

# **UNNC Guideline for Key Laboratory Open Fund Project**

## **1. Background**

In accordance to the government administrative measures for key laboratories at national, provincial and municipal levels, this guideline is produced to provide the standard practice for the open fund scheme for the key laboratories at UNNC and attract and gather high-level scholars to carry out cooperative research with the key laboratory teams.

## **2. Responsibilities**

The Academic Committee of the Key Laboratory is responsible for deciding the requirement for applicants and applications, project period, funding size, and other details of the open fund scheme as tailored to the needs of the Key Laboratory.

The Director of the Key Laboratory is responsible for the development of the funding call, the organisation of the application review meeting(s), the confirmation of award list, and the interim and closure review of the open fund projects.

RKE Office is responsible for the university stamp approval process and the archive for the award contracts.

## **3. Funding Sources**

The funding sources of the open fund scheme include the government funding for the Key Laboratory, the university funding from multiple channels within UNNC and other external investments.

## **4. Application Procedures**

a. The funding call for the open fund scheme shall be published on the website of the Key Laboratory after being discussed and approved by the Academic Committee. The applicants shall submit the application documents according to the scope and requirement specified in the call.

b. The Key Laboratory shall organise the application review meeting(s) and confirm the award list based on the results of the application review meeting(s).

c. The Key Laboratory shall issue the award notice and the successful applicants (principal investigators) shall get the project task document (award contract) signed and stamped by their affiliations.

## **5. Project Delivery**

a. The Key Laboratory has the right to inspect the research progress and use of funds at any time, and terminate the funding for those who are unable to continue to complete the project, and to correct the improper use of funds.

b. During the project delivery, any changes in terms of research contents, deliverables, project length, etc., the principal investigators shall submit the written applications to the Key Laboratory for approval.

## **6. Project Closure**

a. After the completion of the work, the principal investigators shall submit the research report or work summary to the Key Laboratory within 2 months, together with the relevant research outputs.

b. The research outputs, including but not limited to publications, patents, software registrations, research awards, etc., arising from the open fund projects are owned jointly by the Key Laboratory and the principal investigators' affiliations. Published papers, monographs, award applications and other forms of research outputs should mark the support from the Key Laboratory in the acknowledgments. The acknowledgement should be " This work is supported by the Key Laboratory of \*\*\*\*\* (full title of the key lab), University of Nottingham Ningbo China" or similar statements. Only achievements with correct acknowledgement will be counted in the assessment.

## **7. Fund Management**

Based on the requirements of the fund sponsors as well as the demands of the Key Laboratory and the principal investigators, the open fund can be either transferred to the principal investigators' affiliations or used at UNNC. The open fund shall be strictly used and managed according to the corresponding fund management policy and requirement by the government, UNNC or other funders subject to the funding source(s):

a. If the project fund is to be transferred to and managed by the affiliations of the principal investigators, the corresponding key laboratory team should timely transfer the fund to the affiliation of the principal investigators and no indirect cost is allowed for open fund projects.

b. If the project fund to be used at UNNC, the Key Laboratory shall appoint one UNNC member to reimburse the expenses on behalf of the principal investigator of the project. The project team members of the open fund projects listed in the award contract can be considered as the members of the Key Laboratory for fund access and claiming purposes.

c. The principal investigator is responsible for the proper use of the funds and must fully comply with the governmental or other funders' financial regulations. The Key Laboratory has the right to inspect the use of funds at any time, and terminate the funding for improper use of funds.

d. If the project is terminated during the delivery process, the Key Laboratory has the right to claim back the remaining fund.