



## Guidelines for Grant Recipients

PSI Foundation is pleased to provide support for your research project. To ensure you understand what is required as a grant recipient, please read the information below. If you have any questions please contact Samuel Moore, the Foundation's Executive Director at [moore.s@psifoundation.org](mailto:moore.s@psifoundation.org) or by telephone at 416.226.6323.

The Principal Investigator and/or the sponsoring institution are responsible for notifying the Foundation of any significant changes to the project, including but not limited to methodology, budget or personnel prior to the changes being implemented to ensure all aspects of the project continue to meet the Foundation's funding criteria.

### **Project Duration**

The Principal Investigator (PI) is to provide a start date and end for the project, which will also represent the start and end date of the granting period. *Please note:* the Foundation will use this date to determine when the sponsoring institution will close the research account and when to expect interim and final reports from the grant recipient.

The project must start within six months of the date of the letter from the Foundation offering funding and be completed within the approved time period.

### **Project Extensions**

If the project is delayed for any reason that will result in the project duration exceeding beyond the scheduled end date, please email your request for an extension to the Foundation before the original scheduled project end date. The request for extension must explain in detail the reason for the project timeline extension, a budget update and the state of the progress of the project to date and a revised project end date. Please note that such extension requests cannot contain a request for additional funding of the same project.

### **Research Ethics and Standards**

The Foundation requires that all funded research projects adhere to the sponsoring institution's policies and procedures as well as accepted research standards. Grant recipients must provide evidence of all applicable ethics and research standard approvals and registrations with the same title as that of the application approved by the Foundation.

Please note that the first payment of funding and subsequent payments are conditional upon receipt of all applicable approval certificates and registrations. Upon expiry, approval certificates must be renewed and provided promptly to the Foundation for funding to continue.

## **Reporting**

### **Final Project Report**

PSI will withhold 10% of the value of the grant until the PI submits a final report, which must include a final accounting statement from the sponsoring institution (with any unused funds returned) and a completed PSI Results of Research form. This material must be submitted within *three months* of the granting period's end date as a condition of funding.

The PI must report the results of the project, including publications and presentations, so PSI can track the outcomes of all funded projects. Subsequent applications will not be considered unless the previously funded research project has met all reporting requirements.

Where papers are published or presented, reprints or copies must be submitted to the Foundation. Please note that you may send electronic copies by email rather than paper copies.

### **Project Budget**

Grant funds must be used according to the approved project budget. However, the Foundation understands that the Principal Investigator is the best judge of the use of the funds awarded and may propose a change in the use of the grant funds, except where the Foundation has specifically excluded an expense item from its funding. Please note: the PI must notify the Foundation of any significant changes in the project budget before the change is made to ensure the proposed changes meet the Foundation's eligibility criteria.

A statement of disbursement of the funds awarded must be submitted to the Foundation at the completion of the project. In projects that exceed a year in duration an accounting at the end of each twelve month period is required as well as the final accounting at the end of the granting period.

When work is completed, or cannot be continued for any reason unused funds must be immediately returned to the Foundation.

### **Leave of Absence (including maternity / parental leaves)**

The principal investigator must notify the Foundation of any leave to be taken, apart from ordinary vacation, in order to make adjustments as applicable to the status of the study and to the payment of the funds. The Foundation must be notified before the leave starts.

In the case of maternity/paternity leaves, the PI may request an extension to the granting period of up to one year. The request for an extension must be endorsed by the appropriate institution officials, in order for adjustments to be made to the granting period and reporting and payment schedule.

During the absence of the principal investigator, another investigator with an academic appointment at the same university (or institute) as the principal investigator may be given the responsibility of monitoring the project, supervising the personnel working on the project, as well as act as signing authority for the grant. Please note that the arrangement must be outlined in writing to the Foundation from the original PI, the replacement PI and the sponsoring institution.

## **Recognition of Support from PSI Foundation**

All publications and presentations arising from the funded project are to include acknowledgement of funding from "The Physicians' Services Inc. Foundation". Furthermore, the Foundation's logo should be included whenever possible. An electronic file of the logo will be provided to grant recipients.