



A CELEBRATION OF SUCCESS

Evidence into Practice Awards 2023

CONDITIONS OF AWARD

Award-winner must:

1. Be able to attend the Virtual Presentation and Awards Ceremony on Wednesday, November 30, 2023 from 12 - 1:30 pm, or identify a delegate to present instead.
1. Comply with Award requirements and use award funds according to the eligible costs below and in adherence with Island Health financial policies, including but not limited to Reimbursement of Travel Expenses, Policy 4.4.1.
2. Submit all receipts related to the award to your Department for processing, indicating "Interdepartmental Research Award Expense."
3. Contact the Research Department or your Departmental account manager for confirmation of expense eligibility PRIOR to expenditure if uncertain.

Award-winner's Department must:

2. Be responsible and accountable for their disbursement according to the eligible costs below and in adherence with Island Health financial policies, including but not limited to Reimbursement of Travel Expenses, Policy 4.4.1.
3. Administer the funds in accordance with these Conditions and all applicable policies.

Eligible costs include (but are not limited to):

Educational activities associated with implementing knowledge translation and/or evidence as required to complete, sustain, spread, or share the winning project, such as:

- Workshops, presentations, or training in your department or site;
- Travel to other sites to train or present findings, or to spread your initiative;
- Travel and registration costs for presenting at conferences (confirmation of attendance and presentation required);
- Costs associated with producing materials to disseminate your key messages (such as hand-outs, online training, handbooks, or preparing findings for publication).

Ineligible costs include:

- equipment;
- computer hardware;
- food and beverages;
- travel from home (travel between work sites is eligible).

Disbursal, Reporting, and Return of Funds

1. Funds will be transferred to the award-winner's departmental cost centre using revenue code 1222008.



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2. Award-winners must complete a final grant report, including a **breakdown of expenses**, showing the use of the award in accordance with these Conditions by or before **March 15, 2024**. This final report must be submitted online; an email link to the report form will be sent to the award-winner in advance.
3. If the award is not used in accordance with these Conditions, or if the Principal Applicant's status with Island Health changes, or if there are residual unspent funds, the award or residual must be **returned** to the Research Department using expense code 6970008 prior to **March 31, 2024**.