

CIE Curriculum Innovation Fund.

Terms and conditions of award 2019.

The following are the Centre for Innovation in Education's ("CIE") standard *Terms and conditions* for the CIE Curriculum Innovation Fund. **Before** applying for the fund the principal investigator ("PI") and the Department/School that will be administering the fund (the "host department") must check that these *Terms and conditions* are acceptable. Both the PI and the host department are required to provide a statement confirming their acceptance of these *Terms and conditions* when the *Full application* is submitted. The host department will be expected to reconfirm acceptance of the most recent *Terms and conditions* in response to the *Notice of award* or *Conditional award*. The PI is also bound by the *Terms and conditions* as are any co-investigators. The host department or PI must therefore ensure that any co-investigators are made aware of and observe their responsibilities under these *Terms and conditions*.

1. The PI and the host department are responsible for completing the work detailed in the full application and for incorporating any amendments agreed prior to the confirmation of award. The PI and the host department are also responsible for ensuring that funds are used solely for these purposes.
2. The PI and host department must ensure that potential conflicts of interest are declared and subsequently managed. Conflicts of interest that are known at the time of application must be declared within the *Full application* while those that arise subsequently must be declared as soon as they become evident.
3. The host department must ensure that all necessary ethical committee approvals, agreements about access, animal licences and requirements of regulatory authorities and other local governance frameworks are in place before the work begins and are maintained for the duration.
4. It is the responsibility of the host department to manage the resources of the fund. CIE is not responsible for the employment of any staff associated with the fund or for their terms and conditions of employment, or for providing appropriate facilities for the work undertaken as part of the project.
5. In the event these *Terms and conditions* are breached CIE reserves the right to preclude the PI from applying for further funding and to notify the head of department at their host department.
6. Neither the PI nor the host department shall assign any of the rights and obligations arising under these *Terms and conditions* to another party without the prior written approval from CIE.

Changes to the project

7. The PI must seek permission from CIE in advance of making any changes to the project, including but not limited to, the project design and delivery, timetable, budget (including budget categories), proposed outputs, and project start and end dates.
8. The PI must inform CIE immediately if he or she intends to leave the host institution during the course of the project. Decisions about transferring an award from one department to another or changing the PI, rest with CIE.
9. CIE will not provide funds for staff to be appointed at, or promoted to, a higher level than they currently hold.
10. CIE will not provide funds to cover costs incurred as a result of project staff being absent from the project as a result of parental leave, caring responsibilities, or long-term sickness.
11. The PI must notify CIE in advance of seeking any financial support for the project from other sources. The PI must notify CIE immediately if any such request is successful.

Budgets and financial monitoring

12. The PI and the host department (and not CIE) are responsible for ensuring proper financial management of the funding and accountability for the use of funds.
13. The award will be made in full, to the agreed amount, at the start of the project in line with the submitted project timetable.
14. The fund must not be used for the employment of University staff or to fund staff conference attendance or travel. The award can be used for the purchase of resources, incentivising students (e.g. prizes), payments to student workers for work completed as part of the project (as stated as a requirement in item 5. of the *Terms of Reference*) and to contribute to student conference attendance.
15. Any significant collaboration with other institutions must be detailed in the application. If it is not, and VAT becomes payable on the services provided by a collaborating institution, CIE will not fund the VAT element of those costs.
16. Equipment that is funded by a fund is donated to the host department for the use of the project, and remains the property of the host department afterwards. CIE is not responsible for the housing, maintenance, insurance, or movement of any equipment either during or after the project. Asset disposal and notification to the University of Liverpool Finance Department is the responsibility of the host department.
17. All expenditure must be incurred by the specified end date in the *Confirmation of award* or as subsequently revised in agreement with the Foundation. All expenditure must be incurred in the applicable financial year. CIE is not liable for funding any costs incurred after the end date of the project.
18. All costs and related expenditure should be incurred in line with current University of Liverpool policies and practices.

Dissemination, intellectual property, copyright and acknowledgement of the Foundation

19. A case study aligning to one of the six Curriculum 2021 Hallmarks or Attributes will be provided for inclusion on the CIE C2021 resource web page.
20. The host department will be required to present the results for the project at the next available annual Learning & Teaching Conference.
21. Any documentation created by the PI or the host department relating to the funded project should reference it as the "CIE Curriculum Innovation Fund".
22. The host department is responsible for the identification, protection and exploitation of any intellectual property rights arising from the project.
23. All registered copyright is retained by the author(s) in line with University of Liverpool policy.

Reporting to the Centre for Innovation in Education

24. The PI is required to submit an interim progress report two months prior to the stated end of the project. Interim reports are for internal use only.
25. After the project has ended, the PI must submit an end of project evaluation report. The end of project evaluation is for internal use only.
26. CIE will use information submitted and collected as part of its application process to: meet auditing requirements; contact applicants, reviewers, and others named in the application; administer its fund-making process; publish lists of fund-holders and summaries of funded projects; and to undertake internal review and evaluation of its fund-making processes.