



Michael Smith Foundation for
Health Research

2009
Career Investigator Program
Conditions of Award

General	2
Responsibilities of MSFHR	3
Responsibilities of the Award Recipient	3
Reporting	4
Leaves	4
Leaves of Absence.....	4
Sabbatical Leaves	4
Transfer of MSFHR Career Investigator Award	5
Acknowledgement of MSFHR/Publications/Public Awareness	5
Responsibilities of Host Institution	5
Termination of Awards	6

General

- Compliance with the Conditions of Award is mandatory for MSFHR's continued support of the Award. Award Recipients and Host Institutions are required to respond in a timely fashion to any requests from MSFHR personnel regarding the verification of compliance to the Conditions of Awards.
- Award Recipients must retain their affiliation with a BC Academic Institution, Research Institution and/or, Health Authority during the term of the Award.
- Award Recipients and/or Host Institutions must advise MSFHR in writing of any major changes during the funding period with regard to status and academic affiliation of the trainee or researcher. MSFHR will determine the impact of the change and may decide to continue funding or, in some cases, terminate the award.
- Award Recipients and their Host Institution must comply with ethical and research policies outlined by the Host Institution and the Tri-Council policy statements on: Integrity in Research and Scholarship; Ethical Conduct for Research Involving Humans; the policies and guidelines regarding animal care, biohazards and research activities having potential effects on the environment. Any conflict of interest in the execution of research projects or any serious breach of ethics or scientific integrity must be reported to MSFHR by the Host Institution. MSFHR reserves the right to impose any required sanctions.
- MSFHR will not be responsible for any expenditure over and above the approved amount of the Award, or for any expenses incurred prior to or after the funding period of the Award.
- All unexpended funds at the end of the award funding period must be returned to MSFHR.
- All publications and public messages, regarding the research or initiative supported by the MSFHR award must acknowledge the support of MSFHR.
- MSFHR expects Award Recipients to disseminate their research findings through peer-reviewed publications such as journals, manuscripts and books to maximize the impact and utility of their work.
- MSFHR reserves the right to publish and/or disseminate information regarding the Award and Award Recipients.
- All grants and awards are held by the Host Institution and may be subject to audits or inspection.
- Award Recipients who have not submitted their Annual, Progress or Final Report(s) or the accompanying Financial Statement(s), or any other information requested by MSFHR within the designated time frame may not submit a new application to MSFHR until they have met this requirement.
- The Award may be terminated at any time for good or sufficient reason by the Award Recipient, the Host Institution or MSFHR.

Responsibilities of MSFHR

- MSFHR will use the information provided in the application for processing the application, for the payment, monitoring, maintenance and review of the Award.
- To meet MSFHR's obligations for public accountability and the dissemination of information, details of Awards are also made available on the MSFHR web site, and in reports, documents and mailing lists.
- MSFHR accepts no responsibility for costs or liabilities arising from research funded by the Award, other than those set out in these Conditions of Award, or otherwise agreed in writing.

Responsibilities of the Award Recipient

To maintain funding, award recipients must:

- return the signed Conditions of Award and Award Acceptance Form within the stipulated time
- start the Career Investigator Award within 12 months from the effective date of the Award
- all Career Investigator Awards must be held in British Columbia
- must hold and continue to hold a full-time academic appointment which is, at minimum, as an Assistant Professor or the equivalent (for new faculty members)
- confirm the effective date of receipt of documentation that application for permanent residence in Canada has been made (non-Canadian citizens)
- devote at least 75% of their time to research activities. MSFHR will withdraw support if the Award Recipient assumes significant administrative and other responsibilities
- acquire and maintain adequate external operating funds for research activities
- apply for and accept, upon offer, salary awards from major peer-reviewed provincial, national or international funding organizations at least twice during the first three years of a MSFHR Career Investigator - Scholar Award. MSFHR Career Investigator - Senior Scholars will be required to apply for peer-reviewed salary awards only where such opportunities exist. Additional awards and remuneration may be held/earned at the discretion of the Host Institution.
- inform MSFHR in writing of any other funding for both salary award and establishment grant obtained within thirty (30) days of receipt of notification of the other funding. The notification must include a copy of the document which states the source, amount and start and end dates of the funding

- notify MSFHR as soon as it is known that the Career Investigator Award will not be held for the full duration
- inform MSFHR in writing two month prior to leaving British Columbia to take up another position
- seek patent, copyright and design protection for intellectual property likely to result in a commercial product

Reporting

The Award Recipient must submit all required within the stipulated time:

- an annual report to update their research activities
- a detailed progress report after three years; funding for the subsequent years will be dependent on a positive review of the report
- submit a final report and a final financial statement to MSFHR within three months following completion of the MSFHR Career Investigator Award and Establishment Grants, if applicable

Leaves

The general policies of the Host Institution relating to vacation, extended illness, parental, family or other types of leaves of absence shall apply to Award Recipients of MSFHR Career Investigator Awards. Prior approval must be obtained from MSFHR for leaves other than vacation.

