

## RESEARCH GRANT: TERMS AND CONDITIONS

- At least one of the applicants must be a member of COPE.
- Calls for applications will be made twice a year with closing dates of 1 December and 1 June. An electronic version of the application form must be sent to the Administrator no later than 12pm (GMT or BST) on the closing date for consideration by COPE Council.
- The application must contain a lay summary of the project, a definition of the question to be posed, sufficient methodological detail to allow assessment of the viability of the project, a clear timeline and a definition of the likely deliverables. A full justification for the sum requested must accompany the application.
- A report on the progress of the research should be presented within one year of the award and at the end of the project. The grant must be used within two years from the date of award and balance sheets must be forwarded annually. These should be sent to the Administrator. Any remaining funds after two years must be returned.
- It is anticipated that the work stemming from the project will be presented at one of COPE's annual seminar meetings within two to three years of the award. Such data may also be published in peer-reviewed journals. Any publications or related presentations at meetings by the recipient emanating in part or whole from COPE's support should be duly acknowledged and copies sent to the Administrator.
- Unsuccessful applicants may re-apply once with the same project for the next call.
- The Grant Scheme is for research only. Applications for funding of meetings or workshops will not be considered.
- Multiple applications from the same institution are permitted but applicants should note that multiple applications should be based on separate, distinct projects, none of which is dependent upon approval of the other. Applicants should also note that their multiple applications will, in essence, be competing against each other.
- Applications are reviewed by a COPE sub-committee of Council members experienced in assessing research projects. Each application is scored on the following five criteria: how pertinent is the research? Is this original? What is the researchers track record? Are the methods appropriate? Is this value for money?

Applicants will be advised of a decision as soon as practicable after the deadline date. If a Council Member is one of the applicants, one or more persons will be co-opted to the subcommittee from outside Council to ensure independence.