



Research Trainee Program
Competition for Post-Doctoral Fellowship Awards

CONDITIONS OF AWARD

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1. General

- 1.1. Funding received from MSFHR can be used only for the purpose intended by the Research Trainee Program – Post-Doctoral Fellowship Awards.
- 1.2. Funding will be guaranteed for the first 12 months of the award. Future funding will be contingent upon:
 - Timely submission of all reports – annual, progress, and final.
 - A satisfactory review of the annual progress reports 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 Trainee 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 appointment as a post-doctoral fellow at an eligible¹ BC Host Institution, research institution and/or health authority) during the term of the Trainee Award.
- 1.5. Award Recipients and/or Host Institutions must advise MSFHR promptly in writing of any major changes during the funding period with regard to status and academic affiliation of the post-doctoral fellow. 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-Agency Framework: Responsible Conduct of Research. This includes, but is not limited to:
 - Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2014 version
 - Canadian Council on Animal Care Policies and Guidelines
 - Canadian Environmental Assessment Act
 - Laboratory Biosafety Guidelines

¹ An institution that has a signed Memorandum of Understanding with MSFHR

- Any breach of ethics or scientific integrity, or conflict of interest, must be promptly 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 with 15 business days of the date of offer or the award will be rescinded.
 - 1.9. Following the receipt of the signed Trainee Award Conditions and Acceptance Form, payment will be transferred electronically to the Host Institution as identified in the 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 Trainee Award and Award Recipients. MSFHR will use the information provided in the application for processing partnership support, payment, monitoring, and evaluation of the Trainee 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 expenditures over and above the approved amount of the Trainee Award, or for any expenses incurred prior to or after the funding period of the Trainee 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 the award (in whole or in part) are 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 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.

- 1.18. Award Recipients and Host Institutions must notify MSFHR promptly in writing if an award is not held for the full period approved. The purpose is to facilitate corresponding prorated reductions in the stipend, and research and travel allowance.
- 1.19. MSFHR accepts no responsibility for costs or liabilities arising from research funded by the Trainee Award, other than those set out in these Conditions of Award, or otherwise agree in writing.

2. Responsibilities of the Award Recipient

- 2.1 MSFHR Research Trainee Program – Post-Doctoral Fellowship Awards are effective September 1, 2016. However, Award Recipients are allowed to defer their start date by 12 months. The start date must be on the first day of the month within the 12-month period. Deferred start dates, once confirmed and processed by MSFHR will not be revised.
- 2.2 The Trainee Award must be held in British Columbia.
- 2.3 Must hold a post-doctoral fellow position at the time of taking up the Trainee Award and for the duration of the Trainee Award.
- 2.4 Commit at minimum 75 percent of their time to health research training 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 Notify MSFHR as soon as it is known if their Trainee Award will not be held for the full duration.
- 2.6 Inform MSFHR in writing 30 days prior to leaving British Columbia to take up another position.
- 2.6 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 12 months of receiving the MSFHR Research Trainee Program – Post-Doctoral Fellowship Award, all Award Recipients are required to apply for and accept, when offered, awards from major national or international funding agencies. Major stipend funding is defined as support resulting from a competition that is peer-reviewed, open to all BC applicants, is external to BC, and the award amount is 50 percent or more than the Trainee Award. Award Recipients may be eligible to receive a top-up and/or incentive award for the stipend, and research and travel allowance.

- 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 and start and end dates of the funding.
- 3.3 Award Recipients who also receive additional non-national, non-peer-reviewed awards can keep the awards that have a value not exceeding 50 percent of their MSFHR Research Trainee Program – Post-Doctoral Fellowship Award, otherwise section 3.1 will apply.

4. Partnership Awards

- 4.1 All MSFHR Conditions of Award apply to partnered awards and the stipend, and research and travel allowance remain at MSFHR amounts.
- 4.2 Award Recipients who receive partnered awards may be required to commit to the partnership organization's request for participation in select activities; e.g. attend an event, contribute to their website or internal communication regarding the research.

5. Reporting

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

- 5.1 An annual progress report to update their research activities.
- 5.2 A final report within 30 days following the award end date.
- 5.3 A final financial statement within three months following completion of the Trainee Award.

6. Change of Supervisor, Co-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. All information regarding changes to any of the above must be provided in writing to the Foundation 30 days in advance of the change.

Change of Supervisor/Co-Supervisor

The Award Recipient must:

- Have the new supervisor(s) complete the MSFHR Supervisor Form.
- Outline any changes to the approved research plan.
- Provide an acknowledgement of the change from the original supervisor(s).

Change of 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 of Research Location

The Award Recipient must:

- Provide a description of the new location and justification for the proposed transfer. The reason(s) 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 hold an academic appointment at a BC university, be physically present in BC and complete the MSFHR Supervisor Form.

7. Acknowledgement of MSFHR and Partners

Award Recipients must:

- 7.1 Complete and update an Award Recipient profile on MSFHR's website on an annual basis.
- 7.2 Acknowledge the support given by MSFHR and partners in any publication or public messages made while holding an MSFHR Trainee 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 Refer to themselves as a Michael Smith Foundation for Health Research, Post-Doctoral Fellowship/Name of Partner (if applicable), and acknowledge the partner and MSFHR in the signature line of their correspondence.

8. Responsibilities of the Host Institution

- 8.1 The Host Institution provides physical, organizational, policy, and procedural infrastructure for the conduct of research.
- 8.2 Host Institutions and/or supervisor(s) are responsible for any expenditure over and above the approved amount of the Trainee Award or for any expenses incurred prior to the effective start

date of the Trainee Award. MSFHR is not responsible for any expenses incurred prior to the start date of the Trainee Award.

