



**Commonwealth Health Research Board
Grant Agreement for Grants Awarded July 1, 2018**

**CHRB Grant
#xxx-xx-18**

Grantee Institution/Organization:	
Name of Principal Investigator:	
Name and Title of Grantee Institutional Official, or Authorized Representative, authorized to act on behalf of the Grantee Institution or Organization:	
Grant Title:	

Following the signature of the Grant Agreement by **Principal Investigator** and the Institutional Official, or Authorized Representative, on behalf of the Grantee Institution or Organization, the Commonwealth Health Research Board (hereafter referred to as “the CHRB”) will award the sum of \$100,000 in Fiscal year 2018/2019 to **Grantee Institution or Organization** (hereafter “the Grantee Institution or Organization” for completion of the proposal titled, **Grant Title** under the direction of **Principal Investigator** (hereafter referred to as “Principal Investigator”). The Grantee Institution or Organization agrees, as signified by the endorsement of the Institutional Official, or Authorized Representative, or his successor, on this Grant Agreement on its behalf, to provide matching funds in an amount equal to 33% of the CHRB Award in Fiscal year 2018/2019. **The Principal Investigator, Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and the CHRB agree that the starting date for this research shall be July 1, 2018.**

For two year awards, pending approval of the Principal Investigator’s interim scientific and fiscal progress reports to be submitted by March 31, 2019, the CHRB will award the sum of \$100,000 in Fiscal year 2019/2020. The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agrees to provide matching funds in an amount equal to 33% of the CHRB Award in the year 2019/2020. Specific funding information is provided in the chart below.

Example only	Fiscal Year 2018/2019	Fiscal Year 2019/2020	Total Project Funds
CHRB Grant funds	\$100,000	\$100,000	\$200,000
Grantee Institution or Organization matching funds	\$ 33,000	\$ 33,000	\$ 66,000
Total	\$133,000	\$133,000	\$266,000



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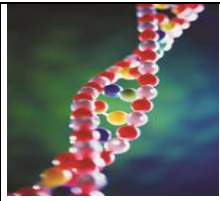
**CHRB Grant
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This Grant Agreement (hereafter referred to as the “Agreement”) sets forth the terms of the Grant Award and the manner in which it will be administered. By accepting this Grant Award, the Principal Investigator and the Grantee Institution or Organization, as signified by the endorsement of the Institutional Official, or Authorized Representative, or his successor, on this Grant Agreement on its behalf, agree to use this money for the purposes defined in the proposal and as allowed by the CHRB’s *FY 2018/2019 Grant Guidelines and Application Instructions*, the CHRB’s *Policies and Procedures effective July 1, 2018*, which are incorporated herein by reference and made a part of this Agreement as if fully set forth in this Agreement.

The Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, acknowledge and agree:

1. Not to expend CHRB Grant funds on unallowable costs identified in the CHRB *Policies and Procedures effective July 1, 2018*, or CHRB’s *FY 2018/2019 Grant Guidelines and Application Instructions*;
2. That the Budget, which was submitted with the Full Proposal and is attached hereto and incorporated herein as if fully set forth here;
 - Is the Budget which has been approved for the Grant Award by the CHRB;
 - Is the operating budget for the Grant Period; and
 - Is the Budget upon which any post- award budget reallocation requests must be based;
3. That, after a CHRB Grant Award has been made, the Principal Investigator must request approval in writing from the CHRB Administrator for:
 - Proposed changes or updates in the research protocol, including providing copies of Institutional Review Board [IRB] and/or Institutional Animal Care and Use Committee [IACUC] protocol approval letters for any proposed changes;
 - Proposed changes regarding the Principal Investigator, or other identified members of the approved research team, including any proposed change to the salary or percentage of professional effort allocated to any member of the approved research team;
 - Proposed changes to the Approved Grant Budget (the budget described in the Full Proposal and approved as part of the CHRB Grant Award) whether the line item is for a personnel or non-personnel [equipment, animal purchase/maintenance, supplies and services] expenditure;
4. That the Principal Investigator bears full responsibility for the operation of the project, and that the CHRB will not be responsible or liable in any way for, or incur any obligations to make any reimbursement for, any over-expenditures or shortfalls; and
5. That neither the Grantee Institution or Organization, nor the Principal Investigator, nor any agent of either, shall be deemed employees or agents of the Board for any purpose.

