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«Lead Applicant»
«Lead Applicant Address New Line»

«Current Date»

«Lead Applicant Salutation»

Alzheimer's Research UK «Grant Type»: «Grant Reference»

I have enclosed the contract for the «Grant Type» awarded to you at the «Host Institution» (hereafter 'the Institution') by Alzheimer's Research UK (hereafter 'ARUK'). The award is to work on the project '«Grant Title»' with yourself as the Fellow and «Supervisor» and «Co Supervisor» as Supervisors, as presented in your application.

The award is subject to the general conditions set out in the appended document "General Conditions of Award". In addition, the following specific conditions apply:

1. The Fellowship awarded by ARUK will provide a grant of up to «Grant Original Award» as detailed in the Appendix. ARUK accepts no responsibility for expenses incurred over and above this amount. The approval of ARUK must be sought before virements are made between categories. Payment of the grant will be made quarterly in arrears upon receipt of an invoice from the Institution to finance@alzheimersresearchuk.org. The grant reference «Grant Reference» should be quoted on the invoice.
2. The Fellowship is for up to «Grant Duration months» months with a provisional start date of «Grant Start Date». Requests for extensions must be made by emailing ARUK outlining reasons and are approved on a no-cost basis.
3. If the Fellow has not yet obtained their PhD then the continuation of this Fellowship is dependent upon successful completion of their PhD within one year of the start of the Fellowship. Please send a confirmation email to ARUK once this condition is fulfilled.
4. The Fellow shall use the title of "Alzheimer's Research UK Clinical Fellow", although ARUK may ask that this title be altered to reflect a particular donor's contribution to this grant.
5. Impact and progress reports on the research carried out under the grant must be submitted to ARUK upon request. ARUK will be responsible for informing the Fellow of when impact and progress reports are due. A visit by a representative of ARUK may be made during the course of the grant.
6. ARUK handles personal data submitted through grant applications. Our privacy notice states what ARUK does with application data, to whom application data is disclosed and the rights that applicants have under data protection law – <https://www.alzheimersresearchuk.org/wp-content/uploads/2018/11/GDPR-Research-Team-Nov-2018.pdf>.

7. The Supervisor(s) must provide the Fellow with the facilities required for the research programme, have oversight of the Fellow and their research programme, and contribute actively to the further training of the Fellow.
8. The Fellow will be expected to attend the ARUK Conference.

The Fellow and co-applicants must take all reasonable actions to disseminate research findings associated with the grant to the wider scientific community within a reasonable amount of time from receiving the grant, in accordance with our open access and data sharing policy - <https://www.alzheimersresearchuk.org/about-us/our-influence/policy-statements/open-access-and-data-sharing/>. ARUK also strongly encourages Fellows and co-applicants to consider publication on AMRC Open Research (<https://amrcopenresearch.org/>) - a platform for rapid author-led publication and open peer review of research funded by participating AMRC member charities.

9. The Fellow must take all reasonable actions to ensure that ARUK's contribution to the funding of the research is suitably acknowledged as "Alzheimer's Research UK" in all publications, presentations (including conference posters) and on relevant web pages (including laboratory home pages). Where possible, the Fellow shall display ARUK's logo or a link to ARUK's website. The logo, and guidance on its use, can be obtained by contacting ARUK.
10. The Fellow must ensure that ARUK is notified when research or review papers (based wholly or partly upon the research to be funded by the grant) are accepted by a peer-reviewed journal for publication, and to inform ARUK, as soon as the Fellow is made aware, of the publication date. Upon publication one copy must be forwarded to ARUK. Press releases may be planned by ARUK, in conjunction with the Institution. The Fellow must ensure that the ARUK press team is informed before the release of any press statements associated to the grant.
11. ARUK reserves the right to name the Fellow and Institution and summarise the grant, and its progress, in lay language to supporters through the website, newsletters or direct correspondence with donors or organisations likely to provide funding to the charity. The Fellow hereby agrees for this to happen and to inform ARUK at the start of the grant if there are confidential aspects of the work that he/she does not wish to be shared publicly.
12. ARUK relies on voluntary donations to fund dementia research and therefore all opportunities to promote ARUK must be pursued. The Fellow and the Institution should co-operate with ARUK over any publicity or fundraising activity arising from ARUK-funded research. This could be by hosting lab tours, speaking at fundraising events and providing lay reports to ARUK's newsletter or to donors. Where ARUK is the main funder of the research, ARUK reserves the right to lead on publicity.
13. If this project requires ethical approval and/or Home Office licences which have not yet been obtained, the award is dependent upon the requisite approval being granted.
14. ARUK is an NIHR non-commercial Partner and studies funded by ARUK grants are therefore eligible for consideration for NIHR Clinical Research Network (CRN) support. If the study involves the NHS or NHS patients, ARUK expects the Fellow to apply where appropriate for consideration for NIHR CRN support and subsequent inclusion in the NIHR CRN Portfolio.

If the study meets the CRN's criteria for support, it will be added to the NIHR CRN Portfolio. ARUK then expects the Fellow to (i) keep the study record on the Portfolio Database up to date and (ii) upload recruitment data into the Portfolio Database on a monthly basis. Please note that the NIHR CRN will share this data with ARUK through the production of quarterly reports.

15. Fellows carrying out research using animals are expected to give appropriate consideration to the 3Rs (Replacement, Refinement and Reduction) and must implement the principles in the cross-funder guidance "Responsibility in the Use of Animals in Bioscience Research" (<http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research>).

Fellows should make use of the ARRIVE guidelines (www.nc3rs.org.uk/ARRIVE) when designing their experiments, and ensure that they report animal-based studies in accordance with the ARRIVE guidelines as far as possible, taking into account the specific editorial policies of the journal concerned.

If there is any conflict between the terms of this letter and the 'General Conditions of Award', the terms of this letter will take priority.

Please could you pass the enclosed copy of this letter and the appendices, together with the formal acceptance notice enclosed herewith, to the responsible officer(s) for signature? One signed copy should then be returned to us. The grant cannot be formally announced or activated until we have formal acceptance from the Institution. For our accounts, it is essential that we have the contract signed and returned before **Date**. We would appreciate your help to ensure this deadline is met.

On behalf of the Trustees, I should like to congratulate you on the award of this Fellowship and wish you every success in your important work.

Yours sincerely

A handwritten signature in cursive script that reads "Carol Routledge".

Carol Routledge, PhD
Director of Research