Canadian Breast Cancer Foundation
National Fellowship Program
Guidebook

Adopted for the 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition

Summer 2012
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Using this Guidebook

This guidebook contains essential guidelines and criteria that you should review in detail prior to registering and applying to the 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition. Together with the 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition Registration Form (available for download here: http://cbcf.org/central/ApplyForGrants. These documents are critical parts of the package for completing a full registration. They should be reviewed carefully to ensure that you meet all eligibility requirements and understand funding guidelines prior to preparing a funding application.

Applicants are encouraged to contact Canadian Breast Cancer Foundation (CBCF) - National Grants and Partnerships staff with any questions or clarifications on the Foundation’s policies, procedures, competition objectives, or funding priorities by email at: nationalgrants@cbcf.org

After you have confirmed your eligibility to apply to the 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition, please download the 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition Registration Form here and follow the detailed instructions for completing your registration package.
Section 1: Canadian Breast Cancer Foundation Organizational Context

Canadian Breast Cancer Foundation

Founded in 1986, the Canadian Breast Cancer Foundation is the leading national volunteer-based organization dedicated to creating a future without breast cancer. The Foundation carries out its work across Canada through five business units and their staff and volunteer resources, including regional offices in BC/Yukon; Prairies/NWT; Ontario; Atlantic and a central office in Toronto. The Foundation’s Regions fund research initiatives across the country through grant allocation as well as funding community education and awareness programs.

Being the largest non-governmental funder of breast cancer research, the Foundation funds promising and innovative ideas in breast cancer research across the Country. The Fellowship Programs, which are supported by the regions, foster the next generation of breast cancer researchers and clinicians with the intended outcome of expanding the breast cancer expertise and to provide more effective care to those affected by the disease.

Fundraising

Cause-related programs and grants are made possible by the funds generated through individual and corporate giving, major gifts, in-memoriam and tribute giving, employee giving, cause marketing, direct mail, community events, Yard Sale for the Cure and the Canadian Breast Cancer Foundation CIBC Run for the Cure. In 2010, the Canadian Breast Cancer Foundation allocated more than $20 million towards breast cancer research, community health grants and fellowships across the country.

Volunteers

As a leading national volunteer-based organization in Canada dedicated to creating a future without breast cancer, volunteers serve on the Board of Directors, give their time in support of fundraising events, contribute their expertise as grant review panelists and committee members, and support our office staff. Breast cancer survivors provide inspiration and connection to our communities by sharing their stories in a wide variety of Foundation programs and events. Volunteers are at the heart of all that the Canadian Breast Cancer Foundation does, and are highly valued members of our team.
Canadian Breast Cancer Foundation Vision

A future without breast cancer.

Canadian Breast Cancer Foundation Mission

As the leading national volunteer-based organization dedicated to a future without breast cancer, the Canadian Breast Cancer Foundation works collaboratively to fund, support and advocate for:

- Relevant and innovative breast cancer research,
- Meaningful education and awareness programs,
- Early diagnosis and effective treatment,
- A positive quality of life for those living with breast cancer.

Canadian Breast Cancer Foundation Values

In the realization of our vision and mission, the Canadian Breast Cancer Foundation will serve as:

*An effective advocate:* Demonstrating our commitment to those living with and touched by breast cancer, voicing the need for a positive quality of life, today and in the future.

*A trusted leader:* Promoting the highest values, principals and practices to ensure accountability and effectiveness.

*A respectful partner:* Collaborating with donors and sponsors, working within a network of organizations involved in the issue of breast cancer, actively engaging volunteers, including survivors, to ensure that we maximize our impact and work effectively together for the cause.

*A resourceful catalyst:* Promoting innovation and supporting meaningful and relevant work in research and programs, from prevention to palliation.
Section 2: Competition Description and Funding Scope

Fellowship Competition Description

The 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition is a one-time funding opportunity. Applicants to this competition must show evidence that the program of study will foster theory and research skills and/or clinical/professional skills, in an area of specialization in breast health/breast cancer care. Emphasis will be placed on Fellowship proposals that demonstrate the application of learning to practice.

The specific funding interests for the 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition include:

- Development of specialized medical/health care professional skills related to breast health/breast cancer treatment and care
- Strengthening multidisciplinary care teams focused on improving breast cancer treatment and care.

Fellowship proposals may involve:

- clinical/professional training only
- research only, or
- both research and clinical/professional training

Please contact the CBCF National Grants and Partnerships staff to address any questions regarding whether your proposed research/training plan falls within the 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition objectives.

Funding Scope

The 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition has a one-time budget envelope of $400,000. There will be a total of five (5) individual awards each totaling $80,000 CDN, with one (1) successful fellow in each of the four (4) CBCF Regions (BC/Yukon, Prairies/NWT, Ontario, and Atlantic) and one (1) in Quebec.

Funding may commence at any point prior to December 31st, 2013 and fellowship programs must be 12 months in duration.
Section 3: Application Eligibility and Fellowship Categories

The 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition will provide salary support for medical/health care professional training for post-graduate level physicians and health professionals in all disciplines relevant to multidisciplinary breast cancer care including, but not limited to:

**Physician Fellowships**
For Medical/Surgical/Radiation Oncologists, Pathologists, and Radiologists who are registered in or have completed a Royal College of Physicians and Surgeons of Canada certified program or a College of Family Physicians certified program.

**Advanced Healthcare Professional Fellowships**
For certified healthcare professionals including, but not limited to: Advanced Practice Nurses, Genetic Counselors, Social Workers, Pharmacists, and Psychologists.

**Application Eligibility**

Preference will be given to applicants supporting research projects that are translational in nature and/or part of an established breast cancer research project with a clinical component. Fellowship funding is intended to provide salary support for one full year.

Training is expected to take place on a full-time basis such that at least 75% of the Fellowship recipient’s level of effort (LOE) should be devoted to research, training, and/or clinical/professional development, as outlined in the Detailed Fellowship Plan. LOE allocated to the routine delivery of health or other professional services may not be included in the seventy-five percent allocation of time.

