

# **Partnership Plan Agreement**

**Among**

the

**Canadian Institutes of Health Research**  
(hereafter CIHR)

and the

**University of Prince Edward Island**  
(hereafter UPEI)

and the

**Province of Prince Edward Island**  
**As Represented by the Department of Innovation and**  
**Advanced Learning**  
(hereafter DIAL)

Hereinafter, jointly referred to as the “Parties”

**Concerning Regional Partnerships Program**

Updated April 2008

## 1.0 CONTEXT

1.1 The Prince Edward Island Department of Innovation and Advanced Learning (DIAL), the Canadian Institutes of Health Research (CIHR) and the University of Prince Edward Island (UPEI) have a common interest in promoting and supporting health research, in the context of their own missions and mandates.

1.2 The Prince Edward Island DIAL is responsible for administering the Prince Edward Island Health Research Program (HRP), pursuant to the Special Projects Fund Regulations of the Financial Administration Act, R.S.P.E.I. 1988 Cap. F-9. The HRP, funded by the Prince Edward Island Health Research Fund, supports Prince Edward Island (PEI) researchers and promotes evidence-based decision making throughout the health system. The purposes of the HRP include the following:

- to conduct research aimed at providing new knowledge regarding PEI residents suffering from diabetes, asthma, cancer and other major illnesses;
- to provide new information regarding health services and systems in PEI;
- to provide new knowledge about the prevention, early detection and management of diabetes, asthma, cancer and other illnesses;
- to assist in determining best practices in the prevention and treatment of diabetes, asthma, cancer and other diseases.

1.3 CIHR is Canada's premier federal funding agency for health research. Its objective is to excel, according to internationally accepted standards of scientific excellence, in the creation of new knowledge and its translation into improved health for Canadians, more effective health research services and products and a strengthened Canadian health care system. The Regional Partnerships Program (RPP) works to build and maintain a critical mass of health researchers to strengthen, within a geographical area, their health research capacity. CIHR RPP is further described in Schedule "A".

1.4 The mission of UPEI is to develop new knowledge, in this case, related to health and the health care system, and to train researchers, graduate students and undergraduates.

1.5 It is in the common interest of DIAL, CIHR and UPEI and those of their communities to collaborate in a number of joint ventures. This agreement details the collaboration for the PEI-CIHR-RPP.

## **2.0 MANAGEMENT AND ADMINISTRATION**

2.1 The PEI Health Research Institute (HRI) Advisory Council acts as the provincial RPP Advisory Board. It deals with leadership and overall management of the PEI-CIHR-RPP, as well as facilitates communication between the University and the broader community. The Advisory Council is composed of a representative of UPEI, a representative of the PEI HRI, a senior representative of the PEI government (or designate), a senior representative of the PEI HRP, a representative from the Atlantic Canada Opportunities Agency, a representative from a voluntary health organization (such as the Heart and Stroke Foundation of PEI, or the PEI Division of the Canadian Cancer Society; to be changed on a two-year rotating basis), and a representative of the local health care community (such as a member of the PEI Medical Society). The Chair of the Advisory Council is normally the Vice President UPEI Office of Research and Development. The Advisory Council meets once and has one teleconference annually.

2.2 The PEI HRI Advisory Council's Research Committee is responsible for PEI-CIHR-RPP day-to-day management, including strategic planning, providing the mechanism for pre-screening of PEI-CIHR-RPP applications, and production of regular reports on the status of the PEI-CIHR-RPP. The Research Committee is composed of the UPEI President (or designate), the Director of PEI HRI, Chief Research Scientist of PEI HRI, and at least 3 and no more than 5 active researchers from across UPEI.

