



**Terms and Conditions for HSA Research Grants Travel, Training and Other Events (such as attending or organising, educational or scientific meetings, lectures, courses or training visits; or for other small (non-research) events in support of the HSA's objectives).**

If the event includes experimental or other animal work (e.g. as part of training or a visit to another research laboratory), the [Terms and Conditions for the HSA Research Grants](#) also apply

**Use of funds**

1. The use of any grant monies given by the HSA may not be altered from those specified on the application form and in the grant authorisation from the HSA without prior written permission of the HSA, and no additional funds will be provided unless the HSA so decides in its absolute discretion.
2. The period of the grant is strictly limited and the tenure of appointment of any persons employed by the host institution for the work covered by the grant must be confined strictly to the period of the grant. If staff are retained beyond this, it is for the host institution's own purposes and at their own expense.
3. For training and visits to research labs other than the applicants own, the host institution is entirely responsible for the training and the safety of the person(s) covered by the HSA Travel, Training and Other Events grant. This includes the relevant laws and codes – including anti-harassment policies – under which the training or visit is carried out
4. All grants are made on the condition that the HSA is in no way responsible for claims under any statute or at common law and it does not indemnify the host institution against any claim for compensation or against any other claims for which the host institution may be liable as an employer, owner-occupier, or user of premises or as the provider of services or facilities or in relation to the work carried out under the grant.
5. Any equipment purchased from an HSA grant should be used during the period of the grant only for the activities approved.

**Additional Funding**

6. If additional funding is to be sought from other sources this must be discussed with, and written approval obtained from, the HSA in advance.

**Financial arrangement**

7. Funds are usually paid by cheque, in GBP sterling to applicants residing in the United Kingdom (UK) and by bank transfer to applicants outside of the UK. Please note that any costs associated with receiving funds by bank transfer must be met by the recipients. Funds can only be transferred into an account bearing the applicant's name or the name of the institution which will administer the grant. Payment cannot be issued to third parties.

### **Limitation of liability**

8. The HSA is in no way responsible, financially or otherwise, for the expenditure or liabilities arising out of the work other than those specifically listed and defined in the project proposal or approved in further correspondence.

### **Termination of grants**

9. The HSA has the right to revoke or suspend any grant upon failure to observe any of the conditions listed above or specified by the HSA in the offer of a grant.

### **Reports**

10. A Final Report will be required within one month of the completion date of the event using the following [reporting template](#). Please also include photographs from the event whenever possible. The HSA may use these reports or photos in HSA communications (such as the Annual Report, Newsletters, or online).

When the HSA has approved funding for a project, HSA has the right from the outset to inform their stakeholders of the aims and potential outcomes of the project, as stated in the grant application. This may take the form of text and photos on the HSA website or posting via our social media channels.

The HSA's financial support must be acknowledged in all publications, presentations, relevant social media postings, and press releases arising from the event and a copy of any publications should be forwarded to the HSA on their publication.

For oral and poster presentations, the HSA should be acknowledged and a copy of the HSA logo displayed.

Please liaise with the HSA prior to issuing a press release: [media@hsa.org.uk](mailto:media@hsa.org.uk).

The HSA is a charity and how we use our funds matters. By reporting on your work, acknowledging the HSA, and informing the HSA of any publications or presentations arising from the project, you are helping us to gauge the impact of the money awarded and to promote HSA's charitable objectives – which is ultimately to improve the welfare of animals.

**Please note** that failure to comply with these conditions and to submit reports on schedule may result in the disqualification of the applicant or of their organisation from obtaining grants from the HSA in the future.

### **General**

11. As the HSA is a Charity registered in England, this agreement will be governed by English law and subject to the exclusive jurisdiction of the English courts.

### **Retention of Data**

12. Information provided in this application and any supporting documents will be kept by the Charity for an indefinite period for the purposes of recording charitable activity and to allow review of funding decisions. Copies of unsuccessful applications will be kept for seven years (Limitation Act 1980). For the processing and retention of personal data, the HSA adhere to the [Data Protection Act \(2018\)](#). For full details of our privacy statement see [www.HSA.org.uk](http://www.HSA.org.uk) or contact the HSA office.