Specific terms and conditions of this Agreement with which the Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agree to comply are set forth below.



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Expenditure of Funds

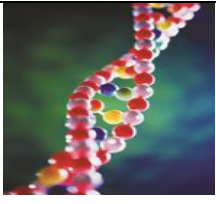
CHRB Grant funds awarded under this Agreement must be expended within a year of the specified start date if a one-year Grant has been awarded and within two years of the specified start date if a two-year Grant has been awarded. The period within which CHRB Grant funds must be expended, together with the time within which final scientific and fiscal reports must be filed with the CHRB Administrator, constitutes the Grant Period unless an extension is granted by the CHRB. In the event that an extension is granted by the CHRB, the Grant Period will include the period of the extension.

The Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agree to oversee the expenditure of all Grant funds and ensure that all funds are expended in strict compliance with the Grant proposal, the CHRB's *Policies and Procedures effective July 1, 2018*, the CHRB's *FY 2018/2019 Grant Guidelines and Application Instructions*, the terms and conditions of this Agreement, professional accounting standards, and all applicable federal and state laws and requirements.

The Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, acknowledge and agree that if any CHRB Grant Award funds are expended for unallowable costs or are otherwise expended in violation of the *CHRB's Policies and Procedures effective July 1, 2018*, as set forth at pages 24, 25 and 26, the CHRB may prohibit the noncompliant Grantee Institution or Organization and/or Principal Investigator from applying for CHRB funding in any number of grant application review cycles following the date of discovery of the violation that the CHRB determines to be reasonable and may terminate the Grant, determine that additional disbursements will not be made, demand that any unexpended funds be returned immediately, and/or revoke a portion, or the entirety, of the Grant Award, requiring the Grantee Institution or Organization and/or Principal Investigator to return, or repay, to the CHRB all or any portion of the CHRB Grant Award funds; whichever is appropriate given the point in the Grant Period at which the delinquency, deficiency, or noncompliance occurs, or is discovered, and the specific nature of the violation.

In addition, the Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, acknowledge and agree that if a Graduate Student enrolled in a Masters or Doctoral Program participates in a CHRB-funded research project in violation of the prohibitions set forth at pages 14 and 28 of the *CHRB's Policies and Procedures effective July 1, 2018*, the CHRB may prohibit the noncompliant Grantee Institution or Organization and/or Principal Investigator from applying for CHRB funding in any number of grant application review cycles following the date of discovery of the violation that the CHRB determines to be reasonable and may terminate the Grant, determine that additional disbursements will not be made, demand that any unexpended funds be returned immediately, and/or revoke a portion, or the entirety, of the Grant Award, requiring the Grantee Institution or Organization and/or Principal Investigator to return, or repay, to the CHRB all or any portion of the CHRB Grant Award funds; whichever is appropriate given the point in the Grant Period at which the delinquency, deficiency, or noncompliance occurs, or is discovered, and the specific nature of the violation.

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agrees to repay, within 60 days of the end date of the Grant Period, to the CHRB any CHRB grant funds not expended or encumbered within 12 months of the start date of a one-year Grant Award or within 24 months of the start date of a two-year Grant Award. In instances where



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repayment is due, the Grantee Institution or Organization acknowledges that it remains responsible for expending, and agrees to expend, on the research project the minimum 33% cash match for the percentage of CHRB funding actually expended. **The Principal Investigator and Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, acknowledge and agree that unexpended CHRB funds may not be used as a substitute for the Grantee Institution's or Grantee Organization's cash match.**

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that teaching, or other, services or paid contributions which are required to be provided to another entity by an existing Subcontract, Memorandum of Understanding or affiliation agreement may **not** be used as any part of the required CHRB match.

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator acknowledge, via endorsement of this Agreement and/or any Addendum or Amendment to this Agreement, that the CHRB Policies and Procedures require that the Applicant Institution or Organization provide the CHRB with a copy of any Subcontract, Memorandum of Understanding or affiliation agreement before the CHRB makes the first payment under any grant award and that their endorsement of this Agreement, and/or any Addendum or Amendment to this Agreement, signifies compliance with this disclosure requirement and serves as an assurance that there are no Subcontracts, Memoranda of Understanding, or affiliation agreements that have not been disclosed to the CHRB in the Full Proposal and that there are no Subcontracts, Memoranda of Understanding, or affiliation agreements concerning which copies will not be provided to the CHRB before any payment is made by the CHRB.