2.3 The PEI-CIHR-RPP Strategic Plan is attached as Schedule "B".

2.4 The CIHR Program Delivery Model is attached as Schedule "C".

## **3.0 FINANCIAL ARRANGEMENTS**

3.1 CIHR will make available a maximum of \$200,000 per fiscal year (for new and forward commitments from previous competitions) to fund health research in PEI. The HRP, through DIAL will provide one-to-one partner funding of up to \$200,000 per fiscal year in line with the Economic Prosperity Strategy. This agreement delineates financial contributions allocated in fiscal years 2008-2009, 2009-2010 and 2010-11. Note: CIHR fiscal year is from April 1<sup>st</sup> to March 31<sup>st</sup>.

The number of projects approved in each competition and financial contributions will depend on availability of funds in each fiscal year. A table illustrating financial details of the approved projects for each competition will be provided to the Parties for information purposes only.

3.2 Funding for approved project(s) will be disbursed by the DIAL and the CIHR to UPEI's financial services office. The Parties agree to distribute these funds following peer review recommendations.

3.3 In accordance with Section 35 of the Financial Administration Act, a payment of a contribution in any fiscal year is subject to there being an appropriation by the Legislative Assembly of PEI for the fiscal year in which any commitment would come due for payment.

3.4 Notwithstanding any other clause in this agreement, CIHR's contributions are subject to the availability of appropriated funds from Parliament. CIHR maintains the authority to reduce the amount noted above following budget reductions from Parliament.

3.5 CIHR shall be responsible for costs related to the administration of these grants and awards including the review process. The Parties shall each be responsible for costs related to their grant or award payments, as well as costs relating to the monitoring of recipient use of their grant or award funds.

3.6 The Parties warrant that all funding committed and provided under this agreement is eligible to be distributed to third parties as external grants and awards.

### 3.7 METHOD OF PAYMENT

The DIAL and CIHR will provide their contributions directly to the grantees and/or awardees held in Trust at UPEI.

If contributions are directly submitted to grantees or awardees, the Parties must comply with the Income Tax Act.

If a Party is unable to secure 12 months of funding, the Party must advise CIHR of this and secure the remaining funds prior to the 12 month term, failure to do so will result in the cancellation/or non-release of the grant and/or award.

Each Provincial RPP Advisory Board will have flexibility in determining the value and duration of the grants in alignment with the limitation set by CIHR policy prior to peer review. The value and duration for awards will be in alignment with CIHR policy.

## 4.0 COMMUNICATIONS

Recognizing that all Parties benefit from positive public awareness of funded research, CIHR will work collaboratively with Parties on communications activities to publicize the value of this investment for Canadians.

Grant and/or award recipients and host institutions will be notified as soon as possible once competition results have been approved. Parties understand, however, that no communications activities can be undertaken – either of competition results or funding initiatives – until a formal joint announcement/news release has been made.

The Parties also understand that, as a federal agency that reports to Parliament through the Minister of Health, CIHR is bound by the *Communications Policy of the Government of Canada*. The *Policy* states that it is the purview of a Minister or designated Parliamentarian(s) to make public announcements of all federal expenditures. The *Policy* also states that all such announcements will be made in “a manner that is fair and equitable to all Parties”.

In accordance with this *Policy*, CIHR will take the lead in all announcements involving federal funding. CIHR will present opportunities to the Minister’s Office when all communications materials have been prepared, finalized and approved by all Parties and will work with the Minister to have announcements proceed in a timely fashion. Once the initial formal joint announcement/release has been made, any Party can initiate communications activities with the approval of, and in collaboration with, all other Parties.

The Parties agree to facilitate, to the best of their abilities, the involvement of all appropriate representatives in the announcement/news release. All Parties will also strive to give host institutions draft communications products such as news releases at least five working days before the products are destined for the media.

CIHR, as a federal entity, is subject to the *Official Languages Act*, the requirements of which apply to all information under control of CIHR. As such, all joint announcements must be issued in both official languages.

