



Reckitt Global Hygiene Institute

Grant Award Conditions

Policy Number: P200

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Article I. RGHI Policy Statement

Section 1.01 The Reckitt Global Hygiene Institute (RGHI) is a global, independent, scientific research and innovation hub that bridges epidemiology, public health policy, and behavior insights. The RGHI exists to champion hygiene as the foundation of health and promote behavior change around the world. Our mission is to generate practical, high-quality scientific research and behavioral insights that will lead to the adoption of global sustainable hygienic practices and achieve enduring behavior change.

Section 1.02 RGHI policies and procedures outline the requirements for all Fellows, Grantees, subcontractors, and organizations in which we fund in an ethical and compliant manner. They must comply with our grant and fellowship funding conditions and policies. Applicants, Grantees and Fellows must read these policies in conjunction with their contract and award letter. Each grantee and organization has an obligation to become familiar with, and abide by, the provisions of these policies. Policies and procedures are forcible by applicable county, state, federal laws, and/or regulations.

Section 1.03 All Fellows, Grantees and organizations we fund must comply with our grant funding policies. Applicants and grant recipients should read these policies alongside our grant contract and award letter. We reserve the right to amend these conditions from time to time.



Article II. Legal Compliance, Research Practice, and Governance

Section 2.01 You confirm that:

- (a) You are an individual applying for or in receipt of a Fellowship Grant from RGHI or
- (b) You are an entity duly organized or formed, qualified to do business, and in good standing under the laws of the jurisdiction in which You are organized or formed; If (b) applies, you further confirm that:
 - (i) *You are not an individual (i.e., a natural person) or a disregarded entity (e.g., a sole proprietor or sole-owner entity) under U.S. law*
 - (ii) *You have the right to enter and fully perform the Grantee Agreement; and*
 - (iii) *Your performance will not violate any agreement or obligation between You and any third party. You will notify RGHI immediately of any changes in Your entity status during the term of your Agreement. Or you confirm that You are an individual awarded a Fellowship.*
 - (iv) *You meet the definition of a tax-exempt entity status in that the organization is exempt from paying federal corporate income tax on income generated from activities that are substantially related to the purposes for which the entity was organized (i.e., to the purposes for which the organization was granted tax-exempt status).*

Article III. Conduct of Grantholders

Section 3.01 We expect all participants involved in RGHI funding to treat each other with dignity and respect. We expect research teams and organization to maintain working conditions free of bullying or harassment. Participants include: Fellows, grantholders, co-investigators, sponsors and supervisors, research staff, students, fieldworkers, collaborators, consultants, sub-awardees, and RGHI advisory committee members.

Section 3.02 When an organization or individual, if for a Fellowship, submits a grant application to RGHI, they must confirm that the lead applicant (and sponsor and supervisor if relevant), has not had an allegation of bullying or harassment upheld against them for which there is either a current formal disciplinary warning or an active sanction.

Section 3.03 If any new allegations occur, RGHI must be informed within 30 days. RGHI must also be informed during the investigation process. Investigations should conclude within one year of receiving the allegation.



Section 3.04 It is the organization's responsibility to:

- (a) Have a policy in place that clearly sets out:
 - (i) *the standards of behavior it expects from staff.*
 - (ii) *their procedure for handling allegations, including a first point of contact.*
 - (iii) *The policy should be available to all staff and ideally published on the organization's intranet.*
- (b) Make sure there is an equivalent policy in place at any sub-awardee organization. If this is an issue, contact us for advice.
- (c) Investigate allegations of bullying and harassment in an impartial, fair and timely manner.
- (d) Protect the rights of all employees involved.
- (e) Take appropriate action.

Section 3.05 We reserve the right to request a copy of the investigation report, where we consider that we have a legitimate interest in doing so. Wherever possible, organizations should see an investigation through to its conclusion. This includes:

- (a) applying any disciplinary procedures.
- (b) documenting the findings.

Article IV. Travel Policy

Section 4.01 If you are funded by a grant from RGHI, you must follow your organization's travel and entertainment policy or be subject to the US per diem rate per country. The Office of Allowance, Foreign Per Diem Rates by Location are found [here](#):

Section 4.02 Itemization of Reimbursements for which RGHI will pay:

- (a) essential travel costs, even if the low carbon option is more expensive (for example travelling by train instead of flying). These flights must be the lowest commercial available economy ticket within reason.
- (b) for each travel overnight hotel stay expenses may not exceed your country rate [here](#).
- (c) Daily Per Diem (i.e. meals, incidentals, mileage) expenses may not exceed your country rate [here](#).
- (d) project-related resources or activities that provide an alternative to travel, such as video conferencing, communication, and file-sharing software.
- (e) costs to offset the carbon generated by the essential travel.



