



KNIGHT
CANCER
Institute

12/07/2017

Award Agreement

OHSU Knight Cancer Institute Community Partnership Program

Mail code CR 145

3181 S.W. Sam Jackson Park Road

Portland, OR 97239-3098

Tel 503 494-1617, option 6 | knightcancerCRO@ohsu.edu

Organization Receiving Grant: Yamhill County Health and Human Services

Grantee: Samantha Kinney

Project Title: Yamhill County Cancer Awareness Project (YCCAP)

Grant Number: 20172031

Project Start Date: 02/01/2018

Grant Tier: Tier 1

Project End Date: 1/31/2019

Grant Cycle: 2017-2

Grant Award: \$10,000

Travel Award: \$150

Term

The term of this grant award contract will commence on the **project start date** 02/01/2018 and terminate on the **project end date:** 1/31/2019 unless extended by mutual agreement. In the event the work is completed under this agreement prior to the end of the term, the final project report may be submitted prior to the established term end date to be eligible for another cycle of funding if all obligations have been met.

In the event that this award is to be used to continue a project previously funded by the Community Partnership Program, the Grantee agrees that all previously funded project activities and award obligations have been met prior to the start date of this award, and demonstrated as such in the corresponding final project report. Funds awarded under this agreement may not be used toward any project objectives funded in a previous or future cycle.

Terms and Use of Funds

- The funds given pursuant to this grant shall be used solely for the purposes specified in the proposal and budget during the project period cited above. Reallocating funds between budget categories is allowed within reason, and applicable to direct project costs only. Maximum allowance for indirect or

overhead costs is 10% of the total budget grant award. Grantee must provide written approval of applicable Institutional Review Board (IRB) for all research to initiate distribution of funds.

- Funds may not be used for the preparation, distribution, or use of materials to directly support or defeat proposed legislation.
- Grantees are required to participate in both the Cancer Prevention and Control Research Network (CPCRN) *Putting Public Health Evidence into Action* training (if not previously attended) and the annual grantee conference. Participants will receive a standard travel award in addition to their grant, which is provided to cover participant transportation costs to/from required events. Accommodation expenses will be paid separately by OHSU Knight Cancer Institute on an as-needed basis.

Protection of Human Subjects

The Grantee is responsible for the protection of the rights and welfare of human subjects involved in any and all activities supported by the Knight Cancer Institute. Implementation of activities involving human subjects (e.g. participant recruitment, data collection) are not allowed prior to IRB approval.

This project is in the process of seeking determination of whether or not human subjects research will be conducted and as such may be subject to oversight by an IRB. The project must receive the appropriate level of oversight as determined by an Institutional Review Board prior to implementation. Grantee is liable for all activities implemented through this grant.

If human subjects research is being conducted, the Grantee agrees to comply with any existing or new OHSU and federal policies and guidelines that may affect the research being undertaken by this grant. This includes but is not limited to obtaining prior written approval from the OHSU or other Institutional Review Board before undertaking any form of human subjects research and from the Institutional Animal Care & Use Committee for research studies involving vertebrates. Following completion of this grant, Grantee will have option to maintain or close the study based on future project needs.

If IRB determines a project is not human subjects research, Grantee is responsible for seeking appropriate approvals from an IRB for any significant changes in project scope. We request the Grantee communicates any changes to the Community Partnership Program.

Communications

Please refer to the Communications Toolkit for policies about acknowledgment of your award from the OHSU Knight Cancer Institute, brand use, and sharing communications materials with the Knight Cancer Institute.

Amendments

Grantee is to notify Knight Cancer Institute of any significant changes to the grant contract, including change of Grantee or any anticipated changes in grant activities and/or allocation of funds.

Extension without additional funds

Grantee may request to extend the term of the contract if additional time beyond the established expiration date of the grant term is required to assure adequate completion of the original scope of work within the funds originally made available. A single extension, which shall not exceed 12 months, must be submitted at least 30 days prior to the expiration date of the original award. A no cost extension request form will be provided.

Termination

Knight Cancer Institute reserves the right to terminate or cancel a grant contract, in whole or in part, at any time prior to its expiration under the following guidelines:

1. When the Grantee has failed to comply with the terms and conditions of the grant contract or when Knight Cancer Institute has other reasonable cause.
2. When the Grantee and Knight Cancer Institute mutually agree to do so.
3. When the Grantee provides written notice to the Knight Cancer Institute setting forth reasons for such action, the effective date, and in the case of partial termination, the portion to be terminated.
4. When the Grantee has failed to provide the final report by the due date.

Following termination, normal grant contract closeout procedures will be initiated. Grantee must submit end of project report detailing activities completed, or in progress, through the date of termination. Grantee will be required to report grant account balance and return any unused funds to the Knight Cancer Institute if unable to transfer the responsibility to another appropriate entity.

Payment of funds

Projects that are determined not to be conducting human subjects researched will be paid in a single installment upon receipt of the determination memo from an IRB.

Projects that are determined to be conducting human subjects research will receive 10% of total grant funds at the time the determination is received by the OHSU Knight Cancer Institute to support the preparation of the IRB protocol and to initiate project planning. These funds are inclusive of, and not in addition to, the grant award of \$10,000 and the travel award of \$150. Grantee agrees to manage the project budget to ensure they have required resources for the successful completion of this funded project and attendance at required grantee events. The balance of grant funds will be distributed in a second and final installment after receipt of IRB approval memo by the OHSU Knight Cancer Institute.

If any human subjects activities are conducting outside of protocol preparation and IRB approval process, Grantee acknowledges that grant funds might be rescinded.

Please send the following immediately:

1. Signed award agreement by a authorized signer
2. Confirm or corrected remittance information (see appendix)
3. Current W-9

To receive funds, send the following as available:

1. Memo with human subjects research determination
2. And if applicable, memo of IRB approval or waiver of oversight (IAA) and/or Memorandum of Understanding between two IRBs

To be eligible to apply funding in the future, Grantee will need to be in compliance with the following:

- Submit grant report within 30 days of the grant end date (template will be provided)
- Maintain IRB compliance, should it become applicable
- Follow the policies and procedures outlined in the communications toolkit
- Inform the Community Partnership Program of significant changes to the proposal that was submitted
- Within three (3) years preceding this offer, the organization applying for or receiving funds and all individuals responsible for the management of project funds must not have been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract of subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- Satisfactory participation in grantee related activities, including calls, trainings, and networking opportunities. We will contact you as soon as possible if we determine that participation is unsatisfactory.



Signature Authority (sign name)

12/14/17

Date

SILAS HALLORAN-STEINER

Signature Authority (print name)

HHS DIRECTOR

Title

Accepted by Yamhill County Board of Commissioners on

Kari Winters-Stone

1/12/18

12-21-17 by Board Order # 17-509

Kerri Winters-Stone

Date

Knight Cancer Institute Community Partnership Program Co-Director

B.O. 17-509

Appendix 1 – Remittance Information

Please login to the [applicant/grantee portal](#) to upload a signed copy of this award agreement, a current W-9 and to confirm the following information.

Check will be made out to: Yamhill County

(In the portal, enter the organization name that the check will be made out to.)

Check mailing address: 412 NE Ford Street, McMinnville, OR 97128

(In the portal, enter the mailing address for the check.)

Primary contact:

If any of the following information is incorrect, in the applicant/grantee portal, please correct the information in the Applicant Profile section.

Name: Samantha Kinney

Title: Community Health and Wellness Coordinator

Telephone: 503.474.6309

Email: kinneys@co.yamhill.or.us