

Research Agreement Instructions

Please find attached the Fondation Leducq Research Agreement template for 2016. It is our hope that it will move expeditiously through a review by all parties to allow for a start date of **October 1, 2016** or **January 1, 2017**, whichever is most convenient for the research team.

The grant requires the signature of a single agreement by all parties of the network. It will be in everyone's interest to keep amendments and alterations to a minimum. FLCQ will certainly address any significant issue that arises in connection with the agreement, but would like to avoid minor changes, particularly those that are specific to one institution in the network, as every change made by one party to the template must be acceptable to, and accepted by, all of the other parties.

The Research Agreement template is sent as a Microsoft Word document to allow for modifications. In the event that following multiple changes there is a question about the original wording in the document sent by the foundation, a pdf version can be accessed on the Fondation Leducq website (www.flcq.org) in the Policies and Documents folder.

Fondation Leducq will send a copy of this research agreement to the two Network Coordinators, who are responsible for sending it to the Member investigators of the Network. Each Member will then forward the agreement to his/her institutional representative responsible for review and approval. Each Member should also send this officer's contact information to the Coordinators and to the Fondation Leducq. Fondation Leducq and member institutions can communicate directly regarding any requested changes to the agreement, but the coordinator who takes responsibility for network administration should be copied.

Each network must identify a *network administrative officer* whose responsibility is to help in the process of signing the research agreement and to manage the financial aspect of the grant, e.g., communicate with the foundation about budgetary matters, provide regular financial reporting to the foundation, and otherwise oversee the spending and finances of the network as a whole. This position, which does not need to be full time, can be paid out of grant funds. The network administrative officer should help to manage the grant signature process for the network.

The network, through the Lead Coordinator, should provide information for the following items in the Research Agreement:

1. **Article 5.3: Please fill in the amounts as indicated.** They should align with the totals in the budget (Exhibits 3 and 4). The amounts will need to be calculated as a percentage of a year, depending upon the start date.

2. **Exhibit 1 Joinder Agreement:** Please fill in the names of institutes and their representatives. Network Member Investigators will also sign where indicated.
3. **Appendix 1 to Joinder Agreement: Contact information** of the institutional representatives and Member investigators
4. **Appendix 2 to Joinder Agreement:** List of patents and patent applications for each Member investigator.
5. **Exhibit 3** (global Network budget): Two budget charts are requested here. First, list the amounts in USD budgeted to each institution. Where there are more than one investigators working at the same institution, add the amounts together so there is only one line per institution. Second, using the exchange rates provided in Exhibit 3, and copied here,

1.00 USD =

| | | |
|----------|----------|----------|
| 0.91 € | 0.66 GBP | 1.30 AUD |
| 0.97 CHF | 8.3 SEK | 3.80 ILS |
| 1.30 CAD | 1,5 NZD | 7 DKK |

list the budgeted amounts for each institution in the local currency. The Fondation Leducq has requested that the network leave \$500,000 unattributed in the later years of the grant. This amount can be listed as such on a separate line. Please note: the network budget submitted at the time of the application can be revised at this stage, should the network wish to make changes. Any large-scale changes should be discussed in advance with Fondation Leducq.

6. **Exhibit 4 Institutional Budgets:** Use the *Billing Chart Template* in Exhibit 7 to draw up budgets, in the local currency, for each institution listed in Exhibit 3. Itemize for the first three years, using the categories provided. Years 4 and 5 need not be itemized. If there is more than one investigator at a given institution, provide a breakdown by investigator. Remember that indirect costs should not exceed 10% of the subtotal.

For your information, the invoicing instructions are detailed in Exhibit 6. Network members are asked to assure that:

- The foundation receives invoices quarterly.
- The invoices identify the Fondation Leducq as the recipient, but are mailed through the office of the Lead Coordinator. **Payments are made directly to the various Member institutions** by the foundation **after having received the Lead Coordinator approval.**
- Each institution provides the necessary bank information on the invoice.

SIGNATURE PROCESS

Once all of the revisions have been made to the budget, and to other articles of the agreement, and we have a final version of the Research Agreement to which all institutions of the network agree, the Fondation Leducq will send out this version for signature. (Network members should not sign the agreement before the final version has been distributed.) In order to avoid delays, we propose that **the signature pages of the Joinder Agreement should be undersigned separately by each Member**, scanned, and e-mailed to the foundation with a copy to the Lead Coordinator. Upon receipt of all necessary signatures, Fondation Leducq will send a copy of the fully executed document with all signatures back to each Member.

We thank you for your help in putting this agreement in place, and look forward to working with you in the years ahead.

David Tancredi
Executive Director
Fondation Leducq