# Terms and conditions for HIS Travel Grants

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1. **Introduction**
	1. The Healthcare Infection Society (**HIS**) is a UK registered charity, established in 1980 to foster the advancement of knowledge and education of all those who have an interest in the field of healthcare-associated infections (**HCAIs**). Its mission is to provide healthcare professionals with the knowledge and tools they need to prevent and control HCAIs.
	2. HIS believes that good science underpins good clinical practice, and views the support of research in the field of infection prevention and control (**IPC**) in healthcare as being a vital component of its work, and it maintains a designated fund from which it can support research projects within this field.
	3. To further these aims, HIS supports and assists clinicians and scientists to discover and develop techniques that will further the aim of stopping preventable infections.
	4. In practice, HIS accepts that it is not always the case that the direct or immediate outcome of a single piece of research will lead to changes in IPC practice or stop preventable infections. However, the projects funded by HIS must progress the scientific and clinical knowledge that will further HIS’s goal of preventing HCAIs.
	5. For the avoidance of doubt, IPC is a scientific approach and practical implementation of methods to prevent harm caused by infection to both patients and healthcare workers. IPC is a multi-disciplinary field which has patient safety and healthcare quality at its core, but also uses evidence from microbiology, epidemiology, engineering and behavioural science. HCAIs are infections that develop as a direct result of a healthcare intervention or being in contact with a healthcare setting.
	6. The scope of HIS’s funding requires that applications be strictly related to HCAIs and show potential for clinical impact. As such, funding is unlikely to be awarded to applications in the broader fields of microbiology (including but not limited to mechanistic, molecular biology, solely in vitro and genetic studies).

## Definitions

* 1. For the purpose of these terms and conditions, the following definitions shall apply:

‘**Application**’ the application for Funding submitted to HIS by the Applicant (and any other person required to sign the Application in accordance with the Conditions).

‘**Applicants**’ those persons who have signed the Application, other than HIS.

‘**Conditions**’ shall mean all terms and conditions applying to any application or award of Funding, including, for the avoidance of doubt, those contained in this document (including the appendices), those contained in the Application, and any other terms HIS may apply to specific Funding, and as amended from time to time whether by agreement between HIS and the Applicants or otherwise in accordance with any term of these terms and conditions.

‘**Funding**’ the type and level of funding awarded pursuant to the Application

‘**HIS-Funded Activity**’ shall mean any of the Project, the Research, any equipment purchase or other activity, that is the subject matter of the Funding.

‘**Institution**’ shall mean the Applicant’s university or employer (as the case may be) and identified as such in the Application.

‘**Project**’ the project detailed in the Application and for which the Funding is awarded.

* 1. Condition, appendix and paragraph headings shall not affect the interpretation of these terms and conditions.
	2. The appendices form part of these terms and conditions and any reference to these terms and conditions or the Conditions includes the appendices.
	3. Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
	4. A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
	5. A reference to **writing** or **written** includes emails but excludes faxes.
	6. Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
	7. A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.
	8. A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
	9. Any obligation on a party not to do something includes an obligation not to allow that thing to be done.

