



Guidelines for Applicants:

2010/2011 Grant-in-Aid

(Fall 2009 Competition)

GRANT-IN-AID**TABLE OF CONTENTS**

A. GENERAL INFORMATION	2
1) HSF Mission Statement.....	2
2) Application Submission Deadline	2
3) Incomplete/Unacceptable Applications.....	2
4) Competition Results	2
5) Closing of Award	2
6) Prolonged Absence from Work.....	2
7) Non-Employee Status.....	2
8) Privacy Information	2
9) Public Information	3
10) Ethical Requirements	3
11) Patent Rights	3
12) Indirect Costs.....	3
13) Publications	3
14) Four Themes of Health Research	4
15) Lay Reviewers	4
16) Financial Gain.....	4
17) Multiple Submissions.....	4
18) Transfer of Award	4
19) Translocation of Awards	5
20) Status of Publications	5
B. RESEARCH INTEGRITY POLICY	6
C. SPECIFIC PROGRAM INFORMATION	7
1) Description.....	7
2) Additional Information.....	7
3) Eligibility Criteria	8
4) Stipend and Allowances	8
5) Application	8
6) Multi-Provincial Application.....	11
7) Accounting.....	12
8) Reports	13
Contact the Heart and Stroke Foundation of Canada.....	14

A. GENERAL INFORMATION

1) HSF Mission Statement

The Heart and Stroke Foundation, a volunteer-based health charity, leads in eliminating heart disease and stroke and reducing their impact through the advancement of research and its application, the promotion of healthy living, and advocacy.

2) Application Submission Deadline

Applications for Grants-in-Aid must be received in their complete form by the Heart and Stroke Foundation of Canada (HSFC) no later than 16:00 (EDT) September 1 of each year.

If the deadline falls on a weekend or statutory holiday, HSFC must receive the application no later than 16:00 (EDT) on the previous Friday.

Applications received after the deadline will be considered late even if they are courier-stamped on the deadline date.

HSFC reserves the right to decline late or incomplete applications.

3) Incomplete/Unacceptable Applications

All applicants are strongly cautioned to carefully read and follow the instructions and requirements outlined in the “Guidelines for Applicants” and the Check-list page of the application form.

In order to maintain the principle of fairness to all applicants, regulations must be adhered to in the preparation of the Grant-in-Aid application. Any infraction of the rules will lead to the truncation or immediate rejection (without appeal) of the application. These regulations have the advantage of being unambiguous for applicants, easily enforceable by staff and/or review panels, and fair and equitable for all applicants.

4) Competition Results

For information on the results of the Grant-in-Aid competition, contact the appropriate provincial Heart and Stroke Foundation.

5) Closing of Award

When work under an award is complete, or if for any reason the work cannot be continued, the award will be closed. Any remaining funds are frozen and cannot be reallocated to other uses. The institution will prepare the final accounting and return outstanding funds to HSFC.

6) Prolonged Absence from Work

The Principal Investigator will notify the Foundation of any illness or other cause necessitating absence from work exceeding thirty (30) successive days. Continuation of the award will be at the discretion of the Foundation.

7) Non-Employee Status

The granting of an award is deemed to establish neither an employer-employee relationship nor a partnership between the grantor and the grantee.

8) Privacy Information

Providing your date of birth on the application form is optional. However, this information will ensure accurate identification of applicants and will assist HSFC with statistical analysis. This information will NOT be transmitted to any entity external to the Heart and Stroke Foundation.

9) Public Information

Successful applicants need to be aware that the title of their research project and the lay summary may be used without notification and put into the public domain. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.

10) Ethical Requirements

By signing and submitting applications to the Heart and Stroke Foundation, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the Tri-Council Policy Statements: *Ethical Conduct for Research Involving Humans*¹.

In the case of laboratory animal experimentation, the guiding principles enunciated by the Canadian Council on Animal Care will be adhered to and that the proposed research will not be undertaken until it has been accepted as meeting the requirements regarding biological and chemical hazards as outlined in the Public Health Agency of Canada *Laboratory Biosafety Guidelines*².

