

Royal Academy of Engineering  
Prince Philip House  
3 Carlton House Terrace  
London  
SW1Y 5DG

«ContactTitle» «ContactFullName»  
«ContactStreetAddress1»  
«ContactStreetAddress2»  
«ContactCity»  
«ContactPostCode»  
«ContactCountry»  
Our ref: «REFERENCE»

{Date}

«FUNDTYPENAME» Letter of Offer

Dear «ContactTitle» «ContactLastName»,

The Royal Academy of Engineering (the "Academy") is delighted to confirm the success of your application to «FundTypeName».

The Academy's charitable mission is to deliver public benefit through engineering excellence. We work with our Recipients to achieve that mission and use the power of engineering and technology to build a sustainable society and an inclusive economy that works for everyone.

In the face of complex, evolving, and interconnected global challenges, we need engineers and technicians more than ever. In everything we do, we are guided by our [values](#):

- Progressive leadership
- Diversity and inclusion
- Excellence everywhere
- Collaboration first
- Creativity and innovation

In the spirit of those values, and with our funding awarded in accordance with our charitable mission, please see below your Letter of Offer details.

## 1. Award Details:

Recipient: «ContactTitle» «ContactFullName»

CoApplicant: {CoApplicantNameAndTitle}

Host Organisation: «OrganisationName»

Partner Organisation: {PresentEmployerCoApplicant}

Country/Territory: {ResearchProposalCountry}

Project Title: «ProjectName»

Start Date: «StartDate»

End Date: «EndDate»

Duration: {Duration}

Award Value: «AmountAwarded»

Funder: {Funder}

## 2. The Grant Agreement

The Grant Agreement, stipulating the terms and conditions of the Award, consists of the following documents:

- This Letter of Offer;
- The Conditions of Award {for Research, Development, and Innovation Grants/for Basic Grants} (attached to this Letter of Offer);
- The [Royal Academy of Engineering Policy and Position Statements](#); and
- {Appendix X}
- {Appendix Y Additional term}

Where there is any inconsistency between any provisions contained within the documents above, priority should be given in the order of the list of documents above.

Except where otherwise defined in this Letter of Offer, any terms defined in this Letter of Offer shall have the same meaning in the Conditions of Award, Appendices, and Policy and Position Statements.

The Award is conditional in all respects upon the formal acceptance of the Grant Agreement.

## 3. Value and use of Award

The Academy would like to provide an award of «AmountAwarded» (the "Award") to «ContactFullName» (the Recipient) as part of «FUNDTYPENAME» to {insert objectives of the Scheme}. References to "you" or "your" refer to the Recipient. The Award is granted to enable you to support these objectives and must be used for the delivery of those Permitted Activities set out below and no other purposes.

The Permitted Activities shall include (and be limited to) those detailed in the Grant Application «REFERENCE», submitted «DateSubmitted» and found on the Academy's [Application portal](#) or otherwise confirmed in writing by the Academy.

The Award is cash-limited and no supplementary funding will be provided by the Academy.

#### 4. Start date and duration of the Award

Your award will commence on «StartDate» and is scheduled to end on «EndDate»

#### 5. Payment of Award

Subject to the submission of the reporting detailed below and compliance with all required Permitted Activities and obligations, the Academy will process payments to the {Recipient/Host Organisation} for the following amounts on the dates shown.

Payment will be made against the banking details provided by the {Recipient/Host Organisation} and should arrive in your/their bank account within two weeks of the payment being processed. It is the {Recipient's/Host Organisation's} responsibility to inform the Academy immediately if the banking details change during the Award period.

Payment	Reference	Date	Value	Pre-requisite Reports, outputs or conditions
«TableStart:Table3»«Description»	«InvoiceNumber»	«DateInvoice»	«Value» «TableEnd:Table3»	«TableStart:Table2» «Condition»«TableEnd:Table2»
<b>Total</b>	«AMOUNTAWARDED»			

#### 6. Reporting

You must submit reports and Financial Statements on the dates specified below via our [Grant Management System](#), please reach out to your Academy contact if you require assistance prior to the submissions date.

