

Smith Family Awards Program for Excellence in Biomedical Research

A program of the Richard and Susan Smith Family Foundation

Terms of the Award

The Smith Family Awards Program for Excellence in Biomedical Research is administered by The Medical Foundation, a division of *Health Resources in Action* (HRiA). HRiA is a nonprofit organization in Boston that advances public health and medical research.

Award Amount and Funding Period: Three-year grants totaling \$300,000 (\$100,000 per year) will be awarded for the period of December 1, 2011 – November 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 Medical Foundation division. A delayed start date will not reduce the total Award Period (i.e., a project start date of March 1, 2012 will revise the project end date to February 28, 2015).

Awards are made to nonprofit academic, medical or research institutions in Massachusetts as well as at Brown University and Yale University (or one of their affiliated entities) on behalf of the grant recipients. The Award Recipient Institution is responsible for administering the Award and maintaining 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 their research projects. The Medical Foundation division 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 Institution's responsibility to ensure that all animal use, human subjects and other required institutional 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.

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 Smith Family Foundation during normal business hours and upon reasonable notice throughout this period. The Smith Family Foundation may, at its own expense, examine, audit, or have audited the records of the Institution insofar as they relate to activities supported by this Award.

Use of the Award Funds and Payment Schedule: The laws of the United States place certain restrictions on the manner in which funds awarded by charitable trusts and foundations may be

expended. Award funds may be used to support salaries and fringe benefits; publication of scientific data; travel to scientific meetings; laboratory and data processing supplies; and other direct expenses such as 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 Smith Family Foundation. Funds may not be used for new construction; the renovation of existing facilities; general operating costs; fundraising; accumulated deficits; endowments; any political activity; salaries for secretarial or clerical assistance or equipment and supplies in connection with these positions.

Awards will be made for a three-year period; award payments will be made once a year. **Year 2 and Year 3 funding** are 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.

Indirect costs (institutional overhead) may not exceed 5% of direct costs or \$4,762 each year of the three-year Award period. The annual amount, including overhead, is \$100,000 per year for a total of \$300,000 over the three-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 agreement.

Reporting Requirements: Each September, throughout the Award period, Award Recipients will furnish a Research Progress Report and a Fiscal Progress Report to The Medical Foundation division. Final Scientific and Fiscal reports are due sixty (60) days following conclusion of the Award period. Award Recipients will receive email notices and forms for all yearly reports. All reports must be emailed to the Program Officer, Gay Lockwood, at GLockwood@hria.org.

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 grant funds over \$20,000 must be conveyed by email to the Program Officer. The request must include the current and revised allocation of funds along with specific detail and justification for the reallocation.

Carryover of Funds: Funds, up to \$50,000, remaining at the end of each year of the three-year Award may be carried over to the next year when incorporated into that year's budget.

No-Cost Extension: Following the three-year Award period, a **no-cost extension for up to nine months** may be granted upon receipt and approval of updated Research Progress and Financial Reports. This Report must include an explanation for the extension and a timeline for completing the project. Any funds remaining at the completion of the extended project period must be returned to The Medical Foundation division.

Transfer or Termination of Award: Awards are made to the Institution on behalf of the grant's designated Award Recipient. 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 Medical Foundation division, administrator of the Smith Family Awards Program for Excellence in Biomedical Research. If approved, the Award Recipient will be responsible for completing and signing a Transfer Form and coordinating the fund transfer.

If the Award Recipient is not continuing his/her 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 Smith Family Award funds will be evaluated on a case by case basis.

Transfer of the Smith Family 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 Medical Foundation division of any change in employment status of the Award Recipient at least 30 days prior to such change.

Unused Funds and Reversion: Should any of the following occur, The Medical Foundation division, on behalf of the Smith Family Foundation, may demand repayment of all unexpended portions of the grant; moreover, all unpaid installments may be cancelled.

- A determination, preliminary or otherwise, is made by the Internal Revenue Service that the grant does not constitute a qualifying distribution.
- The Award Recipient Institution fails to perform any of its duties, in the judgment of The Medical Foundation division or its Scientific Review Committee, required by the Terms of this Award. In such cases, The Medical Foundation division 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 subsequent years of support.

Confidentiality and Third Party Release: Application materials, as well as Scientific Progress Reports, and Final Reports are considered confidential. The Medical Foundation division engages third parties who have the necessary expertise to review these materials and evaluate each project.

Although the Foundation endeavors to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Medical Foundation division or the Smith Family Foundation is not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Medical Foundation division and the Smith Family Foundation reserve the right to public acknowledgement of award information (Award Recipient Name, Institution, Project Title, Award Amount, Research Project Summary). This information may be made available at www.tmfgrants.org/Smith) and other affiliated organization websites, publicly accessible databases of privately funded awards, printed publications, and other media.

Patents, Copyright and Intellectual Property: Award Recipients should follow the Institution's patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under these Awards. The Smith Family Foundation will not retain any rights to published outcomes or patents that result from the research.

Acknowledgement of Support

The Award Recipient and Institution are encouraged to announce receipt of this Award entitled, the **Smith Family Award for Excellence in Biomedical Research** and credit financial support to the **Richard and Susan Smith Family Foundation, Chestnut Hill, MA.**

Publications

Publications or presentations resulting from research supported by this Award must also acknowledge support from the **Richard and Susan Smith Family Foundation, Chestnut Hill, MA.**

Scientific Meetings: Award Recipients and/or their lab members will be expected to attend the Smith Family Foundation's Annual Scientific Meeting (held each May) in Boston, MA and present a poster.

Additional Support: Smith Family Awards for Excellence in Biomedical Research are made for a period of three years. In making this Award, the Smith Family Foundation assumes no obligation to provide other or additional support to the Award Recipient.

Contact information:

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