

Letter of Agreement/Conditions of Award

ILAR Project Funding

BEGINNING 2019

Project Title

Awardee Name

Awardee Email

**Awardee
Institution**

DEFINITIONS

1. The term “**Grantee Institution**” as used in this policy shall mean the tax-exempt sponsoring institution by which the Awardee is employed-or the for-profit employer of the Awardee.
2. The term “**Awardee**” as used in this policy shall mean the principal or primary recipient identified in an ILAR award, grant or contract.
3. The term “**ILAR**” as used in this policy shall stand for the International League of Associations for Rheumatology.

TERMS OF AWARD

The award will be granted to the Awardee for use only as specified in the project proposal submitted to ILAR attached as Exhibit A. The award will be disbursed in two payments in **2019**.

FINANCIAL DISBURSEMENTS

All contractual-documents must be signed and received by ILAR before financial disbursements will be made. 90% of the award amount will be disbursed in January 2018 after signed contractual documents are received by ILAR. The remaining 10% will be disbursed after a six month progress report is submitted in September 2019.

AWARD POLICIES

Rebudgeting: All requests for rebudgeting must be submitted to ILAR immediately for approval. Although minor rebudgeting will be allowed (up to 20%), ILAR will not approve any requests to use the funds for any other purpose than what was stated in the original project proposal.

Indirect Costs

Unless otherwise stated in the award application and/or Conditions of Award document, ILAR funds cannot be used to provide institutional support. No indirect costs or overhead will be provided.

Award Deferral

Awardee must submit a formal request in writing addressed to ILAR, requesting to defer his or her award until specified date (maximum deferral of 1 year from original award date), outlining the reason for deferral and listing all other support during this time. Requests will be granted or denied at the discretion of ILAR.

Carryover

Carryover is not allowed on ILAR awards unless an extension has been granted.

No-cost extensions

A no-cost extension gives the awardee extra time to complete the scope and objectives of the project without additional funds being provided by ILAR. Although requests may not be made for the sole purpose of spending remaining funds, you may request to expend remaining funds during the no-cost extension period. **Requests for no-cost extension must be submitted in writing at least 30 days prior to the end of the award term and may be granted at the discretion of ILAR.** Only awards with carryover of 20% or less of the original award amount are eligible and extensions may not exceed 12 months.

Unexpended funds

All unexpended funds must be returned to ILAR at the end of the award term. Awardees must submit a final report at the end of award term outlining how award monies were spent, including a financial closeout statement to be completed and signed by the Awardee.

Award Transfers

Awards may not be transferred between individuals at the Grantee Institution or elsewhere without ILAR's prior consent. Formal transfer requests must be submitted to ILAR. Requests will be reviewed by the ILAR Executive Committee and granted in its sole discretion.

REPORTING REQUIREMENTS

Progress Reports

The Awardee must provide ILAR with a progress report identifying progress towards benchmarks of your proposal. **This report is due six (6) months after the receipt of the initial award payment.** The Awardee must provide ILAR with a **final report twelve (12) months after the initial receipt of the 90% award payment and must include a reconciliation of the budget.**

Failure to submit the progress and final reports will hinder or eliminate the Awardee's eligibility to receive additional ILAR funding. Failure to comply by ILAR deadlines with award terms and conditions, reporting requirements, and proposed time/effort commitments may result in institutional penalties, including elimination of the institution's eligibility for future ILAR grants.

Manuscript Submission in *Clinical Rheumatology*

A manuscript on the results of your project should be submitted either during or at the completion of the project to *Clinical Rheumatology* on the status of the program and how the award was utilized to promote the development of rheumatology services in their community. You will use the Instructions for Authors on the Clinical Rheumatology website <http://www.springer.com/medicine/rheumatology/journal/10067> to learn how to write and submit the manuscript.

CANCELLATION

Any grant may be terminated or cancelled by ILAR upon written notice to the Awardee if in the sole discretion of ILAR: (1) the Awardee is unable to carry out the project for any reason, (2) the Awardee or any member of his or her research team is found by an institutional investigation to have committed scientific misconduct or fraud, (3) the Awardee has failed to comply with any of the terms and conditions of this award, (4) ILAR concludes that the Awardee has received overlap funding for the project or that the funds are not being used for the purposes originally outlined in the research protocol.

INTELLECTUAL PROPERTY RIGHTS

The Awardee and/or Institution shall have all ownership rights, including copyright, patent and trademark rights, in any intellectual property resulting in whole or in part from ILAR's grant. ILAR reserves the right to obtain access to all information regarding work that it supports and to make public any scientific information produced through its support. Further, ILAR shall have a nonexclusive royalty-free license to use any such intellectual property for non-commercial educational and research purposes.

OTHER CONDITIONS

Please complete items below. This information must be received before your funding will be released.

- 1) Please provide the following information as you would like to see it appear in any ILAR publications:

Awardee's full name with _____
credentials:

Awardee's title (*e.g., Professor of*): _____

Awardee's Division/Department: _____

Complete institution name: _____

Project Name: _____

- 2) Please submit the following details for financial disbursement accuracy (via wire transfer):

ACCOUNT HOLDER'S NAME	
ACCOUNT HOLDER'S EMAIL ADDRESS	
ACCOUNT HOLDER'S MAILING ADDRESS	
BANK NAME	
BANK ACCOUNT NUMBER	
BANK ADDRESS	
SWIFT CODE	
IBAN NUMBER	
TAX ID#	

INDEPENDENT CONTRACTOR

The relationship of the parties shall at all times be that of independent contractors. Nothing contained in this Agreement shall be deemed to constitute ILAR as an agent or representative of Awardee or Institution for any purpose. The parties acknowledge that no partnership, joint venture or agency relationship is created by this Agreement.

APPLICABLE LAW

This Agreement shall be construed and enforced in accordance with the laws of the State of Georgia. Any action or proceeding arising under this Agreement shall be brought in the U.S. District Court for the Northern District of Georgia or any courts in the County of Fulton in the State of Georgia.

CONSENT & ACKNOWLEDGEMENT

By acknowledging acceptance of this award, you agree to participate in all efforts to track the outcomes of this award for a reasonable time (3 years) after the award end date. This data is essential to measure the success of this award and this agreement is required to accept the award.

I understand and acknowledge consent to the terms and conditions as described above.

Please sign below and return the original indicating your acceptance of this award. Please retain a copy for your records.

Awardee:

Printed Name and Title	Signature	Date
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Return signed original to:

Julie Anderson, CAE
American College of Rheumatology
2200 Lake Boulevard NE, Atlanta, GA 30319