- 8.3 Have a signed Memorandum of Understanding with MSFHR.
- 8.4 Ensure Award Recipients are devoting at least 75 percent of their time to research training activities (represents no less than 30 hours per week); and health professional Award Recipients are devoting minimum 50 percent of their time to research training activities (represents no less than 20 hours per week).
- 8.5 Allow for its financial records to be audited by MSFHR or an independent auditing firm if determined appropriate by MSFHR.
- 8.6 Ensure that Award Recipients are paid in accordance with the Host Institution's payroll policy; MSFHR will transfer the stipend, research, and travel allowance components to the Host Institution in quarterly installments.
- 8.7 If the Trainee Award is not held for the full duration approved, MSFHR must be notified and a corresponding prorated reduction in the salary award will be made.
- 8.8 Inform MSFHR **30** days prior to leave (with the exception of vacation leaves) sanctioned to the MSFHR Trainee.
- 8.9 Provide access to all accounts, records and other information related to a Trainee 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 award accounts.
- 8.10 Allow to have its financial records audited by an independent auditing firm.
- 8.11 Determine ownership of MSFHR funded intellectual property, and responsibility for its identification, protection, management, and exploitation.

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

9. Responsibilities of the Supervisor(s)

Supervisors must:

- 9.1 Commit to supervising the MSFHR Trainee’s research and provide the resources that are necessary for the successful completion of the research project including any knowledge translation (KT) activities, as appropriate.
- 9.2 Commit to administering the research and travel allowance of the Award Recipient.
- 9.3 Respect the obligations described in the MSFHR Research Trainee Program – Post-Doctoral Fellowship Awards guidelines and conditions of award, as well as those of the Host Institution as they relate to the role as a trainee supervisor.
- 9.4 Ensure the Award Recipient:
- Respects and abides by the obligations described in the MSFHR Research Trainee Program – Post-Doctoral Fellowship Awards guidelines, conditions of award, supervisor’s letter for annual progress reports, and the Host Institution’s policies and procedures.
 - Uses the MSFHR award funds only for the purposes intended, informs MSFHR and the Host Institution immediately of any substantive changes including eligibility status, and meets all reporting requirements of MSFHR in a timely fashion.
 - Complies with section 1.7 under the General section above.
- 9.5 The co-supervisor agrees to all of the above and in addition provides academic support when the primary supervisor is unavailable (e.g. sabbatical leave, extended sick leave) and cannot provide full guidance.

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

Leaves of Absence

- A letter to MSFHR outlining the reason(s) for the leave.
- A letter from the primary supervisor in support of the leave.

If approved, award funding is on hold for the duration of the leave. The period of leave will be added to the term of the award.

Paid Parental Leave

Award Recipients may be eligible to receive a paid parental leave during the term of the MSFHR award, in order to be the primary caregiver for the 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 of six months. An Award Recipient may request a parental leave for every birth and/or adoption that occurs during the tenure of the MSFHR award. Award Recipients will be paid the same rate excluding research and travel allowance during the leave.

Note: Award Recipients must complete three months of their MSFHR award before requesting for paid parental leave.

Requests for paid parental leave must be in writing and submitted to MSFHR 30 days in advance of the start date of the leave. The request from the Award Recipient must include the following:

- Start and end date of the leave.
- Statement acknowledging that the Award Recipient is the primary caregiver for the child.
- Statement acknowledging that the Award Recipient will not receive employment insurance or other parental benefits from any other source during the leave.
- If applicable, statement acknowledging that the other parent has not or will not receive employment insurance or other parental benefits before, during and after the parental benefit is paid by MSFHR.
- Statement acknowledging that during the leave, the Award Recipient will not be actively engaged in studies/research activities or employed in any capacity.
- Letter from the primary supervisor providing approval for the leave and confirming the start and end dates of the leave.

MSFHR reserves the right to request additional supporting documentation.

Unpaid Parental Leave

Award Recipients may apply for unpaid parental leave following a paid parental leave for a maximum period of 12 months. The request must be in writing and submitted 30 days prior to the beginning of the leave period and include:

- Start and end date of the leave.
- Letter from primary supervisor providing approval for the unpaid leave and confirming the start and end dates.

Upon written confirmation of return to the research training location after paid and/or unpaid parental leave, MSFHR will reinstate the research and travel allowance. The award end date will be extended by the duration of the parental leave and the Award Recipient will continue to receive the research and travel allowance to the end of the award term.

11. No-Cost Extensions

- 11.1 No-cost extensions are only applicable for the research and travel allowance.
- 11.2 Maximum period of a no-cost extension is 12 months.
- 11.3 A request for a no-cost extension must include the following:
 - The duration of the no-cost extension.
 - Justification for the request.
 - Confirmation from the primary supervisor that the justification and duration is approved.
- 11.4 Both the final report and final financial statement will be required within 30 days from the end date of the no-cost extension leave.

12. Termination of Awards

- 12.1 A Trainee Award will be terminated if a contract of employment between the Host Institution and the Award Recipient is terminated. MSFHR will not be liable for payment of any compensatory payment for dismissal of staff funded by the MSFHR Trainee Award; the Host Institution will fully indemnify MSFHR in respect of any claims brought against MSFHR in this regard.
- 12.2 MSFHR reserves the right to terminate the MSFHR Trainee Award if there is a major deviation from the MSFHR Conditions of Award. Any remaining funds must be returned by the Host Institution.