



The AAFC/Israel Program

Grant management, reporting, publications and intellectual property rights

The approval and implementation of a AAFC/Israel program research grant obligates the Israeli and Canadian investigators and institutions involved to carry out the research within the framework of the following guidelines.

The Research Grant Agreement

Approved AAFC/Israel proposals require Israeli institutions to sign a research grant agreement with BARD-Israel. This agreement will specify the Start Date of the project and will be signed by an authorized research officer of the affiliated institution of the Israeli principal investigator.

Annex A: the Guidelines for Grant Management is an integral part of the Research Grant Agreement.

Annex B: the Approved Research Proposal: becomes Annex B and an integral part of the Research Grant Agreement.

Parties to the Agreement

Institutions

Each participating institution accepts responsibility for supervision of that portion of the project to be carried out by its affiliated investigator/s.

Investigators are defined as follows:

Principal Investigator (PI): is that person whose name appears first on the cover page of the proposal among the collaborating scientists from that country. The PI is responsible for the submission of scientific reports, notification of changes in the work plan and maintaining contact with the AAFC/Israel program offices for the entire project.

Co-Principal Investigator: (CoPI) is that person whose name appears second on the cover page of the proposal and is the senior member of the investigating team in the other country.

Collaborating investigators are all other investigators, if any, listed on the cover page but not either the PI or CoPI.

Initiation of the Research Grant

Following notification of the award and approval of any required budget revision, a start date for the project is determined in consultation with the investigators and by agreement between them, the Institutions and AAFC/Israel. The *single start date* is specified in the Research Grant Agreement. Payments begin upon receipt of the signed agreement by BARD-Israel, but not earlier than six weeks before the start date. The *duration* of the Research Grant is specified in the Research Grant Agreement.

Termination of the Research Grant

AAFC/BARD can cancel the research grant agreement for reasons of non-compliance with the regulations of the agreement by written notification to the institutions.

Termination of the project is dependent upon BARD's approval of the project's final scientific report and the final fiscal reports of each funded Israeli institution. The final payment will be forwarded to the institutions following such termination.

The final scientific report is to be prepared jointly by the PI and CoPI and submitted by the PI to the BARD-Israel office. The report is due within three months of the conclusion of the project and will include a summary of the project's scientific activities of all investigators in both countries.

Title to equipment purchased with AAFC/BARD funds vests in the institution wherein the research was conducted following successful termination of the project.

The Executive Director of BARD and the AAFC Chief Scientist, International will notify all participants in writing upon satisfactory termination of the research grant agreements.

Adherence to the Original Work Plan: Investigators are free to pursue interesting and important leads that arise in the progress of the research. When it appears that the originally approved research is no longer productive or that a related line of research is more promising, the investigator may modify the original direction of the research following consultation with AAFC/Israel at BARD's office.

Investigators must give written notice of substantial changes in the work plan, describing the changes and explaining their necessity. AAFC/Israel reserves the right to refuse such alterations in the original plan.

Changes in Personnel: the AAFC/Israel program, through the BARD-Israel office must approve, in writing, any changes in the team of investigators. Requests for a change in the research team must include the formal written confirmation by the new investigator to undertake the responsibilities assigned in the research project, a brief c.v., a list of recent relevant publications and signature page signed by the new investigator and the affiliated institution's authorizing official. Personnel changes in the AAFC investigators requires proof of approval from the relevant science director.

Changes in Institutional Affiliation: BARD will consider requests for transfer of the grant to a new Israeli institution or to a new investigator within the original institution on an individual basis. Notify BARD-Israel immediately and in writing of any planned changes in affiliation so that appropriate measures may be taken to ensure smooth continued operation of the project. Once notification of the intended changes has been made, neither the investigator nor the institution may make further use of the grant's funds until such time as the arrangement for transfer of institution or investigator has been agreed upon with BARD and a new agreement signed.

