members. Individuals must be elected as HIS members before the date of application

A9.4 The size of the grant awarded will not exceed £1,000.

A9.5 The recipient will be expected to acknowledge the contribution of the Society by:

- Badging the event as 'Healthcare Infection Society sponsored event' with the HIS logo included on marketing material in advance of the event, and on the day of the event
- Displaying Society materials at the event (provided in advance by the Society)

A9.6 The recipient will be expected to send a short report (500 words) for publication on the HIS website within 4 weeks of the event taking place. The report should include the event aim, delegate, speaker and poster numbers, delegate feedback and include a photograph.

A9.7 Recipients of HIS Sponsored Event Grants will not be eligible for further Sponsored Event Grants within 2 years of a successful application.

A9.8 Sponsored Event Grants are awarded for a particular event. They may not be used to support a different event. If an event is cancelled or postponed, HIS should be informed and the award will be withdrawn.

A9.9 Sponsored event grants will be considered at any time of the year but must be submitted at least 3 months prior to the event taking place.

A9.10 Grants will not be processed until a report of the event has been received and acknowledged by the Events, Awards and Partnership Manager.

A10. Table confirming the terms and conditions relating to each funding type

Section of document	Small Research Grant	Major Research Grant	Mike Emmerson international Fellowship	Graham Aylliffe Training Fellowship	Career development bursary [e]	Travel Grant [a]	Public Engagement Grant [e]	Sponsored Event Grant [e]
1. Introduction	x	x	x	x	x	x	x	x
2. Definitions	x	x	x	x	x	x	x	x
3. Type of Research funded	x	x	x	x		x		
4. General Terms & Conditions	x	x	x	x	x	x	x	x
5. Eligibility [b]	x	x	x	x	x	x	x	x
6. Financial Provisions [c]	x	x	x	x	x	x		
7. Reporting	x	x	x	x	c	c	c	c
8. Termination of Award	x	x	x	x	x	x	x	x
9. Conference Attendance	x	x	x	x				
10 Intellectual Property	x	x	x	x			c	c
11.Signatures [d]	x	x	x	x	c	x	x	x
A1 Research Studentships		c						
A2 Major Research Grants		x						
A3 Small Research Grants	x							
A4 Mike Emmerson International Fellowship			x					
A5 Graham Ayliffe Training Fellowship				x				
A6 Travel Grant [e]						x		
A8 Career development bursary [e]					x			
A9 Public Engagement Grant [e]							x	
A10 Sponsored Event Grant [e]								x

Key

[a] For Travel Grants: any reference to an Applicant other than the Primary Grant Holder can be ignored

[b] Please refer to the relevant heading

[c] For Travel Grants, Career development bursaries, Sponsored events and public engagement: only condition 6.1 applies

[d] For Travel Grants: only the Primary Grant Holder must sign

[e] Refer to application form

x Section applies

c Section applies under certain conditions