

Instep Research Team



Conditions of Bursary Awards

Mentor/communication

1. The IRT will (in anything but the most straightforward award) appoint a mentor from amongst its members as a first point of contact to provide any advice as may be requested and to ensure compliance with the terms of the award.
2. Bursary holders and mentors will communicate regularly and as necessary during the project.

Bursary payments

1. Awards will generally be made as staged payments which will not be released until satisfactory interim and final reports are received by IRT.
2. These stages will be agreed with your mentor and will form part of the Bursary Acceptance Form.

Ethics and safeguarding

1. Appropriate ethics and risk assessment procedures must be adhered to.
2. For projects involving children and vulnerable adults appropriate safeguarding procedures must be put in place.

Research methods

1. Where research projects are concerned, applicants are expected to employ appropriate research methods.
2. Where choreographic material is being recorded, bursary holders should use an appropriate notation system (e.g. Newcastle Notation) as well as video to record the movement material.
3. Any research materials generated should be retained for a minimum of 10 years.

Outputs

1. Copies of all outputs generated as a result of the award must be made publicly available through the Instep Research Team website.
2. Any significant material such as field notes and recordings (edited, if necessary, to redact confidential information) should be lodged in a persistent archive (e.g. a University library or the Vaughan Williams Memorial Library) and be made available via the InstepRT website. It is the responsibility of the bursary holder to secure the relevant permissions from informants and others to enable this to be effected.
3. Although copyright will remain with the bursary holder, the IRT will require an irrevocable licence to publish and republish any material generated.

Publicity

1. The IRT may wish to utilise details of awards in its publicity material and the bursary holder will be required to agree to this usage.

2. Acknowledgement and credit for the sponsorship for each project will be displayed on all publicity material for the award received from the Instep Research Team and will include use of the official Instep logo.

Bursary holders will be required to agree to these conditions before the award funds will be released.

	Signed	Date
Bursary holder		
IRT Mentor		