



Michael Smith
**Health
Research BC**

2023 Scholar Program

CONDITIONS OF AWARD

DEADLINES

Letter of intent: December 5, 2022, 4:30 p.m. PT

Full application: January 30, 2023, 4:30 p.m. PT

Table of Contents

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



1. General

- 1.1. Compliance with these Conditions of Award is mandatory for Michael Smith Health Research BC's (Health Research BC) support of the Scholar 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 (e.g. assistant professor or equivalent) with an eligible² BC institution during the term of the Scholar award.
- 1.3. Funding received from Health Research BC 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acceptance of the award within the stipulated time indicated in the award notification package, or the award will be rescinded.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 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 Environmental Assessment Act](#)
 - [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 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 Health Research BC.
- 1.8. Funding will be guaranteed for the first **12 months** of the Scholar award. Future funding will be contingent upon:
 - 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 An appointment that allows Health Research BC 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.

² Has a memorandum of understanding with Health Research BC.

- 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) Health Professional-Investigator, Innovation to Commercialization, or Scholar award, in whole or in part.
- 1.11. Host institutions must administer any awards granted by Health Research BC in accordance with the memorandum of understanding signed.
- 1.12. 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.
- 1.13. 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 Scholar Program and award recipients.
 - Health Research BC 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 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.
- 1.14. 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.
- 1.15. Health Research BC 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.
- 1.16. 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.
- 1.17. All Health Research BC awards are held by the host institution and may be subject to audits or inspection.
- 1.18. 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.

- 1.19. 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.
- 1.20. The Scholar 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 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. 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.
- 1.21. 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.
- 1.22. The Scholar 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 Scholar award is effective July 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 July 1, 2024. **Deferred start dates, once confirmed by Health Research BC, 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 Health Research BC as soon as it is known if their 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 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)

2.9 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. 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. 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 value³ of 50 percent or more of the value of the Health Research BC Scholar 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.

³ 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.

- 4.2. 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. 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:

- 5.1. An annual progress report and an updated Canadian Common CV (CCV) to update Health Research BC on their research activities.
- 5.2. 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.
- 5.3. 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. Scholars are required to participate in these activities during the course of their award and up to **five years** post-award.
- 5.4. Health Research BC reserves the right to contact Health Research BC 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.
- 5.5. Recipients of partner funds may be required to complete additional requests for information to support the partnership.

6. 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 Scholar award recipients. A minimum **two months** prior approval must be obtained from Health Research BC for leaves other than vacation.

Leave of Absence⁴

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

Sabbatical⁵ Leave

Health Research BC 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 award.

⁴ Leaves of absence refer to, but are not limited to, personal leave, jury or witness duty, family responsibility time, bereavement leave, etc.

⁵ 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.

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

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

- 7.1. A letter to Health Research BC from the dean of faculty (if applicable) or 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 Health Research BC from the department head and the research office of the institution where the Scholar award is being transferred confirming acceptance of the Health Research BC Conditions of Award and financial administration of the Scholar award.
- 7.3. A signed and completed department head and the dean of faculty (if applicable) forms (can be sent electronically) from the department head and dean (if applicable) at the new host institution.

8. Acknowledgement of Health Research BC and Partners

Award recipients must:

- 8.1. Complete and update an award recipient profile on an annual basis.
- 8.2. Acknowledge the support given by Health Research BC and partners in any publication or public messages 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 <https://healthresearchbc.ca/media-toolkit/> for logos and usage guidelines). Copies of these publications are not required by Health Research BC or their partners.
- 8.3. Refer to themselves as a **Michael Smith Health Research BC Scholar**, and acknowledge Health Research BC in the signature line of their correspondence.

If it is a partnered award, refer to themselves as a **Michael Smith Health Research BC/Name of Partner(s) Scholar**, and acknowledge Health Research BC and the partner(s) in the signature line of their correspondence. Health Research BC/Partner award recipients may be required to meet specific communication needs of the partner.

9. Responsibilities of the Host Institution

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. Health Research BC is not responsible for any expenses incurred prior to the start date of the 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 award is not held for the full duration so 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 a Scholar 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 to have its financial records related to this award 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-funded activity funded by the Scholar 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 Awards

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 Scholar 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 research 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.