Fellowship recipients may not hold a faculty appointment or receive overlapping salary support funding except as outlined below.

In order for Fellowship recipients to maintain their clinical/professional skills, the remaining twenty-five percent LOE may, with the approval of their Fellowship Supervisor, be devoted to provision of services to the Fellowship Host Organization and departmental activities, including undergraduate teaching. No limit will be placed on the level of supplementary salary support made available for such services, provided such work does not exceed twenty-five percent LOE nor adversely affect the quantity and quality of work on the approved Fellowship program.

Applicants may not hold concurrent Fellowships. While applicants may apply for funding through both the opportunities of the CBCF Regions, this National Fellowship Competition, and other external competitions, in the event that one or more applications are selected for funding, the applicant will be required to accept this award only to the exclusion of the others.
Sequential Fellowship Funding

Applicants currently holding CBCF or other Fellowship funding may apply for a National CBCF Fellowship provided that:

- They clearly identify that a current Fellowship is underway;
- All funding terms, conditions and reports on any current CBCF Fellowship are up-to-date and in good standing at the time of application submission;
- The current Fellowship will conclude prior to the start of the new Fellowship;
- Total duration of the current and proposed CBCF Fellowships do not exceed the maximum duration indicated above for the category and level applied for.

The Foundation will not entertain new proposals from any CBCF Fellowship Recipient who has not complied with Foundation reporting requirements and may at its sole discretion choose not to entertain any new proposals from the Fellowship Host Organization until reporting requirements are complete.

Fellowship Candidate Categories

Physician Fellowship Candidates

For Medical /Surgical/Radiation Oncologists, Pathologists, and Radiologists with an interest in gaining expertise in clinical disciplines involving the prevention, screening, diagnosis and/or treatment of breast cancer; conducting basic, translational, participatory or community-based research OR a combination thereof.

Physician Fellowship proposals may involve:

- clinical training only
- research only, or
- both research and clinical training

The applicant must be a Canadian citizen or permanent resident of Canada and:

- Must be a medical doctor who is registered in or has completed a Royal College of Physicians and Surgeons of Canada certified program or a College of Family Physicians certified program;
- Would be encouraged but not mandated to register in a graduate program;
- Should demonstrate general interest in the area of breast disease and illustrate their involvement during their residency;
- Their fellowship program must be hosted at a Canadian medical school, affiliated teaching hospital or research institute within Canada;
- Has identified a qualified individual who will act as the Fellowship supervisor;
• Will show that endorsement has been obtained from the University and Hospital Chiefs of the relevant department where the applicant intends to pursue the Fellowship, and from the Fellowship supervisor.

Advanced Healthcare Professional Fellowship Candidates

For certified healthcare professionals seeking breast cancer research experience and/or breast cancer specialization to build long-term expertise and capacity in the fields of breast cancer research and breast health. Applicants may include, but are not limited to: Advanced Practice Nurses, Genetic Counselors, Social Workers, Pharmacists, and Psychologists pursuing advanced study or training to focus on gaining expertise in clinical disciplines involving the prevention, screening, diagnosis and/or treatment of breast cancer; conducting basic, translational, participatory or community-based research OR a combination thereof.

Advanced Healthcare Fellowship proposals may involve:

• clinical/professional training only
• research only, or
• both research and clinical/professional training

The applicant must be a Canadian citizen or permanent resident of Canada and:

• A formal health care provider who is currently registered with and/or has completed a formal Canadian certified program with the appropriate Professional body and/or Professional association;
• Would be encouraged but not mandated to register in a graduate program;
• Should demonstrate general interest in the area of breast disease and illustrate their involvement during their residency;
• Their fellowship program must be hosted at a Canadian university, affiliated teaching hospital or research institute within Canada;
• Has identified a qualified individual who will act as the Fellowship supervisor;
• Will show that endorsement has been obtained from the institution and Head(s) of the relevant department where the applicant intends to pursue the Fellowship, and from the Fellowship supervisor.

Limit on Cumulative Post-Doctoral Experience:

Post-Doctoral Fellowship applicants must demonstrate that they will have no more than six (6) years of cumulative post-doctoral level experience by the proposed CBCF Fellowship end date to be eligible for CBCF Post-Doctoral Fellowship funding.
Funding Level and Duration

The 2012 TELUS-Canadian Breast Cancer Foundation Fellowships will be awarded at a rate of $80,000 per regional award (for a total of five (5) awards) which is intended to provide 12 months of full-time training/salary support.

Funding may commence at any point prior to December 31st, 2013. Funding payment will be contingent upon successful review by the Foundation of recipient Fellowship reports. The recipient must work full-time toward the objectives of the award. (Holiday time is allowed at the discretion of the supervisor within the sponsoring organizations’ policies and guidelines).

Full details on requirements for completing a full Fellowship Application will be provided by CBCF staff to applicants upon competition eligibility confirmation.
Section 4: Application Review Process

The 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition involves a four stage application and review process: Registration, Application, Panel Review and Funding Recommendations.

STAGE 1: Registration

Registration is mandatory for this competition. Registrations must be submitted in English.

Registration forms can be downloaded at: [http://cbcf.org/central/ApplyForGrants](http://cbcf.org/central/ApplyForGrants)

The 2012 TELUS-Canadian Breast Cancer Foundation Registration Form must be completed as the first part of an application for 2012 TELUS-Canadian Breast Cancer Foundation Fellowship Competition. The Primary Applicant for each proposal must submit a registration form, on or before the deadline of Thursday July 26, 2012. All application documentation must be submitted electronically to nationalgrants@cbcf.org

Registration forms will be carefully screened by CBCF Staff for eligibility according to published program criteria. Only Eligible applicants will be personally invited by CBCF Staff to submit their full Application to the Foundation via the Webgrants Grant Management Software System. Full instructions on submitting Full Applications via the Webgrants Grants Management Software System will be provided upon competition registration confirmation.

