

**The British Council:** **THE BRITISH COUNCIL**, incorporated by Royal Charter and registered as a charity (under number 209131 in England & Wales and number SC037733 in Scotland), with its principal office at 10 Spring Gardens, London, SW1A 2BN ***operating through its local office at 17, Kasturba Gandhi Marg, New Delhi – 110001***

**The Recipient:** **[Details will be captured after award is made - insert name and address details (and company number, if appropriate)]**

**Date:** **[Date to be entered]**

This Agreement is made on the date set out above subject to the terms set out in the schedules listed below which both the British Council and the Recipient undertake to observe in the performance of this Agreement.

The British Council shall award the Grant to the Recipient for the purposes of funding the Project described in Schedule 1 on the terms and conditions of this Agreement.

The Recipient acknowledges that, where it will carry out the Project in partnership and/or collaboration with, and will pass some or all of the Grant to, any other organisation(s) (such organisation(s) not being a party to this Agreement (“**Sub Grantee**”)), it will ensure that it enters into formal, legally binding agreements with each Sub Grantee on terms which reflect and are no less onerous than the terms of this Agreement.

**Schedules**

<b>Schedule 1</b>	Special Terms
<b>Schedule 2</b>	Project Proposal
<b>Schedule 3</b>	Standard Terms
<b>Schedule 4</b>	Project Summary Budget
<b>Schedule 5</b>	Guidelines for Applicants
<b>Schedule 6</b>	Branding Guidelines
<b>Schedule 7</b>	PhD Reporting Requirements
<b>Schedule 8</b>	Bank details form

This Agreement shall only become binding on the British Council upon its signature by an authorised signatory of the British Council subsequent to signature by or on behalf of the Recipient.

**IN WITNESS** whereof the parties or their duly authorised representatives have entered into this Agreement on the date set out above.

**Signed by the duly authorised representative of THE BRITISH COUNCIL**

Name:	.....	Signature:	.....
Position:	.....		

**Signed by the duly authorised representative of [insert name of Recipient]**

Name:	.....	Signature:	.....
Position:	.....		

## Schedule 1

### Special Terms

Terms defined in this Schedule 1 shall have the same meanings when used throughout this Agreement.

In the event of any conflict between the terms set out in the various Schedules, the Schedules shall prevail in the order in which they appear in the Agreement.

For the purposes of the Project and the Grant, the terms of this Agreement shall prevail over any other terms and conditions issued by the British Council (whether on a purchase order or otherwise).

#### **1 The Project**

- 1.1 The British Council awards the Grant for the purposes of implementing activities under the Newton Fund: PhD Placement Programme between the United Kingdom and India as more fully described in the Project Proposal (Schedule 2) (the “**Project**”).
- 1.2 The Recipient will carry out the Project in collaboration with Department of Science & Technology / Department of Biotechnology, who is **providing match funding**, for the purpose of implementing the Project, as detailed in the Project Proposal (Schedule 2).
- 1.3 The Recipient will deliver the Project and manage the Grant, including where relevant, disbursing the Grant to Sub Grantees in accordance with the Project Proposal detailed in Schedule 2.

#### **2 Commencement and Duration**

- 2.1 This Agreement shall come into force on **[insert date]**, and shall continue in full force and effect until **[insert date]** (the “**Term**”).
- 2.2 Notwithstanding anything to the contrary elsewhere in this Agreement, the British Council shall be entitled to terminate this Agreement by serving not less than 30 days’ written notice on the Recipient.

#### **3 The Grant**

- 3.1 The amount of the grant awarded to the Recipient is **[insert amount of grant in figures and words, including the relevant currency, e.g. £25,000 (twenty five thousand pounds Sterling)]** (the “**Grant**”).
- 3.2 In consideration of the Recipient’s delivery of the Project, the Grant shall be paid by the British Council to the Recipient by BACS transfer in accordance with the payment schedule below, subject to the Recipient’s satisfactory compliance with the terms of this Agreement and, in particular, the British Council Requirements, the UK Funder Requirements and the Eligibility Criteria set out in clause 4 below:

Payment	Maximum payable	Requirements/Milestones/Key Dates etc
1	[80% of Grant]	Agreement Signed
2	[20% of Grant]	Approved Final Narrative and Financial Report

#### 4 **Eligibility Criteria**

4.1 The Recipient must comply with the eligibility criteria and requirements detailed in Schedule 5 Guidelines for Applicants (“**Eligibility Criteria**”) in order to qualify for the Grant:

4.2 The Recipient warrants that it will continue to comply with the Eligibility Criteria throughout the Term.

#### 5 **Funder**

5.1 The body providing funding for the Grant is: the Department for Business, Energy and Industrial Strategy (the “**Funder**”).

#### 6 **Service of notices**

6.1 For the purposes of clause 26 of Schedule 3, notices are to be sent to the following addresses:

To the British Council	To the Recipient
<b>The British Council</b> <b>10 Spring Gardens</b> <b>London</b> <b>SW1A 2BN</b>  <b>[Attention: insert name <u>and</u> job title of admin person]</b>	<b>[Insert address]</b>  <b>[Attention: insert name <u>and</u> job title of admin person]</b>

#### 7 **Insurance Requirements**

7.1 The Recipient shall take out and maintain during the Term with a reputable insurance company the following cover types with the following indemnity limits:

Insurance Cover	Indemnity Limit
Employer’s liability	£5,000,000 per claim
Public liability	£2,000,000 per occurrence and in the aggregate (annual total of all losses)

Professional indemnity            £2,000,000 per occurrence and in the aggregate (annual total of all losses)

Medical and travel                as needed and as advised by the relevant insurance provider

or such other insurance cover types and indemnity limits as may be agreed between the parties in writing from time to time.

## **8      Locations**

8.1      The Project will be carried out in the United Kingdom and India (“**Location(s)**”) or such other locations as may be agreed between the parties in writing from time to time.