## Type of research funded by HIS

* 1. HIS may offer support intended to benefit researchers in the following roles:
1. Clinicians and healthcare workers;
2. MD or PhD Studentships;
3. Research Associates, Assistants or Technicians;
4. Clinical and non-clinical academics.
	1. Only Research that is directly relevant to IPC relating to nosocomial infections will be considered. Acceptable approaches may include, but are not limited to, the use of in vitro studies, human volunteers, epidemiology, and diagnostics, randomized controlled trials, or implementation studies.
5. General terms and conditions of awards:
	1. The Conditions shall apply to all awards of Funding, and shall be binding on each of the Applicants, to the exclusion of any and all other terms and conditions which any person, other than HIS, seeks to impose. A copy of these signed terms and conditions must accompany all completed Applications and submission thereof will signify acceptance of these terms and conditions by each of the Applicants.
	2. HIS may change the Conditions applicable to any award of Funding from time to time, at which point the new Conditions apply to all new HIS awards of Funding.
	3. Once Funding has been awarded, HIS shall provide such Funding as specified in the Application for the period stated in the Application, but subject always to receipt of satisfactory reports, and subject always to compliance in full with the Conditions.
	4. All Funding is subject to the continuing availability of funds allocated by HIS to the relevant Funding type, and HIS reserves the right to withdraw the Funding awarded (in whole or in part) at any time due to a lack of availability of funds.
	5. For international travel, it is the responsibility of the Institution to provide Applicant with the information and eligibility to secure visas and other documentation to the extent required for attending the event.
	6. Any additional or supplementary costs not identified in the Application cannot be claimed retrospectively.
	7. For the avoidance of doubt, all applications for funding and any decision whether or not to award funding shall be at the sole discretion of HIS.
6. Eligibility

Please refer to the Travel Grant application form for any other specific terms and conditions which will apply to the Application.

1. Travel Grants are primarily intended to enable trainees and junior members of staff to attend and present at meetings of educational benefit where the meeting has a substantial content relating to IPC of nosocomial infections.
2. Applications must be submitted and signed by the Applicant who must also be an HIS member. An individual must be elected as an HIS member before they can apply for a Travel Grant as an Applicant.
3. Applicants are required to submit an abstract of their work and its acceptance as part of the Application.
4. Applicants who are applying to attend a training course or workshop for career development and educational purposes will be asked for, and must provide, evidence of reflection on the available career development opportunities and how attendance will improve their IPC practice.
5. In extenuating circumstances, Applications from more senior persons, including consultants, will be considered, but adequate justification will be required in the Application.
6. The size of the Funding awarded will not exceed £750. The awards are intended to contribute to travel, accommodation, subsistence expenses and registration fees.
7. Recipients of HIS Travel Grants will not be eligible for a further Travel Grant within 2 years of a previous successful application.
8. Applications from more than one person within the same research team/lab/clinical unit to attend the same conference (even if presenting different work) or training will not be accepted.
9. Financial Provisions
	1. Non Employment
10. The relationship between HIS and the Applicant is intended to be and shall be one of grant-maker and grant-recipient and shall not be an employment relationship. No Applicant shall be regarded as an employee of HIS under any circumstances.
11. HIS does not act as an employer for any Applicant or other staff associated with the Research that is subject to the Funding.
12. HIS accept no responsibility, financial or otherwise, for expenditure or liabilities other than those expressly applied for in the Application and included in the Funding award, and subject always to HIS’s right to terminate or withdraw the award pursuant to the Conditions.
13. Applicants must promptly notify HIS in writing of any changes they are aware of that may impact the relevant to the Travel grant such as changes to or cancellations of an event.
	1. Payment and Management of Funding
14. Funding awards are capped at £750.
15. The Funding shall be paid to the Institution by way of reimbursement in arrears, and such payment shall be made within 30 days of HIS receiving from the Applicant the receipts for travel, provided that:
16. the aforementioned receipts are submitted following the end of the event but no later than 30 days following the end of the event, and is accompanied by a detailed breakdown of costs
17. HIS has received a report, which is satisfactory to HIS
18. Receipts submitted otherwise than in accordance with condition 6.2(b) may, at HIS’s discretion, be subject to a 5% reduction in the Funding amount.
19. Receipts received in a currency other than GBP Sterling shall be paid at a prevailing exchange rate of HIS’s choice, provided that HIS shall not be required to increase any Funding amount or instalment, by virtue of converting any such amount into GBP Sterling.
20. HIS reserves the right to withdraw any to the extent that such Funding has not been claimed by the Applicant in accordance with, and within the time frame provided for, in condition 6.2(b).
	1. Modifications
21. Any modification to the original Application approved by HIS will not be valid unless the modification is notified in writing to HIS and is authorised by HIS in writing prior to any changes taking place.
22. Such modifications which can be requested include:

(i) Transfer of Applicant to a new institution

Should an Applicant transfer to a new institution, a request to transfer the award must be submitted in writing to HIS’s Research and Development Manager

(ii) Budget revisions

The Applicant must seek written approval from HIS’s Research and Development Manager to make any significant changes to the original Funding budget as stated in the Application.