If the project is deemed ineligible, the Applicant will be provided with the reason(s) for which the registration was deemed ineligible and the applicant may re-apply to a future call for proposals.

STAGE 2: Application

Eligible Applicants will be invited to submit their full Application to the Foundation on or before the deadline of Friday August 24, 2012. Applications must be submitted in English. Applications will be carefully screened for eligibility based on published program criteria prior to being assigned for peer review.

Eligible proposals are assigned for detailed review to a minimum of two “internal” peer reviewers who sit on the review panel, and may also be assigned to one or more “external” reviewers. Assigned reviewers provide detailed feedback to all applicants.

Reviewers are recruited for specific expertise related to the applications being assessed. In order to ensure that the Foundation best supports research and clinical/professional training that will have direct impact and relevance to breast cancer, designated reviewers will be recruited for the assessment of clinical/professional training and research-focused proposals. Proposals with similar characteristics (e.g. clinical/professional training fellowships) will be assessed together, by experts in the disciplines and areas of focus of the proposals under consideration.
Reviewers provide the Foundation with written assessments of assigned proposals, utilizing a standard evaluation form for each published grant program criterion, including:

1. Candidacy - their career track, including letters of support;
2. Strength of their proposed training/research program, including environment;
3. The potential impact on breast cancer care, including the relevance of the skills to be developed to their future practice; and
4. Anticipated impact/relevance to breast cancer.

If the application is ineligible for peer review, the Applicant will be provided with the reason(s) for which the application is ineligible and the applicant may re-apply to a future call for proposals.

**STAGE 3: Panel Review**

All members of the peer review panel who have not declared a conflict of interest in relation to a particular proposal will participate in a discussion of that application and final rating of the proposal and the framing of the funding recommendations and applicant feedback.

The most highly rated and ranked applications, as determined by the panel review are recommended to the National Board of Directors for final decision-making on funding approvals. The funding cut-off level is determined by available funds and application quality. The Foundation may, at its sole discretion, choose among highly-rated applicants based upon Foundation priorities, if insufficient funds are available to support all similarly-rated proposals.

**Fellowship Review Criteria**

Reviewers provide the Foundation with written assessments of assigned proposals, utilizing a standard evaluation form for each published grant program criterion, including:

1. The quality of the applicant (academic record, letters of recommendation, performance to date);
2. The academic program or setting where the applicant plans to undertake their fellowship;
3. The proposed Fellowship Training Plan;
4. The applicant’s plan to apply the research and/or clinical/professional training to continuing career development and service involvement with Multidisciplinary Health Care Environments in breast cancer research and breast health.

*Preference will be given to candidates who demonstrate interest in and commitment to breast health/breast cancer issues, and intent to continue their careers in Canada.*
STAGE 4: Funding Recommendations

The most highly rated and ranked application in each of the four CBCF Regions, and Quebec, will be recommended to the CBCF National Board of Directors who is the decision-making authority for funding approvals.

The Named Fellowship Sponsor shall have no involvement in the selection of the awardees, or the details of how the funds are implemented. The Named Fellowship Sponsor shall have no responsibility for or ability to influence the content of the applications.

Conflict of Interest

The Canadian Breast Cancer Foundation has established a reputation as a leading breast cancer charity in Canada. This reputation is closely linked to the trust that the public has placed in the organization to invest the funds raised effectively, and the Foundation is accountable to these donors to ensure that appropriate policies and practices are in place to govern the organization. CBCF’s Conflict of Interest Policy clearly outlines what actions and relationships would constitute a conflict of interest related to application for funding from CBCF.

Conflict of Interest Defined

The Canadian Breast Cancer Foundation makes every effort to ensure that its review processes and allocation decisions are fair and objective, and that there is transparency to ensure the process also appears fair to Foundation stakeholders.

Conflict of Interest relates to any situation where an individual’s private interest may be incompatible or in conflict with their responsibilities as a Review Panel member with the Foundation. This includes, but may not be limited to:

- Situations where an individual or member of his/her immediate family (Spouse or spousal equivalent, children, siblings, or parents):
- Has a direct pecuniary interest\(^1\) in the outcome of the review for a particular proposal;
- Holds a position of governing responsibility within any organization which would potentially incur benefit from the outcome of the review for a particular proposal;
- Has assisted in the development of the proposal under review;

\(^1\) Direct pecuniary interest – An individual financial interest rather than one that is common to a class of persons. That is to say, it is not considered a conflict of interest if a large segment of the population, including the member, will benefit from a decision to which the member is a party. However, it is a conflict of interest if the member of his or her family could benefit personally from a decision while a larger group of people could not.
• Has collaborated, or been a co-applicant on a grant with the applicant within the last three years;
• Has a close business or personal relationship with the applicant;
• Has had long-standing scientific or personal differences with the applicant;
• Is employed within the same Department as the applicant;
• Is a former student or supervisor of the applicant (within the past 5 years).

Grant Peer Reviewers

Conflict of Interest with respect to Grant Peer Reviewers and Review Panel members is assessed using the following standard CBCF policies and practices:

• Applicants to any Research Project Grant or Fellowship round, and individuals named as Fellowship Supervisors on Fellowship applications, are ineligible to serve as reviewers to the program and panel to which the application has been submitted, nor are they eligible to participate in any discussions related to the final rankings/ratings of applications;
• Potential reviewers must read and accept the CBCF Confidentiality and Conflict of Interest policy statement prior to receiving any grant information;
• Reviewers who have signed the above statement are able to view summarized grant information, upon which to make an initial assessment as to conflict of interest;
• Reviewers are only assigned to review proposals for which they have no conflict of interest;
• Reviewers with a conflict of interest with a particular proposal may sit on a panel considering that proposal, but will not see any review-related materials or participate in discussions;
• If, upon review of the full application, reviewers identify a conflict which had not been apparent from the summary information originally provided, all materials are retrieved and further access to the application in question is removed;
• At Review Panel meetings, the Review Panel Chair is provided with a list of declared conflicts for each application under review, and asks the Panel and observers to declare any additional conflicts;
• Review Panel members and observers in conflict leave the room for the duration of all discussions related to any proposal for which they have a conflict;
• All declared conflicts of interest and the actions taken as part of the grant review process will be recorded in the grant review panel proceedings, such that the proceedings will reflect when a member of the panel has declared a conflict of interest, and left the room for the duration of the discussion of the related grant;
• The Chairperson is subject to the same conflict of interest guidelines as reviewers and observers and is responsible for resolving issues where there is uncertainty as to whether a conflict exists.

