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## 2019 SCHOLAR COMPETITION



# AWARD CONDITIONS & ACCEPTANCE FORM

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## 1. General

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- 1.1. Compliance with the Conditions of Award is mandatory for MSFHR's support of the Scholar award. 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 appointment<sup>1</sup> (e.g. assistant professor or equivalent) with an eligible<sup>2</sup> BC institution during the term of the Scholar award.
- 1.3. Funding received from MSFHR can only be used for the purpose intended by the Scholar 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acceptance of the award within the stipulated time indicated in the award notification package, or the award will be rescinded.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 Scholar award, or for any expenses incurred prior to or after the funding period of the Scholar award. All unexpended funds at the end of the award funding period must be returned to MSFHR.
- 1.7. Funding will be guaranteed for the first 12 months of the Scholar award. Future funding will be contingent upon:
  - A satisfactory review of the annual progress reports detailing research activities and outcomes.
  - Future funding of the Foundation by the provincial government and annual budgetary approval by MSFHR's Board of Directors.
- 1.8. Award recipients and host institutions must advise MSFHR promptly in writing of any major changes during the funding period with regard to status and faculty affiliation of the researcher. MSFHR will determine the impact of the change and may decide to continue funding or, in some cases, terminate the award.

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<sup>1</sup> An appointment that allows MSFHR Scholars to apply for and hold peer-reviewed funds as a principal investigator; to be a research supervisor for graduate and post-graduate trainees; and to publish their research.

<sup>2</sup> Has a memorandum of understanding with MSFHR.



- 1.9. Award recipients may not hold a Scholar award concurrently with a MSFHR Health Professional-Investigator award or Innovation to Commercialization award.
- 1.10. Host institutions must administer any awards granted by MSFHR in accordance with the memorandum of understanding signed.
- 1.11. Following the receipt of the signed *Scholar Award Acceptance Form*, payment will be transferred electronically to the host institution as identified in your application, in quarterly installments.
- 1.12. 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 Scholar award and award 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 Scholar 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 and documents, and in other disclosures to government, partners, stakeholders and/or the public.
- 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 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.
- 1.15. 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 website or providing copies (paper or electronic) upon request.
- 1.16. All Scholar awards are held by the host institution and may be subject to audits or inspection.
- 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 Scholar award is to be implemented by the host institution and 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.
- 1.20. 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.
- 1.21. The Scholar 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

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- 2.1 The Scholar award is effective July 1, 2019. However, award recipients may defer their start date up to 12 months. If a deferral is required, award recipients must contact MSFHR with the deferral request and obtain approval. The deferred start date must be on the first day of any month and be no later than July 1, 2020. **Deferred start dates, once confirmed by MSFHR, cannot be revised.**
- 2.2 The Scholar award must be held in British Columbia.

Award recipients must:

- 2.3 Hold, and continue to hold, an appointment at the time of taking up the Scholar award and for its duration. **Refer to the definition of the appointment in point 1.2 above.**
- 2.4 Commit at minimum 75 percent of their time to health research activities. This represents no less than 30 hours per week.
- 2.5 Acquire and maintain a level of external operating funds that adequately support research activities as described in the proposed program of research.
- 2.6 Notify MSFHR as soon as it is known if their Scholar 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.



### 3. Funding from Other Sources

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3.1 Within the first three years of a Scholar award, award recipients are required to apply for and accept, when offered, external salary awards from major national or international funding agencies. MSFHR considers a salary award to be external if the award meets **all** the four conditions below:

- Is external to BC
- Is granted through an open competition
- Is peer-reviewed
- Has a total value<sup>3</sup> of 50 percent or more of the value of the MSFHR Scholar 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 external 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. Partnered Awards

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4.1 All MSFHR Conditions of Award apply to partnered awards; the total value of the award remains at MSFHR amounts.

4.2 Award recipients who receive partnered awards may be required to commit to the partner 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 Requirements

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

5.1 An annual progress report and an updated Canadian Common CV (CCV) to update MSFHR on their research activities.

5.2 After three years of funding, a detailed progress report (including a research plan for years four and five); funding for the subsequent years will be dependent on a positive review of the report.

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<sup>3</sup> Inclusive of match-funding from other funding sources, if applicable. Total award value applies to the portion used for salary, i.e. it is not inclusive of other components above and beyond salary, such as research or travel allowances.



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- 5.3 Submit a final progress report, and a final financial statement to MSFHR within three months following completion of the Scholar award.
- 5.4 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. Scholars are required to participate in these activities during the course of their award and up to five years post award.
- 5.5 MSFHR reserves the right to contact MSFHR Scholars 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.