Report	Date
«TableStart:Table5»«Title»	«DueDate»«TableEnd:Table5»

#### 7. «FundTypeName» requirements (if relevant)

In order to achieve the objectives of «FundTypeName» as a Recipient of the Award you are required;

- {To attend formal review meetings every two years with your wider project team}
- {To engage with the training programme, attending a minimum of two trainings per year}
- {To establish a new start-up or spin-out company with the primary purpose of fulfilling the Grant Activities}
- {To attend quarterly meetings with a Mentor appointed by the Academy}
- {To comply with the Enterprise Hub Code of Conduct}
- {To ensure a collaboration agreement is in place with all project partners by X}
- {Add other required activities}

The Recipient is also entitled;

- to take maternity, parental, paternity, or adoptive leave in accordance with the terms and conditions of your contract of employment. The Academy will extend the duration of the Award to account for the leave taken and adjust the Payment and Reporting schedules accordingly.

#### 8. Award title (if relevant)

The Award (and Recipient) should be referred to as {insert title} and this title should be used, in conjunction with any honorary title conferred by your Host Organisation, for the duration of the Award.

#### 9. Promotion of the Award

During the Award Period, you are asked to acknowledge clearly in all communications and publications the Royal Academy of Engineering and {FUNDER} in the following form (or such other form as the Academy has approved in writing):

“«ProjectName» was supported by {FUNDER} and the Royal Academy of Engineering under the «FundTypeName» scheme”.

#### 10. Change requests

The Academy recognises that creativity and innovation can result in plans changing and aim to provide flexibility to Recipients. As detailed in the attached Terms and Conditions, we are open to discussing requests for changes to both Permitted Activities and the Award Period. No Cost Extensions on the «FundTypeName» scheme will not be permitted beyond {Date}.

### 11. Subsidy control (if relevant)

The Academy intends that the Award complies with all Subsidy Control laws on the basis that [a. the Grant Activities are not economic activities and do not give a specific advantage to one or more enterprises. You must take all reasonable steps to maintain this position and to assist the Academy to comply with the requirements of Subsidy Control laws and must cooperate with any investigations under Subsidy Control laws.

OR

b. The Award is offered as a permitted subsidy or subsidy exemption under the terms of Subsidy Control laws, {insert route} and all requirements and obligations to maintain this position and to assist the Academy to comply with the requirements of the Subsidy Control laws as detailed in {Appendix X}.

The Academy will immediately stop future payments of the Award and may require repayment of some or all of the Award if Subsidy Control or state aid laws so require for the funding to be compliant.

### 12. Data Sharing with partners and funders

As part of our agreement with our funders and partners (or their representatives), the personal data you provide in your application, subsequent reports, and financial statements will be used in accordance with the [Academy's Policy and Position Statements](#).

The Academy may also publish basic details of successful awards on its websites and other publicly available databases, and in reports, documents and mailing lists. If you have any questions regarding the way we use your personal information you may contact the Compliance Manager at [cm@raeng.org.uk](mailto:cm@raeng.org.uk).

### 13. Engagement with the Academy

Your award will be administered by the Royal Academy of Engineering and your programme manager is «CaseOfficer» «CaseOfficerEmail».

{As part of our valuable Awardee Excellence Community, both during and after your award, the Academy will invite you to participate in our wider activities to promote engineering in society and fulfil the objectives of the} «FundTypeName».

{In addition, as a recipient of an Enterprise Hub award, you will become part of our valued community of Hub Members. Through our Ecosystem team, we will continue to support you beyond the duration of your award, with

events, activities, connections and offers that are tailored to your particular needs}.

#### 14. Acceptance

If you would like to accept this Grant Agreement, you or another duly authorized representative are required to accept this offer within 1 week of the offer being issued by countersigning below.

Please notify the Academy in writing at the earliest opportunity should you decline this offer of award.

Finally, I would like to offer you our congratulations and gratitude for your commitment to the field of engineering and wish you every success.

Sincerely,

{Approver signature}

{Approver name}

{Approver title}

#### Grant Offer Acceptance (Recipient signature)

I confirm acceptance of the conditions set out or referred to in this Grant Agreement.

#### Grant Offer Acceptance (Host Organisation signature)

I confirm, for and on behalf of «OrganisationName», the agreement of the «OrganisationName» to the conditions set out or referred to in the Grant Agreement , and that I have the authority to sign on behalf of, and bind, «OrganisationName».

Position: .....

For and on behalf of the «OrganisationName»