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| --- |
| Research Groups external sponsorship |

From time to time, opportunities may arise for the activities of a Research Group to be sponsored by an external body (i.e. not the Society). In most circumstances sponsorship, either financially or in-kind (from a university, a publisher etc.), is unproblematic. However, in certain cases the potential may exist for there to be, or perceived to be, a conflict of interest with the Society, or implications for the independence of the Research Group.[[1]](#footnote-1) All activities undertaken by a Research Group should be managed by elected Committee members with discretion and integrity. In the case of sponsorship, it must be clear that any sponsorship does not affect in any way the independence of the Research Group or constrain their activities beyond the guidance outlined in the Research Groups Handbook Handbook, available at **W**: [www.rgs.org/research/research-groups/resources-for-research-group-committees/](http://www.rgs.org/research/research-groups/resources-for-research-group-committees/)

Before accepting any external sponsorship not listed in the exemptions below, Research Groups must contact RHED to discuss the proposal. Initially this is best done through a phone call and followed up with the completion of the form below (to be submitted to [rhed@rgs.org](mailto:rhed@rgs.org)).

The request will then be reviewed by the Vice-President and Honorary Secretary for Research and Higher Education, consulting with other members of the Research and Higher Education Committee as appropriate. RHED will then notify the Research Group of their decision and/or seek additional information or assurances.

Research Groups are reminded that Research Group membership data should only be accessed by the group’s current Chair, Secretary, Treasurer and/or Membership Secretary. Under no circumstances should Research Group membership data ever be shared with external sponsors or any other parties. For more information please see our guidance on Research Groups and GDPR, available at **W**: [www.rgs.org/research/research-groups/resources-for-research-group-committees/](http://www.rgs.org/research/research-groups/resources-for-research-group-committees/)

Exemptions where this form is *not* required:

* Partners or sponsors for an activity for which a Research Group grant is being applied for, where these are listed in full in the Research Group grant application.
* Waived room hire or other in-kind support for an event from a hosting university

**Please refer to Section 5 of the Research Groups Handbook for additional guidance notes**

Please include the following in your completed application:

|  |  |
| --- | --- |
| **Name of Research Group** |  |
|  |  |
| **Name, institution, email address and telephone number of the Committee Member making this application** | Name:  Institution:  Email:  Phone: |
|  |  |
| **Total amount of sponsorship being proposed** | £ |
|  |  |
| **Name and contact details for proposed sponsor** |  |
|  |  |
| **Details of the proposed sponsorship – amount, duration, conditions** |  |
|  |  |
| **Proposed use of the funds/in-kind support** |  |
|  |  |
| **Details of potential risks or ethical consequences, and how these have been addressed.** |  |
|  |  |
| **Details of agreement/contract to be signed** |  |

1. Please refer to Charity Commission guidance for more information. [↑](#footnote-ref-1)