



## Annex 2 Terms and Conditions

These are the terms and conditions upon which we make the grant to you, as the grantholder. The grant activities carried out by the grantholder and any collaborators or organisations, must be in accordance with these terms and conditions.

### Legal Compliance

You must ensure that the grant activities are carried out in accordance with all relevant:

- A. Legislation and codes of practice, including those relating to health and safety and data protection;
- B. Regulatory requirements;
- C. Ethical guidelines and principles.

You must ensure that all necessary licences and approvals have been obtained and are in place at all times during the grant period.

### Governance

You will ensure that:

- The research conducted is of the highest quality and in accordance with your application for funding;
- There is good management of research staff including any training required;
- The principles of good research practice are followed, including [Good Clinical Practice](#);
- The funding provided is only used for the research purposes stated in the application, unless otherwise agreed with Make 2nds Count in writing.

### Employment

We do not employ the grantholder or any of the research staff associated with this grant. It is the responsibility of the host institution to issue any necessary contracts of employment in relation to the grant, and to comply with any relevant employment law and regulation. Research staff associated with this grant should receive the highest quality of leadership and management and work in a positive, inclusive and supportive environment. The host institution should have appropriate policies in place to facilitate this.

You must inform us when a bullying, harassment or discrimination investigation has been launched involving a co-investigator of this grant. We expect the host institution to have appropriate and transparent policies in place regarding bullying, harassment and discrimination in the workplace. Following investigation, Make 2nds Count must be informed if an allegation of bullying, harassment or discrimination involving a co-investigator of this grant is upheld.



This is so we can understand potential impacts on Make 2nds Count funded work and take steps to manage that impact. We expect the host institution to implement appropriate disciplinary procedures when an allegation of bullying, harassment or discrimination is upheld. In severe circumstances, we reserve the right to terminate the grant award.

### **Termination**

Make 2nds Count shall be entitled to terminate this grant award at any time upon notice. In the event of termination of this grant, the parties will meet to discuss in good faith any incomplete aspect of the study. In the event that the grant holder is delayed, prevented or hindered from performing any of the obligations by circumstances beyond reasonable control, Make 2nds Count must be promptly informed. In such circumstances, the schedule of payments and duration of this grant may be amended by Make 2nds Count accordingly.

### **Confidentiality**

Confidential information means any information (including data and know-how) contained in correspondence or documents which is disclosed by one party to the other, in any form (including written, oral, visual or electronic). The party receiving confidential information shall keep this confidential, take steps to prevent unauthorised access and not disclose this information to any third party, except with prior consent from the disclosing party.

Ownership of intellectual property arising over the course of the study vests with the grant holder. The grant holder grants Make 2nds Count an irrevocable right to use the information provided in the mid-term Progress Report and Final Report for the purpose of stakeholder engagement.

### **Financial Administration**

It is the responsibility of the host institution to put in place appropriate standards and procedures to manage grant expenditure. You must be able to account for all income and expenditure related to the grant activities. Make 2nds Count is not responsible for any expenditure which exceeds the amount awarded. Any funds which have not been spent by the end of the grant period will be repaid to Make 2nds Count.

Where a grant is used to cover staffing costs associated with grant activities, it may not be used to fund the paid leave entitlements of research staff. The host institution must ensure that staff members receive paid parental or other long-term leave entitlements in accordance with its policies for all employees and should bear the costs of those paid leave entitlements regardless of the fact that the employee's salary is paid from the grant.



## Publicity and Communications

You must consult with Make 2nds Count before the release of any public announcements, press or other media activity concerning the grant. Research staff should be supported to contribute to publicity arising from this research and have an opportunity alongside co-investigators to participate in public facing communications related to this grant.

Research findings should be published or otherwise disseminated in an appropriate forum, in a timely manner. Research staff and patient representatives who contribute to publications should receive appropriate recognition. All publications and presentations of findings should acknowledge the grant funding provided by Make 2nds Count. Branding will be provided which should be included in research presentations and where relevant, patient communications related to Make 2nds Count funded work.

Brief details such as the name of chief investigators (and other key members of the study team), the amount of the award, study name and lay summary may be disclosed by Make 2nds Count for the purposes of publishing details of grants made, e.g. on the website, newsletter, social media and stakeholder reports.

## Research Participants

Grantholders must:

- Take steps to enable patients living in the Devolved Nations to participate or otherwise engage with this work;
- Take steps to encourage people from different minority groups to participate or otherwise engage with this work;
- Protect the rights, interests and safety of all research participants;
- Comply with all relevant UK legislation, including data protection and the duty of confidentiality towards research participants;
- Obtain the necessary ethical approval and consent from participants wishing to be involved in the research;
- Disseminate key findings with research participants at the end of the study.

## UK Clinical Trials Registry

With respect to grants related to clinical trials, relevant information and a link to the database where the trial is registered should be provided to Make 2nds Count so that the listing can be added to the [UK Clinical Trials Registry](#). We are happy to support patient recruitment by signposting on Make 2nds Count social media channels and patient support groups.



## **Patient and Public Engagement**

We encourage grantholders and research staff to carry out activities that allow patients and interested members of the public to engage with research and widen the impact of this work. The host institution should create an environment in which public engagement is valued, recognised and supported. If you are planning a public activity, for example, as part of a science festival, schools outreach or Doors Open Day event, you are expected to inform Make 2nds Count so that we can signpost the opportunity to hear more about this research in the secondary breast cancer community.

Grantholders and their research teams will support research engagement activity led by Make 2nds Count. Participation in research engagement activity should be meaningful and not onerous on any individual member of the research team. Examples of the types of activity you may be invited to contribute to include:

- A brief quote for a blog article
- A photo for a social media awareness day
- A short talk as part of a stakeholder event

Please speak to us if you are interested in other public and patient engagement opportunities with Make 2nds Count.

## **Charity Activity**

We welcome grantholders and research staff who wish to support any of Make 2nds Count's charitable activities such as community support events, patient education and our unique [Patient Trials Advocate service](#), or wish to support us through fundraising challenges and events. You shall inform us if you are planning any fundraising activity in support of Make 2nds Count.