In addition, any research involving human pluripotent stem cells must adhere to the *Guidelines for Human Pluripotent Stem Cell Research*³. The institution must notify HSFC as to the results of the review by the CIHR's Stem Cell Oversight Committee⁴.

11) Patent Rights

In the event of any inventions, discoveries or improvements arising as a result of work conducted under a Heart and Stroke Foundation award, which may be, or have been covered by patent applications or patents, the granting Heart and Stroke Foundation shall be deemed to have an interest in any patent rights covered by such patent applications or patents. For the purpose of continuing titular control and administration of any patent rights covering inventions, discoveries or improvements arising as mentioned previously (such patent rights shall be assigned to the granting Heart and Stroke Foundation), the parties comprising the granting Heart and Stroke Foundation, the inventors, and the institution, shall together determine the respective interest of the parties in said patent rights or in the net proceeds, if any, of exploitation of said patent rights.

12) Indirect Costs

The Heart and Stroke Foundation supports only the direct costs of research. No funding is to be used for indirect costs of research (e.g. library, heat and lighting, office furniture, overhead, administrative charges or fees).

13) Publications

Grants-in-Aid recipients must acknowledge the support of the Heart and Stroke Foundation in all scientific communications and press releases related to their award. To facilitate the implementation of HSF's program for knowledge transfer and exchange, we request that HSF be notified in advance of the publication date of any major publications arising from research funded by HSF.

¹ See <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm> for details.

² See <http://www.phac-aspc.gc.ca/publicat/lbg-ldmbl-04/index.html> for details.

³ See <http://www.cihr-irsc.gc.ca/e/34460.html> for details.

⁴ See <http://www.cihr-irsc.gc.ca/e/15298.html> for details.

14) Four Themes of Health Research

The four (4) themes of health research as defined by Michael Smith Foundation for Health Research are:

Basic Biomedical (I)

Research with the goal of understanding normal and abnormal human function, at the molecular, cellular, organ system and whole body levels, including the development of tools and techniques to be applied for this purpose; developing new therapies or devices which improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

Clinical (II)

Research with the goal of improving the diagnosis and treatment (including rehabilitation and palliation) of disease and injury; improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of, patients.

Health Services/Systems (III)

Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and ultimately our health and well-being.

Population Health (IV)

Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational, and economic factors determine status.

15) Lay Reviewers

HSFC incorporates lay reviewers on Scientific Review Committee (SRC) panels in order to increase accountability and transparency of the HSFC review process and to ensure the research is aligned with its goals and mission. HSFC places a high priority on ensuring appropriate lay summaries are submitted as part of each application.

16) Financial Gain

The Heart and Stroke Foundations will not fund a Grant-in-Aid application which results in any form of financial profit to investigators or individuals related to that funded research project.

17) Multiple Submissions

Grant-in-Aid applicants/co-applicants submitting multiple applications are required to include information with each application regarding their total time commitment for each project. Refer to provincial guidelines for policies regarding multiple submissions as each provincial Foundation's guidelines vary.

18) Transfer of Award

18.1 Change in Status of Grant-in-Aid Recipients

Should a Grant-in-Aid recipient be unable to continue his/her current research/training program, the Heart and Stroke Foundation must be notified immediately.

The remaining funds may be transferred to a new Principal Investigator who satisfies the conditions of a Principal Investigator for a Grant-in-Aid award. Approval of the host institution is required in order

for funding to continue. Transfer of funds to another Principal Investigator is at the discretion of each provincial Foundation. Grantees should contact their provincial Foundation for more details.

18.2 Moving outside Canada

Should a Grant-in-Aid recipient decide to relocate outside of Canada, the Heart and Stroke Foundation must be notified immediately. Continued funding is at the discretion of the Foundation.

