

Organ-on-a-Chip Technologies Network: Sabbatical Funding Agreement

Queen Mary University of London

and

Insert Full Legal Name

Queen Mary University of London, having its main administrative offices at Queens Building, Mile End Road, London E1 4NS, UK ("Funder")

Insert Full Legal Name, having its main administrative offices at Insert Fully Legal Address ("Insert Acronym")

Background

- A. Queen Mary University of London is the coordinator and funder for all intents and purposes of the Organ-on-a-Chip network.
- B. This Agreement sets out the terms and conditions under which the Funder will pass on the funds allocated to the Parties under the Terms of this contract.
- C. Queen Mary University of London will offer Insert Full Legal Name represented by Insert PI name sabbatical funding from the Organ-on-a-Chip Network
- D. Insert Full Legal Name accepts the award offered agreeing to the terms relating to this contract

TERMS AND CONDITIONS

It is hereby agreed as follows:

1 Reporting

- 1.1 PIs are required to submit an **initial project report** to the Network within 2 calendar months of the project completion date. This report must include a financial summary from the awarded institution to indicate actual incurred costs; a public (lay) summary of project outcomes (which will be made publicly available on the website); and the plan for exploitation and dissemination of the knowledge, including details of the approach to apply for further funding.
- 1.2 PIs are required to submit a further short **project progress report** within 13 months of the project completion date, which details progress with project exploitation and dissemination and reports on additional project outputs and further funding applications (successful or not).
- 1.3 All project partners must respond to requests to support the Research Fish submission for the network.
- 1.4 The lay summary of successful projects (submitted with the initial application), will be made publicly available on the Network webpages. Lay summary reports from both the initial and progress reports will also be made publicly available on the website. Alongside these details, the project title, investigator team, amount of award, duration of award and details of other public outputs (papers; further funding) will also be made publicly available. All other submitted information will be treated strictly confidentially.
- 1.4 Project partners will be expected to present their results at the next available Organ-on-a-Chip Network event.

2 Data sharing

All projects must comply with UKRI data sharing policy and upload non-IP sensitive data to Network web portal in accordance with UKRI data policy:

<https://www.ukri.org/funding/information-for-award-holders/data-policy/>

3 Organ-on-a-Chip Technologies Network Membership

All applicants must be Organ-on-a-Chip Network [members](#)

4 Jurisdiction

This Agreement shall be governed and construed in accordance with the laws of England and Wales and the Parties agree to the exclusive jurisdiction of the English Courts .

5 IP Terms

Any intellectual property, know-how and results created in the course of the Project (“Results”) shall be owned by the Party that generates them. Nothing in this agreement shall affect the ownership of any background intellectual property (being any intellectual property owned or controlled by a Party prior to the commencement of the Project or generated by a Party outside the scope of the Project) used in the implementation of the Project. Each Party grants the other Parties (i) a non-exclusive, non-transferable, non-sub-licensable, royalty-free licence for the duration of the Project to use its background intellectual property used in the implementation of the Project solely to enable the other Parties to carry out their respective part of the Project, and (ii) a non-exclusive, non-transferable, non-sub-licensable, royalty-free licence to use its Results for academic and non-commercial research purposes, including research projects funded by third parties (including commercial entities) provided that those parties gain or claim no rights to such Results.

- 5.1 If alternative IP arrangements are desired for a sabbatical, these must be agreed between partners prior to the start of the project, and the relevant IP paperwork submitted alongside this agreement.

6 Payment

- 6.1 Funding is available at 80% fEC and goes to the PIs’ institution to manage as appropriate. Costings must have been approved by the PIs academic institution.
- 6.2 Both the project’s PI and Co-I must sign and return this funding agreement.
- 6.3 Only actual incurred costs will be reimbursed. Any underspend will be reallocated by the network funds to assist in funding future applications.
- 6.4 Payment of funds will be made by QMUL in arrears after satisfactory completion of the initial project report and its sign off by the Chair of the Funding Prioritisation Panel and on production of an invoice detailing final project expenditure. Payment of funds will not exceed the amount outlined in the award offer letter.
- 6.5 Final Invoice and enquiries about payment should be addressed to:

Mrs Jan Clarke
Operations Manager
JRMO
Queen’s Building
Queen Mary University of London
Mile End Road
London, E1 4NS

Payment will be made by QMUL within 30 days of receipt of the invoice.

- 6.6 Subject to approval from the Chair of the Funding Prioritisation Panel, the start of the grant may be delayed by up to 2 months from the start date shown on the offer letter with the duration remaining unchanged. The start of the grant may precede the original date specified in the offer letter but must not be prior to receipt of the signed project agreement.

Funding will only be awarded on the above terms.

Agreement approval

Project Title of project receiving funding offer: [insert project title]

Project start date:

All funding terms are agreed by [Insert Full Legal Name]

Signed:

Print name:

Dated:

Institution:

PI [insert PI Name] acknowledges that they have read and understood the agreement

Signed:

Print name:

Dated:

Institution:

Co-I [Insert Co-Investigator] acknowledges that they have read and understood the agreement
(please add further Co-I's if required by copy and pasting this section)

Signed:

Print name:

Dated:

Institution:

Please complete and return this funding agreement document to: Julia Coffey, Organ-on-a-Chip Technologies Network Administrator at network@organonachip.org.uk

Office use only

Fund awarder: Organ-on-a-Chip Technologies Network

Approved by Chair of Organ-on-a-Chip Technologies Network Funding Prioritisation Panel:

Signed:

Print name:

Dated:

Institution:

QMUL Joint Research Management Office

Authorised by Operations Manager

Signed:

Print name:

Date:

DRAFT