

## PET TRUST RESEARCH

### Terms and Conditions of Research Award

#### **1. Release of Funds to Award Recipient** (hereafter 'the Recipient')

- 1.1. The Recipient has a defined 4-month period following notification of their award to set up their research account. Recipients of Fall Competition grants will be notified of their award in December and must open their research account before April 30<sup>th</sup> of the new calendar year (see Schedule A). Recipients of Winter Competition grants will be notified of their award in May and must open their research account before Sept 30<sup>th</sup> of the same calendar year (see Schedule B).
- 1.2. If a research account has not been opened within the defined 4-month period for the appropriate competition, the Recipient must 1) submit a request for an extension for setting up a research account or 2) give notice of intent to terminate the award agreement to the Associate Dean, Research and Innovation within 30 days of the last day of the defined 4-month period. Recipients giving notice of intent to terminate the award agreement may apply for new funding during the next granting cycle.

#### **2. Use of Allocated Funds**

- 2.1. Allocated funds must be expended within the defined 36-month period following notification of the award unless the research proposal indicated that a longer time will be needed to complete the study (see Schedules A and B).
- 2.2. At the end of defined the 36-month period, any unexpended and uncommitted funds will be returned to the Pet Trust Greatest Need account.
- 2.3. If the Recipient's study is incomplete at the end of the defined 36-month period, the Recipient must request an extension stating the relevant reasons and the length of the extension to the Associate Dean, Research and Innovation who will bring the request to the Companion Animal Scientific Review Committee for approval.
- 2.4. Allocated research funds are not transferable to another researcher or study, except in exceptional circumstances (such as defined in 2.5) or where the Associate Dean, Research and Innovation, in consultation with the Pet Trust Finance Committee, approves a request from the Recipient asking that the funds be transferred to a researcher who will continue the research in accordance with university policy.

- 2.5. If the Recipient leaves the university or is deceased, any allocated funds that are not spent and are uncommitted will be returned to Pet Trust.
- 2.6. Any allocated funds that are not spent and remain uncommitted at the end of the defined 36-month period will be returned to Pet Trust within 90 days of the last day of the defined 36-month period. OVC financial services will monitor Pet Trust account timelines and will notify the Recipient associated with the account of the approaching account closure date and will discuss commitments against the balance.

### 3. Reporting

- 3.1. The Recipient must submit an *annual progress report* on or before the last day of the defined 16-month period following notification of their award (see Schedules A and B) to the Associate Dean, Research and Innovation who will report to the Pet Trust Research Committee on the status of all outstanding projects. The *annual progress report* requires Recipients to provide an update on the status of the study including information regarding the degree of completion of the project with respect to the project milestones, an explanation of delays and possible resolutions for delays. OVC Financial Services will provide the financial information to the Associate Dean, Research and Innovation for review of expended and remaining funds. Issues of concern will be discussed with the Recipient.
- 3.2. The Recipient must submit a *final report* on or before the last day of the defined 36-month period following notification of their award (see Schedules A and B) to the Associate Dean, Research and Innovation. The *final report* requires the Recipient to provide a plain language summary of key findings and description of impact and benefit to companion animal health. The Recipient must agree that this report may be used for communications with the Pet Trust Board, the press, donors or future donors.
- 3.3. The consequences of not receiving these reports may include freezing of the Recipient's research account or the Recipient being precluded for future consideration for Pet Trust funding.

**Please sign below indicating that you understand and agree to the above terms and conditions and return the document to Barb Gaudette at [pettrust.research@uoguelph.ca](mailto:pettrust.research@uoguelph.ca)**

Recipient: \_\_\_\_\_ Date: \_\_\_\_\_



OVC

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**Schedule A: Fall Competition Grant Recipients**

Calendar Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1												Notification of Award
2	Set up of research account between January 1 and April 30											
3				<i>Annual progress report due on or before April 30</i>								
4				<i>Final report due on or before April 30</i>								

**Schedule B: Winter Competition Grant Recipients**

Calendar Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1					Notification of Award	Set up of research account between June 1 and Sept 30						
2									<i>Annual progress report due on or before Sept 30<sup>th</sup></i>			
3									<i>Final report due on or before Sept 30<sup>th</sup></i>			