



## Terms and Conditions for UFAW Animal Welfare Student Scholarships

### Use of funds

1. Projects and procedures funded by UFAW grants 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. Scholarships provide funds to meet the student or trainee's project costs and subsistence costs. The scholarships will provide a stipend of £250 (GBP) subsistence allowance per week and £100 to cover project costs for up to 8 weeks (up to a total of £2800). The subsistence allowance (up to £2000) is payable directly to the student, whereas the project cost allowance (up to £800) is paid to the department of the Supervisor.
3. 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 work carried out under the grant.
4. Any equipment purchased from a UFAW grant should be used during the period of the grant only for the activities approved.

### Legal and ethical

5. It is the responsibility of the Supervisor to be aware of all laws and codes under which the work is to be carried out and to abide by these and to obtain all necessary permissions and licences, including ethical approval (see below).

### Use of animals

6. If the proposed work involves the use of animals or humans, an ethical evaluation of the project is necessary, even if the procedures involved are deemed to be sub-threshold. In addition, it is the responsibility of the Supervisor to check with the appropriate national or regional authority regarding the need for licences or other specific authorisation required in the country concerned and to obtain these where necessary. It is also the responsibility of the Supervisor to obtain the necessary approvals from the institution's ethics committee where there is one. If working with animals in a country that has no legislation to protect the welfare of animals during scientific experiments, the principles of either the [UK's Animals \(Scientific Procedures\) Act 1986](#) (and any amendments) or the [EU Directive \(2010/63/EU\) on the protection of animals used for scientific purposes](#) should be followed as good practice.

7. UFAW requires rigorous implementation of the 3Rs. Where animals are used in research, they must be afforded high standards of welfare compatible with the aims of the research. At all times conditions for husbandry and experimentation should be of high standard conducive to good welfare and to minimising stress. Enclosures should meet the physiological and behavioural needs of the animals and appropriate enrichment should be provided. The health of the animals should be maintained and monitored, and any deterioration attended to immediately. All staff involved in animal research, both at a scientific and research support level, and those involved in the breeding, handling and care of animals, must be appropriately trained and possess relevant qualifications.
8. In order that UFAW can be satisfied fully that projects involving the use of animals take the fullest possible account of their welfare, applications should include details of the following (as appropriate) in the description of the methods
  - i. *animals* - species, strain, weight, sex, age, source, transport, health status, conservation status, fate at end of project;
  - ii. *housing/feeding/measures to improve welfare* - cage/enclosure type, size, floor, furnishings, bedding, cleaning, thermal environment, number of animals per cage, diet, feeding regime;
  - iii. *experimental design* - experimental design, details of how numbers in test and control groups have been determined (e.g. by power analysis prior to the experiment), statistical methods to be used in analysis of the results;
  - iv. *experimental procedures* - experimental procedures, any risks to animal welfare (nature and duration), measures to improve the animals' welfare, analgesia, methods of euthanasia.

Applicants may wish to consult the UK's NC3Rs websites on [experimental design](#) and [reduction](#) for help with designing an appropriately powered study before submitting their application. The ILAR (Institute for Laboratory Animal Research) Journal also contains valuable information on [experimental design and analysis](#). Data should be collected in a way that ensures that on publication the [ARRIVE guidelines](#) can be complied with where appropriate.

Applicants (especially those submitting applications for behavioural research) may find useful, and are recommended to familiarise themselves with, the Association for the Study of Animal Behaviour's Guidelines for the treatment of animals in behavioural research and teaching are updated in each January issue of the journal ***Animal Behaviour*** and are available on the Journal website <http://asab.nottingham.ac.uk/ethics/guidelines.php>

### **Financial arrangements**

9. 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 award. Payment cannot be issued to third parties.

### **Limitation of liability**

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

### **Termination of grants**

11. 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 or on consideration of the progress of the work. In such a case, UFAW may require repayment or, depending on the circumstances, may reimburse the host institution for expenses incurred to the date of termination but will not be responsible for, nor will indemnify the host institution against, any claims (see conditions above) arising as a result of the termination.

