

# DEBORAH MUNROE NOONAN MEMORIAL RESEARCH FUND

## Bank of America, N.A., Trustee

### Terms of the Award

The Deborah Munroe Noonan Memorial Research Fund is administered by The Medical Foundation, at Health Resources in Action (HRiA). HRiA is a nonprofit organization in Boston that advances public health and medical research.

Awards are made to non-profit organizations (“Institutions”) in the greater Boston area on behalf of the award recipients. The Grantee Institution is responsible for administering the funds and maintaining adequate supporting records for research-related expenses.

**Award Amount and Funding Periods:** The Noonan Fund supports one-year awards of up to \$80,000 each (inclusive of 20% overhead) and two-year awards of up to \$160,000 each (inclusive of 20% overhead). The funding start is September 1<sup>st</sup>.

**Institutional Assurances:** Recipients are expected to adhere to all national and institutional regulations regarding human studies in their research projects, including informed consent when appropriate. The Noonan Research Fund expects that the appropriate national guidelines with regard to scientific misconduct are in place and enforced at all Institutions with which its award recipients are affiliated. The signature of the authorized institutional representative on the Application Face sheet confirmed that these items have been reviewed and approved by the Institution. It is the responsibility of the Institution to make sure that all approvals have been secured prior to releasing any award funds.

**Liability:** The Medical Foundation does not assume any liability or responsibility for activities supported by this Award including incidents or accidents involving the PI (whether on travel, in the laboratory or classroom or otherwise).

**Scientific Misconduct:** The Medical 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. In the unlikely event that an Award Recipient is involved in an investigation of scientific and/or financial misconduct, he or she will be subject to the procedures in place at the Institution. The Institution must notify The Medical Foundation of both the investigation and the procedures that the Institution will follow. According to the NIH/U.S. Department of Health and Human Services, research misconduct is defined as the “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.” A finding of scientific and/or financial misconduct must be reported to The Medical Foundation and may affect the Award Recipient’s continued eligibility for support under this Program.

**Use of the Grant Funds and Payment Schedule:** The laws of the United States place certain restrictions on the manner in which funds awarded to Institutions by charitable trusts and

foundations may be expended. The Noonan Research Fund award may be used to support salaries (with fringe benefits) consistent with the Grantee Institution's policy; equipment; supplies and related travel expenses. Indirect costs are not to exceed 20%.

Funds may not be used for new construction, the renovation of existing facilities, general fundraising projects, regular operating budgets or budget items, accumulated deficits, or endowments. Funds may not be used for any political activity or for any other purpose prohibited by the Internal Revenue Service Code.

The grant monies which have been awarded, including any interest earned thereon, may only be used for the purposes stated in this agreement. Funds may not be expended for any other purpose without the prior written approval of Bank of America.

The full payment of the grant award will be issued by Bank of America, Trustee of the Fund on or about September 1st.

**Indirect costs** (institutional overhead) may not exceed 20% of direct costs. The maximum of indirects is \$13,333 for a one-year \$80,000 award and \$26,666 for a two-year \$160,000 award. Funds for indirect costs must be reflected as an integral component of the total budget. In instances where there is a subcontract, the combined dollar amount for indirects taken by both the Award Recipient Institution and contracting institution may not exceed maximum allowed.

**Re-budgeting:** All requests for re-budgeting or reallocation of grant funds over \$10,000 must be conveyed by letter or by email to The Medical Foundation. The request must include the current allocation of resources along with specific detail and justification for the reallocation.

**Financial Responsibilities of Grantee Institution:** The Grantee Institution will keep systematic records of all expenditures relating to this grant. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc. will be retained by the Grantee Institution for five (5) years after the close of the grant period and will be available for inspection by representatives of Bank of America, N.A., Trustee of the Fund at anytime during normal business hours and upon reasonable notice during this period. Bank of America may, at its own expense, examine, audit, or have audited the records of the Grantee Institution insofar as they relate to activities supported by this grant.

**No Cost Extension:** A no-cost extension for up to nine months may be granted upon request and approval by The Medical Foundation. The Program Post-Award staff will provide access to the online NCE request form where an explanation for the extension, the unexpended balance, and a timeline for completing the project are required. Any funds remaining at the close of the extension period must be returned within sixty (60) days. Final Scientific and Fiscal reports will be due 60 days following completion of the extension.

**Transfer or Termination of Award:** Awards are made to the institution where the named Award Recipient is conducting research. In the event that the Award Recipient leaves that institution,

the Award is not transferable to another institution without prior approval of The Medical Foundation. This communication must include a letter from the Department Chair confirming the availability of resources to continue the project as well as a Fiscal Report stating the remaining fund balance. If the transfer is approved, the Award Recipient will be responsible for notifying The Medical Foundation of the new payee information and coordinating the fund transfer.