Section 4.03 All travel may be audited by RGHI. If audited, proof of hotel, flight or transportation purchase receipts are required to include total amount, dates of travel and payment type for the life of the grant plus 1 year.

Article V. Compliance with International Sanctions and United States Laws

Section 5.01 Grantees must tell us if they think that international sanctions will affect their grant. We can then decide whether we are able to fund them while also complying with international sanctions. This applies if a grantee, or anyone associated with the grant or the grant activities:

- (a) is or becomes subject to international sanctions.
- (b) lives in a country that is the target of international sanctions.

Section 5.02 All Grantees and organizations we fund are responsible for making sure that no one working on the grant is the subject of international sanctions. This includes the US Department of the Treasury OFAC lists [here](#).

Section 5.03 All Grantees and organizations we fund must obey by all relevant United States Laws

Article VI. Good Research Practice Guidelines

Section 6.01 All the Grantees and organizations we fund must comply with the highest standards of research practice and integrity. The following are additional guidelines:

Section 6.02 Organizational governance:

- (a) We expect organizations to have policies, structures and training in place that enable Grantees to understand and adopt good research practices. Organizations must publish on their external websites how breaches of good research practice and professional disputes will be managed.

Section 6.03 Research integrity:

- (a) We expect all Grantees based in the UK to follow the [Concordat](#). Grantees based outside the UK should follow similar guidelines. Grants may only be provided to individuals or institutions where a Research Integrity policy of this nature is in place.



Section 6.04 Research misconduct:

- (a) Anyone who suspects that misconduct has taken place should report it to their organization. Organizations must inform RGHI as soon as possible about allegations of research misconduct relating to applicants, award holders, RGHI-funded staff, PhD supervisors and advisory committee members.

Section 6.05 Legal and ethical requirements:

- (a) All research must be carried out in accordance with the relevant legal, health and safety, ethical and regulatory requirements. Grantees must obtain all necessary licenses and approvals in both the country in which their organization is based and the country where the research occurs, and these must be in place throughout the research. Grantees must also consider and manage any health-related findings in research and risks of research misuse (for example, biosafety).

Section 6.06 Research involving animals:

- (a) Grantees should contact RGHI for guidance regarding the use of animals in research.

Section 6.07 Conflict of interest:

- (a) Conflicts of interest should be recognized, declared, and managed. Peer reviewers and committee members should follow the guidance we provide when we appoint them. Refer to the RGHI conflicts of interest policy.



Section 6.08 Sharing research outputs:

- (a) We expect all outputs of research funded by RGHI to be shared openly and as quickly as possible. At the same time, we recognize that there may be an overriding need for confidentiality in some instances. For example, if intellectual property is generated during a grant, they must consider how to protect it before disclosure and in line with our policies.
- (b) Besides publications, patents and pre-prints, other important research outputs may include datasets, technologies, software reagents and policy reports.
- (c) Negative findings are as important as positive ones, and we encourage you to share them by contacting The Reckitt Global Hygiene Institute.
- (d) Data generated during a research project should be kept securely in electronic format unless it is not technically possible.
- (e) Data and related materials must be stored for at least 10 years after the study ends. If the research is based on clinical samples or findings that relate to public health, it should be stored for 20 years.
- (f) Authors must follow our open access policy when they publish outputs in journals, monographs, and books. Authors must have had significant input into the research. This could be through the design, execution, or interpretation of the research. They must also accept accountability for the content of the publication. Grantees should follow the International Committee of Medical Journal Editors guidance on how to determine authorship.
- (g) The CASRAI website provides guidance on accreditation in publications.
- (h) Publications must properly acknowledge the contributions of collaborators and funders.

Article VII. Data, Software and Materials Management and Sharing Policy

Section 7.01 Grantees should manage and share data, software and materials that arise from RGHI-funded research and outputs management plans.

- (a) We expect our Grantees to maximize the availability of research data, software and materials with as few restrictions as possible. As a minimum, the data underpinning research papers should be made available to other Grantees at the time of publication, as well as any original software that is required to view datasets or to replicate analyses. Where research data relates to public health emergencies, Grantees must share quality-assured interim and final data as rapidly and widely as possible, and in advance of journal publication.
- (b) Anyone applying for RGHI funding must consider their approach to managing and sharing anticipated outputs at the research proposal stage. In cases where data, software or materials that will hold value as a resource for others in academia or industry will be generated, applicants will need to include an outputs management plan explaining their planned approach. We will review this plan when making our funding decision. We will fund any justified costs for delivering the plan as part of funding the research.



