



Terms and Conditions for UFAW Travel, Training and Other Events

(such as attending or organising, educational or scientific, meetings, lectures, courses or training visits; or for other small (non-research) events in support of UFAW's objectives).

If the event includes experimental or other animal work (e.g. as part of training or a visit to another research laboratory), the [Terms and Conditions for UFAW Research Grants](#) also apply.

Use of funds

1. The use of any grant monies given by UFAW may not be altered from those specified on the application form and in the grant authorisation from UFAW without prior written permission of UFAW, and no additional funds will be provided unless UFAW so decides in its absolute discretion.
2. The period of the grant is strictly limited and the tenure of appointment of any persons employed by the host institution for the event covered by the grant must be confined strictly to the period of the grant. If staff are retained beyond this, it is for the host institution's own purposes and at their own expense.
3. For training and visits to research labs other than the applicants own, the host institution is entirely responsible for the training and the safety of the person(s) covered by the UFAW Travel, Training and Other Events grant. This includes the relevant laws and codes – including anti-harassment policies – under which the training or visit is carried out.
4. All grants are made on the condition that UFAW is in no way responsible for claims under any statute or at common law and it does not 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, owner-occupier, or user of premises or as the provider of services or facilities or in relation to the event carried out under the grant.
5. Any equipment purchased from a UFAW grant should be used during the period of the grant only for the activities approved.
6. If additional funding is sought from other sources this must be disclosed to UFAW, and if expenses have been covered by other income, the excess part of the UFAW grant must be returned to UFAW.

Financial arrangements

7. Funds are usually paid by cheque, in GBP sterling to applicants residing in the United Kingdom (UK) and by bank transfer to applicants outside of the UK. Please note that any costs associated with receiving funds by bank transfer must be met by the recipients. Funds can only be transferred into an account bearing the applicant's name or the name of the institution which will administer the grant. Payment cannot be issued to third parties.

Limitation of liability

8. UFAW is in no way responsible, financially or otherwise, for the expenditure or liabilities arising out of the event other than those specifically listed and defined in the application or approved in further correspondence.

Termination of grants

9. UFAW has the right to revoke or suspend any grant upon failure to observe any of the conditions listed above or specified by UFAW in the offer of a grant.

Reports

10. A Final Report will be required within one month of the completion date of the event using the following [reporting template](#). Please also include photographs from the event whenever possible. UFAW may use these reports or photos in UFAW communications (such as the Annual Report, Newsletters, or online).

Please note that when UFAW has approved funding for an event, UFAW has the right from the outset to inform their stakeholders of the event, using the wording stated in the grant application. This may take the form of text and photos on the UFAW website or posting via our social media channels.

UFAW's financial support must be acknowledged in all publications, presentations, relevant social media postings, and press-releases arising from the event and a copy of any publications should be forwarded to UFAW on their publication. For oral and poster presentations, UFAW should be acknowledged and a copy of the UFAW logo displayed.

UFAW is a charity and how we use our funds matters. By reporting on your work, acknowledging UFAW, and informing UFAW of any publications or presentations arising from the event supported by UFAW, you are helping us to gauge the impact of the money awarded and to promote UFAW's charitable objectives – which is ultimately to improve the welfare of animals.

Please note that failure to comply with these conditions may result in the disqualification of the applicant or of their organisation from obtaining grants from UFAW in the future.

General

11. As UFAW is a Charity registered in England, this agreement will be governed by English law and subject to the exclusive jurisdiction of the English courts.

Retention of Data

12. Information provided in this application and any supporting documents will be kept by the Charity for an indefinite period for the purposes of recording charitable activity and to allow review of funding decisions. Copies of unsuccessful applications will be kept for seven years (Limitation Act 1980). For the processing and retention of personal data, UFAW adhere to the [Data Protection Act \(2018\)](#). For full details of our privacy statement see www.ufaw.org.uk or contact the UFAW office.