

The University of Edinburgh

Campus Innovation Account Award 2026-2027 (CIAA) Guidance Notes

Introduction

The University of Edinburgh (the “University”) through its Roslin Institute and the Roslin Innovation Centre on the Easter Bush Campus, is strategically partnered as a UKRI Research and Innovation Campus. The Easter Bush Campus is part of a wider, interconnected and collaborative system of UKRI, helping achieve UKRI’s mission to build a thriving, inclusive research and innovation system that connects discovery to prosperity and public good.

The University, through its Roslin Innovation Centre Development Board, is a recipient of a UKRI BBSRC Campus Impact Acceleration Account award, which aims to create/develop connectivity and support new innovation activities to grow the development of new and existing collaborations across the BBSRC Campus and Institute network.

The BBSRC Campus and Institute network is defined as the collective group of Research and Innovation Campuses (Babraham Research Campus, Rothamsted Enterprises, Easter Bush Campus, AberInnovation, and Norwich Research Park), and the 8 Strategically Funded Institutes (The Pirbright Institute, Earlham Institute, John Innes Centre, Babraham Institute, Roslin Institute, Rothamsted Research, Quadram Institute, and IBERS).

The Campus Innovation Account Award (the “CIAA”) will be awarded by the University, managed by the Roslin Innovation Centre and acting through the CIAA Review Board through an open call competition using the Application Form which accompanies these Guidance Notes.

Applicants should note that any CIAA award issued by the University to any successful applicants will be subject to:

- the applicant’s acceptance of the terms and conditions set out in the award letter (incorporated within these Guidance Notes as Appendix 3) which shall include a requirement to comply with the UKRI BBSRC Campus Impact Accelerator Account award terms and conditions and the UKRI FEC Grants – standard terms and conditions of the grant <https://www.ukri.org/publications/terms-and-conditions-for-research-grants/>; and
- where the Project described within the Application Form is:
 - a collaboration between a business organisation and the University of Edinburgh, the applicant’s acceptance of the terms of the University’s CIAA Collaboration Agreement attached as Appendix 2 to the Application Form; or
 - in relation to consultancy services to be provided by the University of Edinburgh, the applicant entering into a consultancy agreement on terms acceptable to the University of Edinburgh; or
 - in relation to services to be provided by the University of Edinburgh, the applicant entering into a services agreement on terms acceptable to the University of Edinburgh; or
 - in relation to access to, and use of, the University of Edinburgh’s facilities, the applicant entering into a facility access agreement on terms acceptable to the University of Edinburgh.

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Overall aim of the CIAA

The CIAA is aimed at supporting a range of activities to create/develop connectivity and support new innovation activities to grow the development of new and existing collaborations and access to facilities, services and consultancy services across the BBSRC Campus and Institute network.

Funding is available to support BBSRC campus-based tenant/member businesses, participants of campus-based accelerator programmes and bioscience researchers from BBSRC Strategically Funded Institutes to innovate through a diverse portfolio of activities, which aim to address the following **Key Objectives**:

- Create opportunities for businesses to access the academic research and innovation capability both within and across the BBSRC Campus and Institute network.
- Stimulate collaborative opportunities for innovation through development of market led design, proof-of-concept activities, skills and training (including secondments), translational research etc.
- Provide/facilitate access for new early-stage businesses to be established on appropriate BBSRC Campuses and Institutes to develop a critical mass of bioscience innovation.

Application Form Submission Requirements

The Project Start Date shall be no earlier than 1st November 2026.

Where an application is being made by a group of more than one eligible applicant including a business:

- The Application Form must be completed and submitted by one applicant as Lead Applicant on behalf of the Lead Applicant and all co-applicants (the “**Co-Applicants**”).
- The Application Form should provide full details of the Lead Applicant and each Co-Applicant, including:
 - Clarification on the extent of the Lead Applicant's and each Co-Applicant's involvement in the Project.
 - A break-down of the Project Costs and total value of funds requested from the CIAA for the Lead Applicant and each Co-Applicant.
 - Confirmation of the match funding (cash and/or in-kind) being provided by each Lead Applicant or Co-Applicant and, where match funding is provided in-kind, confirmation of how that in-kind match funding value was calculated must be provided. Businesses should note that the business(es) value of match funding must have a minimum leverage of 50% of the Total Project Cost and that, if the application is successful, the business(es) will require to provide demonstrable evidence of the value of the match-funding expended in relation to the Project

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as part of the financial reporting process. No changes to the value, source or allocation of match-funding may be made after award without obtaining the prior approval of the University by emailing RIC.Director@ed.ac.uk.

Where an application is being made as a collaborative research and development project between a business and another business only:

- Businesses should discuss their applications with the Roslin Innovation Centre's Director (RIC.Director@ed.ac.uk) in advance of submission of the Application Form.