## **9      [Publicity]**

9.1      [In addition to the publicity obligations in Schedule 3 clause 12 the Recipient will also acknowledge Department of Science & Technology / Department of Biotechnology, being the organisation providing match funding for the Project in the Location and adhere to the Project Branding Guidelines as more fully described in **Error! Reference source not found..]**

## **10     Recipient Responsibilities**

10.1     The Recipient shall:

10.1.1    use the Grant only for eligible costs detailed in Schedule 4 and Schedule 5 and disburse the Grant in accordance with the terms of this Agreement;

10.1.2    complete and submit the Final Report to the British Council within 30 days of completion of the Project. The Final Report must include a summary statement of expenses relating to the Grant, together with supporting documentation;

10.1.3    complete British Council monitoring and evaluation surveys, including impact surveys after the end of the Project as outlined in Schedule 6; and

10.1.4    comply with the specific guidelines governing the Project provided by the British Council at Schedule 5 of this Agreement and any other reasonable requirements notified to the Recipient from time to time by the British Council.

## **11     Principal Applicant**

11.1     The Recipient shall be represented by the following named individual who will be responsible for the overall implementation of the Project: **[insert list]** (the “**Principal Applicant**”).

11.2     The Recipient shall not, without the British Council’s prior written consent (not to be unreasonably withheld or delayed), replace the Principal Applicant. The British Council acknowledges that the Recipient will have to replace the Principal Applicant where such person leaves the employment of the Recipient, in which case the British Council shall have a right of approval over the proposed replacement (such approval not to be unreasonably withheld or delayed).

## **12 Obligations regarding ethics and research governance**

- 12.1 The Recipient shall comply with best scientific practice and all current laws, regulations and guidelines applicable to the research funded by the Grant—including but not limited to the Human Tissue Act 2004, the Medicines for Human Use (Clinical Trials) Regulations 2005, or the Animals (Scientific Procedures) Act 1986), and guidelines for the protection of research as and outlined in the UK Research Council's Policy and Guidelines on Governance of Good Research Conduct as amended and in force from time to time.
- 12.2 The Recipient will ensure that in connection with research involving animals; human participants; human tissue; or research participant data which is conducted using the Grant, the Recipient will obtain all necessary consents, permissions and comply with all relevant ethics and governance processes in the Locations where the research is being carried out prior to the commencement of any research.

**Schedule 2**

**Project Proposal**

***[Insert the Recipient's Project Proposal or grant application here]***

### Schedule 3

#### Standard Terms

## **1** Interpretation

### 1.1 In this Agreement:

**“British Council Entities”** means the subsidiary companies and other organisations Controlled by the British Council from time to time, and any organisation which Controls the British Council (the **“Controlling Entity”**) as well as any other organisations Controlled by the Controlling Entity from time to time;

**“British Council Requirements”** means the instructions, requirements, policies, codes of conduct, guidelines, forms and other documents notified to the Recipient in writing or set out on the British Council’s website at [http://www.britishcouncil.org/new/about-us/jobs/folder\\_jobs/register-as-a-consultant/policies-for-consultants-and-associates/](http://www.britishcouncil.org/new/about-us/jobs/folder_jobs/register-as-a-consultant/policies-for-consultants-and-associates/) or such other web address as may be notified to the Recipient from time to time (as such documents may be amended, updated or supplemented from time to time during the Term);

**“Code”** means the Department of Constitutional Affairs’ Code of Practice on the discharge of public authorities’ functions under Part 1 of the Freedom of Information Act 2000 (issued under section 45 of that Act) (November 2004) as may be updated or re-issued from time to time and any other relevant codes of practice published by the Department of Constitutional Affairs or its successor bodies;

**“Confidential Information”** means any information which has been designated as confidential by either party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information which relates to the business, affairs, finances, properties, assets, trading practices, developments, trade secrets, Intellectual Property Rights, know-how, personnel, and customers of the British Council or the Recipient (as the case may be) and all personal data and sensitive personal data within the meaning of the Data Protection Act 1998;

**“Control”** means the ability to direct the affairs of another party whether by virtue of the ownership of shares, contract or otherwise (and **“Controlled”** shall be construed accordingly);

**“Environmental Information Regulations”** means the Environmental Information Regulations 2004;

**“Equality Legislation”** means any and all legislation, applicable guidance and statutory codes of practice relating to diversity, equality, non-discrimination and human rights as may be in force from time to time in England and Wales or in any other territory in which, or in respect of which, the Project relates;

**“FOIA”** means the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner in relation to such legislation;



**“Funder Agreement”** means the agreement (if any) between the Funder (if any) and the British Council relating to the provision of the funding out of which the Grant is made;

**“Funder Requirements”** means the specific requirements of the Funder (if any), including the terms of the Funder Agreement, as incorporated into this Grant Agreement or otherwise notified to the Recipient in writing (including, without limitation, by means of email or any website or extranet);

**“Information Disclosure Requirements”** means the requirements to disclose information under:

- (a) the Code;
- (b) the FOIA; and
- (c) the Environmental Information Regulations;

**“Intellectual Property Rights”** means any copyright and related rights, patents, rights to inventions, registered designs, database rights, design rights, topography rights, trade marks, service marks, trade names and domain names, trade secrets, rights in unpatented know-how, rights of confidence and any other intellectual or industrial property rights of any nature including all applications (or rights to apply) for, and renewals or extensions of such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world; and

**“Request for Information”** means a request for information (as defined in FOIA) relating to or connected with this Agreement or the British Council more generally or any apparent request for such information under the Information Disclosure Requirements.

## 1.2 In this Agreement:

1.2.1 any headings in this Agreement shall not affect the interpretation of this Agreement;

1.2.2 a reference to a statute or statutory provision is (unless otherwise stated) a reference to the applicable UK statute as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it;

1.2.3 where the words “include(s)” or “including” are used in this Agreement, they are deemed to have the words “without limitation” following them, and are illustrative and shall not limit the sense of the words preceding them;

1.2.4 without prejudice to clause 1.2.5, except where the context requires otherwise, references to:

- (i) services being provided to, or other activities being provided for, the British Council;
- (ii) any benefits, warranties, indemnities, rights and/or licences granted or provided to the British Council; and

- (iii) the business, operations, customers, assets, Intellectual Property Rights, agreements or other property of the British Council,

shall be deemed to be references to such services, activities, benefits, warranties, indemnities, rights and/or licences being provided to, or property belonging to, each of the British Council and the British Council Entities and this Agreement is intended to be enforceable by each of the British Council Entities; and

- 1.2.5 obligations of the British Council shall not be interpreted as obligations of any of the British Council Entities.

