

Grant Funding Agreement

This Grant Funding Agreement (the Agreement) is made between the Association for the Study of Primary Education (ASPE), a registered charity, and the grant recipient named in Schedule 1. The Agreement sets out the terms on which ASPE will provide the Grant to support the Project described in Schedule 2.1 and Schedule 2.2.

1. Parties and Purpose

This Agreement is between ASPE (the Funder) and the grant recipient (the Grant Recipient) as outlined in Schedule 1. The Grant is provided to enable the Grant Recipient to deliver the Project described in Schedule 2.1 for the purpose stated in that Schedule and for no other purpose unless ASPE gives prior written consent.

2. Grant Amount and Payment Schedule

ASPE will pay the Grant to the Grant Recipient in accordance with the payment schedule in Schedule 3, subject to compliance with the terms of this Agreement. Payments are restricted funds for the purposes set out in Schedule 2.1 and 2.2 and must be used only for those purposes unless ASPE agrees otherwise in writing. ASPE may withhold, suspend or delay payments where it considers there is a material breach of this Agreement or where further assurances are reasonably required.

3. Conditions Precedent

ASPE's obligation to pay the Grant is conditional on the Grant Recipient providing all documents and assurances specified in Schedule 4 (for example, evidence of institutional approval, insurance certificates, bank account details, and any required ethical approvals). Where such documents are outstanding, ASPE may withhold payment until they are received.

4. Outputs, Dissemination and Events

The Grant Recipient agrees to deliver the Project outputs and public dissemination activities specified in Schedule 2.2. In particular the Grant Recipient will, as a minimum, unless specified otherwise in Schedule 2.2:

- a) prepare and submit one research article, reporting Project findings, for possible publication to Education 3–13 (Taylor & Francis) in accordance with the journal's peer-review process;
- b) prepare one accessible article for ASPE's members' journal Reaching into Research that summarises findings and practical implications for practitioners; and
- c) design and deliver one ASPE Ignite professional learning session (in person or online as agreed) to share findings with ASPE members and practitioners, including any agreed materials and participant resources.

The Grant Recipient will notify ASPE in advance of submission to Education 3–13. This does not guarantee publication.

The Grant Recipient will provide ASPE with draft copies of the Reaching into Research article and an ASPE Ignite session outline at least 30 working days before the co-agreed intended publication or event date to allow coordination and publicity. This does not guarantee publication.

5. Authorship, Acknowledgement and Open Access

The Grant Recipient will ensure authorship of academic outputs follows accepted scholarly norms. All published outputs and dissemination materials must acknowledge ASPE funding in the form: “This work was supported by the Association for the Study of Primary Education (ASPE).” Where possible and subject to confidentiality and participant protection, the Grant Recipient will make academic outputs available by open access or provide ASPE with a final accepted manuscript for archival purposes. Any embargoes or restrictions must be disclosed to ASPE in advance.

6. Intellectual Property and Use of Materials

Unless otherwise agreed in Schedule 5, the Grant Recipient retains copyright in materials it produces. The Grant Recipient grants ASPE a non-exclusive, worldwide, royalty-free licence to reproduce, publish, adapt and distribute project outputs (including for ASPE publicity, member resources and educational use) with appropriate attribution. Any third-party rights or licences required for publication or dissemination must be obtained by the Grant Recipient prior to use.

7. Reporting, Records and Monitoring

The Grant Recipient will submit progress reports and a final report in the format and at the times set out in Schedule 2 and Schedule 3. Reports must use the provided template from ASPE’s secretariat. The Grant Recipient must keep adequate records of project activities and expenditure and permit ASPE or its authorised representatives to inspect records and conduct monitoring visits on reasonable notice.

8. Budgets, Use of Funds and Rebudgeting

Funds must be used only for the agreed purposes unless ASPE agrees in writing to reallocation. Any material change to budget, scope, personnel or timetable must be approved in advance by ASPE. Unspent funds at the end of the Project must be returned to ASPE unless otherwise agreed.