Where an application is being made as a collaborative research and development project between a business and the University:

- In advance of submission of the Application Form:
 - the academic project cost must be generated and approved by the appropriate University finance team via the academic lead. Applications should be costed on the basis of 100% directly incurred and allocated costs for academic institutions and in line with eligible project costs as described in the relevant section below; and
 - for applications being made by Easter Bush academics concept notes are required to be submitted and approved.
 - Academics based at Easter Bush campus should discuss their applications with the business development team (EBCampusBD@ei.ed.ac.uk) and the Roslin Innovation Centre's Director (RIC.Director@ed.ac.uk) prior to submission.
 - Academics based elsewhere in the University should follow their local school processes and liaise closely with their Business Development support and Roslin Innovation Centre's Director (RIC.Director@ed.ac.uk) prior to submission
- In line with the University of Edinburgh's staff Intellectual Property (IP) policy for collaborative research projects, any foreground IP:
 - generated solely by the University will be owned by the University;
 - which is jointly generated will be jointly owned by the generating parties; and
 - which is generated solely by the business will be owned by the business.
- The Lead Applicant and all Collaborators (as listed within the submitted Application Form), will be required to enter into a Collaboration Agreement on the terms specified within the CIAA Collaboration Agreement attached as Appendix 2 to the Application Form ("CIAA Collaboration Agreement"). Any award of funding made is subject to the acceptance of the CIAA Collaboration Agreement. Therefore, if the Lead Applicant or any of the Collaborators has any concerns in relation to the terms of the CIAA Collaboration Agreement, these must be raised with the Easter Bush BD team ((EBCampus@ei.ed.ac.uk) **prior to the submission of the Application Form**. Any

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non-acceptance of the terms of the CIAA Collaboration Agreement raised by the Lead Applicant or any of the Collaborators after the submission date may lead to an Award Letter being withdrawn. A signed CIAA Collaboration Agreement must be in place prior to the Project Start Date (other than in exceptional circumstances as may be determined by the University at the University's sole discretion).

Where an application is being made by a business for requested use of the University's facilities, services or consultancy only:

- please contact the business development team (EBCampusBD@ei.ed.ac.uk) and the Roslin Innovation Centre's Director (RIC.Director@ed.ac.uk) in advance of submission of an Application Form to obtain the costings, together with the confirmation of the applicable terms, that shall apply in relation thereto.

Submission of the Application Form

The completed Application Form and any associated documents should be emailed as a PDF to RIC.Director@ed.ac.uk.

Any Application Forms received after the close dates for each open call stated within the Application Form will not be taken forward to assessment. **The closing date for this call is MIDDAY 7th September 2026.**

The Project Start Date shall be no earlier than 1st November 2026.

Projects to which CIAA funding is awarded must be completed by the **Project End Date which should be no later than 31st March 2027.**

Eligible Applicants

For an organisation to be eligible to receive CIAA funding they must be:

- a current tenant/member business based on campus; or
- successful applicants of campus-based or UoE accelerator/venture builder programmes or equivalent approved schemes (including student Entrepreneurship programmes) ; or
- a BBSRC strategically funded Institute.

The primary recipient and beneficiary of funding awarded through the CIAA must work in the life/bio sector or fall within [BBSRC's remit](https://www.ukri.org/councils/bbsrc/remit-programmes-and-priorities/) - <https://www.ukri.org/councils/bbsrc/remit-programmes-and-priorities/>.

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The Lead Applicant must notify the University of any changes to its (or any Co-Applicant(s)) constitution, legal form, membership structure (if applicable) or ownership, including those that might affect the Lead Applicant's and/or Co-Applicant(s) eligibility to hold the Grant, or to deliver the Project or any other changes which affect the Lead Applicant's and/or Co-Applicant(s) ability to comply with the CIAA Terms and Conditions (as set out in Appendix 3).

Eligible Projects

The CIAA will support project applications that stimulate innovation for business growth and deliver on the overall Key Objectives. This may include, but shall not limited to, the following activities:

