

[insert name]  
[insert address]

dd Month 2016

R&IS ref.:17276/xx

Dear [insert name]

### **Future Photonics Hub – Innovation Partnership Fund**

I hereby confirm that [insert name] has been successful in their application for funding, and that the University of Southampton, as represented by the EPSRC-funded “Future Photonics Hub”, is willing to grant the [insert name of awarded institution] (“University”) an award of £[insert value of award] (for the avoidance of doubt, this amount is 80% FEC, in accordance with EPSRC regulations) for the project “[insert title]”.

This award is subject to the University’s compliance with the requirements of the Call as found at Appendix 1 to this letter, the EPSRC’s funding regulations (found at <http://www.rcuk.ac.uk/RCUK-prod/assets/documents/documents/tcfecJan2015.pdf>) and to the following terms and conditions:

- 1) The University shall carry out the work detailed in the proposal submitted (attached as Appendix 2 to this letter), and shall do so in accordance with good academic practice.
- 2) The University shall be solely responsible for the manner in which it carries out the work.
- 3) During the course of the Project, the disclosure of confidential information may become necessary. The receiving party shall keep confidential information in confidence for a period of 5 years from the date of its receipt. The receiving party shall use reasonable endeavours not to disclose to any third party, with the exception for those involved in the Future Photonics Hub, any confidential information nor use for any purpose except as expressly permitted by the Future Photonics Hub. These restrictions shall not apply to information which: is or, at the time of communication or disclosure, was already in the public domain when it was provided by the disclosing party; subsequently enters the public domain through no fault of the receiving party; is received from a third party who has the right to provide it to the receiving party without imposing obligations of confidentiality; or is required to be disclosed by law, by an order of any court of competent jurisdiction or governmental authority.
- 4) The Project shall commence on [insert start date] and should be finished within 1 year.
- 5) At the end of the project, a final report will be submitted to the Future Photonics Hub Management Group, highlighting the project outcomes and impact. Moreover, key findings will be presented by the University to the Future Photonics Hub Management Board.
- 6) The report should be sent to:  
Professor Gilberto Brambilla  
Optoelectronics Research Centre  
Faculty of Physical Sciences and Engineering  
University of Southampton  
Southampton  
SO17 1BJ
- 7) All outputs from the project must be made available to the Future Photonics Hub for posting and archiving on the Future Photonics Hub website or on a website linked to the Future Photonics Hub, unless publisher copyrights explicitly exclude this. In addition to this, the report must also be made available to EPSRC.
- 8) The University should acknowledge the EPSRC and the Future Photonics Hub and incorporate the EPSRC and the Future Photonics Hub logos (as seen in Appendix 1) in all marketing and other material generated in/or for the Project.

- 9) The University should submit 2 invoices for payment of actual expenditure. The first 3 months after commencement of the Project and the final on submission of the final report. The Invoices should be accompanied by a statement of expenditure showing actual directly incurred and directly allocated costs. In any circumstances, the maximum that will be paid upon receipt of the first invoice is 75% of the total award. Invoices should include the reference found at the top of this letter and should be sent to:

Mrs Dewi Tan  
Faculty Accountant  
Faculty of Physical Sciences and Engineering  
University of Southampton  
Southampton  
SO17 1BJ

- 10) The amount of the award as stated above shall be 80% FEC (e.g. of the amount requested), in accordance with EPSRC regulations, and is inclusive of VAT if applicable. The permissible expenses shall be as set out in the Call document. No expenses incurred prior to the commencement of the Project can be recovered.
- 11) Payment shall be made within 30 days of receipt of invoices.

Please would you confirm the University's acceptance of these terms by having an authorised person sign one copy of this letter and return it to me prior to commencement of the award. If you have any queries in respect of the above please do not hesitate to contact me.

Yours sincerely

Mrs Dewi Tan  
Faculty Accountant  
Faculty of Physical Sciences and Engineering  
**Authorised signatory for the University of Southampton**

**I hereby confirm that the [insert name of awarded institution] agrees to undertake the SPFS funded Project entitled "[insert title]" in accordance with the grant application, the terms of this letter and the EPSRC terms & conditions of grant.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

c.c. Applicant

**Appendix 1 – Programme Innovation Fund call document**

[insert FPH 2016 call document]

**Appendix 2 – Submitted proposal**

[insert awarded proposal]