## British Heart Foundation

British Heart Foundation: [https://www.bhf.org.uk/for-professionals/information-for-researchers/managing-your-grant](https://www.bhf.org.uk/for-professionals/information-for-researchers/managing-your-grant)

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<th>Project life cycle</th>
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<th>Main Terms and Conditions</th>
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| **Start of the project** | Initiation | • The Grant Acceptance Form must be completed, signed and returned to BHF within one month of the dated award letter.  
• All grants should commence within 6 months of the date of the award. However any unavoidable delays must be fully communicated to BHF in advance. BHF will not cover any additional costs incurred due to the delay in activation. |
| **During the project** | Staff / Students | • The Grant Holder must obtain BHF’s written approval before appointing and replacing staff funded by the Grant. Candidates CV should be submitted to BHF with the proposed basic starting salary. This should be at the level no higher than awarded.  
• Increase in salaries other than annual increments and nationally agreed pay awards will not be met by BHF  
• BHF will not fund salary during maternity leave period. Please contact your Department Manager to discuss internal processes for covering this cost.  
• Students should be appointed as per the BHF Stipend rates. |
| | Consumables | • Expenditure should be in line with the detailed breakdown provided with the application.  
• Office Expenses (e.g. desks, chairs, lab furniture, telephones, computer accessories etc) and Lab Clothing are not allowable costs. |
| | Equipment | • Equipment should be purchased in line with the application and award letter. The Grant Holder should obtain the maximum possible discounts.  
• Host Institutes must take responsibility for installation, maintenance, repairs and insurance costs of the equipment and throughout its useful life. |
| | Travel & Subsistence | • Travel must be advanced economy and specifically to carry out the research project. Travel to conferences will be provided separately if applicable.  
• Catering is only allowable for refreshment for participants on a clinical trial. Research/Collaborative meeting refreshments must be met from internal sources. |
| | General | • Monies may not be vired between budget headings.  
• BHF do not reimburse publication costs, administrative costs, library facilities, building utilities, insurances or general maintenance costs.  
• BHF do not support no-cost extensions, all work on the grant must be completed in the time awarded. Fellowships may be extended if discussed with BHF in advance. |
| **Grant Reporting and Researchfish** | Reporting | • Grant Holders must submit, once annually BHF related grant evaluation data during a defined time period through Researchfish. Data will need to be submitted up to 5 years after the grant closure |
| **End of the project** | Final Scientific Report | • The PI must submit a **scientific Final Report** within 3 months after the actual end date.  
• The final claim for reimbursement will be withheld until receipt of the final report |