



## RESEARCH AWARD RECIPIENT AGREEMENT

**Investigator:**

**Title of Grant Award:**

**Investigators are required to sign and return this document prior to the distribution of funds. Any questions pertaining to these policies may be addressed to the Hospice and Palliative Nurses Foundation CEO.**

### **1. Institutional Review Board Approval**

- a. Approval must be submitted, from all sites included in the study, to HPNF before initiating any research activity on humans or animals.
- b. Recipients are responsible for maintaining institutional approval, from all sites included in the study, for the duration of the project.
- c.

### **2. Ethical Conduct**

Recipients accept full responsibility for the ethical conduct of the funded research activity.

### **3. Compensation**

- a. Recipients compensated full or in part by HPNF shall not be considered HPNA employees, unless stipulated by a separate contractual agreement.

### **4. Study Modifications**

- a. Recipients must submit a written request for approval of any modifications to the specific aims, design, methods, and/or sample of HPNF grants.

### **5. Budget Issues**

- a. Recipients are responsible for monitoring the expenditure of funds and for using the awarded monies as stipulated in the approved line-item budget.
- b. Recipients must obtain approval from HPNF for significant re-budgeting.
  - i. Significant re-budgeting occurs when expenditures in a single direct cost budget category deviate (increase or decrease) from the categorical commitment level established at the time of the award by more than 25% of the total cost in the category or a minimum of \$500 in a category.

### **6. No-Cost Extensions**

- a. Recipients are expected to use the awarded funds within the required time period, as stipulated in the award letter.
- b. A “no-cost” extension may be requested prior to the end of the original funding cycle. The recipient must also request approval to carry over any remaining grant funds to the extended project period and submit a progress report.
- c. This request must be submitted to HPNF at least 30 days before the project period is scheduled to end.
- d. A maximum of one one-year “no-cost” extension is allowed.

**7. Reporting Requirements**

- a. Recipients are required to submit final expenditure and scientific reports following the *Guidelines for Preparing the Financial Report for the Hospice and Palliative Nurses Foundation*.
- b. Unexpended funds revert to the Hospice and Palliative Nurses Foundation.
- c. Failure to submit complete, accurate, and timely reports may result in possible forfeiture of final \$500.

**8. Publishing Expectations**

- a. Publication of project results in peer-reviewed scientific or professional journals is expected.
- b. Recipients are encouraged to submit AAHPM/HPNA Annual Assembly abstracts and to submit for publication their final results in the Journal of Hospice and Palliative Nursing.
- c. Recipients must acknowledge that this research was funded by the Hospice and Palliative Nurses Foundation in all publications and presentations regarding their research.

**9. Inventions**

- a. An Invention is any potentially patentable discovery conceived and reduced to practice in the performance of an HPNF-funded award.
- b. Title to any Invention shall reside in the recipient’s institution.
- c. Inventions will be reported to HPNF by the recipient’s institution.
- d. The Hospice and Palliative Nurses Foundation will participate in Net Royalty Income derived from the Invention.
- e. HPNF participation in such income shall be determined by mutual agreement between the grantee institution and the Hospice and Palliative Nurses Foundation at an appropriate time before or during a reasonable period after a license has been executed for the Invention.
- f. The Hospice and Palliative Nurses Foundation share will be determined on a case-by-case basis and be related to the proportional level of support provided by HPNF to the research that resulted in the Invention and will begin when Net Royalty Income on any license for the Invention exceeds \$500,000.
- g. Net Royalty Income is defined to be gross income less expenses and administrative costs and any mandatory distributions under the grantee institution policy.

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**Signature below acknowledges that the award recipient agrees to abide by all said policies and guidelines:**

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Signature of Award Recipient

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Date

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Signature of Institutional Officer

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Date

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Signature of HPNF CEO

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Date