## **2 Recipient's obligations**

- 2.1 The Recipient warrants that the information given to the British Council in connection with the Project Proposal is true and acknowledges that the British Council awards the Grant on this basis.
- 2.2 The Recipient shall apply the Grant solely and exclusively for the purposes of funding the Project and will not use the Grant to fund any activity that may be party-political in intention use or presentation or to propagate a particular religion.. The Recipient agrees to reimburse the British Council in full if the Grant is not used for this purpose.
- 2.3 The Recipient confirms that the Project and the award of the Grant to it shall not breach any applicable State Aid rules within the meaning of Article 107 Treaty of the Functioning of the European Union and any related legislation.
- 2.4 The Recipient shall notify the British Council in writing of any amount of other funding including other public sector funding (if any) and/or guarantees secured by or offered to it for any purpose related to the Project as soon as it is approved.
- 2.5 The Recipient shall deliver all aspects of the Project as set out in the Project Proposal with reasonable skill and care and in compliance at all times with the terms of this Agreement and all applicable regulations and legislation in force from time to time **[at the Location]**.
- 2.6 The Recipient shall comply with, and complete and return any forms or reports from time to time required by, the British Council Requirements and/or the Eligibility Criteria.
- 2.7 The Recipient shall comply with the Funder Requirements (if any) as notified to the Recipient in writing and shall do nothing to put the British Council in breach of the Funder Requirements (if any).
- 2.8 The Recipient shall not at any time do or say anything which damages or which could reasonably be expected to damage the interests or reputation of the British Council or the Funder (if any) or their respective officers, employees, agents or contractors.
- 2.9 The Recipient shall keep full and proper accounts and records of income and expenditure with regard to the Project and the British Council shall be entitled to receive copies of all information reasonably required on request (including, without limitation, bank statements, receipts and vouchers for expenditure incurred) and to audit the administration by the Recipient of the Grant and the Project.

- 2.10 Where the British Council and/or the Funder requires more information or considers that any report and/or other documentation is not acceptable, or where the British Council and/or the Funder believes that the performance of the activity undertaken is not in accordance with this Agreement, the British Council shall provide sufficient details to the Recipient to enable it to rectify the situation. The British Council reserves the right to suspend or terminate (as the case may be) the Project and the Agreement in the event that the Recipient is not able to rectify the situation to the satisfaction of the British Council (and/or the Funder).
- 2.11 The Recipient undertakes to work with the British Council to monitor and evaluate progress made towards achieving the Project through regular communication, face to face meetings if required and progress reports and agrees to provide any relevant information related to the activities detailed in the Project Proposal as and when requested.
- 2.12 The Recipient shall comply with all applicable legislation and codes of practice relating to child protection and the promotion of the welfare of children in force in England and Wales and any other territory in which the Project takes place or to which the Project relates.

### **3 Capital Assets**

- 3.1 A “**Capital Asset**” means any item of equipment or other asset costing £10,000 (ten thousand pounds) (excluding VAT) or more which, on the date of purchase, has a useful life of more than one year and is purchased wholly or partly out of the Grant.
- 3.2 The Recipient shall obtain the prior written consent of the British Council (and, where applicable, the Funder) before purchasing any Capital Asset.
- 3.3 Subject to clause 3.2, the Recipient shall advise the British Council in writing of the purchase of any Capital Asset and shall advise the British Council of its date of purchase, its purchase price (excluding VAT), its location and details of anyone else having an interest in the Capital Asset.
- 3.4 The Recipient shall not dispose of any Capital Asset without the British Council’s prior written consent. The British Council may require the sale of any Capital Asset at open market value and may also require payment to the British Council of a share of the net proceeds of sale in proportion to the amount of Grant contributed to its purchase.

### **4 Withholding, Reduction and Repayment of the Grant**

- 4.1 The British Council may (and may be obliged by the Funder to) reduce, withhold or claim a repayment (in full or in part) of the Grant if:
- 4.1.1 the Recipient fails to comply with the terms of this Agreement;
  - 4.1.2 the Recipient breaches the warranty in clause 4.2 of Schedule 1;
  - 4.1.3 the Recipient makes a change to the Project which the British Council and/or the Funder has not approved;
  - 4.1.4 the Recipient attempts to dispose of a Capital Asset without the British Council’s prior written consent;

- 4.1.5 there is any financial irregularity or fraud in the operation of the Project;
  - 4.1.6 there has been any overpayment of the Grant; or
  - 4.1.7 the Funder reduces the amount of funding available, withdraws funding or demands repayment of any part of the Grant.
- 4.2 The British Council will notify the Recipient in writing of any decision it (or the Funder) takes to reduce, withhold or claim a repayment of the Grant or any part of it and will, if appropriate, arrange a meeting with the Recipient to discuss the consequences of such decision.
- 4.3 If the British Council demands repayment of the Grant or any part of it, the Recipient shall make repayment within 30 days.
- 4.4 The Grant is fully inclusive of any and all taxes that may be payable in connection with the award, receipt or use of the Grant. The Recipient will deduct any such taxes out of the Grant and in no circumstances shall the British Council be required to pay any additional sums in respect of such taxes. In the event that the British Council is required by the laws or regulations of any applicable jurisdiction to deduct any withholding tax or similar taxes from the Grant, the British Council shall deduct and account for such taxes before paying the remainder of the Grant to the Recipient and shall notify the Recipient in writing of all such sums properly deducted.

## **5 Change Control**

- 5.1 If the Recipient wishes to change the scope of the Project, it shall submit details of the requested change to the British Council in writing and such change shall only be implemented if agreed in accordance with the remainder of this clause.
- 5.2 If the Recipient requests a change to the scope of the Project, it shall send such request to the British Council in writing, accompanied by a written statement of the following matters:
- 5.2.1 the likely time required to implement the change;
  - 5.2.2 any foreseeable impact that the proposed change may have on the Recipient's compliance with the Eligibility Criteria; and
  - 5.2.3 any other impact of the proposed change on the terms of this Agreement; and

the British Council shall withhold or give its consent to such change in its sole discretion. If the British Council allows the Recipient to proceed with the change, the Recipient shall do so, following a variation of this Agreement in writing reflecting the agreed change in accordance with clause 20.

