

The Alan Turing Institute

Award:	[INSERT AMOUNT OF THE AWARD]
Award Letter Date:	[INSERT DATE]
Collaborators:	[INSERT NAME OF OTHER ORGANISATIONS]
Funding Period:	From the Effective Date until the End Date.
Head Funder:	UKRI-EPSRC
Interim Period:	N/A
Named Individual:	[INSERT NAME OF LEAD INDIVIDUAL]
Our contact details:	publicengagement@turing.ac.uk
Project:	Public Engagement Funding Call
Proposal Lead Organisation/you:	[INSERT NAME OF THE RECIPIENT ORGANISATION]
Proposal Lead Organisation Address:	[INSERT RECIPIENT ORGANISATION ADDRESS]
Proposal Lead Organisation email address:	[INSERT]
Qualifying Criteria:	[INSERT REFERENCE IF APPLICABLE]
Turing Project Code:	[INSERT PROJECT CODE AS REFERENCE]

Dear

Re: Award Letter – Towards Turing 2.0 Fund

You, as Proposal Lead, recently applied for funding from The Alan Turing Institute (the “**Institute**”, “**we**”, or “**us**”) from the Towards Turing 2.0 Fund for the Project (defined above and as further described in your Project proposal that we received from you during the application phase and as set out further in these Funding Terms and Conditions (as defined below).

We are writing to inform you that the Institute has, subject to your acceptance and fulfilment of these Funding Terms and Conditions (defined below), approved the provision of funding for this Project for the amount of the Award set out above during the Funding Period.

This offer is open to you for a period of nineteen (19) calendar days from the Award Letter Date. We set out below what you need to do next in order to benefit from this offer.

1. Terms and Conditions of the Award:

The provision of the full Award for the Project is subject to your acceptance and fulfilment of the terms and conditions in this Award Letter and the terms and conditions for this award of funding set out on our website [here](#) and as amended from time to time (together the “**Funding Terms and Conditions**”).

The Alan Turing Institute

The British Library
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+44(0)30 0770 1912
info@turing.ac.uk
turing.ac.uk

Please note the Funding Terms and Conditions apply to a wide range of Projects supported through the Towards Turing 2.0 Fund. Certain provisions in the Funding Terms and Conditions are not applicable to this Project or the Award due to the size of this Award and due to the upfront payment of this Award to you. Any provisions set out in this Award Letter will take precedence over the terms on our website relating to the Towards Turing 2.0 Funding.

These changes relate to the following:

- Receipt of the Award upfront: under the Turing Public Engagement Funding Call you will receive the Award in a lump sum at the beginning of the Funding Period and so provisions in the online Towards Turing 2.0 Funding Conditions relating to submission of invoices to us for periodic quarterly payments will not apply to this Project.

The Award will be paid by us to you upfront once we have received from you an invoice referencing the purchase order provided to you. This invoice must be received by us no later than thirty (30) calendar days from the Effective Date. If we do not receive this invoice from you by this date we reserve the right to terminate this agreement with you without liability to us.

- No claw-back: We do not expect to claw back any amounts of the Award once monies have been paid.
- Amendments to Budgets: Changes to the Budget resulting from alterations from the activities under the Project are permitted in line with eligible costs as set out in the Turing Public Engagement Funding Call – FAQ, '*Purpose and scope of the award*'. The Award can be vired between directly incurred and directly allocated costs on the basis that any changes to the original budget will be reported shortly after the End Date.
- Changes to the activities under the Project: Provided that you use the Award within the spirit of the Project, reasonable changes to the Project during the Funding Period are permitted and will not require our consent, however, you should communicate these changes to us at the above email address in a timely fashion, and to ensure, where appropriate, we can support promotion of any activity being delivered by you.

Material changes to the Project, including a request to change the Award Lead once they have been confirmed, should be made by email at least twenty-one (21) calendar days in advance.

- Report: You will be required to submit an outcome report at the end of the award period and a final impact evaluation report on 13 March 2023. Templates will be provided.

We expect that you and the Collaborators (if any) will take due consideration of the Head Funder policies and guidance set out on its websites and with which you should already be familiar.

It is important to note the following with regard to these Funding Terms and Conditions:

- (a) These Funding Terms and Conditions apply to this Project only and not to any other funding provided by us for other project calls which may derive from different sources and so have different terms and conditions attached to them and you understand the same;
- (b) These particular Funding Terms and Conditions are based on the UKRI and EPSRC funding terms and conditions and also include additional provisions in them that we need to include for our administrative and risk management purposes; and
- (c) Standard UKRI and EPSRC terms and conditions may change during the term of your Project and we reserve the right to apply these to you and this Award automatically with effect from the date of each applicable change in accordance with Clause 22.10.1 of the Funding Terms and Conditions and you accept the same in advance. You should keep track of any changes to underlying UKRI and/or EPSRC funding terms and conditions by looking at their respective websites. You are likely to be already familiar with these in any event.

