

EDINBURGH BOTANIC GARDEN (SIBBALD) TRUST

Royal Botanic Garden Edinburgh
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TRUSTEES

Dr A Dyer (chair)	Dr D Long
Prof P Broda	Mr S Milne
Mr A Garden	Dr D Rae
Dr C Jeffree	Mr R White
Dr S Knees	

Secretary/Treasurer: Mrs S Rae sibbaldtrust@rbge.org.uk

Dear Michael

Sibbald Project No: **2016#11** (visit of Prof. S. Nampy) **Please make sure that this code is used in all correspondence**

I am happy to inform you that your application to the Sibbald Trust has been successful. In granting the award of **£2,330.00** the Trustees ask that you follow these guidelines.

- **Please ensure that all expenses are correctly coded to the project using the Sibbald project number above**, and including the Sibbald Trust cost centre (Cost Centre: CF; Project Code: 056).
- If the award (for whatever length of time) includes a salary, (pensions etc) please ensure that Frederick Max Lino the Finance Project Officer F.Max-Lino@rbge.ac.uk and (HR) are kept fully informed of the project. A line manager should be designated who, along with the recipient, will be responsible for ensuring that all holiday entitlement is taken during the period of the project.
- If the award includes laboratory consumables, please ensure that all expenses are correctly coded to the project using the Sibbald project number above. All expenditure should also be coded to the Sibbald Trust cost centre (Cost Centre: CF; Project Code: 056)
- When the project is completed, please ensure that you inform the **Secretary of the Sibbald Trust** as well as HR, Scientific & Technical Services (STS) and Finance as appropriate.
- For all awards, the Trustees request that a report is submitted within six months of the end of the project. If the project is continuing past the end of the financial year, please submit a short interim update to the Secretary at the end of March. Failure to provide a report will have an impact on future applications.
- In the event of the project resulting in a publication, the Trustees ask that due acknowledgement be made of Sibbald Trust support.
- If the award is to be made to an applicant from overseas then the Sibbald Trust will normally make the payment to the individual on their arrival in the UK. The Sibbald Trust will not normally transfer money to bank accounts in the UK or abroad. Please ensure that the HR department are kept informed of any visa requirements.

With best wishes

Sally Rae

Secretary of the Edinburgh Botanic Garden (Sibbald) Trust