

Appendix III

Application for Recognition as a Host Institution

Information Required

Name of Chief Executive Officer:	
Official Authorised to sign Research Awards on behalf of the Institution	
Name:	Email:
Job Title:	Contact No:
Head of Research Finance Department	
Name:	Email:
Job Title:	Contact No:
Companies Registration Office number (if any):	
Bank Account Details	
Sort Code:	
Account Number:	

Documentation Required

Description	Enclosed
<ul style="list-style-type: none">A copy of the most recent Annual Report	✓
<ul style="list-style-type: none">A signed copy of the most recently audited financial statements	
<ul style="list-style-type: none">Copy of the Institution's current tax clearance certificate	
A signed statement from the CEO stating that the institution is in compliance with the following: <ul style="list-style-type: none">" The Institution shall ensure that all appropriate health and safety procedures are in place in relation to research staff" (grant regulation 2(A)(iii))" The Institution shall ensure that it has in place its own published standards of good research practice which include a formal written procedure for the investigation of allegations of scientific misconduct (grant regulation 2(E)(i))""The Institution shall at all times take out and maintain adequate insurance coverage in respect of employers' liability insurance, professional indemnity an public liability insurance (grant regulation 2(F)(vi))	