

DEBORAH MUNROE NOONAN MEMORIAL RESEARCH FUND

Bank of America, N.A., Trustee

Terms of the Award

Overview: Awards are made to non-profit institutions within the geographical area of interest on behalf of the Award Recipients. 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.

The Deborah Munroe Noonan Memorial Research Fund award program is administered by The Medical Foundation at Health Resources in Action (“the Administrator”), for Deborah Munroe Noonan Memorial Research Fund, Bank of America, N.A., Trustee (“the Funder”). Health Resources in Action (HRiA) is a nonprofit organization in Boston that advances public health and medical research.

Note: The COVID-19 public health emergency continues to evolve and impact our personal and professional lives. We want to assure our grantee community that we will do our part to help you manage any potential challenges and continue your research to the extent that it is possible. Inevitably, some projects will be impacted by lab closures, delays and changes in research focus. We ask that you please notify grantmaking staff with any further questions or requests.

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

Award Recipients may postpone the start date for up to three months without an approval, but the revised date must be noted either on the Award Agreement signature page or by an email notification to the Program Officer. Longer delays must be approved by the Administrator. A delayed start date will not reduce the total Award Period (e.g., a project start date of December 1, 2021 will revise the project end date to November 30, 2023).

In order for Bank of America, N.A., as Trustee (“Funder”), and The Medical Foundation, at Health Resources in Action (“Administrator”) to carry out our legal responsibilities, we must ask the Award Recipient Institution (“Institution”) and the Award Recipient to abide by the following:

Institutional Assurances: If applicable, Award Recipients are expected to adhere to all national, state and local regulations regarding the use of animals, radioactive or hazardous materials, recombinant DNA in their research projects and human tissue.

It is the responsibility of the Award Recipient Institution to make sure that all approvals (IRB, IACUC, other) are in place prior to releasing any Award funds. The signature of the Authorized Institutional Representative on the Application Face Sheet confirms this oversight.

Liability: The Administrator and the Funder, do not assume any liability or responsibility for activities supported by this Award including, without limitation, incidents or accidents involving the Award Recipient (whether on travel, in the laboratory or classroom, or otherwise).

Scientific Misconduct: The appropriate federal, state, and local guidelines with regard to scientific misconduct must also be 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, as it relates to this award, he or she will be subject to the procedures in place at the Institution. To the extent legally possible, the Institution must notify the Administrator 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 Administrator 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. Award funds 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 payment of the award will be issued by the funder in accordance with the payment schedule noted on this agreement.

Indirect costs (institutional overhead) may not exceed 20% of direct costs. The maximum of indirects is \$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 the Award Recipient Institution: The Award Recipient 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 Institution for three (3) years after the close of the Award period and will be available for inspection by representatives of the Funder, during normal business hours and upon reasonable notice throughout this period. The Funder may, at their expense, examine, audit, or have audited the records of the Institution insofar as they relate to activities supported by this Award.

No-Cost Extension: A no-cost extension for up to nine months may be granted upon receipt and approval for a no-cost extension request. The request will contain a section for justifying the extension, the unexpended balance, and a timeline for expenditure of the remaining funds. A Final Scientific report is due at the completion of the extension period. Any portion of the Award not expended at the conclusion of the extended project period must be made payable to the Funder and returned to the Administrator within thirty (30) days.

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 Administrator. 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 Administrator 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 the Funder and sent to the Administrator 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 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 Administrator 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 Administrator, on behalf of the Funder, 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 the Funder, the Administrator or its Review Committee, required by the Terms of the Award. In such cases, the Administrator 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.

Family and Medical Leave: The Award Recipient may continue to expend any Award funds allocated to salary during medical or parental leave consistent with the Institutional level of paid leave for such purposes. Medical leave may be taken for a serious health condition of the employee or to care for the employee's spouse, child, or parent who has a serious health condition. Family leave may be taken by either parent for the adoption or the birth of a child.

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 Funder nor the Administrator will retain any rights to published results or patents that result from the research.

Confidentiality and Third-Party Release: Application materials as well as Scientific Progress and Final Reports are considered confidential. The Administrator engages third parties who have the necessary expertise to review the submitted materials and evaluate each project. Although the Administrator makes its best efforts to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Administrator and Funder are not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Administrator and the Funder 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 Administrator and may be

posted on other affiliated organization websites, publicly accessible databases of privately funded awards, or published in print form or other media. As noted in the online application form, the applicant is alerted that the project summary will be posted on the Administrator's website if the project is funded.

Scientific Poster Sessions and Events: 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 to make good faith efforts to update the Administrator about any new position, affiliation, or contact information (especially email address) and respond to reasonable requests for information on his/her research progress and contact information following the Award period. The Recipient may be requested to provide a current Biosketch or update information in an online database. The Recipient understands that this obligation survives the Award period.

Questions:

Noonan Fund web page: <https://hria.org/tmf/Noonan>

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