



Michael Smith Foundation for
Health Research

2009
Research Trainee Program
MSFHR-FRSQ Post Doctoral Exchange
Conditions of Award

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General

- Compliance with the Conditions of Award is mandatory for MSFHR's continued support of the Award. Award Recipients and Supervisors 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 Quebec Academic Institution, Research Institution and/or, Health Authority during the term of the Award.
- Award Recipients and/or Supervisors 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.
- Basic training in research ethics is compulsory for MSFHR-FRSQ Exchange Program Awardees when their research project involves human subjects.

The term "research project involving human subjects" applies when the research project involves:

- living human subjects
- human remains, cadavers, tissues, biological fluids, cells or genetic materials, embryos or foetuses
- personal information contained in medical files or other documents

This basic training includes:

1. training in research ethics worth at least one credit, given by a recognized university
2. the successful completion of Levels 1 and 3 of the Ministère de la Santé et des Services sociaux On-line Tutorial in Research Ethics:

<http://ethique.msss.gouv.qc.ca/didacticiel/index.php?lang=en>

MSFHR-FRSQ Exchange Program Award Recipients must regularly attend professional development sessions or programs in research ethics and scientific integrity.

The second year of the grant is conditional on MSFHR receiving a certificate confirming this type of training.

- Award Recipients and their Supervisors must comply with ethical and research policies outlined by the Research Location 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 Supervisor. 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.
- Award Recipients who have not submitted their Annual, Progress or Final Report(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 Supervisor 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 Quebec during the term of the award.
- MSFHR-FRSQ Post Doctoral Exchange awards may commence within 12 months of the date of offer. 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.

Stipend

- Maximum funding duration is three years
- Awards must start within 12 months of the date of offer
- Annual stipend is \$50,000 per annum
- MSFHR will fully reimburse the awardees for the cost of one return trip between British Columbia and Québec in economy class upon receipt of supporting documentation

Payment of Stipends

- The award is collectively paid by the Fonds de la recherche en santé du Québec (FRSQ) and the Michael Smith Foundation for Health Research (MSFHR).

- Each partner will make a cheque payable to the Award Recipient for their portion (50%) in four quarterly instalments and mailed to the recipient's Research Location.
- 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 stop payment of the stipend accordingly.

Authorized Paid Work

An award recipient may, with the approval of their supervisor(s), earn additional amounts from other sources. For example, they may engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. Award holders may instruct for a maximum of 250 hours per 6 month period, provided that this does not interfere with their research training progress.

Post Award Presentation

Award Recipients will be asked to make a presentation on their experience with the MSFHR-FRSQ Post Doctoral Exchange.

Funding from Other Sources

Holding concurrent grants for the same project or awards of equivalent value from other public granting organizations or foundations recognized by the Agencies is not permitted.

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. Post Doctoral Exchange Fellow, Michael Smith Foundation for Health Research-Fonds de la recherche en santé du Québec).

MSFHR Open Access to Research Outputs Policy

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

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.
- 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.

An applicant who wishes to take parental leave must have held the award for at least 4 months. 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.

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 will be made.

Termination of Awards/Early End Date

The award may be terminated at any time for sufficient reason by the award recipient, the supervisor or MSFHR.

If the award ends early for any reason, MSFHR must be notified immediately. If the prorated stipend amount that the Award Recipient is entitled to is less than the amount already paid to the Award Recipient, the difference must be repaid to MSFHR immediately.

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