



## POSTGRADUATE SCHOLARSHIPS

### TERMS AND CONDITIONS 2020

#### CONDITIONS AND UNDERTAKINGS

1. The Scholarship must be used solely for the purposes set out in the application, approved by the College and confirmed in the Scholarship Acceptance Form.
2. The Scholar must be a member of the College at the start of the research project and remain in membership for the duration of the Scholarship.
3. The Lead Supervisor will be responsible for the conduct of the work and for adhering to the Terms and Conditions of the Scholarship. They will also be responsible for ensuring the Scholar is fit to undertake the Scholarship and that they will conduct themselves in a manner that will not discredit the College.
4. The Supervisors and Scholar must ensure that all necessary ethical committee approvals and requirements of regulatory authorities are in place before any work that requires such approval begins and are maintained for the duration of the Scholarship (see paragraphs 41 and 42 for further information). Evidence of approval in the form of a letter from the Local Research and Ethics Committee must be received by the College upon receipt. The Supervisors must ensure that all facilities, agreements about access and collaborations necessary for the work are obtained before the work commences and can be ensured throughout the Scholarship period. The Supervisors must be aware of the requirements in the [UK Policy Framework for Health and Social Care Research](#), and as part of project approval and supervision, the Supervisors should agree to accept responsibility for ensuring the principles laid out in the Framework are met.
5. Supervisors should inform the College immediately of any collaborative arrangements undertaken by the Scholar in connection with the research project specified in the application (other than any already outlined in the application or agreed to as part of the Scholarship confirmation). This is particularly important if it involves any company or supplier who may in any way affect the conduct or dissemination of the Scholarship work.
6. Departments should be able and willing to account for any expenditure made from the Scholarship given by the College. The College reserves the right to recover any unspent monies from the Scholarship that it considers appropriate.
7. Heads of Department (or equivalent) are responsible for having in place appropriate and effective procedures to minimise the possibility for scientific fraud and misconduct and should investigate any allegations promptly and vigorously. Evidence of the procedure for dealing with fraud and misconduct should be available to the College on request. If a case of fraud or misconduct is suspected in the course of the research the College should be notified immediately and kept informed of further developments. If fraud is proven the College is entitled to terminate the grant immediately, and any Scholar found guilty may also face disciplinary action by the College. Scholars and Supervisors are directed towards the College's Guidance for Professional Practice (section D45, 'College research principles') for guidance on what research conduct the College expects all Members to follow.
8. The College should be informed immediately if the Scholar is unable to take up the Scholarship or unable to continue with the Scholarship (e.g. due to illness or other circumstances). Decisions about the transfer of the Scholarship will rest with the College.
9. Scholars should inform the College, in advance, if they are considering spending time outside the UK as part of the research programme. This excludes any normal holiday arrangements.

10. The College reserves the right to terminate a Scholarship if the Scholar or Supervisor is in breach of any of the conditions of the Scholarship or becomes unfit or unable to pursue the work funded by the Scholarship. The College will ask to be reimbursed for funding not used as a result of this.
11. The College reserves the right to alter the Terms and Conditions of the Award at each point of renewal of the project. The most recent Terms and Conditions will be sent with renewal forms at the end of each Scholarship year.

## **REPORTS**

12. Scholarships are renewed annually based on information submitted to the College by the Scholar and their Lead Supervisor in a Progress Report. The Report must illustrate clearly that reasonable progress has been made. The payment of funds in the second and third years is reliant upon the receipt of satisfactory reports.
13. Final Reports should be completed by the Lead Supervisor and the Scholar at the conclusion of the Scholarship. The Final Report must be accompanied by a financial statement relating actual expenditure to the original budget. The Final Report is the property of the College.
14. Where necessary outside of Progress Reports, Supervisors are to keep the College informed of the progress of the project and particularly of changes (to personnel or circumstances) that may affect the outcome of the work, or important findings.
15. Scholars are required to submit an electronic copy of their thesis to the Research Department at the College.
16. The thesis must be submitted to the College no more than one year after the completion date of the Scholarship (the completion date being three years after the start date of the Scholarship).
17. In the event that a thesis is not submitted to the College within a year of the completion date, the College will seek to agree a plan and timetable with the Lead Supervisor/Scholar to ensure the completion of the thesis. If submission of the thesis remains unlikely or overly delayed, the College may seek to recover all or part of the Scholarship.
18. Supervisors have a duty to notify the College of any difficulties or setbacks that they or the Scholar encounter in their research. Any information about delays that may prevent the Scholar from meeting the deadline set in paragraph 16 must be included in a Progress or Final Report if it is known at the time of submission of the Report.
19. The College reserves the right either not to renew a Scholarship or to vary the value of a Scholarship at its discretion.

