

Tipsheet for signing authorities: confirmation of application

Applications to the Canadian Cancer Society (CCS) for research funding must be confirmed prior to submission by an executive authority representing the host research institution, and an executive authority from the finance institution administering the funds (**only** if this is different from the host research institution).

For applications to grant competitions, sign-off is also required by the Head of the Department where the research is to take place. (If the research is being conducted by a Department Head, confirmation must instead be supplied by the Dean of the Department.)

- If you are an executive signing authority for the host research or financial institute, you acknowledge that you have read and understand the [Host Institution / CCS Agreement](#) and agree to abide by the terms within, as well as the terms outlined on our [website](#).
- If you are the Head or Dean of Department, your consent indicates that you are aware of the contents of the application.

In order to provide your confirmation, follow these steps:

1. Copy the **URL** (website address) that was included in your e-mail notification and paste it into your web browser. This page will be displayed:

Host Institution Application Entry Timeout Left: 56 mins Date: Jul-30-09

Applicant: Joe Smith Program: Research Grants - 2010
Application: Joe Smith's test Research Grants application Show Documents

HOD/Dean

Save 3 Show Tree

32. Head of Department / Dean Confirmation Hide Instructions

This section can only be completed by the Head of the applicant's research department. If the project is to be carried out by the Head of the Department the application must instead be confirmed by the Dean.

I confirm that I have read and understood the Host Institution / CCS Agreement, and agree to abide by the terms. Yes 2 No

Name of the Head of Department or Dean: Jane Lee

Title: Head of Life Sciences Department

Date: **This text will be auto-populated**

2. Click the **Yes** radio button to indicate your confirmation.
3. Click the **Save** button.



Note: system confirmation will be displayed

The system will provide a pop-up confirmation that your changes have been saved and entered into the system. If you wish to confirm this message, close the browser, open a new one and paste the URL into it, as in step 1. The Yes/No radio button will now be populated, as well as the Date field.



Troubleshooting: URL does not work

If the website address included in your e-mail is not taking you to the page shown in the illustration above, this may be due to the URL being broken into two lines in your e-mail display. In some instances, even when you copy the entire URL, only the first line is being pasted into the browser.

To resolve this issue, copy the second line of the URL from your e-mail and paste it into the web address bar next to the first line of the URL, then hit enter.

Host Institution / CCS Agreement

In the event that the Principal Investigator (and all others who participate as a result) is awarded a grant (refers to any form of funding to a Host Institution or other recipient) with funds administered by the Canadian Cancer Society, including grants awarded by the Canadian Breast Cancer Research Alliance ("CBCRA"), then for value received, the undersigned Host Institution agrees that:

- a) Any grant that may be awarded shall be administered in accordance with the Regulations set forth on the Canadian Cancer Society research website. Grants awarded are made only upon the approval of the Canadian Cancer Society or CBCRA, as applicable. All grants are at all times conditional upon and subject to, availability of funds to the Canadian Cancer Society. In addition, the Canadian Cancer Society reserves the right to terminate, at any time and without cause, any grant.
- b) Any proposed clinical investigation involving experimentation in human subjects has been or shall be examined by the appropriate Host Institution(s) committee(s) and found to be acceptable from an ethical point of view in accordance with the [TCPS 2 - Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#), published by the Canadian Institutes for Health Research, the Natural Sciences and Engineering Research Council of Canada and the Social Sciences and Humanities Research Council of Canada.
- c) Any proposed investigation involving the use or creation of human embryonic stem cells has been or shall be examined by the appropriate Host Institution(s) committee(s) and found to be acceptable from an ethical point of view in accordance with any applicable legislation including Bill C-6, An Act Respecting Assisted Human Reproduction and Related Research. The Canadian Cancer Society has endorsed and adopted, and the Host Institution(s) agree to adhere to, the Guidelines set forward by the Canadian Institutes for Health Research, entitled [Human Pluripotent Stem Cell Research: Guidelines for CIHR-Funded Research](#). In addition, the Host Institution(s) agree that any such research shall also have to be approved by other, duly appointed Ethics' Committees or Regulatory Agencies or other sanctioned bodies who will have national oversight on all such human embryonic stem cell research.
- d) Any proposed investigation involving the use of experimental animals has been or shall be examined by the appropriate Institutional Animal Care Committee(s) and found to be acceptable as far as the experimental procedures and the continuing care of these animals are concerned, in accordance with the [Canadian Council on Animal Care guidelines](#).

e) Any proposed investigation involving the use of biological materials has been or shall be found acceptable by the appropriate Institutional Biohazards Committee(s) and will be conducted under conditions which satisfy the [Laboratory Biosafety Guidelines](#) published by the Canadian Institutes of Health Research and Health Canada.

f) Any proposed investigation involving human samples has been or shall be collected in accordance with recognized standards, or shall include a description of the source, quality and handling procedures.

g) The Host Institution(s) within which the research will be conducted maintains or shall develop during the term of any grant a policy on inventions and patents which applies to the Principal Investigator and which does not require the Canadian Cancer Society to assume any responsibility for any costs, expenses or liabilities relating to inventions or patents.

h) The Host Institution(s) accepts responsibility for:

- Investigating possible instances of misconduct in research or scholarship;
- Imposing appropriate sanctions in accordance with their own policies;
- Informing the Canadian Cancer Society of conclusions reached and actions taken, including decisions involving Co-applicants from other institutions where there is more than one institution involved; and
- Any and all actions taken or omitted to be taken by it, or the Principal Investigator as applicable.

The Host Institution agrees that in cases in which misconduct or any other breach of the obligations owed by the Host Institution(s) to the Canadian Cancer Society has occurred, the Canadian Cancer Society may impose its own sanctions as set out in the policy statement on the Canadian Cancer Society website or take such other actions as the Canadian Cancer Society may determine.

i) The Host Institution(s) accepts responsibility for issuing a “Statement of Account” on an annual basis, for each grant being administered under its authority.

j) None of the Canadian Cancer Society, their associates, or their respective directors, officers, agents, members, employees or representatives shall be liable for any loss, injury, damage or any other liabilities whatsoever to persons or property due to or arising out of the said research, either directly or indirectly, whether attributable to negligence or otherwise, including any loss, injury, damage or liabilities to the health or well-being of any research subject or innocent bystander or any loss, injury, damage or any other liability whatsoever to an agent, employee or representative of the Host Institution or Principal Investigator.

The Host Institution agrees to indemnify and save harmless the Canadian Cancer Society, their associates and their respective directors, officers, agents, members, employees and representatives (individually an “Indemnitee”) from and against:

- (i) all claims, damages, losses, costs, expenses, liabilities or demands of any nature whatsoever which an Indemnitee sustains (or may sustain) including in respect of or in connection with any claim, action, proceeding or any other circumstance which is alleged, threatened, commenced or prosecuted, for or in respect of any act (or inaction or omission), deed, matter or thing whatsoever, made, done or permitted to be done by the Host Institution(s) directly or indirectly including by the Principal

Investigator or any other party, whether attributable to negligence or otherwise arising out of or by virtue of its having granted funds for research to the Host Institution(s), Principal Investigator or the Host Institution(s), in respect of its having acted or omitted to act in connection with such research; and

(ii) all other costs, charges and expenses, including legal fees and expenses on a substantial indemnity basis, whether such costs, charges and expenses relate to the forgoing damages, claims, liabilities, demands or otherwise, which an Indemnitee sustains or incurs in or about or in relation to the research.

k) The person named as the Principal Investigator remains the Principal Investigator on a grant for the duration of the grant unless given express permission by the Canadian Cancer Society.

l) Host Institution(s) shall ensure the Principal Investigator advises all others named and working on the grant of the regulations of the Canadian Cancer Society, including the policies regarding inventions and patents and misconduct.

m) The Canadian Cancer Society will not provide funds to any party which receives concurrent direct or indirect support from the tobacco industry (e.g. manufacturers, the Council for Tobacco Research or the Smokeless Tobacco Council or any other organization that acts on behalf of or is sponsored directly or indirectly by the tobacco industry) for the duration of Canadian Cancer Society funding. The Host Institution(s) acknowledge that “support” includes, but is not limited to, receipt of a research grant or award, a contract for personal or professional services, a consulting agreement (paid or unpaid) or any other direct or indirect benefit, from the tobacco industry.

Host Institution(s) shall ensure that any individual including Principal Investigator and any other investigators actively engaged in Canadian Cancer Society’s funded research does not receive “support” from the tobacco industry, as listed above, for the duration of the funding.

n) The Canadian Cancer Society or CBCRA, as applicable, must be acknowledged for public announcements of a grant, publications or presentations, in the format described in the Notification of Award.

o) Grantees and their host institutions must acknowledge the CCS (and/or CCS partner/donor, as appropriate) in all materials, communications and media releases related to the funded work.

Contravention of Canadian Cancer Society policies, as applicable, by the Host Institution(s), Principal Investigator or any others may result in consequences including the immediate termination of a grant, return of any funds already disbursed and the requirement of the Host Institution(s) to compensate the Canadian Cancer Society for any and all costs, expenses and other amounts.

For additional assistance

If you have any questions regarding this process, please contact egrms@cancer.ca.