## 5.0 COPYRIGHT AND INTELLECTUAL PROPERTY

5.1 The DIAL and UPEI agree that any rights to intellectual property and copyright developed under joint funding are owned by the grantees and awardees and/or by the universities of the grantees and awardees, depending on the particular intellectual property agreement of the researcher’s university. The papers, reports and other documentation resulting from the research will be disseminated to the sponsoring agencies, according to their requirements, and within the health services research community, in various formats, including summaries (less than 150 words) which may

be made available on the Prince Edward Island DIAL web site. The DIAL will have a royalty-free non-exclusive license to use and publish information developed through projects funded by the PEI-CIHR-RPP and the HRP that respects the copyright of other scientific publications. Publications resulting from the research shall identify the CIHR and the HRP as funders of the work.

5.2 CIHR must be informed of any commercial exploitation of intellectual property arising from CIHR-supported activity.

CIHR does not retain or claim any ownership of, or exploitation rights to, intellectual property developed under CIHR funding. These are owned by the host institution and/or the grantee and awardee, according to the policies of the host institution.

CIHR understands that the rights will be discussed between the host institution and and/or the grantee or awardee, and the other Parties, if applicable.

5.3 This agreement in no way grants, and shall not be construed to grant to any Party any right, title or interest in or to any copyright, trade-mark, name, symbol, logo, message or slogan of any other Party, except as expressly stipulated in this agreement.

## **6.0 COMMITMENT TO KNOWLEDGE TRANSLATION**

The Parties are committed to the ethical application of the results of the research funded under this agreement to improve human health, to develop improved health products and services and strengthen Canada's health care system. The Parties agree to encourage researchers funded under this agreement to ensure engagement and dissemination of information to different users of knowledge (for example, the public, health care practitioners, the media, researchers, policy makers, etc.) using language, formats and media appropriate to each user group. The Parties are committed to knowledge translation and agree to include knowledge translation considerations in the fulfillment of this agreement.

## **7.0 PROGRAM PERFORMANCE MEASUREMENTS AND EVALUATION**

As an agency of the federal government, CIHR is subject to the federal government's accountability requirements (as set out in Treasury Board's Evaluation and Audit policies ([http://www.tbs-sct.gc.ca/eval/common/policies-politiques\\_e.asp](http://www.tbs-sct.gc.ca/eval/common/policies-politiques_e.asp))). CIHR is also subject to reporting results and data through its Management Resources Results Structure and results-based performance frameworks, both of which are used to monitor and report on performance.

When requested by CIHR, the other Parties will contribute to and participate in the monitoring, review and evaluation of the Program by:

- contributing advice, data and reports; and
- participating in reviews, surveys, studies, workshops, audits and other activities for the purpose of collecting information to assess, monitor or evaluate progress and results.

The Parties will discuss and define any performance or financial reporting, or evaluation requirements as soon as possible in the collaboration.

The redesigned model of the Program includes two levels of performance measurements or indicators:

1. Provincially identified measures linked to defined local objectives outlined in the Provincial RPP strategic plan;
2. CIHR defined measures of performance to be developed and linked to CIHR's *Management, Resources and Results Structure*.

## 8.0 ETHICS

The Canadian Institutes of Health Research is accountable to Canadians for how it invests public funds in health research. The mandate of CIHR includes promoting, assisting and undertaking research that meets the highest international standards of scientific excellence and ethics.

CIHR expects that its partners to adhere, as appropriate, to the latest versions of applicable Agency policies, which are set in place to ensure the highest standard of ethics in research;

**Generally:** Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans available at <http://pre.ethics.gc.ca/english/policystatement/policystatement.cfm>

**For collaboration on relevancy, peer and/or merit review of applications for research grants and awards:**

*Confidentiality, Conflict of Interest and Privacy Issues in Peer and Relevance Review (CCIP)* at <http://www.cihr-irsc.gc.ca/e/28654.html>

## **9.0 CONFLICT OF INTEREST**

Parties must comply with the CIHR *Conflict of Interest Policy* under the Financial Administration Act (<http://www.cihr-irsc.gc.ca/e/19039.html>) and the Treasury Board's *Values and Ethics Code for the Public Services* ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TB\\_851/vec-cve\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TB_851/vec-cve_e.asp)). In the context of a grant, award or research project, the Parties may have to disclose what may give rise to a real or potential conflict of interest in respect of their duties and responsibilities.

