



TERMS AND CONDITIONS OF RESEARCH GRANT ACCEPTANCE

Jim Pattison Children's Hospital Foundation (JPCHF) is dedicated to raising funds for the enhancement of maternal and children's healthcare in Saskatchewan and Jim Pattison Children's Hospital. While the majority of funds raised by JPCHF are committed to enhancing our new provincial maternal and children's hospital, a portion is available each year for research grants.

1. Use of Fund

The JPCHF Research Grant Program operates on an annual basis; funds are disbursed in May of every year.

Grant funds may be used for;

- Research costs – materials, services, salaries of staff including research assistant/technicians, etc., knowledge translation or dissemination of results, travel, supplies, resources, animals.
- Equipment purchase or rental (including computers) required for the project up to 10% of total including set-up.

JPCHF supports only direct costs of research. No funding is to be used for indirect costs of research. Indirect costs of research is considered costs which cannot be directly associated with a particular research program or operating grant including costs associated with the general operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); regulation and safety compliance (including human ethics, animal care and environmental assessment); and generic institutional/departmental taxes/tithes related to services.

Residual Funds

Residual funds \$1,000 and more must be returned to JPCHF. Residual funds \$999.99 and below may be kept by the Grantee, as long as those funds are used in a way that is beneficial to pediatrics and/or maternal departments. Use of residual funds must be reported back to JPCHF.

2. Reporting

Interim Reports

JPCHF requires the following written report to be submitted annually, until the completion of the Grant, including the following information:

- Scope of research to date.
- Demonstrate how the funds have been spent, as specified in your application.
- Share what has been gained by this research and how your research has been or will be shared with other health professionals and, where appropriate, the public.



- Describe, if applicable, how the funds will have a positive effect on either attracting or retaining health professionals in Saskatchewan.
- Provide information and references as to Foundation recognition and include your recommendations about how JPCHF can appropriately publicize your work as it progresses so that we may maximize public support.

Final Reports

Once the research has been completed, please forward to JPCHF a final "Donation Impact Report", including pictures, facts, and statistics, where possible.

JPCHF is committed to ensuring that our donors are advised as to how annual funding is utilized. Without annual submissions and a final "Donation Impact Report", continued or future funds may be re-considered by the JPCHF Grants Committee. This information may be used on the JPCHF website, Annual Report or other public documents.

3. Publicity

Once the JPCHF Board of Directors has approved a Grant, and an award letter will be sent to the Grantee confirming accepting, the Grantee is free to make the Grant public.

JPCHF asks that it be informed in advance of any publications arising from a project in its funding. Please submit a copy of the publication to the Foundation as soon as possible after publishing.

JPCHF will provide quotes on behalf of the Foundation, when requested.

4. Extension Requests

Successful Grantees are required to notify JPCHF of any leave to be taken; apart from ordinary vacation leave, in order for adjustments to be made to the dates of the Grant. The term of the Grant will be extended by the duration of the leave to a maximum of 1 year.

Grantees may ask for an extension of the term of the grant in writing, submitted to the Foundation's Head Office (info@pattisonchildrens.ca) one month prior to the end of the original funding term. This request must include justification for funds not spent in the original time allowed, and plans made to complete the grant requirements with timelines and deliverables proposed.

5. Revocation

JPCHF reserves the right to revoke a Grant and to make a claim for reimbursement if:

- The terms of the Grant are not adhered to.
- The Grant was obtained on the basis of incorrect or incomplete information.
- Conditions imposed by the Foundation are not met at all or not met within the deadlines set by the Foundation.
- The funds have not been used for the direct purpose stated.
- The funds have not been accounted for in time, as agreed.