**Terms and Conditions for Applications to the Institute of Physics Challenge Fund**

1. **General**
2. The Institute of Physics (IOP) makes no commitment to award any contract or grant funding as a result of this process, and IOP reserves the right to accept or reject any proposal.
3. All proposals are subject to IOP’s assessment and interview processes, including due diligence checks.
4. IOP may close applications to the Challenge Fund at any time.
5. The costs and expenses of preparing and submitting your proposal and any further information required, and your costs and expenses related to any subsequent presentations or interviews, are entirely your responsibility.
6. Any or all of the information given by you in your proposal or at any other stage of the assessment process may be incorporated and form part of any subsequent contract with you.
7. After the assessment process is completed, IOP will retain copies of all submissions to satisfy its audit obligations.
8. You shall not make any press release, public announcement or other public mention of any name or trademark of IOP in connection with this process without IOP’s prior written consent.
9. IOP reserves the right to issue revisions to this process, including the timetable, at any time and to change any aspect of this process at any time.
10. All offers of grant or other funding are strictly subject to contract, and IOP shall not be bound until an agreed, formal contract has been entered into by all relevant parties. No part of this process and no other communication made by, or on behalf of, IOP or their representatives shall constitute an agreement, contract or representation by IOP.
11. It is your responsibility to obtain at your own expense all additional information necessary for the preparation of your proposal. No claims of insufficient knowledge will be entertained.
12. You must treat this process and any communications or information supplied by, or on behalf of, IOP in connection with it as private and confidential. IOP must grant its prior written permission for the distribution or sharing of any confidential information with any third parties.
13. IOP may exclude applicants who are in breach of confidentiality obligations and may pursue any remedy or other action as it considers appropriate.
14. IOP confirms that it shall treat all information provided to it by you in response to this process as confidential within its group and further confirms that such information will not be disclosed by the IOP group to any third parties, other than to its advisers, panel members and consultants and to your referees (as may be necessary to take up those references).
15. The copyright in all materials provided by IOP in connection with this process is vested in IOP. The materials provided in connection with this process may not be reproduced, copied or stored in any medium without the prior written consent of IOP, other than for use strictly for the purposes of preparing your proposal.

**B.** **Personal Data**

1. The personal information provided in your application form will be collected and used by IOP in order to administer the Challenge Fund. This could include:

a. to assess your submission;

b. to notify you as to whether your submission has been successful;

c. to administer funds and contracts;

d. to administer the Challenge Fund generally; and

e. if agreed with you, to support you in publicising your proposal to the wider physics community.

2. Your name, affiliation and details of your proposal may also be used in published lists of Challenge Fund recipients or summaries of funded projects, which may be available on the Internet and in IOP publications. Information may be used by IOP to create anonymised reports related to the performance of the Challenge Fund. IOP may also contact the organisations linked to this submission, and the lead contact, to obtain feedback on the Challenge Fund as a whole, the submission process, internal policies and, for successful proposals, to request assistance in the publicising and promoting of the proposal and the Challenge Fund to others.

3. For IOP to assess full proposal submissions, it will be necessary to store and process the information provided by the lead applicant, as well as to make it available to the IOP's Challenge Fund team, including the assessors. The full proposal submissions shall be shared securely with the parties stated above and will not be shared any further. Data will be securely held and shared, lawfully processed, kept up-to-date, and retained for a reasonable and necessary amount of time. Details of unsuccessful submissions may be retained until completion of the Challenge Fund assessment process cycle.

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