



2016 Scholar Competition

CONDITIONS OF AWARD & ELIGIBLE EXPENSES

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1. General

- 1.1. Funding received from MSFHR can only be used for the purpose intended by the Scholar Program.
- 1.2. Funding will be guaranteed for the first 12 months of the Scholar Award. Future funding will be contingent upon:
 - A satisfactory review of the third year annual progress report detailing research-related activities and research outcomes.
 - Future funding of the Foundation by the provincial government and annual budgetary approval by MSFHR's Board of Directors.
- 1.3. Compliance with the Conditions of Award is mandatory for MSFHR's continued support of the Scholar 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 Award.
- 1.4. Award Recipients must retain their appointment¹ (e.g. Assistant Professor level, or equivalent) with an eligible² BC Host Institution, research institution and/or, health authority during the term of the Scholar Award.
- 1.5. Award Recipients and Host Institutions must advise MSFHR promptly in writing of any major changes during the funding period with regard to status and faculty affiliation of the researcher. MSFHR will determine the impact of the change and may decide to continue funding or, in some cases, terminate the award.
- 1.6. Host Institutions must administer any awards granted by MSFHR in accordance with the Memorandum of Understanding signed.
- 1.7. 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: Tri-Agency Framework: Responsible Conduct of Research; Ethical Conduct for Research Involving Humans, December 2010; the policies and guidelines regarding animal care, biohazards and research activities having potential effects on the environment. Any breach of ethics, conflict of interest, or scientific integrity must promptly be reported to MSFHR by the Host Institution. MSFHR reserves the right to investigate and/or impose any sanctions it determines to be appropriate.
- 1.8. Award Recipients must accept the Award within 15 business days of the date of offer or the award will be rescinded.

¹ An appointment that allows MSFHR Scholars to apply for and hold peer-reviewed funds as a principal investigator; to be a research supervisor for graduate and post-graduate trainees; and to publish their research.

² Has a Memorandum of Understanding with MSFHR.

- 1.9. Following the receipt of the signed Scholar Award Conditions of Award and Acceptance Form, payment will be transferred electronically to the Host Institution as identified in your application in quarterly installments.
- 1.10. Award Recipients consent to their information being disclosed:
 - MSFHR reserves the right to publish and/or disseminate information regarding the Scholar Award and Award Recipients. MSFHR will use the information provided in the application for processing the application for peer-review, partnership support, payment, monitoring, and evaluation of the Scholar Award, and other administrative purposes.
 - To meet MSFHR's obligations for public accountability and the dissemination of information, details of awards and award recipients are also made available on MSFHR's website, and in reports, documents and to members of mailing lists and in other disclosures to government, partners, stakeholders and/or the public.
- 1.11. MSFHR will not be responsible for any expenditure over and above the approved amount of the Scholar Award, or for any expenses incurred prior to or after the funding period of the Scholar Award.
- 1.12. All unexpended funds at the end of the award funding period must be returned to MSFHR.
- 1.13. All publications and public messages, regarding the research or initiative supported by the MSFHR award must acknowledge the support of MSFHR.
- 1.14. MSFHR expects Award Recipients to engage in knowledge translation activities through, for example, partner engagement, publications, research dissemination and or research uptake activities to maximize the impact and utility of their work.
- 1.15. MSFHR Award Recipients must ensure that all final peer-reviewed journal manuscripts that arise from research supported by that award (in whole or in part) are made freely accessible through either the publisher's website or an online repository within 12 months of publication.
- 1.16. All grants and awards are held by the Host Institution and may be subject to audits or inspection.
- 1.17. Award Recipients who have not submitted their annual progress 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.
- 1.18. Award Recipients and Host Institutions must notify MSFHR promptly and in writing if an award is not held for the full period approved, in order to make a prorated reduction in the salary funding.
- 1.19. MSFHR accepts no responsibility for costs or liabilities arising from research funded by the Scholar Award, other than those set out in these Conditions of Award, or otherwise agreed in writing.

2. Responsibilities of the Award Recipients

- 2.1 The Scholar Award is effective July 1, 2016. However, the Award Recipients are allowed to defer their start date by 12 months. The start date must be on the first day of any month within the 12-month period. Deferred start dates, once confirmed and processed by MSFHR, will not be revised.
- 2.2 The Scholar Award must be held in British Columbia.
- 2.3 Hold, and continue to hold, an appointment (e.g. at the Assistant Professor level, or equivalent) at the time of taking up the Scholar Award and for the duration of the Scholar Award. **Refer to the definition of the appointment in point 1.4 above.**
- 2.4 Commit at minimum 75 percent of their time to health research activities. This represents no less than 30 hours per week. Health professionals in active clinical service must be able to commit at least 50 percent of their time to health research activities. This represents no less than 20 hours per week.
- 2.5 Acquire and maintain adequate external operating funds for research activities.
- 2.6 Notify MSFHR as soon as it is known if their Scholar Award will not be held for the full duration.
- 2.7 Inform MSFHR in writing 30 days prior to leaving British Columbia to take up another position.
- 2.8 In accordance with their Host Institution's policies, seek patent, copyright and design protection for intellectual property likely to result in a commercial product.

3. Funding from Other Sources

- 3.1 Within the first three years of a Scholar Award, award recipients are required to apply for and accept, when offered, salary awards from major national or international funding agencies. Major salary funding is defined as support resulting from a competition that is peer-reviewed, open to all BC applicants, and the award amount is 50 percent or more than the Scholar Award. Award recipients may be eligible to receive either a top-up or incentive award. Additional awards and remuneration may be held/earned at the discretion of the Host Institution.
- 3.2 Inform MSFHR in writing of the receipt of any other salary award funding within 30 days of receipt of notification of the other funding. The notification must include a copy of the document that states the source, amount, start and end dates of the funding.