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, Principal Investigator and other participants must disclose professional, personal or financial relations with entities (Pharma, industry, academic institutes, etc.) that are related to the current CHRB funded project if, while not included in the grant project, they could nonetheless directly influence the direction of the study, could benefit from the funds, or be later publicly associated with studies funded by the CHRB. These individuals must ensure any conflict or potential conflict of interest issues related to the CHRB grant project have been reported to, and resolved by, the applicable review committee at the Applicant Institution or Organization. The PI must advise the CHRB in writing of the manner in which the conflict, or potential conflict, of interest was resolved.



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CHRB Grant Award Reporting Requirements

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and the Principal Investigator, via their respective endorsements on this Agreement, acknowledge that they understand and agree to comply with all reporting requirements set forth below:

Initial and Ongoing Approvals by the Institutional Review Board [IRB] and Institutional Animal Care and Use Committee [IACUC]:

[1] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator, understand and agree that no Grant payments will be made until any and all applicable human subject and animal welfare assurances have been approved by the Grantee Institution's or Grantee Organization's [IRB] or [IACUC] and copies of those protocol approvals have been provided to the CHRB.

[2] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator, understand and agree that copies of all applicable IRB and IACUC protocol approvals must be received by the CHRB Administrator by June 15th of the funding year or no CHRB Grant Award will be made.

[3] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator, understand and agree that any modifications to the project that require resubmission to the IRB or IACUC for approval will also require the approval of the CHRB as this would constitute a change in scope.

[4] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator, understand and agree that annual or multiyear protocol renewal documents for the project from the IRB or IACUC must be provided to the CHRB.

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and the Principal Investigator, via their respective endorsements on this Agreement, acknowledge that the Grant Award is subject to the continuing review of the Grantee Institution's or Grantee Organization's IRB or IACUC and that it is the responsibility of the Grantee Institution or Organization and Principal Investigator to provide copies of modified or updated protocols to the CHRB Administrator in a timely manner.

Grant Award Start Date, Grant Payments and Scientific and Fiscal Reporting Requirements:

[1] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that if the project cannot be started by July 1st, of the funding year that no Grant Award will be made.

[2] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator agree to complete the research identified within the time period for which the Grant Award was made, i.e., one year or two years. The Grantee Institution or Organization and Principal Investigator understand and agree that this includes both the research and compilation of results and findings in preparation for completing the final report.



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[3] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that Grant payments and reporting requirements will differ between one-year Grant Awards and two-year Grant Awards as follows:

One-Year Grant Award	Initial Disbursement of 75% of the CHRB Grant Award	Interim Scientific and Fiscal Progress Reports Due	Final Scientific and Fiscal Report Due	Projected Final Payment of 25% of the CHRB Grant Award	Reports Required after conclusion of Grant
Fiscal Year 2018/2019	July 2018	January 31, 2019 (expenses through December 31, 2018)	August 31, 2019 (expenses through June 30, 2019) (not later than 60 days following the end of the project period)	September 30, 2019 Upon determination of final scientific and fiscal reports as satisfactory)	
5 Annual Reports Required after conclusion of Grant					Annually December 31, 2020 through 2025

Two-Year Grant Award	Initial Disbursement of 75% of the CHRB Grant Award for the first year	Interim Scientific and Fiscal Progress Reports Due (9 months)	Final Scientific and Fiscal Report Due	Projected Final Payment of 25% of the CHRB Grant Award for the first year	Reports Required after conclusion of Grant
Fiscal Year 2018/2019	July 2018	March 31, 2019 (expenses through February 28, 2019)		In July of 2019 upon determination of interim scientific and fiscal progress reports as satisfactory and Board approval for continued funding)	
Year Two of the CHRB Grant Award	Projected Disbursement of 75% of the CHRB Grant Award for the second year	Interim Scientific and Fiscal Progress Reports Due (19 months)	Final Scientific and Fiscal Report Due	Projected Final Payment of 25% of the CHRB Grant Award for the second year	Reports Required after conclusion of Grant
Fiscal Year 2019/2020	July 2019	January 31, 2020 (expenses through December 31, 2019)	August 31, 2020 (expenses through June 30, 2020) (not later than 60 days following the end of project period)	September 30, 2020 Upon determination of final scientific and fiscal reports as satisfactory)	
5 Annual Reports Required after conclusion of Grant					Annually December 31, 2021 through 2026