Members of the CBCF Board of Directors

Conflict of Interest with respect to members of the CBCF Board of Directors is assessed using the following standard CBCF policies and practices:

• Members of the CBCF - National Board of Directors can apply for CBCF Research Project Grant funding and serve as Fellowship Supervisors, but cannot apply for CBCF Fellowship funding (as Fellowship recipients receive salary support);
• Previous recipients of CBCF Research Project Grants, including grants that have multiple-year payment schedules, can serve as Board members;
• Current Fellowship grant recipients would not be eligible for Board membership (as Fellowship recipients receive salary support), whereas previous Fellowship recipients whose grants have concluded prior to joining the Board would be eligible;
• Board members, if participating as Grant Peer Reviewers, are subject to same confidentiality and conflict of interest provisions as other Grant Peer Reviewers and would not participate in the review, discussion or decision-making related to a proposal in which they were involved;
• During the process of eligibility review, each grant program would identify whether any members of the Board had applied for funding. Should any Board members be applying for funding, a note would be sent to the Chair of the Board of Directors, and the Chair of the relevant Board Committee affiliated with the program. If the Chair of the Board Committee is applying for funding, then the note would be sent to the Vice-Chair;
• This note would serve to inform the Chairs of the Board members’ application for funding, and confirm that the Board member would not participate in any Board or Board Committee discussions related to the grant call to which the application was submitted;
• Board members applying for funds would maintain membership on the Board and Board Committee(s), and would participate in all discussions not related to the grant call to which an application has been submitted;
CBCF would stipulate that Board members applying for funding would be absent from the grant review panel to which his or her proposal was submitted for review, and could not participate as panel chair, or a review panel member.

Notification of Decision

Following peer review and formal decision by the CBCF National Board of Directors, all applicants will receive written notification of decision and detailed feedback from the peer review panel.

Section 5: Guidelines for Funded Fellowships

Notification of Funding Decision

Applicants approved for funding will receive a description of any funding conditions and/or clarifications to be addressed prior to receiving funding. Fellowship recipients must indicate to the Foundation whether they wish to accept the offered funding and if so, respond to funding conditions and/or clarifications identified by the fellowship review panel prior to the establishment of a formal funding agreement.

A formal funding agreement detailing the terms and conditions governing the grant will be established between the Foundation, the Fellow, Fellowship Supervisor(s) and Project Host Organization upon the Foundation funding being accepted and all funding conditions being met.

Funding Agreement

The Funding Agreement formalizes the terms and conditions of the grantee-grantor relationship between the Foundation, the Fellow, Fellowship Supervisor(s) and the Project Host Organization.

Nature of Funding Agreement

No employment, partnership, joint venture or agency relationship is created between the Foundation and the funded parties by virtue of the Funding Agreement. The grant is accepted by the grantee parties with the understanding that the Foundation is not obligated to provide any additional financial support or other support in connection with the grant or project to which the grant is applied or for any other reason.

Neither of the grantee parties may assign any rights or obligations under the Funding Agreement without the Foundation’s prior written consent. In the absence of such prior written consent, any such assignment will be deemed void.

Fellowship Recipient Commitments
• Their fellowship program must be hosted at a Canadian university, affiliated teaching hospital or research institute within Canada;

If funded, the Fellowship recipient must:
• Comply with the terms, conditions and obligations outlined in the formal Funding Agreement;
• Be formally accepted into research or clinical training and/or the graduate program specified within the approved Fellowship proposal (Advanced Healthcare Professional Fellowships);
• Conduct their Fellowship at a Canadian medical school, affiliated teaching hospital or research institute (for Physician Fellowships);
• Have a confirmed Fellowship Supervisor at all times;
• Undertake full-time research, studies and/or training as outlined in their Foundation-approved Detailed Fellowship Plan (see Definition of “Full-Time” Training, P.7);
• Notify the Foundation immediately should additional wage or salary support opportunities arise before or during the duration of the Foundation Fellowship;
• Not accept overlapping fellowship funding or salary support for the duration of the Foundation Fellowship;
• Notify the Foundation on what actions being taken to avoid overlapping funding;
• Not hold a faculty appointment concurrently with the Foundation’s Fellowship;
• Notify the Foundation in advance of anticipated changes in:
  • Fellowship Plan, activities and/or timeline,
  • Fellowship Supervisor(s), or Fellow status with host organization;
• Conduct their Fellowship with integrity, including a commitment to intellectual honesty and personal responsibility for their actions and to the range of practices that characterize the responsible conduct of research and/or clinical care, such as:
  • Intellectual honesty in proposing, performing and reporting research,
  • Accuracy in representing contributions to research proposals and reports,
  • Collegiality in scientific interactions,
  • Transparency in conflicts of interest,
  • Protection of human subjects and humane care of animals, in the conduct of research;
• Adhere to generally accepted research standards, Fellowship Host Organization policies and guidelines and where applicable, to the highest standards of clinical care;

• Disclose to the Foundation in a timely manner any scientific or professional misconduct for which they have been sanctioned during the 5 years immediately preceding the Fellowship, or related to work undertaken during the funded Fellowship period; any scientific or professional misconduct for which they are currently sanctioned, or any scientific or professional misconduct for which they are being investigated, whether or not it relates to the Foundation funded Fellowship;

• Provide the Foundation with copies of all newsletters, articles, publications, presentations, public reports, resource materials, posters, print, electronic or broadcast media, promotional items, or project literature related to the fellowship project, including items produced by Foundations, Institutes, Departments or other organizations directly affiliated with the Fellowship Host Organization as they become available;

• To the extent possible, ensure that the Fellowship Host Organization and directly affiliated Institutes, Departments and/or Fundraising bodies adhere to the provisions of the funding agreement in Sections related to Acknowledgement and Recognition; and Publicity, Media and Stakeholder Communications;

• Ensure that all required certificates and approvals as applicable (i.e. Research Ethics Board approval for research involving humans, animal care approval, biohazard approval, radioactive permit approval, etc.) are current throughout the duration of the fellowship, and copies provided to the Foundation for its files;

• Disclose any financial interest acquired in any company or other commercial venture whose business activities are related to the subject matter of this Fellowship;

• Provide the Foundation with Fellowship Narrative Reports as per the schedule outlined in the formal Funding Agreement and in the format provided by the Foundation;

• Ensure that scientifically significant research findings are published or otherwise publicly disseminated to appropriate audiences.

