CONDITIONS RELATING TO A FELLOWSHIP
AWARDED BY
THE ASSOCIATION OF BRITISH NEUROLOGISTS
(ABN)

These terms and conditions represent the core terms agreed by the ABN and its funding partners who will be specified in the promotional material for that year’s fellowship. The term ‘ABN’ should be assumed to include the funding partners related to a fellowship unless specifically stated otherwise in this document. Individual funding partners will note any exceptions or additions to these terms in a separate document.

1. The ABN Clinical Research Training Fellowships aim to strengthen the UK & Irish contribution to Clinical Neuroscience by supporting the acquisition of PhD in neurological sub-speciality of direct benefit to patients. Applicants will either already hold a UK or Irish specialist training post in Neurology, or be able to demonstrate that they are planning to apply for a UK or Irish specialist training post in Neurology after completion of a PhD. Prospective applicants already awarded a PhD in another field may contact the ABN to discuss their eligibility. The funding request will be at least 2 and no more than 3 years.

2. Applications should be submitted electronically on the application form provided by the publicised deadline date.
   a. Abbreviations should not be used unless given in full at the first mention together with the abbreviation.
   b. Candidates may not apply in more than 2 consecutive years.

3. Written confirmation of a pre-doctoral candidate’s successful registration for PhD is a requirement for release of funds.

4. Career breaks, part-time working and changes in discipline will be taken into account when assessing research experience to date and track record.

5. The Supervisor of the Fellowship holder will hold a senior post in a UK or Irish Higher Education Institution or within the NHS/HSE.

6. Co-operating institutions will also be expected to complete the relevant undertakings, including ensuring the timely return of candidate and supervisor annual progress reports.

7. The Fellow will use her/his best endeavours to complete the project within the agreed period and the overall grant awarded, and will make no material change to the description of the project without prior approval of the ABN.

8. The Fellow would as soon as possible after appointment advise the ABN of the starting date of the Fellowship. The ABN reserves the right to withdraw the offer if the Fellowship has not commenced within 12 months of the offer by the ABN.

9. The Fellowship is full-time and the Fellow may not be in receipt of salary funding from any other source at the same time as the ABN salary fellowship funding.

10. The ABN does not act as an employer and therefore, in all cases where support is provided for the employment of staff, the host Institution undertakes to issue a contract of employment in accordance with the provisions of the Employment Rights Act 1996, and any other relevant Act relating to the conditions of employment. The ABN will not be responsible for claims under any statute or at
common law, nor will it indemnify the host Institution against any claim for
compensation or against any other claims for which the host Institution may be
liable as an employer. The ABN will not cover maternity or paternity leave which will
be the responsibility of the employer.

11. It is anticipated that the Institution would pay the Fellow's salary on a monthly basis.
The ABN will not meet the invoice from the Institution in connection with the
Fellowship costs for the final 6 months of the Fellowship until it has received the
Fellow's final report.

12. The Fellow’s salary will be at an appropriate point on a recognised UK or Irish
University Scale or equivalent UK or Irish national pay or award structure which
prescribes pay, superannuation, regional weighting (if appropriate), annual
increments, etc on a nationally agreed basis. Pay "on-costs" would include the
employer’s share of UK or Irish National Insurance and superannuation
contributions. Those who have already secured a Medical Research Council,
Wellcome, NIHR, or other personal fellowship award of more than one year
duration, are not eligible.

13. Additional costs relating to PhD fees, conference, travel, equipment and
consumables will be paid up to a limit of £10,000 per annum. The ABN will only
reimburse for equipment as detailed in the grant application and no alternative or
additional equipment may be purchased without the prior approval of the ABN.
The administering Institution will be responsible for all installation, maintenance,
repairs and insurance costs. The Institution will order equipment in accordance
with current legislation in respect of VAT or analogous taxation. Where exemption
from such taxation is available, the Institution will be expected to take advantage
thereof. Claims for the payment of an award for equipment should be made in
the form of an invoice with copy invoices of the equipment purchased attached.