## 6. 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 Scholar 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<sup>5</sup> Leave

MSFHR will adhere to the guidelines for sabbatical leaves as per the host institution policies. Award funding carries on during the period of sabbatical leave, therefore no adjustment is made to the term of the Scholar award.

### Parental Leave

Award recipients and their host institutions are required to inform MSFHR **two** months prior to proceeding on parental leave (birth or adoption). The award funding is on hold during the duration of the parental leave; and the period of parental leave is added to the term of the Scholar award.

If the host institution fails to inform MSFHR:

- MSFHR will continue to make the award payments during the period of parental leave.

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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.



- MSFHR will provide a no-cost extension to the Scholar award term for the period of parental leave.
- The host institution will be responsible for paying the award recipient during the no-cost extension.

## 7. Transfer to Another Institution

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Prior approval from MSFHR must be obtained in order to transfer the Scholar award to another eligible institution in British Columbia. The following documents must be submitted to MSFHR at least **three (3)** months prior to the transfer:

- 7.1 A letter to MSFHR from the dean of faculty (if applicable) or the research director or other appropriate senior official of the institution where the Scholar award is currently being held indicating awareness of the transfer.
- 7.2 A letter to MSFHR from the department head and the research office of the institution where the Scholar award is being transferred confirming acceptance of the MSFHR Conditions of Award and financial administration of the Scholar award.
- 7.3 A signed and completed hard copy of the department head and the dean of faculty (if applicable) forms from the department head and dean (if applicable) at the new host institution.

## 8. Acknowledgement of MSFHR and Partners

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Award recipients must:

- 8.1 Complete and update an award recipient profile on an annual basis.
- 8.2 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](http://www.msfhr.org/about/msfhr-logo) for logos and usage guidelines). Copies of these publications are not required by MSFHR or their partners.
- 8.3 Refer to themselves as a Michael Smith Foundation for Health Research /Name of Partner (if applicable) Scholar, and acknowledge MSFHR and the partner in the signature line of their correspondence. MSFHR/Partner award recipients may be required to meet specific communication needs of the partner.



## 9. Responsibilities of the Host Institution

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The host institution must:

- 9.1 Provide physical, organizational, policy, and procedural infrastructure for the conduct of research.
- 9.2 Be responsible for any expenditure over and above the approved amount of the Scholar 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 Scholar award.
- 9.3 Have a memorandum of understanding with MSFHR.
- 9.4 Acknowledge that additional awards and remuneration may be earned by the award recipient at the discretion of the host institution.
- 9.5 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 installments.
- 9.6 Notify MSFHR if the Scholar award is not held for the full duration so a prorated reduction in the salary award can be made.
- 9.7 Inform MSFHR 30 days prior to leaves (with the exception of vacation leaves) sanctioned to the award recipient.
- 9.8 Provide access to all accounts, records and other information related to a Scholar 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.
- 9.9 Allow to have its financial records related to this award audited by an independent auditing firm.
- 9.10 Determine ownership of MSFHR funded intellectual property, and responsibility for its identification, protection, management and exploitation.
- 9.11 MSFHR will not be liable for any costs or liabilities arising from any research-funded activity funded by the Scholar award. The host institution will fully defend and indemnify MSFHR in respect of any claims brought against MSFHR in this regard.



## 10. Termination of Awards

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MSFHR reserves the right to terminate the award:

- 10.1 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 Scholar award will be accepted by MSHFR and the host institution will fully indemnify MSFHR in respect to any claims brought against MSFHR in this regard.
- 10.2 If there is significant lack of progress, or for any unacceptable changes to the approved objectives identified in the application.
- 10.3 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 three-page acceptance form (pages 9 – 11). The completed and signed Award Acceptance Form must be uploaded to MSFHR ApplyNet within 10 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 Scholar award. Do you accept this award?

Yes     No

If "No," please explain.

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

2. Start Date of Award

The start date of the Scholar award is **July 1, 2019**. Scholar award recipients may request deferral of the start date of the award up to a maximum of 12 months, on the first day of the month indicated. All deferrals must be approved by MSFHR.

Reason for deferral:

Academic appointment not yet obtained

Medical

Parental leave

Caregiving

Other \_\_\_\_\_

Requested deferred start date \_\_\_\_\_

Justification for deferral:

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



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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 Scholars to have an appointment that allows the individual to apply for and hold peer-reviewed funds as a principal investigator, be a research supervisor for graduate and post-graduate trainees, and publish research results.

My current appointment is (rank and type):

(e.g. assistant professor, 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.

\_\_\_\_\_

\_\_\_\_\_



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6. Contact Information

Is the contact information listed in the award notification letter correct? If not, please provide updated information.

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

Address:

Telephone:

Email:

Other (e.g. name change)

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I have read and agree with the information submitted in this form and with the terms and conditions as outlined in the MSFHR Scholar 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](#)**