- To provide the ability to undertake collaborative research and development work, which can include early-stage proof of principle/concept testing between any BBSRC Campus and Institute network business tenant/member. From an Easter Bush Campus perspective this includes collaborative R&D projects between:
 - o Business tenants/members located on the Easter Bush Campus and academic researchers based on the Easter Bush Campus (or wider University) and/or within any other campus or institute within the BBSRC Campus and Institute network.
 - o Academics researchers located at the Easter Bush Campus (or wider University) and business tenants/members based on the Easter Bush Campus and/or any other campus or institute within the BBSRC Campus and Institute network.
 - o Business tenants/members located on the Easter Bush Campus or/and business tenants/members located within any other BBSRC Campus and Institute network or UKRI Research and Innovation Campus (Harwell and Daresbury) (the “UKRI Campus”).
- Academic (including PhD students/technicians) placements with business tenants/members located on the Easter Bush Campus, within any other BBSRC Campus and Institute network.
- Access to academic capability, expertise and skills:
 - o At Easter Bush Campus (or wider University) for any spin-out company established through the BBSRC Institutes or wider UKRI supported research organisations.
 - o At Easter Bush Campus for participants of campus or university accelerator programmes, including student Entrepreneurship programmes .
 - o At Easter Bush Campus from any other campus or institute within the BBSRC Campus and Institute network and/or any other UKRI Campus.
- Collaborative activities between business tenants/members :
 - o Located at any other campus within the BBSRC Campus and Institute network.
 - o Based at the same or any other campus within the BBSRC Campus and Institute network and/or any other UKRI Campus.
- Access to academic facilities including, but not limited to:

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- Allowing businesses to undertake pilots using campus facilities (and wider University facilities) as well as facilities within the BBSRC Campus and Institute network, in order to using new equipment/ technology new to them and understand-explore how it can support their current-future needs. A list of eligible facilities can be found here: [Services | Roslin Innovation Centre](#)

Out of scope activities

Certain activities will be considered to be out of scope and will not be funded through the CIAA, including:

- Collaborative projects between an Easter Bush Campus based tenant/member and a business based off-site, unless the said business is based on another campus within the BBSRC Campus and Institute network and/or any other UKRI Campus.
- Patent or other IPR/legal costs (for example licensing agreements and the establishment of spin out companies).
- Supplementing staff salary (excluding staff-time devoted to a specific project or activity).
- Depreciation on equipment or facilities.
- Lease costs of property for any business tenant/member
- Time preparing the proposals.
- Commercially available activities or services which support company/business development (rather than innovation development).
- Whilst CIAA-specific events and workshops would be permitted, general science communication (outreach) or other public engagement activities will not be supported.

Funding Requirements and Eligible Project Costs

Requested Project costs must be eligible Project Costs, directly incurred for the Project to which the CIAA funding is awarded and only that Project and supported by an auditable record. Costs are only eligible if they are incurred between the agreed Project Start Date and the agreed Project End Date. All Projects must be concluded and all funds must be spent by no later than **28th February 2027**. Payment of the award will be made by the University after the Project is complete and the final report has been received. No extension can be offered. Claims may be subject to independent audit. Any funding which has not been spent in this duration will be required to be returned.

Applicants should note that any CIAA awards made will be inclusive of any value added taxes and that grant funds will not include a provision for inflation.

The maximum amount of CIAA award that will be awarded to successful applicants **will not exceed £30,000 for the period to 28 February 2027**, there is no scope for carrying forward the spend beyond this date.

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For funding made directly to an academic institution, 100% directly incurred and directly allocated Project Costs can be claimed, including staff time, travel and subsistence.

For any projects where funding is made directly to business and not to an academic institution, such business(es) shall be awarded 50% of the Project Costs up to a cap of £30,000. Such business will be expected to have matched funding for 50% of the total Project Costs (cash and/or in kind) for Projects which have a total Project value not exceeding £60,000. Projects with a total Project value exceeding £60,000 shall receive no more than £30,000 from the CIAA award and the successful business(es) shall be required to meet the balance of such Project value in excess of £60,000. Eligible financial matched funding includes: private sector owners', partners', directors' and personal funds. Ineligible financial matched funding includes: funds sourced from other award funding, grant or competition, costs already incurred, loans or overdraft facilities which have been committed to cover previous expenditure and potential future profits.

For the avoidance of doubt, the value of any award of CIAA funding made to a single business will not exceed £30k (exclusive of any matched/leveraged contribution) for the period to 28 February 2027. As such, a business is able to submit either (i) multiple project applications within the open call(s), subject to the total amount of funding awarded to it during the period to 28 February 2026 being capped at £30k; or (ii) a project application within an open call for any one Project with a Project value of >£60,000 which shall have a £30,000 cap on funding awarded from the CIAA account.

Eligible Costs may include:

- Support of staffing costs as follows: the payroll costs of all staff, full or part-time, who work on the Project and whose time can be supported by a full audit trail.
- Travel and subsistence cost for journeys that are an essential part of the Project and are directly related to the Project.
- Consumables.
- Specialist publications such as technical reports.
- Field work/fees.
- Access costs for research infrastructures.
- Consultancy fees incurred through the BBSRC Strategically Funded Institutes.
- Applicants are permitted to request small items of equipment providing they are essential to support the delivery of the Project.

