Fondation du syndrome Loeys • Dietz Syndrome Foundation · Canada

Granting Guidelines

LDSF CANADA GRANTING GUIDELINES

The following granting conditions, policies and procedures are for the grant timeline and are subject to change.

I. Terms and Conditions

1. The granted funds will be used solely for the activities described in the grant recipient's submitted proposal. Major changes in the direction of the project should be discussed beforehand with LDSF Canada leadership.

2. This grant does not cover institutional overhead and indirect costs.

3. By accepting this funding, the grant recipient and affiliated institution agree to adhere to these Grant Terms and Conditions.

4. The grant recipient must provide a declaration of any conflict of interest prior to contract initiation.

5. All publications and communications related to the funded projects that are supported entirely or partially by LDSF Canada funding must include the following statement as an acknowledgment for LDSF Canada: "(Supported) (Supported in part) by LDSF Canada." LDSF Canada logo must appear on any communications related to the funded projects. LDSF Canada should also be listed in the grant recipient's annual report (if applicable). LDSF Canada would be thankful if its support was also acknowledged in interviews, press releases, or other public discussions of the related projects. This obligation will survive the grant timeline.

6. PI will attend the annual Heritable Aortic Disorders Symposium. At LDSF Canada's discretion the PI may be asked to give a presentation. Justified travel and accommodation expenses will be paid at the expense of LDSF Canada over and above the grant funds already paid. PI will give a presentation on the progress of their research supported in part by LDSF Canada. PI will have the opportunity to network with patients, families and world-renowned experts in LDS and related disorders. Previous grantees may be invited to return to future Heritable Aortic Disorders Symposiums to present on the impact of their research.

PI should understand that she/he may be asked to accommodate a donor request on behalf of LDSF Canada, with the clear consideration that LDSF Canada will not oblige attendance or participation as a condition of the funding. LDSF Canada will make every effort to minimize the frequency of such invitations and to compensate reasonable travel expenses associated with attendance at such events/requests.

II. Policies and Procedures

1. All grantees will have the following distinctions:

    a. A profile on the LDSF Canada website

    b. Included on grantee lists and announcements

    c. Invitation to LDSF Canada recognition event

    d. Potential participation in LDSF Canada sponsored events

3. Reporting and Communication

a. Unless otherwise stated by LDSF Canada, a biannual progress and financial report is required to assess progress. This report should describe progress to date and must show actual (not estimated) disbursement of funds and provide explanations for significant variance from the approved budget.

b. Final financial reports are due within 60 days of the end of the grant year. Balances greater than 30% of the granted budget require justification and detailed plans to spend down the balance and must be approved by LDSF Canada.

4. Budgets, no cost extensions and carry forward balances

    a. All budgets and financial reporting are in CAD dollars.

    b. LDSF Canada does not impose spending restrictions in any budget categories. However, LDSF Canada does not pay for: institutional overhead, institutional construction or renovation, purchase of major capital equipment, purchase of office equipment or furniture, equipment service contracts, travel (except as required to perform the project), tuition fees, dues or memberships, journal subscriptions, or salaries for secretaries.

    c. Travel funds greater than $5,000 per year should include detailed justifications. Travel funds to attend LDSF Canada events are not allowed as these expenses are paid for or reimbursed by LDSF Canada. Participation in conferences or conventions outside the scope of this project are not allowed expenditures.

    d. LDSF Canada funds may be used for salaries for new human resources required to initiate the granted project. Unless specified otherwise, remuneration of the Principal Investigator, co-investigators, and collaborators is not accepted.

e. LDSF Canada does not require pre-approval for common (not major) budget reallocations, but we appreciate notification of any significant changes to the budget so that we can keep our records current.

f. End of year balances of less than 30% of the granted budget do not require LDSF Canada approval to be carried forward to the next year but must be reported on subsequent financial reports. Unspent funds should be returned to LDSF Canada at the end of the granting timeline.

g. No cost extensions may be granted in cases where grantees are not receiving renewal money and need to extend their current grant. These decisions are made at the discretion of LDSF Canada and are based on large balances or other circumstances that have delayed progress. This does not disqualify the grantee to apply for other grants in the next funding cycle.

h. Balances on past grants that are still active must be reported annually. Grants will have scheduled follow ups until the balance is spent down or applied to another current grant.

5. Multi-institutional grants

a. LDSF Canada terms and conditions apply also to multi-institutional grants.

b. LDSF Canada does not require a detailed budget or financial report from the partnering institutions but reserves the right to request one.

6. Installments

a. LDSF Canada payments are to one institution only, the institution of the main applicant i.e. Principal Investigator. Payments to support the effort of co-applicants at other institutions are handled as subcontracts between the institutions.

b. The exact time of installments will be indicated in the contract.

c. All payments are made by cheque or wired transfers in CAD dollars.

7. Conduct of Projects

a. LDSF Canada assumes that all grantee institutions are compliant with their respective ethics codes and institutional policies.

b. A copy of the approval (or pending approval) of research involving animal and human subjects by an Institutional Review Board (IRB), or its equivalent, must be

sent with this application. Renewal of IRB approval must be completed annually, and copies must be sent to LDSF Canada. LDSF Canada funds will not be dispensed until IRB approval is documented. If the proposed research project uses facilities that are not directly under the supervision of, or are not routinely available to, the sponsoring program the application must include letters of support.

8. Publications

Approved scientific channels, such as publicly accessible peer reviewed publications and national meetings, should be used to make all discoveries resulting from work directly supported in part by LDSF Canada available to the public and scientific community. Publications will acknowledge the support of LDSF Canada. LDSF Canada shall be permitted to freely distribute and use publications resulting from projects directly supported by their funds.

9. Changes of Institution or Principal Investigator

a. The main applicant will conduct his/her project at the same Institution or university that initially endorsed the application throughout the entire grant period. The grantees who wish to change their location must submit an official letter of request by e-mail to LDSF Canada. The request must detail the reasons for the change and describe all possible consequences on his/her project. Institutional authorities must also approve the change by notifying LDSF Canada in writing (institution letter head and signed by authorized institution official). The administration of the new institution must notify LDSF Canada as well in writing that they accept to host the grantee and accept the rules and terms by signing a grant acceptance letter. The new institution contacts and payment form should also be forwarded to LDSF Canada. Final financial report from old institution showing all charges and final unspent balance should be sent to LDSF Canada. Upon receipt and review of the above documents, the unspent balance will be paid to the new institution on behalf of the grant recipient.

b. Transfer of a LDSF Canada funding from main applicant to another one is not allowed.

10. Liability of the Loeys-Dietz Syndrome Foundation Canada

LDSF Canada assumes no financial liability of any kind undertaken by the PI, co-investigators and the affiliated institution. The PI and his/her affiliated institution will be obligated to indemnify the Loeys-Dietz Syndrome Foundation Canada from any and

all liability that may arise from the conduct of the affiliated institution, the PI and co-investigators.