



NAC Foundation - Terms and Conditions for Funding
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General grant conditions

After a grant application has been awarded in accordance with the evaluation procedure of the NAC Foundation, the following conditions apply. If these conditions are not met, the foundation reserves the right to stop financing or to reclaim the entire amount awarded. The NAC Foundation is not liable for any legal consequences for the employer as a result of the temporary contribution made available by the NAC Foundation. The NAC Foundation reserves the right to change these conditions at any time.

1. Research project

The research project must be carried out in accordance with the approved grant application. Any substantive or practical changes during the project must be submitted in writing to the NAC Foundation for approval. Changes may only be made after written approval of the NAC Foundation.

2. Administration

a. Project leader & correspondence

The main applicant for the grant application is regarded by the NAC Foundation as the project leader and the official contact person for correspondence. All correspondence regarding the project should be sent by the project leader, mentioning the project number assigned by the NAC Foundation.

If the project leader changes employer or employment during the term of the research subsidized by the NAC Foundation, this must be immediately reported to the NAC Foundation in writing. In consultation with the Scientific Advisory Board, it will be assessed whether the grant will be continued. A precondition for this is that the continuity of the research project and the daily supervision of the appointed employee are guaranteed.

b. Duration of the research grant

The research project must start within six months of the date of award, unless otherwise agreed in writing. If this start date is not met, the NAC Foundation has the right to withdraw the grant.

The end date is determined by the start date plus the duration of the project, as described in the grant application. If new employees are appointed during the term of the research project, the end date of the grant period must therefore be taken into account. For changes in the duration of the research project, the project leader must request prior written approval from the NAC Foundation.

c. Reports

Progress report

Every year, the NAC Foundation must receive a brief progress report with the results of the granted research project so far. The NAC Foundation will send you the necessary form for this and state the period within which the report must be submitted. The progress report must contain the following elements:

- A report of the results achieved in the reporting period.
- A short financial report.
- A short layman summary describing the progress of the research.

The progress report will be assessed by the Advisory Board of the NAC Foundation and they will advise the board of the NAC Foundation about the continuation of the grant. In special situations, additional reports can be requested. The NAC Foundation also reserves the right to request information about the implementation and progress of the research at any time, including through working visits.

Mid-term report

Mid-term reporting is requested halfway through the research project. The NAC Foundation will also send you the required form for this and state the period within which the report must be submitted. The midterm report must contain the following components:

- A clear report of the results achieved, embedding of the research and expected results for the future, together with a timetable.
- All publications resulting from the granted research project (articles, poster presentations, etc.).
- A financial report.
- A short layman summary of the progress of the research.

The mid-term report will be assessed by the Advisory Board of the NAC Foundation and they will advise the board of the NAC Foundation about the continuation of the grant. In special situations, additional reports can be requested. The NAC Foundation also reserves the right to request information about the implementation and progress of the research at any time, including through working visits.

Final report

The final report of the research project must be submitted to the NAC Foundation within three months of the set end date. The final report must contain the following elements:

- A clear report of the results achieved, embedding of the research and expected results for the future.



- All publications that the research has produced (articles, poster presentations, etc.).
- A short summary of the study.
- A final financial statement.

The final report will be assessed by the Advisory Board of the NAC Foundation and they will advise the board of the NAC Foundation about payment of the last trench (20%) of the grant.

3. Legal obligations

Research that involves human subjects and/or animals must be submitted for approval to a recognized medical ethical review committee before the start of the project.

Lymph&Co must receive a copy of the relevant approval before making a final decision about financing of the project.

4. Netherlands Code of Conduct for Research Integrity

The NAC Foundation uses the Netherlands Code of Conduct for Research Integrity, drawn up by the Association of Universities in the Netherlands (VSNU), as the guiding principle for its integrity policy. This code contains rules for academic education and research at Dutch universities. The applicant must be familiar with this code of research integrity. This code can be found on the VSNU website.

5. Finances

a. Requested versus granted budget

The final determination of the granted project budget is done by the NAC Foundation at the time of the grant award. It is possible that the amount allocated differs from the amount you requested. Institutional overhead will not be funded. The grant amount to be awarded can never exceed the maximum grant amount set for the particular grant round.