## **6 Intellectual Property Rights**

- 6.1 All Intellectual Property Rights shall remain the exclusive property of the party owning it. It is the responsibility of the Recipient, and all engaged in the research, between them to agree, in good faith negotiations on the ownership of jointly developed intellectual property (IP) rights and to make every reasonable effort to ensure that any new Intellectual Property Rights

obtained in the course of the research are used to the benefit of society and to address poverty in the partner country.

- 6.2 Where any Intellectual Property Rights owned or licensed by the British Council are required to be used in connection with the delivery of the Project, the Recipient acknowledges that it shall have no right to use the same except to the extent necessary for the delivery of the Project and subject to such consents and restrictions as may be specified by the British Council.
- 6.3 The Recipient warrants that the delivery of the Project does not and will not infringe any third party's Intellectual Property Rights.
- 6.4 The Recipient hereby grants to the British Council an irrevocable, royalty-free, non-exclusive, worldwide right and licence to use any information, data, reports, documents, or other materials obtained, created or developed in the course of the Project for non-commercial purposes to publicise and report on the activities of the British Council in connection with the award of the Grant and the delivery of the Project. For the avoidance of doubt, such extracts would not include unpublished data where the British Council's using them could jeopardise either future publication or commercialisation by the Intellectual Property Right owner.

## **7 Liability and Indemnity**

- 7.1 Nothing in this Agreement shall exclude or restrict the liability of either party to the other for death or personal injury resulting from negligence or for fraudulent misrepresentation or in any other circumstances where liability may not be limited under any applicable law.
- 7.2 Subject to clauses 7.1, the British Council's total liability to the Recipient in respect of all other losses arising under or in connection with this Agreement, whether in contract, tort, breach of statutory duty, or otherwise, shall not exceed the amount of the Grant.
- 7.3 Provided that the British Council has paid the Grant to the Recipient in accordance with this Agreement, the Recipient shall be responsible for all claims, costs, expenses, losses and liabilities howsoever arising in connection with the Project and the receipt and use of the Grant and the Recipient shall indemnify and hold the British Council harmless from and against all such claims, costs, expenses, losses and liabilities.
- 7.4 The provisions of this clause 6.1 shall survive termination of this Agreement, however arising.

## **8 Confidentiality**

- 8.1 For the purposes of this clause 8:
- 8.1.1 the "**Disclosing Party**" is the party which discloses Confidential Information to, or in respect of which Confidential Information comes to the knowledge of, the other party; and
- 8.1.2 the "**Receiving Party**" is the party which receives Confidential Information relating to the other party.
- 8.2 The Receiving Party shall take all necessary precautions to ensure that all Confidential Information it receives under or in connection with this Agreement:

- 8.2.1 is given only to such of its staff and professional advisors or consultants engaged to advise it in connection with this Agreement as is strictly necessary for the performance of this Agreement and only to the extent necessary for the performance of this Agreement; and
  - 8.2.2 is treated as confidential and not disclosed (without the prior written consent of the Disclosing Party) or used by the Receiving Party or any member of its staff or its professional advisors or consultants otherwise than for the purposes of this Agreement.
- 8.3 The provisions of clause 8.2 shall not apply to any Confidential Information which:
- 8.3.1 is or becomes public knowledge (otherwise than by breach of this clause 8);
  - 8.3.2 was in the possession of the Receiving Party, without restriction as to its disclosure, before receiving it from the Disclosing Party;
  - 8.3.3 is received from a third party who lawfully acquired it and who is under no obligation restricting its disclosure;
  - 8.3.4 is independently developed without access to the Confidential Information; or
  - 8.3.5 must be disclosed pursuant to a statutory, legal or parliamentary obligation placed upon the Receiving Party.
- 8.4 Nothing in this clause 8 shall prevent the Recipient from using any techniques, ideas or know-how gained during the performance of this Agreement in the course of its normal business, to the extent that it does not result in a disclosure of Confidential Information or an infringement of Intellectual Property Rights.
- 8.5 In the event that the Recipient fails to comply with this clause 8, the British Council reserves the right to terminate this Agreement by notice in writing with immediate effect.
- 8.6 The provisions under this clause 8 are without prejudice to the application of the Official Secrets Act 1911 to 1989 to any Confidential Information.
- 8.7 The Recipient acknowledges that the British Council is subject to the Information Disclosure Requirements and shall assist and co-operate with the British Council to enable the British Council to comply with those requirements.
- 8.8 Where the British Council receives a Request for Information in relation to information that the Recipient or any of its sub-contractors is holding on behalf of the British Council and which the British Council does not hold itself, the British Council shall, as soon as reasonably practicable after receipt, forward the Request for Information to the Recipient and the Recipient shall:
- 8.8.1 provide the British Council with a copy of all such information in the form that the British Council requires as soon as practicable and in any event within 10 calendar days (or such other period as the British Council acting reasonably may specify) of the British Council's request; and

- 8.8.2 provide all necessary assistance as reasonably requested by the British Council to enable the British Council to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations, as applicable.
- 8.9 The Recipient acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the British Council may nevertheless be obliged to disclose the Recipient's Confidential Information in accordance with the Information Disclosure Requirements:
- 8.9.1 in certain circumstances without consulting the Recipient; or
- 8.9.2 following consultation with the Recipient and having taken its views into account,
- provided always that where clause 8.9.1 above applies, the British Council shall, in accordance with the recommendations of the Code, take reasonable steps to draw this to the attention of the Recipient after any such disclosure.
- 8.10 [The British Council acknowledges that the Recipient is subject to the Information Disclosure Requirements and shall assist and co-operate with the Recipient to enable the Recipient to comply with those requirements.
- 8.11 Where the Recipient receives a Request for Information in relation to information that the British Council or any of its sub-contractors is holding on behalf of the Recipient and which the Recipient does not hold itself, the Recipient shall, as soon as reasonably practicable after receipt, forward the Request for Information to the British Council and the British Council shall:
- 8.11.1 provide the Recipient with a copy of all such information in the form that the Recipient requires as soon as practicable and in any event within 10 calendar days (or such other period as the Recipient acting reasonably may specify) of the Recipient's request; and
- 8.11.2 provide all necessary assistance as reasonably requested by the Recipient to enable the Recipient to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations, as applicable.
- 8.12 The British Council acknowledges that any lists or schedules provided by it outlining Confidential Information are of indicative value only and that the Recipient may nevertheless be obliged to disclose the British Council's Confidential Information in accordance with the Information Disclosure Requirements:
- 8.12.1 in certain circumstances without consulting the British Council; or
- 8.12.2 following consultation with the British Council and having taken its views into account,

provided always that where clause 8.9.1 above applies, the Recipient shall, in accordance with the recommendations of the Code, take reasonable steps to draw this to the attention of the British Council after any such disclosure.][Please delete: Include for Recipients with Public Disclosure Requirements (Freedom of Information Act)]

