

TERRY FOX RESEARCH INSTITUTE

RESEARCH ADMINISTRATION POLICY

In this policy document, the term “Institution” is used to refer to an organization which is either a Host or Lead Institution or a Recipient Institution of research funds from the Terry Fox Research Institute (TFRI). The term “Investigator” refers to a researcher who is a named Project Leader, Principal Investigator or Co-Investigator on an approved research project which receives funds from TFRI.

1. Financial administration

a. Funds Available

The TFRI issues a letter of offer or notification of award addressed to the Investigator setting forth the total amount of funding to be made available to a project. The letter / notification provides information about the start date, the duration of funding (in months/years), the recipients of the funding, and specific terms and conditions for the project. A letter of offer must be accepted by the Project Leader AND the Host / Lead Institution before it is deemed executed.

b. Host / Lead Institution

Eligible Institutions must be Canadian organizations with facilities to carry out research. Funds will not be released without a signed Memorandum of Understanding between TFRI and the Institution, and a signed Notification of Award/Letter of Offer by an authorized official of the Institution, such as a Vice President of Research.

c. Administration of Funding

An Institution receiving funds shall deposit the funds into a restricted fund account at the Institution. Expenditures may only be authorized for the purposes set forth in the approved project. Any other use of funds requires prior approval of TFRI. Payments from that account must be authorized by the Project Leader, Principal Investigator, or his or her designate. Total disbursements must not exceed the total amount of the award and any expenditure in excess of the award will not be reimbursed by TFRI.

d. Frequency of Payments

Funds are provided quarterly in advance in April, July, October and January. For translational projects, TFRI may require quarterly draw requests from the Institution. A cash balance held by the Institution of greater than the next quarter’s payment will result in deferral of the next payment.

e. Unused Funds

An Institution will return to TFRI all unexpended or unencumbered balances at the termination or end date of an award. Expenditures incurred after the end date will not be accepted. Such re-payment of unused funds shall be made with 45 days of the end date of the project.

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2. Actions Requiring Prior Permission of TFRI

a. Budgetary Changes

Any budget change greater than 10% of the annual budget of a New Investigator Award or greater than 5% of the annual budget of a larger program or project will require prior written permission from TFRI.

b. No Cost Extension after the termination date

A proposal for a no cost extension will require written approval from TFRI. The proposal should include a rationale for the extension, the balance of funds available, and a description and costs of the work to be performed. Approval shall be in writing and will provide a new termination date.

c. Change of Institution

If an Investigator leaves an Institution receiving funding for a project, the project is normally terminated. A request will be considered on its merits to transfer the full responsibility for the project to another Investigator which will be considered on its merits. If an Investigator moves to another eligible Institution, he/she may request to have the unspent portion of the project allocated to the new Institution. If approval is given, it will be necessary to provide a final financial statement from the old Institution before the unspent balance is transferred to the new Institution. In addition, new certificates will be required from the Animal Care Committee, the Ethics Review Committee and/or the Biohazards Committee of the new Institution, as applicable.

3. Project Reporting

a. TFRI Policies

All TFRI policies are to be observed, including but not limited to the Conflict of Interest Policy and the Commercialization Policy. Current policies are to be found at www.tfri.ca.

b. Disclosure

Investigators and co-investigators are required to make a full disclosure of any financial interest they, or a close family member, has in a commercial venture whose business activities are related to the subject matter of the TFRI-funded project. Investigators are required to declare the nature of all overlapping funding as TFRI funding is provided specifically to support unique and distinct components of an approved project.

c. Research Reporting

Research reports must be submitted for the duration of a project by the Investigator every six or twelve months in accordance with the Notification of Award / Letter of Offer. A template for such reports is provided at www.tfri.ca. This progress report

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provides TFRI with details of progress, future work plans and research impacts, leveraged funding, trainees and any publications/honours during the period of the report. A final research report is required within 60 days of the end date of the project.

d. Post Project Update

The Investigator will be prompted to provide a post-grant update two years after the end date of the project, as impacts of research occur beyond the end of a project. The update will capture publications, status of trainees, etc.

e. Statement of Cash Receipts and Disbursements

The Institution is required to submit a statement of cash receipts and disbursements. It must be submitted every quarter-year, bi-annually or annually in accordance with the Notification of Award / Letter of Offer.

4. Eligible Expenditures

Eligible expenditures are identified in approved budgets for projects. In general, the following costs are eligible or ineligible:

Eligible

- a. Research & clinical study salaries and benefits
- b. Consumables including laboratory supplies, purchased services, animals and housing costs, per patient costs and small equipment (under \$5,000)
- c. Travel, meetings and administrative costs only as specified in the approved budget. Travel funds are to include costs to attend the TFRI Annual Scientific Meeting.

Ineligible

- d. Remuneration for Principal Investigators
- e. Major equipment over \$10,000 not included in the approved budget
- f. Academic fees for students
- g. Top-up charges for maternity leave benefits
- h. Overhead or infrastructure charges (i.e., building maintenance, rent, insurance, computer network charges, patenting costs, etc)
- i. Laboratory and office furniture
- j. Entertainment or hospitality costs
- k. Membership fees
- l. Activities by researchers not part of the Project.

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For larger translational programs costs of program management is eligible. Refer to specific TFRI program documents for further details, or, if in doubt, ask TFRI about specific expenses before these are incurred.

5. General Provisions

a. Certifications

An Institution must ensure that any approvals or certificates required to conduct the research funded by TFRI is in compliance with all applicable law, regulation, and Institutional policy prior to expenditure of applicable funds. The Institution is responsible to ensure such approvals and certificates are current for the duration of the project.

b. Title to Equipment

Title to all equipment purchased is vested in the Institution at which the equipment is placed, and it is the responsibility of that Institution to ensure that there is adequate and appropriate insurance coverage. However, while ownership is vested in the Institution, TFRI reserves the right to enter into discussions concerning the ultimate disposition of such equipment in the event of program or project changes.

c. Acknowledgement of Funding

Recipients of funding are expected to acknowledge the support of TFRI in all scientific communications and media releases related to the award. Investigators are expected to comply with TFRI's Visual Identity Guidelines to be found at www.tfri.ca.

a. Publicity

The Institution shall provide reasonable notice to TFRI of proposed publicity arising out of work funded by TFRI. The Institution is required to obtain written permission of TFRI before it uses TFRI's name or logo in publicity. Such requests must be sent to TFRI's Chief Communications Officer at kcurwin@tfri.ca

b. Financial Audit

TFRI reserves the right to audit the Institution's accounts with respect to its funded projects.

c. Scientific Audit

It is a condition of funding that the project may be reviewed at any time. Such review may be carried out by means of visits by one or more members of a review team to the research site at a mutually convenient time during business hours.

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