Temporary Absence of Investigator: When a PI or CoPI expects to be absent for a period of more than three months, he/she must notify BARD-Israel in writing. If unable to continue to supervise the project, she/he must recommend a temporary replacement to be approved by AAFC/BARD. The suggested replacement must provide the BARD-Israel office with a brief c.v., list of recent relevant publications and a written statement confirming his/her willingness to undertake the responsibilities assigned in the project.

Withdrawal of an Investigator: If an investigator withdraws from a project, the affiliated institution may recommend a replacement candidate for AAFC/Israel's approval.

Addition of an Investigator: Following initiation of the grant, the principal investigators may formally request the addition of investigators to the project. In such cases, the proposed additional investigator must submit a written agreement to assume the responsibilities of the appointment, a brief c.v., list of recent relevant publications and a letter or signature page signed by the investigator and the institution's authorizing official for AAFC/BARD's approval.

Fiscal Administration of the Grant

Grant recipients must keep a separate bookkeeping account with a complete record of all expenditures relating to the research project. Keep records for two years after the completion of the research project or as otherwise agreed upon with AAFC/BARD. BARD reserves the right to examine all Israeli institutions' books, documents, records and accounts relating to the research project at any time throughout the duration of the agreement and for two years immediately thereafter.

Fiscal Reports: Each funded institution is responsible for the preparation and timely submission to the BARD office, of fiscal reports. Failure to submit any of these reports on a timely basis delays the processing of payments.

Semi-annual Declaration affirming that the research is being carried out according to the approved research plan must be submitted six months after the start date and at the beginning of each research year.

Annual Fiscal Reports of expenditures must be made at the end of each grant year. The annual fiscal report is a comprehensive summary of all monetary operations conducted in the framework of the project. Include all details requested in the form. Mail the original, signed report to BARD-Israel. The third fiscal report of a three year project is assumed to be the final fiscal report, unless otherwise indicated by the submitting institution. In the event that additional expenditures are incurred after the third fiscal report is submitted, then a final report must also be submitted.

Schedule of Payments: BARD will manage payments to Israeli institutions. Payments are made to each funded Israeli institution in accordance with the Schedule of Payments (below). Continued payment, according to the Schedule, must be justified by reported expenditures in the annual fiscal reports.

	First Year	Second Year	Third Year
First Payment	40%	30%	30%
Second Payment	30%	40%	30%
Third Payment	30%	30%	40%

The **first payment of the first grant year** is made following receipt of the signed research grant agreement, but not earlier than six weeks prior to the start date.

The **first payment of subsequent grant years** may be paid with the third payment of the preceding year, if justified by the reported expenditures.

The **second payment of each grant year** is made following receipt of the semi-annual declaration, which is due in the middle of each year.

The **third payment of each grant year** is made following receipt and the approval of the annual scientific and fiscal reports.

The **final payment of the grant** is made following receipt and approval of the final scientific and the third or final fiscal reports.

Final Statement of Payments and Expenditures: BARD issues a Final Statement of Payments and Expenditures, signed by the BARD, for each funded institution. BARD submits the Final Statement, together with the final payment. The Institution should review this final statement, sign and return the original to BARD-Israel.

Unused Budget Balances: Unused budget balances of a 2 or 3 year project at the end of each grant year are automatically transferred to the same budget item of the following year. Unused budget balances at the end of the project as well as unexpended advanced payments made to the recipient are returned to BARD.

Budget Changes: Budget changes involving amounts greater than \$5,000 (for the entire project) require prior approval by BARD. The investigator must submit a written (e-mail) request to BARD justifying the change. In some cases the affiliated institution(s) is also required to approve the request. Changes are approved without delay, if justified and within the framework of the approved budget and reported expenditures.

Scientific Administration of the Grant

The PI is responsible for submitting both the annual scientific reports and the final scientific report to the BARD office.

Annual Scientific Progress Reports (one copy) Provide a brief (2-5 page) report by email to lea@bard-isus.com. Evaluate the work done in *both* Canada and Israel during the previous twelve months. Include the following items in the report:

Cover Page signed by the PI's principal investigator and the institution's authorizing official.

Evaluation of research achievements as relates to the original research proposal and objectives.