8.13 The provisions of this clause 8 shall survive the termination of this Agreement, however arising.

## **9 Termination**

9.1 Without prejudice to any other rights or remedies which the British Council may have, the British Council may terminate this Agreement without liability to the Recipient immediately on giving notice to the Recipient if:

9.1.1 the Recipient uses the Grant or any part of it other than for the Project;

9.1.2 the Funder Agreement is terminated for any reason; or

9.1.3 there is a change of Control of the Recipient.

9.2 Either party may give notice in writing to the other terminating this Agreement with immediate effect if:

9.2.1 the other party commits any material breach of any of the terms of this Agreement and that breach (if capable of remedy) is not remedied within 30 days of notice being given requiring it to be remedied (and where such breach is not capable of remedy, the terminating party shall be entitled to terminate the Agreement with immediate effect);

9.2.2 an order is made or a resolution is passed for the winding-up of the other party or an administrator is appointed by order of the court or by other means to manage the affairs, business and property of the other party or a receiver and/or manager or administrative receiver is validly appointed in respect of all or any of the other party's assets or undertaking or circumstances arise which entitle the Court or a creditor to appoint a receiver and/ or manage or administrative receiver or which entitle the Court to make a winding-up or bankruptcy order or the other party takes or suffers any similar or analogous action (in any jurisdiction) in consequence of debt; or

9.2.3 the other party ceases, or threatens to cease, to carry on business.

9.3 In any circumstances where the British Council has the right to terminate this Agreement it may instead, by serving written notice on the Recipient, suspend the Project for a reasonable period.

9.4 Termination of this Agreement, however it arises, shall not affect or prejudice the accrued rights of the parties as at termination or the continuation of any provision expressly stated to survive, or implicitly surviving, termination.



## **10**     **Data Protection**

- 10.1     For the purposes of this clause 10, where terms and expressions used are not defined in this Agreement, they shall have the meaning assigned to them in the Data Protection Act 1998.
- 10.2     The Recipient shall, in performing its obligations under this Agreement, comply in all respects with the Data Protection Act 1998 (or any equivalent legislation in any applicable jurisdiction) and with the requirements of this clause 10.
- 10.3     Where the Recipient acts as data processor for the British Council under this Agreement it shall:
- 10.3.1     take appropriate technical and organisational measures against the unauthorised or unlawful processing of the personal data and against actual loss or destruction of, or damage to, the personal data, having regard to the state of technological development and the cost of implementing any measures, and the measures must ensure a level of security appropriate to the harm that might result from unauthorised or unlawful processing or accidental loss, destruction or damage and the nature of the personal data;
  - 10.3.2     process the personal data only in accordance with this Agreement, the British Council's instructions and having regard to the provisions of the Data Protection Act 1998 (or any equivalent legislation in any applicable jurisdiction), or as is required by law or any relevant regulatory body;
  - 10.3.3     refrain from disclosing the personal data to any third party or transferring the personal data outside the EEA except in accordance with the instructions of the British Council;
  - 10.3.4     notify the British Council in the event that it receives a request or notice from a data subject exercising its rights under the Data Protection Act 1998 and comply with the British Council's instructions with respect to the request or notice; and
  - 10.3.5     not disclose the personal data to a third party to process on its behalf unless and until it has entered into a written agreement with such third party containing provisions equivalent to this clause 10.

## **11**     **Audit**

- 11.1     The Recipient will fully co-operate with and assist the British Council in meeting its audit and regulatory requirements by providing access for the British Council, the Funder, their internal auditors (which shall include, for the purposes of this Agreement the British Council's internal audit, security and operational risk functions), their external auditors or any agents appointed by the British Council and/or the Funder or their regulators (or any person appointed by such body) to conduct appropriate reviews and inspections of the activities and records of the Recipient (and to take copies of records and documents and interview members of the Recipient's Team) relating to the Grant and the Project. The Recipient shall maintain all records relating to this Agreement (including, without limitation, records relating to the Grant and the Project) for a period of seven (7) years following the year in which the Project is completed.

11.2 The Recipient shall bear its own cost in relation to any reasonable number of audits carried out by the British Council and/or the Funder. Where any audit reveals any breach or non-compliance by the Recipient, the Recipient shall also bear the costs of the British Council and/or the Funder carrying out such audit.

## **12 Publicity**

12.1 The provisions of this clause 12 shall apply unless specifically varied by the British Council Requirements or the Funder Requirements.

12.2 The Recipient shall:

12.2.1 obtain the British Council's prior written consent to all promotional activity, public statements or press releases issued by the Recipient or on the Recipient's behalf in relation to the Project or any aspect of it;

12.2.2 inform the British Council in advance of any materials being published or any publicity events being held in connection with the Project

12.2.3 where requested to do so by the British Council, acknowledge the award of the Grant by the British Council (and, where applicable, the Funder) in any publicity about the Project; and

12.2.4 incorporate the British Council's logo in all marketing materials in accordance with the British Council's visual identity guidelines for the Project (being such guidelines as shall be notified in advance to the Recipient) and will not use the British Council's logo for any other purpose whatsoever.

12.3 For the avoidance of doubt, the Recipient and the British Council agree that nothing in the Agreement shall prevent the Recipient from publishing the results of the Project in academic publications to ensure knowledge dissemination, provided always that the Recipient acts in accordance with clause 12.2.2 and 12.2.3.

