

[Insert Name]  
[Insert Institution/Organisation]  
[Insert Address]

Reference Number: [insert details]  
[INSERT DATE]

**Re: Grant Award – EDI+ Research And Innovation Network+ For Equality,  
Diversity And Inclusion In The Energy Research Community Research Fellowship**

Dear [INSERT NAME],

Durham University (the “University”), are happy to confirm that [FELLOW NAME] at [INSTITUTION/ORGANISATION NAME] (the “Awardee”) has been awarded a Research Fellowship (hereinafter the “Grant”) by the University in order for the Awardee to undertake a research fellowship project under the EDI+ Research And Innovation Network+ For Equality, Diversity And Inclusion In The Energy Research Community Research Fellowship (the “Project”) in accordance with the Awardee’s application, annexed as Schedule 1 to this Agreement.

The University and the Awardee hereinafter will be referred to individually as the Party, and collectively the Parties.

The Awardee confirms that performance of the Project shall at all times be in compliance with the terms and conditions of the Main Agreement between the University and the Engineering and Physical Sciences Research Council (EPSRC) (the “Main Agreement”), a copy of which is annexed as schedule 2 to this Agreement. The Awardee agrees to adhere to the terms and conditions of the Main Agreement and shall provide all assistance as reasonably required by the University in order for the University to fulfil its obligations under the Main Agreement. The Awardee warrants that they will not do anything which is likely to cause the University to be in breach of the University’s obligations under the Main Agreement.

The Grant is given on the basis of the Awardee being able to undertake the Award’s specific Conditions. Any changes, including delays or extension requests will be considered on a case-by-case basis. Any amendment to the Research Fellowship or the terms of this Agreement shall be made in writing and signed by both Parties.

In consideration of the Awardee undertaking the Project in accordance with this Agreement, including without limitation the work and deliverables, terms and any award specific conditions set out in the Schedules, Durham agrees to pay to the Awardee the Grant, details of which are set out in the Payment Schedule annexed as Schedule 3 to this Agreement. For the avoidance of doubt, payments shall be made to the Awardee subject always to the University’s receipt of sufficient funds under the Main Agreement and only in accordance with the Main Agreement.

This Agreement shall commence on the [DATE] (the “Effective Date”) and shall continue in full force and effect until the [DATE] (the “End Date”).

In the event that the University has indemnity obligations under the Main Agreement, Awardee hereby agrees to fully indemnify the University in respect of any claims made by the EPSRC due to the actions or omissions of the Awardee or any of its Partners.

The Awardee will fully indemnify the University against any liability incurred by the University howsoever arising from the breach of this Agreement by the Awardee or their Partners.

The Awardee, any Partner or any other person working on the Project (including but not limited to employees, students, visiting fellows and subcontractors) will fully indemnify the University against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the Awardee may be liable as an employer or otherwise or for which any other person working on the Project may be liable.

If the Awardee misapplies the Grant funds or fails to satisfy any of the terms of this Agreement due to its own misconduct or negligence, the University will be entitled to withdraw the Grant, suspend payment of the Grant funds and/ or reclaim any portion of the Grant funds already paid to the Awardee. In the case of a reclaim, the Awardee will promptly, on demand, make repayment to the University.

Awardee shall treat as confidential all documents and information provided by the University in connection with this Agreement. Awardee shall not at any time during the period of this Agreement disclose to any other person or use for any purpose except as provided by this Agreement, any Confidential Information belonging to the University, unless expressly agreed by the University. Any information that is required to be disclosed pursuant to a Party’s obligations under the Freedom of Information Act 2000 shall not be considered a breach of this Agreement.

All rights to arising intellectual property and results from the Project shall belong to the Party generating the same. All intellectual property and information already in existence prior to the Effective Date used or disclosed by either Party in connection with the Project, but not that arising from the Project, shall remain the property of the Party introducing the same.

This Agreement is governed by, and is to be construed in accordance with, English law. The English Courts will have exclusive jurisdiction.

In the event of a dispute, should the Parties be unable to reach agreement, they shall refer the matter to senior representatives, in an attempt to resolve the issue amicably.

Nothing in this Agreement confers or purports to confer on any third party any right to enforce any term of this Agreement.

Yours sincerely,

Stephen Willis

Durham University Palatine Centre Stockton Road Durham DH1 3LE UK  
Telephone +44 (0)191 334 2000  
[www.durham.ac.uk](http://www.durham.ac.uk)

Chief Financial Officer

Accepted for and on behalf of the Awardee by a duly authorised representative:

Signed

Name

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Title

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Date

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## Schedule 1

### Award Specific Conditions

When accepting a place on the programme, each party is agreeing to commit to undertaking a series of actions over the two years of the fellowships. Failure to meet these contractual commitments may lead to the fellow and organisation's place on the programme being withdrawn. We understand, however, that circumstances can at times be unpredictable, and we encourage participants to remain in regular contact with the EDI+ programme team and we will do our best to accommodate changing needs whenever possible.

If you feel you or your organisation cannot commit to all of the requirements, please contact the EDI+ team, as it may be possible to put accommodations in place in some circumstances.

