

The Hilda and Preston Davis Foundation Awards Program for Eating Disorders Research



Terms of the Award: Senior Postdoctoral Fellowships

Overview: Two-year Awards are made to nonprofit academic, medical, or research institutions in the United States on behalf of the Award Recipients. Funds are provided by the Hilda and Preston Davis Foundation. The Award Recipient Institution is responsible for the administrative and financial management of the Award Stipend, which includes the expense allowance, and maintaining adequate supporting records and receipts of expenditures. Indirect costs may not be charged against the Award.

The Hilda and Preston Davis Foundation Awards Program for Eating Disorders Research 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 “Awardee”) to abide by the following:

Award Amount and Funding Period: The Hilda and Preston Davis Foundation Senior 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. The stipend does not increase in Year 2. The Stipends are roughly equivalent to fellowships offered by NIH.

The funding period is April 1, 2018 – March 31, 2020. Awardees may postpone the start date for up to three months but the award must be activated on or before July 1, 2018. 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 July 1, 2018 will revise the project end date to June 30, 2020). Payments will be made to the Award Recipient Institution once a year for a two-year period.

Institutional Assurances: The Awardee 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. The Fellow is expected to adhere to all national and institutional regulations regarding human studies in their research projects, including informed consent when appropriate.

The Davis Foundation also expects that the appropriate federal, state, and local guidelines with regard to scientific misconduct are in place and enforced at all institutions where the Award Recipient is affiliated. 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 Trustees of the Hilda and Preston Davis Foundation and The Medical Foundation does not assume any liability or responsibility for activities supported by this Award including incidents or accidents involving the investigators supported by the Award or the study subjects (whether on travel, in the laboratory or otherwise).

Scientific Misconduct: The appropriate federal, state, and local guidelines with regard to scientific misconduct must be in place and enforced at the Institution and all Institutions where the Awardee is affiliated. In the unlikely event that an Awardee 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 Award, which includes a \$3,000 expense allowance per year, and maintaining adequate supporting records for training-related expenses.

The Davis Fellowship 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 Awardee, up to \$3,000 of the annual award amount may be designated for research supplies, equipment, health insurance and travel to scientific meetings that is the sole financial obligation of the Awardee. The Awardee and Mentor may elect to use the \$3,000 or a portion of it to supplement the Awardee'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 Award 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 Davis Foundation 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 Davis Foundation 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.

Change of Status: The Awardee 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 Davis Foundation reserves the right to terminate the Award in the event of a significant change in the Awardee'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.

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 Davis Foundation during normal business hours and upon reasonable notice throughout this period. The Davis Foundation, 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 Davis Foundation are made to the Institution where the named Award Recipient is conducting research. In the event that the Awardee or Mentor leaves that Institution, the Award is not transferable without prior approval of The Medical Foundation. If approved, the Award Recipient will be responsible for completing and signing a Transfer Form and coordinating the fund transfer. Transfer of the Award to another individual is not permitted. If the project is terminated for any reason, any unexpended funds must be returned to The Medical Foundation 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 Award; 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 Awardee may continue to expend award monies allocated to stipend 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 Awardee or one of his/her immediate family members that makes the Awardee 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 Awardee should follow the Institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under this award. Neither the Davis Foundation 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 Davis Foundation includes a commitment to provide both Progress and Final Research Reports. The Mentor is required to complete a section of the Awardee's Progress Report that addresses the Awardee's research and training plans during the second year of funding. Progress Reports are due in February 2019. Awardees 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 Awardee's research accomplishments and plans for the future as part of the Awardees 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 Davis Foundation are not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

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

Scientific Meetings: The Davis Foundation may hold a scientific meeting or symposium. Award Recipients are required to attend the meeting and present their research in a prepared talk or scientific poster. There will be a minimum of six months notice prior to the date of any meeting.

Additional Support: Awards from the Davis Foundation are made for a period of two years. In making this Award, the Davis Foundation assumes no obligation to provide additional support to the Awardee.

Scientific Publications: Publications or presentations resulting from research supported by this Award must acknowledge the **Davis Foundation Awards Program for Eating Disorders Research Senior Postdoctoral Fellowship** and acknowledge financial support to the **Hilda and Preston Davis Foundation**.

Acknowledgements: The Award Recipient and Institution are encouraged to announce receipt of this Award entitled, the **Davis Foundation Awards Program for Eating Disorders Research Senior Postdoctoral Fellowship** and credit financial support to the **Hilda and Preston Davis Foundation**. Disclosure of additional details regarding the Davis Foundation must be approved by the Foundation.

Post Award: Awardees agree to update The Medical Foundation after the award term about any new position, affiliation, or contact information (especially an email address). The Awardee will also respond to requests for information on his/her career progress following the Award and provide his/her current Biosketch. The Awardee understands that this obligation survives the Award period and that he/she has an ongoing obligation to provide this information.

Contact Information:

The Medical Foundation

grants@hria.org