

## BCA Education and Outreach Bursary Terms and Conditions

The British Crystallographic Association (BCA) is a charity and, in this scheme, offers funding for the generation of education and outreach materials to be made openly available for reuse by all. This scheme covers only the bursary cost of projects and does not meet the full economic costs of the work carried out under this scheme.

Bursaries must be used solely for the purposes set out in the application as approved by the BCA.

The institutions ("Bursary Holder(s)") will be responsible for the conduct of the work. The institution administering the award is responsible for the employment of staff working on the project and their terms and conditions, for the student working on the project and their terms and conditions, and for providing appropriate facilities for the work, including financial management. The BCA accepts no liability for such matters.

The host institution and the Bursary Holder must ensure that all necessary ethical committee approvals are in place before the work begins and are maintained for the duration of the project. The Bursary Holder(s) must ensure that all Bursaries facilities, agreements about access and collaborations necessary for the work are obtained before the work commences and can be ensured throughout the bursary period.

Any financial support of the project obtained from other sources must be made known to us as soon as possible.

We should be informed immediately if the Bursary Holder(s) or student are unable to take up the bursary. Decisions about the transfer of the award are in the discretion of the BCA absolutely.

The BCA reserves the right to terminate an award if the Bursary Holder(s) or student funded by the bursary are in breach of any of the Conditions of Award and Requirements for Final Reports, or choose to stop the work or become unfit or unable to pursue the work funded by the bursary or leave the institution at any time in the duration of the work. You may be required to return any money already paid to the Bursary Holder by way of bursary.

Bursaries are paid in advance by BACS to the host institution or equivalent as appropriate.

These awards are bursaries. Scholarships, exhibitions and bursaries held by a person receiving full-time instruction at a university, technical college or similar educational establishment are exempted from income tax under Section 776 of the Income Tax (Trading and other Income) Act 2005. The bursaries entail no national insurance liability.

### Intellectual property, copyright and acknowledgement

Bursary Holder(s) will normally make the outputs of these bursaries available for reuse by all and inform the BCA of the approaches taken (if alternative to a route through the BCA). The support for the project should be acknowledged in any publication (written or electronic),

poster or presentation and where possible, in any newspaper article or radio or television programme about it.

The host institution is responsible for the identification, protection and exploitation of any intellectual property rights arising from the award of the bursary.

Deposit of resources generated by the bursary work in a repository for dissemination and reuse by all is required, however the Bursary Holder(s) would normally retain the IP over its exploitation.

#### Reporting to the BCA

It is to the advantage of the Bursary Holder to keep the BCA informed of progress of a project and particularly of changes (to personnel or circumstances) that may affect the outcome of the work, or of important findings.

A final report, which includes a financial statement, should be submitted to the BCA. These are expected to be 1-2 pages in length and to include:

- A summary paragraph describing the project and its outcomes written for the lay reader. This may be used on the BCA website or in Crystallography News and so we would be very pleased to receive photographs of the student working on the project or to illustrate the subject area.
- Supervisor's account of the work done during the bursary and a brief assessment of its outcomes.
- Student's comments on the bursary experience.
- A list of publications and presentations planned or produced, intellectual property arising and the use of the results in proposals to other funding bodies or for collaborations.
- A link to the repository record where outputs / resources have been made available.
- A financial statement confirming that the bursary has been paid to the student in full and no balance remains. At the end of the project any outstanding balance of more than £50 should be returned to the BCA.