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Scientific and Fiscal Reporting Requirements:

The CHRB will issue guidance regarding the specific format and content of the scientific and fiscal reports. These report formats are provided on the CHRB website at www.chrb.org.

[1] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that for both the interim and final project reports, the scientific research portion of the report must be completed by the Principal Investigator.

[2] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that both the interim and final fiscal reports must be completed by the Institutional Official, or Authorized Representative, or his successor, of the Grantee Institution or Organization responsible for the fiscal administration of the Grant. In order to verify that 33% matching funds have been expended per fiscal year, the Institutional Official, or Authorized Representative, or his successor, of the Grantee Institution or Organization agrees to include all expenses from the first 12 months of the Grant Period. Likewise, the Institutional Official, or Authorized Representative, or his successor, of the Grantee Institution or Organization agrees to include the entire budget and all expenses, whether from CHRB or matching funds, for each fiscal year of the Grant Period in the final fiscal report.

[3] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that both the interim and final fiscal reports must reflect any approved changes in the Approved Grant Budget including personnel and non-personnel [supplies and equipment] expenditures.

[4] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that the CHRB may require the Principal Investigator to submit any additional requested data and reports on a timely basis and to participate in other evaluation efforts required by the CHRB, make presentations; submit photos, disks, video tapes or other data associated with the research project; or host site visits from CHRB members and staff during the course of the funded research.

[5] The Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, understand and agree that failure to submit the scientific or fiscal reports by the deadlines set forth above and/or a significant lack of progress, as demonstrated in the interim scientific and/or fiscal progress report(s), may result in the CHRB's termination of the Grant Award; the CHRB's determination that additional disbursements will not be made; the CHRB's demand that any unexpended funds be returned immediately; and/or the CHRB's revoking a portion, or the entirety, of the Grant Award, requiring the Grantee Institution or Organization and/or Principal Investigator to return, or repay, to the CHRB all or any portion of the CHRB Grant Award funds; whichever is appropriate given the point in the Grant Period at which the delinquency, deficiency, or noncompliance occurs, or is discovered, and the specific nature of the delinquency, deficiency, or noncompliance.

[6] The Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, understand and agree, concerning any such breach of the reporting requirements or lack of progress, that the CHRB's decision to terminate the Grant Award, to withhold disbursements, to demand the return of unexpended funds, and/or to revoke any portion, or the entirety, of the Grant Award, such that the Grantee Institution or Organization and/or Principal Investigator would be required to return or repay funds to the CHRB, is solely within the CHRB's discretion and shall be final and not subject to further review by the CHRB or any court.



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The Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, further understand and agree that if the Principal Investigator or Grantee Institution or Organization fails to comply with any reporting requirement, the CHRB, in its sole discretion, may also prohibit the noncompliant PI or Grantee Institution or Organization from applying for CHRB funding in any number of grant application review cycles following the date of discovery of the violation that the CHRB determines to be reasonable.

Request for A No-Cost Extension:

[1] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that no-cost extension requests must be made in writing prior to the expiration of the original period within which all CHRB Grant funds must be expended, by the Principal Investigator, and co-signed by the appropriate Institutional Official, i.e. the Director of the Office of Research or the Office of Sponsored Programs, or Authorized Representative. Written six-month extension requests must be received by the CHRB Administrator at least 30 days prior to the original deadline from which the extension is requested. Under compelling justification the CHRB may permit an extension, for up to six months, to complete the project without providing additional funds. Approval of a six-month no-cost grant extension will require an Addendum to the original Grant Agreement signed by the Principal Investigator and co-signed by the appropriate Institutional Official or the Organization's authorized representative.

