



Michael Smith
**Health
Research BC**

2024 Convening & Collaborating (C²) and Reach Programs

CONDITIONS OF AWARD

DEADLINES

Full application: May 13, 2024, 4:30 p.m. PT

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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 Convening and Collaborating (C²) or Reach 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 with the Conditions of Award.
- 1.2. Award recipients (i.e. the primary applicant) must retain their appointment¹ with an eligible BC host institution² during the term of their award.
- 1.3. Funding received from Health Research BC can only be used for the purpose intended by each of 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acceptance of the award within the stipulated time indicated in the award notification package, or the award will be rescinded.
- 1.5. Recipients of Health Research BC awards 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 \(2022\)](#)
 - [TCPS 2 – Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) if the research involves Indigenous peoples
 - [Canadian Council on Animal Care Policies and Guidelines](#)
 - [Canadian Biosafety Standards and Guidelines](#)

When appropriate, award recipients must also comply with the First Nations principles of [OCAP®: ownership, control, access and possession](#).

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. Health Research BC will not be responsible for any expenditure over and above the approved amount of the C² or Reach award, or for any expenses incurred prior to or after the funding period of the C² or Reach award. All unexpended funds at the end of the award funding period must be returned to Health Research BC.
- 1.7. Award recipients and/or host institutions must advise Health Research BC promptly in writing of any major changes to the approved activities during the funding period. Health Research BC will

¹ An appointment that allows award recipients to hold research operating funds at the time of the award start date.

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](#).

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 Health Research BC in accordance with the memorandum of understanding signed.
- 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 the disclosure of their information under the following circumstances:
 - Health Research BC reserves the right to publish and/or disseminate information regarding the C² and Reach Programs and award recipients. Discretion will be observed when referring to unprotected intellectual property and/or details regarding proprietary technology/products.
 - Health Research BC will use the information provided in the application for application review, partnership support, payment, monitoring and evaluation of the C² or Reach 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.
- 1.11. All publications and public messages regarding activities supported by the Health Research BC award must acknowledge the support of Health Research BC.
- 1.12. If applicable, Health Research BC expects award recipients to disseminate their work and experiences through traditional and non-traditional activities such as research user³ 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. All Health Research BC awards are held by the host institution and 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 Health Research BC within the designated time frame may result in the denial of

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. Accessed March 21, 2023.

new applications to other Health Research BC funding programs by the award recipient until the outstanding documents are received.

- 1.16. 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.
- 1.17. The C² or Reach 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 and/or team.
- 1.18. 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.
- 1.19. The C² or Reach 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

The following conditions must be observed to maintain funding:

- 2.1. Awards are effective October 1, 2024. Deferral of the award is not permitted.
- 2.2. The C² or Reach 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 award.
 - 2.4. Notify Health Research BC as soon as it is known that their award will not be held for the full duration.
 - 2.5. Inform Health Research BC in writing 30 days prior to leaving British Columbia to take up another position.
 - 2.6. 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 research supported by activities funded through Health Research BC.
 - 2.7. In accordance with their host institution's policies, seek patent, copyright and design protection for intellectual property likely to result in a commercial product.
 - 2.8. Inform Health Research BC of any changes to the proposed budget for the award funds that adversely affect its anticipated allocation as outlined in the approved application.
- Approval must be sought from Health Research BC prior to making changes in excess of 20 percent of the total budget submitted with the original application.

- Failure to inform Health Research BC of these changes may result in withdrawal of the award. Health Research BC will determine the impact of the change(s) and may decide to continue or, in some cases, withdraw the award.
- 2.9. Activities must be planned to occur within 12 months of the funding start date. If delays occur, funds may be spent up to 18 months after the start date without the need to request a no-cost extension. Award recipients must request a no-cost extension if delays require funds to be spent more than 18 months after the start date.
- 2.10. Inform Health Research BC 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 award end 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 Health Research BC.

3. Partnered Awards

- 3.1. All Health Research BC Conditions of Award apply to partnered awards; the total value of the award remains at Health Research BC amounts.
- 3.2. 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.

4. Acknowledgement of Health Research BC and Partners

Award recipients must acknowledge the support given by Health Research BC and its partners (if applicable) in any publication or public messages made regarding activities supported by Health Research BC and/or partner funds. 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 publications are not required by Health Research BC or partners.

5. Reporting Requirements

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

- 5.1. A detailed final report to be submitted within 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 within the 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.
- 5.2. A financial statement of expenditures, signed by the award recipient and an authorized financial officer of the host institution, to be submitted within **three months** following the award end date.
- 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. Award recipients 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.
- 5.6. Award recipients may not submit a new application to any Health Research BC funding program until all outstanding award information requested by Health Research BC (e.g. final report, financial statement, etc.) has been received.

6. Transfer to Another Institution

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

- 6.1. A letter (electronic or hard copy) to Health Research BC from the department head, or equivalent, at the institution where the award is currently being held indicating awareness of the transfer.
- 6.2. A letter (electronic or hard copy) to Health Research BC from the department head and the research office of the institution where the award is being transferred confirming acceptance of the Health Research BC Conditions of Award and financial administration of the award.

7. Responsibilities of the Host Institution

The host institution must:

- 7.1. Provide physical, organizational, policy, and infrastructure for the conduct of research and its uptake, where applicable.
- 7.2. 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. Health Research BC is not responsible for any expenses incurred prior to the start date of the award.
- 7.3. Have a memorandum of understanding with Health Research BC.
- 7.4. Ensure that award recipients are funded in accordance with the host institution's finance policies. Health Research BC will transfer the award amount to the host institution in a single installment.
- 7.5. Notify Health Research BC if the award is not held for the full duration approved.
- 7.6. Provide access to all accounts, records and other information related to the C² or Reach 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.
- 7.7. Allow its financial records related to this award to be audited by an independent auditing firm.
- 7.8. Determine ownership of Health Research BC-funded intellectual property and responsibility for its identification, protection, management and exploitation.
- 7.9. Health Research BC will not be liable for any costs or liabilities arising from any activity funded by the C² or Reach award. The host institution will fully defend and indemnify Health Research BC with respect to any claims brought against Health Research BC in this regard.

8. Termination of the Award

Health Research BC reserves the right to terminate the award:

- 8.1. 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 Health Research BC and the host institution will fully indemnify Health Research BC with respect to any claims brought against Health Research BC in this regard.
- 8.2. If there is significant lack of progress, or for any unacceptable changes to the approved objectives identified in the application.
- 8.3. If changes were made in excess of **20 percent** to the total budget submitted with the application where prior approval has not been received from Health Research BC.
- 8.4. 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.