Fellowship Supervisor Commitments

The Fellowship Supervisor(s) must:

• Comply with the terms, conditions and obligations outlined within the formal Funding Agreement;

• Supervise and support Fellowship activities as outlined in the approved Detailed Fellowship Plan;
• Foster scientific and professional integrity;
• Oversee the Fellowship Recipients work and identify any issues of scientific integrity and professional integrity as per the Fellowship Host Organization policies and procedures;
• Ensure the Fellowship Recipient’s adherence to generally accepted research standards, applicable Fellowship Host Organization policies and guidelines and where applicable, the highest standards of clinical care;
• Ensure that all required certificates and approvals as applicable to research in which the Fellowship recipient participates are current throughout the duration of the research activities;
• Certify Fellowship Recipient’s progress in relation to the approved Fellowship Plan in Fellowship Narrative Reports;
• Notify the Foundation in advance of changes to Fellowship research/training plan, Fellowship Supervisor(s), Fellow or Supervisor(s) status with Fellowship Host Organization;
• Notify the Foundation in writing immediately if the supervisor feels that the progress of the Fellowship Recipient is not satisfactory.

Fellowship Host Organization – General Commitments

If the project is funded, the Foundation expects that the fellowship host organization will support the project as outlined in the application and to meet the requirements of the Foundation, which include:

• Comply with the terms, conditions and obligations outlined within the Formal Funding Agreement;
• Have suitable financial controls, tracking and expenditure approval processes to ensure that funds are used for the purposes approved by the Foundation;
• Maintain a separate and accurate accounting for Fellowship funds within their financial record-keeping systems;
• Ensure that the Fellowship accounts are subject to periodic external audit through standard organizational audit processes;
• Provide the Foundation with Statements of Account certified by Fellowship Host Organization authorized finance personnel that Foundation funding has been expensed in accordance with conditions outlined in this Agreement;
• Promote integrity in the conduct of research and clinical care, by maintaining and enforcing suitable policies and oversight procedures to address relevant issues as they
Research involving the use of human embryonic stem cell (hESC)

In keeping with Canadian legal requirements and best practices within the field, research involving the use of human embryonic stem cells (hESC) is guided by the “CIHR Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans” (TCPS), which include the Guidelines for Human Pluripotent Stem Cell Research (June 30, 2010 version). Research Ethics
Board (REB) approval and approval by the CIHR Stem Cell Oversight Committee (SCOC) are required for any CBCF-funded project proposing to utilize human embryonic stem cells.

**Income Tax Act**

For the purposes of the Income Tax Act, a Fellowship is considered a form of “other employment income” subject to taxation under paragraph 56(1)(n) and (o), however, the Foundation has no statutory obligations to withhold source deductions (income tax, CPP, employment insurance or provincial health taxes) from the payments made under this Funding Agreement.

Fellowship Recipients are responsible for paying all applicable income taxes if any, on this source of income. Further, the Foundation advises Fellowship Recipients to discuss the treatment of their Fellowship income with their tax advisor.

A tax information form (T4A) will be issued to the Fellowship Recipient by the Fellowship Host Organization and a copy forwarded to the Canada Revenue Agency as required by law, indicating the full value of the Fellowship.

**Availability and Payment of Funds**

Fellowship funds are released according to terms and conditions outlined in the Fellowship Funding Agreement. The Foundation will not be responsible for any expenditure made prior to the approved start date of the Fellowship, for commitments against a grant which are not paid within 60 days following the expiration date, or any expenditures that exceed the total approved funding amount.

In accepting a Fellowship, the recipient acknowledges and agrees that the approved funding constitutes the maximum payable, and is to be applied to the purposes of the approved proposal.

The disbursement of Fellowship monies will be made in instalment payments according to the Schedule of Fund Disbursement. The first instalment will be released upon the Foundation receiving a duly signed copy of the Funding Agreement and satisfaction of any outstanding Funding Conditions.

Subsequent instalment payments will be released, conditional upon successful review and evaluation of the Fellowship Progress/Activity Reports and upon receipt of certified financial statements as per Funding Agreement requirements submitted as per the Schedule of Fund Disbursement. Instalments may be withheld for non-compliance with the conditions listed in the Funding Agreement and/or failure to adhere to the approved project plan, and may be cancelled as provided by the terms of the Funding Agreement.

**Acknowledgement and Recognition**
The Fellowship Recipient and Project Host Organization must clearly identify receipt of funding from the Foundation and the Named Fellowship sponsor, if applicable. A special version of the Canadian Breast Cancer Foundation logo and Named Fellowship Sponsors logo acknowledging its role as funder is available to Fellowship Recipient(s) and must be used in relation to all aspects of the funded project.

The Fellowship Recipient, Fellowship Supervisor(s) and Fellowship Host Organization must publicly acknowledge receipt of funding from the Foundation and Named Fellowship sponsor, if applicable, and to the extent possible, ensure that Foundations, Institutes, Departments or other organizations directly affiliated with the Fellowship Host Organization adhere to acknowledgement and recognition requirements.

