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«Lead Applicant»
«Lead Applicant Address New Line»

«Current Date»

«Lead Applicant Salutation»

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

Title: «Grant Title»

I am writing in confirmation of the terms of the award of the Equipment grant «Grant Reference» to be awarded by Alzheimer's Research UK (hereafter "ARUK") to the «Host Institution» (hereafter "the Institution"). A grant of «Grant Original Award» will be provided to purchase a **##Equipment##** for use in research into Alzheimer's disease or related dementias, as set out in your application and subsequent quotation from **XXXX**. Payment of the grant will be made upon receipt of an invoice from the Institution at finance@alzheimersresearchuk.org.

It is a condition of the grant that:

1. The space and support facilities required to accommodate the equipment will be provided, and the appropriate visible acknowledgement will be given to and agreed with ARUK.
2. The Institution will at all times exercise reasonable care and maintain the equipment on a regular basis in accordance with the manufacturer's recommendations.
3. The Institution will obtain the consent of ARUK before any relocation or disposal of the equipment.
4. In the event that ARUK feels that the equipment is not being put to appropriate use by the recipient, this will be discussed with the recipient and the Institution. ARUK reserves the right to have this equipment returned and to place it in another appropriate institution should the use of the equipment continue to be unsatisfactory.
5. When practicable, this equipment should be available for use by other ARUK Network members in the Institution and elsewhere.
6. 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 Grant Holder of when impact and progress reports are due. A visit by a representative of ARUK may be made during the course of the grant.
7. 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/research/for-researchers/resources-and-information/research-guidelines-and-policies/>

8. The Grant Holder 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 Grant Holders and co-applicants to consider publication on AMRC Open Research (<https://amrcopenresearch.org/>) - a platform for rapid authored publication and open peer review of research funded by participating AMRC member charities.
9. The Grant Holder and co-applicants must take all reasonable actions to ensure that ARUK's contribution to the funding of the equipment is suitably acknowledged as "Alzheimer's Research UK" in all publications and presentations in which the equipment has been used specifically for that work. The Grant Holder must ensure that ARUK is notified when research or review papers (based wholly or partly upon research in which the equipment has been specifically used) are accepted by a peer-reviewed journal for publication, and to inform ARUK, as soon as the Grant Holder is made aware, of the publication date.
10. ARUK relies on voluntary donations to fund dementia research and therefore all opportunities to promote ARUK must be pursued. If ARUK so wishes, press releases will be agreed with the Institution and issued by ARUK. ARUK may also require photographs of researchers and the equipment for publicity purposes.
11. ARUK reserves the right to name the Grant Holder 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 Grant Holder 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.

Please could you pass the enclosed copy of this letter, 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.

Once the signed contract is received and the equipment has been purchased, we will arrange payment on production of one invoice from the Institution, which should quote the grant reference: «Grant Reference».

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

Yours sincerely

Director of Research

ALZHEIMER'S RESEARCH UK
NOTICE OF ACCEPTANCE OF A GRANT

Grant reference: «Grant Reference»

Title of Grant: «Grant Title»

Lead Applicant: «Lead Applicant»

I accept and certify that I am authorised to accept the above grant from Alzheimer's Research UK on behalf of:

«Host Institution»

«Lead Applicant Address New Line»

under the conditions specified in the award letter, a copy of which I have read.

Signed

Name

Position

Date