[2] The Grantee Institution or Organization by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator further understand and agree that only under extraordinary circumstances may a no-cost extension exceeding ~~three~~ six months, but not to exceed twelve months, be requested. An example of an "extraordinary circumstance" may be an incident in which a piece of equipment critical to the completion of the project becomes inoperable, and it is determined that it will take up to six months for a replacement to be fabricated. Approval of a no-cost grant extension exceeding six months, but not to exceed twelve months, will require an Addendum to the original Grant Agreement signed by the Principal Investigator and co-signed by the appropriate Institutional Official or the Organization's authorized representative.



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Audit Requirements and Access to Records

[1] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator hereby agree to provide written confirmation that the institution or organization has been audited in accordance with the terms and conditions of the grant requirements and that the funds granted by the Grant Agreement are used according to the CHRB's *FY 2018/2019 Grant Guidelines and Application Instructions*, the CHRB's *Policies and Procedures effective July 1, 2018*, and the terms of this Grant Agreement.

[2] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator further agree to provide a copy of the most recent audit or notification that a copy of the audit is available on the Auditor of Public Accounts [APA] website, to the CHRB Administrator once the audit is completed.

[3] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator agree that the CHRB may require the Grantee Institution or Organization and/or Principal Investigator to repay immediately any inappropriately expended funds to the CHRB if the audit report indicates that funds were inappropriately expended, or at any time when evidence is presented to the CHRB's satisfaction that grant funds are being, or were, expended inappropriately.

[4] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator hereby acknowledge and agree that all audit and reporting costs are the sole responsibility of the grant recipient and that CHRB grant funds and the Grantee Institution's or Organization's required match may not be used to pay for audit and/or reporting costs.

State Agencies and Institutions

Grant funds provided by the CHRB to state agencies and institutions must be audited by the Auditor of Public Accounts (APA), whether as part of the Grantee Institution's or Organization's APA audit or separately.

Nonprofit Agencies and Institutions

Grant funds provided by the CHRB to nonprofit agencies and institutions must be audited as part of the recipient organization's annual audit by a qualified external auditor or external certified public accountant.

[5] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agrees that the CHRB may review, for verification of income, the Grantee Institution or Organization's books and records, or require an audit of the Grantee Institution or Organization's books and records.

[6] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator agree that the CHRB may require the Grantee Institution or Organization and/or Principal Investigator to return, or repay, to the CHRB all or any portion of the CHRB Grant Award funds if (a) the Grantee Institution or Organization or Principal Investigator fails to complete the research for any reason, (b) the Grantee Institution or Organization or Principal Investigator, without the CHRB's prior authorization and approval, alters the research plan that was approved by the CHRB, or (c) the CHRB determines that the CHRB's *FY 2018/2019 Grant Guidelines and Application Instructions*, the CHRB's *Policies and Procedures effective July 1, 2018*, or any term or condition of this Grant Agreement has been violated or any requirement of any of the previously-mentioned governing documents has not been met. The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator agree to these terms and conditions as part of this Grant Agreement.



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Licenses, Patents, Copyrights, and Income-Producing Inventions

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator agree to obtain, at their own expense, any and all patent, copyright, trade secret, proprietary information, or other intellectual property licenses necessary in order to fully carry out the project described in the Grantee Institution or Organization's Grant application and in any subsequent amendment or change to the project subsequently approved or permitted by the CHRB.

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agrees to pay all royalties and license fees. The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agrees to be solely responsible, where found liable, to the extent covered by insurance or specified by statute, whichever is less, for the payment of all claims for loss, personal injury, death, property damages, or otherwise arising out of any act or omission of its employees or agents, including without limitation, the infringement or other unauthorized use of any patent, copyright, license, or other form of intellectual property. The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, hereby acknowledges that the CHRB shall not accept any such liability and shall not be liable for any act or omission of any Grantee Institution or Organization or of any of the Grantee Institution's or Organization's employees or agents.

The intended benefits for the Commonwealth's citizens are enhanced when the CHRB has an increased amount of funds available from which it can make Grants. The CHRB therefore requires that all licenses, copyrights, patents, inventions, or income-producing processes discovered or arising from research supported in whole or in part by the CHRB, which begin to produce income within five years of the conclusion of the Grant Period, shall be reported to the CHRB as part of the Additional Reporting Requirements.