14. The ABN will under no circumstances agree to meet any indirect costs or other
administrative overheads imposed by a University or other Institution and these must
not feature in the application.

15. Any apparatus provided in this grant is to be used in the department in which the
investigator currently works, and primarily and mainly for the research outlined in
the application. It may only be used for other research provided this in no way
interferes with or delays the funded research. At the conclusion of the Fellowship
or following withdrawal of financial support, the equipment shall remain in the
department (which shall be responsible for its maintenance, repair and insurance)
and may be used by its members or those of other departments involved in
research into neurological diseases.

16. The Institution will arrange for its Finance Department to submit to the ABN in
January each year suitable invoices on the Institution’s printed paper, detailing all
costs incurred during the year within the limits agreed in this Offer of Award. No
other method of payment will be permitted. The ABN will not reimburse any
expenditure which is not claimed within 12 months of being incurred.

17. No amendments to the proposed budget will be permitted once the Fellowship
has been offered and accepted.

18. The Fellow and their supervisor will supply the ABN with an annual report on the
progress of the research, and specifically on the progress to successful thesis
submission. The annual report will be reviewed by the ABN for adequacy of
research to date and will enable the ABN to determine whether the grant should
be continued. The Fellow will provide a final report including a lay summary within three months of the termination date of the project. The final payments due under this Agreement will be withheld pending the receipt of a final report satisfactory to the ABN.

19. The Fellow will assist the ABN in its policy of publicising as widely as possible its grants and progress in scientific research supported by the ABN. It is expected that the Fellow will attend at least one ABN conference per annum and will support ABN fellowship fundraising events.

20. In any peer reviewed publication resulting from work funded by the ABN, the support of the ABN must be acknowledged, in a form acceptable to the ABN, either in the text or in a footnote. Where the work funded by the ABN does or might give rise to a potential patentable invention, the agreement of the ABN must be obtained before the work is published.

21. The Fellow and her/his Supervisor should keep under continuous review the question of whether the work has potential commercial applications. If such exists, the ABN shall be informed.

22. Involvement of commercial partners is discouraged and must be made very clear in any application as it will be a potential barrier to funders.

23. The ABN reserves the right to terminate the award for good reason, with due notice, at any time.

24. The ABN reserves the right to reclaim any unspent funds.

25. Should the work terminate before the end of the Fellowship, or the Supervisor ceases to be actively concerned with the Fellowship, the ABN must be notified without delay.

26. The Applicant and the Supervisors at the UK or Irish Institutions must sign and return the appropriate undertakings when submitting the application.

27. The ABN will consider applications before the consent of the relevant ethics committee is obtained. Timescales for obtaining all necessary ethical and legal consents must then be specified in the project details. These approvals must be in place by the end of the first year, or the ABN reserves the right to withdraw funding.

28. The ABN will not be prepared to consider an application which does not comply with these regulations.
IN SIGNING THE APPLICATION FORM, **THE APPLICANT UNDERTAKES THAT, IN RELATION TO A FELLOWSHIP RESULTING FROM THE APPLICATION, THE APPLICANT WILL:**

1. Take all reasonable actions to ensure that the ABN's contribution to the funding of the research is suitably acknowledged in all publications.

2. Ensure that all research papers (based wholly or partly upon the research to be funded by the grant) will be forwarded to the ABN upon publication.

3. Not benefit personally from any equity interests (substantive or rights, options or otherwise) as a result of the commercial exploitation of the research to be funded, other than the terms agreed between the employing Institution and the ABN.

4. Not enter into any arrangements with any commercial enterprise that will, in any way, allow the commercial exploitation of any knowledge gained as a result of the research to be funded without, first, obtaining the ABN's authority in writing.

5. Not accept appointment as a consultant, or enter into confidentiality agreements or use materials or compounds (not obtained commercially), where any other party would place restrictions on the publication of, or obtain prior knowledge of, research findings excluding those relating specifically to the material or compounds supplied.