The grant **MUST NOT** be used to support:

- Patent costs, and other intellectual property rights costs such as those relating to any licensing agreement(s) and establishment of any spin-out company/ies.
- Redundancy costs for staff.
- Depreciation on equipment or facilities.
- Lease costs of property for business tenant
- Time preparing the proposal.
- Science communication activities such as conferences, seminars or similar events.

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- Generic training activities or consultancy activities which are readily available from the open market.

The maximum amount of CIAA award that will be awarded will not exceed £30,000 for the period to 28 February 2027, there is no scope for carrying forward the spend beyond this date.

Subsidy Control

CIAA Awards must be managed within the Minimum Financial Assistance (MFA) provision within the Subsidy Control Act 2022.

The MFA is a financial threshold providing that no successful applicant can receive more than £315,000 over the applicable period. The applicable period is:

- the elapsed part of the current financial year (i.e., from 1 April 2026); and
- the two financial years immediately preceding the current financial year.

For the purposes of the MFA, the successful applicant should take each of the following into account during the current and previous two financial years:

- MFA;
- SPEI assistance;
- aid given under the EU State aid de minimis regulations either before the end of the implementation period of 31 December 2020 or after this date, if by virtue of the Northern Ireland Protocol; and
- subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement after the end of the implementation period but prior to 4 January 2023, being the date upon which section 36 of the Subsidy Control Act 2022 came into effect.

The responsibility for managing compliance with the Subsidy Control Act 2022 will reside with the individual businesses being supported through the CIAA. The successful applicant must ensure at all times that the CIAA award funding awarded to them is compliant with the Subsidy Control Act 2022. The Lead Applicant (if a non-University of Edinburgh party) and each Co-Applicant who are a non-University of Edinburgh party must complete and sign the Subsidy Control Notification forming Appendix 1 of the Application Form.

As part of the Award Letter, the University shall issue the successful applicants with a MFA confirmation which shall confirm that the subsidy is given as MFA, the date on which it is given, and the gross value amount of the assistance being provided through the CIAA award.

Acceptance of the CIAA Project funds

Any successful applicant(s) receiving a CIAA award will be issued with an award letter which shall require the successful applicant(s) to complete and sign the accompanying award acceptance by the date specified within the award letter. This award letter will recognise that

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the successful applicant(s) acknowledge and accept the standard UKRI terms and conditions - [Terms and conditions for research grants – UKRI](#) and the CIAA award terms and conditions which are attached to these Guidance Notes as Appendix 3. By accepting the CIAA award, you agree to honour the grant terms and conditions as stated.

The Freedom of Information (Scotland) Act (2002) and the Environmental Information (Scotland) Regulations (2004)

The University is subject to the Freedom of Information (Scotland) Act (2002) and the Environmental Information (Scotland) Regulations (2004) (as amended from time to time) and may be required to release grant information on request, subject to appropriate exemptions.

Data Protection

Data Protection Laws give individuals the right to see personal information held about themselves by the University.

The University complies with the requirements of the Data Protection Laws with regard to the collection, storage, processing and disclosure of personal information and is committed to upholding the core data protection principles of the Data Protection Laws.

For further information regarding how the University processes your personal data and how to exercise your rights, please see our privacy statement forming Appendix 2 of this Guidance Note.

Publicity

Successful Projects, along with successful applicant(s) details, may be listed on the University's website and in other relevant publicity, with a non-confidential lay summary outlining the work proposed. The University will use information provided in the application for processing the application, the CIAA award, and for payment, maintenance and review of the grant. Copies of applications will also be made available to the TCB and the Roslin Innovation Centre Development Board who will use information provided for reviewing the proposal and post-award administration. The University may choose to publish details of CIAA awards, successful applicants, and information about successful Projects.

CIAA funding is derived from a BBSRC UKRI award, therefore to meet the BBSRC UKRI obligations for public accountability and the dissemination of information, non-confidential details of CIAA awards may also be made available on the BBSRC UKRI's website and other publicly available databases, and in reports, documents and mailing lists.

Further information

Details relating to facilities available at the Easter Bush Campus, wider University and wider BBSRC Campuses can be obtained from [Services | Roslin Innovation Centre](#).