Please note that we have a tight time period to agree terms and conditions and distribute funds to demonstrate impact; limited resources to dedicate to individual negotiation of these Funding Terms and Conditions, especially as the Funding Terms and Conditions are based on UKRI and EPSRC terms and conditions with which you should already be familiar and acceptable to you. As we have had a great deal of interest in this funding, please let us know as soon as possible if you are unable to agree to these Funding Terms and Conditions as we would like to give others the opportunity to benefit from this funding within the designated time period.

2. Intellectual Property Rights

It is not envisaged that any foreground IPR will arise directly from this Award. If we are a party to any collaborations, projects or partnerships that result from the Award an appropriate agreement will be required between us and you.

3. Working with Collaborators:

Applications for this Award are made on behalf of one university, however, we recognise (and encourage) that universities work in partnership and, as part of the application, may have acknowledged activities that are open to other universities or contribute to a programme of activities that spans multiple universities.

If you are the Proposal Lead and you are working with other Collaborators, including universities, you are expected to comply with the UKRI due diligence and other requirements set out in the Funding Terms and Conditions.

If you have not put in place a collaboration agreement with the Collaborators (if any) as noted in the Funding Terms and Conditions, any expenditure incurred by any of the Collaborators should not, unfortunately, be charged to the Award. This is because our Head Funder will not permit this. Any such expenditure will, therefore, be at your/their own risk and we cannot be

held liable for it, and you should not distribute the Award to them accordingly without such an agreement being in place.

4. Finalising Project details & Budget:

You have nineteen (19) calendar days from the date of this Award Letter to finalise any outstanding details of your Project and/or the Budget with us (and to our reasonable satisfaction). In practice you are likely to have provided all, or the majority, of this information already to us during the application process, however, further detail may be required from you now that you have been successful in your application for funding and so we need to follow up with you on this. If the value of the budget is reduced by more than 5% of the budget provided at the point of application, we will need to consider and approve a revised budget. An increased budget will not be considered unless the increase results from a change proposed by us. We will confirm with you when you have supplied us with the requisite information to our reasonable satisfaction regarding the Project and the Budget.

5. Project Start Confirmation Form:

Once you have satisfied the conditions set out in the paragraph below, we will release to you a Project Start Confirmation Form. You must sign and return it to us within seven (7) calendar days from the date it is sent to you. We will send it by email to your email address noted above. If this email address is incorrect, you should let us know as soon as possible and in any event before the nineteenth (19th) calendar day after the Award Letter Date.

You must have:

- (a) returned a properly executed and dated copy of this Award Letter to us;
- (b) provided us with the information about the Project that we require (including but not limited to providing a named Award Lead that is acceptable to us); and
- (c) provided us with the relevant information that we require for the Budget.

Wherever possible we strongly encourage you to provide us with the requisite information as soon as possible. In order to ensure we can administer all of the Awards in time as well as to ensure you can recover your costs more quickly, we would prefer you not to submit the information at the last minute.

6. Lapse of this offer:

If we have not received the signed Project Start Confirmation Form from you within twenty-six (26) calendar days from the Award Letter Date, we shall assume that your Project was unable to start and so this offer of funding shall automatically lapse at 11.59pm on the twenty-sixth (26th) calendar day from the date of this Award Letter. You will still be able to apply for future funding from us and we will look forward to working with you again in the future.

7. Extension request:

Due to the deadlines of the Towards Turing 2.0 Fund, unfortunately, as a recipient of this Award you will not be entitled to request for an extension to provide any further documentation and you must provide all necessary documentation within nineteen (19) calendar days from the date of this Award Letter.

8. Effective Date:

These Funding Terms and Conditions shall be deemed to have taken effect between you and us on the date we receive from you the signed Project Start Confirmation Form which can be no later than twenty-six (26) calendar days from the Award Letter Date. We shall not be obliged to release any funds to you until we have received from you the signed Project Start Confirmation Form and invoice (as noted above) within the requisite time periods.

9. End Date:

You and the Collaborators (if any) must have completed your Project no later than 30 November 2022 (the “**End Date**”). Extensions may only be granted in exceptional situations, for example, for reasons of maternity / paternity /sick leave, as described further in the Funding Terms and Conditions.

Any queries regarding this matter should be directed to the email at the top of this Award Letter and you should quote the above Turing Project Code in any correspondence to avoid unnecessary delays.

Please sign, date and return to us a copy of this Award Letter as noted above.

Yours sincerely,



Joanna Stacey,
Head of Events and Engagement,
The Alan Turing Institute

I, as a duly authorised representative of the Proposal Lead Organisation, agree to these Funding Terms and Conditions:

Signature:
Name:
Title:
Date:

[End of document.]