



## Grant Terms & Conditions

These Terms & Conditions will apply to all new and ongoing Grants (formerly: Investigator-Driven Small Grants) as of August 1<sup>st</sup>, 2016.

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### 1.0 Grant Structure

#### 1.1 Grant Type

Research teams are invited to submit policy-relevant proposals in the areas of child, family and community research. Grant applications require an interdisciplinary team, including representation from researchers, at least one community partner, service provider or decision/policymaker as well as at least one student, trainee or junior investigator. Potential Grant activities include but are not limited to:

- Small-scale research studies
- Independent component or phase of a larger study
- Pilot studies
- Survey- or questionnaire-based studies
- Qualitative research
- Community-based research
- Secondary data analysis
- Close out grants

#### 1.2 Length of Grant

The Grant Term is one year (12 months) in length unless otherwise stated. A six-month extension, with no further operating funds, may be available upon formal request to finish writing reports or for knowledge dissemination. Teams

that wish to request an extension must do so at least 60 days before the conclusion of the granting period.

**1.3 Grant Amount**

Grants are available up to \$40,000.

**2.0 Eligibility**

- 2.1 The research must be policy-relevant and fit within the values, mission and research themes of PolicyWise, and must be directly relevant to the priorities identified in collaboration with the Ministry of Children’s Services listed on the PolicyWise website.
- 2.2 The research team must engage policymakers, decision makers, and community partners.
- 2.3 The Primary Investigator (PI) must have a PhD or equivalent qualification.
- 2.4 The PI must be affiliated with an institution eligible to hold funds from PolicyWise: a post-secondary institution or a College/University College that meets the Accountability Standards of PolicyWise.
- 2.5 The research team must include trainees, students or junior investigators.
- 2.6 Ethics approval is required to be obtained from a recognized ethical review board prior to the release of funds and commencement of the research project. Ethical approval must be valid for the duration of the grant. If ethical approval is not required for a project, documentation stating this from an established ethics board is required.

**3.0 Application Process**

- 3.1 Grant applications are accepted at specified Grant deadline dates as per the website.
- 3.2 PolicyWise reserves the right to reject applications or declare them ineligible for funding.

**4.0 Peer Review**

- 4.1 All applications received by PolicyWise will undergo an internal and/or external review by at least two reviewers.
- 4.2 Ratings will be assigned in 4 review categories by each reviewer. Each review category is scored out of 8.
- 4.3 Weighted scores are determined using the following method:
  - 4.3.1 Scores from each reviewer in each of the 4 review categories are averaged.
  - 4.3.2 Averaged scores are weighted and added together for a total score out of 40, as per the table below:

<b>Criteria</b>	<b>Weighting</b>	<b>Total possible points</b>
Overall Impact Score	1	8
Relevance & Significance Score	1	8
Team Composition Score	1	8
Methodology Score	2	16

- 4.3.3 Applications with a score of 75% or higher are eligible to be considered for funding.

## 5.0 Release of Funds

- 5.1 PolicyWise reserves the right to make funding conditional. Conditions for funding are suggested by the reviewers of the application, and determined by the Chief Knowledge and Policy Officer. When funds are conditionally awarded, PolicyWise reserves the right to approve or deny funding after teams have addressed any concerns.
- 5.2 Funds will be administered through a Canadian Host Institution. This will be a post-secondary institution that meets the Accountability Standards of PolicyWise.
- 5.3 Grant Funds are to be held in an account separate from other funds. Access to these Funds will be secured and monitored to ensure that the use of funds is proper and in accordance with these Terms & Conditions.
- 5.4 The Host Institution shall provide a process to ensure that all research expenditures are aligned with the eligible expenses (see section 6.0). PolicyWise is not accountable for ineligible expenses incurred during the course of the Grant Term.
- 5.5 A financial statement for all incurred expenses is required within 30 days of the end of the Grant Term.
- 5.6 All unused funds will be returned to PolicyWise within 30 days of the end of the Grant Term, unless an extension has been approved.
- 5.7 **Funding Schedule**  
Funds are released in three payments, with 25% released at the start of the Grant Term, and 50% released upon receipt and approval of an Interim Report.
- 5.8 The final payment (25%) will be made upon receipt of the Final Report and a financial statement from the Host Institution. The final payment will be made to top up the account to a zero balance only. Funds will not be accessible after the final payment is made.
- 5.9 Funding will not be initiated until the following conditions are met:
- 5.9.1 PolicyWise has received confirmation of Ethical Approval for the project from the Primary Investigator;
- 5.9.2 The Primary Investigator has requested that the funding be initiated.
- 5.10 PolicyWise will not be responsible for expenses incurred after the end date of the grant, unless an extension has been requested by the grant holder and approved by PolicyWise.
- 5.11 All unused funds will be returned to PolicyWise at the end of the grant term.

