



HERMÈS CANADA | MS SOCIETY WELLNESS RESEARCH INNOVATION GRANT

TERMS, CONDITIONS & POLICIES

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1. TERMS AND CONDITIONS

- a) Conditions of Hermès Canada | Ms Society Wellness Research Innovation Grant (WRIG):** The Principal Applicant (PA) will be advised of the duration and amount of the grant awarded. A fully executed letter of agreement (Agreement) must be returned to the Multiple Sclerosis Scientific Research Foundation and the Multiple Sclerosis Society of Canada (the Society) in order for the funds to be released. Payment of the grant will be remitted as outlined in the Agreement.
- b) Transfer of Funds:** Funds will be transferred to the academic PA or Co-PA and academic institution. It is the responsibility of the academic PA and Institution to appropriately transfer funds to the non-academic PA and/or Co-PA.
- c) No-cost extension:** A no cost extension of the WRIG may be requested at least ninety (90) days before the termination of the grant. The request for a no-cost extension must be submitted in writing. The Society permits a no-cost extension period of 6 or 12 months and may only be requested only once per WRIG. A request for an extension must be made in writing on institutional letterhead and include: (i) the amount of money to be carried into the extension period; (ii) a statement of why the funds were not used in the original grant period; (iii) a statement of how the funds will be used during the extension; (iv) an official up-to-date financial report.
- d) Renewal:** This is a non-renewable grant. A WRIG is intended to be one term.
- e) Additional Funding:** The Society will not grant additional funding in the form of bridge funding or cost extension for a WRIG.
- f) Grant Expenditures:** The following are permissible grant expenditure categories, salaries for research staff (professional and non-professional personnel), consumable supplies (materials, supplies and services), travel and equipment (\$5,000 or less). Transfers between and among categories of the approved budget may be made as follows: (i) transfers between personnel and consumable supplies grant expenditures may be made at the discretion of the Grant Recipient's Institution, but (ii) No transfers may be made without prior approval in writing by the Society for equipment, travel, or other items not specifically identified in the approved budget. Unless prior written approval has been

obtained from the Society, grant expenditures are likely to be disallowed for items not specifically included in the approved budget of the grant.

g) Indirect Costs: Funds cannot be used for indirect costs or overhead costs in respect to the conduct of research (defined as costs associated with institution's ongoing operating expenses such as facilities and basic utilities, the purchase and repair of office equipment, administration fees, property, environmental assessment and safety compliance, lighting, ethics reviews etc.). Indirect Costs are not specific to the research project or programs and are therefore considered fundamental support services for the operation of the institution and its research facilities.

h) Modifications when holding a WRIG for academic and non-academic PAs:

Transfer of a WRIG: If the academic PA of the WRIG relocates to a different institution, the Society retains the right to transfer funds for the WRIG to the new institution, provided the following:

- That the new institution is Canadian
- Receipt of a written request from the PA/Co-PA
- Receipt of a letter of acknowledgment signed by the new institution
- Receipt of written approval from the new institution's Institutional Review Board and/or the Animal Care and Use Committee prior to initiation of payment for research involving human subjects and/or animals
- Receipt of an acceptable report of expenditures from the original institution
- The original institution returns all unexpended funds to the Society before a final transfer can be made.
- The transfer request for the WRIG must be received and processed by the Society at least ninety (90) days prior to the anticipated date of transfer to avoid interruption of financial support.

Change of Principal Applicant (PA): Generally, a grant is terminated when the academic and/or non-academic PA becomes unable to continue supervision of the research project. In this instance, the institution or organization may request that the WRIG be continued with the responsibility transferred to a new PA until the grant can be terminated appropriately or until a new, complete application can be submitted and approved by the new PA. Such changes cannot be effected without prior approval in writing by the Society within ninety (90) days prior to the anticipated date of transfer and the financial report is submitted from the original institution prior to the transfer date.

Termination of grant: A WRIG may be terminated before the end of the term: (i) if the PA requests, in writing, that the grant be terminated; (ii) if the PA is unable to carry out the research at the original institution/organization; (iii) if the sponsoring institution requests in writing that the grant be terminated because of the academic PA's termination of his/her academic appointment; (iv) or the organization requests in writing the grant be terminated because of the non-academic PA's termination of his/her position; (v) if the PA fails to notify the Society of any change in his/her

affiliation with the department or institution on record at the time the award was made; (vi) if the PA changes any aspect of the grant from that which was originally approved by the Society, including significant changes in the specific aims of the study, without prior notification and approval by the Society; (vii) when the progress report is not received from the PA at the designated due date; (viii) if the PA is found by an institutional or other investigation to have committed scientific misconduct or fraud; or (ix) by action of the Board of Directors of the Society.