## **13 Employees**

13.1 The Recipient agrees that it will not, without the prior written consent of the British Council, whether directly or indirectly, and whether alone or in conjunction with, or on behalf of, any other person during the Term or for a period of 6 (six) months following termination, solicit or entice, or endeavour to solicit or entice away from the British Council any person employed by the British Council and involved directly in the award of the Grant.

## **14 Anti-Corruption**

14.1 The Recipient undertakes and warrants that it has not offered, given or agreed to give (and that it will not offer, give or agree to give) to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do anything in relation to the obtaining of this Agreement or the performance by the Recipient of its obligations under this Agreement.

14.2 The Recipient warrants that it has in place, and undertakes that it will comply with, policies and procedures to avoid the risk of bribery (as set out in the Bribery Act 2010) and fraud within its organisation and in connection with its dealings with other parties.

- 14.3 The Recipient acknowledges and agrees that British Council may, at any point during the Term and on any number of occasions, carry out searches of relevant third party screening databases (each a “**Screening Database**”) to ensure that neither the Recipient nor any of the Recipient’s suppliers, directors, shareholders or employees (where applicable) is listed:
- 14.3.1 as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings;
  - 14.3.2 as being wanted by Interpol or any national law enforcement body in connection with crime;
  - 14.3.3 as being subject to regulatory action by a national or international enforcement body;
  - 14.3.4 as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
  - 14.3.5 as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.
- 14.4 If the Recipient or any of the Recipient’s suppliers, directors, shareholders or employees (where applicable) is listed in a Screening Database for any of the reasons set out in clause 14.3, without prejudice to any other rights or remedies which the British Council may have, the British Council shall be entitled to:
- 14.4.1 terminate this Agreement without liability to the Recipient immediately on giving notice to the Recipient; and/or
  - 14.4.2 require the Recipient to take any steps the British Council reasonably considers necessary to manage the risk to the British Council of contracting with the Recipient (and the Recipient shall take all such steps); and/or
  - 14.4.3 reduce, withhold or claim a repayment (in full or in part) of the Grant; and/or
  - 14.4.4 share such information with third parties.
- 14.5 The Recipient shall provide the British Council with all information reasonably requested by the British Council to complete the screening searches described in clause 14.3.

## **15 Anti-slavery and human trafficking**

- 15.1 The Recipient shall:
- 15.1.1 ensure that slavery and human trafficking is not taking place in any part of its business or in any part of its supply chain;
  - 15.1.2 implement due diligence procedures for its own suppliers, subcontractors and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains;

- 15.1.3 respond promptly to all slavery and human trafficking due diligence questionnaires issued to it by the British Council from time to time and ensure that its responses to all such questionnaires are complete and accurate; and
  - 15.1.4 notify the British Council as soon as it becomes aware of any actual or suspected slavery or human trafficking in any part of its business or in a supply chain which has a connection with this Agreement.
- 15.2 If the Recipient fails to comply with any of its obligations under clause 15.1, without prejudice to any other rights or remedies which the British Council may have, the British Council shall be entitled to:
- 15.2.1 terminate this Agreement without liability to the Recipient immediately on giving notice to the Recipient; and/or
  - 15.2.2 require the Recipient to take any steps the British Council reasonably considers necessary to manage the risk to the British Council of contracting with the Recipient (and the Recipient shall take all such steps); and/or
  - 15.2.3 reduce, withhold or claim a repayment (in full or in part) of the Grant; and/or
  - 15.2.4 share with third parties information about such non-compliance.

## **16 Equality, Diversity and Inclusion**

- 16.1 The Recipient shall ensure that it does not, whether as an employer or provider of services and/or goods, discriminate within the meaning of the Equality Legislation.
- 16.2 The Recipient shall comply with any equality or diversity policies or guidelines included in the British Council Requirements.

## **17 Assignment**

- 17.1 The Recipient shall not, without the prior written consent of the British Council, assign, transfer, charge, create a trust in, or deal in any other manner with all or any of its rights or obligations under this Agreement.
- 17.2 The British Council may assign or novate this Agreement to: (i) any separate entity Controlled by the British Council; (ii) any body or department which succeeds to those functions of the British Council to which this Agreement relates; or (iii) any provider of outsourcing or third party services that is employed under a service contract to provide services to the British Council. The Recipient warrants and represents that it will (at the British Council's reasonable expense) execute all such documents and carry out all such acts, as reasonably required to give effect to this clause 17.2.

## **18 Waiver**

- 18.1 A waiver of any right under this Agreement is only effective if it is in writing and it applies only to the party to whom the waiver is addressed and the circumstances for which it is given.

## **19 Entire agreement**

19.1 This Agreement and any documents referred to in it constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and supersede, cancel and replace all prior agreements, licences, negotiations and discussions between the parties relating to it. Each party confirms and acknowledges that it has not been induced to enter into this Agreement by, and shall have no remedy in respect of, any statement, representation, warranty or undertaking (whether negligently or innocently made) not expressly incorporated into it. However, nothing in this Agreement purports to exclude liability for any fraudulent statement or act.

## **20 Variation**

20.1 No variation of this Agreement shall be valid unless it is in writing and signed by or on behalf of each of the parties.

## **21 Severance**

21.1 If any provision of this Agreement (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of the Agreement, and the validity and enforceability of the other provisions of the Agreement shall not be affected.

## **22 Counterparts**

22.1 This Agreement may be executed in counterparts, each of which when executed shall constitute a duplicate original, but all counterparts shall together constitute one agreement. Where this Agreement is executed in counterparts, following execution each party must promptly deliver the counterpart it has executed to the other party. Transmission of an executed counterpart of this Agreement by email in PDF, JPEG or other agreed format shall take effect as delivery of an executed counterpart of this Agreement.

## **23 Third party rights**

23.1 Subject to clause 1.2.4, this Agreement does not create any rights or benefits enforceable by any person not a party to it except that a person who under clause 17 is a permitted successor or assignee of the rights or benefits of a party may enforce such rights or benefits.

23.2 The parties agree that no consent from the British Council Entities or the persons referred to in this clause is required for the parties to vary or rescind this Agreement (whether or not in a way that varies or extinguishes rights or benefits in favour of such third parties).

