



## 2021 HEALTH PROFESSIONAL-INVESTIGATOR COMPETITION

### CONDITIONS OF AWARD

#### DEADLINES:

LETTER OF INTENT: **JUNE 4, 2021, 4:30 P.M. PT**

FULL APPLICATION: **AUGUST 20, 2021, 4:30 P.M. PT**

## Table of Contents

1.	General .....	1
2.	Responsibilities of the Award Recipient .....	4
3.	Funding from Other Sources .....	5
4.	Partnered Awards .....	6
5.	Acknowledgement of MSFHR and Partners .....	6
6.	Reporting Requirements .....	6
7.	Leaves .....	7
8.	Transfer to Another Institution .....	8
9.	Responsibilities of the Host Institution .....	8
10.	Termination of the Award .....	9



## 1. General

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- 1.1 Compliance with the *Conditions of Award* is mandatory for 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 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> with an eligible BC host institution<sup>2</sup> during the term of the HP-I award.
- 1.3 Funding received from MSFHR can only be used for the purpose intended by the HP-I Program.
- 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acceptance of the award within the stipulated time indicated in the award notification package, or the award will be rescinded.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](#) (2018) and specifically [TCPS 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, including but not limited to the [Canadian Council on Animal Care Policies and Guidelines](#), [Canadian Environmental Assessment Act](#) and [Canadian Biosafety Standards and Guidelines](#).
- 1.6 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.
- 1.7 MSFHR will not be responsible for any expenditure 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. All unexpended funds at the end of the award funding period must be returned to MSFHR.
- 1.8 Funding will be guaranteed for the first **12 months** of the HP-I award. Future funding will be contingent upon:

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<sup>1</sup> An appointment that allows award recipients to engage in independent research activities that conforms to the institutional requirements for and conduct of research, hold peer-review funding and is permitted to publish research results.

<sup>2</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.), and is responsible for approving and administering research awards. 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 memorandum of understandings can be found at [www.msfhr.org/sites/default/files/MOU\\_List.pdf](http://www.msfhr.org/sites/default/files/MOU_List.pdf).



- Timely submission of all reports.
  - Satisfactory completion of annual progress reports for the duration of the award.
  - Future funding of the Foundation by the provincial government and annual budgetary approval by MSFHR's Board of Directors.
- 1.9 Award recipients and/or 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.
- 1.10 Award recipients may not currently hold or have previously held an MSFHR Innovation to Commercialization award, MSFHR Scholar award, or MSFHR HP-I award, in whole or in part.
- 1.11 Award recipients may only hold an MSFHR HP-I award once in their career.
- 1.12 Host institutions must administer any awards granted by MSFHR in accordance with the memorandum of understanding signed between the two organizations.
- 1.13 Following the receipt of the signed *Award Acceptance Form*, payment will be transferred electronically to the host institution as identified in your application, in quarterly installments.
- 1.14 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 award recipients. Discretion will be observed when referring to unprotected intellectual property and/or details regarding proprietary technology/products.
  - MSFHR will only use the information provided in the application for application review, partnership support, payment, monitoring and evaluation of the HP-I award, or 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.
- 1.15 All publications and public messages regarding the research or initiative supported by the MSFHR award must acknowledge the support of MSFHR, and the award partner, if applicable.

- 1.16 MSFHR expects award recipients to disseminate their work and experiences through traditional and non-traditional activities such as research user<sup>3</sup> engagement, publications, dissemination activities, media engagement, social media, etc. to maximize the impact and utility of their work.
- 1.17 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.
- 1.18 All MSFHR awards held by the host institution may be subject to audits or inspection.
- 1.19 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.
- 1.20 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.
- 1.21 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 funded by the award should be conducted in accordance with these *Conditions of Award* 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 be hereby released and indemnified by the host institution for all liability or responsibility related to the conduct of the award recipient.
- 1.22 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.

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<sup>3</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 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](http://www.cihr-irsc.gc.ca/e/45321.html). April 19, 2021.



