



Parkinson Canada

Parkinson Canada Research Program

PARKINSON'S DIGITAL HEALTH APPLICATION GRANT GUIDELINES

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I. FINANCIAL ACCOUNTABILITY

Eligible Expenses: Grant Recipients may request funds for the following categories of expenditure: salaries for technical support staff, operating expenses and equipment costs.

Personnel: Applicants, co-investigators or collaborators are prohibited from receiving the payment of a salary, stipend, honorarium, or any similar form of compensation from any grant. Funding from this award cannot be used to support post-doctoral fellows or other trainees. Applicants seeking a fellowship to support trainees at a postdoctoral level or clinical level should refer to Parkinson Canada's Fellowship Program.

Indirect Costs: Funds received from Parkinson Canada cannot be used to cover institutional overhead costs. Defined as costs associated with institution's ongoing operating expenses, such as facilities and basic utilities, the purpose and repair of office equipment, administration fees, property, environmental assessment and safety compliance, eating, lighting, ethics reviews, etc.).

Other Funding Sources: The Grant Recipient may receive funding from multiple sources for the same of similar projects funded by Parkinson Canada if the funds will be used to expand the scope of the research project. In this case, the Grant Recipient is requested to notify the Parkinson Canada and provide a written justification highlighting the different scopes of the research projects to Parkinson Canada.

Early Completion/Unspent Funds: In the event the Project is completed prior to the expiry of the Term, or in the event the Project cannot be continued during the Term, for any reason, Parkinson Canada's obligation to continue to fund the Project under the terms of the Parkinson Canada Grant shall automatically terminate. Upon such termination, the Recipient shall promptly return to Parkinson Canada the unused portion of the Parkinson Canada Grant (the "Unused Funds") and shall have no further right to use the Unused Funds for any purpose, unless the prior written consent of Parkinson Canada is obtained to use the Unused Funds for a purpose approved by Parkinson Canada.

Unused Funds: All unused funds as of the Expiry Date are to be promptly returned to Parkinson Canada unless Parkinson Canada consents in writing prior to the Expiry Date to the use of such funds by the Grant Recipient to complete the Project.

II. RESEARCH REPORTS AND FINANCIAL REPORTS

- **Research Reports:** The Grant Recipient will provide Parkinson Canada with research progress and final reports on the Research Project in the form and at the frequency and by the deadlines set out in the Policies below. The Grant Recipient must use the applicable Parkinson Canada progress and final report template for all reports.
- **Financial Reports:** The institution's financial officer will provide Parkinson Canada with financial reports relating to the expenditure of the Funds, in the form and at the frequency and by the deadlines set out in the Policies. All financial reports must use "cost based" and not accrual accounting. The Grant Recipient must use the Parkinson Canada financial report template for all financial reports.

Reporting Requirements:

The successful applicants shall comply with the reporting obligations outlined below.

Parkinson Canada requires quarterly update meetings and for grant recipients to submit Annual and Final Progress Reports, as well as a Financial Summary **detailing** the use of **the funds awarded under the Program**. **The advance of the portion of the award to be made in the second year and third year of the term of the Program is conditional upon** submission of a satisfactory annual progress report to Parkinson Canada.

The Progress report shall be submitted to the attention of the Director, Research Program and Partnerships **no later than** one year after the start of the award. Progress report guidelines and instructions will be provided by Parkinson Canada in advance of the report deadline.

The Final Report must describe the results of the successful applicant's project and the Financial Summary must detail the use of the funds under the Program. **The Final Progress Report and the Financial Summary shall be** submitted to the attention of the Director, Research Program and Partnerships, **no later than** three months after the termination of the three-year term of the Program.

III. LANGUAGE OF APPLICATION

Parkinson Canada welcomes applications in both official languages English or French.

IV. PUBLISHING AND COMMUNICATIONS

Publications: Parkinson Canada expects that the results of the Research Project will be published in appropriate journals. The sole responsibility for publication lies with the Grant Recipient. As soon as a manuscript is accepted for publication, the Grant Recipient will inform Parkinson Canada and will provide the name of the journal, title of article and expected date of publication and other requested details in accordance with the Policies. Parkinson Canada will not have any responsibility to review the results of the Research Project prior to publication, and the Grant Recipient will not make any statement implying that Parkinson Canada has participated in or directed the Research Project, or endorsed or validated the results of the Research Project in any way.

Acknowledgement of Parkinson Canada: The Grant Recipient will acknowledge the financial support of Parkinson Canada in all publications, scientific exhibits, presentations, press releases, promotional materials, webpages, and other media announcements related to the Research Project. The form of acknowledgement will be in accordance with the then-current Parkinson Canada standard acknowledgement wording: "This investigation/work/study/project was supported (in part, if applicable) by a grant from Parkinson Canada."

Logo: The Grant Recipient will ensure the Parkinson Canada logo appears within the app alongside any logos or branding for the research institute or other funders.

V. GENERAL PROVISIONS

Research Involving Human Subjects Or Animals: Notwithstanding anything to the contrary herein, Parkinson Canada may refuse to make payment of the Parkinson Canada Grant in respect to a Project that: involves human subjects unless the protocol has been reviewed by the Institutional Research Ethics Board and it has been determined (and communicated to Parkinson Canada in writing) that the protocol meets the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans; involves recombinant DNA molecules or pathogenic organisms or animal cells unless the protocol has been reviewed by the institutional Biohazards Committee and it has been determined (and communicated to Parkinson Canada in writing) that the protocol meets the requirements of the Canadian Institute of Health Research's "Guidelines for the Handling of Recombinant DNA Molecules and Animal Viruses and Cells" and the Recipient has confirmed that the Project will be carried out under the required level of containment; or involves the use of experimental animals unless the protocol has been reviewed by the Institutional Animal Care Committee and it has been determined (and communicated to Parkinson Canada in writing) that the protocol is in accordance with the Guide to the Care and Use of Experimental Animals of the Canadian Council of Animal Care (CCAC) [Vol.1, Rev. ed (2017)].

Research Involving Stem Cells: The Recipient shall review and comply with Parkinson Canada's policy on stem cell research, which mirrors the published policy of the CIHR entitled "TCPS 2 (2018) - *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (December 2018)" (the "Policy") at all times during the Term. Unless expressly directed otherwise by Parkinson Canada, a copy of the Policy and any amendments thereto, may be obtained at: <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>. The Recipient shall be solely responsible for obtaining a copy of the Policy and any amendments thereto.

The Recipient shall comply at all times during the Term with all laws, regulations, guidelines, policies, and directives relating to the Project, including without limitation the Assisted Human Reproduction Act (S.C. 2004, c. 2), and all other laws, regulations, policies, and directives relating thereto. The Recipient shall comply at all times during the Term with any regulations, guidelines, policies and directives, or any other requirements, the Assisted Human Reproduction Canada ("AHRC") may implement in respect to the Project.

The Recipient shall ensure that all human embryonic stem cell lines generated from the Project using the Parkinson Canada Grant will be listed with the National Registry of Human Embryonic Stem Cell Lines maintained by CIHR and shall be made available to other Canadian academic researchers.

FOR MORE INFORMATION CONTACT:

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