

CONDITIONS OF AWARD

Lack of compliance with these Conditions will be subject to review under Island Health's [Research Integrity Policy 25.3](#). All research at Island Health must follow [Research Policy 25](#).

Grant-Holder Responsibilities

Grant-holders agree to:

- Manage project activities, team members, expenditure, and timelines to complete the project successfully and within budget;
- Ensure the eligibility of all expenses in accordance with these conditions;
- Obtain approval from the Research Department prior to making changes in excess of 10% to any category or line-item (e.g. salary, supplies) in the overall budget approved at the beginning of the project. Requests may be made via email;
- Ensure compliance with all applicable Island Health research policies and procedures, including receiving institutional approval prior to beginning research activities;
- Ensure that anyone working on the project does so in compliance with relevant Island Health policies and procedures;
- Report any change in status of their relationship to Island Health (e.g. change of role);
- Provide progress and financial reports to the Research Department per below.

Eligible and Ineligible Costs

All costs must be in keeping with Island Health policies and must be directly related to the research project. In general, any cost directly related to project activities is an eligible expense, including:

- salary and benefits for team members
- costs that enable team members, patients or other partners, and/or participants to engage fully and equitably throughout the project
- minor software (not more than \$2000) or equipment (not more than \$5000)
- professional services (e.g. transcription, graphic design, etc.)
- study supplies

The following costs cannot be covered:

- payments that result in personal gain for any team member
- costs incurred before or after the term of the award
- ongoing operating or maintenance costs
- leased equipment, equipment costs over \$5000, or software over \$2000
- costs not directly related to the project
- overhead or administrative costs

Disbursal of Funds

- Successful applicants may hold their funds at Island Health (managed by the Island Health lead or co-lead) or at a partner institution (managed by that lead or co-lead), and must follow all

applicable financial policies at the institution where funds are held. **Note that some eligible award costs may not be eligible at other institutions, and applicants are urged to confirm eligible costs with the institution that will hold funds prior to submitting their application.**

- For funds held at Island Health:
 - The Research Department will set up a Special Purpose Fund (SPF);
 - The Island Health co-lead will ensure any staff hours are charged to the SPF through timekeeping, as applicable.

Reporting

- Grant-holders must provide progress reports every 6 months.
 - A narrative update is due every October 31; a narrative update and a financial statement are due every May 31 until the project is completed.
 - Reports will be submitted through an online form. Grant-holders will receive reminder emails and a link to the form one month in advance of the deadline.
 - For grant-holders who are unable to complete the online form, a phone or video call can be scheduled at your convenience.
- Grant-holders agree to have project results highlighted in Victoria Hospitals Foundation (VHF), Island Health and/or other research communications.
- Grant-holders agree to engage with the VHF and donors as requested.
- Grant-holders will notify Island Health Research of publications resulting from the award.

Extensions and Return of Award

- Grant-holders are eligible for one extension of up to 12 months on request. No further funding is available to projects that receive an extension.
- Any unspent funds must be returned to the Research department at the end of the award.
- The award must be returned if funds are not used in accordance with these Conditions, if the grant-holder is no longer affiliated with the institution holding funds, or if the project is halted or incomplete.

Acknowledgements

- Award winners are required to acknowledge financial support from Island Health and funders in any public presentations, press communications, or publications.

Intellectual Property

- Any intellectual property developed as a result of this award will be disclosed and owned in accordance with Island Health Policy [20.3](#) on Intellectual Property unless otherwise negotiated.