



MICHAEL SMITH FOUNDATION
FOR HEALTH RESEARCH

BC's health research funding agency

2019 CONVENING & COLLABORATING (C²) COMPETITION



AWARD CONDITIONS & ACCEPTANCE FORM

DEADLINE: **MAY 30, 2019, 4:30 P.M. PT**

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1. General

- 1.1. Compliance with the Award Conditions is mandatory for MSFHR's continued support of its awards. Award recipients and host institutions are required to respond in a timely fashion to any request from MSFHR personnel 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 their award.
- 1.3. Funding received from MSFHR can only be used for the purpose intended by each of the awards.
- 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acceptance of the award within the stipulated time indicated in the award notification package, or funding will be rescinded.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) and specifically [TCSP 2 – Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) if the program of research involves Indigenous peoples; [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 award, or for any expenses incurred prior to or after the funding period of the 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 between the two organizations.
- 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:

¹ Has a memorandum of understanding with MSFHR.

- MSFHR reserves the right to publish and/or disseminate information regarding the 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 award 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, in reports and documents, 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 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 activities such as research user² engagement, publications, dissemination activities, media engagement, social media, etc., to maximize the impact and utility of their work.
- 1.13. Award recipients must ensure that all final peer-reviewed journal manuscripts arising from research supported by the award (in whole or in part) are accessible without charge through either the publisher's website or an online repository within 12 months of publication. If these methods are not possible, award recipients should make every effort to ensure these publications are available to the public, such as posting them on their own website or providing copies (paper or electronic) upon request.
- 1.14. MSFHR funding held by the host institution may be subject to audits or inspection.
- 1.15. 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.
- 1.16. Awards are to be implemented by the host institution and the award recipient independent of MSFHR. Management, compensation, and termination of any personnel funded 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.

² 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 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. A research user may include, but is not limited to, other researchers, policy makers, health care practitioners, decision makers, health care administrators, educators, patient user group, or health charity, and the public. [Adapted from 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. February 2019.



- 1.17. Award recipients 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.
- 1.18. Awards 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

The following conditions must be observed to maintain funding:

- 2.1 Awards are effective September 1, 2019. Deferral of the award is not permitted.
- 2.2 Awards must be held in British Columbia (BC).

Award recipients must:

- 2.3 Retain their association with an eligible BC host institution during the award term.
- 2.4 Notify MSFHR as soon as it is known if their award will not be held for the full duration.
- 2.5 Inform MSFHR in writing 30 days prior to leaving BC to take up another position.
- 2.6 If applicable, inform MSFHR in writing within 30 days of an official public retraction of published data so MSFHR may assess the impact, if any, on the validity of the research supported by activities funded through MSFHR.
- 2.7 If applicable, seek patent, copyright and design protection for intellectual property likely to result in a commercial technology or product, if applicable, in accordance with their host institution's policies.
- 2.8 Inform MSFHR of any changes to the proposed budget for the award funds that adversely affects its anticipated allocation as outlined in the approved application.
 - 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 withdrawal of the award. MSFHR will determine the impact of the change(s) and may decide to continue or, in some cases, withdraw the award.
- 2.9 Inform MSFHR if a no-cost extension is required, **at least one month prior** to the award end date. The request must include the following:

- Justification for the extension period.
- Activities that will be completed during the extension period.
- An updated budget, if applicable.

Award recipients may request a no-cost extension for a set period of no more than six months following the original end of award date.

If the extension is not approved, the grantee has three months to pay all commitments made prior to the end of the grant period. After this time, any remaining funds must be returned to the host institution.

3. Acknowledgement of MSFHR

Award recipients must:

- 3.1 Complete and update an award recipient profile on an annual basis for the duration of the award.
- 3.2 Acknowledge the support given by MSFHR in any publication, event or public message made while holding the 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).

4. Reporting

Award recipients (primary applicant, and research user co-lead(s) where applicable) must submit all required reports within the stipulated time. MSFHR will provide the relevant reporting information near the end date of the award. Required reporting includes the following:

- 4.1 A detailed final report is required **30 days** after the award end date, which may include the following:
 - Details on the main activities that were supported by the award.
 - Description of the involvement of trainees and research users with your team.
 - Activity-specific outcomes such as a post-activity working paper, media release, workshop materials, etc.
 - Description of any expected or realized benefits to the BC health system and/or the health British Columbians as a result of activities funded by the award.

- 4.2 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.
- 4.3 Contribution 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. Award recipients are required to participate in these activities during the course of their award and up to five years post award.
- 4.4 MSFHR reserves the right to contact MSFHR award recipients at any time during or after the award end date as an evaluation activity to track middle- and longer-term evaluation and research impact outcomes.
- 4.5 Award recipients may not submit a new application to any MSFHR funding program until all outstanding award information requested by MSFHR (e.g. final report, financial statement, etc.) has been received.

5. Transfer to Another Institution

Prior approval from MSFHR must be obtained in order to transfer an MSFHR award to another eligible institution (i.e. the institution must have a memorandum of understanding with MSFHR) within BC. The following documents must be submitted to MSFHR at least three months prior to the transfer:

- 5.1 A letter to MSFHR from the Research Office of the institution where the award is being transferred confirming acceptance of the award conditions and financial administration of the award.
- 5.2 Acknowledgment by the department head of the primary applicant indicating awareness of the transfer.

6. Responsibilities of the Host Institution

The host institution must:

- 6.1 Provide physical, organizational, policy, and infrastructure for the conduct of research and its uptake, if applicable.
- 6.2 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 the award. MSFHR is not responsible for any expenses incurred prior to the start date of the award.
- 6.3 Have a memorandum of understanding with MSFHR.

- 6.4 Ensure that award recipients are funded in accordance with the host institution's finance policies. MSFHR will transfer the award amount to the host institution in a single installment.
- 6.5 Notify MSFHR if the award is not held for the full duration approved so that a prorated reduction in the salary award can be made, if applicable.
- 6.7 Provide 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 grant accounts.
- 6.8 Allow its financial records related to this award to be audited by an independent auditing firm.
- 6.9 Determine ownership of MSFHR-funded intellectual property, and responsibility for its identification, protection, management and exploitation as set out by institutional policy, if applicable.
- 6.10 Not hold MSFHR liable for any costs or liabilities arising from any research activity funded by the award. The host institution will fully defend and indemnify MSFHR in respect of any claims brought against MSFHR in this regard.

7. Termination of Awards

MSFHR reserves the right to terminate the award:

- 7.1 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 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.
- 7.2 If there is significant lack of progress, or for any unacceptable changes to the approved objectives identified in the application.
- 7.3 If changes were made in excess of 20 percent to any one of the items listed in the budget submitted with the award application where prior approval has not been received from MSFHR.
- 7.4 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 7-8). The completed and signed acceptance form must be uploaded to [MSFHR ApplyNet](#) within 10 business days following the date of the award notification letter.

MSFHR is pleased to offer a (indicate award):

2019 Convening & Collaborating award 2019 Reach award

Do you accept this award?

Yes No

If "No," please explain.

Start date of award

Funding for the award begin **September 1, 2019**. Deferral of the award is not permitted.

'We the undersigned have read and agree to comply with the terms and conditions as outlined in these award conditions'.

Award Recipient:

Title of proposed work	
Grant ID #	
Host institution	

Researcher co-lead (primary applicant) name	
Signature	
Date	



BC's health research funding agency

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](#)

