

Charles H. Hood Foundation, Inc.

Child Health Research Awards Program

Terms of the Award

Award Amount and Funding Period: Two-year grants totaling \$150,000 (\$75,000 per year) will be awarded for the period of January 1, 2011 – December 31, 2012. The start date of the grant may be postponed for up to three months without a formal request. Any longer delays must be approved by the Charles H. Hood Foundation.

Second year funding is contingent upon the timely submission of Progress and Financial Reports and a satisfactory assessment of the Award Recipient's progress by the Scientific Review Committee.

Awards are made to nonprofit academic, medical or research institutions in the six New England states on behalf of the Award recipients. The Award Recipient Institution is responsible for administering the Award and maintaining adequate supporting records and receipts of expenditures.

Institutional Assurances: Award Recipients must adhere to all federal, state, and local regulations regarding the use of human subjects, animals, radioactive or hazardous materials, and recombinant DNA in their research projects. The Hood Foundation requires that the appropriate federal, state, and local guidelines with regard to scientific misconduct are in place and enforced at all institutions with which its Award recipients are affiliated.

It is the Institution's responsibility to make sure that all approvals (IRB, IACUC, other) are in place prior to releasing the Award funds. The signatures of the Authorized Institutional Representative on the Application Face Sheet and the Institutional Officer on the "Institutional Officer Acceptance Agreement" confirm this oversight.

Use of the Funds: The laws of the United States place certain restrictions on the manner in which funds awarded to organizations by charitable trusts and foundations may be expended. The Hood Foundation Child Health Research Awards may be used to support salaries and fringe benefits; laboratory and data processing supplies; and other direct expenses including equipment essential to the project. Equipment is funded on a 50% cost-sharing basis. Salaries must be in proportion to the percent effort on the research project. However, percent effort may exceed the percent of total compensation requested from the Hood Foundation.

Funds may not be used for new construction, the renovation of existing facilities, general operating costs, fundraising, endowments, publication of scientific data, salaries for secretarial or clerical assistance, or equipment and supplies in connection with these

positions. Funds may not be used for any political activity or for any other purpose prohibited by the Internal Revenue Service Code.

Indirect costs (institutional overhead) may not exceed 10% of direct costs or \$6,818 each year of the two-year Award period. The annual amount, including overhead, is \$75,000 per year for a total of \$150,000 over the two-year period of the Award.

The grant monies which have been awarded, including any interest earned thereon, may only be used for the purposes stated in this document.

Financial Responsibilities of Award Recipient Institution: The Institution will keep systematic records of all expenditures relating to this Award. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc. will be retained by the Award Recipient Institution for three (3) years after the close of the grant period and will be available for inspection by representatives of the Charles H. Hood Foundation during normal business hours and upon reasonable notice throughout this period. The Hood Foundation may, at its own expense, examine, audit, or have audited the records of the Award Recipient Institution insofar as they relate to activities supported by this grant.

Reporting Requirements: In October, following the start date of the Award, Award Recipients must submit a Research Progress Report and a Fiscal Progress Report. The following October, Interim Scientific and Fiscal Reports will be submitted with Final Reports due sixty (60) days following conclusion of the Award period.

The Award Recipient will receive an email notice and forms for these reports, approximately three weeks prior to their due dates. It is the responsibility of the Award Recipient to email the Expense Report Form to the Fiscal Officer and ensure that the Hood Foundation receives this completed Form. All reports must be emailed to the Program Officer, Gay Lockwood at glockwood@hria.org.

Re-budgeting: Expenditures are expected to be within reasonable range of the Budget that was submitted with the application. Requests for re-budgeting or reallocation of grant funds over \$5,000 must be conveyed by email to the Program Officer and include the current and revised allocation of funds along with specific detail and justification for the reallocation.

Carryover of Funds: Any funds remaining at the end of Year 1 of the Award period may be carried over to Year 2 and incorporated into that year's budget.

No-Cost Extension: Following the two-year period, a **no-cost extension for up to nine months** may be granted upon receipt and approval of the Interim Scientific and Financial Reports. This Report contains a section for justifying the extension, the unexpended balance, and a timeline for expenditure of the remaining funds. Final Scientific and Fiscal Reports will be due at the completion of the extension period. Any funds remaining at the completion of the extended project period must be returned to the Charles H. Hood Foundation within sixty (60) days.

Transfer or Termination of Award: Awards are made to the Institution on behalf of the grant's designated Award Recipient. If the Award Recipient moves to another nonprofit research institution during the Award period, the funds may be transferable to the Award Recipient's new institution at the discretion of the Charles H. Hood Foundation. If the Award Recipient is not continuing his/her research in another nonprofit research setting, the Award will be cancelled and unused funds must be returned within sixty (60) days. Disposition of any equipment purchased by the Award Recipient will be evaluated on a case by case basis.

Unused Funds and Reversion: Should any of the following events occur, the Charles H. Hood Foundation may demand repayment of all unexpended Award funds; moreover, all unpaid installments may be cancelled.

- A determination, preliminary or otherwise, is made by the Internal Revenue Service that the Award does not constitute a qualifying distribution.
- The Award Recipient Institution fails to perform any of its duties, in the judgment of the Charles H. Hood Foundation or its Scientific Review Committee, required by the Terms of the Award. In such cases, the Foundation shall provide no less than thirty (30) days termination notice in writing to the Institution, upon which the Institution shall have an additional thirty (30) days following receipt of such notice within which to cure any deemed failures.
- The Award Recipient Institution ceases to be exempt from income taxes under the Internal Revenue Service Code or becomes a private foundation.
- There is a material change in the purpose, character, or method of operation of the Award Recipient Institution such as to jeopardize its tax status.
- The Award Recipient is selected as a Howard Hughes Medical Institute Investigator.

Patents, Copyright and Intellectual Property: Award Recipients should follow their Institutions' patent, copyright, and intellectual property policies regarding discoveries that result from research conducted under these Awards. The Charles H. Hood Foundation will not retain any rights to published outcomes or patents that result from the research.

Confidentiality and Third Party Release: Application materials as well as Scientific Progress and Final Reports are considered confidential. The Charles H. Hood Foundation engages third parties who have the necessary expertise to review the submitted materials and evaluate each project. Although the Hood Foundation endeavors to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Hood Foundation is not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Charles H. Hood Foundation reserves the right to public acknowledgement of Award information (recipient name, institution, project title, Award amount, research project summary). This information may be made available through the website of The Medical Foundation, *a division of Health Resources in Action* (www.tmfgrants.org/hood) and other affiliated organization websites, printed publications, and other media.

Scientific Publications: Publications or presentations resulting from research work supported by this Award should acknowledge support from the **Charles H. Hood Foundation, Inc., Boston, MA.**

Additional Support: Child Health Research Awards are made for a period of two years. In making this Award, the Hood Foundation assumes no obligation to provide other or additional support to the Award Recipient.

Contact information:

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