2. REPORTING AND ACCOUNTABILITY

a) Financial Accountability

Financial Report: A full account of all expenses incurred over the grant term is due within ninety (90) days of the termination of the grant. Remaining unspent funds must be returned to the Society with ninety (90) days of termination.

Accounting Records: The PA and the institution is required to keep and maintain all records, invoices and documents relating to the project in accordance with generally accepted accounting principles, and maintain such records for a minimum of seven (7) years from the date of the agreement.

b) Reporting

Semi-Annual Progress Report: The semi-annual report must include a brief written description of progress made. If the grant recipient fails to provide the progress report in accordance with the agreement, the Society may suspend or terminate the agreement with no further obligations. A template for the semi-annual progress report will be provided.

Final Report: A final report of the progress is due within thirty (30) days of the termination of the grant to capture any unexpected or unanticipated results of the project. A template will be provided.

c) Research Outputs and Communications

Research Outputs: The Society Research Department must be informed and notified in advance of all dissemination materials resulted from the findings of the research project. Public materials include but are not limited to, guidelines, policies, websites, newsletters, conferences, presentations, mobile applications, publications, exhibits etc. Results of the research project may be published in appropriate journals. The responsibility for publications lies with the grant recipient. As soon as a manuscript is accepted for publication, it is expected that the grant recipient will inform the Society with the name of the journal, title of article and expected date of publication. All disseminated materials will be treated as confidential until release or publication.

Acknowledgment: The following acknowledgment or its equivalent should be used: **“This investigation**

was supported (in part) by the Hermès Canada | MS Society Wellness Research Innovation Grant”.

The results of any work supported by a grant from the Society must be acknowledged in dissemination materials.

Media and Communications: If the institution of the PA and/or Co-PA is preparing a press release or other media announcement related to the WRIG, it is expected that the institution, publisher, spokesperson and PA notify the Society in advance. All media and communication materials must be approved by the Society before being made publically available. Notify msresearchgrants@mssociety.ca .

Knowledge Translation: To help increase awareness of the research funded by the Society, the PAs may expect the Society to call upon them during the grant term to summarize research related activities to a lay audience or the media. It is also expected that the PAs participate in public awareness and education events that promote the work supported by the Society. A portion of the funds from the WRIG must be dedicated to public outreach and knowledge translation activities.

3. POLICIES

Research Involving Human Subjects or Animals: The Society will not support research involving human subjects without proper approval of the specific research proposed from the academic PA or Co-PAs institution's human institutional review board (REB). This approval must be signed by the Chairperson of the Committee. For research involving animals, approval from the academic PA or Co-PA's institutional animal use and care committee (ACC) must be approved. REB and ACC approval must be received prior to the release of any funds from the Society. This approval must be signed by the Chairperson of the Committee.

Indemnification Policy: The Society is not responsible for any claim, judgment, award, damages, settlement, negligence or malpractice arising from the research project or investigation related to this grant. The academic and non-academic PA, Institution and/or Organization acknowledge responsibility for the conduct of research or investigation related to this grant, and release the Society from all claims or liability that may arise from the conduct of research or investigation related to this grant resulting from any act or omission on the part of the academic and non-academic PA or Co-PA, Institution and/or Organization, their employees, agents or representatives to the extent allowed by applicable law.

Equal Opportunity Regulations: The Society adheres to a policy of equal opportunity in employment and requires that all Canadian institutions and Organizations to which its research or training awards are made adhere to federally mandated equal opportunity policies; institutions outside of Canada must adhere to locally applicable equal opportunity policies.

Policy on Scientific Misconduct and Fraud: Any institution that receives funds from the Society must have written policy guidelines on conflict of interest and scientific misconduct and fraud. It is the

responsibility of the institution and the grant recipient to inform the Society immediately, in writing, of any institutional investigation into the conduct of an investigator whose work is supported by the Society, and to keep the Society and the MS Medical Advisory Council (MAC) informed in a timely manner of the progress and outcome of such investigation. A finding by the institutional investigation that the investigator was guilty of research fraud or misconduct is sufficient grounds to terminate Society support of a project, and may jeopardize future support for the investigator from the Society.

Intellectual Property: The MSSC will ensure that intellectual property generated from its investments in commercial research is appropriately protected to encourage further investment by other investors and potential commercial partners.

Return on investment: The MSSC recognizes that its primary mission is to advance science, accelerate treatments and improve quality of life for people affected by MS. Receiving a financial return on investment is a secondary goal of the MSSC. The MSSC may collect a reasonable financial return from its investments in commercial research. The funds collected will be used to further advance research programs that will accelerate treatment development and improve quality of life for people affected by MS.