## **10.0 LIABILITY AND INDEMNIFICATION**

10.1 UPEI agrees that DIAL, its Minister, officers, employees, agents or representatives will be held free and harmless from any claim, demand, costs, charges, expenses, losses, damages, or actions of any sort arising from the decision to grant awards to any recipient or from the carrying out of the programs and awards or the objectives thereof.

10.2 No Party shall be liable for any direct, indirect, consequential or other damages suffered or incurred by any other Party in connection with this agreement including, but not limited to, loss of revenues, profits or savings by a Party, or for any demands, claims, actions or proceedings against any other Party by any person that is not a Party to this agreement.

## **11.0 INSURANCE**

11.1 UPEI agrees to purchase and maintain during the term of this Agreement or any subsequent replacing Agreement or renewal thereof, the following policies of insurance:

- 1) Errors and Omissions to cover the actual or alleged wrongful acts of its Directors, Officers and employees to a limit of at least \$3 million. Furthermore, UPEI agrees to maintain this policy for a period of at least five years following the termination of this Agreement or any subsequent replacing Agreement or renewal thereof.
- 2) Commercial General Liability Insurance Policy with a wording at least as broad as the standard Insurance Bureau of Canada Commercial General Liability Policy to a limit of at least \$10 million.
- 3) The above policies shall be primary and not require the sharing of loss with another insurer. UPEI furthermore agrees that such insurance policies as are required in subparagraphs 1 and 2 above are in a form and with insurance companies reasonably acceptable to DIAL and that DIAL shall have the option, but not the duty, to review such insurances at reasonable intervals, such review not implying that the terms and conditions of the Agreement or subsequent Agreement have been complied with by UPEI.

11.2 The DIAL agrees to maintain during the term of the Agreement or any subsequent replacing Agreement or renewal thereof a primary Comprehensive General Liability Insurance Policy with the PEI Government's Self Insurance Fund in the amount of \$5 million.

## **12.0 DISPUTE RESOLUTION**

The Parties shall attempt in good faith to promptly settle all disputes and controversies which may arise under the agreement through consultation. If such good faith efforts to settle, however, do not succeed within 30 days from when the dispute or controversy first arose, a Party may by notice in writing to the other Parties, submit the matter to mediation. Immediately upon delivery of such notice, the parties will make a reasonable, good faith effort to identify a mutually acceptable mediator. If they cannot do so within a period of 5 business days, a Party may by 30 days notice in writing to the other Parties, terminate this agreement. Within 30 days from the appointment of the mediator, or such other period of time as may be agreed to with the mediator, the parties will meet with the mediator and attempt, in good faith, to settle the matter. If they cannot settle the matter with mediation within 30 business days thereafter, a Party may terminate this agreement by 30 days notice in writing to the other Parties.

## **13.0 AMENDMENTS**

Any amendment to this Agreement will be by written mutual consent of the DIAL, CIHR and UPEI.

## **14.0 TERMINATION**

14.1 This Agreement may be terminated by DIAL, CIHR or UPEI on the condition that a minimum of six (6) months notice is provided in writing to the other parties. In the event of termination of this agreement under this section or under 13.0, all commitments as represented by approved grants and awards, on the date of termination, shall be honoured.

This agreement shall begin on the date of the last signature, as evidenced below, and is valid until all financial obligations are discharged from the December 2009 launch.

If a Party is unable to meet its required contribution, it shall advise the other Parties as soon as possible. Under such circumstances, the remaining Parties shall meet to decide on the future of this agreement.