## **24 No partnership or agency**

24.1 Nothing in this Agreement is intended to, or shall operate to, create a partnership between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name or on behalf of or otherwise to bind the other in any way (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power) and neither party shall incur any expenditure in the name of or for the account of the other.

## **25**     **Force Majeure**

- 25.1     Subject to clauses 25.2 and 25.3, neither party shall be in breach of this Agreement if it is prevented from or delayed in carrying on its business by acts, events, omissions or accidents beyond its reasonable control (a “**Force Majeure Event**”) including (insofar as beyond such control but without prejudice to the generality of the foregoing expression) strikes, lock-outs or other industrial disputes, failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, volcanic ash, earthquake, explosion, terrorist act, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood or storm.
- 25.2     A party that is subject to a Force Majeure Event shall not be in breach of this Agreement provided that:
- 25.2.1     it promptly notifies the other party in writing of the nature and extent of the Force Majeure Event causing its failure or delay in performance;
- 25.2.2     it could not have avoided the effect of the Force Majeure Event by taking precautions which, having regard to all the matters known to it before the Force Majeure Event, it ought reasonably to have taken, but did not; and
- 25.2.3     it has used all reasonable endeavours to mitigate the effect of the Force Majeure Event, to carry out its obligations under this Agreement in any way that is reasonably practicable and to resume the performance of its obligations as soon as reasonably possible.
- 25.3     Nothing in this clause 25 shall excuse a party for non-performance (or other breach) of this Agreement if such non-performance (or other breach) results from the acts or omissions of any of that party’s consultants and/or sub-contractors (except where such acts or omissions are caused by any of the circumstances specifically listed in clause 25.1).

## **26**     **Notice**

- 26.1     Notice given under this Agreement shall be in writing, sent for the attention of the person signing this Agreement on behalf of the recipient party and to the address given on the front page of this Agreement (or such other address or person as the relevant party may notify to the other party) and shall be delivered:
- 26.1.1     personally, in which case the notice will be deemed to have been received at the time of delivery;
- 26.1.2     by pre-paid, first-class post if the notice is being sent to an address within the country of posting, in which case the notice will be deemed to have been received at 09:00 in the country of receipt on the second (2nd) normal working day in the country specified in the recipient’s address for notices after the date of posting; or
- 26.1.3     by international standard post if being sent to an address outside the country of posting, in which case the notice will be deemed to have been received at 09:00 in the country of receipt on the seventh (7th) normal working day in the country specified in the recipient’s address for notices after the date of posting.

26.2 To prove service of notice, it is sufficient to prove that the envelope containing the notice was properly addressed and posted or handed to the courier.

**27 Governing Law and Dispute Resolution Procedure**

27.1 This Agreement and any dispute or claim (including any non-contractual dispute or claim) arising out of or in connection with it or its subject matter, shall be governed by, and construed in accordance with, the laws of England and Wales.

27.2 Subject to the remainder of this clause 27, the parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including any non-contractual dispute or claim) that arises out of or in connection with this Agreement or its subject matter.

27.3 In the event that any claim or dispute arises out of or in connection with this Agreement, the parties shall, following service of written notice by one party on the other, attempt to resolve amicably by way of good faith negotiations and discussions any such dispute or claim as soon as reasonably practicable (and in any event within 14 calendar days after such notice or by such later date as the parties may otherwise agree in writing). If the parties are unable to resolve the dispute or claim in accordance with this clause 27.3, either party may commence proceedings in accordance with clause 27.2.

27.4 Nothing in this clause 27 shall prevent either party from applying at any time to the court for injunctive relief on the grounds of infringement, or threatened infringement, of the other party's obligations of confidentiality contained in this Agreement or infringement, or threatened infringement, of the applicant's Intellectual Property Rights.

**Schedule 4**

**Project Summary Budget – For Indian Scholars**

<b>Bench fees</b>	
<b>Stipend or subsistence</b>	
<b>Budget</b>	
<b>Maximum Duration of your stay</b>	

**Project Summary Budget – For UK Scholars**

<b>Air Ticket</b>	
<b>Visa cost</b>	
<b>Insurance</b>	
<b>Maximum Duration of your stay</b>	



**Schedule 5**

**Guidelines for Applicants**

## Schedule 6

### PhD Placement Final Report template

All beneficiaries shall report on their project 30 days before the end of the project at the latest, or within 30 days of completion of the research, should this be earlier. The Report should be completed in full, signed by the grant signatory, scanned and emailed to [uk-newtonphd@britishcouncil.org](mailto:uk-newtonphd@britishcouncil.org) and [purti.kohli@britishcouncil.org](mailto:purti.kohli@britishcouncil.org) , including with the following;

1. **Appendix I** Declaration of Expenditure
2. **Appendix II** Certificate of Attendance (signed by the Head of department of the host institution)
3. **Proof of expenditure** 1 item (receipt or invoice) per category of cost. For each category of cost claimed, please provide the following;

The proof of expenditure should show names of passengers, the goods or service provided, the dates of the good or service, the supplier's company details (address, invoice number, tax or other registration). Where proof of expenditure is not in English, please provide a translation countersigned by the host institution.

<b>1. Home institution</b>	
Full Legal Name	
Department	
Head of department/Legal representative (this is the person who signed the grant agreement)	
Head of department/Legal representative Email address	
Phone number	

Postal address	
Country	

<b>2. Applicant (Co-Recipient)</b>	
Name and title	
Position and institution	
Gender	
Postal address	
Email	
Phone number	

<b>3. Host institution (Recipient)</b>	
Full Legal Name	
Department	
Head of department/Legal representative (this is the person who signed the certificate of attendance)	
Head of department/Legal representative Email address	
Phone number	
Postal address	
Country	

**4. What is your current level of research? Please mark one of the options below.**

Researcher (No PhD)	
Post-Doctoral Researcher	
Research Fellow (individual fellowship)	
Research Project Leader (with budgetary responsibility)	
Research Student	
Management/Admin/Policy for a research organisation	
Other Research Occupation	
Health care/Medical Staff	
Full-time lecturer/school teacher	
Engaged in study	
Retired	
Not employed/on career break/maternity/paternity leave	
Unknown/Other	