Research Outputs: The MSSC has adopted the definition of “research outputs” from the Canadian Institutes of Health Research (CIHR) definition as “conceptual or practical knowledge, data, information, and physical or biological materials developed during the course of a research project that are integral for building on research discoveries.”

Open Access to Research Outputs: The Society is strongly committed to enhancing the application of research results. This section on Open Access to Research Outputs’ (“Open Access”) has been adopted with the expectation that all research funded by the Society will be made freely accessible and useable for others in the international and national research community. The objective of Open Access is to enhance access to and disclosure of all Society funded research to a broad audience.

Application and Compliance with Open Access: The Open Access requirements under this Policy apply to all grants awarded after July 1st, 2011 and onward, in whole or in part, from the Society. The Society encourages compliance of these Open Access requirements from research funded by the Society prior to July 1st, 2011.

Journal Publication: PA(s) are required to make every effort to ensure that their peer-reviewed publications are freely accessible through an online repository as soon as possible and in any event within six months of publication.

This may be done by publishing research findings:

- to a non-subscription based journal;
- to a subscription based journal where the authors may also self-archive peer reviewed papers in

an online repository; or through a “Hybrid” journal that also has open access publishing options

(see Appendix “A” for examples of journals and research outputs)

Research Data: The Society requires Grant Recipients to deposit bioinformatics, atomic, and molecular coordinate data into an appropriate public database immediately upon publication of research results. (see Appendix “A” for examples of journals and research outputs). PAs are required to retain original data sets arising from Society funded research for a minimum of five years after the end of the term of their funding agreement with the Society. This applies to all data, whether published or not.

Publication costs: Funding received through the Society may also be used by the PA to pay expenses incurred in the publication of Society funded research.

Resource Sharing: PAs who receive funds from the Society are expected to share research resources developed with the Society's support with other qualified investigators working on multiple sclerosis. Examples of such resources include (but are not limited to) cell lines and clones, antibodies, and nucleotide and protein sequences.

Consents: In order for the Society to achieve the Open Access goals of this Policy, grant recipients are required to use their best efforts to acquire the appropriate level of consent from individual participants involved in any research funded, whether in whole or in part, by the Society.

All consents acquired by the grant recipients must be done in accordance with all applicable laws including, without limitation, all applicable privacy and health information laws, government regulations and Health Canada guidelines, including but not limited to the ICH Harmonised Tripartite Good Clinical Practice Consolidated Guideline, the Declaration of Helsinki, the 2nd edition of the Tri-Council Policy Statement, “Ethical Conduct for Research Involving Humans” and in accordance with generally accepted clinical practices.

Monitoring and Adherence: In accepting any grant from the Society, grant recipients accept the terms and conditions of their grant, which include the Open Access Requirements of this Policy. In the event of any breach or non-compliance with this, the Society may take steps to investigate the allegation, which may result in termination of funding, grants or awards at the sole discretion of the Society.

Obligations under Law: These policies should be read in conjunction with all applicable laws including, without limitation, all applicable privacy and health information laws, government regulations and guidelines.

Research Portal: MS Research Portal is an initiative from the Society’s Research and Programs and Services departments to highlight research studies that are seeking participants and are not sponsored by pharmaceutical companies. The grant recipient must post their recruitment online at <http://msresearch.ca/> if seeking participants related to the research project.

Appendix A

Examples of research outputs and corresponding publicly accessible archive, repository or database*	
Peer-reviewed journal publications: Publicly accessible archive or repository	
PubMed Central Canada Institutional Repositories at Canadian universities Directory of Open Access Repositories (international)	
<u>Research data</u>	<u>Public database or archive</u>
Nucleic acid sequences	GenBank
Gene expression data	Gene Expression Omnibus
Structure data	Research Collaboratory for Structural Bioinformatics (RCSB) Protein Data Bank
Single nucleotide polymorphisms (SNPs)	The Single Nucleotide Polymorphisms Database
Molecular interaction data	International Molecular Exchange Consortium (IMEx) partners
DNA and clinical data related to the human major histocompatibility complex (MHC).	dbMHC
Data underlying scientific and medical publications	Dryad Repository
Proteomics data (Deposition of proteomics data)	<ul style="list-style-type: none"> • PRoteomics IDentifications database (PRIDE) [European Bioinformatics Institute (EBI)] • PeptideAtlas [Institute for Systems Biology (ISB)] • Global Proteomics Machine (GPM)

* As provided for in the CIHR 'Policy on Access to Research Outputs'.