

Article 1 – Principle

1. In order to build and boost science-policy-practice in water diplomacy, the GWH provides to recipients (hereinafter: “the Recipient”) seed funding and in-kind support (hereinafter “the Grant”) to bring their academic research into policy spheres through networking, intervening in policy fora, and providing communication materials (hereinafter: “the Project”). Projects are selected through a call for proposals within the framework of the Science Policy Incubator Grant on Water Diplomacy (hereinafter: “the SPIG”).
2. These Rules governing the use of the Grant (hereinafter: “the Rules”) aim to define and regulate the use of the Grants and Services awarded by their Recipients.
3. A separate document outlining the Science Policy Incubator Grant on Water Diplomacy (hereinafter: « Grant Description”) sets out the funding schemes, the Grants’ objective and description, the open-call and the selection processes and the requirements for the awarding of the Grant.
4. A Grant letter including the present Rules is sent to the Recipient by the GWH and the University of Geneva (hereinafter: “the Grant Letter”). The signature of this Grant Letter by the Recipient shall constitute acceptance of the Grant and undertaking to comply with these Rules by the Recipient.

Article 2 – Legal Effects of an Award

1. Following the acceptance of his/her application, the individual becomes the designated official Recipient and is fully responsible to the GWH.
2. Any delegation of the Project implementation to any third-party, in whole or in part, is excluded without prior written authorization of the GWH.
3. Any transfer of the Grant to any third-party, in whole or in part, is excluded without prior written authorization of the GWH.
4. The Recipient certifies that all information provided in the application is complete, true and correct. The Recipient shall inform in due time the GWH of any change of this information.
5. If the Recipient is employed by an entity, he/she certifies that he/she is authorized by this entity to accept the Grant and to carry out the Project.

Article 3 – General Commitments of the Recipient

1. The Recipient shall comply with the ‘Project description’ document, which is based on the project’s application and formalised during the inception meeting with the GWH. This document forms part of the Grant Letter. It includes the Project budget.
2. The Recipient shall comply with the deadlines set in the Grant Letter on the basis of the Project description document.
3. The Recipient shall inform the GWH of any other funding from third-parties obtained for the same Project.
4. The Grant shall be used in accordance with the terms and conditions defined in these Rules and in the Science Policy Incubator Grant on Water Diplomacy Grant Description document.
5. The Recipient undertakes to carry out the Project with due care and according to scientific standards and ethics (as specified in article 7).

Article 4 – Release and management of the Grant

1. 60% of the Grant is paid as a lump sum upon signature of the Grant Letter and upon submission of an invoice with bank account details. The remaining amount of 40% is transferred once a final descriptive report is submitted, summarizing the activities undertaken and the results achieved.
2. Eligible expenditures are limited to the costs directly related to the Project budget.

3. Travel expenses, per diems and other allocations shall be handled according to the rules in force at the institution where the Recipient is affiliated; if there is no organizational affiliation, University of Geneva regulations shall be applied.
4. Any negative balance at the end of the Project supported by the GWH must be settled by the Recipient. However, any positive balances must be refunded to the GWH in the 30 days following the final project meeting.
5. If the Recipient has not signed the Grant Letter in the two months following notification that the Project has been selected, the GWH reserves the right to cancel the Grant attribution.

Article 5 – Information about the SPIG Projects

1. The GWH shall be entitled to enter, or to arrange for the entry of, the information about the SPIG Projects (information pertaining to Projects and persons, including the use of photos) into databases, reviews or other publications, accessible to the public.

Article 6 – Duty of Information

1. The Recipient shall communicate regularly with the GWH team and provide all relevant facts related to the Project implementation. In particular, he/she must at all times:
 - a) Respond to queries and provide all necessary information to the GWH;
 - b) Inform the GWH of any problems that may arise during the implementation of the Project or any circumstances that could change or influence the implementation of the Project and/or the funding.

