



MICHAEL SMITH FOUNDATION
FOR HEALTH RESEARCH

Discover. Connect. Engage.

2018 REACH COMPETITION



AWARD CONDITIONS & ACCEPTANCE FORM

Last updated: **March 7, 2018**

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1. General

- 1.1 Compliance with the Conditions of Award is mandatory for MSFHR's support of the Reach award. Award recipients and host institutions are required to respond in a timely fashion to any request from MSFHR staff regarding the verification of compliance to the Conditions of Award.
- 1.2 Award recipients must retain their affiliation with an eligible BC institution¹ during the term of the Reach award.
- 1.3 Funding received from MSFHR can only be used for the purpose intended by the Reach award.
- 1.4 Successful applicants are required to confirm their acceptance of the award within the stipulated time indicated in the award notification package, or funding will be rescinded.
- 1.5 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.
- 1.6 MSFHR will not be responsible for any expenditure over and above the approved amount of the Reach award, or for any expenses incurred prior to or after the funding period of the Reach award. All unexpended funds at the end of the award funding period must be returned to MSFHR.
- 1.7 Award recipients and host institutions must advise MSFHR promptly in writing of any major changes to the approved activities during the funding period. MSFHR will determine the impact of the change and may decide to continue funding or, in some cases, terminate the award.
- 1.8 Host institutions must administer any awards granted by MSFHR in accordance with the memorandum of understanding signed.

¹ Has a memorandum of understanding with MSFHR.



- 1.9 Following the receipt of the signed Award Acceptance Form, a one-time payment will be transferred electronically to the host institution as identified in the application.
- 1.10 Award recipients consent to their information being disclosed:
- MSFHR reserves the right to publish and/or disseminate information regarding the Reach award and its recipients. Discretion will be observed when referring to unprotected intellectual property and/or details regarding proprietary technologies/products.
 - MSFHR will use the information provided in the application for processing the application for peer-review, partnership support, payment, monitoring, and evaluation of the reach 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, in reports, documents, to members of mailing lists, and in other disclosures to government, partners, stakeholders and/or the public.
- 1.11 All publications and public messages regarding activities supported by the MSFHR Reach award must acknowledge the support of MSFHR.
- 1.12 If applicable, MSFHR expects award recipients to disseminate their work and experiences through traditional and non-traditional knowledge translation activities to maximize the impact and utility of their work.
- 1.13 MSFHR funding held by the host institution may be subject to audits or inspection.
- 1.14 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; or
 - Suspension of award payments, if applicable.
- 1.15 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 funding.
- 1.16 Reach award funding 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 award recipient.

- 1.17 Additional awards and remuneration may be held/earned at the discretion of the host institution.
- 1.18 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.
- 1.19 The Reach 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 Recipients

- 2.1 The Reach award is effective September 1, 2018. However, award recipients are allowed to defer their start date by three months. The start date must be on the first day of any month within the three-month period. **Deferred start dates, once confirmed by MSFHR, will not be revised.**
- 2.2 The Reach award must be held in British Columbia.
- 2.3 The co-leads must inform MSFHR of any changes to the activity that adversely affects 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.

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. Responsibilities of the Award Recipients

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

- 3.1 A detailed final report is required **30 days** following the award end date, which may include the following:
 - A description of how the proposed objectives as identified in the application were met.
 - A description of post-dissemination engagement plans and/or other follow-up activities to evaluate outcomes and/or intended impacts.
 - Activity-specific deliverables such as an event itinerary, participant list, media release, workshop materials, etc.
 - A list of stakeholders, outside of the team, who were consulted and/or involved in the funded work, if applicable.
- 3.2 A financial statement of expenditures, signed by the co-leads and an authorized financial officer of the host institution, is required within **three months** following the award end date.

Additionally, to inform evaluation and continued improvement of our funding programs, award recipients will be invited to provide feedback to MSFHR staff to determine areas of improvement for this funding opportunity.

MSFHR reserves the right to contact award recipients after the end date of the award to determine the short and middle-term outcomes and/or impacts of the dissemination work.

4. Acknowledgement of MSFHR

Award recipients must:

- 4.1 Acknowledge the support given by MSFHR in all public messages supported by the Reach 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.



5. Responsibilities of the Host Institution

The host institution must:

- 5.1 Have a memorandum of understanding with MSFHR.
- 5.2 Provide physical, organizational, policy, and procedural infrastructure for the conduct of research and related activities.
- 5.3 Be 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 Reach award. MSFHR is not responsible for any expenses incurred prior to the start date of the award.
- 5.4 Ensure that award recipients receive funding in accordance with the host institution's payroll policy.
- 5.5 Provide access to all accounts, records and other information related to the Reach 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.
- 5.6 Allow its financial records related to this award to be audited by an independent auditing firm.
- 5.7 Acknowledge that additional awards and remuneration may be earned by the award recipient (primary applicant) at the discretion of the host institution.
- 5.8 Determine ownership of MSFHR-funded intellectual property, and responsibility for its identification, protection, management and exploitation as set out by institutional policy.
- 5.9 Fully defend and indemnify MSFHR in respect of any claims brought against MSFHR in regard to costs or liabilities arising from any activity funded by the Reach award.



6. Termination of Award

MSFHR reserves the right to terminate the award:

- 6.1 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 individuals funded by the Reach 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.
- 6.2 If there is significant lack of progress, or for any unacceptable changes to the approved objectives identified in the application.
- 6.3 If changes were made in excess of twenty (20) percent to any one of the items listed in the budget submitted with Reach award application where prior approval has not been received from MSFHR.
- 6.4 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

Please print the acceptance form (pages 9-11). The completed and signed acceptance form must be uploaded to [MSFHR ApplyNet](#) within the stipulated time indicated on the award notification letter.

1. MSFHR is pleased to offer you a *Reach award*. Do you accept this award?

Yes No

If "No," please explain.

2. Start Date of Award

Award recipients may defer the start of the award up to a maximum of three months from September 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.

'We the undersigned have read and agree to comply with the terms and conditions as outlined in the 2018 Reach Award Conditions.'

Award Recipient:

Title of Proposed Work	
Grant ID #	
Host Institution	



Researcher Co-lead Name	
Signature	
Date	
Address for correspondence	
Telephone number, email address	

Research User Co-lead Name	
Signature	
Date	
Address for correspondence	
Telephone number, email address	



On Behalf of the Host Institution:

Institution	
Name of finance personnel	
Title	
Signature	
Date	

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

Contact Name for assistance:

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