

Appendix 1: Conditions of Funding

Applicants are expected to follow RHI's policies including:

- **Reporting:** Successful applicant will be required to submit narrative and financial reports (using templates to be provided by RHI) as follows:

Document / Item	Target Date
Progress reports	1 year after the start of the project
A final report that includes a summary of key messages	Within 30 days of the end of the project
An outcomes report that provides a post-grant update (e.g. impacts of project that occur beyond the end of the project)	2 years after the end of the project
Financial Statements	To be submitted with each progress and final report
Quarterly review meetings to review past quarter's progress of the project	Quarterly after the start of the project

- **Travel Expenses:** The successful applicant will be required to comply with the terms set out in the RHI Travel & Expense Policy, including:
 - Allowable expenses include: lowest available economy class airfares or train or bus tickets to the city of destination; kilometric rates for fuel charges and per diems for meals, unless meals are provided without charge, as per National Joint Council
 - Non-allowable expenses include: purchase of alcohol, personal entertainment or recreational expenses, upgrades to higher classes of service for travel, car rentals, or hotel rooms
- **Grant Agreement:** The successful applicant and the host institution will be required to comply with the terms set out in the grant agreement, including:

PRIVACY

The Grant Recipient is required to incorporate into all its activities and practices supported by this Grant the protection of personal health information and general personal information in accordance with all applicable federal, provincial, and territorial personal information and personal health information legislation. RHI reserves the right to audit the practices of the Grant Recipient in relation to these requirements.

INDEMNITY

The Grant Recipient will indemnify and save harmless RHI and its directors, officers, employees, contractors, agents, successors and assigns from and against all suits, claims, losses, damages, expenses and costs of any nature or kind whatsoever, including lawyers' fees, arising from the Grant Recipient's negligence or breach of copyright, patent, or any other right of any person in connection with the performance of the Grant Recipient's obligations pursuant to this Grant Agreement.

GOVERNING LAW

This Grant Agreement and the rights, obligations and relations of the parties hereto will be governed by and construed in accordance with the laws of the Province of British Columbia.