



2017-A Health Policy Fellowship

CONDITIONS OF AWARD

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Table of Contents

1.	General	1
2.	Responsibilities of the Award Recipient.....	2
3.	Funding from Other Sources.....	3
4.	Reporting	4
5.	Change of Supervisor or Policy Assignment.....	4
6.	Acknowledgement of MSFHR/Public Awareness	5
7.	Responsibilities of the Host Policy Organization and Host Institution.....	5
8.	Responsibilities of the Policy Assignment Supervisor.....	6
9.	Leaves.....	6
10.	Termination of Awards.....	8



1. General

- 1.1 Compliance with the Conditions of Award is mandatory for MSFHR's support of the fellowship. Award recipients, host institutions¹ and host policy organizations² are required to respond in a timely fashion to any requests from MSFHR personnel regarding the verification of compliance to the Conditions of Awards.
- 1.2 Award recipients must retain their affiliation with a BC academic institution, research institution and/or health authority during the term of the award.
- 1.3 Funding received from MSFHR can be used only for the purpose intended by the health policy fellowship.
- 1.4 Successful applicants are required to confirm their acceptance of the award within the stipulated time indicated in the award notification package.
- 1.5 Award recipients and their associated host policy organization must comply with ethical and research policies outlined by the [Tri-Agency Framework: Responsible Conduct of Research \(2011\)](#); [Ethical Conduct for Research Involving Humans \(2014\)](#); the policies and guidelines regarding 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 policy organization. MSFHR reserves the right to investigate and/or impose any sanctions it determines to be appropriate.
- 1.6 MSFHR will not be responsible for any expenditure over and above the approved amount of the health policy fellowship, or for any expenses incurred prior to or after the funding period of the fellowship not directly related to work on the policy assignment. All unexpended funds at the end of the award funding period must be returned to MSFHR.
- 1.7 Award recipients, policy organizations and/or host institutions must advise MSFHR within 30 days in writing of any major changes during the funding period with regard to the status and academic affiliation of the fellow, or if the fellowship is not held for the full period approved. MSFHR will determine the impact of the change and may decide to continue funding or, in some cases, terminate the fellowship.
- 1.8 Following receipt of the signed Award Conditions Acceptance Form, payment will be transferred electronically, in quarterly installments, to the host institution as identified in the application. Funding start dates must be the first day of the month.
- 1.9 Award recipients consent to their information being disclosed in the following ways:

¹ The host institution is where the post-doctoral fellow's primary research appointment is located, and is responsible for approving and administering salary awards. In order for host institutions to administer MSFHR awards, they must have a valid memorandum of understanding (MOU) with MSFHR. A list of host institutions with valid MOUs can be found at www.msfnr.org/sites/default/files/ApplyNet_Institutions.pdf.

² The host policy organization is the policy-making body that has administrative and managerial control over the policy assignment; these policy-making bodies will include BC MoH and participating health authorities. The majority of policy assignment activities, office space for the fellow and other necessary infrastructure and services will be provided by the host policy organization.

- MSFHR reserves the right to publish and/or disseminate information regarding the fellowship and its recipients.
 - MSFHR will use the information provided in the application for processing it for peer-review, partnership support, the payment, monitoring, and evaluation of the award, and other administrative purposes.
 - To meet MSFHR's obligations for public accountability and the dissemination of information, details of fellowships and individual fellows are also made available on MSFHR's website, in reports and documents, and in other disclosures to government, partners, stakeholders and/or the public.
- 1.10 MSFHR accepts no responsibility for costs or liabilities arising from policy activities funded by the award, other than those set out in these Conditions of Award, or otherwise agreed to in writing.
- 1.11 All unexpended funds at the end of the award funding term must be returned to MSFHR.
- 1.12 MSFHR expects award recipients to disseminate their work and experiences through traditional and non-traditional activities such as educational sessions with patients, practitioners, or policy makers; media engagement; and social media to maximize the impact and utility of their work.
- 1.13 All fellowship funds are held by the host institution in trust and may be subject to audits or inspection.
- 1.14 Award recipients who have not submitted their final report, 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 these requirements.
- 1.15 Applicants must contribute to the monitoring, review and evaluation of MSFHR's programs, policies and processes by participating in evaluation studies, surveys, or interviews, and provide data or reports as required for the purpose of collecting information to assess progress and results.
- 1.16 The fellowship may be terminated at any time for good or sufficient reason by the award recipient, the host institution, the host policy organization or MSFHR.
- 1.17 Award recipients must notify MSFHR if an award is not held for the full period approved, in order to make a prorated reduction in the stipend and relocation/travel allowance.