1. Reporting
	1. It is a continuing condition of the Funding that HIS receives from the Applicant satisfactory report following the end of the event.
	2. Instructions on the content and style of such reports will be provided by HIS and must be followed.
	3. Note that payment is aligned to receipt of satisfactory and timely report (condition 6.2(b) above), such reports are due within thirty (30) days following the end of the event
	4. Late reports may result in a 5% reduction in payment of the final instalment of the Funding.
	5. HIS may approach Applicants with requests for review articles based on their Funding Applications, and Applicants shall use their reasonable endeavours to comply with such requests.
	6. HIS’s Research Committee must be provided with a copy of any poster or oral presentations, at least ten (10) business days PRIOR to the event.
	7. The abovementioned poster or oral presentations must include acknowledgement of HIS Funding.
2. Termination of Funding
	1. Funding may be terminated, or its conditions varied at any time and with immediate effect, at the absolute discretion of HIS, with immediate effect.
	2. Without prejudice to the generality of condition 8.1, HIS may, at its discretion, terminate or suspend the Funding with immediate effect, in the event that the Applicant is in breach of the Conditions, or has done anything or omitted to do anything which results in a breach of the Conditions, and if so terminated, the Applicant will be required to repay the Funding in full on demand by HIS (unless HIS demands only part repayment, in which case the Applicant shall repay the part so demanded). Such repayment obligations shall also apply if HIS discovers after the end of event that a breach occurred.
	3. HIS shall reimburse expenditure covered by the Funding and properly incurred up to the date of termination, and any expenditure irreversibly committed at the date of notice of termination save that irreversibly committed expenditure shall not be reimbursed by HIS where termination is made in accordance with condition 8.2 or where the Applicant has not complied with any of the Conditions.
3. Conference attendance for holders of Research Grants and Fellowships
	1. Both Applicants and Primary Researchers are actively encouraged to attend and present at HIS meetings or conferences to disseminate the results and/or outputs of HIS-Funded Activity.
	2. For all HIS-Funded Activities, HIS will, at its discretion, pre-allocate additional funds (of up to £1,500) per Funding award. This will include registration to attend either the HIS Spring meeting or the HIS biennial conference during the course of or immediately following the Project (once the abstract has been accepted for presentation at the event). This amount can be used for costs associated with attending the conference including, but not limited to, basic/economy travel to/from the venue and accommodation. Subject to the aforementioned:
		* 1. Funds of up to £500 per person are available to attend and present a poster at the HIS biennial conference.
			2. Funds of up to £750 per person are available to attend and present an oral presentation at the HIS biennial conference.
			3. Applicants may be asked to undertake additional duties, such as chairing sessions or judging posters.
			4. Funds of up to £150 are available to attend and present an oral presentation at the HIS Spring meeting.
			5. This fund provided for in this condition 9.2, cannot be used for conference attendance only.
	3. Further funds for additional conference/meeting attendance where the outputs from this HIS Funded Activity will be presented may, at HIS’s discretion, be available from HIS through the Travel Grant award via application.
	4. As with the Conditions for reporting (condition 7), HIS must be provided with a copy of any poster or oral presentation for conferences prior to submission for review.
	5. The presenter of any oral or poster presentation (being the Applicant or the Primary Researcher) shall agree that:
		1. the relevant provisions in condition 7 will be adhered to;
		2. an opening or closing set of slides used during a presentation, e.g. PowerPoint, will acknowledge the support of HIS by the inclusion of the charity’s default information;
		3. poster presentations will acknowledge the support of HIS and include the HIS logo. High-resolution copies of the logo will be provided by HIS.
	6. A reprint of all published presentations and publications must be sent by the Applicant to HIS within two (2) months of the attendance of such meeting/conference.
	7. The Applicant or Primary Researcher must submit a short lay summary report of the proceedings of the meeting or symposium attended within two (2) months following attendance at the meeting or symposium. This is to enable HIS to publicise the HIS-Funded activity.
	8. Subject to the other provisions of this condition 7, any meeting attendance expenses will be paid by way of reimbursement within thirty (30) days following receipt of invoices or other sufficient proof of expenditure, such invoices to be submitted to HIS within thirty (30) days of the expenditure being incurred. Late invoices submitted may be subject to a 5% reduction in any reimbursement.
4. General Terms
	1. Waiver
		1. A waiver of any right or remedy under this agreement or by law is only effective if it is given in writing and is signed by the party waiving such right or remedy. Any such waiver shall apply only to the circumstances for which it is given and shall not be deemed a waiver of any subsequent breach or default.
		2. A failure or delay by any party to exercise any right or remedy provided under this agreement or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy.
		3. No single or partial exercise of any right or remedy provided under this agreement or by law shall prevent or restrict the further exercise of that or any other right or remedy.
		4. A person that waives a right or remedy provided under this agreement or by law in relation to one person, or takes or fails to take any action against that person, does not affect its rights or remedies in relation to any other person.
	2. Law and Jurisdiction
		1. This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
		2. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims)
5. Signatures