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Links to the Non-EBC BBSRC Strategically Funded Institutes, BBSRC-Associated Campuses and Other UKRI Research and Innovation Campuses:-

- [Norwich Research Park](#), home to [John Innes Centre](#), [Earlham Institute](#), [Quadram Institute](#).
- Rothamsted Campus ([Rothamsted Enterprises](#)), home to [Rothamsted Research](#).
- Aberystwyth Innovation and Enterprise Campus ([AberInnovation](#)), home to Institute of Biological, Environmental and Rural Sciences ([IBERS](#)), at Aberystwyth University.
- [Babraham Research campus](#), home to [Babraham Institute](#).
- [The Pirbright Institute](#).
- [Harwell Science and Innovation Campus, Oxfordshire, UK](#) (harwellcampus.com)Homepage - Sci-Tech Daresbury home to Harwell - [Diamond Light Source](#)



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Expense Details					Cost			Date of Payments		
Date	Expense Type	Supplier	Ref:	Details	Net	VAT	Gross	Date Supplier Paid	Date <i>University</i> Claim Submitted	Date Claim Paid by <i>Universit y</i>

Please attach copies of appropriate evidence justifying the claim as required for all expenditure listed above.

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APPENDIX 2: PRIVACY STATEMENT

Information about you: how we use it and with whom we share it

The information you provide will be held and used by the University to assess your application for funding, for processing any CIAA award that we may make to you and for payment, maintenance and post award administration of any CIAA award made to you.

We may collect and use the following personal information about you: your name and contact information, including email address, telephone number and academic institution details.

To meet our contractual obligations to you, the University is using this information about you: (i) because it is necessary as part of its assessment of your application for funding; (ii) for processing any CIAA award we may make to you; and (iii) for payment, maintenance and post award administration of any CIAA award made to you.

Information about you will be shared with the UKRI and the Biotechnology and Biological Sciences Research Council, where required in accordance with their terms and conditions which attach to the UKRI BBSRC Campus Impact Acceleration Account Phase 2 awarded to the University from which this CIAA award is funded, and with members of the TCB and Roslin Innovation Centre Development Board and external reviewers, all as part of the review process of applications for funding.

The University will hold your personal information in accordance with the following retention schedule, upon the expiry of which we will destroy your personal information.

Unsuccessful grant applicants : application forms, review notes, correspondence and related papers, including notes from all members of the TCB and Roslin Innovation Centre Development Board who review application forms	6 months	After completion of the specific funding call
Successful grant applicants: application form, offer and acceptance letters, financial reports, scientific reports, correspondence and papers related to the Project and/or CIAA award	5 years	After completion or termination of the Project funded by the CIAA award

We do not use profiling or automated decision-making processes. Some processes are semi-automated (such as anti-fraud data matching) but a human decision maker will always be involved before any decision is reached in relation to you.

The University will only transfer data to countries outside the EEA when satisfied that both the party which handles the data and the country it is processing it in provide adequate safeguards for personal privacy. Details of such transfers and safeguards are on our website.



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If you have any questions, please contact RIC.Director@ed.ac.uk and cc: EBcampusBD@ei.ed.ac.uk

This Privacy Statement is continued at: [Continued privacy notice | The University of Edinburgh](#)

(This part is available on the University of Edinburgh website)

Data controller and contact details

For data collected under this privacy notice, the University is the Controller (as that term is defined in the UK General Data Protection Regulation and the Data Protection Act 2018), registered with the Information Commissioner's Office, Registration Number Z6426984.

You can contact our Data Protection Officer at dpo@ed.ac.uk. Our data protection policy is on our website at <https://www.ed.ac.uk/data-protection/data-protection-policy>

Data sharing

In addition to the primary purposes, we are also legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

Your rights

You have the right to request access to, copies of and rectification or (in some cases) erasure of personal data held by the University and can request that we restrict processing or object to processing as well as (in some cases) the right to data portability (i.e. the right to ask us to put your data into a format that it can be transferred easily to a different organisation). If you wish to make use of one of these rights, please email your local contact.

If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. To withdraw consent, please email your local contact, who will explain the consequences of doing so in any particular case and initiate proceedings for withdrawing consent.

If you feel that the University has not handled your data in accordance with the law or did not answer a subject rights request appropriately, you have the right to make a complaint. Please fill in the complaints form and submit it to the Data Protection Officer.

Complaints Form

Found at: <https://data-protection.ed.ac.uk/breach-procedure>

If you then feel that your concerns are still not adequately addressed, you may lodge a complaint with the Information Commissioner's Office (ICO). Guidance on how to lodge a complaint with the ICO can be found here:

[Guidance on how to make a complaint to the UK Information Commissioner's Office](#)

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APPENDIX 3: CIAA TERMS AND CONDITIONS

For the purposes of this Appendix 3 (CIAA Terms and Conditions), the Award Letter, the Terms and Conditions in the Appendix to the Award Letter, the Annexes to the Award Letter which shall include the MFA Confirmation and your signed Offer Award Acceptance Form shall constitute the contract between us in respect of the CIAA award (the “**Contract**”).

