

**Charles H. Hood Foundation, Inc.**  
**Child Health Research Awards Program**

**Terms of the Award**

**Award Amount and Funding Period:** Two-year grants totaling \$150,000 (\$75,000 per year) will be awarded for the period of July 1, 2012 – June 30, 2014. The start date of the grant may be postponed for up to three months without a formal request. Any longer delays must be approved by the Charles H. Hood Foundation. A delayed start date will not reduce the total Award Period (i.e., a project start date of October 1, 2012 will revise the project end date to September 30, 2014).

Awards are made to nonprofit academic, medical or research institutions in the six New England states on behalf of the Award Recipient. The Award Recipient Institution is responsible for the administrative and financial management of the project, including any subcontracts, and maintaining adequate supporting records and receipts of expenditures.

**Institutional Assurances:** The Award Recipient must adhere to all federal, state, and local regulations regarding the use of human subjects, animals, radioactive or hazardous materials, and recombinant DNA in this research project. The Hood Foundation also requires that the appropriate federal, state, and local guidelines with regard to scientific misconduct are in place and enforced at the Award Recipient Institution.

It is the Award Recipient Institution's responsibility to make sure that all approvals have been secured prior to releasing the Award funds. The signatures of the Authorized Institutional Representative on the Application Face Sheet and the Institutional Officer on the "Institutional Officer Acceptance Agreement" confirm this oversight.

In the unlikely event that an investigation of scientific misconduct is brought against the Award Recipient, he or she will be subject to the procedures in place at the Institution. The Institution must notify the Hood Foundation of both the investigation and the procedures that the Institution will follow. The Hood Foundation must be notified of a finding of scientific misconduct. This may affect the Award Recipient's continued eligibility for support under this Program.

**Financial Responsibilities of Award Recipient Institution:** The Institution will keep systematic records of all expenditures relating to this Award. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc. will be retained by the Award Recipient Institution for three (3) years after the close of the Award period and will be available for inspection by representatives of the Charles H. Hood Foundation during normal business hours and upon reasonable notice throughout this period. The Hood Foundation may, at its own expense, examine, audit, or have audited the records of the Award Recipient Institution insofar as they relate to activities supported by this Award.

**Use of the Funds:** The laws of the United States place certain restrictions on the manner in which funds awarded to organizations by charitable trusts and foundations may be expended. The Hood Foundation Child Health Research Award may be used to support salaries and fringe benefits, laboratory and data processing supplies, and other direct expenses including equipment essential to the project.

Salaries must be in proportion to the percent effort on the research project. However, percent effort may exceed the percent of total compensation requested from the Hood Foundation. Funds may not be used for new construction, the renovation of existing facilities, fundraising, endowments, any political activity, salaries for secretarial or clerical assistance, or equipment and supplies in connection with these positions. Funds awarded for the direct costs of the project may not be used for general operating costs.

**Indirect costs** (institutional overhead) may not exceed 10% of direct costs or up to \$6,818 each year of the two-year Award period. The annual amount, including overhead, is \$75,000 per year for a total of \$150,000 over the two-year period of the Award. The grant monies which have been awarded, including any interest earned thereon, may only be used for the purposes stated in this document.

**Reporting Requirements:** Year 2 funding is contingent upon the timely submission of Progress and Financial Reports and a satisfactory assessment of the Award Recipient's progress by the Scientific Review Committee.

In April, following the start date of the Award, Award Recipients must submit a Research Progress Report, a budget for the following year, an update on any additional funding support, and a financial accounting of expenditures to-date. The following April, Interim Scientific and Fiscal Reports will be submitted with Final Reports due sixty (60) days following conclusion of the Award period. The Award Recipient will receive an email notice and forms for these reports, approximately three weeks prior to their due dates.

**Re-budgeting:** Expenditures are expected to be within reasonable range of the Budget that was submitted with the grant application. Requests for re-budgeting or reallocation of Award funds over \$20,000 must be conveyed by email to the Program Officer and include the current and revised allocation of funds along with specific detail and justification for the reallocation.