This includes:

a) On printed materials related to the research project including letterheads, mail solicitation, brochures, newsletters, flyers, folders, news releases, publications, reports and conference posters;

b) In all research project publicity, whether print, electronic, or broadcast media;

c) On all research project promotional items;

d) On research project literature and at speaking engagements;

e) In the appropriate attribution of support from the Foundation in any publications that may arise from the research project. Advance notice of any upcoming publications is requested, and a copy of the publication must be forwarded to the Foundation when it is published; and

f) All reproduced materials.

The Foundation recognizes that some situations will not provide the opportunity to use the Foundation logo. In these situations, the following wording must be used to acknowledge Foundation funding:

“This Fellowship is sponsored by TELUS in partnership the Canadian Breast Cancer Foundation.”

Upon conclusion of the Fellowship, by achievement of the objectives or by early termination of the Funding Agreement, the Fellowship Recipient, Fellowship Supervisor(s), and Fellowship Host Organization, shall continue to recognize funding from the Foundation and Fellowship sponsor, if applicable, and to the extent possible, ensure that Institutes, Departments or Fundraising bodies directly affiliated with the Fellowship Host Organization continue to recognized funding from the Foundation and Fellowship sponsor, if applicable on
presentations and materials that use, or incorporate related project findings, unless specifically agreed by the parties in writing.

Publicity and Media Relations

In order to promote both individual Fellowships and the Foundation Allocations program as a whole, the Foundation expects to work collaboratively with the Fellowship Recipient, Fellowship Supervisor(s) and Fellowship Host Organization on communication initiatives, whether originated by the Foundation, the Fellowship Recipient, Fellowship Supervisor(s) and/or the Fellowship Host Organization.

To the extent possible, the Foundation expects the Fellowship Recipient, Fellowship Supervisor(s), and Fellowship Host Organization to ensure that Foundations, Institutes, Departments or other organizations directly affiliated with the Fellowship Host Organization also adhere to Publicity, Media and Stakeholder Communication requirements.

Should the Fellowship Recipient, Fellowship Supervisor(s), or the Fellowship Host Organization wish to proactively conduct publicity, media or stakeholder communications with respect to the funded Fellowship, the Foundation requires that the Foundation’s Marketing and Communications Department be contacted in advance to provide guidance regarding Foundation-related messaging.

Whenever possible, the Fellowship Recipient, Fellowship Supervisor(s), and Fellowship Host Organization, should notify the Foundation in advance of media interest/opportunities they are addressing reactively, and to coordinate appropriate participation by the Foundation through the Foundation’s Marketing and Communications Department.

The Fellowship Recipient, Fellowship Supervisor(s), and the Fellowship Host Organization will provide the Foundation with the opportunity to participate in related media releases, press conferences, and other media or stakeholder communications activities as a joint partner, and will provide the Foundation with sufficient notice of such activities in order to engage in the planning and development phase, and to incorporate a quotation from the Foundation in any media releases.

The Foundation must be notified when articles relating to the Fellowship project are submitted to journals/publications for peer review/publication and if/when they are accepted, and will have the opportunity to engage with the journal/publication on related media outreach.

The Foundation requires that Fellowship Recipient and Fellowship Supervisor(s) be available from time to time to speak to the media, general public or Foundation stakeholders regarding their activities related to the Foundation funded Fellowship. These opportunities may include (but are not limited to):

- Cheque presentations and public announcements;
• Media interviews and response to media requests on the funded fellowship project or related activities;

• Participation in Foundation sponsored community events, reporting sessions, seminars, panel discussions and grant recipient(s) promotions;

• Meetings and presentations to donors, sponsors, stakeholders and Foundation staff with respect to the Fellowship Recipients Foundation-funded training and research;

In advance of any such opportunity, the Foundation will contact the Fellowship Recipient and Fellowship Supervisor(s) to discuss the event or activity it would like them to participate in.

The Foundation’s Marketing and Communications Department will contact the Fellowship Recipient and/or Fellowship Supervisor(s) directly to provide relevant background information and confirm scheduling regarding any such speaking request.

The Foundation may interview the Fellowship Recipient and Fellowship Supervisor(s) to elaborate information for use in Foundation’s Marketing and Communication and Public Relation activities, and may request photographs, videos, biographies and project description. Upon the Foundation’s request, the Fellowship Recipient, Fellowship Supervisor(s) and the Fellowship Host Organization will provide available information and/or images to the Foundation.

Accountability and Reporting Framework

The Fellowship Recipient, Fellowship Supervisor(s) and Fellowship Host Organization must agree to the accountability and reporting framework for Fellowships as follows:

• The submission of interim Narrative Reports certified by the Fellowship Recipient and Fellowship Supervisor(s), for evaluation by the Foundation prior to release of instalment funding, according to the Schedule of Fund Disbursement in the funding agreement;

• The submission of a final Fellowship Narrative Report certified by the Fellowship Recipient and Fellowship Supervisor(s) within three months of the conclusion of the Fellowship, according to the Schedule of Fund Disbursement in the funding agreement;

• The submission of financial Statements of Account certified by Fellowship Host Organization authorized finance personnel, according to the Schedule of Fund Disbursement in the funding agreement.

Each Report is to be submitted using the format provided by the Foundation. The Foundation will not entertain new proposals from any Fellowship Recipient who has not complied with Foundation reporting requirement and may at its sole discretion choose not to entertain any new proposals from the Fellowship Host Organization until reporting requirements are complete.
Changes to Approved Fellowship Plan

The Fellowship Recipient may propose to make changes to the approved Detailed Fellowship Plan or timeline in light of circumstances that have occurred subsequent to approval of the Fellowship. Any proposed changes to the approved Detailed Fellowship Plan or timeline must be approved in advance by the Foundation and the Fellowship Supervisor(s) and should not represent substantive changes to the overall goal and objectives of the Fellowship. Conditions may be placed upon changes approved by the Foundation. Upon approval, such changes shall be deemed to be incorporated into this Agreement.