The remaining funds may be transferred to a new Principal Investigator who satisfies the conditions of a Principal Investigator for a Grant-in-Aid award. Approval of the host institution would be required in order for funding to continue. Transfer of funds to another Principal Investigator is at the discretion of each provincial Foundation. Grantee should contact their provincial Foundation for more details.

19) Translocation of Awards

Relocation of a Grant-in-Aid recipient to another province within Canada will result in the originating provincial Foundation continuing to fund the research for the current year plus one (1) additional year or the current term, whichever is shorter. During this funding period, a new application must be submitted by the grantee to the new provincial Foundation.

If an applicant relocates during the period of application and/or peer-review, the application will be considered as being submitted to the new province. If the applicant moves after funding decisions have been made by the originating province but prior to commencement of the project, the originating province will cover the cost of the award for the initial year. During this funding period, a new application must be submitted by the grantee to the new provincial Foundation.

Applicants who have recently relocated and are applying in an earlier year than if they had not moved, should indicate this in their progress report and in section 3 of the Grant-in-Aid application form.

20) Status of Publications

Any manuscript, paper, etc. included with an application, but not yet published must be accompanied by documentation from the journal verifying whether it has been submitted, accepted for publication or is in press. Letters indicating confirmation of acceptance for publication of a paper must be received by the Foundation no later than December 1 of each year.

B. RESEARCH INTEGRITY POLICY

The primary objective of HSFC's Research Integrity Policy is to protect and defend the integrity of the research process and to deal with allegations of scientific misconduct in a timely and transparent fashion. HSFC agrees with and has adopted the basic policies and recommendations outlined in the Tri-council Policy Statement: *Integrity in Research and Scholarship*⁵. As a condition of funding, all HSFC grant and award recipients agree to comply with the Principles and Responsibilities set out in that policy, and the research misconduct provisions below.

HSFC defines research misconduct to include actions that are inconsistent with "integrity" as defined by the Tri-Council Policy Statement, and to include such actions as fabrication, falsification, or plagiarism in proposing, performing, or reporting research, or in reporting research results.⁶

HSFC will deal with allegations of scientific misconduct in the following manner:

- Any allegation of scientific misconduct will be initially reviewed by HSFC to determine whether an investigation is warranted. If it is felt that an investigation is required, HSFC may request that this be conducted by the host institution of the individual considered to have performed the alleged misconduct. In allegations specifically related to the peer review process, the investigation may be conducted jointly by the institution and HSFC.
- HSFC will not act on verbal allegations of misconduct. All allegations must be submitted in writing. Although the confidentiality of persons who submit an allegation of scientific misconduct will be protected as much as possible, it must be recognized that due process will often result in the identity of this person being released to the investigating institution.
- The institution will be required to submit a written report upon conclusion of the investigation. This report will summarize the findings of the investigation and any future actions that will be undertaken by the institute as a result of the findings.
- In cases where misconduct is concluded to have occurred, HSFC may apply sanctions against the individual(s) implicated. These sanctions will range from a reprimand letter to a ban from applying for or holding Foundation funds for a set period of time.

⁵ Available from http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Politiques-Politiques/tpsintegrity-picintegritie_eng.asp. The Tri-council Policy Statement: *Integrity in Research and Scholarship* was produced by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities Research Council of Canada.

⁶ Wording adopted from the US Department of Health and Human Services, Public Health Service Policies on Research Misconduct, Final Rule. May 17, 2005. Available from http://ori.dhhs.gov/documents/FR_Doc_05-9643.shtml.

C. SPECIFIC PROGRAM INFORMATION

1) Description

The Heart and Stroke Foundations offer support for projects in the area of cardiovascular or cerebrovascular research. This support may be provided for one (1), two (2), or three (3) years (up to five (5) years in Ontario). Only established investigators should request more than a two (2) year grant.

All awards become tenable July 1 following announcement of the competition results.

Grant-in-Aid funds may only be used to support research conducted in Canada.