The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and/or Principal Investigator agree to reimburse the CHRB for the full Grant Award amount received from the CHRB to execute the proposal in accordance with the CHRB's *Policies and Procedures, effective July 1, 2018* and the terms and conditions contained in this paragraph. The CHRB will not require repayment of Grant funds until the income (net of any direct out-of-pocket patenting costs paid by the Grantee Institution or Organization) from invention, patents or income-producing processes, exceeds \$150,000 for CHRB Grant Awards up to and including \$100,000, or exceeds \$300,000 for CHRB Grant Awards over \$100,000. When the applicable threshold is reached, the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and/or Principal Investigator agree to repay the CHRB the full CHRB Grant Award amount within 30 days of the date upon which the threshold is met.

"Invention" means any discovery, material, method, process, product, program, software or use whether or not patented or patentable or copyrighted or copyrightable, that has an application of value such that its use, licensing, lease or sale generates revenue. For a period of five years after the conclusion of the Grant Period, the Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agree to report to the CHRB all licenses, copyrights, patents, inventions, or income-producing processes, discovered or arising from research funded, at least in part, by the CHRB, which begin to produce income.



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CHRB Annual Evaluation Report, Additional Reporting Requirements and Acknowledgement of Support:

[1] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator acknowledge and agree that if the Principal Investigator or Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, fails to comply with any reporting requirement following the conclusion of the Grant Period, including any reporting requirement concerning any income-producing license, copyright, patent, invention, or income-producing process discovered or arising from research supported in whole or in part by the CHRB, or fails to provide the required acknowledgement of CHRB support in a publication, the CHRB, in its sole discretion, may prohibit the noncompliant Principal Investigator and/or Grantee Institution or Organization from applying for CHRB funding in the grant application review cycle following the date of discovery of the violation.

[2] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator further acknowledge that if such a determination is made by a majority of a quorum of the members of the CHRB, it shall be communicated in writing by the CHRB Chair to the Principal Investigator and/or Grantee Institution or Organization within fourteen (14) business days [excluding state holidays] of the date of the CHRB's determination.

[3] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator agree to comply with the CHRB Annual Evaluation Report requirement, the Additional Reporting Requirements, and the Acknowledgement of Support Requirement, as more particularly set forth herein below.



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Reporting Requirements	
Publications	<p>Each Principal Investigator and the Grantee Institution or Organization agrees to submit any additional requested data and reports on a timely basis, and to participate in other evaluation efforts required by the CHRB. For example, the Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agree to include in all published journal articles, monographs, or other special reports based on grant-supported projects a standard footnote of acknowledgment as follows: <i>“This research was supported by grant funding from Virginia’s Commonwealth Health Research Board.”</i></p> <p>For a period up to five years after the conclusion of the grant, two reprints of any publication resulting from the funded research must be sent to the CHRB as soon as they are available.</p>
Future Grant Funding	<p>For a period up to five years after the conclusion of the Grant Period, the Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agree to notify the CHRB of future grant awards or contracts received as a result of research funded with grant funds from the Commonwealth Health Research Board.</p>
Licenses, Copyrights, Patents, Inventions or Income-Producing Processes	<p>For a period of five years after the conclusion of the Grant, the Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agree to report to the CHRB all licenses, copyrights, patents, inventions, or income-producing processes, discovered or arising from research funded, at least in part, by the CHRB, which begin to produce income.</p>
Evaluation Efforts	<p>For a period of five years after the conclusion of the Grant Period, as part of the CHRB’s ongoing evaluation efforts, each Principal Investigator and Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, agrees to complete a CHRB Annual Evaluation Report [available at www.chrb.org] and return it to the CHRB Administrator by December 31st of each year.</p>



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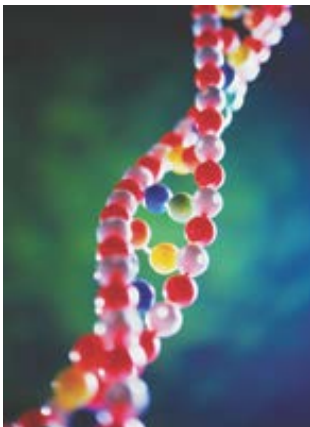
CHRB Grant Award Compliance

[1] The Principal Investigator and Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor acknowledge and agree that they must abide by all terms, conditions, and definitions as established by the CHRB and that compliance with policies and/or definitions utilized by the National Institutes of Health may not constitute compliance with the CHRB's policies, procedures, guidelines, or definitions.