If the Award Recipient is not continuing the research in another nonprofit research setting or the project is terminated for any reason, the Award will be cancelled and unused funds must be returned. Check must be made payable to Bank of America, N.A. and sent to The Medical Foundation within sixty (60) days. Disposition of any equipment purchased by the Award Recipient with Award funds will be evaluated on a case by case basis. Transfer of the Noonan Research Fund Award to another PI is not permitted.

**Change in Award Recipient Status:** It is the responsibility of the Award Recipient as well as the Institution to notify The Medical Foundation of any change in employment status of the Award Recipient in a timely manner and not less than thirty (30) days prior to such change.

**Unused Funds and Reversion:** Should any of the following events occur, The Medical Foundation, on behalf of the Noonan Research Fund, may demand repayment of all unexpended portions of the grant; moreover, all unpaid installments may be cancelled. The Grantee Institution is also required to give written notice if there is a change in the Institution's status as noted below.

- A determination, preliminary or otherwise, is made by the Internal Revenue Service that the grant does not constitute a qualifying distribution.
- The Grantee Institution fails to perform any of its duties, in the judgment of Bank of America, Trustee of the Fund, The Medical Foundation or its 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 Grantee Institution ceases to be exempt from income taxes under of 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 Grantee Institution such as to jeopardize its tax status.

**Unexpended Funds:** Any portion of the Award not expended at the close of the project period must be made payable to Bank of America, Trustee, and returned to the attention of Program Staff at Health Resource in Action within sixty (60) days.

**Family and Medical Leave:** The Award Recipient may continue to expend any Noonan Research Fund award support allocated to salary during parental, family or medical leave consistent with the Institutional level of paid leave for such purposes.

**Reporting Requirements:** A Progress Narrative and Financial Report is due 60 days prior to the continuation of funding of multi-year awards. Final Narrative and Fiscal Final Reports are due within sixty (60) days following the project end date. Requests for no-cost extension or re-budgeting will be made to Post-Award Program Staff a minimum of 30 days prior to requested effective date of change. In cases where an extension has been granted, Award Recipients may be required to file an interim status report. The Award Recipient will receive an email notice and forms for these reports, approximately three weeks prior to their due dates. The Medical Foundation reserve the right to place a hold on funds in cases where the Award Recipient is non-compliant with these Reporting Requirements.

**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. Neither The Medical Foundation nor Bank of America, N.A., Trustee of the Noonan Research Fund will retain any rights to any intellectual property including patents, copyrights, trademarks, or other proprietary rights that result from the research.

**Confidentiality and Third Party Release:** Application Materials, Progress and Final reports are considered confidential. At times, The Medical Foundation may contact third parties who have the necessary expertise to review the submitted materials and evaluate the project. Although, The Medical Foundation endeavors to protect the confidentiality of the reports, confidentiality cannot be guaranteed. The Medical Foundation will not be responsible for any damages resulting from the disclosure of the content of the reports to such third parties.

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

**Scientific Meetings and Events:** Award recipients are expected to present a summary of their research project at Noonan Research Fund scientific meetings or symposia. Award recipients are expected to share research findings in a timely manner through professional meetings and/or publications.

**Acknowledgements:** Professional publications or presentations resulting from research work supported by the award must acknowledge the "Deborah Munroe Noonan Memorial Research Fund, Bank of America, N.A., Trustee."

**Post Award:** Award Recipients agree to update Health Resource in Action about any new position, affiliation, or contact information (especially email address) and provide his/her current Biosketch as requested. The Recipient understands that this obligation survives the Award period and that he/she has an ongoing obligation to provide this information.

**Contact Information:** Program staff duties at The Medical Foundation are divided between Pre-Award, which include: applications, submissions and award review; and Post-Award functions which include: progress and final reports, project updates, no-cost extensions, budget and personnel revisions or updates, publication updates, transfer, termination or the return of funds.

If any questions arise during the Award, please do not hesitate to contact the relevant Pre-Award or Post-Award program staff person at The Medical Foundation at HRiA program webpage for the Noonan Fund (<https://hria.org/tmf/Noonan>).

**Questions:**

<https://hria.org/tmf/Noonan>

Pre-Award, Jeanne Brown, [jbrown@hria.org](mailto:jbrown@hria.org)

Post-Award, Kelly Gamache, [kgamche@hri.org](mailto:kgamche@hri.org) or [grants@hria.org](mailto:grants@hria.org)

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