



Criteria for the Selection of and Rules for the Administration of OAML-Administered, Non-Proprietary Research Projects

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Research Trust Small Grants Program 2008

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| Section A | Purpose |
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The purpose of the OAML Research Trust Small Grants Program is to support projects involving research designed to improve the efficiency or effectiveness of the delivery of laboratory services and may include *bona fide* research studies related to any of the topics listed following.

Grants to a maximum amount of \$35,000.00 may be awarded to support identified laboratory services research, evaluation or demonstration projects to investigate:

- the accessibility, acceptability, planning, organization, distribution, technology, utilization, quality and financing of laboratory services and systems;
- the supply and distribution, education and training, quality, utilization, organization and cost of laboratory personnel; and
- the design, construction, utilization, organization and cost of laboratory facilities and equipment

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| Section B | Eligibility |
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Any public or private entity and any individual is eligible to apply for a grant under the program.

Grants may be made to eligible applicants for the purpose of assisting in meeting the costs of laboratory services research, evaluation or demonstration projects as described in Section A, above.

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| Section C | Applications |
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Applications shall be submitted in the form prescribed by the OAML containing the following information:

1. A description of the problem in the area of laboratory services that the project will address;
2. A description of the hypotheses that will be tested or the specific objectives that will be served by the project as they relate to the general problem area;
3. A specification of the data that will be collected or used in the project detailing how it will be analyzed;
4. A description of the manner in which the project will be managed and organized;
5. A description of how the investigation would benefit human health;
6. A description of the facilities and resources that will be available to the applicant, if any;
7. The names and qualifications of the principal investigator and principal members of the staff that will be assigned to the project and their roles;
8. A Curriculum Vita of the principal investigator and any co-investigators;
9. An Ethical Conduct for Research involving Human Subjects clearance; and,
10. A complete and detailed budget and justification for the amount of grant funds being requested.

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| Section D | Evaluation of Applications |
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Applications for grant support will be submitted by the OAML to at least two Reviewers, chosen from among the members of the OAML's Quality Assurance Of Clinical Laboratory Practice Professional Advisory Group or other appropriate persons, for review. In carrying out the review the Reviewers will take into account where appropriate:

1. The originality from a scientific or technical standpoint of the goals of the project;
2. The adequacy of the methodology proposed to carry out the project;
3. The proposed plan to collect and analyse data;
4. The qualifications of the principal investigator and proposed staff;
5. The reasonableness of the proposed budget in relation to the project;
6. The adequacy of the facilities available to the applicant.

Each Reviewer shall make a report to the OAML, summarizing the Reviewer's findings and making recommendations with regard to approval, disapproval or deferral of the application in order to obtain additional information.

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| Section E | Grant Award |
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The OAML may award grants, within the limits of the funds available, to those applicants whose approved applications will, in the judgement of the OAML, best promote the purposes of the Program as described in Section A above, taking into consideration:

1. Recommendations made by the Reviewers;
2. The appropriateness of the budget;
3. The extent to which the research proposal and fiscal plan provide assurance that effective use will be made of grant funds;
4. The research capability of the applicant;
5. The competence of the principal investigator, in light of the scope of the project; and,
6. The probable usefulness of the project results for dealing with laboratory services problems, policies and programs in Ontario.

In making any grant award, the OAML may add additional conditions or require specific modifications to a project as proposed in the application including a different level of grant support from that requested in the application. In such cases such condition or modification will appear on the Notice of Grant Award and the OAML will obtain written agreement of the applicant to proceed on such basis prior to making any grant award.

All grant awards shall be in writing. The Notice of Grant Award shall set forth the amount of funds awarded for the conduct of the approved project.

The project period for any grant under this program shall be specified in the Notice of Grant Award and shall, in no case, exceed one year. The project period shall commence no later than three months following the date of such award.

Neither the approval of any application nor the awarding of a grant shall commit or obligate the OAML in any way to make additional, supplemental, continuation or other awards with respect to the project or any part of the project.

The amount of any grant shall be determined by the OAML on the basis of an estimate of the sum necessary for all or a designated portion of the direct costs of the project.

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| Section F |
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| Project Requirements |
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A project supported under this Program must be conducted in accordance with the following requirements:

The project shall be carried out in accordance with the approved application;

The principal investigator shall be responsible for the conduct of the project unless replaced by another individual found by the OAML to be qualified to carry out such responsibilities. Where the principal investigator becomes unable to function in such capacity, the OAML shall be notified as soon as possible.

The project shall provide a full report of the findings, detailed budget, and other information deemed necessary by the OAML within one calendar year after the completion of the project.

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| Section G |
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| Grant Payments |
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The OAML will from time to time make payments to the grantee of all or a portion of any grant award, either by way of reimbursement for expenses incurred or in advance for expenses to be incurred, to the extent that the OAML determines such payments are necessary to promote prompt initiation and advancement of the approved project.

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| Section H |
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| Use of Project Funds |
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Any funds granted pursuant to the above shall be expended by the grantee solely for carrying out the approved project in accordance with the terms and conditions of the award. The grantee may not in whole or in part delegate or transfer this responsibility to any other person or legal entity without the specific written prior approval of the OAML.

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| Section I |
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| Termination |
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The termination of any grant will be governed by the terms and conditions of the grant award; where the OAML determines that an approved project is not being carried out in accordance with the terms and conditions of the grant award, the OAML may terminate the grant in whole or in part.

Where the grantee unilaterally terminates a portion of a grant, the OAML may terminate such grant in whole where the OAML determines that the remaining portion of the grant will not accomplish the purposes for which the grant was made.

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| Section J |
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| Publication and Copyright |
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Except as may otherwise be provided under the terms and conditions of the award, the grantee is free to copyright any book or other copyrightable materials developed under the grant, subject to a royalty-free, nonexclusive and irrevocable license of the OAML to reproduce, publish, alter, or otherwise use and to authorize others to use the work to further the purposes of the Program. In any case in which a copyright has been obtained, the OAML shall be so notified.



Any reports, papers, statistics or other materials developed from work supported in whole or in part by an award made under the Program shall be submitted to the OAML. The OAML may make such materials available and disseminate the materials on as broad a basis as practicable and in such manner as to make the materials understandable.

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| Section K | Confidentiality |
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No information obtained by the grantee in the course of the laboratory services research, evaluation or demonstration activities may be used for any purpose other than the purpose for which it was supplied. Such information may not be published or released other than in statistical form if the person who supplied the information or who is described is identifiable unless such person has signed a written consent on such forms as the OAML may prescribe.

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| Section L | Control of Data |
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Except as otherwise provided in the terms and conditions of the award and subject to the confidentiality requirements, of Section K, all data collected or assembled for the purposes of carrying out laboratory services research, demonstration or evaluation projects shall be made available to the OAML upon request.

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| Section M | Grantee Accountability |
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All payments made by the OAML shall be recorded by the grantee in accounting records separate from the records of all other funds, including funds derived from other grant awards. With respect to each approved project, the grantee shall account for the sum total of all amounts paid by presenting or otherwise making available evidence satisfactory to the OAML of expenditures for direct costs approved in the application for grant award.

Royalties received, during the period of the grant support, by grantees from copyrights on publications or other works developed under the grant, or from patents or inventions conceived or first actually reduced to practice in the course of or under the grant shall be accounted for as follows:

- Used by the grantee for any purposes which further the objectives of the Program as enunciated in Section A; or
- Deducted from the total grant award amount for the purposes of determining the net amount of grant award to be paid.

In addition to such other special and periodic accounting as the OAML may require, a grantee shall render with respect to each approved project a full account, as of the termination of grant support which shall be at the end of the project period or the date of any termination of grant support pursuant to the applicable provisions of Section I and the terms and conditions of the grant award.

There shall be payable to the OAML as final settlement with respect to each approved project the total sum of any amount not accounted for pursuant to the provisions of this Section and the terms and conditions of the grant award. Such total sum shall constitute a debt owed by the grantee to the OAML and shall be recovered from the grantee or its successors or assignees by action as provided by law.