Description of cooperation

Changes in direction, if any from that in the original proposal.

List of publications arising from the joint research.

Final Scientific Report (Three copies + one electronic copy sent by email to lea@bard-isus.com): A comprehensive scientific report, jointly prepared by the PI and Co-PI in accordance with the instructions below, must be submitted to the BARD office within three months of the conclusion of the project. Cover activities in both Canadian and Israeli institutions, present and assess the achievements and shortcomings of the project.

Upon request, copies of the final scientific reports will be made available to the public. In addition, the final report undergoes peer review and is used to establish accountability both within AAFC/Israel and in its external relations, including influencing future funding policy. It is important that the relevant information is presented in an accessible form that facilitates fair and comprehensive review.

Part I: Overall summary and statistics

Cover Page

Abstract (one page maximum, single spaced), include:

- List the original objectives, as defined in the approved proposal, and any revisions made during the course of project.
- Brief background to the topic.
- Major conclusions, solutions, achievements.
- Implications, both scientific and agricultural.

Achievements (three pages maximum, 1.5 spaced, font not smaller than 12), include:

- Significance of the main scientific achievements or innovations.
- Agricultural and/or economic impacts of the research findings, if known.
- Details of cooperation: whether and how project objectives were promoted as a result of the cooperation.
- List of Publications: publications in reviewed journals should be included only if reporting on work at least partially supported by the AAFC/BARD program.

These should include an acknowledgement to AAFC/BARD using the following format:

This research was supported by a Research Grant Award No.

Appendix (technical information supporting the research findings): Provide a table of contents and include the following:

- Published papers.
- One copy of each 'in press', 'accepted' or 'submitted' paper.
- Unpublished data, briefly summarized.
- Other relevant material may be included (1.5 space, font not smaller than 12).

Publications Two reprints of each published paper resulting from the project research and not included in the appendix of the report, are to be forwarded to the AAFC and the BARD office, as they become available.



Appendices to the Research Grant

G1	Amended Budget Summary
G2	Signature Page
G3	Semi-annual Declaration
G4	Annual Fiscal Report
G4, second page.....	List of Employees
G5	Annual Scientific Report Cover Page
G6	Final Scientific Report Cover Page and Summaries



Amended Budget Summary

(in US dollars) (Round **annual totals** to the nearest \$1000 and round budget items 1-5 to the nearest \$100)

AAFC/BARD Project Number: _____

Principal Investigator: _____

Affiliated Institution: _____

Budget Item	First Year		Second Year		Third Year	
	Israel	AAFC	Israel	AAFC	Israel	AAFC
1. Salaries and Social Benefits						
2. Non-expendable Equipment						
3. Operating Expenses						
4. Foreign Travel						
Total Direct Costs						
5. Overhead Expenses						
Annual Totals	,000	,000	,000	,000	,000	,000

If more than one institution in the *same* country is participating in the project, provide either a *separate* table or additional columns with the same format for that country's institutions .

Project Totals			
Budget Item	Israel	AAFC	Project
1. Salaries and Social Benefits			
2. Non-expendable Equipment			
3. Operating Expenses			
4. Foreign Travel			
Total Direct Costs			
5. Overhead Expenses			
Project Totals	,000	,000	,000



Signature Page

Each participating investigator and their affiliated research officer **must sign the signature page of that institution.** If a scientist joins the project during its course, a signature page (or letter) must be provided that includes both the new (additional) scientist and the research authority's authorization.

AAFC/BARD Project Number & Title:

Affiliated Institution's Authorized Officer:

Signature of the Authorized Officer confirms the availability of the described facilities and the scientist's access to them; and confirms that the regulatory policies are adhered to and any required permits have been applied for and will be presented prior to initiation of a grant.

Name:

Title:

Affiliated Institution:

e-mail:

Affiliated Officer's Signature:

Institution's Identifying number of the proposal:

Affiliated Scientists: The signature of the affiliated scientist indicates participation in the preparation of the proposal, confirmation of the facilities and agreement to carry out the research responsibilities described.

Name:

Signature:

Name:

Signature:

Name:

Signature:



Semi-annual Declaration

AAFC/BARD Project Number: _____

Institution Reference Number: _____

Name and Address of Institution:

Research Year
___ First
___ Second
___ Third

We certify that the research of the above mentioned project is being carried out in our institution and in the cooperating institution(s) in accordance with the approved research and budget plans.

In order to enable us to continue with our research, we request payment of the next installment as per our agreement.

Date: _____

Institution's Authorizing Official:

Signature

Name

Institution's Stamp

Principal or Co-Principal Investigator of the Project:

Name Signature



Annual Fiscal Report

AAFC/BARD Project Number: _____

Institution Reference Number: _____

Name and Address of Institution:	Report		Report Period	
	First		From	To
	Second		From	To
	Third		From	To
	Final		From	To
1. Expenditures for this reporting period:			US Dollars	New Israeli Shekels
a. Salaries and social benefits				
b. Non-expendable equipment (please list items costing \$1,000 or more in Item 6 below)				
c. Operating expenses (supplies, local travel, etc.)				
d. Foreign travel				
Total direct costs:				
e. Overhead / indirect expenses (____%)				
Total costs of reported period (Item 1):				
2. Expenditures as set forth in previous Annual Reports				
3. Total cumulative expenditures (Items 1 + 2)				
4. Amount of grant awarded to period of report, cumulative				
5. Amount of grant payments made to date				
6. List of non-expendable equipment costing \$1,000 or more:				
	<u>Date of Purchase</u>	<u>Item</u>	<u>Serial Number</u>	<u>Cost in US\$</u>
Remarks:				

We hereby certify that this report is true and correct to the best of our knowledge and that all expenditures reported herein have been made in accordance with appropriate grant policies and for the purposes set forth in the application and award documents.

Date: _____

Institution's Authorizing Official:

Name Signature

Principal or Co-Principal Investigator of the Project:

Name Signature



**Annual Fiscal Report (second page)
List of Employees**

AAFC/BARD Project Number: _____ Report: _____
First _____
Second _____
Institution Reference Number: _____ Third _____

Name of Employee	% of Employee charged to the proje	Cost in US \$
Total		

Date: _____

Institution's Authorizing Official:

_____ Name Signature

Principal or Co-Principal Investigator of the Project:

_____ Name Signature



Agriculture and
Agri-Food Canada

Agriculture et
Agroalimentaire Canada

Canada



Annual Scientific Report

AAFC/BARD Project Number: _____

Project Title: _____

Investigators:

Affiliated Institutions:

Start Date of Project: _____

Date of Submission of Report: _____

First Annual Report: _____ Second Annual Report: _____

Signature

Signature

Principal Investigator (PI)

Institution's Authorizing Official, Principal Institution



**Final Scientific Report
Cover Page**

AAFC/BARD Project Number: _____

Project Title: _____

Investigators:

Affiliated Institutions:

(PI) _____

Co-PI:

Collaborating Investigators:

Keywords *not* appearing in the title and in order of importance. Avoid abbreviations.

Abbreviations commonly used in the report, in alphabetical order:

Budget: IS: \$

US: \$

Total: \$

Signatures:

Principal Investigator

Authorizing Official, Principal Institution



Publication Summary (numbers)

	Joint IS/US authorship	US Authors only	Israeli Authors only	Total
Refereed (published, in press, accepted) BARD support acknowledged				
Submitted, in review, in preparation				
Invited review papers				
Book chapters				
Books				
Master theses				
Ph.D. theses				
Abstracts				
Not refereed (proceedings, reports, etc.)				

Postdoctoral Training: List the names and social security/identity numbers of all postdocs who received more than 50% of their funding by the grant.

Cooperation Summary (numbers)

	From US to Israel	From Israel to US	Together, elsewhere	Total
Short Visits & Meetings				
Longer Visits (Sabbaticals)				

Description Cooperation:

Patent Summary (numbers)

	Israeli inventor only	US inventor only	Joint IS/US inventors	Total
Submitted				
Issued (allowed)				
Licensed				