- 1.23 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 January 1, 2022. Deferrals will be reviewed on a case-by-case basis. If a deferral is required, award recipients must indicate the requested award start date and the reason for deferral on the *Award Acceptance Form* and obtain approval from MSFHR. The deferred start date must be on the first day of any month and be no later than July 1, 2023. **Deferred start dates, once confirmed by MSFHR, cannot be revised.**

- 2.2 The HP-I award must be held in British Columbia.

Award recipients must:

- 2.3 Retain their appointment with an eligible BC host institution during the term of the HP-I award. **Refer to the definition of the appointment in point 1.2 above.**
- 2.4 Acquire and maintain a level of external operating funds that adequately support research activities as described in the proposed research project.
- 2.5 Commit at minimum 50 percent of their time to health research activities. This represents no less than **20 hours** per week.
- 2.6 Notify MSFHR as soon as it is known that 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 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 MSFHR-funded project and/or its progress.
- 2.9 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.

## Special Conditions for Research Programs Focused on the Novel Coronavirus (COVID-19)

2.10 Data produced as a result of this funding must be shared in line with the [Joint statement on sharing research data and findings relevant to the novel coronavirus \(nCoV\) outbreak](#).

Specifically, award recipients must ensure:

- Research findings made available on publishing platforms that make articles openly accessible **before** peer review and where post publication peer review is conducted on that platform; **OR** published on a preprint server, like [medrXiv](#) or [biorXiv](#) as soon as possible and in any event prior to submission to a journal.
- Research findings that are submitted to journals are made openly available at the time of publication and licensed under the Creative Common Attribution license (CCBY).
- All submissions (to platforms, preprint servers and journals) must include clear statements regarding the availability of underlying data and/or software/code.
- Interim and final data is shared as rapidly and openly as possible — as soon as it is appropriately quality assured, in line with any ethics requirements and irrespective of the timing of journal publication.

### 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. 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>4</sup> of 50 percent or more of the value of the MSFHR HP-I award

Additional awards and remuneration may be held/earned at the discretion of the host institution.

3.2 Award recipients must 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.

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<sup>4</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.

## 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. Acknowledgement of MSFHR and Partners

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Award recipients must:

- 5.1 Complete and update an award recipient profile on an annual basis for the duration of the award.
- 5.2 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.
- 5.3 Refer to themselves as a 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.

## 6. Reporting Requirements

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Award recipients must submit all required reports within the stipulated time. Failure to submit reports may result in your award being placed on hold:

- 6.1 An annual progress report and an updated Canadian Common CV (CCV) – Reporting version to update MSFHR on their research activities.
- 6.2 Submit a final progress report within **30 days**, and a final financial statement within **three months** to MSFHR following completion of the award.

- 6.3 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. HP-I award recipients are required to participate in these activities during the course of their award and up to **five years** post-award.
- 6.4 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 longer-term evaluation and research impact outcomes.

## 7. 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 **two months** prior approval must be obtained from MSFHR for leaves other than vacation.

### Leave of Absence<sup>5</sup>

Award funding is on hold for the duration of the leave. The period of leave will be added to the term of the award.

### Sabbatical<sup>6</sup> Leave

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 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 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.

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<sup>5</sup> Leaves of absence refer to, but are not limited to, personal leave, jury or witness duty, family responsibility time, bereavement leave, etc.

<sup>6</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.

## 8. 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:

- 8.1 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.
- 8.2 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 *Conditions of Award* and financial administration of the award.
- 8.3 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.

## 9. Responsibilities of the Host Institution

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The host institution must:

- 9.1 Provide physical, organizational, policy, and infrastructure for the conduct of research and its uptake.
- 9.2 Be 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.
- 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 HP-I award is not held for the full duration approved so that a prorated reduction in the salary award can be made.
- 9.7 Inform MSFHR at least **two months** 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 an 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.
- 9.9 Allow its financial records related to this award to be 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 activity funded by the HP-I award. The host institution will fully defend and indemnify MSFHR in respect of any claims brought against MSFHR in this regard.

## 10. Termination of the Award

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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 HP-I award will be accepted by MSFHR 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.