[2] The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and the Principal Investigator acknowledge and agree that if either, or both, fail to comply with any of the *CHRB's FY 2018/2019 Grant Guidelines and Application Instructions, Policies and Procedures, effective July 1, 2018*, or any term or condition of this Grant Agreement, the CHRB, in its sole discretion, may require the Grantee Institution or Organization and/or Principal Investigator to return, or repay, to the CHRB all or any portion of the CHRB Grant Award funds and/or may prohibit the noncompliant Principal Investigator or Grantee Institution or Organization from applying for CHRB funding in any number of Grants-application review cycles following the date of discovery of the violation that the CHRB determines to be reasonable in light of the magnitude or significance of the violation. The Grantee Institution or Organization by, and through the Institutional Official, or Authorized Representative, or his successor, and the Principal Investigator acknowledge and agree that the CHRB may impose such sanctions even if the violation is discovered after the conclusion of the Grant Period; yet within five years following the conclusion of the Grant Period, including any period of any no-cost extension granted by the CHRB.

Contact Information

All notices, correspondence or change of contact information shall be directed to the Board at the address below. The original hard copy of this Grant Agreement must be signed by the Principal Investigator, and by an official authorized to bind the Grantee Institution or Organization, and returned to:



Anne C. Pace, MPA
Administrator
Commonwealth Health Research Board
P.O. Box 1971 (Mailing)
101 N. 14th Street, 2nd Floor (Delivery)
Richmond, Virginia 23218-1971
804.371.7799 Telephone Direct
804.692.0222 Fax Direct
anne.pace.chrb@doa.virginia.gov
www.chrb.org



**Commonwealth Health Research Board
Grant Agreement for Grants Awarded July 1, 2018**

**CHRB Grant
#xxx-xx-18**

Signatures

By signing this Grant Agreement, the Institutional Official, or Authorized Representative, or his successor, on behalf of the Grantee Institution or Grantee Organization, agrees that if during the Grant Period a change in the Grantee Institution's or Grantee Organization's Institutional Official, or Authorized Representative, is anticipated; or if a Grantee Institution or Grantee Organization withdraws his authority to act on its behalf, or to make legally binding agreements upon its behalf, the Grantee Institution or Grantee Organization will so advise the CHRB in writing at least five business days before the anticipated change. If prior notice is not possible, the Grantee Institution or Grantee Organization, by and through its current Institutional Official, or Authorized Representative, agrees that it will so advise the CHRB in writing no later than 4:00 p.m. of the business day following the change. The Grantee Institution or Grantee Organization also agrees, by and through its current Institutional Official, or Authorized Representative, to provide the CHRB with a new letter of authorization for the new Institutional Official, or Authorized Representative, and to have the new Institutional Official, or new Authorized Representative, provide the CHRB with an endorsed Grant Agreement Amendment no later than 4:00 p.m. of the business day following the first day the new Institutional Official, or new Authorized Representative, serves the Grantee Institution or Grantee Organization in that capacity.

By signing the Grant Agreement the Principal Investigator and Institutional Official, or Authorized Representative, or his successor, certify that they have read, understand and agree to comply with all of the *CHRB's FY 2018/2019 Grant Guidelines and Application Instructions*, the *CHRB's Policies and Procedures effective July 1, 2018*, and all terms and conditions of this Grant Agreement.



**Commonwealth Health Research Board
Grant Agreement for Grants Awarded July 1, 2018**

**CHRB Grant
#xxx-xx-18**

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Signature of Chair, CHRB

Date:

The Principal Investigator and Authorized Institutional Official, or Authorized Representative, must sign this page.

The starting date for this research will be: July 1, 2018

The project completion date for this research is: June 30, 2019 for one-year Grant Awards
June 30, 2020 for two-year Grant Awards

Printed Name of Principal Investigator	Date:
Signature of Principal Investigator	Date:
Printed Name of Institutional Official or Authorized Representative and Title	Date:
Signature of Institutional Official or Authorized Representative	Date: