



Doctoral Award Terms & Conditions

These Terms & Conditions will apply to all new and ongoing Doctoral Awards as of January 1st, 2015.

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1.0 Award Structure

- 1.1 **Award Type**
PolicyWise' full-time Doctoral Award enables academically superior, post-candidacy Alberta-based PhD students to undertake full-time research training with funding provided for a two-year period. The award consists of a stipend and a research allowance.
- 1.2 **Length of Award**
Doctoral Awards are two years (24 months) in length unless otherwise stated.
- 1.3 **Award Amount**
Doctoral Awards are available up to \$64,000. A maximum of \$30,000 per year may be used as a stipend.

2.0 Eligibility

- 2.1 The applicant will have direct supervision by a faculty supervisor affiliated with an Alberta Institution with the capacity to administer award funds. Please note restrictions for award administration in section 5.6.
- 2.2 The applicant will be engaged in a full-time PhD program at an Alberta Institution for the full duration of the award.
 - 2.2.1 PolicyWise considers 'full time' to be a minimum of 30 hours per week in courses and research related activities.
 - 2.2.2 The applicant may not hold an academic appointment at any time during the tenure of the Award.
- 2.3 The Applicant's program of study and research project will be relevant to PolicyWise and the priorities identified in collaboration with the Ministry of Children's Services listed on the PolicyWise website.
- 2.4 Ethical approval must 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 award. 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 Applications must be submitted by 4:00 p.m. MST on the appropriate application deadline date.
- 3.2 Only applications submitted on the current version of the application form, along with all required attachments and signatures, will be accepted for consideration.
- 3.3 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 5 review categories by each reviewer. Each review category is scored out of 8.
 - 4.2.1 Weighted Scores are determined using the following method:
 - 4.2.1.1 Scores from each reviewer in each of the 5 review categories are averaged.
 - 4.2.1.2 Averaged scores are weighted and added together for a total score out of 48, as per the calculation below:

Criteria	Weighting	Possible Points
Overall Impact Score	1	8
Relevance & Significance Score	1	8
Involvement of Stakeholders Score	1	8
Candidate Score	2	16
Supervisor & Training Environment Score	1	8
		48

- 4.2.1.3 Applications with a score of 75% or higher may be eligible for funding.
- 4.3 Of applications eligible for funding, both score and relevance to PolicyWise priority areas will be considered in the selection of the successful application. Final funding decisions are made by the Board of Directors.

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 Scientific Director. When funds are conditionally awarded, PolicyWise reserves the right to grant or deny funding after the applicant has addressed any concerns.
- 5.2 Funds will be administered through an Alberta-based post-secondary institution that meets the Accountability Standards of PolicyWise.
- 5.3 **Funding Schedule**
Funds are released in two payments, with 50% released upon startup and 50% released upon receipt and approval of an interim report. A copy of the funding schedule will be sent to the Host Institution.
- 5.4 Stipend

- 5.4.1 Award Holders may receive a maximum of \$30,000 per year as a stipend from this Award, released in equal monthly installments over 12 months.
- 5.4.2 Award Holders who also hold other similar awards must ensure that the amount received through this Award does not violate the terms of any other award.
- 5.4.3 The stipend will terminate at the end of the month in which the student successfully defends their thesis, regardless of the term of the award. Any unused stipend payments will be returned to PolicyWise.
- 5.5 Research Allowance
 - 5.5.1 The research allowance must be used for expenditures directly linked to the research activity, in accordance with the guidelines in section 6.0.
 - 5.5.2 With special permission, the research allowance may continue for a period of 1-month past the defence date, so long as the total number of months does not exceed the 24-month term of the award.
 - 5.5.3 Award Holders may convert an unused portion of their research allowance to be used as a stipend, so long as the total amount of the stipend does not exceed \$30,000 in any year. Requests to convert unused Research Allowance funds to stipend payments must be made at least 90 days prior to the original end date of the award. Research Allowance funds may not be converted to stipend payments retroactively. Converting a portion of the unused Research Allowance to be used as a stipend may only be done if it does not violate section 5.4.2.
- 5.6 Funding will not be initiated until the following conditions are met:
 - 5.6.1 PolicyWise has received confirmation of Ethical Approval for the project from the Award Holder;
 - 5.6.2 The Award Holder has requested that the funding be initiated.
- 5.7 PolicyWise will not be responsible for expenses incurred after the end date of the Award, unless an extension has been requested by the Award Holder and approved by PolicyWise.
- 5.8 All unused funds will be returned to PolicyWise at the end of the Award.

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
- Travel expenses related to knowledge translation, including mileage, conference fees, airfare, accommodation, etc., up to a maximum of \$2,500
- Purchase of books, periodicals, or journals
- Salaries of trainees, research assistants, or technicians, provided they are not full-time academics
- Costs of focus groups, including honorariums

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 **Retroactive expenses** are considered on a case by case basis. PolicyWise will not be responsible for any costs should a change in funding occur. Stipend payments will not be made retroactively.
- 6.5 The Award Holder may adjust their original Research Allowance budget within the terms of the Award. It is the responsibility of the Award Holder to notify PolicyWise of any changes to the budget.

7.0 Equipment

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

8.0 Data Sharing

- 8.1 PolicyWise may request a copy of the 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 Award Holders are required to submit two reports during the term of the Doctoral Award. Failure to submit reports on time may disqualify the Award Holder from holding further funding from PolicyWise.
- 9.2 An Interim Report is required 12 months from the Award start date. Interim Reports must be submitted on the required form, and must provide evidence that the Award 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 24 months from the award start date. The final report must be submitted on the most up-to-date form, available on the PolicyWise website.
- 9.4 Reports may be distributed to interested stakeholders and will be posted on the PolicyWise website.

10.0 Intellectual Property Rights

- 10.1 Award Holders are subject to the intellectual property policies of their Host Institution.

- 10.2 In cases where PolicyWise has sponsored scholarly research through an award, 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 awards 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 The Award Holder may be asked to participate in interviews, symposiums, research showcase events or grant reviews.

12.0 Termination of Award

- 12.1 Proof of Ethical Approval must be provided no later than 12 months from the date on which the award 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 award if the conditions of that award are not met or if there is evidence of unsatisfactory progress.
- 12.3 The applicant and institution agree to notify PolicyWise of any change in the scholar status as this may affect the eligibility of the award. Notification must be prompt. Failure to notify PolicyWise of such changes can result in the early termination of the award.

13.0 General Conditions

- 13.1 Grantees do not become employees of PolicyWise upon receipt of an award or grant.
- 13.2 These Terms and conditions are subject to change.