## **DISSEMINATION**

20. Scholars will be expected to disseminate the results of the project using appropriate channels, e.g. peer reviewed academic journals and conference abstracts, and to notify the College of all publications relating to their work during the duration of the Scholarship. This includes publications that relate to work completed during the period of the Scholarship but written up or submitted for publication after the Scholarship period has ended. In notifying the College, Scholars should provide details of the publication or presentation of their work at the point that it has been confirmed for publication and also provide a link to the work as soon as it is available.
21. The College's 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. This support should be referred to as "The College of Optometrists Postgraduate Scholarship". Poster/written presentations based on the research must include the College logo (available on request).

22. The College may include information about projects in publicity and reporting literature. Any reported information about project results will be agreed with the Scholarship recipient(s).
23. If Scholars, Supervisors or the academic institution wish to issue press statements that mention the College, the College should be given an opportunity to comment on the draft. The text should acknowledge that the work has been funded by the College, but that the views expressed are those of the Scholarship recipient and not those of the College.
24. Scholars will be expected to provide a poster presentation at the College conference, Optometry Tomorrow, no later than the final year of their Scholarship. Reasonable expenses incurred in attending the conference will be reimbursed directly to the Scholar, and the cost of entrance to the conference will be covered by the College.

## FINANCIAL PROVISION

25. The value of the Postgraduate Scholarship is aligned to the Medical Research Council (MRC) first year rate. It will be made up of the tuition fee paid to the institution (benchmarked against fees recommended by the MRC), the maintenance grant paid to the individual, and an essential research expenses fee paid to the Lead Supervisor. The value of the Scholarship will be reviewed annually in line with the MRC Awards.
26. The value of Postgraduate Scholarships in 2019 is £21,836.00 within London and £19,836.00 outside London.
27. The Scholarship is made up as follows:

	<b>Within London</b>	<b>Outside London</b>
<b>Tuition</b>	<b>£4,327.00</b>	<b>£4,327.00</b>
<b>Maintenance</b>	<b>£17,009.00</b>	<b>£15,009.00</b>
<b>Essential research expenses</b>	<b>£500.00</b>	<b>£500.00</b>
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	<b>£21,836.00</b>	<b>£19,836.00</b>
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28. Payment is made in annual instalments of £21,836.00 (within London) or £19,836.00 (outside London) on receipt of invoices from the institution's Finance Officer. After deduction of the tuition fee, the institution pays the maintenance grant to the Scholar, and the essential research expenses amount to the Supervisor.
29. Where the College awards a Postgraduate Scholarship to a part-time Scholar, the total amount payable will be the same as for a Scholarship granted for full-time study, but the payment schedule will, subject to agreement with the institution's Finance Department, take account of the extended period of study.
30. The overall value of the Scholarship may increase to include funding to support Scholars in publishing / disseminating their work. This is to allow outputs from the Scholarship to be disseminated in open access journals and is only to be used for this purpose. Although it is anticipated that this funding will become most relevant in the final year of the Scholarship, there is no restriction on when it may be applied for. Scholars wishing to access this funding should request an Open Access Funding Request Form from [researchteam@college-optometrists.org](mailto:researchteam@college-optometrists.org).
31. Scholars are also allotted a College Travel Bursary for use during their Scholarship. These are for a value of £1,000 for the costs of attending a conference, and are separate to the College's other Travel Bursaries. The Scholar can apply for their Travel Bursary at any time by contacting the College.

