

MEMORANDUM OF UNDERSTANDING

BETWEEN

ISCCM and

Name of the Institution, hereinafter referred to as the "Institution"

And

The granting agency, namely, the Indian Society of Critical Care Medicine (ISCCM)

WHEREAS the Institution and the Society (hereinafter collectively referred to as the "Parties"), recognizes the vital importance of research, the new knowledge and applications it creates, and the knowledgeable and skilled human resources developed through the process of conducting research;

WHEREAS the Society provides public resources to promote and assist research, allocation and outcomes of those resources, and to ensure that the activities supported are conducted in accordance with the highest legal, ethical and financial standards;

WHEREAS the Parties acknowledge that the administrative support systems and controls related to research supported by the Society imposes facilities and administrative costs on the Parties, requiring judicious choices concerning the nature of those systems and controls;

WHEREAS these Institutional roles and responsibilities represent the basic requirements for obtaining and maintaining eligibility to administer Grant funds.

THE PARTIES therefore agree as follows:

1. Definitions

ISCCM Policy

The set of rules, directives and guidelines published by the Society.

Comptrollership

Having clear accountabilities, effective control over resources, sound risk management and performance assessments, and an open reporting of results in relation to the expenditure of grant funds.

Eligible Institution

An Institution

(a) that meets the requirements for eligibility to receive funding set out in guidelines issued by the Society; and

(b) that has signed this Memorandum of Understanding on Roles and Responsibilities

GrantHolders

The recipients of the research grants provided by the ISCCM.(Should be a life member ISCCM)

Institutions

The universities, hospitals, colleges, research institutes, centres and other organizations eligible to receive and manage the grant funds on behalf of the society and Grant Holders.

Parties

The Society, Institutions and Grant Holders as a cooperative group.

Research Personnel

Includes undergraduate and graduate students, postdoctoral fellows, research assistants, research associates, technicians, programmers, analysts, etc., who may contribute to the research activities of a Grant Holder.

2. Roles and Responsibilities of the Grant Holders

- i) The ISCCM selects, and award funds to, Grant Holders and their projects through competitive, peer-reviewed evaluation processes.
- ii) Grant Holders must operate in compliance with the relevant ISCCM guidelines and requirements and all applicable policies of the Institution that govern the management and conduct of research, the financial management of research, and the management of research personnel and students involved in research.
- iii) Where there is neither an existing society policy nor an existing Institutional policy that governs a matter related to a grant, Grant Holders must seek, through their Institution's Research Administration, an appropriate advice.

In accordance with these overall principles, Grant Holders are responsible for:

- a. effective financial management and conduct of the research in accordance with the program guidelines, institutional policies and with ethical and legal standards;
- b. complying with the general terms and conditions governing grants and any terms and conditions specific to each grant or granting program established by the Society, and for complying with Institutional policies;
- c. managing and supervising research personnel;
- d. informing the society and Institution officials of changes in eligibility status or in the nature of the research that may have an impact on certification or approvals.
- e. meeting reporting requirements specific to the grant; and
- f. acknowledging, whenever possible, the Society's financial support for the research.
- g. The final manuscript to be sent first for peer review in societies journal (IJCCM)

3. Roles and Responsibilities of the Institution

The Institution is the administrator of funds, granted by the Society to Grant Holders to support their research and/or research training. The Institution provides physical, organizational, policy and procedural infrastructure for the conduct of research. It also establishes norms for the supervision of research personnel. These norms include, but are not limited to, policies and processes related to hiring practices and to the status of research personnel. The Institution, therefore, assists Grant Holders and the Society to meet their respective obligations. The Institution also ensures that Grant Holders and their research comply with legal requirements that apply to any workplace, and with ethical and financial standards. The Institution necessarily relies on the good judgement of its Grant Holders.

In the event that an Institutional policy conflicts with a Society policy governing a matter, the Parties acknowledge that an Institutional policy may be more stringent than the corresponding society policy, in which case the Institutional policy will normally prevail. In such instances, the Institution should inform the society.