### **Reporting Requirements: Full Report / Brief Account / Photos / Supervisor Assessment**

#### **Full Report**

12. Student Scholars are required to submit a written report of their projects. These should be presented in the following format:
  - i. an abstract of 100 – 200 words
  - ii. the aim
  - iii. full details of the background including a critical review of related literature
  - iv. a clear explanation of the method
  - v. results with appropriate tables, diagrams, figures and statistical analyses
  - vi. discussion including subsection on animal welfare implications
  - vii. summary of conclusions and recommendations
  - viii. references (quoted in full)

Reports should follow the ARRIVE guidelines for reporting studies in which animals were used wherever possible - see <https://arriveguidelines.org/>.

Reports should, as far as possible, be prepared in the format of a scientific paper (and scholars are encouraged to consult the instructions for authors for any relevant scientific journal). Reports need be no longer than necessary to clearly and concisely describe the project. There is no merit in producing unnecessarily lengthy reports. Please email an electronic copy to [grants@ufaw.org.uk](mailto:grants@ufaw.org.uk).

#### **Brief Account**

13. In addition to the main report, each Scholar is asked to provide a brief (200-300 word) account of their project suitable for inclusion in UFAW communications such as the Annual Report, News-Sheet, or online (eg UFAW's website or social media). The account should be aimed at the general public (ie people who do not necessarily have a detailed understanding of animal welfare or the subject area) and should explain the background of the project and its animal welfare benefits. Please email an electronic copy of the brief account to: [grants@ufaw.org.uk](mailto:grants@ufaw.org.uk).

#### **Photos**

14. Scholars are also requested to provide photographs illustrating their project, or the animals involved in it, for inclusion in UFAW publications. Digital photos should be provided in either TIFF or JPG format and in the highest resolution practicable (300 DPI is ideal). Please email photos as *separate attachments* (not embedded within the email) to: [grants@ufaw.org.uk](mailto:grants@ufaw.org.uk).

#### **Supervisor's assessment**

15. Project supervisors are asked to provide a brief assessment of the success of the Scholar's project. Please email an electronic copy to: [grants@ufaw.org.uk](mailto:grants@ufaw.org.uk).

## 16. **Deadline**

The project report, brief account, photos, and supervisor assessment of the project (see above) must be submitted to UFAW by 1st November in the year the project is undertaken, unless otherwise agreed in advance with UFAW.

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

## **Oral Presentations**

17. UFAW holds an annual meeting for Student Scholars at which Scholars (including those awarded Humane Slaughter Association (HSA) Scholarships), will be invited to present their work. Meetings are held online, usually in December, and the audience is likely to comprise other Scholars, their Supervisors, and other persons interested in animal welfare, including UFAW and HSA staff. It is our expectation that all invited Scholars will present at this meeting.

## **Copyright and Publications**

18. In general, the data collected during a project for which UFAW is providing support, and any publications arising from said project, belongs to the grant holder. UFAW may, in exceptional cases require the copyright of these data or publications, but in these cases, this will be made a condition of the award.

UFAW reserves the right to publish the brief account of the project and any accompanying illustrations in its publications, either as submitted or after editing at UFAW's discretion, and without prior discussion with the Scholar or their supervisor.

Where the Scholar, or their supervisor, publish the work, or aspects of it, UFAW's financial support must be acknowledged. This includes (but is not limited to) all publications, presentations and press-releases. A draft copy of any proposed article should be submitted to UFAW prior to submission for publication and copies of publications arising from the work should be forwarded to UFAW on their publication. Reprints of articles arising from work supported or partially supported by UFAW should also be sent to UFAW in due course.

For oral and poster presentations UFAW should be acknowledged and a copy of the UFAW logo displayed. Please also notify UFAW when the work is presented at conferences and meetings etc.

Where the Scholar, their supervisor or their institution are planning a press-release based on the project, please liaise with UFAW prior to issuing the release: [media@ufaw.org.uk](mailto:media@ufaw.org.uk).

## **General**

19. 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**

20. 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 grants 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](http://www.ufaw.org.uk) or contact the UFAW office.