### Requirements for the EDI+ programme

The EDI+ programme commits to:

- Providing a programme of monthly training events. The training events will be a mixture of face to face and online and will include a two-day residential programme every six months.
- Facilitating a Professional Learning Network with monthly meetings. The PLN will be a mixture of face to face and online, aligned with the activities of the training programme.
- Providing training in reciprocal mentoring for fellows on the training programme.
- Providing training for senior partners from organisations on how to engage most effectively with reciprocal mentoring.
- Pairing participants for cross-institutional reciprocal mentoring.
- Providing a publicly accessible online space for external resource sharing.
- Providing support and access to resources for secure deposition and long-term preservation of data.
- Providing support and resources to enable outputs related to the EDI+ programme to be published open access.
- Communicating to fellows and their organisations about arrangements for the programme and any changes in a timely manner.
- Providing funding for 0.2FTE (up to a maximum of £50K) of the fellows' current salary for two years and up to £2000 of funding to be used for travel, accommodation and subsistence to attend activities run by the programme. Where more senior applicants have costs beyond the £50K limit, we will expect their employer to contribute to the fellowship, in demonstration of their commitment to improving EDI conditions in their institution.
- Evaluating the activities of the EDI+ programme to understand the impact and implementation of the programme and to refine delivery.

### Requirements for Fellows

By accepting their place on the programme, Fellows are committing to:

- Spending 0.2FTE of their working time to carry out activities related to the EDI+ programme, including attending the monthly training programme (including a two-day in-person session every six months), engaging with the Professional Learning Network, participating in cross-institutional reciprocal mentoring, undertaking EDI related research

which will be agreed with the EDI+ programme team, and engaging with wider network activities.

- Attending the two-day launch event in person.
- Attending at least 70% of training events (which take place monthly) and not missing more than two consecutive sessions.
- Attending at least 70% of Professional Learning Network sessions (which take place monthly) and not missing more than two consecutive sessions.
- Attending at least three reciprocal mentoring sessions lasting approximately an hour each (attending online or in-person, by mutual agreement).
- Completing periodic reports about their development on the programme.
- Sharing outputs of their fellowships (e.g. reports, research findings, data) so that they can be uploaded to the publicly accessible resource area.
- Published outputs related to the EDI+ programme being open access (i.e. not requiring users to pay to access them).
- Responding to communications from the team in a timely manner.
- Notifying the programme in advance of any activities that cannot be attended.
- Engaging with all requested evaluation activities in a timely manner when requested by the EDI+ programme team in order to support understanding the impact and implementation of the programme and to refine delivery.

Please note that the programme will be delivered in English, there is therefore the expectation that fellows have a level of written and spoken English that will enable them to engage fully with the programme. If you have any questions or concerns about this, please contact the EDI+ team at [ediplus@durham.ac.uk](mailto:ediplus@durham.ac.uk)

### **Requirements for Organisations**

Organisations are committing to:

- Supporting fellows through the duration of the fellowship at 0.2FTE of their time working for your organisation to be funded by the EDI+ programme, in order to carry out activities related to the EDI+ programme, including attending the monthly training programme, engaging with the Professional Learning Network, participating in cross-institutional reciprocal mentoring, undertaking EDI related research which will be agreed with the EDI+ programme team, and engaging with wider network activities. Where applicants on a salary which results in the cost for 0.2FTE of their time is above the £50K limit, we will expect their employer to contribute to the fellowship, in demonstration of their commitment to improving EDI conditions in their institution.
- Provide the Fellows with access to up to £2000 of funding provided by the EDI+ programme to enable them to travel to attend in person training (including a two-day in-person training session every six months).
- Signing up to the principles of the EDI+ network.
- Assigning a named lead within your organisation (not the same person as the Fellow) as a point of contact for EDI+ programme queries.
- Supporting fellows to undertake research within the organisation and to test new initiatives within your organisation as part of the programme.
- Providing the fellow with access to relevant policy documents and process information to support their training activities and research as part of the EDI+ programme.

- Providing permission for the outputs of fellows work to be included in the publicly accessible resource area.
- Published outputs relating to the EDI+ programme being open access (i.e. not requiring users to pay to access them).
- Promoting the EDI toolkit through relevant internal networks.
- Providing a senior partner from your organisation to participate in cross-institutional reciprocal mentoring who must:
  - Attend one day of the launch event in person for the training on reciprocal mentoring.
  - Attend at least three cross-institutional reciprocal mentoring sessions lasting approximately an hour each (plus travel if the sessions are chosen to be held in person).
- Provide a replacement senior partner to participate in cross-institutional reciprocal mentoring if the existing senior partner cannot continue to engage.
- Engaging with all requested evaluation activities in a timely manner when contacted by the EDI+ programme team in order to support understanding the impact and implementation of the programme and to refine delivery.

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Schedule 2

The Main Agreement



EDI+  
Award\_redacted.pdf

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### Schedule 3

#### The Payment Schedule

In consideration of the Awardee undertaking the Project the University agrees to pay to the Awardee the Grant as shown in the payment schedule below. The cost limit for this project will be **xxxxx** GBP (£**xxxxxx**) inclusive of any applicable VAT or other local or international taxes)

- i) Payment 1 **£xxxxx** on submission of invoice to Durham on or before the start date of the project
- ii) **Payment 2 £xxxxx** following approval **first 4 monthly reflective report**
- iii) Payment 3 **£xxxxxx** following approval **second 4 monthly reflective report**
- iv) Payment 4 **£xxxxxx** following approval of third 4 monthly reflective report.

Invoices should be addressed to **[invoice email]**. Please quote the reference number given at the top of this letter.