

Smith Family Awards Program for Excellence in Biomedical Research

A program of the Richard and Susan Smith Family Foundation

Terms of the Award

The Smith Family Awards Program for Excellence in Biomedical Research is administered by The Medical Foundation, a division of **Health Resources in Action** (HRiA). HRiA is a nonprofit organization in Boston that advances public health and medical research.

Award Amount and Funding Period: Three-year grants totaling \$300,000 (\$100,000 per year) will be awarded for the period of December 1, 2010 – November 30, 2013. Award Recipients will have the option of spending the grant monies over a four-year period. However, any funds remaining at the end of Year 4 must be returned to The Medical Foundation division.

Second and third year funding are 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.

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 Medical Foundation division.

Awards are made to nonprofit academic, medical or research institutions in Massachusetts as well as at Brown University and Yale University (or one of their affiliated entities) on behalf of the grant recipients. It is the Institution's responsibility to ensure that all approvals (IRB, IACUC, other) have been secured prior to releasing the Award funds. The signature of the Authorized Institutional Representative on the Application Face Sheet will confirm this oversight.

The Award Recipient Institution is also responsible for administering the Award and maintaining supporting records and receipts of expenditures.

Institutional Assurances: Award Recipients are expected to 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 Medical Foundation division expects that the appropriate federal, state, and local guidelines with regard to scientific misconduct are in place and enforced at all institutions with which its grantees are affiliated.

Use of the Funds: The laws of the United States place certain restrictions on the manner in which funds awarded by charitable trusts and foundations may be expended. Grant funds may be used to support salaries and fringe benefits; publication of scientific data; travel to scientific meetings; laboratory and data processing supplies; and other direct expenses such as equipment essential to

the project. Salaries must be in proportion to the percent effort on the research project. However, percent effort may exceed the percent of total remuneration requested.

Funds may not be used for new construction; the renovation of existing facilities; general operating costs; fundraising; accumulated deficits; salaries for secretarial or clerical assistance or equipment and supplies in connection with these positions; endowments; or any political activity or other purpose prohibited by the Internal Revenue Service Code.

Grants will be made for a three-year period with an option to spread the funds over four years; grant payments will be made once a year. **Year 2 and Year 3 funding** are not automatic and are contingent upon a satisfactory progress report as determined by the Scientific Review Committee.

Indirect costs (institutional overhead) may not exceed 5% of direct costs or \$4,762 each year of the three-year award period. The annual amount, including overhead, is \$100,000 per year for a total of \$300,000 over the three or four-year period of the Award. If funds are spread over four years, no additional extensions will be permitted. The grant monies which have been awarded, including any interest earned thereon, may only be used for the purposes stated in this agreement.

Financial Responsibilities of Award Recipient Institution: The Institution will keep systematic records of all expenditures relating to this grant. 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 Award period and will be available for inspection by representatives of the Smith Family Foundation during normal business hours and upon reasonable notice throughout this period. The Smith Family Foundation may, at their expense, examine, audit, or have audited the records of the Institution insofar as they relate to activities supported by this Award.

Reporting Requirements: Each September, throughout the Award period, Award Recipients will furnish a Research Progress Report and a Fiscal Progress Report. Final Scientific and Fiscal reports are due sixty (60) days following conclusion of the Award period. Award Recipients will receive email notices and forms for all yearly reports. 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 grant application. Requests for re-budgeting or reallocation of grant funds over \$10,000 must be conveyed by email to the Program Officer. The request must include the revised allocation of funds along with specific detail and justification.

Carryover of Funds: Funds, up to \$50,000, remaining at the end of each year of the three-year Award may be carried over to the next year when incorporated into that year's budget. Following the three-year Award period, a **No-Cost Extension** for **up to nine months** may be granted upon receipt and approval of updated Research Progress and Financial Reports. For Awards that were spread over four years, no additional carryover or extensions will be permitted. Any funds remaining at the end of Year 4 must be returned to The Medical Foundation division.

Transfer or Termination of Award: Awards are made to the Institution where the named Award Recipient is conducting research. In the event that the Award Recipient leaves that Institution, the Award is not transferable without prior approval of The Medical Foundation division. If the project is terminated for any reason, unused funds must be returned to The Medical Foundation within 60 days of the conclusion of research activity.

Unused Funds and Reversion: Should any of the following occur, The Medical Foundation division, on behalf of the Smith Family Foundation, may demand repayment of all unexpended portions of the grant; moreover, all unpaid installments may be cancelled.

- A determination, preliminary or otherwise, is made by the Internal Revenue Service that the grant does not constitute a qualifying distribution.
- The Award Recipient Institution fails to perform any of its duties, in the judgment of The Medical Foundation division or its Scientific Review Committee, required by the Terms of this Award.
- 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.
- If the Award Recipient secures additional funding that approaches the dollar amount of an HHMI appointment, the Foundation reserves the right to cancel subsequent years of support.

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 Smith Family 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 Medical Foundation division engages third parties who have the necessary expertise to review the submitted materials and evaluate the projects. Although the Foundation endeavors to protect the confidentiality of the reports by requiring reviewers to sign confidentiality agreements, confidentiality cannot be guaranteed. The Medical Foundation division or the Smith Family Foundation is not responsible for any consequences resulting from the disclosure of the content of these materials to such third parties.

The Medical Foundation division and the Smith Family Foundation reserve the right to public acknowledgement of award information (Award Recipient name, degree(s), institution, project title, scientific and non-technical summaries). This information may be made available through the website of The Medical Foundation division (www.tmfgrants.org/smith) and other affiliated organization websites, publicly accessible databases of privately funded awards, printed publications, and other media.

Scientific Meetings and Publications: Award Recipients and/or representatives from their laboratories will be expected to attend the Smith Family Foundation's Annual Scientific Meeting (held each May) in Boston, MA and present a poster. Other presentations or publications that result from these Awards should credit the financial support of the **Richard and Susan Smith Family Foundation, Chestnut Hill, MA.**

Additional Support: Smith Family Awards for Excellence in Biomedical Research are made for a period of up to four years. In making this grant, the Smith Family Foundation assumes no obligation to provide other or additional support to the Award Recipient.

Contact information:

Gay Lockwood, Senior Program Officer

The Medical Foundation, *a division of **Health Resources in Action***

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