32. With the exception of London Weighting, the Postgraduate Scholarships are all for the same value and are administered as a single entity.
33. Any financial support for the project obtained from other sources must be made known to the College as soon as possible. The College reserves the right to withdraw/modify its funding if it perceives dual funding is in place.

## **INTELLECTUAL PROPERTY RIGHTS**

34. Work produced by the Scholar may be subject to or give rise to foreground intellectual property rights (IPR) within a specific field of work (including copyright, design rights, rights in data, patents, know-how, trade secrets, confidential information and any other intellectual property rights, whether or not registered or applied for) (the "Foreground IPR"). The Lead Supervisor's institution will own the Foreground IPR.
35. The Lead Supervisor's institution is responsible for the identification, protection and exploitation of any Foreground IPR arising from the Award.
36. As a charity, the College will seek to ensure that it receives an appropriate share of any value arising from the Foreground IPR created (whether in whole or in part) from its Scholarship funding. The College generally expects to share in any net revenue generated by such Foreground IPR in proportion to its share of the full costs of the original research.
37. The College may also require the Supervisor's institution to enter into a non-exclusive royalty-free licence with the College so that the College may use any Foreground IPR generated.

## **DATA PROTECTION**

38. Where a project involves collection of original data the Scholar should ensure that the data are held appropriately in accordance with the Data Protection Act (2018) and should be available for verification if required by the College.
39. The College of Optometrists uses all personal information supplied as part of your application to assess the application and to enable us to review the impact and equity of the awarding process. Applications are shared securely with peer reviewers and Research Committee members for the purpose of reviewing the applications. Successful applications are kept on file by the College for one year after the completion of the Scholarship project, although personal details unrelated to the project are removed. Unsuccessful applications will be kept for one year after the completion of the reviewing process.
40. Information supplied to the College as part of Progress and Final reports will be used to evaluate project progress and to update contact details if necessary. Reports will be kept on file throughout the course of the project, although personal details unrelated to the project will be removed. All personal details of non-College members in receipt of College funding held by the College will be deleted one year after the completion of the project.

## **COLLEGE STATEMENT ON RESEARCH ETHICS**

41. Research projects and clinical trials involving human volunteers must obtain ethics committee approval before receiving financial support from the College. In the case of projects carried out at universities, this will normally be obtained through the relevant university ethics committee. For other research locations, application for ethical approval should be made through the [National Research Ethics Service](#).

*Animals (Scientific Procedures) Act 1986*

42. Where the work is subject to regulation by the Animals (Scientific Procedures) Act 1986, the provisions of that Act must be observed and project and personal licences quoted. The College's support for a particular training proposal does not absolve the Scholar or Supervisor from personal responsibility in this regard; applications for all licences and certificates required under the Act must be made to the Home Office direct, through the host centre's normal channels. The College does not insist that Home Office approval of any particular project be sought in advance of the application for a Scholarship, but any Scholarship awarded will be on the absolute condition that no work which is controlled by the Act will begin until the necessary licences and certificates have been obtained. Any fees levied under the Act are the responsibility of the Scholar/Lead Supervisor and cannot be provided under the Scholarship.

**SICK LEAVE AND EXTENDED LEAVE**

43. Scholars will be subject to the normal conditions of service at the successful institution as far as sick leave is concerned but the College should be notified if a Scholar is likely to be away through illness for more than one month.
44. The College should be notified in writing if maternity, paternity, or adoption leave is required. At its discretion the College may agree to extend the research period by up to twelve months but will not make supplementary financial payments over and above those originally agreed.

**FURTHER INFORMATION**

45. Assistance with any of the above may be obtained from the Research Team by:

Email: [researchteam@college-optometrists.org](mailto:researchteam@college-optometrists.org)

Phone: 020 7766 4346

Post: The College of Optometrists  
42 Craven Street  
London WC2N 5NG