#### 5. Working title of the research

--

#### 6. Date and location of the research trip

Country	
Date	dd/mm/yyyy to dd/mm/yyyy

#### 7. Summary of the visit, its outcomes and results (200 - 300 words)

--

**Please provide a summary of the placement outcomes and results for a wider audience. This summary will be used for dissemination and promotion purposes.**

**8. In what way did the visit benefit your PhD research?**

**(200 - 300 words)**

--

**9. To what extent did the home and host institution benefit from the visit? Please tick as appropriate,**

	1 – to a very small extent
	2 – to a small extent

	3 – To a high extent
	4 – to a very high extent
	5 – totally accomplished
Please explain your choice (100 - 200 words):	

<b>10. To what extent were the objectives of the visit met and the expected outputs achieved? Please tick as appropriate</b>	
	1 – to a very small extent
	2 – to a small extent
	3 – To a high extent
	4 – to a very high extent
	5 – totally accomplished

Please explain your choice (100 - 200 words):

**11. Any successful stories or highlights of your achievements during your placement**



**12a. How will you continue your collaboration with the host institution: what other activities (if any) have been planned as a result of the research visit? (200 - 300 words)**

**12b. What research outputs (if any) are in development as a result of the research visit e.g. blogs, publications, books, priority setting meetings, policy dialogues? (200 - 300 words)**

<b>13a. Did the period of research catalyse new international links between the home and host institution? Please tick as appropriate,</b>	
<b>YES</b>	
<b>NO</b>	
<b>13b. Please explain your choice (no more than 200 words) (e.g, regular knowledge share, sharing best practice, share assets, other)</b>	

## Appendix I Declaration of Expenditure

**Please note that the grant cannot be increased even if the duration of stay has increased.**

Each cost category claimed should be supported by 1 item of proof of expenditure, scanned and sent with the final report. Please include a translation for any receipts that are not in English.

Please number the proof of expenditure for each category with the corresponding numbers/categories below.

**For each category of cost claimed, please provide the following;**

- |                                  |   |
|----------------------------------|---|
| <b>1. Bench fees</b>             | 1 x invoice or receipt  |
| <b>2. Stipend or subsistence</b> | 1 x invoice or receipt  |
| <b>3. Attendance</b>             | Please provide a Certificate of Attendance signed by Head of Department at the Host Institution, see Appendix II (Certificate of Attendance template) |

**Table 1**

<b>Total Bench fees claimed in GBP:</b>	
<b>Total Stipend or subsistence claimed(GBP) :</b>	
<b>Total Budget Claimed :</b>	
<b>Dates:</b>	Start of the activity/placement (including travel):  End of the activity/placement: (including travel):

## **Appendix II – Certificate of Attendance template**

To be completed at the end of the visit – please note that this can be replaced with a certificate format used by the Host Institution.

### **[Host Institution Letterhead]**

#### PhD Placements – Certificate of Attendance 2016-17

Name

Last Name

Start Date

Finish Date

Name and address of Home institution

Country

**Head of Department's signature**

**Date:**

## **Schedule 7**

### **Monitoring and evaluation**

As well as the progress of your proposed research, monitoring and evaluation activities will focus on development relevance and impact. We define development relevance as activities that have the potential to contribute to the economic development and social welfare of Newton Fund countries, benefitting poor and vulnerable populations in these countries. If at any stage the project is not progressing adequately in this area we reserve the right to suspend funding as outlined in Schedule 3 Clause 2.21 and Schedule 5.

An outline of monitoring and reporting activities is as follows.

#### **1. Baseline survey**

**Beneficiaries in UK and partner countries will complete a baseline survey within one month of the signature of this grant agreement.**

#### **2. Final narrative and financial reports.**

**The recipient will complete a full narrative report and a financial report covering the full project period within 30 days of completion of the project. Reporting formats will be provided in due course.**

The final grant contribution is calculated based on the narrative description of the achievements of the project, supported by acceptable proof of expenditure for costs claimed. This is considered suitable evidence that the activity took place, and funds were used as per the budget and in line with the funding rules in the grant agreement between the British Council and the Recipient. The entire maximum amount agreed at contracting stage will be awarded to the recipient if the British Council approves the final narrative report and the proof of expenditure submitted with the reports.

#### **3. Follow-up to Baseline survey**

**If you completed a baseline survey, the British Council will contact you 6 months after your placement to request that you complete a follow-up survey in order to evaluate the impact of your placement.**

#### **4. Impact surveys**

Newton Fund Institutional Travel grants are intended to establish longer term links between higher education, research institutions and businesses, with the aim of translating research to drive economic and social development in partner countries.

**Principal partners in UK and partner countries will therefore be requested to complete impact surveys 6 months and twelve months after Project completion, They may be also requested to take part in further evaluation activities conducted by the British Council, the Funder or other parties.**

## Schedule 8

### Bank details form

**Please attach your organisation's letter-head above**

Organisation or applicant full name	
Organisation or applicant registered address	
Bank account holder's name	
Bank & Branch Name	
Bank Branch Address	
Bank Branch Postcode	
Account Number	
Sort code (UK)	
Swift/International BIC Code	
IBAN Number	
Fedwire/ABA Routing Number <b>(USA banks only)</b>	
Registered VAT number (if applicable)	
Company registration number (if applicable)	
<b>The British Council will pay in <b>GBP - Pounds Sterling</b></b>	
Confirm the account specified will accept payments in the currency above	<input type="checkbox"/> confirmed
<b>Routing Bank Information:</b> If the payment requires to be redirected via a routing bank please provide the routing information below. The following information must be provided if the IBAN / SWIFT numbers do not correspond with your bank account number and sort code details.	
<b>Routing bank &amp; branch name</b>	
<b>Routing Account number</b>	
<b>Routing Bank &amp; Branch Code / Sort code (UK)</b>	
Routing IBAN Number	
Routing Swift/International BIC Code	
Other routing code	

### **Your details**

I confirm that the details provided above are full and accurate. Missing or incorrect information may result in attempted payments made by the British Council being returned from your bank as unsuccessful. The British Council will accept no responsibility for any delays or loss that occurs as a result.

Name	Position
Signature	Date

### **Person to contact for payment queries and notification of payment**

Name	Position
------	----------

---

Email address

Tel. no

---