

RCVS Knowledge Awards: Terms and conditions

These conditions define the basis on which RCVS Knowledge offers support. RCVS Knowledge seeks to establish a partnership with award winners in which each party is clear as to its rights and obligations. Accepting an award from RCVS Knowledge implies the understanding and acceptance of the following terms and conditions.

Award winner obligations

1. The award winner is assumed to be the person/practice stated in the 'Contact details' of the application form.
2. The award winner/s will win £250. If an award winner is a practice, £250 will be paid to the practice's bank account.
3. The award winner/s may be invited to attend an awards ceremony (either online or in person). If an award winner is a practice, one representative from the practice may be invited to attend. If an invited award winner is unable to attend, notification **must** be sent in writing to ebvm@rcvsknowledge.org as soon as possible.
4. Previous applicants/nominees (including previous winners) of the RCVS Knowledge Awards are permitted to apply to the new round either with a new initiative or with further developments relating to the initiative that the previous application was based on.
5. RCVS Knowledge will consider all submissions (from direct applicants) that are received on or before the closing date, as stated on the [RCVS Knowledge Awards webpage \(www.rcvsknowledge.org/Awards\)](http://www.rcvsknowledge.org/Awards).
6. The winners of the award will receive a Confirmation Form, which must be returned within two weeks of receipt. Once the completed Confirmation Form has been received, the winner will be informed if they have been allocated to attend the awards ceremony and will receive an Expense Claim Form. The applicant must send their Expense Claim Form and receipts to RCVS Knowledge in order to be reimbursed up to £200 towards reasonable travel costs to attend the event. All payments, including the prize and expenses, will be made via BACS.
7. Expenses will only be covered for the award winner, or the representative collecting the award.
8. The award is given for the approved application and case example.
9. Award winners and some other applicants may be invited to assist in the promotion of their case example as agreed between the award winner/applicant and RCVS Knowledge. This promotion of their case example might include – but is not limited to – presenting the award winner's/applicant's initiative and methods at conferences (for which RCVS Knowledge will cover reasonable expenses), sharing their experiences through our blog, podcasts and interviews and even publishing their findings in a journal such as *Veterinary Evidence*.
10. The award winner/s will be announced by RCVS Knowledge; the award winner/s should not reveal or promote their receipt of the award until the official RCVS Knowledge announcement has taken place.

RCVS Knowledge obligations

11. The RCVS Knowledge Awards are administered by RCVS Knowledge, under the general guidance of the RCVS Knowledge Awards Panel.
12. RCVS Knowledge may publicise details of the award and the names of award winners in our annual report, website, and other relevant publications.
13. Information set out in the application form may be used by RCVS Knowledge to assist in the delivery of its priorities, namely, to facilitate a culture change towards the implementation of QI in veterinary practice and to enhance the awareness and dispersion of QI skills in the profession. As such, the material may be used in diverse published media, and may be published on the RCVS Knowledge website under the Creative Commons Attribution 4.0 International Public Licence. Users may copy and redistribute this material, provided that they comply with the terms of the Licence including in particular giving appropriate credit to the creator of the material in line with the permission statement.
14. RCVS Knowledge will process any personal data provided in line with the General Data Protection Regulations and the Data Protection Act – 2018. If you have any queries on how we process data, please see the RCVS Knowledge Privacy Policy (<https://knowledge.rcvs.org.uk/rcvs-knowledge-privacy-policy/>).

Withdrawal of the award

15. RCVS Knowledge reserves the right at any time and without notice to withdraw an award, either in full or in part, if the award winner fails to comply with these terms and conditions. This includes failure to confirm acceptance of the award.

Modification or variation of regulations

16. RCVS Knowledge reserves the right to modify, add to, or vary these regulations, as it sees fit, and undertakes to give prior notice to the award winner of any change. RCVS Knowledge will seek to ensure that the award winner is not disadvantaged by such changes.

Acceptance of these terms and conditions

17. In accepting an RCVS Knowledge Award, the award winner is bound by these terms and conditions.