## 6.0 Expenses

### 6.1 Eligible Expenses

- Purchase of scientific materials, supplies, expendables
- Purchase or rental of minor equipment
- Computer software programs
- Costs associated with publication of research results

- Research-related travel expenses, including mileage, conference fees, airfare, accommodation, etc., up to a maximum of \$2,500
- Purchase of books, periodicals, or journals
- Publication costs associated with submitting a publication to an eligible open access journal, when these fees are not covered by the Host Institution, are an eligible expense, up to a maximum of \$2,000
- Salaries of trainees, research assistants, or technicians, provided they are not full-time academics
- Costs of focus groups, including honorariums
- Course buyouts up to \$7,000.

## **6.2 Ineligible Expenses**

- Hospitality and entertainment expenses;
- Education-related expenses such as tuition, thesis defense, course fees;
- Indirect costs (i.e., medical insurance) or administrative costs (standard office equipment);
- Organizational overhead costs;
- Personal costs to the researcher during the course of the study, such as child care costs or daily living expenses;
- Expenses related to professional activities, such as teaching, that are unrelated to the proposed research;
- Stipend or salary support for team members with academic affiliations;
- Discretionary severance and separation packages;
- Any expenses unrelated to the outlined research study or expenses that have no significant research component.

6.3 The above lists are not exhaustive. PolicyWise reserves the right to determine eligible and ineligible expenses on a case-by-case basis. If there is a question about the eligibility of an expense, please contact PolicyWise **prior** to making the expenditure.

6.4 Grantees may adjust their original budget within the terms of the grant. It is the responsibility of the research team to notify PolicyWise of any changes to the budget.

## **7.0 Equipment**

- 7.1 Equipment purchased with funding from a grant is subject to ownership policies set out by the host institution.
- 7.2 Upon termination of all grants, all equipment becomes property of the host institution.

## **8.0 Data Sharing**

- 8.1 PolicyWise may request a copy of your dataset after the research has been concluded and the investigators have had proprietary access for at least 18 months. This is part of an effort to align with international standards for optimizing the public investment in research.

## **9.0 Project Reporting**

- 9.1 Grant holders are required to submit two reports during the term of the Grant. Failure to submit reports on time may disqualify the applicant (s) from future funding from PolicyWise.
- 9.2 An Interim Report is required six months from the start of the Grant Term. Interim Reports must be submitted on the required form, and must provide evidence that the grant holder has made sufficient progress with the research activities. The Interim Report Form is available on the PolicyWise website.
- 9.3 A final report is required 12 months from the start of the Grant Term. The final payment is conditional upon the receipt and approval of this report.
- 9.4 The Final Report must follow the format available on the PolicyWise website.
- 9.5 PolicyWise may conduct further follow-up with Grant Holders about their progress, and in particular, the progress in attracting additional funding for the research project.
- 9.6 Reports may be distributed to interested stakeholders and will be posted on the PolicyWise website.

## **10.0 Intellectual Property Rights**

- 10.1 The Grant Holder and all team members are subject to the intellectual property policies of the Grant Holder's Host Institution.
- 10.2 In cases where PolicyWise has sponsored scholarly research through a grant, PolicyWise makes no claim on rights to any such intellectual property.
- 10.3 PolicyWise will encourage researchers to develop intellectual property where appropriate.
- 10.4 Products developed as an outcome of PolicyWise funding are to be made available at no cost and in the public domain; they cannot be sold.

## **11.0 Communication**

- 11.1 PolicyWise is to be appropriately acknowledged in all reports, publications, presentations and material arising from grants provided or administered by PolicyWise.
- 11.2 PolicyWise logo is to be included in printed or electronic materials relating to PolicyWise-funded research, including publications, presentations, websites, etc.
- 11.3 PolicyWise reserves the right to publish and/or disseminate information regarding its grants and awards.
- 11.4 Grant Holders will occasionally be asked to participate in interviews, symposiums, research showcase events or grant reviews.

## **12.0 Termination of Grant**

- 12.1 Proof of Ethical Approval must be provided no later than 12 months from the date on which the grant recipient is notified of the outcome of their application. If proof of ethical approval is not received within this timeframe, the applicant must make contact with PolicyWise to negotiate an extension, or the offer of award may be cancelled.
- 12.2 PolicyWise reserves the right to terminate any grant if the conditions of that grant are not met or if there is evidence of unsatisfactory progress.

12.3 The applicant and institution agree to notify PolicyWise within 30 days of any change in the employment status/scholar status as this may affect the eligibility of the grant. Failure to notify PolicyWise of such changes may result in the early termination of the grant.

**13.0 General Conditions**

- 13.1 The Grant Holder and any team members do not become employees of PolicyWise upon receipt of an award or grant.
- 13.2 A Host Institution may be ineligible to hold further funds if there is any breach of these Terms & Conditions.
- 13.3 These Terms and conditions are subject to change.