

## Invoices

You, as grant holder, are responsible for ensuring that claims/invoices made against this grant:

- a) Are made quarterly, three months in arrears.
- b) Contains the full title, reference number of the grant, period of claim and breakdown of costs.
- c) Are made to the attention of the Research Department, Newlife the Charity for Disabled Children, Hemlock Way, Cannock, Staffs, WS11 7GF.

If less than the whole grant has been spent on the research by the end of the project, you will return the unspent amount to us within 12 weeks of the end of the project. Any amounts not invoiced within six months of the final research report being received will not be accepted, unless there is prior agreement for extension of payment.

## No Cost Extension Requests

Should you require an extension, please provide the following details:

- Reason for extension
- Length of time required
- That no extra costs will be incurred

Please send the details to [research@newlifecharity.co.uk](mailto:research@newlifecharity.co.uk). Once these details are received, they will be forwarded to the Medical Director for approval, and when this is received we will send you a letter confirming the details with a new end date.

## Cost Extension Requests

On rare occasions we may consider a cost extension to your grant, if a research opportunity arises. In this case, please outline the opportunity and the proposed cost extension to [research@newlifecharity.co.uk](mailto:research@newlifecharity.co.uk) and we will forward to the Medical Director for review. We will then be in touch with the outcome of your request.

## Annual Report - Project Grants

We require a written update one year after the start of the grant, which includes the following information:

- A brief description of the research completed in the first year
- An analysis of the progress made against these aims
- An indication of any successes made
- Details of any problems/obstacles that have hampered progress or may hamper future progress

This report is important to us because it not only records progress made to date, but provides us with information that helps shape future aims and maintain our continued commitment to medical research.

## Final Report

A final written report is required with copies of any papers /publications enclosed that have occurred as a result of the research. We also require a list of any events when the research was presented. The report should include a short summary written in layman's terms, which may be used as publicity on behalf of Newlife (less than 100 words). The final report is required within eight weeks of the end of the research.

This final report should summarise the research, and indicate whether all parts of the planned research, as shown in the applications, were fulfilled and the outcome of the research. It should also specifically address what the outcome of the research has made towards furthering the aims of Newlife, which are:

- Outcome affecting knowledge on the cause/s of birth defects/a condition
- Outcome affecting improved diagnosis of birth defects/condition
- Outcome affecting the treatment of birth defects/condition
- Outcome affecting the overall relief (alleviation) of birth defects/a condition

We recognise that it may take time for publications to be accepted and published or for further funding to be received to advance the research. If there is likely to be further outcome, please indicate this in your final report and we will email you to request a further update 6 -12 months after the final report for follow up.

## Intellectual Property Rights

Grant holders must inform Newlife if their research has possibilities of commercial applications. Under such circumstances the intellectual property rights would be shared with the grant holder, Newlife and the institution where the research is primarily carried out, subject to negotiation. Newlife will expect to receive financial returns at least in proportion to its investment.

## Media coverage

Grant holders will be required to inform us in advance, of any publicity being sought by the applicant or host institution regarding the grant, its progress or outcomes. We will observe any embargo requests prior to publicity release.

Grant holders, are required to ensure you and/or your PR Department inform us in advance of any publicity being sought, regarding the research we have funded.

Grant holders are required to acknowledge the financial support of Newlife, publicly in all publications and press releases as appropriate and practical.

Newlife requires proof copies of all press releases for approval, in advance of publication.