2) Additional Information

- a. It is expected that applicants seeking support for three (3) or more years will, at the time of application, be in a position to make relatively accurate predictions of their probable expenditures during the entire period; the need for increases in the annual installments of grants will therefore not ordinarily arise during the term of the grant. However, if it becomes necessary, the grantee may apply for an increase in the amount of one (1) specific year's installment or in all remaining installments. Applications for the amount of the increase desired must be received by the appropriate provincial Foundation no later than September 1 of the year preceding that for which the increase is requested. It should be clearly indicated that the application is for an increase in an existing grant and justification for the increase must be presented.
- b. In the event that the grantee of three (3) years or more requests a supplement of such size as to indicate a re-design or re-orientation of his/her research, a new and complete application must be submitted.

2.1 Clinical Trials

- a. The Foundation regards clinical trials as prospective controlled observations on an incompletely tested new diagnostic or therapeutic technique or device, often in comparison with an accepted one. Applications will be examined for excellence in clinical questions and the appropriateness of the methodology. All clinical trials applications will be reviewed by Committee I of the Scientific Review Committee.

This definition excludes studies (including clinical studies with patients) that seek to refine current characterizations of disease processes (or health) or to explore unresolved questions in human biology by controlled observations or manipulations (or both) of patients or volunteers and their environments (including extrinsic factors such as diet, exercise, stress, etc.). Such applications will be reviewed by Committee I using similar criteria used for the evaluation of other applications.

- b. If surrogate outcomes are used in the trial, the applicant must be fully prepared to support their use.
- c. The requested budget must conform to the funding restrictions that are imposed by the provincial Foundation which is responsible for funding the trial. For those trials that are to be conducted in more than one (1) province and which will be seeking funding from more than one (1) province, the funds requested must conform to the funding restrictions of the individual provincial Foundations. Please refer to the Multi-Provincial Application section 6.0 and contact the provincial Foundations for further information.
- d. Applicants are requested on page 1 section 4 (under Keywords or Methodology) of the Grant-in-Aid application form to indicate if their application is a clinical trial. The Foundation reserves the right to re-classify applications submitted inappropriately.

- e. Clinical trials funded by the Foundation will be monitored on an on-going basis.

3) Eligibility Criteria

Principal Investigators will have an academic or institutional appointment in Canada. However, under special circumstances, applications from other scientifically qualified individuals may be considered. In such circumstances, the research must be conducted at a Canadian institution and Principal Investigators must have an academic or institutional appointment as of July 1, the start date of the award.

Applicants must provide acceptable documentation for human and/or animal ethical approval, and biohazard and safety approval as outlined in the HSFC and appropriate provincial Foundation guidelines.

4) Stipend and Allowances

Ontario and British Columbia and Yukon applicants should refer to the HSFO or HSFCBCY provincial Foundation guidelines.

- a. Salaries for unnamed research assistants should conform to those of the institution in which the individual is carrying out the research or development activity, subject to the approval of the provincial Foundation.
- b. The approval of the granting Heart and Stroke Foundation must be obtained before traveling expenses are charged to the award. The purpose and estimated cost of such travel must be given.
- c. The funds so awarded will be deposited with the institution where the grantee will carry out the research, to be administered by the appropriate comptrolling officer. They will be used for the actual expenses of the investigation only, and will not support the grantee or other permanent members of the institution.

5) Application

Applicants must submit to the Heart and Stroke Foundation of Canada:

- One (1) original collated Grant-in-Aid application copy (HSFC Form R1)
- Three (3) collated Grant-in-Aid application copies (HSFC Form R1)
- One (1) CD containing one (1) PDF of the complete application. Please refer to section 5.3 for the structure and format of the PDF application.

