



Michael Smith
**Health
Research BC**

2022 Health Professional-Investigator Program

CONDITIONS OF AWARD

DEADLINES

Letter of intent: April 29, 2022, 4:30 p.m. PT

Full application: June 20, 2022, 4:30 p.m. PT

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1. General

- 1.1. Compliance with the *Conditions of Award* is mandatory for Michael Smith Foundation for Health Research (operating as Michael Smith Health Research BC and herein referred to as “Health Research BC”) to continue 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 Health Research BC personnel regarding the verification of compliance to the *Conditions of Award*.
- 1.2. Award recipients must retain their appointment¹ with an eligible BC host institution² during the term of the HP-I award.
- 1.3. Funding received from Health Research BC 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acceptance of the award within the stipulated time indicated in the award notification package, or the award will be rescinded.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 the ethical and research policies outlined by the host institution and the [Tri-Agency Framework: Responsible Conduct of Research](#). This includes, but is not limited to:
 - Tri-Council Policy Statement: [Ethical Conduct for Research Involving Humans \(2018\)](#)
 - [Canadian Council on Animal Care Policies and Guidelines](#)
 - [Canadian Biosafety Standards and Guidelines](#)

Any breach of ethics, conflict of interest or scientific integrity must promptly be reported to Health Research BC by the host institution. Health Research BC reserves the right to investigate and/or impose any sanctions it determines to be appropriate.

- 1.6. Award recipients must comply with the ethical and research policies outlined in [Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) of the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (2018). When appropriate, award recipients must also comply with the First Nations principles of [OCAP®: ownership, control, access and possession](#).
- 1.7. Health Research BC 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 Health Research BC.
- 1.8. Funding will be guaranteed for the first **12 months** of the HP-I award. Future funding will be contingent upon:

¹ 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.

² 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 Health Research BC awards, they must have a valid memorandum of understanding with Health Research BC. A list of host institutions with valid memorandum of understandings can be found on our [website](#).

- Timely submission of all reports.
 - A satisfactory review of the annual progress reports detailing research activities and outcomes.
 - Future funding of Health Research BC by the provincial government and annual budgetary approval by Health Research BC's Board of Directors.
- 1.9. Award recipients and/or host institutions must advise Health Research BC promptly in writing of any major changes during the funding period with regard to status and faculty affiliation of the researcher. Health Research BC 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 ever held, an MSFHR (now Michael Smith Health Research BC) Innovation to Commercialization award, Scholar award, or HP-I award, in whole or in part.
 - 1.11. Award recipients may only hold a Health Research BC HP-I award once in their career.
 - 1.12. Host institutions must administer any awards granted by Health Research BC 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:
 - Health Research BC 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.
 - Health Research BC 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 Health Research BC's obligations for public accountability and the dissemination of information, details of awards and award recipients are also made available on Health Research BC'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 Health Research BC award must acknowledge the support of Health Research BC.
 - 1.16. Health Research BC expects award recipients to disseminate their work and experiences through traditional and non-traditional activities such as research user³ engagement, publications,

³ 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. April 19, 2021.

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 Health Research BC 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 Health Research BC within the designated time frame may result in the denial of new applications to other Health Research BC funding programs by the award recipient until the outstanding documents are received.
- 1.20. Award recipients and host institutions must notify Health Research BC 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 Health Research BC. 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. Health Research BC 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.
- 1.22. Award recipients must contribute to the monitoring, review and evaluation of Health Research BC'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.
- 1.23. The HP-I award may be terminated at any time for good or sufficient reason by the award recipient, the host institution, or Health Research BC.

2. Responsibilities of the Award Recipients

- 2.1 The HP-I award is effective April 1, 2023. Deferrals may only be requested for the following reasons: medical or parental leave and caregiving. Other reasons not stated 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 Health Research BC**. The deferred start date must be on the first day of any month and be no later than April 1, 2024. **Deferred start dates, once confirmed by Health Research BC, 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 Health Research BC as soon as it is known that their HP-I award will not be held for the full duration.
- 2.7 Inform Health Research BC in writing **30 days** prior to leaving British Columbia to take up another position.
- 2.8 Inform Health Research BC in writing within **30 days** of an official public retraction of published data so Health Research BC may assess the impact, if any, on the validity of the Health Research BC-funded project and/or its progress.
- 2.9 In accordance with their host institution's policies, seek patent, copyright and design protection for intellectual property likely to result in a commercial product.

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

- 3.1. Award recipients are strongly encouraged to apply for and accept, when offered, salary awards from national or international funding agencies. Health Research BC 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 value⁴ of 50 percent or more of the value of the Health Research BC HP-I award

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

3.2 Award recipients must inform Health Research BC 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

- 4.1. All Health Research BC *Conditions of Award* apply to partnered awards; the total value of the award remains at Health Research BC 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 digital or internal communication regarding the research.

5. Acknowledgement of Health Research BC and Partners

Award recipients must:

- 5.1. Acknowledge the support given by Health Research BC and its partners (if applicable) in any publication or public message made while holding a Health Research BC award or resulting from the tenure of the award. Acknowledgement of Health Research BC support should include, where appropriate, Health Research BC's logo (see www.msfnr.org/about/msfnr-logo for logos and usage guidelines). Copies of these publications are not required by Health Research BC or their partners.
- 5.2. Refer to themselves as a **Michael Smith Health Research BC/Name of Partner (if applicable) Health Professional-Investigator** and acknowledge Health Research BC and the partner(s) (if applicable) in the signature line of their correspondence. Recipients of partnered awards may be required to meet specific communication needs of the partner. This will be detailed in the original award offer letter.

6. Reporting Requirements

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) to update Health Research BC on their research activities.

⁴ 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.

- 6.2. Submit a final progress report to Health Research BC in the last year of the award and a final financial statement within **three months** following completion of the award.
- 6.3. Contribute to Health Research BC'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 recipients are required to participate in these activities during the course of their award and up to **five years** post-award.
- 6.4. Health Research BC reserves the right to contact Health Research BC 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

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 Health Research BC for leaves other than vacation.

Leave of Absence⁵

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

Sabbatical⁶ Leave

If applicable, Health Research BC 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 Health Research BC **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 Health Research BC:

- Health Research BC continues to make the award payments during the period of parental leave.
- Health Research BC 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.

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

⁶ 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

Prior approval from Health Research BC must be obtained in order to transfer the HP-I award to another institution within British Columbia. The following documents must be submitted to Health Research BC at least **three months** prior to the transfer:

- 8.1. A letter to Health Research BC 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 Health Research BC 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

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. Health Research BC 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 Health Research BC.
- 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. Health Research BC will transfer the salary component to the host institution in quarterly installments.
- 9.6. Notify Health Research BC 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 Health Research BC 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 Health Research BC may reasonably request during the course of an on-site monitoring visit or inquiry; and respond fully and frankly to any requests Health Research BC 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 Health Research BC-funded intellectual property, and responsibility for its identification, protection, management and exploitation.
- 9.11. Health Research BC 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 Health Research BC in respect of any claims brought against Health Research BC in this regard.

10. Termination of the Award

Health Research BC 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 Health Research BC, and the host institution will fully indemnify Health Research BC in respect to any claims brought against Health Research BC 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 Health Research BC.