FUNDING RECIPIENT GUIDELINES

PSI Graham Farquharson Knowledge Translation Fellowship

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OVERVIEW

The PSI Foundation was established in 1970 by the physicians of Ontario with the original capital of Physicians Services Incorporated, the doctor-sponsored prepaid medical care plan. The Foundation was established with the mission of improving the "health of Ontarians." Physicians from across Ontario remain involved as members of the Foundation's House of Delegates as well as part of the governing board of directors for the Foundation.

PSI Foundation is pleased to provide support for your research. This document serves as the funding recipient guidelines for the PSI Graham Farquharson Knowledge Translation Fellowship program offered by PSI.

To ensure you understand what is required as a funding recipient, please read the information in this document.

CONTACT INFORMATION

Please contact us at psif@psifoundation.org to discuss any questions you may have about your funding.

Follow us on Twitter @PSIFoundation and check our website at www.psifoundation.org for the latest news and updates, such as updated forms and policy revisions.

FELLOWSHIP RECIPIENT REQUIREMENTS

If funding is awarded, the following requirements are a condition of funding:

ASSISTING THE FOUNDATION

- PSI reserves the right to invite the Fellow to participate in the peer review process for the Health Research funding program. This may include, but is not limited to, providing peer reviews of operating grant applications and to rank multiple applications.

- The Fellow must agree to attend and potentially present their results of research at PSI events, which may include but not limited to its annual symposium, Fellows' retreat, and Lunch & Learn workshops.

CONDITIONS OF RELEASING THE INITIAL PAYMENT

- The Fellow is to provide a start and end date of the fellowship. Please note: PSI will use this date to determine when the sponsoring institution will close the funds account and when to expect interim and final reports from the Fellow.

REPORTING & CONDITIONS OF RELEASING FUNDS

- The Fellow is responsible for submitting an annual report for review by PSI's internal review committee. Subsequent funding depends upon a satisfactory report.

- The Fellow is responsible for submitting a final report via the PSI Online Grants Management system, describing the impact of the fellowship within three months of the end date of the scholarship.

- If a portion of the award is used to fund a study, a statement of disbursement of these funds must be submitted to the Foundation at the completion of the project.

CHANGES TO THE ORIGINAL PROPOSAL

- The Fellow and/or the sponsoring institution are responsible for notifying the Foundation of any significant changes to the scholar's position.

- The Fellow must notify the Foundation of any leave to be taken that will affect the award.

UNUSED FUNDS

- The institution to which a Fellowship is paid must immediately notify and return unused funds to PSI if the Fellow is unable, for any reason, to carry out or complete the research for which the Fellowship is given.

- Within three months of the end of the granting period, the research account must be closed and all unused funds remaining in the account must be returned to PSI along with a final accounting statement for how funds were used.

- When work is completed or cannot be continued for any reason unused funds must be immediately returned to PSI.

ACKNOWLEDGING PSI FOUNDATION

- All publications, presentations, public messages, or media coverage arising from the funded project are to include acknowledgement of funding from "PSI Foundation." Grant recipients are encouraged to connect with us prior to any media announcements. Furthermore, PSI's logo should be included whenever possible. An electronic file of the logo is available on the website.

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

OTHER REQUIREMENTS

- PSI requires that all funded research projects adhere to the sponsoring institution's policies and procedures as well as accepted research standards.