Applicants must also send additional copies of the application (including publications) to the provincial Foundation(s) for the province(s) in which the research will be conducted. The required numbers of copies are as follows:

Paper Copies	CDs
1 - Alberta, New Brunswick, Newfoundland, Saskatchewan, Quebec	0 - British Columbia, New Brunswick, Manitoba, Prince Edward Island, Saskatchewan
2 - British Columbia, Manitoba, Nova Scotia, Prince Edward Island	1 - Alberta, Newfoundland, Nova Scotia, Ontario
	2 - Quebec

If electron microscopic reproductions (or other material which does not photocopy well) are included, photographic quality copies of the originals must be sent.

The complete application must include:

- a. The names of three (3) individuals, on the prescribed form (page ii), considered appropriate to review the grant application.
- b. A complete informative summary of the proposed research.
- c. A complete structured lay summary with a clear explanation of how the research proposal is relevant to the mission of the Heart and Stroke Foundation. The lay summary must be written in everyday language (for a general audience) at a level no greater than Grade 10. The structured lay summary is a required section of the application form.
- d. A detailed description of the proposed research.
- e. Details of Scientific, Methodological or Budgetary Overlap. Refer to section 5.1 for further details.
- f. A complete progress report (if applicable). Note: a maximum of three publications are to be included.
- g. A completed Ethical & Safety Consideration section.
- h. Appropriate signatures.
- i. A complete budget section. All requested budget categories must be well justified. Failure to provide appropriate justification could result in budget cuts that could adversely affect the final budget awarded for the project. Refer to section 5.2 for further budget justification details.
- j. A completed multi-provincial Foundation application (page 13), if applicable. Refer to section 6.0 for further details.
- k. A completed Common CV form (**HSFC version only**) for the Principal Investigator and each co-applicant.

Note: Applications that fail to adhere to the instructions specified on the preparation of grants (e.g. font size, length of text, margins, etc.) will not be reviewed.

5.1 Scientific, Methodological or Budgetary Overlap: Current Funding and Pending or Contemplated Grant Submissions

For each currently funded grant, grants under submission or in preparation, describe whether there is any scientific, methodological, or budgetary overlap with the current application. A percentage for the degree of overlap must be provided on the application, where requested, under each of the three (3) categories.

5.2 Budget Justification

Refer to provincial Foundation guidelines as requirements vary.

Provide an explanation and justification for each budget item. Sufficient information must be included to allow reviewers to assess whether the resources requested are appropriate. Failure to provide detailed information and appropriate justification may result in budget cuts that could adversely affect the final budget awarded for the project.

- a. Salaries and Benefits:

Provide names (if known), categories of employment and proposed salaries (including non-discretionary benefits) of all personnel identified in the budget. Attach a copy of the institutional guidelines relating to requested benefit levels. Briefly describe the responsibilities for each position for which support is requested and attach a brief CV as an appendix for those positions for which an individual has been identified.

Salaries for unnamed research assistants, technicians and research associates should also conform to those of the institution in which the individual is carrying out the research, subject to the approval of the provincial Foundation.

Salaries for research fellows should not be applied for in a Grant-in-Aid application, but in a separate application under the Research Fellowship program.

b. Summer Students/Graduate Students:

Refer to provincial Foundation guidelines as requirements vary.

c. Equipment (including maintenance and facility):

Refer to provincial Foundation guidelines as equipment budget requirements vary.

Provide a breakdown and justification of the items requested. Give details of models, manufacturers, prices and applicable taxes. In addition, for maintenance and/or equipment items listed, indicate:

- The availability and status of similar equipment.
- The anticipated extent of utilization.
- The reasons for choice of specific type, model or service contract, in relation to alternatives.
- Where applicable, the necessity for upgrading existing equipment or service contracts. For equipment or service contracts costing more than \$5,000, attach at least one (1) quotation for cost. For items costing more than \$25,000, attach a letter from the Department Head(s) and/or Research Institute Director(s), documenting availability etc., plus at least two (2) competitive quotes.

d. Experimental Animals

Include species to be used and sample size justification along with calculations, if applicable.