## **15.0 AGREEMENT NOT BINDING**

The Parties to this collaborative agreement do not intend by this document to create any legally binding or enforceable obligations.

## **16.0 CONTACTS**

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## **LIST OF VENTURES**

Schedule "A" CIHR Regional Partnership Program  
Schedule "B" PEI-CIHR-RPP Strategic Plan  
Schedule "C" - PEI-CIHR Regional Partnership Program – Program Delivery Model

**For the Government of Prince Edward Island as Represented by the Minister of the Department of Innovation and Advanced Learning**

\_\_\_\_\_  
Honourable Richard Brown  
Minister of Innovation and Advanced Learning

\_\_\_\_\_  
Date

**For the Canadian Institutes of Health Research**

\_\_\_\_\_  
Pierre Chartrand  
Acting President  
Canadian Institutes of Health Research

\_\_\_\_\_  
Date

**For the University of Prince Edward Island**

\_\_\_\_\_  
Wade MacLauchlan  
President and Vice-Chancellor  
University of Prince Edward Island

\_\_\_\_\_  
Date

## **SCHEDULE “A” CIHR REGIONAL PARTNERSHIPS PROGRAM**

### **Background**

The objective of the CIHR is to excel in the creation of new knowledge and its translation into improved health for Canadians, by

- exercising leadership within the Canadian research community
- creating a robust health research environment in Canada
- forging an integrated health research agenda across disciplines, sectors, and regions
- encouraging interdisciplinary, integrative health research through the creation of Health Research Institutes that pertain to all aspects of health including bio-medical, clinical, health systems, and population health; that work in collaboration with provinces and engage voluntary organizations and others with complementary research interests
- promoting dissemination of knowledge
- encouraging innovation, facilitating commercialization of research and promoting economic development
- building the capacity of the Canadian health research community
- pursuing opportunities for international collaboration.

Regional Partnerships Program (RPP) was launched to increase health research activity in regions of Canada that were under-represented. At this time, the program supports health research in Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island and Saskatchewan.

Under the RPP, research funding and personnel support applications that are judged to be of high scientific merit through peer review (rated 3.5 and above), but are outside the funding capacity of CIHR’s base budget in CIHR regular competitions, are eligible to receive funding if there is a partner to co-fund the proposal, with a 1:1 partner funding ratio.

## Partner Eligibility Requirements

- Each province will have a provincial RPP advisory board that is responsible for provincial program management, leadership and mentorship, strategic planning, and ensuring a mechanism for the pre-screening of RPP applications.
- Each province will have a partnership plan that details the relationship between CIHR, the province, and the provincial RPP advisory board. The plan will detail the matching funds that are available, and designates the signing authority of each partner.
- Each province will have an RPP strategic plan that identifies key goal and objectives. The plan must build on areas of strength, or identified areas for improvement. The plan must include communication to ensure local procedures and decisions are publicly available.
- Reports to CIHR will include metrics that provide accountability. CIHR will work with provinces to define the data elements that it will use to evaluate the performance of the RPP and continued participation.
- Core funding opportunities that are available include open operating grants, new investigator awards, fellowships, and graduate training awards. CIHR may also provide access to the following funding opportunities: specific time-limited strategic initiatives, proof of principal, knowledge to action, and knowledge synthesis.
- RPP eligible applications will be pre-screened by the provincial RPP advisory board, will be submitted as per CIHR procedures with a cover letter that confirms RPP eligibility, and will score above 3.5 in CIHR's regular peer review but below the budget-imposed cut-off.
- Partnership funding must be secured within a reasonable time frame to coincide with CIHR's release of funds.