The CIAA award is subject to the Lead Applicant’s and each Co-Applicant’s (each the “**Grant Holder**”) acceptance of the following terms and conditions:

CIAA 1. UKRI BBSRC Campus Impact Acceleration Account additional terms and conditions

Except where specified below, the following Research Grant Terms and Conditions (RGC) apply: <https://www.ukri.org/publications/terms-and-conditions-for-research-grants/>.

CIAA 2 Project funding

CIAA 2.1 For the purposes of these terms and conditions this CIAA award will be awarded on the basis of a research grant, but costed and funded on the basis of 100% directly incurred and allocated costs for academic institutions.

CIAA 2.2 CIAA award funds that are made directly to any campus based business tenants/members must be match funded by 50% (cash and/or in-kind) for Projects which have a total Project value not exceeding £60,000. Projects with a total Project value exceeding £60,000 shall receive no more than £30,000 as a CIAA award and the business awardee shall be required to meet the balance of any such Project value in excess of £60,000. Eligible financial matched funding includes: private sector owners’, partners’, directors’ and personal funds. Ineligible financial matched funding includes: funds sourced from other award funding, grant or competition, costs already incurred, loans or overdraft facilities which have been committed to cover previous expenditure and potential future profits.

CIAA 2.3 The CIAA award will not include a provision for inflation.

CIAA 3 Start date of the CIAA award

Notwithstanding RGC 5.2, this CIAA award must be activated by the Project Start Date to be agreed in accordance with the Award Letter.

CIAA 4 Duration of the CIAA award

Notwithstanding RGC 6, this CIAA award has a fixed duration and will not normally be extended. Unless specifically agreed by the University and the University’s funder, UKRI

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BBSRC, the CIAA award will end and funds must be spent by the Project End Date stipulated in the Award Letter.

CIAA award extensions will only be considered under exceptional circumstances (in line with the Equality Act 2010) and will require the University and the UKRI BBSRC's agreement on a case-by-case basis. The Grant Holder remains responsible for compliance with the terms of the Equality Act 2010 including any subsequent amendments introduced while work is in progress; and for ensuring that the requirements of RGC 3.4 Equality, Diversity and Inclusion are met.

CIAA 5 Use of Funds

CIAA 5.1 Funds must be expended in accordance with the scope and objectives for the CIAA set out in the Guidance Notes issued with the Application Form, in particular:

- The value of any award made through the CIAA made to a single business shall not exceed £30k per financial year, exclusive of any matched/leveraged contribution.
- The primary recipient and beneficiary of funding awarded through the CIAA must work in the life/bio science sector or fall within BBSRC's remit - <https://www.ukri.org/councils/bbsrc/remit-programmes-and-priorities/>.
- Supported collaborative activities can take place within a single campus, or involve partners located at other campuses or institutes within the BBSRC Campus and Institute network and/or other UKRI Research and Innovation campuses.

Expenditure should be directly incurred for the Project and only that Project and supported by an auditable record. Eligible Costs must be incurred and paid between the Project Start Date and the Project End Date. Any funding which has not been spent in this duration will be required to be returned. Claims may be subject to an independent audit.

The CIAA award will only be used to fund the Project and aims set out by the Grant Holder in the Application Form, subject to any specific changes made within the Contract. If the spending has not been made in accordance with the Project as specified, the CIAA award may be reclaimed by the University.

CIAA 5.2 The CIAA award may be used to support the following:

Direct Project Costs:

For funding made directly to an academic institution, 100% directly incurred and directly allocated Project costs can be claimed, including staff time, travel and subsistence.

Any projects where funding is made directly to business must have a minimum leverage of 50% (cash and/or in kind) of the total overall project cost. CIAA Awards must be managed within the Minimum Financial Assistance (MFA) provision within the Subsidy Control Act 2022. Any Grant Holder who is a business must ensure that at all times that the CIAA award funding

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awarded to any Grant Holder who is a business is compliant with the Subsidy Control Act 2022. The responsibility for managing compliance with the Subsidy Control Act 2022 will reside with the Grant Holder being supported through the CIAA award.

The CIAA award can be used to support staffing costs as follows: the payroll costs of all staff, full or part-time, who work on the Project, and whose time can be supported by a full audit trail may be included.

Travel and subsistence costs for journeys that are an essential part of the Project and are directly related to the Project can be claimed as a direct cost.

Other Eligible Costs include, for example:

- Consumables.
- Specialist publications such as technical reports.
- Field work / fees.
- Access costs for research infrastructures.
- Consultancy fees incurred through the BBSRC Strategically Funded Institutes.
- Applicants are permitted to request small items of equipment, providing they are essential to support the delivery of the Project.