The amount of budget granted will not be increased during the research project. It is the responsibility of the project leader to use the available resources optimally so that the research can be carried out according to plan. If this requires shifts between the budget for personnel and material costs, the fund will generally allow this. The project leader must send a request for any changes in budget to the Scientific Advisory Board.

At the end of the project, the NAC Foundation requests a financial statement showing what the actual amount of the budget spent has been, both for personnel and material costs. It is therefore important that prior permission is obtained for changes in spending.



b. Payments

At the start of the project and subsequently the beginning of each following subsidy year, the NAC Foundation will pay a tranche of the grant. The amount of the annual payment is determined by the NAC Foundation at the start of the grant and is based on the total grant amount awarded. For a 4-year grant, the grant will be paid in four tranches of 20% of the amount granted during the time the project is running. For projects with a different duration, 80% of the grant will be paid in tranches equally divided over the project period. The last tranche of 20% will be paid after the final report and financial report are approved by the Scientific Advisory Board. The Scientific Advisory Board will advise the Board of Lymph&Co about payment of the amount of the fifth tranche. If any budget is not spend on the project, the NAC Foundation reserves

the right to subtract this surplus from the last tranche. In special circumstances, if it is expected for example that expenditures are not evenly spread over the grant period, consultation about the amount and composition of the tranche is possible.

The annual payments depend on the progress of the project. If a requested progress report has not yet been submitted or approved, the annual payments are suspended.

c. Final financial settlement of the project

The final settlement will take place after the grant has ended, after the final report has been submitted by the project leader and approved by the NAC Foundation. If the final report is not approved, the NAC Foundation reserves the right to reclaim part of the grant.

After completion of the research, your institutional accountant must provide a financial statement showing the actual amount of the budget spent and stating that the grant provided has been spent in accordance with the funding conditions. If the financial statement shows that the actual amount of money spent is less than the requested budget, the NAC Foundation may decide to adjust the amount of the final tranche or recover any overpaid amount. It is therefore important that you request written permission from the NAC Foundation for changes in spending.

6. Intellectual property/valorisation

Results generated from the research project are the property of the beneficiary and/or the institution concerned. The owner of the results is free to use them, provided these funding conditions are met. If during the research results may be generated that can be used for industrial or commercial purposes, both during and after the end date of the project, further agreements must be made with the NAC Foundation about the distribution of any income on the basis of the research project. If it is already clear from

the submitted research proposal that valorization is an aspect of the research, these agreements will be made prior to the definitive grant approval.

7. Publications and publicity

a. Scientific publications

The results of the study should be published in the usual internationally accessible manner. The NAC Foundation considers it important that information about research funded by the foundation is accessible to scientists and donors. That is why the NAC Foundation strives for 100% Open Access.

The scientific publications must be sent along with the progress report(s) and the final report. Only publications in which direct results of the research are published (i.e. no reviews or chapters in books) apply to determining the scientific research output. Scientific publications prior to the grant award date are not counted as scientific output of the granted research.

All scientific presentations and publications (including dissertations and posters) about the research must mention the financial support of the NAC Foundation (including project number).

Publicity statements (such as press releases, radio and television interviews), by the researcher or the institution where the research is being conducted, about (results from) the research subsidized by the NAC Foundation will be announced in advance by the project leader. Any publicity statement from the researchers or institution itself should mention the support of the NAC Foundation.

b. Publicity by the NAC Foundation

The NAC Foundation has the right to use the granted research and resulting results for publicity, information and or fundraising activities. The researchers involved will cooperate in these activities upon request.

Project leaders are requested to inform the foundation in time about promotions, reports and publications, so that the NAC Foundation can anticipate this in its communications.

8. Suspension or termination of the grant/ sanction

The NAC Foundation is entitled to suspend or terminate the payment of the grant and/or to impose a financial penalty. Payments already made can be recovered. Reasons for the NAC Foundation to proceed to this are:

- the fund believes that the research described in the grant application is insufficient or the research is not conducted in accordance with the research application;



- the progress or final report on the research does not meet the standards;
- the final result of the research is insufficient;
- the obligations associated with the grant are or have not been met.

9. Signature for agreement

Director of the institute/ head of the department:

Name and initials:

Date:

Signature:

Project leader:

Name and initials:

Date:

Signature: