

CAMRT Research Fellowship Grant Conditions of Funding Agreement

This document outlines the Conditions of Funding that apply to successful recipients of the CAMRT Research Fellowship Grant. Applicants are encouraged to review this document prior to submitting an application. The agreement is signed only after a funding award is made and prior to the release of funds.

Date:

Research Fellow Name:

Address:

Email:

Dear **Name**

Congratulations on the successful selection of your proposal, "**project title**", for funding through the CAMRT Research Fellowship Grant Program. The Research Granting Committee identified your project as having strong relevance and value for the medical radiation technologist (MRT) community and looks forward to the outcomes of your work. The total amount awarded for this Fellowship is \$# CAD.

This document outlines the **Conditions of Funding** associated with the CAMRT Research Fellowship Grant. Acceptance of these conditions is required prior to the release of funds.

1. CAMRT Contact and Onboarding

Charlene Song, Manager, Professional Practice and Research (csong@camrt.ca), will serve as your primary CAMRT contact throughout the Fellowship.

An initial meeting will be arranged with you and your identified research supervisor to:

- Confirm the project start date;
- Agree on the funding release schedule; and
- Establish expectations for progress updates.

Please provide several dates and times when you and your supervisor are available.

2. Acceptance of Funding Conditions

Prior to the release of any funds, you are required to:

- Review and sign the Conditions of Funding Agreement; and
- Confirm the agreed-upon funding release schedule.

The timing and amounts of funding transfers must be mutually agreed upon and documented in this Agreement prior to signature.

3. Institutional Support and Research Ethics

You confirm that:

- Your research supervisor and host institution are aware of and support the project; and
- All applicable institutional ethics requirements will be met.

Where required, Research Ethics Board (REB) approval must be obtained prior to commencing research activities. Copies of REB approval and any subsequent amendments must be provided to CAMRT upon request.

4. Research Fellow Responsibilities

By signing this Agreement, you acknowledge that you are responsible for the overall conduct of the research project as Principal Investigator (PI) and agree to comply with the CAMRT Research Fellowship Application Guidelines and these Conditions of Funding.

5. Use of Funds

Fellowship funding must be used in accordance with the approved proposal and budget.

Eligible uses of funds include:

- Research personnel,
- Equipment and supplies,
- Research-related expenses (including conference travel), and
- Dissemination activities.

Funding limits include:

- Up to \$6,600 for research expenses (including conference travel), and
- Up to \$1,500 for dissemination of results.

Course or tuition fees, and organizational or institutional overhead are not eligible expenses.

No travel to CAMRT is required.

6. Release of Funds

Funding will be released according to the agreed-upon schedule outlined below:

Activity	Date (mm/dd/yyyy)	Funds Released
Quarter 1, Project Start Date		
Quarter 2		
Quarter 3		
Quarter 4		
Project End Date		

CAMRT reserves the right to withhold or delay funding releases if required documentation or reporting is not received.

7. Payment Method

Research Fellowship Grant funds are transferred electronically.

Please complete the Electronic Funds Transfer (EFT) Request Form and submit it to:

- Yun Zhao (yzhao@camrt.ca), copying
- Charlene Song (csong@camrt.ca).

In your email, please include:

- Your full name,
- The project title, and
- Confirmation that you are a CAMRT Research Fellowship Grant recipient.

8. Financial Accountability and Recovery of Funds

All Fellowship funds are subject to financial accountability and may be audited by CAMRT or an external auditor.

CAMRT reserves the right to require the return of unused, unspent, or ineligible funds where:

- Funds are not used in accordance with the approved proposal or budget,
- Required reports are not submitted, or
- The project does not proceed as approved.

Any recovery of funds will be proportional and limited to amounts that are unspent or not demonstrably committed to eligible project activities.

9. Timelines and Extensions

The Research Fellowship is intended to be completed within a one-year funding period.

A no-cost extension (i.e., without additional funding) of up to six (6) months may be granted where justified.

Extension requests must:

- Be submitted in writing as early as possible;
- Include a brief progress update;
- Describe the reason for the delay; and
- Propose a revised completion date.

Extensions beyond six (6 months) are not routinely granted and will be considered only in exceptional circumstances. Approval is at the discretion of CAMRT and may take into account program sustainability, reporting status, and budget planning considerations.

Failure to complete the project within the approved timeframe may result in requirements related to the return of unused or unspent funds.

10. Project Changes

Any material changes to the approved project scope, methodology, timeline, budget allocation, or research team must receive prior written approval from CAMRT.

Failure to obtain approval may result in delays to funding release or requirements related to the return of unused or unspent funds.

11. Unforeseen Circumstances

CAMRT recognizes that circumstances beyond the Research Fellow's control (e.g., public health emergencies, institutional disruptions) may affect project delivery.

Such circumstances will be considered in good faith when assessing timelines, extensions, and compliance with funding conditions.

12. Early Termination

In exceptional circumstances, the Fellowship may be terminated by mutual written agreement between CAMRT and the Research Fellow.

In such cases, financial reconciliation and requirements related to the return of unused or unspent funds will apply.

13. Research Team Status

The Research Fellow and all members of the research team, whether paid or unpaid, are not employees, agents or representatives of CAMRT.

Responsibility for supervision, compensation and compliance with institutional or regulatory requirements rests solely with the Research Fellow and/or host institution.

14. Dissemination of Research

You are expected to actively disseminate research findings through presentation and publication.

- Presentation at a CAMRT conference is encouraged.
- The [Journal of Medical Imaging and Radiation Sciences](#) holds first right of refusal for publication but does not guarantee publication.
- CAMRT may also request presentation of findings through webinars, Board presentations, or other knowledge-sharing forums.
- Dissemination activities should be completed or underway by the end of the funding period.

CAMRT must be acknowledged as the funding source in all dissemination outputs.

Research supported through this Fellowship must not be subject to commercial or industry restrictions that limit dissemination.

15. Data Ownership and Use

Data generated through the Fellowship research will be owned by the Research Fellow and research team, subject to institutional and ethical requirements.

CAMRT may request access to aggregated or summary findings for reporting, evaluation or knowledge mobilization purposes.

16. Final Reporting Requirements

Within one year of the project start date, you are required to submit:

A. Executive Summary

(Maximum one page, written in plain language for the MRT community)

B. Project Completion Report

Including:

- Financial summary with receipts,
- Explanation of any unexpended funds, and
- List of dissemination activities.

C. Draft or final manuscript, where available

Reports must be submitted to:

- Yun Zhao (yzhao@camrt.ca) and
- Charlene Song (csong@camrt.ca).

17. Governing Documents

In the event of any inconsistency between this Agreement, the Application Guidelines, or other CAMRT policies, this Conditions of Funding Agreement shall prevail.

Obligations related to reporting, financial accountability, and acknowledgement of CAMRT support shall survive the completion and termination of the Fellowship.

Acceptance

I acknowledge that I have read, understand and agree to the Conditions of Funding for the CAMRT Research Fellowship Grant.

Research Fellow Signature

(date)

Congratulations once again on your successful proposal. CAMRT looks forward to working with you throughout the Fellowship.

Sincerely,

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