Required Project Terms for SSHRC Partnership and Partnership Development Grants

Unless alternative terms are approved by the proper signing officers for UVic and its partners (e.g., for projects with unique requirements for project materials or which require authorization for use of background intellectual property), the following terms apply to all University of Victoria (“UVic”)-led Social Sciences and Humanities Research Council of Canada (“SSHRC”) Partnership Grants and Partnership Development Grants (together the “SSHRC Partnership Program”). These terms will also apply to the UVic portion of other SSHRC Partnership Program projects if alternative terms have not been established by the lead institution and agreed to by the parties.

By participating in a SSHRC Partnership Program project, each project participant agrees to the following:

1. To cooperate with UVic in providing any scientific, financial or other project reports required by SSHRC and to provide to UVic any information about project activities, expenditures, cash contributions, or in-kind contributions that UVic reasonably requests to meet its obligations to SSHRC.
2. If the project participant is affiliated with an organization that was named on the accepted SSHRC project proposal as a project partner, the project participant will ensure that his or her organization completes an annual statement of project cash and in-kind contributions using the form required by SSHRC (the UVic principal investigator should provide this form to all project partners so please request such a form if one has not been provided).
3. In working on the project, to comply with all applicable laws and regulations, all applicable SSHRC policies (posted at <http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/index-eng.aspx> or at such other location as SSHRC may choose), and the SSHRC Partnership Program terms (posted at [http://www.sshrc-crsh.gc.ca/about-](http://www.sshrc-crsh.gc.ca/about-au_sujet/partnerships-partenariats/partnership_grants-bourses_partenariats-eng.aspx) [au\_sujet/partnerships-partenariats/partnership\_grants-bourses\_partenariats-eng.aspx](http://www.sshrc-crsh.gc.ca/about-au_sujet/partnerships-partenariats/partnership_grants-bourses_partenariats-eng.aspx) or at such other location as SSHRC may choose).
4. To not make any significant changes to the project activities that were set out in the proposal accepted by SSHRC unless the UVic principal investigator has approved such changes; any other project participants that would be affected by the proposed change have consented to the changes; and, if required, SSHRC’s approval has been obtained.
5. If the project participant is contributing to the creation of any public information regarding the project, such information shall be consistent with the SSHRC guidelines set out in ‘Acknowledging SSHRC Support and Communicating the Value of Your Research’, as posted at [http://www.sshrc-crsh.gc.ca/funding-](http://www.sshrc-crsh.gc.ca/funding-financement/using-utiliser/acknowledge-mention/index-eng.aspx) [financement/using-utiliser/acknowledge-mention/index-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/using-utiliser/acknowledge-mention/index-eng.aspx) or at such other location as SSHRC may choose.
6. Project Materials:
   1. Subject to any applicable privacy legislation, regulatory approvals, and any third party restrictions, each project participant shall share with the other project participants data collected or acquired in performance of the project, research results derived from the performance of the project, and materials created or developed in the performance of the project (together the “Project Materials”).
   2. Project participants shall work with the UVic principal investigator regarding the usage, distribution, and further development of the Project Materials for non-commercial research and educational purposes.
   3. Any restrictions or additional rights to specific Project Materials shall, if applicable, be confirmed by a formal written agreement.
7. Publication:
   1. Project participants will follow any processes or protocols established by the project governance prior to disseminating Project Materials.
   2. In any publications, conference presentations, or other dissemination of material pertaining to the project, credit shall be fairly assigned to the individual researchers involved and shall recognize the contributions of SSHRC and the project partners; and authorship of academic publications shall be cooperatively determined in a manner consistent with the rules and procedures ordinarily governing academic publications.
8. Should any project participant or any project participant’s organization wish to withdraw from the project they will provide at least sixty (60) days written notice to the UVic principal investigator, and such withdrawal will be subject to SSHRC approval if required. If any participant withdraws from the project, all terms and conditions set out herein which have by their nature have continuing effect shall survive after withdrawal and the participant will continue to comply with any such requirements.
9. UVic may terminate the project if SSHRC reduces or terminates its funding for the project; the UVic principal investigator becomes ineligible to hold SSHRC funding or is otherwise unable to continue as the principal investigator and no replacement is available; or the project is unable to proceed for any other reason.
10. Each project participant will sign a letter in substantively the form appended hereto as Schedule ‘A’ acknowledging that they have read these terms and conditions and will comply with them in the performance of the project.

NOTE: While the term ‘partner’ is used herein to reflect that SSHRC uses the terms ‘partner’ and ‘partnership’ in its SSHRC Partnership Program materials, Project partners are in no way intending to undertake a legal partnership, joint venture or to make any other party an agent, employee, or legal representative of UVic or any other Project partner. The undersigned acknowledges that participation in the Project does not grant the undersigned with any right or authority to act on behalf of UVic or to assume or create any obligation or responsibility, express or implied, on behalf of UVic or any other Project participant, or to bind UVic or any other Project participant in any manner whatsoever.

**SCHEDULE ‘A’: ACKNOWLEDGMENT AND AGREEMENT TO COMPLY WITH REQUIRED PROJECT TERMS**

Greetings,

The University of Victoria (“UVic”) was recently awarded funding from the Social Sciences and Humanities Research Council of Canada (“SSHRC”) under its Partnership or Partnership Development Grants program (the “SSHRC Program”) for the research project entitled:

(the “Project”). The Project is being conducted under the scientific direction of UVic researcher (the “Principal Investigator” or “PI”).

This letter is to inform you, as a Project participant, of the terms which all participants must comply with including SSHRC requirements (“SSHRC Terms”) as well as the UVic requirements (together with the SSHRC Terms, “the Required Project Terms”) which are posted online at [https://www.uvic.ca/research-services/assets/docs/sshrc-pg-post-](https://www.uvic.ca/research-services/assets/docs/sshrc-pg-post-award-updated-link-formatted.pdf) [award-updated-link-formatted.pdf.](https://www.uvic.ca/research-services/assets/docs/sshrc-pg-post-award-updated-link-formatted.pdf) By participating in the Project you a***re agreeing to comply with the terms and conditions incorporated by reference herein. Therefore, to the extent you are not able to comply with the required terms please refrain from participating in the Project and contact the Principal Investigator to discuss the issues you have with the terms.*** Because UVic is committed to adherence to the SSHRC requirements, as the lead institution we are not able to permit participation in the Project if participants cannot agree to the terms set out herein.

For our records, we ask that you sign the bottom of this letter and return a copy to:

Please note that participation in the Project will deem acceptance of the terms as set out in this letter. These terms cannot be modified by changes to this letter or by not providing a return signed copy.

Thank you for your support of this important project.

# Signature:

**Individual who can confirm that Required Project Terms can apply to participation in the Project:**

|  |  |
| --- | --- |
| Signature |  |
| Name: |  |
| Title: |  |
| Date: |  |
| Email: |  |
| Phone: |  |

# If signing as an authorized representative of an organizational participant in the Project:

Organization: