

## Funding Agreement Terms (Network Activities and Research Projects)

- **For activities**, detailed budgets (including resources, names of suppliers, numbers attending etc) need to be submitted in advance and need to be based upon costs already provided by Theme Leaders. This should be accompanied by a title, investigator, aim, summary and activity/event plan or agenda
- Activities must not exceed their requested budget by more than 10%
- All funded activities must be advertised on the OATech+ website, open to all OATech+ partners, demonstrate multidisciplinary and a clear technology link. However, limits on numbers can be given, and applications to attend requested.
- All outputs must be shared across the Network.
- All requests for activity funding must comply with Cardiff University finance terms.
- Please note that expense claim forms (for travel and subsistence) and the expense explanation document can be found on the OATech+ website.  
This includes a maximum of £5 per person spent on alcohol (only if accompanied by a meal). If bottles of wine are ordered, there is a maximum of one bottle per four people. Costs above these conditions will not be met and must be funded by individuals. Refer to the OATech expenses for a breakdown of travel and subsistence costs.
- A list of all attendees must be provided
- Original, itemised receipts must be submitted
- Invoices must be addressed to Cardiff University
- New suppliers must complete new supplier forms in advance of the event
- Payment terms are 30 days post receipt of invoice.
- **Research-based projects** (involving PDRAs or assistants) will be awarded according to ESPRC funding guidelines. Project costs (100% FEC and 80% FEC) must be sent to Cardiff University in advance, along with a project plan. A contract between Cardiff University and the awarded institution will be set up.
- All research assistants/ PDRAs posts must be advertised on the OATech+ website, and the recruitment process must be fair and transparent. Adverts must include a job description, expected outputs, and demonstrate a clear technology link

Funding will only be awarded on these terms:

Signed by:

Print name:

Date:

Institution: