



Michael Smith

**Health
Research BC**

Advancing the Use of Evidence in Seniors' Home and Community Care

**Letter of Intent – Development Award
CONDITIONS OF AWARD (Updated May 1, 2025)**

DEADLINES

Letter of intent: March 24, 2025 4:30 p.m. PT

Full application: Fall 2025

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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 Advancing the Use of Evidence in Seniors' Home and Community Care development 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. The Primary Applicant Co-lead must retain their employment¹ 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 of the 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acceptance of the award within the stipulated time indicated in the award notification package, or the award will be rescinded.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. 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 Advancing the Use of Evidence in Seniors' Home and Community Care development award, or for any expenses incurred prior to or after the funding period of the Advancing the Use of Evidence in Seniors' Home and Community Care development 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

¹ The Primary Applicant Co-lead must be able to "lead the implementation of the intervention studied and ensure that resources are available to support the implementation of the intervention, facilitate the collection of data for the evaluation of the outcomes, oversee any data-sharing agreements and be responsible for financial administration and overall performance of the full team." (See the Advancing the Use of Evidence in Seniors' Home and Community Care – Letter of Intent Guidelines, Section 4, Team Composition.)

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](#). For this funding program, the host institution should be the health authority where the primary applicant co-lead is based.

any major changes to the approved activities during the funding period. Health Research BC will 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 development award 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 Advancing the Use of Evidence in Seniors' Home and Community Care Program 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 Advancing the Use of Evidence in Seniors' Home and Community Care development 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 new applications to other Health Research BC funding programs by the award recipient until the outstanding documents are received.

³ Research users are individuals who might use, benefit, or be impacted by the results of research, but are not necessarily involved in their production. These include, but are not limited to: physicians, nurses, people with lived experience, caregivers, community leaders, decision makers, other researchers, etc.

- 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 Advancing the Use of Evidence in Seniors' Home and Community Care development 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 Advancing the Use of Evidence in Seniors' Home and Community Care development 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 May 1, 2025. Deferral of the award is not permitted.
- 2.2. The Advancing the Use of Evidence in Seniors' Home and Community Care development award must be held in British Columbia.
- 2.3. Attendance at the **mandatory** virtual training workshop on implementation: At least three members of the project team will be required to attend, including at least one co-lead and two other team members. Health Research BC will be hosting the workshop, and further details will be provided shortly. (Updated May 1, 2025)

Award recipients must:

- 2.4. Retain their appointment with an eligible BC host institution during the term of the award.
- 2.5. Notify Health Research BC as soon as it is known that their award will not be held for the full duration.
- 2.6. Inform Health Research BC in writing 30 days prior to leaving British Columbia to take up another position.
- 2.7. 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.
- 2.8. In accordance with their host institution's policies, seek patent, copyright and design protection for intellectual property likely to result in a commercial product.
- 2.9. 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.

2.10. Activities must be planned to occur within six months of the funding start date. No-cost extensions are not permitted for the Advancing the Use of Evidence in Seniors' Home and Community Care development award.

3. Acknowledgement of Health Research BC

3.1. Award recipients must acknowledge the support given by Health Research BC in any publication or public messages made regarding activities supported by Health Research BC 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.

4. Reporting Requirements

The Primary Applicant Co-lead 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:

- 4.1. 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 co-leads and other team members from the health authority and academic institutions.
- 4.2. A financial statement of expenditures, signed by the co-leads and an authorized financial officer of the host institution, to be submitted within three months following the award end date.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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.

5. 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. per the Advancing the Use of Evidence in Seniors' Home and

Community Care Program requirements, the institution must be a health authority in BC and have a memorandum of understanding with Health Research BC). The following documents must be submitted to Health Research BC at least **three months** prior to the transfer:

- 5.1. A letter (electronic or hard copy) to Health Research BC from the existing Executive Sponsor indicating awareness of the transfer.
- 5.2. An Executive Sponsor form from an Executive Sponsor at the institution where the award is being transferred indicating sufficient support for the project.
- 5.3. A letter (electronic or hard copy) to Health Research BC from 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.

6. Responsibilities of the Host Institution

The host institution must:

- 6.1. Provide physical, organizational, policy, and infrastructure for the conduct of research and its uptake, where applicable.
- 6.2. 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.
- 6.3. Have a memorandum of understanding with Health Research BC.
- 6.4. 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.
- 6.5. Notify Health Research BC if the award is not held for the full duration approved.
- 6.6. Provide access to all accounts, records and other information related to the Advancing the Use of Evidence in Seniors' Home and Community Care development 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.
- 6.7. Allow its financial records related to this award to be audited by an independent auditing firm.
- 6.8. Determine ownership of Health Research BC-funded intellectual property and responsibility for its identification, protection, management and exploitation.
- 6.9. Health Research BC will not be liable for any costs or liabilities arising from any activity funded by the Advancing the Use of Evidence in Seniors' Home and Community Care development 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.

7. Termination of Award

Health Research BC reserves the right to terminate the award:

- 7.1. If a contract of employment between the host institution and the Primary Applicant Co-lead is terminated and no one else is identified to fill their role upon their departure. 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.

- 7.2. If there is significant lack of progress, or for any unacceptable changes to the approved objectives identified in the application.
- 7.3. 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.
- 7.4. 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.