

**Charles A. King Trust**  
**Postdoctoral Research Fellowship Program**  
 Bank of America, N.A.,  
 Edward Dane, and Lucy West, Co-Trustees



## Terms of the Award - 2017 Grant Cycle

**Overview:** Two-year Awards are made to nonprofit academic, medical, or research institutions in the state of Massachusetts on behalf of the Award Recipients. Funds are provided by the Charles A. King Trust, Bank of America, N.A., Co-Trustees (“Charles A. King Trust”) or other foundation donors. The Award Recipient Institution is responsible for the administrative and financial management of the Award and maintaining adequate supporting records and receipts of expenditures.

The Charles A. King Trust Postdoctoral Fellowship Award Program is administered by The Medical Foundation at Health Resources in Action (“The Medical Foundation”). Health Resources in Action (HRiA) is a nonprofit organization in Boston that advances public health and medical research.

In order for us to carry out our legal responsibilities, we must ask the Award Recipient Institution (the “Institution”) and the Fellow/Award Recipient (the “Award Recipient”) to abide by the following:

**Award Amount and Funding Period:** The Charles A. King Trust Postdoctoral Fellowship Award is for stipend only and is based on the number of years of completed full-time postdoctoral experience, as of the funding start date of September 1, 2017. The stipend does not increase in Year 2. Funds are provided by the Charles A. King Trust or other foundation donors. The Stipends are roughly equivalent to fellowships offered by NIH.

<b>Stipends based on Years Completed Full-Time Postdoctoral Experience</b>					
<u>Clinical/ Health Services</u>	<u>Basic Science</u>	Stipend per Year	Expense Allowance per Year	Annual Total	Two-Year Total
Less than one year	N/A	\$41,700	\$2,000	\$43,700	\$87,400
1	N/A	\$43,450	\$2,000	\$45,450	\$90,900
2	N/A	\$45,275	\$2,000	\$47,275	\$94,550
3	3	\$47,175	\$2,000	\$49,175	\$98,350
4	4	\$49,125	\$2,000	\$51,125	\$102,250
5	5	\$51,175	\$2,000	\$53,175	\$106,350

The funding period is September 1, 2017 – August 31, 2019. Award Recipients may postpone the start date for up to three months but the award must be activated on or before December 1, 2017. Although approval is not required, the revised start date must be noted on the Award

Agreement signature page. Longer delays must be approved by The Medical Foundation. A delayed start date will not reduce the total award period (e.g. project start date of December 1, 2017 will revise the project end date to November 30, 2019).

**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. It is the Institution's responsibility to ensure 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 Medical Foundation and Charles A. King Trust do not assume any liability or responsibility for activities supported by this Award including incidents or accidents involving the Award Recipient (whether on travel, in the laboratory or classroom or elsewhere).

**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 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 Award 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 Institution is responsible for administering the stipend, which includes a \$2,000 expense allowance per year, and maintaining adequate supporting records for training-related expenses.

The Charles A. King Trust Award is for stipend only. Indirect costs and fringe benefits may not be charged against the Award. Although awards are made for two consecutive years, funding of the second year is not automatic and is dependent upon a satisfactory review of first-year progress by the Scientific Review Committee.

At the discretion of the Award Recipient, up to \$2,000 of the annual award amount is designated as an Expense Allowance for research supplies, equipment, health insurance and travel to scientific meetings that is the sole financial obligation of the Award Recipient. The Award Recipient and Mentor may elect to use the \$2,000 or a portion of it to supplement the Award Recipient's

salary. The grant monies which have been awarded, including any interest earned thereon, may only be used for the purposes stated in the Terms of the Award section.

This Expense Allowance or any portion of it may **not** be used for institutional overhead. Institutions may not automatically deduct any fees from this allowance without the Award Recipients' approval. The allowance will be incorporated equally across the award payments. Any unused expense allowance in Year 1 may be carried over to Year 2 without a formal request.

**The Medical Foundation at Health Resources in Action, administrator of this Award, does not withhold any amount for income tax purposes.** It is the responsibility of the Award Recipient to contact the Internal Revenue Service or the Institution's fiscal office to determine the tax status of the Award.

**Supplementation of Fellowship:** Because the fellowship stipend may not cover total institutional compensation, supplementation by the Institution is permitted and also encouraged. The total of all competitive fellowship awards plus any institutional supplementation cannot, however, exceed the annual salary or total compensation for the Award Recipient's position as determined by the Institution. The King Trust Award is for stipend only and will not change the use of funds to accommodate any supplementation. It is not acceptable to concurrently hold a named fellowship from another source that supports a full salary.

An NIH K Award (i.e. K08, K23, K99/R00), R01 or equivalent grant, awarded to the Award Recipient, cannot supplement the fellowship. In all circumstances, The Medical Foundation must be notified of the receipt of additional funding at least 30 days prior to that Award's start date. If such a grant is received prior to the start of funding, the application must be withdrawn and if the grant is awarded during the fellowship period, the Charles A. King Trust reserves the right to terminate the fellowship on a case by case basis. In the case of fellowship termination, any unexpended funds remaining from the Award must be returned to The Medical Foundation or U.S. Trust, Bank of America.