4. Reporting

Award Recipients must submit all required reports within the stipulated time:

- 4.1 An annual progress report to update their research activities.
- 4.2 A detailed annual progress report after three years; funding for the subsequent years will be dependent on a positive review of the report.
- 4.3 Submit a final annual progress report and a final financial statement to MSFHR within three months following completion of the Scholar Award.

5. 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 Scholar Award Recipients. A minimum one month prior approval must be obtained from MSFHR for leaves other than vacation.

Leave of Absence³

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

Sabbatical⁴ Leave

MSFHR will adhere to the guidelines for sabbatical leaves as per the Host Institution policies. Award funding carries on during the period of sabbatical leave therefore no adjustment is made to the term of the Scholar Award.

Parental Leave

Scholars and their Host Institutions are required to inform MSFHR **two** months prior to proceeding on parental leave (birth or adoption). The award funding is on hold during the duration of the parental leave; and the period of parental leave is added to the term of the Scholar Award.

³ Leaves of absence refer to, but are not limited to, personal leave, jury or witness duty, family responsibility time, bereavement leave, etc.

⁴ Sabbatical leave is a paid period of release time designed to invigorate and restore a researcher's academic energies, and to provide a base for future intellectual development and achievement.

If the Host Institution fails to inform MSFHR:

- MSFHR continues to make the award payments during the period of parental leave.
- MSFHR provides a no-cost extension to the Scholar Award term for the period of parental leave.
- Host Institution is responsible for paying the Scholar during the no-cost extension.

6. Transfer of MSFHR Scholar Award

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

- 6.1 A letter to MSFHR from Dean of Faculty (if applicable) or Research Director or other appropriate senior official of the institution where the Scholar Award is currently being held indicating awareness of the transfer.
- 6.2 A letter to MSFHR from the Department Head and Research Office of the institution where the Scholar Award is being transferred confirming acceptance of the MSFHR Conditions of Award and financial administration of the Scholar Award.
- 6.3 A signed and completed hard copy of the Department Head and Dean of Faculty (if applicable) forms from the Department Head and Dean (if applicable) at the new Host Institution.

7. Acknowledgement of MSFHR and Partners

- 7.1 Award Recipients must complete and update an Award Recipient profile on an annual basis.
- 7.2 Award Recipients must acknowledge the support given by MSFHR and partners in any publication or public messages made while holding an MSFHR award or resulting from the tenure of the award. Acknowledgement of MSFHR support should include, where appropriate, MSFHR's logo (see www.msfhr.org/about/msfhr-logo for logos and usage guidelines). Copies of these publications are not required by MSFHR or their partners.
- 7.3 Award Recipients must refer to themselves as a Michael Smith Foundation for Health Research Scholar/Name of Partner (if applicable), and acknowledge MSFHR and the partner in the signature line of their correspondence. MSFHR/Partner Award Recipients may be required to meet specific communication needs of the partner.

8. Responsibilities of Host Institution

- 8.1 The Host Institution provides an appointment at the start date and for the duration of Scholar Award that allows the MSFHR Scholar to apply for and hold peer reviewed funding as a principal investigator; to be a research supervisor of graduate and post-graduate trainees; and to publish research results.
- 8.2 The Host Institution provides physical, organizational, policy, and procedural infrastructure for the conduct of research.
- 8.3 Host Institutions and/or department heads are responsible for any expenditure over and above the approved amount of the Scholar Award or for any expenses incurred prior to the effective start date of the Scholar Award. MSFHR is not responsible for any expenses incurred prior to the start date of the Scholar Award.
- 8.4 Have a Memorandum of Understanding with MSFHR.
- 8.5 Ensure Award Recipients are devoting at least 75 percent of their time to research activities (represents no less than 30 hours per week); and health professional Award Recipients are devoting minimum 50 percent of their time to research activities (represents no less than 20 hours per week).
- 8.6 Acknowledge that additional awards and remuneration may be earned by the Award Recipient at the discretion of the Host Institution.
- 8.7 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.
- 8.8 If the Scholar Award is not held for the full duration approved, MSFHR must be notified and a prorated reduction in the salary award will be made.
- 8.9 Inform MSFHR **30** days prior to leaves (with the exception of vacation leaves) sanctioned to the Scholar.
- 8.10 Provide access to all accounts, records and other information related to a Scholar 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.
- 8.11 Allow to have its financial records audited by an independent auditing firm.
- 8.12 Determine ownership of MSFHR funded intellectual property, and responsibility for its identification, protection, management and exploitation.

- 8.13 MSFHR will not be liable for any costs or liabilities arising from any research-funded activity funded by the Scholar Award. The Host Institution will fully defend and indemnify MSFHR in respect of any claims brought against MSFHR in this regard.

9. Eligible Expenses

The Scholar Award is directly related to the salary of the Scholar and provides partial salary contributions, inclusive of benefits. The Scholar Award cannot be used as an operating grant.

Eligible Expenses

- Salary and/or benefits of the Award Recipient.
- Stipends of students, post-doctoral fellows, research assistants and technicians directly involved in the research activities of the Award Recipient.
- Salary and/or benefits of personnel who provide teaching relief to enable the Award Recipient to maintain protected time. For example, sessional instructors.

Ineligible Expenses

- Costs relating to travel.
- Costs relating to conference presentations, publications, open-access fees.
- Costs relating to secretarial support.
- Costs relating to equipment, materials, and supplies.

10. Termination of Awards

- 10.1 A Scholar 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 Scholar 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.
- 10.2 MSFHR reserves the right to terminate the Scholar Award if there is a major deviation from the MSFHR Conditions of Award. Any remaining funds must be returned by the Host Institution.