**Carryover of Funds:** Any funds remaining at the end of Year 1 of the Award period may be carried over to Year 2 and incorporated into that year's budget.

**No-Cost Extension:** Following the two-year Award period, a **no-cost extension for up to nine months** may be granted upon email notification to the Program Office. This communication must include an explanation for the extension, the unexpended balance, and a timeline for completing the project. Any funds remaining at the completion of the extended project period must be returned to the Charles H. Hood Foundation within sixty (60) days.

**Transfer or Termination of Award:** Awards are made to the Institution where the named Award Recipient is conducting research. If the Award Recipient moves to another nonprofit research institution during the Award period, transfer of funds to continue the project at the Award Recipient's new institution must be approved by the Charles H. Hood Foundation. If approved, the Award Recipient will be responsible for completing and signing a Transfer Form and coordinating the fund transfer between the two Institutions.

If the Award Recipient is not continuing the research in another nonprofit research setting, the Award will be cancelled and unused funds must be returned within sixty (60) days. Disposition of any equipment purchased by the Award Recipient with Hood Award funds will be evaluated on a case by case basis. If the project is terminated for any other reason, any unused funds must be returned to the Charles H. Hood foundation.

Transfer of the Charles H. Hood Foundation Award to another P.I. is not permitted.

It is also the responsibility of the Award Recipient as well as the Institution to notify the Hood Foundation of any change in employment status of the Award Recipient at least thirty (30) days prior to such change.

**Unused Funds and Reversion:** Should any of the following occur, the Charles H. Hood Foundation may demand repayment of all unexpended Award funds; moreover, all unpaid installments may be cancelled.

- A determination, preliminary or otherwise, is made by the Internal Revenue Service that the Award does not constitute a qualifying distribution.
- The Award Recipient Institution fails to perform any of its duties, in the judgment of the Charles H. Hood Foundation or its Scientific Review Committee, required by the Terms of the Award. In such cases, the Foundation shall provide no less than thirty (30) days termination notice in writing to the Institution, upon which the Institution shall have an additional thirty (30) days following receipt of such notice within which to cure any deemed failures.
- The Award Recipient Institution ceases to be exempt from income taxes under the Internal Revenue Service Code or becomes a private foundation.
- There is a material change in the purpose, character, or method of operation of the Award Recipient Institution such as to jeopardize its tax status.
- If the Award Recipient secures additional funding that approaches the dollar amount of a Howard Hughes Medical Institute appointment, or is selected as an HHMI Investigator, the Foundation reserves the right to cancel any remaining support.

**Confidentiality and Third Party Release:** Application materials as well as Scientific Progress and Final Reports are considered confidential. The Charles H. Hood Foundation engages

third parties who have the necessary expertise to review these materials and evaluate each project. Although the Hood Foundation endeavors to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Hood Foundation is not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Charles H. Hood Foundation reserves the right to public acknowledgement of Award information (Award Recipient Name, Institution, Project Title, and Research Project Summary). This information will be made available through the website of The Medical Foundation, *a division of Health Resources in Action* ([www.tmfgrants.org/Hood](http://www.tmfgrants.org/Hood)) and may be posted on other affiliated organization websites, publicly accessible databases of privately funded awards, or published in print form or other media.

**Patents, Copyright and Intellectual Property:** The Award Recipient should follow the Institution's policies regarding discoveries or any other intellectual property that results from research conducted under this Award. The Charles H. Hood Foundation will not retain any rights to any intellectual property including patents, copyrights, trademarks, or other proprietary rights that result from the research.

**Publications / Acknowledgement:** Publications or presentations resulting from research supported by this Award must acknowledge support from the **Charles H. Hood Foundation, Inc., Boston, MA.**

**Additional Support:** Child Health Research Awards are made for a period of two years. In making this Award, the Charles H. Hood Foundation assumes no obligation to provide additional support to the Award Recipient.

**Contact information:**

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