**Change of Status:** The Award Recipient and the Mentor must notify The Medical Foundation of any change in the Award Recipient's academic status at least 30 days prior to such change. The Charles A. King Trust reserves the right to terminate the Award in the event of a significant change in the Award Recipient's academic status, including promotions conferring independent faculty status or its equivalent. The receipt of additional funding through other awards or promotion, must also be reported to The Medical Foundation and the return of unexpended funds will be assessed on a case by case basis. In the case of fellowship termination, any unexpended funds remaining from the Award must be returned to The Medical Foundation or U.S. Trust, Bank of America.

**Financial Responsibilities of Award Recipient Institution:** The Institution will keep systematic records of all grant payments and 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 Medical Foundation and/or the Charles A. King Trust during normal business hours and upon reasonable notice throughout this period. The Charles A. King Trust, may, at their expense, examine, audit, or have audited the records of the Institution insofar as they relate to activities supported by this Award.

**Transfer or Termination of Fellowship:** Fellowships awarded by the Charles A. King Trust are made to the Institution where the named Award Recipient is conducting research. In the event that the Award Recipient or Mentor leaves that Institution, the Award is not transferable without prior approval of The Medical Foundation. In most cases, Award Recipients will need to relinquish the Award if he or she transfers to an institution outside of Massachusetts. Transfer of the Charles A. King Trust Fellowship to another individual is not permitted. If the project is terminated for any reason, any unexpended funds must be returned to The Medical Foundation or U.S. Trust, Bank of America within sixty (60) days of the termination of research activity.

**Unused Funds and Reversion:** Should any of the events described herein occur, The Medical Foundation may demand repayment of all unexpended portions of the fellowship stipend; moreover, all unpaid installments may be cancelled. The 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 Institution fails to perform any of its duties, in the judgment of The Medical Foundation or its Scientific Review Committee, required by the terms of this 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 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 Institution such as to jeopardize its tax status.

**Medical and Family Leave:** The Award Recipient may receive the King Trust stipend for up to 8 work weeks due to medical leave or family leave if those in comparable training positions at the Institution have access to this level of paid leave for these purposes. Medical leave may be taken for a serious health condition of the Award Recipient or one of his/her immediate family members that makes the Award Recipient unable to perform the essential functions of his/her position. Family Leave may be taken for the adoption or the birth of a child. Either parent is eligible for parental leave. The use of medical or family leave must be approved by the Mentor.

**Patents, Copyright and Intellectual Property:** The Award Recipient should follow the Institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under this award. Neither the Charles A. King Trust nor The

Medical Foundation will retain any rights to any intellectual property including patents, copyrights, trademarks, or other proprietary rights that result from the research.

**Reporting Requirements:** Acceptance of a fellowship from the Charles A. King Trust includes a commitment to provide both Progress and Final Research Reports. The Mentor is required to complete a section of the Award Recipient's Progress Report that addresses the Award Recipient's research and training plans during the second year of funding. Progress Reports are due in June 2018. Award Recipients will receive an emailed reminder and instructions from The Medical Foundation approximately one month prior to all Report deadlines.

**Year 2 Funding:** Second-year funding will be approved upon the satisfactory completion of the Progress Report as determined by the Scientific Review Committee. The Mentor is also expected to summarize the Award Recipient's research accomplishments and plans for the future as part of the Award Recipient's Final Report. Final Reports are due 60 days following the conclusion of the Award Period. Award Recipients will receive an emailed reminder and instructions from The Medical Foundation approximately one month prior to all Report deadlines.

**Confidentiality and Third Party Release:** Application Materials, Scientific Progress and Final Reports are considered confidential. The Medical Foundation engages 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 by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Medical Foundation and Charles A. King Trust are not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Medical Foundation and Charles A. King Trust reserve the right to public acknowledgement of Award information (e.g. Award Recipient Name, Institution, Project Title, Award Amount and Research Project Summary). This information will be made available through The Medical Foundation and Charles A. King Trust websites 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.

**Acknowledgments:** Award Recipients are expected to share scientific findings in a timely manner through professional meetings and/or publications. Scientific publications or presentations resulting from research supported by the Award must acknowledge the **Charles A. King Trust Postdoctoral Research Fellowship Program, Bank of America, N.A., Co-Trustees.** In some cases where a specific donor has supported the fellowship, the donor should also be acknowledged. If the fellowship is supported by a named donor, the Award Recipient is expected to send a brief note of appreciation to the donor at the beginning of the fellowship.

**Post Award:** Award Recipients agree to update The Medical Foundation after the fellowship term about any new position, affiliation, or contact information (especially an email address). The Award Recipient will also respond to requests for information on his/her career progress

following the Award and provide his/her current Biosketch. The Award Recipient understands that this obligation survives the Award period and that he/she has an ongoing obligation to provide this information.

**Contact Information:**

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