



Michael Smith Foundation for
Health Research

**2007/08
Team Planning
Conditions of Award**

1. Funding is contingent on the approved proposal. The Team Leader will inform MSFHR in writing regarding significant changes affecting the approved proposal, including the leadership of the team, key contact information, the composition of QHRs, and other programmatic and funding changes. Such changes may result in MSFHR, at its sole discretion, adjusting the Team Planning Award. Failure to inform MSFHR of such changes may result in discontinuation of the Award.
2. The approved budget is attached to the Award Notification letter. Substantial budget variations of +/- 20% or the introduction of new budget items requires approval from MSFHR prior to making these changes. New items must be eligible expenses.
3. Unexpended funds at the end of the award term must be returned to MSFHR.
4. 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 date of the Award.
5. Submission of a written final report will be required at the end of the award term, no later than April 15, 2009. A reporting template will be provided in February 2009.
6. A year-end financial statement will be required no later than April 15, 2009, detailing the use of MSFHR funds, jointly signed by the Team Leader and the Financial Manager of the Host Institution.
7. Recruitment and compensation of Team personnel funded by the MSFHR Award should be conducted in accordance with the Host Institution's human resources policy.
8. Payment will be transferred electronically to the account noted on the Institutional Bank Information form on receipt of the Conditions of Award letter, signed as necessary, and completed Bank Information form.
9. All publications, including public messages, arising from research support by the MSFHR award must acknowledge the support of MSFHR. A separate letter from External Affairs with respect to the appropriate recognition of MSFHR is attached to the Award Notification letter.
10. MSFHR reserves the right to publish and/or disseminate information regarding the Award and Award recipients.
11. The Award may be terminated at any time for good or sufficient reason by the Team Leader, the Host Institution or MSFHR.