The CIAA award may not be used to support:

- Patent costs, and other IPR costs such as those relating to licensing agreements and the establishment of spin out companies.
- Redundancy costs for staff.
- Depreciation on equipment or facilities.
- Time preparing the proposals.
- Science communication activities such as conferences, seminars or similar events.
- Generic training or consultancy activities which are readily available on the open market.

CIAA 6 Transfers of Funds between Fund Headings

Notwithstanding RGC 4.4, the CIAA award can be used to fund both directly incurred and directly allocated costs. These funds must be reported on the final expenditure statement (FES) as directly incurred. The University retains the right to request a breakdown of the expenditure.

CIAA 7 Transfer of the CIAA award

Notwithstanding RGC7.2, the Grant Holder shall not be entitled to assign, sub-contract (unless sub-contracting has been specified within the submitted Application Form) or otherwise transfer its rights and obligations under the Contract without the University's prior written consent. No sub-contract or other agreement can be made which would constitute a breach of the Subsidy Control Act 2022.

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Notwithstanding RGC7.3, no change can be made to the Grant Holder without the prior written agreement of the University.

CIAA 8 Monitoring and Reporting

CIAA 8.1 In addition to the requirements in RGC 7.4, during the lifetime of the CIAA award, the Grant Holder must produce reports in accordance with guidance issued by the University and/or UKRI BBSRC.

CIAA 8.2 The Grant Holder will be required, at the end of the CIAA award, to provide a Final Report in a format specified by the University and/or UKRI BBSRC. The report must include details of the activities the CIAA award has supported. No extension to the Final Report due date, 31st March 2027 will be given.

Further updates on outcomes may be requested by the University in the future.

The University has the right to use the Final Report to undertake case studies, subject to the Grant Holder having the opportunity to identify, and request deletion of, any confidential or commercially sensitive information.

CIAA 9 Eligibility for Future Grant Funding

Neither the Contract nor the CIAA award confer eligibility for standard research grants or qualify Grant Holders for further University or Research Council funding, e.g. in schemes where eligibility is linked to previous grant funding. The value of this CIAA award will not be included in any calculation to determine the RO entitlement to doctoral training based on the University or Research Council algorithm.

CIAA 10 Management of CIAA award

The Grant Holder will be expected to adhere to any expectations set out by the University and/or UKRI BBSRC on Governance and Management of the CIAA award. The Grant Holder may be required to attend networking events, organised by the University and/or UKRI BBSRC, to share experiences and learn from one another.

UK Research And Innovation FEC Grants – Standard Terms And Conditions Of Grant

<https://www.ukri.org/publications/terms-and-conditions-for-research-grants/ukri-terms-and-conditions-of-fec-grants>

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CIAA 11 The Freedom of Information (Scotland) Act (2002) (FOISA) and the Environmental Information (Scotland) Regulations (2004) (EISR)

The University is subject to the FOISA and EISR (as amended from time to time) and may be required to release CIAA award information or other information about or provided by you on request, subject to appropriate exemptions. Where the University determines that you are holding information on our behalf that the University requires in order to comply with our obligations under either FOISA or EISR, you undertake to provide access to such information as soon as reasonably practicable on our request and in any event within 5 working days.

CIAA 12 Data Protection

Data Protection Laws give individuals the right to see personal information held about themselves by the University.

The University complies with the requirements of the Data Protection Laws with regard to the collection, storage, processing and disclosure of personal information and is committed to upholding the core data protection principles of the Data Protection Laws.

For further information regarding how the University processes your personal data and how to exercise your rights, please see our privacy statement forming Appendix 2 of these Guidance Notes.

CIAA 13 Publicity

The Project, along with Grant Holder details, may be listed on the University's website and in other relevant publicity, with a non-confidential lay summary outlining the work proposed. The University will use information provided in the Application Form for processing the application, the CIAA award and the Contract, and for payment, maintenance and review of the CIAA award. Copies of Application Forms will also be made available to the University's Easter Bush Translation and Commercialisation Board (the "TCB") and the Roslin Innovation Centre Development Board who will use information provided for reviewing the proposal and post-award administration. The University may choose to publish details of CIAA award, the Grant Holder, and information about the Project.

The University's CIAA award funding is derived from a BBSRC UKRI award, therefore to meet the BBSRC UKRI obligations for public accountability and the dissemination of information, non-confidential details of CIAA awards may also be made available on the BBSRC UKRI's websites and other publicly available databases, and in reports, documents and mailing lists.

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CIAA 14 Changes to the Project

The Grant Holder must inform and consult with the University if there are any significant changes to the Project that may affect its progress, delivery or that may potentially breach the Subsidy Control Act 2022 or any applicable State Aid regulation. No substantive changes to the experimental design of a Project involving the use of animals or human participation, which might affect the ethical characteristics of the CIAA award, are permitted without the prior approval of the University. If the Grant Holder proposes to make significant changes to the Project, the University may require revised proposals for its approval and reserves the right to make a new CIAA award and Contract in place of the existing CIAA award and Contract, or to revise, retain or terminate the existing CIAA award and Contract.