- (c) Grantees' approach to outputs management should be dynamic. Plans should reflect established best practice in the respective research field. In particular, Grantees should make sure their shared outputs:
 - (i) *are discoverable.*
 - (ii) *use recognized community repositories for data and other outputs where these exist.*
 - (iii) *use persistent identifiers for these outputs wherever possible.*
- (d) Grantholders should review their outputs management plan throughout the research lifecycle.
- (e) RGHI expects all users of research data, software and materials to cite the source, and to abide by the terms and conditions under which they were accessed.
- (f) We recognize and value a range of research outputs – including inventions, datasets, software and materials, as well as publications – in assessing the track record of Grantees. Guidance to our committees, reviewers and staff emphasizes that our funding decisions should take account of the:
 - (i) *full and diverse range of outputs that results from research.*
 - (ii) *efforts made by Grantees to use outputs to deliver health benefits or assist further research.*
- (g) RGHI will also consider whether Grantees have managed and shared their research outputs in line with our requirements, as a critical part of the end-of-grant reporting process.

Article VIII. Global Access Commitment & Intellectual Property Policy

Section 8.01 This policy applies to all forms of intellectual property (IP), including:

- (a) patents for inventions, such as new drugs or medical devices.
- (b) copyright in software.
- (c) database rights in large datasets.
- (d) rights in designs, i.e., for new equipment.
- (e) rights in confidential knowhow.

Section 8.02 Global Access Commitment & Intellectual Property

- (a) The careful and deliberate management of IP (patents, copyrights, trademarks, trade secrets, and rights in data) and the associated rights created or accessed through foundation-funded projects, is a critical component to achieving Global Access. Global Access commitments also apply to collaborations with for-profit entities. Whether it is a groundbreaking diagnostic tool or a new toilet that does not require a sewer connection or electricity, they are allowed to sell what they develop with foundation funding at a profit in the developed world, as long as the products are made available to the people who need them most.
- (b) IP developed in RGHI Funded programs should be disclosed to RGHI within 6 months



Section 8.03 Publication

- (a) Consistent with Your Global Access commitments, if the Project description specifies Publication or Publication is otherwise requested by RGHI, You will seek prompt Publication of any Funded Developments consisting of data and results. Publication may be delayed, by giving a written notice to You (a “Confidentiality Notice”), for up to 90 additional days after receipt of the Confidentiality Notice for the sole purpose of seeking patent protection, provided the patent application is drafted, filed, and managed in a manner that best furthers Global Access. The Confidentiality Notice must be issued within thirty (30) days after RGHI receives details of the proposed publication. If a Confidentiality Notice is not received within that period, Grantee may proceed with the proposed publication. For publication in a peer-reviewed journal, such Publication must be under “open access” terms and conditions consistent with RGHI’s Open Access Policy available from rghi_publications@RGHI.org on request and may be modified from time to time.
- (b) Nothing in this section shall be construed as requiring Publication in contravention of any applicable ethical, legal, or regulatory requirements. You will mark any Funded Development subject to this clause with the appropriate notice or attribution, including author, date and copyright (e.g., © 20<> <Name>).
- (c) You are required to notify RGHI of any publications arising wholly or in part from this work and send a copy of all materials to RGHI within 30 days of publication.



- (d) You are required to notify RGHI of submission of any research outputs arising wholly or in part from this work, including conference abstracts or academic publications, within 30 days of submission. Upon reasonable request, You will provide RGHI with copies of submitted materials for internal review only.
- (e) RGHI will pay publication fees for publication in any peer review journals through a process external to the grant agreement. RGHI will also pay necessary open access fees to ensure peer review publications adhere to RGHI's open access commitments. Anticipated publications from this work should be specified in grant milestone agreements. Publication and open access fees for manuscripts in addition to those outlined in the grant milestone table will be considered on a case-by-case basis. All other forms of public dissemination specified in the project agreement are the responsibility of the grantee.
- (f) All materials arising wholly or in part from this research must include the following in the appropriate language: "This work was funded (wholly or in part) by the Reckitt Global Hygiene Institute (RGHI). The views expressed are those of the authors and not necessarily those of RGHI." Modifications to the standard language will be considered with prior authorization.

Article IX. Reporting

Section 9.01 You will submit reports according to the Reporting & Payment Schedule using RGHI's templates or forms, which RGHI will make available to You and which may be modified from time to time.

Section 9.02 Narrative progress reports

You should provide progress against key milestones as outlined in the Grant Agreement. For progress report to be considered satisfactory, it must demonstrate meaningful progress against agreed milestones for that investment period. Milestones are outlined in Attachment D of the agreement. If in the reasonable opinion of RGHI meaningful progress has not been made, the report should explain why not and what adjustments You are making to get back on track. Please notify RGHI's Primary Contact if You need to add or modify any targets or milestones. RGHI must approve any such changes in writing. You agree to submit other reports that RGHI may reasonably request.