|  |
| --- |
|  **Applicant (signing in their personal capacity)** |
| Print Name  |  |
| Position |  |
| Institution |  |
| SignatureDate |  |

|  |
| --- |
| **HIS**  |
| Print Name | Healthcare Infection Society |
| Print Name of authorised signatory |  |
| Position of authorised signatory |  |
| SignatureDate |  |

For further information or enquiries, please contact Research and Development Manager via email at grants@his.org.uk

# Appendix

Further regulations relating to Travel Grants

* 1. Travel Grants are awarded at the discretion of HIS and are primarily intended to enable trainees and junior members of staff to present at meetings of educational benefit where the meeting has a substantial content relating to IPC of nosocomial infections.
	2. Applications are only open to HIS members. Individuals must be elected as HIS members before the date of Application.
	3. Persons who have had abstracts accepted for oral or poster presentation are encouraged to apply. Proposed Applicants must submit their abstract and acceptance as part of the Application.
	4. Proposed Applicants who are applying to attend a training course or workshop for career development and educational purposes will be asked to give evidence of reflection on the available career development opportunities.
	5. In extenuating circumstances, applications from more senior staff including consultants will be considered, but adequate justification will be required in the Application.
	6. The level of Funding awarded will not exceed £750. The awards are intended to contribute to travel, accommodation, subsistence expenses and registration fees.
	7. The Applicant will be expected to acknowledge the contribution of HIS in their conference presentation or on their poster, provide a written report (for those who are not presenting, a report on topic of a particular interest to both the Applicant and HIS) and will, if requested to do so by HIS, give a presentation at a meeting of HIS.
	8. Recipients of HIS Travel Grants will not be eligible for a further Travel Grant within 2 years of a successful application.
	9. Travel Grants are awarded for particular conferences and only for the presentation of data within the topic of healthcare associated infection. They may not be substituted for a different conference. If a conference is cancelled or the Applicant cannot attend, they must notify HIS immediately, and the Funding shall be cancelled, and any Funding received must by reimbursed to HIS by the Applicant.
	10. Travel Grant applications may be submitted at any time and claims must be made with fully documented receipts and the provided claim form after the event has completed (and within 2 months of the relevant event).
	11. Claims will not be processed until a report of the relevant event has been received by HIS and is acknowledged by the HIS Research and Development Manager.