9. Safeguarding, Ethics and Research Governance

The Grant Recipient must comply with ASPE’s ‘Keeping Everyone Safe: Safeguarding Children and Adults Policy’, ‘Responsibility and Integrity: Research Governance and Ethics Policy’ and all applicable legal and institutional requirements in the jurisdictions where activity takes place. Where the Project involves children or adults at risk the Grant Recipient must have appropriate safeguarding policies and procedures in place, ensure staff are suitably vetted and trained, and include safeguarding contact details in participant materials. The Grant Recipient must notify ASPE without delay of any safeguarding concern, complaint, allegation or incident arising from the Project.

10. Data Protection and Confidentiality

The Grant Recipient will comply with data protection law and ASPE’s Privacy Policy in handling personal data collected for the Project. Personal data must be processed only for project purposes, stored securely and shared only as permitted by law and this Agreement. The Grant Recipient will notify ASPE promptly of any data breach affecting project data. Confidential information exchanged under this Agreement must be kept confidential except where disclosure is required by law or necessary to protect participants; ASPE may publish anonymised summaries of project findings.

11. Publications, Corrections and Withdrawal

The Grant Recipient will use reasonable endeavours to ensure the accuracy of published material and will consult ASPE on significant public statements relating to the Project if requested. Where outputs require correction or withdrawal due to error, ethical breach or legal concern, the Grant Recipient will act promptly to rectify and will cooperate with ASPE to manage communications.

12. Acknowledgement, Publicity and Media Relations

The Grant Recipient will acknowledge ASPE in all public materials relating to the Project and must seek ASPE’s prior written consent before using the ASPE name or logo beyond standard acknowledgement. The Grant Recipient will consult ASPE on

media approaches that could materially affect ASPE's reputation. ASPE may publicise the award and publish non-confidential project summaries.

13. Conflicts of Interest

The Grant Recipient will declare to ASPE any actual or potential conflicts of interest connected to the Project and will take steps to manage them. Individuals involved in ASPE decision-making will also declare interests in accordance with ASPE policy; any conflict necessitating recusal will be managed by ASPE.

14. Insurance, Liability and Indemnity

The Grant Recipient must maintain appropriate insurance for project activities (for example public liability, professional indemnity and employer's liability where required) and provide evidence on request. The Grant Recipient indemnifies ASPE against liabilities, losses, costs or expenses arising from the Grant Recipient's negligence, breach of this Agreement or unlawful acts, save to the extent caused by ASPE's negligence or breach.

15. Suspension, Termination and Repayment (Clawback)

ASPE may suspend or terminate the Grant, require repayment of part or all of the Grant, or withhold further payments where the Grant Recipient breaches this Agreement, uses funds for unauthorised purposes, fails to deliver agreed outputs, materially misrepresents activities or where safeguarding, ethical or legal concerns arise. ASPE will notify the Grant Recipient in writing of the reasons for suspension or termination and will normally provide the Grant Recipient with an opportunity to remedy issues within a reasonable timescale unless urgent action is required to protect beneficiaries or to comply with statutory obligations. This reasonable timescale will not exceed 30 days unless the Grant Recipient receives authorisation from the ASPE Executive Committee.

16. Remedies and Dispute Resolution

The parties will seek to resolve disputes in good faith. If unresolved, disputes will be escalated to senior representatives of each party for mediation. If mediation fails, the parties may pursue legal remedies under the governing law clause.

17. Amendments and Assignment

This Agreement may be amended only by written agreement signed by both parties. The Grant Recipient may not assign, subcontract or transfer its rights under this Agreement without ASPE's prior written consent, except that subcontracts for discrete deliverables may be permitted with notification to ASPE and subject to ASPE's written approval.