Provide a breakdown for procurement, breeding, boarding, feeding and wherever possible include a copy of the Institution's standardized costs for these tasks as they vary from Institution to Institution.

e. Materials and Supplies

Provide details and justify / explain major items. Do not simply list items.

f. Others

Provide justification / explanation for each item listed.

g. Service Contracts

Provide justification / explanation for each item listed.

h. Travel

Provide justification and a brief explanation of how each activity relates to the proposed research. The purpose and estimated cost of such travel must be given. Refer to the provincial Foundation guidelines as requirements vary.

i. Financial Contributions from Other Sources (if applicable):

Provide a brief explanation of any financial (not in-kind) contribution from other sources (if applicable).

5.3 CD Submission of Application

The applicant must submit 1 PDF copy of the full application on a CD. The PDF file name should be in the following format: Last name First name HSFC-GIA10 (e.g. Smith John HSFC-GIA10). The label on the CD should contain the following information.

- Name:
- Program Type: GIA 2010/2011
- Short title:
- Date:
- Foundation:
- Committee:

The PDF should be organized in the same order as the paper application. Attachments should be inserted within the application where appropriate i.e. detailed proposal (item #7) should be inserted directly after item #7 in the application, not at the end. Appendices (if applicable) should appear after the CVs.

In addition, the applicant is required to place bookmarks in the PDF for the following sections:

- 1 page Summary (page 2)
- Lay Summary (page3)
- Detailed Proposal (page 5)
- Budgetary Overlap (page 6)
- Progress Report (page 7)
- Signature (page 10)
- Budget (page 11)
- CV PI Last name (e.g. CV Smith)
- CV Publications PI Last name (e.g. CV Publications Smith)
- CV Co-applicant Last name (e.g. CV Jones)
- CV Publications Co-Applicant Last name (e.g. CV Publications Jones)

Please note the page numbers and examples are provided for reference purposes only. The page number is not required in the bookmark name. Please refer to the sample PDF for your reference (<http://www.hsf.ca/research/en/guidelines-for-applicants/guidelines-for-applicants.html>).

HSFO Applicants only: Ontario applicants are also to include an additional PDF file on the CD containing pages 1, 2, 9, 10, 11 (including the budget justification), and the multi-provincial supplemental information sections (if applicable). Please refer to the “Ontario Regulations Governing Research Grant Awards” for further details.

6) Multi-Provincial Application

Where a research project falls within several jurisdictions (provinces) by reason of location of activity and/or investigators, the financial responsibility will be the joint responsibility of the jurisdictions involved.

Multi-provincial GIA applications must demonstrate benefit to all provinces involved. It is the responsibility of the applicant to ensure that applications demonstrate the following:

- A high probability of informing policies, practice, programs and/or science in the involved jurisdictions.

- Significant “value-add” to perform a particular project across jurisdictions.
- A research design reflecting work done in each jurisdiction.

6.1 Application Submission:

Applicants seeking funding from more than one (1) provincial Foundation must submit a complete GIA application to the HSFC office. In addition the applicant must complete and include the following:

- a. Submit the appropriate number of copies of the application (i.e. paper and CD) to each provincial Foundation from which funds are being requested. Refer to the provincial regulations for number of applications required in section 5 above.
- b. A cover letter notifying the HSFC office that the applicant is seeking funding from more than one (1) provincial Foundation. The letter must identify all the Foundations from which the applicants are seeking funds.
- c. A list of co-applicants involved, identifying the main contact (lead investigator) in each province. Each provincial Foundation requires that there is a lead investigator from their provincial Foundation from which funds are being requested.
- d. Budget:
 - i) A summary of the overall budget
 - ii) A breakdown of the budget identifying the amount that is requested from each provincial Foundation with details of what is included in this funding request. The funds requested must conform to the funding restrictions of the individual provincial Foundations. The Principal Investigator must contact each provincial Foundation involved for the budget restrictions.

