

## 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. Any reference to organisation means either practice or other organisation as applicable

### Award winner obligations

1. The award winner is the organisation stated in the 'Organisation details' of the application form.
2. If the organisation representative ceases to be employed by the organisation, notification of the new representative **must** be sent in writing to [awards@rcvsknowledge.org](mailto:awards@rcvsknowledge.org) as soon as possible.
3. The award winning organisation will win £300 for first place, £250 for second place, and £200 for third place to be paid to the organisation's bank account.
4. The award-winning organisations will receive a Confirmation Form via their nominated representatives, which must be returned within two weeks of receipt.
5. If the organisation has placed in first place, one person may be invited to receive an award at an awards ceremony (either online or in person) on behalf of the organisation. The representative who is employed at the organisation must confirm who will attend. Any changes to their attendance must be sent in writing to [awards@rcvsknowledge.org](mailto:awards@rcvsknowledge.org) as soon as possible.
6. Only one person, the person who receives the award on behalf of the organisation, may receive an Expense Claim Form to be reimbursed up to £200 towards reasonable travel costs to attend the event. This must be completed and returned with receipts to RCVS Knowledge in order.
7. Additional representatives of the winning practice/organisations may be able to attend the awards ceremony as guests, as set out in writing by RCVS Knowledge ahead of the event. Their travel will not be reimbursed. They must register for the event directly with the event organiser.
8. Details on expenses that may be claimed, can be found on the Expense Claim Form.
9. All payments, including the prize and expenses where applicable, will be made via BACS.
10. The award is given for the approved application and case example.
11. Award winning organisations and some other applicants may be invited to assist in the promotion of their case example as agreed between the award-winning organisation and RCVS Knowledge. This promotion of their case example might include – but is not limited to – presenting the award winning initiative and methods at conferences (for which RCVS Knowledge will cover reasonable expenses), and sharing their experiences through our blog, podcasts and interviews.
12. The award-winning organisations will be announced by RCVS Knowledge; the award winners should not reveal or promote their award until RCVS Knowledge has confirmed that it is fine to do so.
13. The organisation representative must always maintain responsive communications with RCVS Knowledge.

### RCVS Knowledge obligations

14. The RCVS Knowledge Awards are administered by RCVS Knowledge and awarded under the general guidance of the RCVS Knowledge Awards Panel.
15. 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).
16. RCVS Knowledge will make every effort to blind the applications and any supporting evidence for the review panel. If an application contains previously publicised material, or is heavily branded, we may be unable to effectively anonymise them. As a result, such documents will not be included in the materials reviewed by the panel. This may impact the overall score. In such instances, RCVS Knowledge will be in direct contact with the practice/organisation representative.
17. RCVS Knowledge may publicise details of the award and the names of award winners in our annual report, website, online in other formats and in other relevant publications.
18. Information set out in the application form and case example 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 Quality Improvement (QI) in veterinary practice and to enhance the awareness and dispersion of QI skills in the professions. 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.
19. 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 \(https://knowledge.rcvs.org.uk/rcvs-knowledge-privacy-policy/\)](https://knowledge.rcvs.org.uk/rcvs-knowledge-privacy-policy/).

### Withdrawal of the award

20. 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

21. 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

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