**Terms and Conditions for Applying for Canadian Tri-agency Funds—
Canada-UK Artificial Intelligence Initiative**

|  |  |
| --- | --- |
| Project title |  |

|  |  |  |
| --- | --- | --- |
| Principal investigator based in Canada |  | Choose a domain |
| Principal investigator based in the UK |  | Choose a domain |

\*Please choose the domain that most closely reflects the disciplines you will represent for the proposed research.

**Note 1:** Principal investigators based in Canada must ensure that the Terms and Conditions are completed, including listing all participants, and is signed and sent by the research grants office at their institution by the application deadline to Lauren.Mathieson@SSHRC-CRSH.gc.ca.

**Note 2:** "Tri-agency" and “Canadian agencies” refer to the three federal research funding agencies—the Canadian Institutes of Health Research (CIHR); the Natural Sciences and Engineering Research Council (NSERC); and the Social Sciences and Humanities Research Council (SSHRC).

**Does your proposal involve human beings as research subjects?** [ ]  **YES** [ ]  **NO**

If “Yes,” consult the [Tri-Council Policy Statement: Ethical Conduct for Research Involving](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/) [Humans](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/) and submit your proposal to your organization’s research ethics board (REBs).

**Does your proposal involve human pluripotent stem cells?** [ ]  **YES** [ ]  **NO**

If you select “Yes,” or if through peer review the application is found to fall into this category and is recommended for funding, it will be forwarded, with your consent, to CIHR’s Stem Cell Oversight Committee (SCOC) to ensure compliance with [Chapter 12, Section F of the Tri-agency Policy Statement: Ethical Conduct for Research Involving Humans (TCPS 2)](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/chapter12-chapitre12/#toc12-1F). The SCOC review is in addition to the normal review by local REBs. Funding will not be released until the SCOC has approved the proposal.

**Does your proposal involve the use of animals?** [ ]  **YES** [ ]  **NO**

If “Yes,” you must provide your institution's administration with the certification from the animal-care committee at the institution that the experimental procedures proposed have been approved and that the care and treatment of animals is in accordance with the principles outlined in the [Canadian Council on Animal Care guide](https://www.ccac.ca/en/standards/guidelines/).

**Does your proposal involve hazardous substances?** [ ]  **YES** [ ]  **NO**

If “Yes,” you must provide your institution's administration with the certification from the biosafety committee at the institution that the laboratory procedures being used comply with the safety precautions necessary for the level of containment required by the research.

Note: For further guidance on research involving the use of humans, human tissue, animals and stem cells, please review the [Ethics Addendum](https://esrc.ukri.org/funding/funding-opportunities/canada-uk-artificial-intelligence-initiative/).

# List of participants:

The principal investigator based in Canada must provide a list of all participants and partner organizations who are part of the Canadian component of the team and who will contribute to the intellectual direction of the proposed research, using the table below. Eligibility rules for all these categories are outlined in the Canadian [Tri-agency Addendum—Canada-UK Artificial Intelligence Initiative](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/canada-uk_ai/addendum-annexe-eng.aspx). Do not include assistants, students or consultants. Add rows as needed.

| **Full name** | **Tri-agency role** | **Organizational****affiliation** | **Departmental****affiliation** | **Position** | **Email** |
| --- | --- | --- | --- | --- | --- |
|  | Principal investigator (Canada) |  |  |  |  |
|  | Co-investigator |  |  |  |  |
|  |  |  |  |  |  |
|  | Collaborator |  |  |  |  |
|  |  |  |  |  |  |
|  | Partner |  |  |  |  |
|  |  |  |  |  |  |

**Note**: Co-investigators and collaborators should only be included in this section if they have agreed to participate on the team and to be listed on the application.

By submitting the *Terms and Conditions for Applying*, the principal investigator based in Canada (the applicant) and any co-investigators confirm that they:

* agree that the applicant will administer the grant on behalf of the team;
* have read and understand the eligibility requirements of the funding opportunity;
* have provided complete and accurate information in the funding application and related documents;
* have represented themselves and their research and accomplishments in a manner consistent with the norms of the relevant fields;
* have ensured that any team members and partner organizations, where applicable, listed in the application have agreed to be included;
* are not currently ineligible to apply for or receive funding from CIHR, NSERC, SSHRC or any other research or research funding organization by reason of a breach of an ethical, integrity or financial policy or requirement, and that if at any time they become ineligible, they will immediately advise their institution’s research grants office and the Canadian agencies in writing;
* will immediately inform the Canadian agencies and their institution’s research grants office of any change in the nature of the research that may impact certification or approvals;
* will immediately inform the Canadian agencies and their institution’s research grants office in writing of any change in eligibility status and hereby authorizes the institution with which they are employed or affiliated to provide the Canadian agencies with their personal information for the purpose of verifying eligibility to receive funds from the Canadian agencies;
* consent to the sharing of information, including personal information that is in any way related to the application and to the grant or award, with the Canadian agencies (CIHR, NSERC and SSHRC) and with any academic institution to which you are, or may become, affiliated;
* if awarded funding, will only use this funding for the purpose for which it was awarded and will comply with all relevant tri-agency requirements as set out in each agency’s respective policies, procedures and manuals;
* have read, understand and agree to comply with the policies of the Canadian agencies, including the [Tri-agency Framework: Responsible Conduct of Research](http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/), both in the submission of the application and in carrying out research funded by the Canadian agencies;
* are aware that, should they be found to have made a serious breach of agency policy, the Canadian agencies, in accordance with the [Tri-agency Framework: Responsible Conduct of Research](http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/), may publicly disclose any information relevant to the breach that is in the public interest, including their name, the nature of the breach, the institution with which they were employed at the time of the breach, the institution where they are currently employed (if any), and the recourse imposed against them, and accepts this as a condition of applying for or receiving agency funding and consents to such a disclosure; and
* have complied with and will continue to respect the [Values and Ethics Code for the Public Sector](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049) if they are a federal public servant or have been at any time during the past 12 months.