6.2 Letter of Intent

Partnership with other funding organization(s) will be considered. A letter of intent will be required by July 15, 2009, for applicants seeking and/or receiving additional funds from other sources. Please contact the HSFC office for details.

6.3 Peer Review

The peer review of these multi provincial applications will be reviewed by the Scientific Review Committee and will follow the normal review process for reviewing GIA applications.

6.4 Funding Decision

The Multi-Provincial GIA Budget Oversight Committee (MBOC), a newly formed committee, will make funding allocation recommendations to each province involved for each multi-provincial application that has been rated in the fundable range.

6.5 Administration of Grant

Each provincial Foundation will administer their portion of the multi-provincial application. Please refer to the provincial Foundation guidelines.

7) Accounting

(Ontario, Quebec, British Columbia, and Yukon applicants should refer to the HSFO, HSFQ or HSFBCY supplementary provincial guidelines document located on the HSFC Research website at <http://www.hsf.ca/research>)

It will be the responsibility of the financial officer and the grantee to submit an expenditure report to the provincial Foundation within 60 days after the end of each granting year or when otherwise required.

7.1 Continuing Grant

- a. In instances where there is an unexpended balance at the end of the granting year, authorization to carry forward and utilize unexpended balances must be requested, in writing, prior to the end of the granting year. An interim expenditure report, on the appropriate form and signed by the grantee and the financial officer, reflecting the estimated amount of unexpended funds must accompany such requests. Utilization of these funds must be reported to the provincial Foundation at the end of the subsequent granting year.
- b. When the grantee does not request authority to utilize unexpended funds, as specified above, the financial officer will be directed to remit them when the annual financial report is approved by the provincial Foundation.

7.2 Terminating Grants

- a. At the end of the award period, authorization for an extension of time to utilize the unexpended funds for continuation of research must be requested in writing prior to the termination date of the grant. An interim expenditure report, on the appropriate form and signed by the grantee and the financial officer, reflecting the estimated amount of unexpended funds must accompany such requests. Utilization of these funds must be reported to the provincial Foundation at the end of the subsequent granting year.
- b. In cases of resignation of the grantee, or when the grant otherwise terminates, all unexpended funds shall revert to the provincial Foundation, accompanied by an expenditure report for the period in which disbursements were made, unless prior approval for alternative arrangements has been obtained from the provincial Foundation.

8) Reports

Refer to provincial Foundation guidelines as requirements vary.

- a. An abstract of two (2) pages or less constitutes an annual progress report and is to be submitted to the provincial Foundation by September 1 each year. Following the grant period, whether application for renewal is submitted or not, a full report, together with reprints of work published as a result of the research supported by the grant, is to be submitted to the provincial Foundation by September 15. HSFBCY applicants should refer to the provincial Foundation guidelines as requirements vary.
- b. In order to continue the grant for the second year of a two (2) or three (3) year grant, a letter must be submitted to the provincial Foundation requesting the continuation of funding. Requests for additional equipment or changes in budget must be justified in the letter. A complete application or progress report is not required.
- c. In order to continue the grant for the third year of a three (3) year grant, the following information must be submitted to the provincial Foundation:
A statement of the proposed research;
 - i) A progress report of not more than five (5) pages in length, in seven (7) copies including pertinent references;
 - ii) A reprint or preprint of three (3) articles dealing with the work supported by the Foundation; and,
 - iii) If electron microscopic reproductions (or other material which does not photocopy well) are included, photographic quality copies of the originals must be sent.

- d. If reapplication for a grant is not made, a final report must be submitted to the provincial Foundation by September 15 following conclusion of the award period. Requirements for this report are the same as in paragraph c ii) and iii) above.

Contact the Heart and Stroke Foundation of Canada at:

Research Department
Heart and Stroke Foundation of Canada
222 Queen Street, Suite 1402
Ottawa, Ontario K1P 5V9

Tel: (613) 569-4361, ext. 256
Fax: (613) 569-3278
E-mail: research@hsf.ca
Internet: www.hsf.ca/research