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## 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.

- Upon notification of receiving funding, the Award Recipient will receive a Conditions and Acceptance of Award Form. This form must be signed by both the Award Recipient and the supervisor(s) and be returned to MSFHR within 14 days of award notification.
- Award Recipients must reside in British Columbia during the term of the award with the exception of Award Recipients of the MSFHR-FRSQ Post Doctoral Exchange Program who will reside in Quebec during the term of the award.
- Junior Graduate Studentship and Senior Graduate Studentship awards must commence in October 2009 or April 2010. Post Doctoral Fellowship awards may commence within 12 months of the date of offer. All award payments start on the first day of the month.
- No changes in the supervisor(s), the course of study or the institution/organization where the award is held shall be made without prior approval from the Foundation.
- Equipment purchased with Foundation funds becomes the property of the Award Recipient's institution/organization and can only be transferred with the agreement of both the Foundation and the institution/organization concerned.

## Stipend/Research and Travel Allowance

### Junior/Senior Graduate Studentship

- Stipend - \$20,000/year
- Research & Travel Allowance - \$2,500/year

### Post Doctoral Fellowship

Annual stipends will be determined by the completion date of a PhD (or equivalent), M.D., D.D.S., D.V.M. or D.Pharm. The application deadline date will be the reference date and the following scale will be used:

Years	Stipend Amount	Research and Travel Allowance
< 3	\$35,000	\$4,000
3-5	\$40,000	\$4,000
> 5-10	\$45,000	\$4,000

## Incentive Award

Recipients of other peer-reviewed awards are eligible to receive an incentive award and top-up plus a research and travel award top-up (if applicable).

If the value of the stipend of the other peer-reviewed award is less than that of MSFHR, the Award Recipient will be eligible for a top-up to the value of the Trainee Program award category in which they are funded. In addition, the Award Recipient will be eligible to receive an incentive of \$7,000.

If the value of the research and travel allowance of the other peer-reviewed award is less than that of MSFHR, the Award Recipient will be eligible for top-up to a value of MSFHR research and travel allowance in a comparable category.

### **Payment of Stipends and Research/Travel Allowances**

- The stipend component of the award will be paid in four equal quarterly payments to the Award Recipient's Host Institution. Award Recipients will in turn be paid by the Host Institution in accordance with the policy for distribution of pay cheques.
- The Host Institution acting on behalf of the Award Recipient is required to maintain supporting documents for all expenditures and appropriate records for the award funds. The records will be made available for inspection, on request, by authorized representatives of the Foundation.
- The Foundation 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 effective dates of the award.
- An applicant must notify MSFHR if an award is not held for the full period approved, in order to make a prorated reduction in the stipend/research and travel allowance.

### **Research and Travel Allowance**

An annual research and travel allowance is provided. See [Award Recipient Resources](#) (PDF).

### **Funding from Other Sources**

- The Award Recipient must inform the Foundation in writing of any other funding (source and amount) obtained within 30 days of receipt of notification of the other funding. Duplicate funding is not permitted.
- Award Recipients are required to apply for and accept, when offered, awards from major national or international funding agencies within 12 months of receipt of their MSFHR award. Major stipend funding is defined as support resulting from a competition that is peer (committee) reviewed and open to all BC applicants. Trainees receiving major stipend funding will be eligible to receive a MSFHR stipend/research and travel incentive award.
- Awardees who also receive non-national, non-peer reviewed awards can keep the awards which have a value not exceeding 50% of their MSFHR award.

- Award Recipients are expected to spend 75% of their time in research training. They may, with the approval of their supervisors, engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. Award Recipients must ensure that no more than 200 hours per year are committed to non-research activities.

### **Acknowledgement of MSFHR/Publications/Public Awareness**

- Award Recipients are expected to acknowledge the assistance given by MSFHR and partners in any publication or public presentation made while holding an award or resulting from the tenure of the award. Copies of these publications are not required by MSFHR or their partners.
- Upon acceptance of an award, MSFHR's External Affairs department will contact Award Recipients by e-mail to gather information for use on the Foundation's website and in other publications.
- From time to time, the Foundation may request Award Recipients to provide additional information for news releases or to do media interviews. This will be organized by the Foundation in consultation with the appropriate communications person at the trainee's institution/organization and will include media coaching/training as required.
- Award Recipients are expected to acknowledge the Foundation's support in the signature line of correspondence (e-mail and letter) and in appropriate publications. (e.g. Junior Graduate Trainee, Michael Smith Foundation for Health Research; Senior Graduate Trainee, Michael Smith Foundation for Health Research; Post Doctoral Fellow, Michael Smith Foundation for Health Research).

### **MSFHR Open Access to Research Outputs Policy**

Award Recipients must comply with the [MSFHR Open Access to Research Outputs Policy](#).