18. Term, Survival and Records Retention

This Agreement takes effect on the date of signature and continues until the expiry date in Schedule 2.1 or until earlier termination under clause 15. Clauses concerning confidentiality, indemnity, intellectual property, reporting, record retention and dispute resolution survive termination. The Grant Recipient must retain project records for the retention period specified in Schedule 6 and permit ASPE reasonable access to them within 5 working days of request.

19. Public Benefit and Charity Compliance

The Grant Recipient acknowledges that ASPE is a charity and that funds must be applied for public benefit and in accordance with ASPE's charitable objects. The Grant Recipient will not use the Grant in a way that could put ASPE in breach of its obligations as a charity or expose ASPE to unacceptable reputational or legal risk.

20. Governing Law and Jurisdiction

This Agreement is governed by the laws of England and Wales. The parties submit to the non-exclusive jurisdiction of the courts of England and Wales.

21. Entire Agreement

This Agreement, together with the Schedules, constitutes the entire agreement between the parties concerning the Grant and supersedes all prior agreements or understandings relating to the Project. Schedule 7 outlines any agreement terms that the ASPE Executive Committee requires for this specific project. This agreement is legally binding.

Schedule 1: Parties and Signatures

Signed for and on behalf of ASPE:

Name:	
Position:	
Signature:	
Date:	

Signed for and on behalf of the Grant Recipient:

Name:	
Position:	
Signature:	
Date:	

The Project's link ASPE Executive Committee member will be:

Name:	
Contact Details:	

Schedule 2.1: Project Description

Project Title	
Purpose of Project:	
Start Date:	
Anticipated End Date:	

Schedule 2.2: Mandatory Outputs

	Required? (Y/N)	Target Submission Date
Final Report		
Submission of Academic Article to Education 3-13		
Submission of Reaching into Research Article		
ASPE Ignite Professional Learning Session		

	Details	Target Submission Date
Other:		

Schedule 3: Payment, Reporting and Milestones

Total Grant Sum (£) Awarded	
Payment Schedule:	30% on signature 40% on receipt of mid-term report 30% on acceptance of final report and outputs
Termly Reporting on Progress to ASPE Executive Committee Dates:	

Schedule 4: Conditions Precedent and Documents to be Provided

	Required? (Y/N)	Received? (Y/N) (If not, give due date)	Notes (if applicable)
Evidence of Institutional Approval or Sponsor Letter			Where research is being carried out by an individual not linked to an educational institution, ethical approval shall fall to a delegation of ASPE's Executive Committee.
Evidence of Ethical Approval			Where appropriate, this should contain reference to safeguarding arrangements for keeping children and vulnerable adults safe. Where research is being carried out by an individual not linked to an educational institution, ethical approval shall fall to a delegation of ASPE's Executive Committee.
Bank Details			This should be on official letterheaded paper where possible.
Public Liability Insurance Certificate			This may not be sought if the grant applicant's partner institution is a reputable educational establishment with evidence of public standing (such as a registered higher education university).

Schedule 5: Intellectual Property and Licence (if different from clause 6)

In this section, we include any bespoke intellectual property arrangements, revenue sharing on commercialisation, or exclusive licence terms. Guidance can be found in ASPE's 'Intellectual Property: Copyright and Ownership Policy'.

Notes on variance from Clause 6:	
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Schedule 6: Record Retention Periods

- Financial records and invoices: minimum 6 years from project closure (as required by law or funder)
- Ethics and consent documentation: minimum 6 years or as specified by institutional policy and law
- Safeguarding records: (a) retained for 6 years or (b) until the day that each child taking part in the study has celebrated their 25th birthday, whichever is greater.

Schedule 7: Project Specific Terms of Agreement

This section outlines any agreement terms that the ASPE Executive Committee requires for this specific project.

Additional Terms and Conditions of Funding:	
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I, the undersigned, confirm that I have read and agree to all terms and conditions set out in this Agreement and in the Schedules listed above.

Signature:	
Date:	