

Royal Society of Chemistry Technician Skills Development Grant Terms and Conditions

Application

These terms and conditions apply to applications made and grants awarded in respect of the Royal Society of Chemistry Technician Skills Development Grant.

Scope and Duration

There are several options that can be applied for:

- One-off visit (up to 3 months) outside current country of residence (Up to £5000*)
- Multiple visits to the same organisation (of up to 3 months each over 2 years) outside current country of residence (Up to £7000*)
- Multiple visits to the same organisation (of up to 3 months each over 2 years) within current country of residence (Up to £6000*)
- One-off visit (up to 3 months) within current country of residence (Up to £3000*)

* Our grants will contribute towards return travel to the host organisation, accommodation and subsistence during the visit. Grant money may be used for visas if required, but not to cover costs of obtaining or renewing a passport or travel insurance.

Applicants should specify on their application form the option applied for. The award of any Grant, regardless of the option specified by the applicant on the application form is at the complete discretion of the Royal Society of Chemistry.

Eligibility and application requirements

1. Applicants must (at the time of application) be employed as a chemical science technician or apprentice technician. They must hold either a fixed-term or permanent contract at an eligible organisation (university, school or college; industrial, private or commercial organisation; university spin-out company or research institute) that lasts for the duration of the proposed activity.
2. For the purpose of these terms and conditions, a technician is defined as:
 - a) Anyone with the word 'technician' in their job title
 - b) OR anyone currently undertaking a Laboratory Technician apprenticeship
 - c) OR anyone holding the Registered Science Technician (RSciTech) designation
 - d) OR anyone who can demonstrate that they are currently working at a level that meets but does not significantly exceed [the competency requirements for Registered Science Technician status](#). In this instance evidence of eligibility will be provided in the form of a detailed CV and in some circumstances the RSC may request further detail of the applicant's role and day to day duties from the applicant and / or their line manager.
3. Applicants who are registered as a student alongside working as a technician are not eligible to apply to the RSC Technician Skills Development Grant, except if undertaking an apprenticeship.
4. Applicants must be RSC members.

5. Applicants must provide an up to date CV and letter of support from their line manager, and include this as part of the application.
6. Applicants must provide a letter from the proposed host, confirming that they are willing to host the applicant and outlining how they will support them to undertake the proposed training and / or development activities.
7. Applicants must give an outline of the funds they are requesting in the RSC Technician Skills Development Grant application form and a projection of how they will be spent over the course of the proposed visit(s).
8. In the RSC Technician Skills Development Grant application form, applicants should also give a proposed timeline for their visit(s) and make clear in what way the visit(s) are expected to support their career development.
9. Individuals are eligible to receive only one grant per 12 month period. Individuals holding a two-year grant are not eligible to receive an additional RSC Technician Skills Development Grant in the second year of tenure. Individuals that have previously received an RSC Technician Skills Development Grant will be expected to indicate so on their application form.
10. Individuals may apply for an RSC Technician Skills Development Grant within the same 12 month period as applying for an RSC Technician Travel and Training Grant.
11. The host organisation should be linked to the applicant's area of work and provide a credible opportunity for the applicant to progress in their career.
12. While applications that involve ongoing existing collaborations and visits to other branches of the applicant's current employer will be considered, applications that target new collaborations are particularly encouraged.
13. Applicants may not seek funding to visit another branch of their current employer where funding or support for this activity already exists.
14. Applicants may not seek funding for conference attendance within their RSC Technician Skills Development Grant application.
15. The RSC requires the work it funds to be conducted in an ethical manner. Applicants must give serious consideration to the ethical issues raised by their work. In the event that work which the Grant funds will involve human participants, human material, patients, personal information or protected animals the applicant is required to notify the RSC of this as part of the application and prior to commencing work. The RSC reserves the right to withdraw any offer of a Grant if it reasonably believes any work funded by it is unethical.

Application assessment process

16. The selection and awarding process will be based upon a proposal by an applicant to undertake specified work and / or training at a specified organisation. This proposal will be assessed by the RSC Technician Skills Development Grant Working Group. With the approval of the Working Group and at request of the applicant, the specified work / training and specified organisation may be changed following receipt of the award.
17. Any changes to the specified work or host organisation after the award of a grant must be approved by the Working Group.
18. Applicants must stipulate the primary host they wish to visit/partner with in their application. This should be accompanied by a letter of support from the host organisation stating that the host organisation is willing to host the applicant in the event that the Grant application is successful. This letter should be signed by an appropriate

representative from the organisation with the authority to authorise the visit, for instance a Head of Department, and co-signed by the primary supervisor who will host the applicant.

