

## Terms and Conditions

### Graduate Research Fund

**Please note that, in accepting a grant payment, you agree with the following conditions. The College may ask for full or partial repayment of the grant if these conditions are not met.**

1. All activity must take place within the academic year for which the grant is awarded unless permission is otherwise granted. For the purposes of administration of the Graduate Research Fund, the academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August.
2. All activities must take place while you are still a student of the College. Activity that takes place outside of the period of fee liability or after your expected end date cannot be supported.
3. Applications must be made before the expense has been incurred.
4. You must submit a brief report detailing the activity supported by your grant, by the date listed in your award letter. This report should be sent to [grants@lincoln.ox.ac.uk](mailto:grants@lincoln.ox.ac.uk).
5. You must submit **itemised** receipts to the value of the grant within ten working days of the end of your travel. Please note that:
  - All receipts should be dated.
  - Receipts must show the specific items purchased and the corresponding item costs.
  - Card payment is recommended. If cash payments are unavoidable, full itemised receipts must be supplied. Cash purchases without receipts will **not** be supported.
  - For any purchases made in currencies other than sterling, proof of the exchange rate at the time of purchase must be provided. This should be in the form of a card statement or a screenshot of the conversion rate (eg [XE.com](https://www.xe.com)).
  - If receipts are not written in English, please provide a basic translation.
6. The grant is awarded to support the activities and items specified in your application. You must inform the College ([grants@lincoln.ox.ac.uk](mailto:grants@lincoln.ox.ac.uk)) of any changes – such as altered dates of travel or changes to items to be purchased – in advance of the purchase being made and obtain written approval from the College. Any altered expenses submitted without prior written approval will not be supported.
7. You must notify the College of any unspent monies promptly, as you will be required to return the unspent amount.
8. By accepting the grant, you agree to the College publicising the award and any report you provide in College publications and in updates to donors who generously support the grant.