NAC Foundation – Terms and Conditions for Funding

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General grant conditions

After a grant application has been awarded in accordance with the evaluation procedure of the NAC Foundation, the following conditions apply. If these conditions are not met, the NAC Foundation reserves the right to discontinue financing or to reclaim the entire amount awarded. The NAC Foundation is not liable for any legal consequences for the employer as a result of the temporary contribution made available by the NAC Foundation. The NAC Foundation reserves the right to change these conditions. Changes do not apply retroactively to grants already awarded.

1. The research project

The research project must be carried out in accordance with the approved grant application. Any substantive or practical changes during the project must be submitted in writing to the NAC Foundation for approval. Changes may only be made after written approval of the NAC Foundation.

2. Administration

a. Project leader & correspondence

The main applicant for the grant application is regarded by the NAC Foundation as the project leader and the official contact person for correspondence. All correspondence regarding the project should be sent by the project leader, with reference to the project number assigned by the NAC Foundation.

If the project leader changes employer or employment during the term of the research subsidised by the NAC Foundation, this must be reported immediately to the NAC Foundation in writing. A precondition for continuation of the grant is that the continuity of the research project and the daily supervision of the appointed employee(s) can be guaranteed.

b. Duration of the research grant

The research project must start within six months of the date of award, unless otherwise agreed in writing. If this start date is not met, the NAC Foundation has the right to withdraw the grant.

The end date is determined by the start date plus the duration of the project, as described in the grant application. If new employees are appointed during the term of the research project, the end date of the grant period must be taken into account. For changes in the duration of the research project, the project leader must request and receive prior written approval from the NAC Foundation.

c. Reports

Progress report

Every year, the NAC Foundation must receive a brief progress report with the results of the granted research project so far. The NAC Foundation will provide the progress report form together with a submission deadline. The progress report will contain the following elements:

- A report of the results achieved in the reporting period.
- A short financial report.
- A short lay summary describing the progress of the research.

The progress report will be evaluated by the NAC Foundation to assess whether the project is proceeding satisfactorily according to plan and to justify continued grant support.

Mid-term report

A mid-term report is requested halfway through the research project. The NAC Foundation will provide the mid-term report form together with a submission deadline. The mid-term report will contain the following elements:

- A clear report of the results achieved, the embedding of the research and the expected results, together with a timetable.
- All outputs resulting from the granted research project (published articles, poster presentations, etc.).
- A financial report.
- A short lay summary of the progress of the research.

The mid-term report will be evaluated by the NAC Foundation to assess whether progress is adequate according to plan and to justify continuation of the grant.

Final report

The final report of the research project must be submitted to the NAC Foundation within three months of the set end date. The final report will contain the following elements:

- A clear report of the results achieved, the embedding of the research and the expected results for the future.
- All outputs that the research has produced (published articles, poster presentations, etc.).
- A short summary of the study.
- A final financial statement.

The final report will be evaluated by the NAC Foundation to assess whether the project has been completed according to plan and to justify the final payment of the grant.

Additional information

In special situations, additional reports can be requested. The NAC Foundation also reserves the right to request information about the implementation and progress of the research at any time, including through working visits.

3. Legal obligations

Research that involves human subjects, human material or data, and/or animals must be approved by the relevant (medical or animal) ethics committee or competent authority before the start of the project. The NAC Foundation must receive a copy of the relevant approval before making a final decision about financing of the project.

4. Research integrity

The NAC Foundation uses the Netherlands Code of Conduct for Research Integrity, drawn up by Universities of the Netherlands (UNL, formerly VSNU) together with other Dutch research organisations, as the guiding principle for its integrity policy. Applicants from institutions outside the Netherlands must comply with this code or with an equivalent national code of research integrity applicable to their institution. The applicant must be familiar with the applicable code. The Netherlands Code is available on the website of Universities of the Netherlands (universiteitenvannederland.nl).