### **Partnership Awards**

- MSFHR partners with a number of other research support organizations in British Columbia to co-fund applicants working in their areas of interest. Award Recipients who receive partnered awards are expected to acknowledge the partnership organization as well as MSFHR in the signature line of correspondence (e-mail and letter) and in appropriate publications.
- If your application has been funded through a partnership award, the stipend and research and travel allowance will remain at the MSFHR amounts, and all MSFHR Conditions of Award apply.

## Reports

- Award Recipients are required to submit a yearly update, based on the anniversary date of the award.
- Award Recipients who hold three-year awards must complete a Progress Report at the end of the second year. Once approved by MSFHR, the third year of funding will commence.
- Award Recipients are required to submit a Final Report to the Foundation within one month following the award end date. A final financial statement for the stipend and research and travel allowance of the award must also be submitted within three months of the end of the award.
- MSFHR will provide all required documents to Award Recipients in electronic format for completion.

## Vacations

Vacation entitlements are in accordance with the policies of the academic organization where the Award Recipient is enrolled and must be taken during the term of the award.

### **Paid Parental Leave**

Award Recipients may be eligible to receive a paid Parental Leave if interrupting their studies or award in order to be the primary caregiver for a child/children. The Leave must be taken within six months of the birth and/or adoption of the child/children. If both parents are MSFHR Award Recipients, each parent may take a portion of the leave for a combined maximum duration of six months. An Award Recipient may request a Parental Leave for every birth and/or adoption that occurs during the tenure of an MSFHR Award. Award Recipients will be paid the same rate excluding Research & Travel Allowance during the leave.

Requests for Parental Leave must be in writing and received by MSFHR a minimum of 30 days in advance of the start date of the leave. The request must include the following information:

- the start and end dates of the leave;
- a statement acknowledging that the Award Recipient will be the primary caregiver for the child;
- a statement acknowledging that the Award Recipient will not be receiving Employment Insurance or other parental benefits from any other source;
- if applicable, a statement acknowledging that the other parent has not received and will not be receiving Employment Insurance or other parental benefits before, during or after the period that the parental benefit is paid by MSFHR;
- a statement acknowledging that during the leave, he or she will not be actively engaged in his or her studies/research activities or employed in any capacity;

- a letter from the primary supervisor providing approval for the leave as well as confirming the start and end dates of the leave.

MSFHR reserves the right to request supporting documentation if required.

Award Recipients must notify MSFHR in writing at the end of their Parental Leave confirming their return date to their research training location. Upon confirmation of return to the research training location, the stipend will be reinstated. The revised Award End Date will be extended by the duration of the Parental Leave and the Research and Training Allowance will resume for the same duration.

### **Leave of Absence**

A MSFHR Award Recipient must offer compelling reasons in order to receive approval for a leave of absence from training. Possible reasons include: parental leave, illness, or an internship.

The Award Recipient must:

- submit a letter to MSFHR, outlining the reasons for the leave
- submit a letter from supervisor(s) in support of the leave

Upon approval, MSFHR will put the award on hold and align dates and payments accordingly. MSFHR reserves the right to terminate support if its requirements are not met. If an award is not held for the full period approved, MSFHR must be notified and a prorated reduction in the stipend and research and travel allowance will be made.

### **Termination of Awards**

The award may be terminated at any time for sufficient reason by the Award Recipient, the institution/organization or the Foundation. If the award is not held for the full period approved, the Foundation must be notified, and a prorated reduction in the stipend will be made.

If a Junior Graduate Studentship or Senior Graduate Studentship Award Recipient submits their thesis to the academic organization prior to the scheduled date, award funding will be terminated at the end of the month of the submission.

### **Change to Supervisor, Research Project, Training Location**

Award Recipients are normally required to complete their training under the original sponsoring supervisor(s), adhere to the research project outlined in the application and remain in the original training location. Any changes must be approved by MSFHR in advance. All information regarding any of the above changes must be received by the Foundation 30 days in advance of the change. Leaves of absence or an interruption in training must also be approved by MSFHR.

**Change of Supervisor**

The Award Recipient must:

- have the written agreement of a new supervisor(s) who satisfies MSFHR's expectations of supervisors
- outline any changes to the approved research plan
- provide an acknowledgement of the change from the original supervisor

**Change to Research Project**

The Award Recipient must:

- submit the proposed changes for review by MSFHR
- provide a description of the new research project, including a title and lay summary
- provide a letter from the supervisor supporting the proposed changes
- ensure the original aims and conditions of the award are still met

**Change to Training Location**

The Award Recipient must:

- provide a description of the new location and justification for the proposed transfer. The reasons for a change in location must be research-based
- provide a letter from the present supervisor indicating approval of the proposed transfer
- be aware that if a new supervisor(s) is required, they must satisfy MSFHR's expectations of a supervisor(s)
- have the written agreement of a new supervisor(s) who satisfies MSFHR's expectations of supervisors