

## Smith Family Awards Program for Excellence in Biomedical Research

*A program of the Richard and Susan Smith Family Foundation*

### Terms of the Award

**Overview:** 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 Award Recipients. The Award Recipient Institution is responsible for administering the Award and maintaining adequate supporting records and receipts of expenditures.

The Smith Family Awards Program for Excellence in Biomedical Research is managed 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, 2015 – November 30, 2018. The start date of the Award 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, 2016 will revise the project end date to February 28, 2019).

**Institutional Assurances:** The Award Recipient must adhere to all federal, state, and local regulations regarding the use of human subjects or biologic samples, animals, radioactive or hazardous materials, and recombinant DNA in this research project. 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.

**Liability:** The Smith Family Foundation and The Medical Foundation division do not assume any liability or responsibility for activities supported by this Award including, without limitation, incidents or accidents involving any project personnel or study subjects (whether on travel, in the laboratory or classroom, or elsewhere).

**Scientific Misconduct:** The appropriate federal, state, and local guidelines with regard to scientific misconduct must 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 or financial misconduct, he or she will be subject to the procedures in place at the Institution. The Institution must notify The Medical Foundation division 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 division and 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 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:** The laws of the United States place certain restrictions on the manner in which funds awarded by charitable trusts and foundations may be expended. The Smith Family Foundation Award, including any interest earned thereon, 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 project; however, percent effort may exceed the percent of salary support requested from the Smith Family Foundation.

**Funds may not be used for:** new construction; the renovation of existing facilities; fundraising; accumulated deficits; 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 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. 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 \$4,762 each year of the Three-Year Award.

**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:** Funds, up to \$50,000, remaining at the end of Years 1 and 2 of the Award Period may be carried over to the next year and 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 email notification to the Program Officer. Requests for a no-cost extension should be made at least 30 days prior to the conclusion of the Award period. This communication must include an explanation for the extension, the unexpended balance, and a timeline for completing the project. Final Scientific and Fiscal Reports will be due at the completion of the extension. Any funds remaining at the close of the extended project period must be returned to The Medical Foundation division within sixty (60) days.

**Reporting Requirements:** 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.

Each September, throughout the Award period, regardless of the start date of the Award, the Award Recipient must submit a Research Progress Report and a Fiscal Progress Report. Final Scientific and Fiscal reports are 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. The Smith Family Foundation and The Medical Foundation division reserve the right to place a hold on funds in cases where the Award Recipient is non-compliant with these Reporting Requirements.

**Transfer or Termination of Award:** Awards are made to the Institution where the named Award Recipient is conducting research. If the Award Recipient is planning a move to another nonprofit research institution during the Award Period, transfer of funds to continue the project must be communicated via email to the Program Officer. This request must include a Fiscal Report stating the remaining fund balance as well as a letter from the proposed Department Chair confirming the availability of resources to continue the project. If the transfer is approved, the Award Recipient and the new Institution will be responsible for notifying The Medical Foundation division of the new payee and oversight contact and coordinating the fund transfer. Disposition of any equipment purchased by the Award Recipient with Smith Family Award funds will be evaluated on a case by case basis.

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. If the project is terminated for any other reason by either party, any unused funds must be returned to The Medical Foundation division **within sixty (60) days**.

Transfer of the Smith Family Award to another PI is not permitted.

**Change in Award Recipient Status:** It is also the responsibility of the Award Recipient as well as the Award Recipient Institution to notify The Medical Foundation division 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 Medical Foundation division, on behalf of the Smith Family Foundation, may demand repayment of all unexpended Award funds; moreover, all unpaid installments may be cancelled. The Award Recipient 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 United States 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.

**Family and Medical Leave:** The Award Recipient may continue to expend any Smith Award funds allocated to salary during medical or parental leave consistent with the Institutional level of paid leave for such purposes.

**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 Smith Family Foundation will not 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, 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 division 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, Award Recipient 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/Smith](http://www.tmfgrants.org/Smith)) and may be posted on other affiliated organization websites, included in publicly accessible databases of privately funded awards, or published in print form or other media.

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

**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, Newton, MA.**

The Award Recipient is also expected to share research findings in a timely manner through professional meetings and/or publications. Publications or presentations resulting from research supported by this Award must also acknowledge support from the **Richard and Susan Smith**

**Family Foundation, Newton, MA.** Upon publication, please send a copy (or link to the full text) to The Medical Foundation division.

**Post Award Reporting:** Award Recipients agree to update The Medical Foundation division about research progress following the Award Period as well as any new position, affiliation and contact information (especially an email address). Award Recipients may be requested to provide a current Curriculum Vitae or update information in an online database. The Recipient understands that this obligation survives the Award Period.

**Contact information:**

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