2. Responsibilities of the Award Recipient

- 2.1 Unless otherwise indicated, funding for health policy fellowships begin February 1, 2017. Successful applicants are required to confirm their acceptance of the award within the stipulated time indicated in the award notification package. Late notification may result in award funds being unavailable at the academic host institution when the fellowship starts. The start date may be deferred up to three months by mutual agreement between the policy assignment supervisor and the fellow, and endorsed by the fellow's academic supervisor, but

funding must commence on the first day of the month. The policy assignment itself may start on the first business day of the month if the first of the month is a weekend or statutory holiday. Requests for deferral must provide justification regarding the delay and be provided to MSFHR in writing prior to February 1, 2017. **Deferred start dates once confirmed by MSFHR cannot be revised.**

Award recipient must:

- 2.2 Return the signed MSFHR Award Conditions Acceptance Form within the stipulated time.
- 2.3 Hold the health policy fellowship award at one of the designated BC host policy organizations³.
- 2.4 Be covered by the appropriate workplace insurance, if required by the host policy organization.
- 2.5 Commit at least 75 percent of their time to policy assignment activities during the entire length of the fellowship.
- 2.6 Notify MSFHR as soon as it is known if their fellowship will not be held for the full duration.
- 2.7 Inform MSFHR in writing at least 30 days prior to leaving British Columbia to take up another position.
- 2.8 Agree to and follow any intellectual property, privacy or confidentiality guidelines as set out by the host policy organization.

3. Funding from Other Sources

- 3.1 Fellows must put on hold any currently held MSFHR award for the duration of the fellowship, and/or any additional major stipend funding from other sources. Major stipend funding is defined as support resulting from a competition that is peer-reviewed, open to all BC applicants, and for which the award amount is more than 50 percent of the health policy fellowship.
- 3.2 Award recipients must inform MSFHR in writing of the receipt of any other salary award funding within 30 days of receipt of notification for 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 receive additional non-national, non-peer-reviewed awards can keep the awards that have a value not exceeding 50 percent of the health policy fellowship award, otherwise statement 3.1 (above) will apply.

³ Eligible host policy organizations include BC MoH, First Nations Health Authority, Fraser Health, Island Health, Interior Health, Northern Health, Provincial Health Services Authority and Vancouver Coastal Health.

4. Reporting

- 4.1 Award recipients must submit a final report within 30 days following the award end date. A final financial statement for the salary stipend, and relocation/travel allowance if applicable, must also be submitted by the institution or organization that administrated the award funds within 90 days following the end of the award. Final report templates will be sent electronically to fellows within a month of the end of their policy assignment.
- 4.2 Policy assignment supervisors will be required to complete and submit a Fellow and Program Evaluation Form, which will be provided one month prior to the end date of the policy assignment. Evaluation forms are required to be submitted to MSFHR by with 60 days following the end of the award.

5. Change of Supervisor or Policy Assignment

Award recipients are normally required to complete their policy assignment under the original sponsoring supervisor, adhere to the research areas outlined in the policy assignment, and remain in the original corresponding host policy organization. All information regarding changes to any of the above must be provided in writing to the Foundation at least 30 days in advance of the change.

Change of Supervisor

If a change in policy assignment supervisor occurs, the award recipient must:

- Have the written agreement of a new policy assignment supervisor(s) who satisfies MSFHR's expectations of supervisors (see section 8).
- Outline any changes to the approved policy assignment, or policy assignment location, if applicable.
- Provide an acknowledgement of the change from the original supervisor(s).

Change of Policy Assignment

If a change in the policy assignment occurs, the award recipient must:

- Submit the proposed changes for review by MSFHR.
- Provide a description of the new policy assignment.
- Provide a letter from the policy assignment supervisor supporting the proposed changes.
- Ensure the original purpose and objectives of the fellowship are still met.

Changes to the location of the policy assignment must include a description of the new location and justification for the proposed transfer, if a change of location within the host policy organization

(different branch, department, etc.) is required. The reason(s) for a change in location must be policy activity-based.

6. Acknowledgement of MSFHR/Public Awareness

Award recipients must:

- 6.1 Complete and update an award recipient profile on an annual basis.
- 6.2 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.
- 6.3 Refer to themselves as a Michael Smith Foundation for Health Research Health Policy Fellow in the signature line of their correspondence.

