

**CAMRT Research Grant  
Conditions of Funding Agreement**

*This document outlines the Conditions of Funding that apply to successful recipients of the CAMRT Research 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:**

**Principal Investigator Name:**

**Address:**

**Email:**

Dear **Name**

Congratulations on the successful selection of your proposal, "**project title**", for funding through the CAMRT Research Grant Program. The total amount awarded for this Research Grant is \$5,000 CAD.

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

**1. Acceptance of Funding Conditions**

By signing this Agreement, you acknowledge that, as Principal Investigator (PI), you are responsible for the overall conduct of the approved research project and agree to comply with:

- The CAMRT Research Grant Application Guidelines; and
- These Conditions of Funding.

**2. Institutional Support and Research Ethics**

You confirm that:

- Your manager and/or host institution are aware of and support the project; and
- The project will comply with applicable institutional and ethical requirements.

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.

**3. Use of Funds**

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

Eligible uses of funds include:

- Research personnel,
- Equipment and supplies,

Funding limits include:

- Up to \$500 for dissemination of results at a conference

Course or tuition fees, and organizational or institutional overhead are not eligible expenses. No travel to CAMRT is required.

#### 4. Release of Funds

Research Grant funds will be released in a single installment following execution of this Agreement and confirmation that any required documentation (e.g., Research Ethics Board approval, where applicable) has been received.

CAMRT reserves the right to withhold or delay the release of funds until all required documentation is provided.

#### 5. Payment Method

Research Grant funds are transferred electronically.

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

- Yun Zhao ([yzhao@camrt.ca](mailto:yzhao@camrt.ca)), copying Charlene Song ([csong@camrt.ca](mailto:csong@camrt.ca)).

In your email, please include:

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

#### 6. Financial Accountability and Recovery of Funds

All Research Grant funds are subject to financial accountability.

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.

#### 7. Timelines and Extensions

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

Where unanticipated delays arise, a no-cost extension of up to three (3) months may be requested.

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.

Approval of extensions is at the discretion of CAMRT. Extensions beyond three (3) months are not routinely granted.

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

#### **8. Project Changes**

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

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

#### **9. Unforeseen Circumstances**

CAMRT recognizes that circumstances beyond the Principal Investigator's control may affect project delivery. Such circumstances will be considered in good faith when assessing timelines, extensions, and compliance with funding conditions.

#### **10. Early Termination**

In exceptional circumstances, the Research Grant may be terminated by mutual written agreement between CAMRT and the Principal Investigator.

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

#### **11. Research Team Status and Liability**

The PI and all individuals involved in the research project, whether paid or unpaid, are not employees, agents, or representatives of CAMRT.

CAMRT assumes no liability for any accident, injury, loss, or damage to persons or property arising from the research project.

Responsibility for supervision, compliance, and conduct rests with the PI and/or host institution.

#### **12. Dissemination of Research**

You are expected to endeavour to 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 Grant must not be subject to commercial or industry restrictions that limit dissemination.

**13. Data Ownership and Use**

Data generated through the Research Grant project will be owned by the Principal Investigator 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.

**14. Final Reporting Requirements**

Within one year of the project start date (or approved extension), you are required to submit:

**A. Financial Summary**

Including a summary of expenditures and explanation of any unexpended funds.

**B. Dissemination Summary**

Including details of presentations, publications, and a draft of the final manuscript where available.

**C. Executive Summary**

Maximum one page, written in plain language for publication on the CAMRT website.

Reports must be submitted to Yun Zhao ([yzhao@camrt.ca](mailto:yzhao@camrt.ca)) and Charlene Song ([csong@camrt.ca](mailto:csong@camrt.ca)).

**15. 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 Grant.

**Acceptance**

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

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Principal Investigator Signature

(date)

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

Sincerely,

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