Section 9.03 Financial reports

- (a) Grantees are required to report on financial expenditures every six months to annually (one-year) depending on the awarded amount in accordance with the RGHI financial reporting tool. Grantees may use a different financial reporting format with prior written authorization from RGHI.



Article X. Monitoring and Auditing

Section 10.01 Monitoring, Review, and Audit

- (a) Grantees are expected to produce progress reports on a RGHI template every year or at each milestone, whichever is shorter to measure progress. Additionally, Grantees are expected to report 6-month career and research development and each 1-year milestone training and research reports.
- (b) RGHI may monitor and review Your use of the Grant Funds, performance of the Project, and compliance with your Agreement, which may include onsite visits, subject always to reasonable notice, to assess Your organization's governance, management, and operations, discuss your program and finances, and review relevant financial and other records and materials.

Section 10.02 Internal or Third-Party Audit

- (a) If during the term of the Grant any internal or external auditor finds deficiencies in organizational financial controls the grantee or the grant holding organization is required to inform RGHI within 30 days.

Section 10.03 Record Retention

- (a) You will maintain complete and accurate accounting records and copies of any reports submitted to RGHI relating to the Project. You will retain such records and reports for 2 years after Grant Funds have been fully spent. At RGHI's request, You will make such records and reports available to enable RGHI to monitor and evaluate how Grant Funds have been used or committed.

Article XI. Definitions

Award Letter	The letter from us confirming the award of the Grant and giving details of the Grant Activities.
Bullying	Is any offensive, intimidating, malicious or insulting behavior. It involves the misuse of power and can make the person being bullied feel vulnerable, upset, humiliated, undermined or threatened.
Consolidated IP and Commercialization Report	Our form, completed by you, that reports on RGHI-funded IP from all current and past research-related grants from us, including this Grant.
Fellow	Individual applying for or in receipt of a Fellowship Grant from RGHI.



Fellowship	Funded Grant to an individual.
Final Expenditure Report	A form completed by you that sets out: 1) a comparison of i) your actual expenditure on the Grant during the Grant Period and ii) the total amount awarded by us in respect of the Grant; and 2) any further information that we request from you.
Grant	The grant described in the Award Letter.
Grant Activities	The activities funded by the Grant as described in the Award Letter.
Grant Conditions	The conditions set out in this document.
Grant Period	The period of the Grant set out in the Award Letter, beginning on the start date as confirmed to us by you.
Grantee	A grantee is the recipient of a grant or fellowship.
Grantholder	The 'Lead Applicant' as identified in the Grant application and as specified in the Award Letter.
Harassment	Is any unwanted physical, verbal, or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may be persistent or a single incident.
Organization	Any university, institution, research council or other organization (other than you) at which the Grant Activities are carried out and/or to which Grant monies are received.
Participant	Any person or third party working in any capacity on the Grant Activities or providing access to proprietary materials (including background IP).
PubMed Central	A central repository for the open access outputs of our funded research here .
Terms and Conditions	The terms and conditions on which the Grant is made, comprising these Grant Conditions, the Award Letter and our Policy and Position Statements as set out on our website from time to time.
us, we and our	RGHI Non-profit
RGHI	Reckitt Global Hygiene Institute (RGHI)
RGHI-funded IP	Intellectual property that is, or has been, created, exemplified, or developed (whether in whole or in part)



	from the Grant Activities. Unless specified otherwise in the Award Letter, 'RGHI-funded IP' does not include the copyright in articles, scientific papers, lectures or audio or visual aids to the giving of lectures or teaching.
you/your	The university, institution, researcher, research council, grantee or other organization that has principal responsibility for administering the Grant, as identified in the Grant application, and as specified in the Award Letter.

Article XII. Policy Documentation

The Executive Director is responsible for ensuring implementation of these policies.

The Board of Directors of RGHI adopts the following policies in order to strengthen its existing policies and procedures, maintain and exemplify “best practices,” and comply with applicable laws and regulations on August 1, 2021.

Policy Contacts:

Role	Name
Policy Sponsor	Sarah Roberts
Policy Owner	Sarah Roberts
Policy Contact	grants_admin@RGHI.mail.org

Policies and Standard Operating Procedures: www.rghi.org/public-policies

Appendices: Appendix 1: Grant Agreement

Document History:

Date	Revision	Reason/Description
August 1, 2021	Version 1	Executed Policy
June 19, 2024	Version 2	Updated contacts and links

Article XIII. Appendix 1: Grant Agreement

Section 13.01 Grant Agreement is located in the RGHI Policies Online Archive:
www.rghi.org/public-policies