Leaves of Absence

- Award funding is on hold for the duration of the leave. Period of leave will be added to the term of the award

Sabbatical Leaves

The following information is required in writing at least three months prior to taking sabbatical leave:

- purpose of the leave
- duration of the leave
- research plans for the period
- benefits to be derived from the leave
- provisions made for the operation of their laboratory/program of research in their absence
- approval of Department Head and Dean of Faculty (if applicable)

Award funding continues for approved sabbatical leaves.

Scholars will not be granted sabbatical leaves.

Transfer of MSFHR Career Investigator Award

Prior approval from MSFHR must be obtained in order to transfer a MSFHR Career Investigator Award to another institution in British Columbia. The following documents must be submitted to MSFHR at least three months prior to the transfer:

- A letter to MSFHR from Dean of Faculty (if applicable) or Research Director or other appropriate senior official of the institution where the Award is currently being held indicating his/her awareness of the transfer
- A letter to MSFHR from the Department Head/Chair and Research Office of the institution where the Award is being transferred to confirm acceptance of the MSFHR Conditions of Award and administration of the Award
- The Department Head and Dean of Faculty (if applicable) at the new Host Institution to complete and sign a hard copy of the Department Head and Dean of Faculty Forms

Acknowledgement of MSFHR/Publications/Public Awareness

- Career Investigator Award Recipients must complete and update an Award Recipient profile on an annual basis
- Career Award Recipients must refer to themselves as a Michael Smith Foundation for Health Research Scholar or Senior Scholar

Responsibilities of Host Institution

The Host Institution provides physical, organizational, policy and procedural infrastructure for the conduct of research. MSFHR will not be responsible for any expenditure over and above the approved amount of the Award or for any expenses incurred prior to the effective start date of the Award.

The Host Institution must:

- have a Memorandum of Understanding with MSFHR
- ensure Award Recipients are devoting at least 75% of their time to research activities
- confirm that MSFHR Senior Scholars will receive an additional five years of post-MSFHR Award support comparable to the MSFHR Senior Scholar Award
- ensure that equipment purchased with MSFHR funds are:
 - used for the purposes outlined in the application
 - maintained and has adequate and appropriate insurance
 - MSFHR is notified of any changes to the use of the equipment
 - MSFHR is notified of the sale of the equipment and proceeds from the sale of the equipment are used to support research
- acknowledge that additional awards and remuneration may be held/earned by the Award Recipient at the discretion of the Host Institution
- ensure that Award Recipients are paid in accordance with the Host Institution's payroll policy; MSFHR will transfer the salary component to the Host Institution in quarterly installments

- ensure that Award Recipients are paid in accordance with the Host Institution's research funding policy; MSFHR will transfer the Base Establishment Grant in four equally payments over a period of two years from the start date of the Career Investigator Award
- MSFHR Matching Establishment Grant will be released only upon receipt of written confirmation from Department Head/Chair of the Host Institution of institutional commitment
- if the Career Investigator Award is not held for the full duration approved, MSFHR must be notified and a prorated reduction in the salary award will be made
- provide access to all accounts, records and other information related to a Grant or Award that MSFHR may reasonably request during the course of an on-site monitoring visit or inquiry; and respond fully and frankly to any requests MSFHR may make for information concerning specific grant accounts
- allow to have its financial records audited by an independent auditing firm
- ownership of MSFHR funded intellectual property, and responsibility for its identification, protection, management and exploitation, rests with the Host Institution

Termination of Awards

- An Award will normally be terminated if a contract of employment between the Host Institution and the Award Recipient is terminated. No liability for payment of other compensatory payment for dismissal of staff funded by the Career Investigator Award will be accepted by MSFHR and the Host Institution will fully indemnify MSFHR in respect of any claims brought against MSFHR in this regard
- MSFHR reserves the right to terminate the Career Investigator Award if there is a major deviation from the MSFHR Conditions of Award. Any remaining funds must be returned by the Host Institution