**SCHEDULE “B”**  
**PEI-CIHR REGIONAL PARTNERSHIP PROGRAM**  
**Strategic Plan**

**GOAL OF PEI-CIHR- RPP**

The goal of the PEI-CIHR-RPP is to increase capacity in human health research on Prince Edward Island. Objectives include:

- providing funding support to new researchers
- providing mentorship to new researchers
- targeting research that includes biomedical science, social science, clinical science, population and public health and chronic disease

**ACTIVITIES**

To accomplish the goals and objectives of the PEI-CIHR-RPP, the PEI Health Research Institute, in conjunction with UPEI operates the following activities:

- Common CV development project participation
- Pre-submission grant review for CIHR-RPP applications
- Secure agreement for partner funding of research

The following CIHR funding opportunities constitute the core of RPP funding opportunities:

- Open Operating Grants
- New Investigator Awards
- Training Awards:
  - Fellowships
  - Graduate (Doctoral and Masters)

CIHR will also provide access to the following funding opportunities as they align with the Provincial strategic plan:

- Proof of Principal (POP) Phase I and II
- Knowledge to Action
- Knowledge Synthesis

In addition, CIHR will explore the possibility of including Institute-led strategic initiatives in target areas of research to the lists of eligible funding opportunities for RPP.

## **BUDGET**

CIHR will make available a maximum of \$200,000 per fiscal year (for new and forward commitments from previous competitions) to fund health research in PEI. The HRP, through DIAL will provide one-to-one partner funding of up to \$200,000 per fiscal year. This agreement delineates financial contributions allocated in fiscal years 2008-2009, 2009-2010 and 2010-11. Note: CIHR fiscal year is from April 1<sup>st</sup> to March 31<sup>st</sup>.

The number of projects approved in each competition and financial contributions will depend on availability of funds in each fiscal year. A table illustrating financial details of the approved projects for each competition will be provided to the Parties for information purposes only.

## **REVIEW AND SELECTION**

RPP eligible applications will be pre-screened by the Health Research Institute.

Applications will be submitted as per CIHR procedures, and accompanied by a cover letter from the HRI that confirms their eligibility to receive RPP funds. RPP eligible applications must score above 3.5 in CIHR's regular peer review but below the budget-imposed cut-off.

Applications will be submitted as per Health Research Program Guidelines, and must be recommended for funding by the Minister of Innovation and Advanced Learning.

Partner funding is not restricted to the Health Research Program; applicants may seek additional funding from other partners. Partner funding must be secured as per the timelines below, in time to coincide with CIHR's release of funds:

- For grants, the applicant has a maximum of seven months from the approved start date of the grant to secure partner funding.
- For Salary awards (New Investigator awards), the applicant has a maximum of seven months from the earliest possible start date to secure partner funding.
- For Fellowship awards, the applicant has a maximum of seven months from the earliest possible start date to secure partner funding.
- For Doctoral Research awards, the applicant has a maximum of seven months from the earliest possible start date to secure partner funding.
- For Master awards, the applicant has a maximum of six months from the earliest possible start date of the award to secure partner funding.

The Provincial Advisory Committees may decrease the time allowed to obtain partner funding. This must be communicated to the applicants in advance of, or at the time of application.

If the number of eligible applications exceeds the available funds, applications will be funded in rank order using the CIHR score.

## **VALUE AND DURATION OF GRANTS**

Eligible applications must be for a minimum two year project.

Successive RPP grants for the same project and/or person are not allowed.

The maximum funding provided by the HRP for individual projects will not exceed \$50,000 per year for a maximum three year period.

## **ADMINISTRATION OF GRANTS**

Funding for approved project(s) will be disbursed by the DIAL and the CIHR to UPEI's financial services office.

Eligible expenditures must follow CIHR grant guidelines. Grant funds must be used exclusively for the approved expenditures directly related to the specific research project of the grantee.

A statement of account must be filed with the DIAL by the principal investigator annually by March 31. Failure to supply the statement of account will result in the delay or cessation of future instalments from the HRP. The final financial claim and final project report must be submitted to the DIAL by the principal investigator within 60 days of the completion of the project in order to release the final payment.