19. The Working Group has oversight of the awarding process and will seek clarification or further information relating to decisions if they deem it to be necessary.
20. If an application is unsuccessful, the applicant may not reapply for the Grant for one year, unless they are explicitly invited to do so by the Working Group.

Successful grant applications

21. Grants must be used solely for the purposes set out in the application, approved by the RSC.
22. The awarded funds will be paid in a single payment by BACS to the successful applicant. Payments will be made in GBP.
23. Where necessary, recipients will be expected to make their own visa arrangements for travel to the host organisation (the RSC may be able to provide general guidance in certain circumstances). Similarly, recipients will be expected to make their own travel and accommodation arrangements, in liaison with their host organisation as appropriate.
24. No paid work (in addition to that within the contract with their home organisation) may be undertaken by a recipient during the tenure of a visit without the specific permission of the RSC.
25. Should there be exceptional circumstances, wherever possible the RSC will allow a Grant to be deferred with the permission of the host and home organisations. No extra funds will be released in this eventuality.
26. Applicants must inform the RSC of any changes to the application as soon as possible. If the applicant receives any extra funding towards the activity outlined in the Grant application, whether before any award of funds or during the Grant, the RSC must be notified.
27. Grant recipients will be expected to report regularly on their visits. The regularity and format will be agreed by the awarding body and will be stipulated upon awarding the Grant. This will include some evidence of finances used.
28. Recipients must comply with all applicable laws, regulations and codes of ethics and/or conduct including those of the recipient's home and host organisations. Furthermore, the recipient must not act in any manner which may bring the RSC and/or the home and host organisations into disrepute.
29. Recipients will be responsible for the conduct of their work. The RSC shall have no responsibility for and no liability in respect of the employment of recipients or for providing appropriate facilities for the work.
30. Recipients must comply with the RSC's Branding and Publicity Guidelines as may be amended from time to time, including the use of the RSC logo, which the RSC will provide to the recipient on request.
31. The RSC reserves the right to carry out any relevant checks including verifying the recipient's RSC membership status and contacting the host and home organisations to confirm identity of an applicant and the legitimacy of an application.
32. The RSC reserves the right to terminate an award of a Grant if a recipient is in breach of any of these Terms and Conditions, or chooses to stop the work or becomes unfit or

unable to pursue the work funded by the Grant or leaves the host organisation at any time in the duration of the work. In such circumstances the recipient may be required to return any money already paid to the recipient under the Grant.

At the conclusion of the grants

33. The recipient will be expected to submit to the RSC a two-page report outlining the outcomes of the visit(s) within four weeks of the end of the visit (or each visit). This should include any skills, training, scientific outcomes, experience and value gained from the visit, and any proposed future steps (the RSC will provide a standard form to capture this). This should be authored by the Grant recipient in agreement with the host and their line manager or supervisor at their home organisation. Over the longer term, the RSC will ascertain from the recipient whether the activities undertaken as a result of obtaining the grant did support the career progression of the recipient. The RSC has the right to publish the report produced by the recipient along with a photograph and short biography of the recipient.
34. The recipient will be required to submit an account of the travel, accommodation and subsistence expenses within four weeks of the end of the visit (or each visit). This must include receipts for significant expenditure, for example flights and accommodation. Where possible, receipts should also be included for all other expenses incurred. A template will be provided for this purpose and all expenses submitted will be reviewed in light of the [RSC Expenses Policy](#). Any unused funds will be repaid to the RSC.
35. Grant recipients will be expected to give due acknowledgement to the Royal Society of Chemistry in any scientific papers published as a result of research carried out during the visit, and to give due acknowledgement of support in any scientific presentations (both oral and poster) as appropriate.
36. The applicant is solely responsible for ensuring he/she is not under any obligation which prevents him/her from applying for and for receiving the funds applied for, whether obligations imposed by the home organisation or otherwise. Furthermore the applicant is responsible for clarifying the position relating to intellectual property rights (“IPRs”) of any research undertaken with funds received by way of this Grant. For the avoidance of doubt, the IPRs in the research will not belong to the RSC.
37. Recipients will be encouraged to act as ambassadors for the RSC Technician Skills Development Grant programme, following the completion of their Grant, for instance by delivering a talk at a Local Section or Interest Group meeting or by advising future applicants.
38. During the term of the Grant, the RSC reserves the right to reclaim any unspent funds from the recipient under any circumstances.