CIAA 15 Suspension

The University will immediately suspend the CIAA award and may require the Grant Holder to repay any funds received by it from the CIAA award if any Grant Holder:

- are found to be in breach of the National Security (NSI) Act 2021;
- are found to have received aid that is deemed to be in breach of the Subsidy Control Act 2022; or
- becomes subject to a recovery order that follows on from a previous European Commission decision, which declares any aid the Grant Holder has received as illegal and incompatible with the internal market.

CIAA 16 Termination

The University reserve the right to terminate the Contract and the CIAA award granted thereunder:

- if the University finds that the Grant Holder has been or is in receipt of any competitively obtained research or support funding from any source, for the same research Project that this CIAA award is awarded by the University and/or UKRI BBSRC to support (other than the required eligible match-funding); or

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- at any time, subject to reasonable notice and to make any payment that it may agree may be necessary to cover outstanding and unavoidable commitments. If the Contract is terminated or the CIAA award is terminated or reduced in value, no liability for payment, redundancy or any other compensatory payment for the dismissal of staff funded by the CIAA award will be accepted, but, subject to the provisions specified within the Contract on financial reporting, negotiations will be held with regard to other contractual commitments and concerning the disposal of assets acquired under the CIAA award.

CIAA 17 Claims Process Conditions

- 17.1 The University is unable to pay for goods or services ahead of need other than in exceptional circumstances. Prepayment of any goods or services must be approved by the University in writing prior to claim.
- 17.2 All claims should be submitted using the claim form, as set out in the **RECORD OF PROJECT EXPENDITURE** schedule attached at Appendix 1 of these Guidance Notes. The claim should be accompanied by copies of invoices and associated evidence justifying the claim as required.

CIAA 18 Further Agreements

The lead applicant will be required to put in place any further relevant agreements which may be required, such as collaboration agreements, consultancy agreements, service level agreements, contract research agreements etc, in terms acceptable to the University pertaining to the Project which will, where applicable, address any publication and intellectual property rights.

CIAA 19 Conditions surviving expiry or early termination of the Contract

Upon completion of the Project or early termination of the Contract under which this CIAA award has been awarded, terms and conditions 1, 2, 4, 5, 6, 8, 10, 11, 12, 13, 16, 17, 19, 20, 21 and 22 and the Annexes shall remain in full force and effect.

CIAA 20 Miscellaneous

- 20.1 Failure by the University or the Grant Holder to enforce at any time or for any period any of the terms and conditions within the Contract does not constitute and shall not be construed as a waiver of such terms and conditions and shall not affect the right to later enforce such terms and condition and any other terms and conditions.
- 20.2 If any part or the whole of any of the Contract is held to be invalid or unenforceable by any legislation or legal authority, the remaining portion of such Contract shall remain in force and effect as if the Contract had been agreed with no such provision.

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CIAA 21 Compliance with legislation

- 21.1 The Grant Holder is responsible for ensuring that the Project carried out by the Grant Holder and any research workers or other third parties, comply with these Terms and Conditions of CIAA award and any UKRI BBSRC terms and conditions of grant.
- 21.2 The Grant Holder must ensure that the Project is carried out in accordance with all applicable ethical, legal and regulatory requirements including but not limited to relevant provisions of the Data Protection Laws, the Bribery Act 2010, the Fraud Act 2006, the Equality Act 2010 and the Modern Slavery Act 2015.
- 21.3 The Grant Holder must ensure that the project and any acquisitions made by the Grant Holder are compliant with the National Security and Investment (NSI) Act 2021. Any asset or entities within the scope of the Act, obtained by the CIAA award funding awarded to the Grant Holder, completed on or after 12 November 2020, including when collaborating with third parties to acquire, sell or develop qualifying entities or assets, must comply with these rules. The Grant Holder may be required to notify the government about an acquisition before you can complete it.
- 21.4 The Grant Holder must comply with the provisions of the Animals (Scientific Procedures) Act 1986, and any amendments, where applicable and ensure that all necessary licences are in place before any work requiring approval takes place. The Grant Holder should also follow the guidance set out in "Responsibility in the use of animals in bioscience research": <https://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research>.

CIAA 22 Governing Law

The Contract shall be governed by and construed in accordance with Scots Law and the Grant Holder irrevocably agrees to submit to the exclusive jurisdiction of the Scottish Courts over any claim or matter arising under or in connection with the Agreement or the legal relationships established by the Contract.