**Privacy notice**

The principal investigator also confirms that they understand that:

* all personal information provided to the Canadian agencies is used, disclosed and safeguarded in accordance with the [*Privacy Act*](http://laws-lois.justice.gc.ca/eng/acts/p-21/), the [*Access to Information Act*](http://laws-lois.justice.gc.ca/eng/acts/a-1/) and relevant Treasury Board policies;
* any personal information that they provide to the Canadian agencies for the purpose of applying to this funding opportunity is collected under the authority of the [*Canadian Institutes of Health Research Act*](https://laws.justice.gc.ca/eng/acts/c-18.1/page-1.html)*,* the[*Natural Sciences and Engineering Act*](https://laws.justice.gc.ca/eng/acts/N-21/) and the [*Social Sciences and Humanities Research Council Act*](https://laws.justice.gc.ca/eng/acts/S-12/);
* personal information provided to the Canadian agencies is stored and used only for the purposes outlined in the respective personal information bank of each agency as described in [CIHR INFO](http://www.cihr-irsc.gc.ca/e/47695.html), [NSERC INFO](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/atip-aiprp_eng.asp) and PPU 055 in [SSHRC’s Info Source](http://www.sshrc-crsh.gc.ca/transparency-transparence/atip-aiprp/infosource-eng.aspx);
* applications are provided to selection and merit review committees for adjudication, and, possibly, to third-party expert assessors for evaluation;
* applications may be shared with other agencies and departments of the Government of Canada, as well as other organizations if those organizations have established agreements with the Canadian agencies and are specifically interested in supporting the research and research-related activities;
* information related to applications and awards will be shared with authorized officials at their institution;
* the Canadian agencies may disseminate applicant or award holder names and research summaries to government officials, the media and members of the public for merit review recruitment, publicity purposes, or in response to an *Access to Information Act* request;
* personal information may also be used for program operations and planning, performance measurement and monitoring, evaluation and audits, and in aggregate to report to government or the public;
* the Canadian agencies may use personal information to identify prospective committee members and expert reviewers for applications;
* the Canadian agencies will obtain consent before using or disclosing personal information in a manner not outlined above or in the respective personal information bank of each agency;
* failure to provide the personal information required to complete the application will result in an application being declared ineligible;
* the Canadian agencies do not regularly update personal information; it is the applicant’s or award holder’s responsibility to contact the [ATIP coordinator](https://www.tbs-sct.gc.ca/ap/atip-aiprp/coord-eng.asp) of the Canadian research funding agency to which they are primarily affiliated to correct or update their personal information
* if applicants and award holders believe their personal information has been mishandled, or if they have concerns about one or more of the Canadian agencies’ privacy practices, they have the right to file a complaint with the [Office of the Privacy Commissioner](https://www.priv.gc.ca/en/);
* applicants and award holders may contact the [ATIP coordinator](https://www.tbs-sct.gc.ca/ap/atip-aiprp/coord-eng.asp) of the agency to which they are primarily affiliated to learn more about its privacy practices and obligations under the *Privacy Act*, or to access or correct their information; and
* by submitting the application, the applicant confirms they have read and understand the privacy notice statement and agree to provide their personal information in accordance with it.

By identifying a research or financial administrator, the institution certifies that:

* the principal investigator based in Canada:
* is appointed at the institution; and
* has the necessary time and facilities to carry out the project;
* and the postsecondary institution:
* is willing to administer any grant funding received according to tri-agency policies;
* agrees to take the necessary steps to ensure that machine-readable files or computer databases are preserved and accessible under conditions agreed to by the institution and the researcher;
* will release funds to the successful candidate once all necessary certification requirements and conditions have been met;
* will notify the Canadian agencies of any change in the grant holder's status during the tenure of the grant; and
* has verified that the budgetary estimates are in accordance with its rates and policies.

By submitting your application to the Economic and Social Research Council’s [Joint Electronic Submissions system](https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx), you are also confirming that, during tenure of the grant/award, you will comply with the Canadian terms and conditions of the grant/award.

# I Agree [ ]  I Disagree [ ]

Name of applicant:

Signature:

Date:

#

# Name of research or financial administrator:

Signature:

Date: