



**FUNDING  
RECIPIENT  
GUIDELINES**

**Healthcare  
Research by  
Community  
Physicians**

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## OVERVIEW

The PSI Foundation was established in 1970 by the physicians of Ontario with the original capital of Physicians Services Incorporated, the doctor-sponsored prepaid medical care plan. The Foundation was established with the mission of improving the “health of Ontarians.” Physicians from across Ontario remain involved as members of the Foundation’s House of Delegates as well as part of the governing board of directors for the Foundation.

PSI Foundation is pleased to provide support for your research. This document serves as the funding recipient guidelines for the Healthcare Research by Community Physicians funding program offered by PSI.

To ensure you understand what is required as a funding recipient, please read the information in this document.

## CONTACT INFORMATION

Please contact us at 416.226.6323 or by email at [psif@psifoundation.org](mailto:psif@psifoundation.org) to discuss any questions you may have about submitting an application for funding.

Follow us on Twitter [@PSIFoundation](https://twitter.com/PSIFoundation) and check our website at [www.psifoundation.org](http://www.psifoundation.org) for the latest news and updates, such as updated application forms and policy revisions.



## GRANT RECIPIENT REQUIREMENTS

If funding is awarded, the following requirements are a condition of funding:

### CONDITIONS OF RELEASING THE INITIAL PAYMENT

- The Principal Investigator (PI) is to provide a start and end date for the project, which will also represent the start and end date of the granting period. Please note: PSI will use this date to determine when the sponsoring institution will close the research account and when to expect interim and final reports from the grant recipient.
- The first payment of funding is conditional upon receipt of all applicable approval certificates and registrations. These applicable ethics and research standard approvals and registrations must have the same title as that of the application approved by PSI.
- The project must start within six months of the date of the letter from PSI offering funding and be completed within the approved time period. In conjunction with the Principal Investigator, PSI will establish a granting period for every award. This granting period represents the timeframe for which the grantee has to complete the study.

### REPORTING & CONDITIONS OF RELEASING FUNDS

- Subsequent payments of funding are conditional upon verification of valid approval certificates and registrations. Upon expiry, approval certificates must be renewed and provided promptly to PSI for funding to continue.
- Projects of duration longer than twelve months are to provide an interim report of one to two pages on the progress to date of research activities, as well as a financial accounting statement of disbursement of the funds awarded at the end of each twelve-month period. Scheduled payments will be subject to receipt and satisfactory review of both annual research progress and accounting reports.
- PSI may withhold 10% of the value of the grant until the Principal Investigator submits a final report, which must include a final accounting statement from the sponsoring institution (with any unused funds returned) and a completed PSI Results of Research form. This material must be submitted within three months of the granting period's end date as a condition of funding.
- External Peer Review represents a core component of PSI's robust grants review process. PSI continues to find it difficult obtaining external peer reviews, similar to other funders and journals. We believe our grantees represent part of the solution of this ongoing issue; therefore, PSI has included the expectation that all currently funded grantees provide one (1) external peer review per year of support as a condition of receiving the 10% holdback payment. PSI will attempt to limit one (1) request per year; however, PSI may exceed this number under extreme circumstances. We are keen to receive reviews of varying levels of expertise, so please consider your ability to comment on general methods and relevance if fully within your area of expertise.
- The Principal Investigator must report the results of the project, including publications and presentations, so PSI can track the outcomes of all funded projects. Subsequent applications will not be considered unless the previously funded research project has met all reporting requirements.

### CHANGES TO THE ORIGINAL PROTOCOL, BUDGET, & FUNDING PERIOD



- The Principal Investigator and/or the sponsoring institution are responsible for notifying PSI of any significant changes to the project, including but not limited to methodology, budget or personnel prior to the changes being implemented to ensure all aspects of the project continue to meet PSI's funding criteria.
- The Principal Investigator must notify PSI of any leave to be taken, apart from ordinary vacation, in order to make adjustments as applicable to the status of the study and to the payment of the funds. PSI must be notified before the leave starts. In the case of maternity/paternity leaves, the Principal Investigator may request an extension to the granting period of up to one year. The request for an extension must be endorsed by the appropriate institution officials, in order for adjustments to be made to the granting period and reporting and payment schedule. During the absence of the principal investigator, another investigator with an academic appointment at the same university (or institute) as the Principal Investigator may be given the responsibility of monitoring the project, supervising the personnel working on the project, as well as act as signing authority for the grant. Please note that the arrangement must be outlined in writing to PSI from the original Principal Investigator, the replacement Principal Investigator and the sponsoring institution.
- Grant funds must be used according to the approved project budget; however, PSI understands that the Principal Investigator is the best judge of the use of the funds awarded and may propose a change in the use of the grant funds, except where the Foundation has specifically excluded an expense item from its funding. Please note: the Principal Investigator must notify PSI of any significant changes in the project budget before the change is made to ensure the proposed changes meet PSI's eligibility criteria.
- If the project is delayed for any reason that will result in the project duration exceeding beyond the scheduled end date, please email your request for an extension to PSI before the original scheduled project end date. The request for extension must explain in detail the reason for the project timeline extension, a budget update and the state of the progress of the project to date and a revised project end date. Please note that such extension requests cannot contain a request for additional funding of the same project.

## UNUSED FUNDS

- The institution to which a grant is paid must immediately notify and return unused funds to PSI if a grantee is unable, for any reason, to carry out or complete the research for which the grant is given.
- Within three months of the end of the granting period, the research account must be closed and all unused funds remaining in the account must be returned to PSI along with a final accounting statement for how funds were used.
- When work is completed or cannot be continued for any reason, unused funds must be immediately returned to PSI.

## ACKNOWLEDGING PSI FOUNDATION

- All publications, presentations, public messages, or media coverage arising from the funded project are to include acknowledgement of funding from "PSI Foundation." Grant recipients are encouraged to connect with us prior to any media announcements. Furthermore, PSI's logo should be included whenever possible. An electronic file of the logo is available on the [website](#).



- Where papers are published or presented, reprints or copies must be submitted to PSI. Please note that you may send electronic copies by email rather than paper copies.

## OTHER REQUIREMENTS

- PSI requires that all funded research projects adhere to the sponsoring institution's policies and procedures as well as accepted research standards.