The Institution is responsible for:

- a. providing an appropriate physical and organizational infrastructure for the conduct of research funded by the Society;
- b. implementing appropriate and effective policies, administrative systems and controls to ensure that the research is conducted in compliance with all applicable legal, ethical, accountability and financial management standards;
- c. adhering to, and furthering compliance with, Society requirements, including withholding or withdrawing approval of expenditures that contravene Society or Institutional policies or the terms of the grants and, as appropriate, seeking advice from the Society;
- d. providing Grant Holders with effective administrative support, timely and clear financial information and assistance with Institutional and society policies;
- e. advising the Society of any changes in the eligibility status of Grant Holders and/or of serious problems in the use of research funds; and
- f. submitting financial statements, from time to time and as required, reports on such issues as the implementation of new policies.

4. Roles and Responsibilities of the Funding Agency/ Society

The Society develops strategies and plans for the promotion and support of research for which they design appropriate programs and policies. Through these, the Society provides funding in the form of grants to Grant Holders in support of their research

The Society is accountable for the quality and relevance of their programs, policies, decisions and decision-making processes. The Society operates competitive, peer-reviewed, decision-making processes to select the activities that rank most highly and meet the required program eligibility criteria and quality standards.

The Society must adhere to federal laws and policies which dictate financial and other management practices and which set accountability standards. Responsibility for the actual conduct of the research and for the management of each grant is entrusted to the Grant Holders and to the Institution.

The Society has a responsibility and an obligation to:

- a. account for their programs, policies and the deployment of the resources entrusted to them;
- b. require that Institutions have adequate organizational and policy structures, controls and systems for the management of grant funds;
- c. effectively communicate program information, and management and accountability requirements to Institutions, Grant Holders, and to ensure that program information and management accountability requirements aimed at Grant Holders are consistent with this MOU and its schedules, and to make such information accessible;
- d. verify the eligibility of Institutions and applicants;
- e. provide timely advice, clarification on policies, programs and requirements;
- f. carry out a fair and effective competitive peer-review process;
- g. review only those applications that have received the appropriate Institutional endorsement(s), where applicable;
- h. consult with Institutions on changes in programs and policies or in their implementation that may have a significant impact on Institutions; and
- i. manage grant research funds and disburse them in compliance with society policies and directives.

5. Investigation and Resolution of Breaches of Compliance

To ensure an effective administration of the research, the Society and Institutions strive to ensure compliance with the Society policies on the administration of grant funds and on the research environment within which the funded research is carried out. In the event that circumstances arise in which an Institution is considered or found to be in non-compliance with the Society policy, executive committee will set out the procedure for dealing with such instances.

6. Confirmation of Researchers' Eligibility

The Society sets its own eligibility criteria to ensure applicants meet the minimum qualifications to receive funds. Eligibility requirements must be met on a continuous basis throughout tenure of a grant and thus ongoing communication between Researchers, Institutions and the Society is required. The Parties, therefore, agree to adhere to the guidelines.

7. Reporting on Performance and Outcomes

Reporting on how research funds are used and what outcomes and impacts are achieved assists the Society in meeting their own obligations to evaluate program effectiveness.

8. Ownership of Equipment and Facilities

Ownership of equipment and facilities purchased with grant funds with the goal of ensuring that these funds are used effectively and productively.

9. Conflicts of Interest in Research

Researchers, Institutions and the Society recognize that conflicts of interest must be identified and managed in a clear, transparent and accountable manner to protect the credibility of the research enterprise and to maintain confidence and trust.

10. Amendments

This Memorandum of Understanding (MoU) and its accompanying Schedules may be amended only by a written agreement signed by the Parties.

Grant receiver/Grant Holder

Institution

The Grant Holder and Institution acknowledge and agree to fulfill their role and responsibilities as identified under this Memorandum of Understanding and its accompanying Schedules.

Signature

Date

Name of the Grant receiver / Holder

Name of the Institution

ISCCM

President
Indian Society of Critical Care Medicine

Date