

## The Medical Council of Canada Research in Clinical Assessment

### - Acceptance guidelines -

#### ADMINISTRATION OF FUNDS

The Medical Council of Canada (MCC) will require that a duly designated educational institution or research institute administer the money. The name and complete contact information of that institution's financial officer to whom the funds are to be forwarded should be sent to us as soon as possible. Once the requirements as outlined in the award letter are met, 75 per cent of the agreed funding amount will be forwarded to the financial officer. Upon submission and acceptance of the final report at the completion of the study, the MCC will release the remaining 25 per cent of the funds.

All projects are to be completed as outlined in the accepted proposal. Changes in line items under \$1,000 are permitted without prior approval. Changes to line items over \$1,000 must be cleared in writing with the MCC only if changes exceed 20 per cent of the original budgeted amount (e.g., a change of \$400 on an item of \$2,000).

#### REPORTING AND MONITORING

##### Final Report

A final report must be filed with the MCC within three months of the study's end date. For example, the final report on a project funded from July 1, 2017 to June 30, 2018 must be submitted by Sept. 30, 2018. That report must include narrative and financial components, which will summarize the project's purpose(s), implementation, outcomes and expenditures. Essentially, the narrative portion of final report should be an expanded version of the original proposal, written in the style of a journal publication. The report should fill in any blanks and answer any research questions posed. **Any unused funds must be returned to Council with the submission of the final report.**

Applicants who have received an MCC grant but have failed to submit a sufficient final report by the specified deadline are not eligible to apply for another MCC grant, at minimum, until a satisfactory report has been submitted to and accepted by the MCC.

***We require that you or the other grantees acknowledge the MCC's contributions to the project, through its Research in Clinical Assessment grant program in any subsequent publication or presentation of the results of this study.***

## Financial Record Keeping and Audits

Grant recipients must be able to provide supporting documentation for all expenditures charged to their grant accounts. Such documentation includes the following:

- For expenses related to stipends paid to research personnel (other than principal investigator): signed records regarding personnel paid from grant funds, including names, categories, salary levels and length of time supported in each case, plus details of employee benefits charged and relevant calculations.
- For equipment, supplies or travel: supplier invoices indicating details of purchases and prices paid. Travel expenses must conform to the conditions outlined by the granting committee. Travel claims must include the purpose of the trip, dates and destinations and original receipts.
- For internal expense allocations or shared expenditures: documentation indicating the exact charge being made, the method of calculation and the grant recipient authorization for those being assigned to the grant account.

At the conclusion of the grant, each grant recipient may be subject to a financial audit. This audit will be performed by Medical Council of Canada staff and will take place to ensure all expenditures outlined in the report are valid, are appropriately authorized and are in compliance with the guidelines noted above.

## - Acceptance of grant -

If you wish to accept this grant, please respond in writing as soon as possible that you intend to accept this award and that you will abide by the conditions so outlined.

RECIPIENT

_____ Name of recipient ( <i>please print</i> )	
_____ Signature	_____ Date ( <i>yyyy/mm/dd</i> )