



## 2018 HEALTH PROFESSIONAL-INVESTIGATOR COMPETITION



### AWARD CONDITIONS & ACCEPTANCE FORM

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## 1. General

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- 1.1 Compliance with the Award Conditions is mandatory for the Michael Smith for Health Research's (MSFHR's) continued support of the Health Professional-Investigator (HP-I) 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 these Award Conditions.
- 1.2 Funding received from MSFHR can only be used for the purpose intended by the HP-I award.
- 1.3 Funding will be guaranteed for the first 12 months of the HP-I award. Future funding will be contingent upon:
- Satisfactory completion of annual progress reports for the duration of the award
  - Successful renewal of the award at the completion of year 3 following approval of a renewal application detailing progress in research-related activities and research outcomes
  - Future funding of the Foundation by the provincial government and annual budgetary approval by the MSFHR Board of Directors
- 1.4 Award recipients must accept their HP-I award within 10 business days of the date of offer or the award will be rescinded.
- 1.5 Award recipients and host institutions must advise MSFHR promptly in writing of any major changes during the funding period with regard to the researcher's status and affiliation. 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 signed memorandum of understanding.
- 1.7 Award recipients and their host institutions must comply with ethical and research policies outlined by the [Tri-Agency Framework: Responsible Conduct of Research](#) (2016); [Ethical Conduct for Research Involving Humans](#) (2014); [Principles on Digital Data Management](#); and the policies and guidelines regarding animal care, biohazards and research activities having potential effects on the environment. Any breach of ethics or 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 Following the receipt of the signed HP-I Award Acceptance Form (see pages 12-14), payment will be transferred electronically to the host institution as identified in your application, in quarterly instalments.
- 1.9 Award recipients consent to the disclosure of their information under the following circumstances:
- MSFHR reserves the right to publish and/or disseminate information regarding the HP-I award and its 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 HP-I Program, 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 disclosures to government, partners, stakeholders and/or the public.
- 1.10 MSFHR will not be responsible for any expenditures over and above the approved amount of the HP-I award, or for any expenses incurred prior to or after the funding period of the award.
- 1.11 All publications and public messages regarding the research or initiative supported by the MSFHR award must acknowledge the support of MSFHR.
- 1.12 MSFHR expects award recipients to engage in knowledge translation activities through, for example, research user<sup>1</sup> engagement, publications, research dissemination and/or other research uptake activities to maximize the impact and utility of their work.
- 1.13 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 made freely accessible through either the publisher's website or an online repository within 12 months of publication.

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<sup>1</sup> Research users are the target audience(s) of research evidence. Research users are experts on their needs, environment and local context. Including research users as equal members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions about health policies, programs and/or practices. Research users may include, but are not limited to: other researchers, policy makers, health care practitioners, decision makers, health care administrators, educators, patient user groups, health charities, and the public. [Adapted from the Canadian Institutes of Health Research's "Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches" [www.cihr-irsc.gc.ca/e/45321.html](http://www.cihr-irsc.gc.ca/e/45321.html). Accessed Aug 2017].

- 1.14 All awards are held by the host institution and may be subject to audits or inspection.
- 1.15 MSFHR accepts no responsibility for costs or liabilities arising from research funded by the HP-I award, other than those set out in these Conditions of Award, or otherwise agreed in writing.
- 1.16 Applicants must contribute to the monitoring, review and evaluation of MSFHR's programs, policies and processes
- 1.17 Failure to submit a final report or the accompanying financial statement, or any other information requested by MSFHR within the designated time frame may result in the denial of new applications to other MSFHR funding programs by the award recipient until the outstanding documents are received.
- 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 The HP-I award is to be implemented by the host institution and award recipient independent of MSFHR. Management, compensation and termination of any personnel funding by the award should be conducted in accordance with these award conditions and the host institution's policies, but is otherwise wholly within the discretion and power of the award recipient and the host institution. MSFHR shall not be liable for and is hereby released and indemnified by the host institution for all liability or responsibility related to the conduct of the team.
- 1.20 The HP-I award may be terminated at any time for good or sufficient reason by the award recipient, the host institution, or MSFHR.

## 2. Responsibilities of the Award Recipient

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- 2.1 The HP-I award is effective June 1, 2018. 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 HP-I award must be held in British Columbia.



- 2.3 Award recipients must retain their appointment<sup>2</sup> with an eligible British Columbia host institution<sup>3</sup> during the term of the HP-I award.
  - 2.4 Commit at minimum 50 percent of their time to research activities. This represents no less than 20 hours per week.
  - 2.5 Acquire and maintain adequate external operating funds for research activities, if applicable.
  - 2.6 Notify MSFHR as soon as it is known if their HP-I 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, if applicable.
  - 2.9 Inform MSFHR of any changes to the activity that adversely affect the anticipated outcomes as outlined in the approved proposal.
    - Approval must be sought from MSFHR prior to making changes in excess of 20 percent to any one line item listed in the budget submitted with the original application, or the addition of a new budget item.
1. Failure to inform MSFHR of these changes may result in the termination of the award. MSFHR will determine the impact of the change and may decide to continue, or in some cases terminate, the award.

### 3. Funding from Other Sources

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- 3.1 Award recipients are strongly encouraged to apply for and accept, when offered, salary awards from national or international funding agencies. Major salary funding is defined as support resulting from a competition that is peer reviewed, open to all British Columbia applicants, and is an amount 50 percent or more than the HP-I award. Award recipients may

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<sup>2</sup> An appointment allowing the individual to engage in research activities that conform to the institutional requirements for the conduct of research, to hold peer reviewed funding, and to publish their research results.

<sup>3</sup> The host institution is the academic, health services or research institution where the research project is being conducted and that provides the majority of resources to support the project (e.g. infrastructure, human resources, administration, etc.). The selected host institution will be responsible for administering the award funds. In order for host institutions to administer MSFHR awards, they must have a valid memorandum of understanding with MSFHR. A list of host institutions with valid memorandums of understanding can be found at [www.msfhr.org/sites/default/files/MOU\\_List.pdf](http://www.msfhr.org/sites/default/files/MOU_List.pdf).



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

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The award recipient must submit reports within the stipulated time. MSFHR will provide the relevant information required for this report. Reporting for this award includes the following:

- 4.1 An annual progress report and an updated Canadian Common CV – MSFHR Abbreviated Version to update MSFHR on their research activities.
- 4.2 A detailed renewal application after three years is required for award renewal, if applicable; renewal of the award for years four and five will be contingent upon a positive review by an external review panel.
- 4.3 Submit a final annual progress report within 30 days following the award end date and a final financial statement to MSFHR within three months following completion of the MSFHR HP-I award.
- 4.4 Contribute to MSFHR’s monitoring, review and evaluation of programs by participating in annual reviews, surveys and other activities organized for the purpose of collecting information to assess progress and results. HP-I award recipients are required to participate in these activities during the course of their award and up to five years post award.
- 4.5 MSFHR reserves the right to contact MSFHR HP-I award recipients at any time during or after the award end date as an evaluation activity to track middle- and long-term evaluation and research impact outcomes.

## 5. Leaves

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The general policies of the host institution relating to vacation, extended illness, parental, family or other types of leaves of absence shall apply to HP-I award recipients. A minimum one month prior approval must be obtained from MSFHR for leaves other than vacation.



**Leave of absence<sup>4</sup>:** Award funding is on hold for the duration of the leave. Period of leave will be added to the term of the award.

**Sabbatical leave<sup>5</sup>:** If applicable, MSFHR will adhere to the guidelines for sabbatical leaves as per the host institution's policies. Award funding carries on during the period of sabbatical leave, therefore no adjustment is made to the term of the HP-I award.

**Parental leave:** Award recipients and their host institutions are required to inform MSFHR two months prior to taking parental leave (birth or adoption). The award funding is on hold for the duration of the parental leave; and the period of parental leave is added to the term of the HP-I award.

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 HP-I award term for the period of parental leave.

The host institution is responsible for paying the award recipient during the no-cost extension.

## 6. Transfer to another Institution

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Prior approval from MSFHR must be obtained in order to transfer the HP-I award to another institution within 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 the faculty dean (if applicable) or research director, or other appropriate senior official of the institution where the HP-I award is currently being held, indicating awareness of the transfer.
- 6.2 A letter to MSFHR from the department head or equivalent and Research Office of the institution where the HP-I award is being transferred confirming acceptance of the Award Conditions and financial administration of the award.

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<sup>4</sup> Leaves of absence refer to, but are not limited to: personal leave, jury or witness duty, family responsibility time, bereavement leave, etc.

<sup>5</sup> 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.



- 6.3 A signed and completed hard copy of the department head or equivalent and faculty dean (if applicable) forms from the department head or equivalent and dean at the new host institution.

## 7. Acknowledgement of MSFHR and Partners

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Award recipients must:

- 7.1 Complete and update an award recipient profile on an annual basis for the duration of the award.
- 7.2 Acknowledge the support given by MSFHR and its partners (if applicable) in any publication or public message 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](http://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 Michael Smith Foundation for Health Research/Name of Partner (if applicable) Health Professional-Investigator and acknowledge MSFHR and the partner (if applicable) in the signature line of their correspondence. Recipients of partnered awards may be required to meet specific communication needs of the partner.

## 8. Responsibilities of the Host Institution

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The host institution must:

- 8.1 Provide an appointment at the start date and for the duration of the HP-I award that allows the award recipient to apply for and hold peer-reviewed funding as a principal investigator and to publish research results.
- 8.2 Provide physical, organizational, policy and procedural infrastructure for the conduct of research and its uptake.
- 8.3 Host institutions and/or department heads, or equivalent, are responsible for any expenditure over and above the approved amount of the HP-I award or for any expenses incurred prior to the effective start date of the award. MSFHR is not responsible for any expenses incurred prior to the start date of the HP-I award.



- 8.4 Have a memorandum of understanding with MSFHR.
- 8.5 Ensure award recipients are devoting at least 50 percent of their time (no less than 20 hours per week) to research activities.
- 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 instalments.
- 8.8 Notify MSFHR if the HP-I award is not held for the full duration approved so that a prorated reduction in the salary can be made.
- 8.9 Inform MSFHR 30 days prior to leaves (with the exception of vacation leaves) sanctioned to the award recipient.
- 8.10 Provide access to all accounts, records and other information related to the HP-I 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 its financial records related to this award to be 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 activity funded by the HP-I award. The host institution will fully defend and indemnify MSFHR with respect to any claims brought against MSFHR in this regard.

## 9. Termination of Award

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MSFHR reserves the right to terminate the award:

- 9.1 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 HP-I award will be accepted by MSFHR and the host institution will fully indemnify MSFHR with respect to any claims brought against MSFHR in this regard.

- 9.2 If changes were made in excess of 20 percent to any of the items listed in the budget submitted with the application where prior approval has not been received from MSFHR.
- 9.3 If there is significant lack of progress, or for any unacceptable changes to the approved objectives identified in the application.
- 9.4 If there is a major deviation from these Conditions of Award. Any remaining funds must be returned by the host institution to MSFHR.



## Award Acceptance Form

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Please print the acceptance form (pages 12-14). The completed and signed Award Acceptance Form must be uploaded to [MSFHR ApplyNet](#) within ten business days following the date of the award notification letter.

Award Recipient's Name: \_\_\_\_\_

Award Recipient's Number: \_\_\_\_\_

1. MSFHR is pleased to offer you a *Health Professional-Investigator award*. Do you accept this award?

Yes     No

If "No," please explain.

\_\_\_\_\_

\_\_\_\_\_

2. Start Date of Award

Health Professional-Investigator award recipients may defer the start of the award up to a maximum of 12 months from **June 1, 2018**, on the first day of the month indicated. Please indicate the start date of your award. **Note:** Deferred start dates, once confirmed and processed by MSFHR, will not be revised.

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3. Other Awards/Funding Sources

In order to calculate your award amount, we require information of any current salary funding that you have been awarded from national or international peer-reviewed funding agencies. **You are required to include a copy of the award notification letter with this form.**

Funding Organization	Name of Award	Award Value Per Annum	Start Date (dd/mmm/yyyy)	End Date (dd/mmm/yyyy)



4. Appointment

The Award Conditions require MSFHR Health Professional-Investigators to have an appointment that allows the individual to engage in independent research activities that conform to the institutional requirements for the conduct of research, hold peer-reviewed funding, and publish their research results.

My current appointment is (rank and type): \_\_\_\_\_  
(e.g. assistant clinical professor, non-tenure track)

**OR**

I expect to receive an appointment (rank and type):

\_\_\_\_\_ on (date): \_\_\_\_\_

5. Approvals (if applicable)

Have you secured the appropriate certification (e.g. ethics approval) for your research proposal?

Yes     No

If “No,” please provide reason(s) and anticipated approval time.

\_\_\_\_\_  
\_\_\_\_\_

6. Contact Information

Is the contact information listed in the award notification letter correct? If not, please provide up-to-date information.

Yes, my information is correct     No (**please update**)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_    Email: \_\_\_\_\_

Other (e.g. name change): \_\_\_\_\_  
\_\_\_\_\_



I have read and agree with the information submitted in this form and with the terms and conditions as outlined in the MSFHR Health Professional-Investigator Award Conditions.

**Signatures:**

Award recipient: \_\_\_\_\_ Date: \_\_\_\_\_

Department head  
or equivalent: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*Please print name of  
department head or equivalent*

***Please upload the completed and signed form by completing the appropriate task in [MSFHR ApplyNet](#)***