7. Responsibilities of the Host Policy Organization and Host Institution

Host Policy Organization

- 7.1 Provides physical, organizational, policy and procedural infrastructure for the conduct of the policy assignment.
- 7.2 Host policy organizations and/or policy assignment supervisors are responsible for any expenditure over and above the approved amount of the award or for any expenses incurred prior to the effective start date of the award.
- 7.3 MSFHR will not be liable for any costs or liabilities arising from any research-funded activity funded by the MSFHR Health Policy Fellowship. And the host policy organization will fully defend and indemnify MSFHR in respect of any claims brought against MSFHR in this regard.
- 7.4 Determines ownership of any intellectual property arising from the award and provides a process for its identification, protection, management and exploitation.
- 7.5 Ensure award recipients are devoting at least 75 percent time to research training and research activities.

Host Institution

- 7.6 Must have a memorandum of understanding with MSFHR.

- 7.7 Allows having its financial records audited by an independent auditing firm.
- 7.8 Ensures that award recipients are paid in accordance with the host institution's payroll policy.
- 7.9 Provides access to all accounts, records and other information related to the 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 accounts.
- 7.10 Acknowledges that additional awards and remuneration may be held or earned by the award recipient at the discretion of the Host Institution.

8. Responsibilities of the Policy Assignment Supervisor

Policy assignment supervisors must:

- 8.1 Commit to supervising the award recipient's policy activities and provide the resources necessary for the successful completion of the policy assignment.
- 8.2 Commit to investing time and knowledge in the fellow and providing communication and timely feedback.
- 8.3 Respect the obligations described in the health policy fellowship Guidelines and Conditions of Award, as well as those of the policy organization as they relate to the role as a supervisor.
- 8.4 Ensure the award recipient:
 - a) Respects and abides by the obligations described in the health policy fellowship Guidelines and Conditions of Award, and the host policy organization's policies and procedures.
 - b) 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.

9. Leaves

Due to the relatively short duration of the fellowship (six to 12 months), request for a leave of absence will only be considered under exceptional circumstances. An MSFHR award recipient must offer compelling reasons in order to receive approval for a leave of absence. Award recipients must contact MSFHR 30 days in advance of requesting a leave of absence.

The award recipient must:

- Submit a letter to MSFHR outlining the reason(s) for the leave.
- Submit letters from supervisors at both the academic host institution and the host policy organization in support of the leave.

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 during the leave; however, the relocation and travel allowance will be put on hold for the duration of parental leave.

Note: Award recipients must complete at least 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 (EI) 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 EI or other parental benefits during the parental benefit 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 policy assignment supervisor, endorsed by the fellow's academic 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 the policy assignment supervisor, endorsed by the fellow's academic supervisor, providing approval for the leave and confirming the start and end dates of the leave.

Note: Given the relatively short duration of policy assignments (six to 12 months), and the fluid nature of policy work, it is possible that the original policy assignment applied for may be completed, or become irrelevant or outdated by the time the award recipient returns from paid and/or unpaid parental leave. If such a case occurs, it is the responsibility of the award recipient to contact the host policy organization/policy assignment supervisor for a new or revised policy assignment that can be performed for the balance of time remaining in the award term. MSFHR must be notified and approve of the change in or revision to the policy assignment prior to the recommencement of the fellowship.

Upon written confirmation of return to the host policy organization and resumption of the policy assignment after paid and/or unpaid parental leave, MSFHR will reinstate the salary stipend and relocation/travel allowance. The award end date will be extended in accordance with the balance of time remaining in the award term, and the award recipient will continue to receive the salary stipend and relocation/travel allowance until the end of the award term.

10. Termination of Awards

- 10.1. The fellowship may be terminated at any time for good or sufficient reason by the award recipient, the host institution, the host policy organization or MSFHR. MSFHR is not liable for payment of any compensatory payment for dismissal of the fellow funded by the MSFHR Health Policy Fellowship; the host policy organization will fully defend and indemnify MSFHR with respect to any claims brought against MSFHR in this regard.
- 10.2. MSFHR reserves the right to terminate the MSFHR Health Policy Fellowship if there is a major deviation from the Conditions of Award. Any unspent funds must be returned by host institution.

Award Conditions Acceptance Form

I have reviewed the Conditions of Award as detailed above and agree to comply with the terms as stated.

MSFHR Award Recipient

Name	Signature	Date
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Policy Assignment Supervisor

Organization (print/type)	Name	Title
	Signature	Date

Academic Supervisor

Organization (print/type)	Name	Title
	Signature	Date

Please return the completed form and attached Bank Information Form to:

Research Competitions
 Michael Smith Foundation for Health Research
 200 – 1285 West Broadway, Vancouver, BC V6H 3X8
 Tel: 604.714.2779 | Fax: 604.730.0524 | Email: rsalvi@msfhr.org