5. Finances

a. Requested versus granted budget

The final granted project budget is determined by the NAC Foundation at the time of the grant award. The amount allocated may differ from the amount requested. Institutional overhead will not be funded. The grant amount awarded can never exceed the maximum grant amount set for the particular grant round.

The granted budget will not be increased during the research project. It is the responsibility of the project leader to use the available resources optimally so that the research can be carried out according to plan. If this requires shifts between the budget for personnel and material costs, the NAC Foundation will generally allow this. The project leader must submit a request for any changes in budget to the NAC Foundation.

b. Payments

At the start of the project and subsequently at the beginning of each following grant year, the NAC Foundation will pay a tranche of the grant. The amount of each annual payment is determined by the NAC Foundation at the start of the grant and is based on the total grant amount awarded. For a 4-year grant, four tranches of 20% of the amount granted will be paid while the project is running. For projects with a different duration, 80% of the grant will be paid in equal tranches over the project period. The final tranche of 20% will be paid after the final report and the financial statement have been approved by the NAC Foundation. If any budget is not spent on the project, the NAC Foundation reserves the right to deduct this surplus from the final tranche. In special circumstances, for example if expenditure is not expected to be evenly spread over the grant period, the amount and composition of the tranches can be discussed.

Annual payments depend on the progress of the project. If a requested progress report has not yet been submitted or approved, annual payments are suspended.

c. Final financial settlement of the project

The final settlement will take place after the grant has ended and the final report has been submitted by the project leader and approved by the NAC Foundation. If the final report is not approved, the NAC Foundation reserves the right to reclaim part of the grant.

After completion of the research, the institution's accountant must provide a financial statement showing the actual amount of the budget spent and confirming that the grant has been spent in

accordance with the funding conditions. If the financial statement shows that the actual amount spent is less than the granted budget, the NAC Foundation may adjust the amount of the final tranche or recover any overpaid amount. It is therefore recommended to request written permission from the NAC Foundation for changes in spending.

6. Intellectual property/valorisation

Results generated from the research project are the property of the beneficiary and/or the institution concerned. If the research may generate results that can be used for industrial or commercial purposes, during or after the end date of the project, further agreements must be made with the NAC Foundation about the distribution of any income derived from the research project. If it is already clear from the submitted research proposal that valorisation is an aspect of the research, these agreements will be made prior to the definitive grant approval.

7. Publications and publicity

a. Scientific publications

The results of the study should be published in the usual internationally accessible manner. The NAC Foundation considers it important that information about research funded by the foundation is accessible to scientists and donors. The NAC Foundation therefore strives for 100% Open Access.

Scientific publications must be submitted together with the progress report(s) and the final report. Only publications that present direct results of the research (i.e. no reviews or book chapters) count towards the scientific output of the project. Publications prior to the grant award date are not considered scientific output of the granted research.

All scientific presentations and publications (including dissertations and posters) about the research must acknowledge the financial support of the NAC Foundation, including the project number. Publicity statements (such as press releases and radio or television interviews) by the researcher or the institution about the research or its results must be announced in advance to the NAC Foundation by the project leader, and must mention the support of the NAC Foundation. Please use the official NAC Foundation logo where relevant.

b. Publicity by the NAC Foundation

The NAC Foundation has the right to use the granted research and its results for publicity, information and/or fundraising activities. The researchers involved will cooperate in these activities upon request.

Project leaders are requested to inform the NAC Foundation in good time about PhD defences, reports and publications, so that the NAC Foundation can include these in its communications.

8. Suspension or termination of the grant

The NAC Foundation is entitled to suspend or terminate payment of the grant and to reclaim payments already made. Reasons for the NAC Foundation to do so are:

- the NAC Foundation considers that the research described in the grant application is insufficient, or the research is not conducted in accordance with the grant application;
- the obligations associated with the grant have not been met.

9. Signature for agreement

Institution:_____

Project title:_____

NAC Foundation project number: _____

Director of the institute / head of the department

Name and initials: _____

Date: _____

Signature: _____

Project leader

Name and initials: _____

Date: _____

Signature: _____