## **COMMUNICATION PLAN**

The PEI-CIHR-RPP will make no public announcements on funded applications until after CIHR competition announcements are made.

The Health Research Institute will submit an annual report on the PEI-CIHR-RPP to both CIHR and DIAL.

Public access to eligibility, submission procedures, and funding decisions will be made available through the websites of CIHR, DIAL, and HRI.

## **EVALUATION**

Evaluation of the success of the PEI-CIHR-RPP includes documentation of a strategic plan that identifies goals, objectives, activities, and reporting timelines.

The annual report will include performance metrics as agreed by CIHR and HRI. These may include annual calculation of total funding dollars, number of health researchers, publication record, students hired, and success rate of applications.

**SCHEDULE “C”**  
 PEI-CIHR Regional Partnerships Program  
*PROGRAM DELIVERY MODEL*

The Parties worked together in order to identify that Priority Announcements are the best type of CIHR competition suited to the intent of this agreement and agree on the processes and procedures required to bring it to fruition.

All information contained in a Registration, Letter of Intent or Application submitted to CIHR is subject, as mandated by Treasury Board, to the requirements of the *Access to Information Act* and the *Privacy Act* as outlined in the *Confidentiality, Conflict of Interest and Privacy (CCIP) Policy* at <http://www.cihr-irsc.gc.ca/e/28654.html>.

The Parties agree that the CIHR deadlines as detailed on the CIHR Funding opportunities database (<http://www.cihr-irsc.gc.ca/e/780.html>) will apply for the duration of the Program.

The following CIHR funding opportunities constitute the core of RPP funding opportunities. The anticipated deadlines at the time of drafting this agreement are the following:

Funding Tool	June Launch	December Launch
<b>New Investigator Salary Award</b>		
Priority Announcements:	June	N/A
Registration:	August	N/A
Full application	September	N/A
Notification of decision:	April	N/A
Commencement of funding:	July <sup>Note</sup>	N/A
<b>Master’s Award</b>		
Priority Announcements:	June	N/A
Full application	February	N/A
Notification of decision:	July	N/A
Commencement of funding:	September <sup>Note</sup>	N/A
<b>Doctoral Research Award</b>		
Priority Announcements:	June	N/A
Full application	October	N/A
Notification of decision:	April	N/A
Commencement of funding:	May <sup>Note</sup>	N/A

<b>Funding Tool</b>	<b>June Launch</b>	<b>December Launch</b>
<b>Fellowship</b>		
Priority Announcements:	June	December
Full application	October	February
Notification of decision:	April	July
Commencement of funding:	April <sup>Note</sup>	July <sup>Note</sup>
<b>Open Grant Competition</b>		
Priority Announcements:	June	December
Registration:	August	February
Full application	September	March
Review of applications:	Nov/Dec	May/June
Notification of decision:	January	June
Commencement of funding:	April <sup>Note</sup>	October <sup>Note</sup>

Note: If applicable, year 1 funding is pro-rated due to start date

CIHR will also provide access to the following funding opportunities as they align with the Provincial strategic plan:

- Proof of Principal (POP) Phase I and II
- Knowledge to Action
- Knowledge Synthesis

This agreement specifies Program details starting with the December 2007 launch through to the December 2009 launch.

#### COMPETITIONS

##### Priority Announcement

The RPP funding opportunities will be launched twice a year in June and December (for applicable funding tools) through CIHR's Priority Announcement (PA) process. In consultation, CIHR will develop a Priority Announcement for each funding tool described above.

The RPP funding opportunities will be confirmed with the delegated Provincial Advisory Board member twice a year in February and August. The funding tools, strategic areas (if applicable), and value and duration of the grants will be identified. The value and duration for awards will be in alignment with CIHR policy. The priority of different funding opportunities will be established and communicated to CIHR when more than one funding tool is selected.

