

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



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## Terms of the Award: Junior Faculty

**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, including any subcontracts, and maintaining adequate supporting records and receipts of expenditures.

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 Award Recipient (the “Awardee”) to abide by the following:

**Award Amount and Funding Period:** Two-year grants totaling \$200,000 USD (\$100,000 per year, inclusive of 5% indirect costs) will be awarded for the funding period of May 1, 2019 – April 30, 2021. 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. A delayed start date will not reduce the total Award Period (i.e., a project start date of August 1, 2019 will revise the project end date to July 31, 2021). 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 Awardee 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 regarding 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 do 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 regarding scientific misconduct must be in place and enforced at the Institution and all Institutions where the Awardee is affiliated. 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.”

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. 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 award from the Davis Foundation may be used to support the Awardee’s salary and fringe benefits; salaries and fringe benefits of postdoctoral fellows, technicians or graduate students; 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 research project. However, percent effort may exceed the percent of total compensation requested from the Davis Foundation.

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

**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.

**Indirect costs** (institutional overhead): Indirect Costs may not exceed 5% of direct costs or \$4,762 USD per year. The annual amount, including overhead, is \$100,000 USD per year, for a total of \$200,000 USD over the two-year period of the Award. The grant monies which have been awarded, including any interest earned therein, may only be used for the purposes stated in this agreement.

**Re-budgeting:** Expenditures are expected to be within reasonable range of the Budget that was submitted with the grant application. All requests for re-budgeting or reallocation of grant funds *over \$20,000 per year* must be conveyed by email to The Medical Foundation Grants Officer. The request must include the current allocation of resources along with specific detail and justification for the reallocation.

**Carryover of Funds:** Funds, up to \$20,000, remaining at the end of Year 1 of the two-year Award Period may be carried over to the next year and incorporated into that year's budget.

**No-Cost Extension:** Following the two-year Award Period, a no-cost extension for up to nine months may be requested via email notification to the Grants Officer. The GO will email a form to the Award Recipient, requesting an explanation for the extension, the unexpended balance, and a timeline for completing the project. Any funds remaining at the close of the extended project period must be returned to The Medical Foundation within sixty (60) days. Final Scientific and Fiscal Reports will be due at the completion of the extension.

**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 Award:** Awards are made to the Institution where the named Awardee is conducting research. If the Awardee is planning a move to another nonprofit research institution during the Award Period, transfer of funds to continue the project must be requested via email to the Grants Officer. This communication must include a letter from the new 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 Awardee and the new Institution will be responsible for notifying The Medical Foundation of the new payee information and coordinating the fund transfer.

If the Awardee 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. Disposition of any equipment purchased by the Awardee with the Davis Foundation 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 also the responsibility of the Awardee as well as the Institution to notify The Medical Foundation of any change in employment status of the Awardee **at least 30 days prior to such change.**

**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 any Davis Foundation 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 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.

**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:** Awards will be made for a two-year period; award payments will be made once a year. Year 2 funding is contingent upon the timely submission of Progress and Financial Reports and a satisfactory assessment of the Awardee's progress by the Scientific Review Committee.

In February 2020, Awardees must submit a Research Progress Report and a Fiscal Progress Report to The Medical Foundation. Final Scientific and Fiscal reports are due sixty (60) days following conclusion of the Award Period. The Awardee will receive an email notice and forms for these reports, approximately three weeks prior to their due dates. The Davis Foundation and The Medical Foundation reserve the right to place a hold on funds in cases where the Awardee is non-compliant with these Reporting Requirements.

**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** 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** 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.