Change of Host Organization or Fellowship Supervisor

If the Fellowship Recipient or Fellowship Supervisor’s status with the Fellowship Host Organization terminates, Fellowship funding will be suspended. The Fellowship Recipient may request to transfer their Fellowship to another eligible Fellowship Host Organization within Canada, and/or eligible Fellowship Supervisor associated with the current or new Fellowship Host Organization.

The change request to the Foundation must include:

- Fellowship Recipient or Fellowship Supervisor’s reason for departure;
- The effective date and period of the change;
- Fellowship Narrative Report and certified financial Statement of Account as of the date the change is requested;
- Plans for the continuation of the Fellowship project/activities and explanation of any impacts on the approved Detailed Fellowship Plan and timeline;
- As applicable:
  - Identification of a Fellowship Supervisor(s) with necessary expertise to oversee Fellowship as approved, and letter from proposed supervisor confirming their commitment to overseeing this Fellowship and to meet funding conditions as outlined in the funding agreement and a copy of the proposed supervisor’s CV;
  - New Fellowship Host Organization CRA charitable number, contact information and letter from executive authority of the new Fellowship Host Organization demonstrating agreement to meet funding conditions as outlined in the funding agreement;
- Demonstration that updated approval certificates as required, including for research ethics, animal care, Biohazard/Biosafety will be addressed prior to the Fellowship continuation.
If the change request is approved by the Foundation, the new Fellowship Host Organization or Fellowship Supervisor shall enter into this agreement, and the former Fellowship Host Organization or Fellowship Supervisor shall remain responsible under this Agreement until all its obligations have been met, or assumed by the new Fellowship Host Organization or Fellowship Supervisor.

Leave

If the Fellowship Recipient and/or Fellowship Supervisor(s) plan to take leave of more than 60 days, the Fellowship Recipient and/or Fellowship Supervisor(s) must notify the Foundation in writing by specifying the dates of the proposed leave, and arrangements made to continue OR suspend the Fellowship during the leave period. Leave notifications must be submitted in a timely manner and will be reviewed by Foundation staff and/or scientific advisors. Appropriate action will be determined and enforced by the Foundation to ensure that Fellowship goal and objectives are not adversely affected.

Project Extension

A no-cost extension may be requested by the recipient at any point up to 30 days prior to the end of the Fellowship’s final month. The Fellowship recipient must communicate the reason for the no-cost extension to the Foundation in writing, provide written confirmation of approval for the no-cost extension from their supervisor, and provide the Foundation with a written plan and timeline for completion of fellowship activities. The Foundation will review the request and may impose conditions on the Fellowship prior to approval.

Intellectual Property

For the purposes of this section, Intellectual property means the right to an invention that may be protected by patent law, and the right to creative work protected by copyright law, resulting from the research funded by the Canadian Breast Cancer Foundation.

A patent is a legal right granted by a country to a person under its domestic laws that gives that person the ability to prevent others from making, using, selling, or importing an invention. An invention, for the purposes of patent law, is a thing or way of doing something that involves human intervention. On applying for a patent, the patent-holder discloses the invention and, on its registration, is entitled to exclusive use of it in Canada for a period of up to 20 years. Such exclusivity being subject to challenge if abused.

Unity of Control

To the extent that the Fellowship set out above results in any new Intellectual Property, the Fellowship Host Organization, Fellowship Recipient, and Fellowship Supervisor(s) will use reasonable efforts to ensure that all such Intellectual Property can be licensed, assigned or otherwise deployed by a single legal person. The Fellowship Host Organization, the Fellowship Recipient, and Fellowship Supervisor(s) will ensure that all students, fellows, researchers and
partners who contribute to the fellowship agree that this single legal person can exercise control over the use of the Intellectual Property. For greater certainty, none of the above requires the Fellowship Host Organization, Fellowship Recipient or the Fellowship Supervisor(s) to obtain any Intellectual Property or to assign any Intellectual Property to any particular person.

Non-Enforcement for Research Purposes

Neither the Fellowship Host Organization, Fellowship Recipient, nor the Fellowship Supervisor(s) will assert or enforce any new Intellectual Property against the Foundation or any of the Foundation’s non-profit stakeholders including, without limitation, other grantees, hospitals, universities, public research agencies and institutions, public health and community health organizations in respect of their respective use of such Intellectual Property for non-commercial purposes including but not limited to dissemination, clinical or other research, or education. The Fellowship Host Organization, the Fellowship Recipient, and Fellowship Supervisor(s) will ensure that all present and future holders or licensees of any new Intellectual Property agree to not assert or enforce such new Intellectual Property against the above persons for the above purposes.

Commercialization and Confidentiality - Notice Provisions

The Foundation will have regard to and cooperate with efforts by the Fellowship Host Organization, Fellowship Supervisor(s) and the Fellowship Recipient to commercialize research results and new Intellectual Property. Except in respect of the following which the Foundation may release without notice, and where possible, the Foundation will provide the Fellowship Recipient, Fellowship Supervisor(s) and Host Organization with prior notice of the Foundation’s intention to release detailed information related to Foundation funded research including:

- Fellowship Supervisor(s), Fellowship Host Organization, location of Project, Fellowship Category and Level, the fellowship project title (when applicable), CSO Coding, CSCC Coding, Fellowship objectives/Aims, Lay Language Summary, Technical Project summary, relationship to larger initiative, lay language description of mentorship and capacity building, research project scientific abstract (when applicable), Fellowship project duration, and designated non-confidential information provided within project narrative reports.

Obligation to Share Revenue

The Fellowship Host Organization, Fellowship Supervisor(s) and the Fellowship Recipient will be solely responsible for entering into appropriate revenue-sharing agreements with the project team members, collaborators or others in respect of the conduct of the Fellowship Project.

Obligation to Share Research
The Fellowship Recipient and Fellowship Supervisor(s) must ensure that scientifically significant research findings, best practices, lessons learned and/or resources developed resulting from the Foundation-funded Fellowships are promptly published or otherwise publicly disseminated. The Fellowship Recipient and Fellowship Supervisor(s) must prioritize knowledge translation/knowledge exchange activities to appropriate audiences. Fellowship Recipients and Fellowship Supervisor(s) may delay publication for a period of no greater than 6 months in order to file a patent application. Any such delay will be reported by the Fellowship Recipient, Fellowship Supervisor(s) and the Fellowship Host Organization in accordance with the reporting requirements set out below.

