



Humane Slaughter Association

Terms and Conditions for HSA Travel and Training Grants

(these projects/activities include organisation of, and attendance at, seminars, symposia, congresses, meetings and courses, as well as other non-research activities within the HSA remit)

If the project/activities include experimental or other animal work as part of training or a visit to another research laboratory, the [Terms and Conditions for HSA Research Grants](#) also apply.

Use of funds

1. The use of the awarded HSA funds may not be altered from those specified on the application form, and in the grant authorisation from the HSA, without prior written permission of the HSA, and no additional funds will be provided unless the HSA so decides in its absolute discretion.
2. The period of the grant is strictly limited and the tenure of appointment of any persons employed by the host institution for the project/activities covered by the grant must be confined strictly to the period of the grant. If staff are retained beyond this, it is for the host institution's own purposes and at their own expense.
3. For training and visits to research labs other than the applicants own, the host institution is entirely responsible for the training and the safety of the person(s) covered by the HSA travel and training grant. This includes the relevant laws and codes – including anti-harassment policies – under which the training or visit is carried out.
4. All grants are made on the condition that the HSA 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 project/activities carried out under the grant.
5. Any equipment purchased from an HSA grant should be used during the period of the grant only for the activities approved.
6. If additional funding is sought from other sources this must be disclosed to the HSA, and if expenses have been covered by other income, the excess part of the HSA grant must be returned to the HSA.

Financial arrangements

7. 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

8. The HSA is in no way responsible, financially or otherwise, for the expenditure or liabilities arising out of the project/activities other than those specifically listed and defined in the application or approved in further correspondence.

Termination of grants

9. The HSA has the right to revoke or suspend any grant upon failure to observe any of the conditions listed above or specified by the HSA in the offer of a grant.

Reports

10. A Final Report is required within one month of the completion date of the project/activities. This can take the form of a short summary (up to one page) of the achievements relative to those stated in the application, including a brief final financial statement. Additionally, please provide a Brief Account of the project/activities (up to 300 words). This should be in a style aimed at the general public (ie people who do not necessarily have a detailed understanding of animal welfare or the subject area). Appropriate photographs from the project/activities are also appreciated. The HSA may use these reports or photos in HSA communications (such as the Annual Report, Newsletters, or online).

Where the project/activities supported by the HSA results in publication then the HSA's financial support must be acknowledged. This includes (but is not limited to) all publications, presentations, and press-releases.

If an article based on project/activities funded by the HSA is to be published, please send a draft copy of the proposed article to the HSA prior to submission for publication. Please also forward a copy of any publications arising from the project/activities to the HSA on their publication. Reprints of articles arising from project/activities supported or partially supported by the HSA should also be sent to the HSA in due course.

For oral and poster presentations, the HSA should be acknowledged and a copy of the HSA logo displayed. Please also notify the HSA when the project/activities are presented at conferences, meetings or similar venues.

If a press-release based on the project/activities is planned, please liaise with the HSA prior to issuing the release: media@HSA.org.uk.

The HSA is a charity and how we use our funds matters. By reporting on your work, acknowledging the HSA, and informing the HSA of any publications or presentations arising from the project/activities supported by the HSA, you are helping us to gauge the impact of the money awarded and to promote the HSAs charitable objectives – which is ultimately to improve the welfare of animals.

Please note that failure to comply with these conditions may result in the disqualification of the applicant or of their organisation from obtaining grants from the HSA in the future.

General

11. As the HSA 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

12. 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 applications will be kept for seven years (Limitation Act 1980). For the processing and retention of personal data, the HSA adhere to the [Data Protection Act \(2018\)](#). For full details of our privacy statement see www.HSA.org.uk or contact the HSA office.