Article 7 – Compliance with Laws and Good Scientific Practice

1. The Recipient shall comply with all applicable laws including but not limited to ethics and principles of scientific integrity.
2. The Recipient shall use good scientific practice while implementing the Project
3. In particular, the Recipient shall ensure the good quality of his/her research data, its complete description, identification, preservation and eventual dissemination. Research results shall not be overstated.

Article 8 – MEL Plan and Reporting

1. The aim of the Monitoring, Evaluation and Learning (MEL) framework is to allow the GWH to collect qualitative information on the science-policy process undertaken in the SPIG projects, evaluate the projects' results, and generate learning that can inform further the GWH and the science-policy community more broadly.
2. The MEL framework involves the following elements:
 - a) The recipient provides baseline information through the application documents and by participating in a qualitative discussion during the inception meeting;
 - b) The recipient provides oral reporting throughout the Project implementation based on an interactive process, which modalities are defined during the inception meeting;
 - c) The recipient engages in a final discussion with GWH at the end of the Project;
 - d) To the extent possible, the GWH gains direct insights into the Project by participating in relevant Project activities. The relevance, appropriateness, and nature of the GWH participation is decided jointly by the Project's recipient and the GWH.
3. The Recipient must give a detailed accounting with regard to the use of the Grant budget in a financial report at the end of the Project and provide any supporting documents requested.

Article 9 – Results of the Project, accessibility, and communication

1. The intellectual property rights related to the results arising from the Project (hereinafter: “the Results”) are owned by the Recipient or, as the case may be, by their employer or other contributors.
2. During the implementation of the Project and after its completion, the Recipient shall make available to GWH the Results obtained, which can subsequently be shared publicly through the GWH website.
3. The GWH and the Recipient are not obliged to share publicly the Results should it not be advisable for confidentiality reasons, such as political sensitivity.
4. Any presentation or publication of the Results arising from the Project shall adequately mention the scientific contribution of all authors of the initial research / publication.
5. Any publication or communication material related to the Project shall mention GWH’s support as follows: “This Project has benefited from support by the Geneva Water Hub at the University of Geneva, as part of its Science-Policy Incubator Grant on Water Diplomacy”.
6. A copy of any presentation or publication or communication material related to the project will be provided to the GWH.

Article 10 – Amendment to the Grant decision

1. If the commitments made in the application are not met by the Recipient, if the circumstances on which approval is based have considerably changed or in case of any misuse of the Grant or breaches of the provisions of the Grant Description, the Grant Letter, these Rules, or any other provisions of applicable law by the Recipient, the GWH may take all the appropriate measures including but not limited to:
 - a) if the Grant has not yet been transferred, it may suspend, reduce or withhold the Grant;
 - b) if the Grant has already been transferred, it may suspend, reduce or demand partial or full repayment of the Grant.
2. Prior to taking such measures, the GWH will discuss with the Recipient.

Article 11 - Cost-neutral extension

1. The Recipient can place a request with the GWH for a cost-neutral extension of the Project duration if the Project has been delayed for unforeseeable reasons and money could therefore not be spent. Such a cost-neutral extension must be applied for in written form.
2. Extension can be granted for a maximum of 6 months.

Article 12 – Governing Law and Place of Jurisdiction

1. These Rules as well as all other documents that define the relationship between the Recipient and the GWH are governed by Swiss Law, without giving effect to its conflict of laws rules .
2. The place of jurisdiction is Geneva, Switzerland.

Article 13 – Approval, modification and entry into force of these Rules

1. These Rules were approved by the Scientific Director of GWH on 26.01.2024 and the Director of the Institute for Environmental Sciences at the University of Geneva on 30.01.2024.
2. These Rules entered into force on 30.01.2024.
3. These Rules are applicable to the selected projects at the time when they enter into force.
4. These Rules are published on the GWH website.
5. In case of modification of These Rules, modifications will not apply to projects already underway.