To solicit proposals, the Parties will highlight the Program on their web sites and notify their respective research networks. In addition, CIHR will provide general information regarding the Priority Announcement to Canadian Universities and their affiliated health research centres. Other means to publicize and promote this initiative to a wider audience may be undertaken subject to approval by the Parties.

## REVIEW

### Registration

Registrations at CIHR are an administrative tool and do not call for any kind of review. Applicants wishing to be considered for RPP funding must submit a draft of the application 2 months prior to the competition date to the Director of the PEI HRI for internal and external peer review (the date will be established for each competition and publicized).

Relevant RPP applications will be submitted to CIHR as per CIHR's procedures. In addition to the mandatory CIHR application package, RPP applicants will provide a cover letter, which will not be shared with the peer review committee, from the Provincial RPP Advisory Board confirming their eligibility to receive RPP funds.

A delegated member of the RPP Advisory Board will confirm the list of eligible applicants with CIHR, prior to the peer review of applications.

### Full Applications

CIHR will ensure that the composition of the peer review committee appropriately reflects the nature of the Program and CIHR's requirements for a balanced panel of representatives (e.g. regional, gender, linguistic and expertise representation). External written reviews may also be solicited.

The peer review committee makes budgetary recommendations on individual applications (if applicable).

Information concerning the applicant's eligibility to receive RPP funds will not be shared with the peer review committee.

## PEER REVIEW REPORTS AND RESULTS

In order to comply with the Privacy Act, the peer review reports will not be circulated unless the applicants and the peer review committee members give their informed consent.

Proposals submitted through the RPP are reviewed by CIHR's regular peer review process. RPP applications that are ranked above the CIHR budget-imposed cut-off rankings will be funded through CIHR regular operating procedures. RPP eligible applications that fall below the budget-imposed cut-off, but above CIHR's merit score of 3.5 will be funded in percent rank order based on pre-identified strategic areas and according to the priority assigned to each funding opportunity and availability of funds.

Once the final rankings are tabulated by CIHR staff, the designated RPP-PEI representative(s) will be given a list of results. The list provided for funding decision-making purposes is ranked highest to lowest. CIHR will not support applications rated below 3.5.

Factors such as the funds available for the Program will determine the number of applications funded.

#### ADMINISTRATION OF GRANTS AND AWARDS

CIHR's terms and conditions for grants and awards as described in the CIHR's Grants and Awards Guides shall govern all grants and awards made under this agreement. Current versions of the Guides are found at: <http://www.cihr-irsc.gc.ca/e/805.html#>

RPP partners must be able to provide their funds to the researchers/institution at the established CIHR start dates as indicated below:

- Masters Awards: Awards must be taken up within six months of the date of offer and must start September 1 or January 1 following the offer of award.
- Doctoral Research Awards: Awards must be taken up within 12 months of the date of offer and must start January 1, May 1 or September 1 following the offer of award.
- Fellowship Awards:
  - Post-PhD awardees: Awards must be taken up within 12 months of the date of offer, and may commence on the first day of any month.
  - Graduate student awardees: Awards must be taken up within 12 months of the date of offer and must start January 1, May 1 or September 1 following the offer of award.
- New Investigator Awards: Awards must commence on the first day of any month between the July 1 following the date of offer and March 1 of the following year.
- Grants: Grants awarded in June start October 1 and grants awarded in January start April 1.

The Party initiating policy changes is responsible for notifying the other Parties in advance. The initiator will assume costs related to these changes. The Parties may agree to share the costs of policy changes.

#### NOTIFICATION OF DECISION

CIHR will forward Notification of Decision letters and Authorization for Funding to the grantees or awardees. The Notification of Decision letters and/or Authorization for Funding (AFF) will acknowledge the support of all Parties. The Notification of Decision letters and/or AFF will state that funding is contingent upon the availability of funds by each of the Parties. CIHR will provide a copy of each Notification of Decision letter and/or AFF to the other Parties.