

Dr XXXX
School of XXXXXX,
University XXXXXX,
<<Registered Address>>

("The Awardee")

Reference: XXXXXXXXXXXX

<<Letter Date>>

Dear <Project Supervisor XXXXX>,

Thank you for submitting your AI3SD Summer Internship application titled "XXXXXXXXXXXXXXXXXXXXXXXXXXXX" to the Artificial Intelligence and Augmented Intelligence for Automated Investigations for Scientific Discovery (AI3SD), an EPSRC funded activity, at the University of Southampton. We are pleased to inform you that your application has been successful subject to your acceptance of the terms and conditions contained herein.

Your project has been assigned the reference XXXXXXXXXXXX, which should be used in all future correspondence.

Terms and Conditions

This letter of award together with Schedule 1 and your application shall together create the entire agreement between the University of Southampton and the Awardee (the "Contract").

We very much hope the above is acceptable to you and to confirm acceptance of the award and the Contract. Can you please return a signed copy of this letter via PDF to s.kanza@soton.ac.uk:

Yours sincerely,

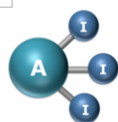
University of Southampton

On behalf of the University of XXXXXXXX, I agree to the full terms and conditions of this award. I confirm that <name of Project Supervisor> is eligible to receive Engineering and Physical Sciences Research Council funding and that a fully executed collaboration agreement is in place, or will be in place prior to commencement, between all partners listed in the application submitted to the University of Southampton.

Name: _____

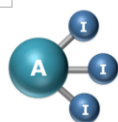
Job title: _____

Date: _____



Schedule 1 Terms and conditions

1. The EPSRC through United Kingdom Research and Innovation (UKRI) (the “**Research Council**”) has awarded the University of Southampton (the “**University**”) funding for the scheme.
2. These terms set out the conditions that apply to the Internship Project made available by the Research Council via the University to the Awardee, to enable the Awardee to undertake the internship project detailed in the Awardee’s funding call application (the “**Internship Project**”) with and on behalf of a partner (if applicable). The Awardee shall ensure that these terms apply to any collaboration agreement in place between the partners listed in the application.
3. The Contract is subject at all times to the existence of the Research Council’s standard grant terms, as amended by the Research Council from time to time (which are available at <https://www.ukri.org/apply-for-funding/before-you-apply/your-responsibilities-if-you-get-funding/meeting-ukri-terms-and-conditions-for-funding/>).
4. The Awardee warrants they are and shall remain eligible to receive funding from the Research Council. Details of eligibility are available at: <https://epsrc.ukri.org/funding/applicationprocess/fundingguide/eligibility/investigators/>
5. The Awardee shall ensure that it fulfils its allocated tasks in the Project with all due skill and care, in accordance with good academic practice and in a timely manner.
6. The Awardee shall (and the Awardee procures that its AI3SD Intern shall also) cooperate fully with the University and use all reasonable endeavours to ensure that it does not do anything, or fail to do something that would cause the University to be in breach of its obligations to the Research Council and shall comply with reasonable requests by the University in relation to same. The Awardee agrees (and the Awardee procures that its AI3SD Intern also agrees) to use all reasonable endeavours to attend and/or contribute to events within their relevant area of expertise when asked by the Research Council or the University, and for the AI3SD Intern to attend the AI3SD Summer Training Programme.
7. This Contract shall come into effect upon signature of both parties, which must be executed before the 28th June 2021, and shall terminate on acceptance of the AI3SD Internship Project Report & Poster by the University. Failure to meet this will result in the offer being withdrawn without any liability to the University or Research Council.
8. The Internship Project must commence by the 28th June, failure to begin within this timescale will result in the offer being withdrawn without any liability to the University or Research Council.
9. The Internship Project shall be completed by the 25th September.
10. Funding for the Internship Project will be given at 80% of full economic cost of the Internship Project. The funding for the Internship project will include up to (but in no event exceeding) 10 weeks of funding for salary at National Living Wage (based on a 35 hour week), in addition to support for research consumables of up to



£300. Any amounts paid by the University are deemed to be inclusive of VAT, if applicable, at the prevailing rate. The Awardee shall be responsible for its VAT obligations. The University shall pay the Awardee for Projects on acceptance by the University of the AI3SD Internship Project Report & Poster. Payments properly due shall be paid within 30-days following receipt of a valid invoice. All invoices shall include a statement of actual expenditure incurred including wages and a breakdown of consumables. For further details on costing's and overheads see EPSRC's Full Economic Costing (FEC) Guides: <https://epsrc.ukri.org/funding/applicationprocess/fundingguide/resources/>

11. The University shall have no obligation to make any payment to the Awardee where the University has not received sufficient funding from the Research Council.
12. In the event that the Research Council or University requires repayment of any amount due to an act or omission of an Awardee or the Awardee's collaborator (if applicable), the Awardee shall fully reimburse the University together with an interest charged thereon by the Research Council.
13. The Awardee shall ensure the required in-kind or financial contribution to the Project as detailed in the Awardee's application are made in accordance with the funding application.
14. The Awardee shall be responsible for ensuring the Project is State Aid compliant. Where the Awardee and/or named collaborator(s) are relying on the *de minimis* exception, the Awardee shall keep appropriate records evidencing this.
15. At the end of the Project, any underspend will be returned to the University to be used in future AI3SD projects or returned to the Research Council as directed by the University, as agreed with the Research Council.
16. The Awardee shall keep financial records relating to the Project in accordance with its normal accounting practice. The Awardee acknowledges that, upon reasonable request, the University and the Research Council may audit the financial records relating to the Project.
17. Project funding may not be used to fund the purchase of equipment irrespective of value, contrary to the Research Council's standard grant terms.
18. Details of this award by the Research Council via the University may be made publically available via the Research Council or Research Council UK website(s) or other publically available websites and databases.
19. On completion of the Internship Project, the Awardee shall deliver to the University (and if required the Research Council) i) a short report on the work carried out and resources used, which will include a public summary of the work ii) a poster, and ii) an expenditure statement. The short report and poster may be freely published and publically disseminated, including publication on the AI3SD public website. This should be submitted along with the invoice at the end of the Internship Project, for clarity the invoice will not be accepted without the report and poster.
20. At any time after the end of the Internship Project, the Awardee shall provide the University with any document or report reasonably requested by the University to enable it to fulfil its obligations to the Research Council.

21. Nothing in this Contract shall prevent the University from disclosing any information which it considers necessary to disclose in order so as to comply with the Freedom of Information Act 2000 or any other statutory requirement.
22. The University's only obligation to the Awardee under these terms and conditions is to disburse the funding agreed to be disbursed by the Research Council. The University accepts no liability, financial or otherwise for any claims, damages or liabilities arising directly or indirectly out of, or from, the Internship Project or the Internship Project results. The Awardee and the AI3SD Intern are entirely responsible for the conduct of the Internship Project and use of the results.
23. The Awardee warrants that it shall obtain all regulatory and ethical licences, consents and approvals necessary to carry out the Internship Project prior to commencement of the Internship Project.
24. These terms and conditions, the letter of award and the application constitutes the entire agreement between the University and the Awardee with regard to the Internship Project and supersedes all prior and contemporaneous agreements or communications.
25. This Contract shall be governed by the laws of England and Wales.