During any such six (6) month period (the deferral period) and provided that the Foundation has received notice of the deferral period, the Foundation will not reveal technical or other details that could compromise the patent application. The Foundation nevertheless retains the right to disseminate general information about the Fellowship findings for communication and/or educational purposes. The Fellowship Recipient and the Fellowship Host Organization will specify to the Foundation which aspects of findings constitute confidential information related to a patent application within the standard fellowship narrative reports.

**Reporting Obligations Related to Commercialization Activities**

The Fellowship Recipient, Fellowship Supervisor(s) and the Fellowship Host Organization will report all activities related to the commercialization of Intellectual Property arising from the Foundation funded Fellowship. Such activities include, without limitation,: the filing of a patent, the granting of a patent, and the licensing or assignment of Intellectual Property arising from Foundation-funded research.

The Fellowship Recipient, Fellowship Supervisor(s) and the Fellowship Host Organization must report to the Foundation within 60 business days after the filing or grant, as the case may be, of a patent, and/or after execution of a license agreement or assignment. The Fellowship Host Organization, Fellowship Supervisor(s) and Fellowship Recipient must provide the Foundation with a copy of any license or assignment with all reasonable confidential information redacted from the license or assignment with the notice set out above. Failure to comply with these reporting obligations in relation to interim reporting could result in withholding of subsequent grant payments until these obligations are fulfilled. The Foundation will not entertain new proposals from any Fellowship Host Organization, Fellowship Supervisor(s) or Fellowship Recipient who has not complied with reporting obligations until these reporting requirements are complete.

**Global Access**

In order to ensure that outcomes of National funding have the greatest possible impact on the public good, the Foundation supports principles of global access, including the promotion of open access and dissemination, and the licensing of technologies in such a way as to be available and accessible in developing countries. The Fellowship Host Organization, Fellowship
Supervisor(s) and the Fellowship Recipient retain the discretion of whether and how to fulfill this principle.

**Knowledge Dissemination/Translation**

Fellowship recipients may publish or otherwise publicly disseminate the results and learnings of their Fellowship and prioritize knowledge dissemination/translation to appropriate audiences. The Fellowship Recipient is required to keep the Foundation informed of knowledge dissemination/translation activities and to provide copies of presentations, abstracts, scientific papers directly arising from the fellowship activities after funded activities have formally concluded.

The Fellowship Recipient will be asked to report on knowledge dissemination/translation related to Fellowship activities through scheduled narrative reports, including as applicable:

- Number of peer-reviewed articles,
- Number of citations to articles,
- Number of presentations,
- Number of patent applications and patents granted,
- Number of licenses granted and type of license,
- Number of Master’s and Doctoral students trained,
- Number of Post-Doctoral Fellows trained,
- Number of private and public sector partners,
- Ability to attract subsequent funding for this, or related lines of investigation,
- If materials have been produced, the number of material samples provided to others,
- If materials have been produced, the number of materials adapted or used by others,
- Sustained programs and impacts.

**Release of Fellowship Funds**

Fellowship funds are released according to terms and conditions outlined in the funding agreement. The first instalment will be released upon the Foundation receiving a duly signed copy of the Agreement and the satisfactory resolution of any outstanding Funding Conditions.

Subsequent instalment payments will be released conditional upon satisfactory review and evaluation of the Fellowship Narrative Reports and Financial Certification submitted as per the schedule of fund disbursement. Instalments may be withheld for non-compliance with the conditions listed in this Agreement and/or failure to adhere to the approved Detailed Fellowship Plan, and may be cancelled as provided in the Agreement.
The Foundation will not be responsible for any expenditures made prior to the approved start date of the Fellowship, for Fellowship payments beyond the approved timeframe without prior approval, or any expenditure that exceed the total amount of approved funding.

In accepting a Fellowship, the Fellowship Recipient acknowledges and agrees that the approved funding constitutes the maximum payable, and that it is provided to support the Recipient’s work toward the goals and objectives of the Detailed Fellowship Plan.

**Unspent Fellowship Funds at Conclusion of Fellowship**

In a situation where the Fellowship Recipient does not complete the full duration of the Fellowship, a financial adjustment will be made between the Foundation and the Fellowship Host Organization to reflect amounts owing or due as of the Fellowship termination date. Financial adjustments shall be proportional to the duration of the Fellowship completed.

In some instances, projects successfully complete their goals and objectives and still have unspent grant funds from the Foundation. These should be identified after all activities have been completed and project-related expenses paid. In cases where unspent grant funds remain at the conclusion of a project, the Fellowship Recipient is offered two options:

1) Identify a need consistent with the aims of the original project that can be met through the re-allocation of the remaining funds, for example:
   - Extended project activities - develop resource materials, dissemination, extended evaluation;
   - A related need that would further the goal/objectives of the original project;

2) Return unspent granted funds to the Foundation within 60 days of the project end date.

The Fellowship Recipient must formalize a request to the Foundation in writing, for the re-allocation of these funds, including narrative justification for the re-allocation within 60 days of the project end-date. Approval must be given by the Foundation in writing, prior to unspent granted funds being re-allocated and utilized.

**Financial Audit**

The Foundation reserves the right to audit the Fellowship financial accounts to confirm that funds were spent for approved purposes, in support of the Fellowship goals and objectives as outlined in the funding agreement, and to require the return of any funds not used for approved purposes.

**Scientific Audit**

The work of the Fellowship Recipient may be reviewed at any time. Such audit may be conducted by means of document review and/or by visits by one or more members of a scientific audit team to the research/study site(s). Any issues or concerns related to scientific
conduct will be reported to the appropriate Fellowship Host Organization authority for follow-up, and if not resolved, may result in the imposition of penalties by the Foundation, up to and including full return of Fellowship funds.

Thank you.