

Transfer Payment Agency Agreement for NOAMA Funded Projects

Project Title: _____
Principal Investigator (“PI”): _____
Organizations Name (“Organization”): _____
Organizations Contact Person: _____
Organizations Contact Email and/or Phone number: _____

This document serves as confirmation that the Organization will act as the Transfer Payment Agency (TPA) for the approved project listed above, under the Northern Ontario Academic Medicine Association (NOAMA) funding program.

Please note, the release of funds is conditional upon NOAMA receiving a letter from the appropriate Research Ethics Board (REB) confirming either ethical clearance or waiver. The research team must submit the REB letter to NOAMA to initiate the first distribution of funds and officially mark the start of the project.

The Organization is responsible for the following:

1. Adherence to Internal Accounting Policies

The PI is required to adhere to the Organization's internal accounting policies and procedures in managing the funds allocated for this project. This includes ensuring that all expenditure's align with the approved budget. The Organization is responsible for maintaining financial transaction records.

2. Budget Management and Reporting:

The PI is responsible for:

- Ensuring all spending is in accordance with the approved budget.
- Providing any necessary documentation to support these budget reports.

Budget Reallocation Request

- If the PI is seeking approval for a budget reallocation from NOAMA, the Organization must prepare and coordinate the reallocation request with the PI using the NOAMA Budget Reallocation Template.
- The Organization must ensure that the total budget amount remains unchanged, while adjusting line items as necessary (e.g., adding new lines or reallocating funds between existing lines).
- The reallocation request is submitted by the Organization.

Progress Report Budget

- The Organization must complete the progress budget report (for the 6-month or 1-year mark, depending on whether the grant is for 1 year or 2 years) using the NOAMA Progress Budget Report Template.
- This report must include both the original or revised budget, and the funds spent to date.

Final Budget

- The final budget must be submitted by the Organization.
- This submission must accurately reflect the project's total expended funding
- Any unused funds must be returned to NOAMA at the conclusion of the project or at the end of the funding period.

4. Timeliness of Reports

It is critical that all reports are submitted on time. Delays in submitting required budget reports or the final budget could impact the eligibility of the PI and project team members in future applications.

5. Acknowledgement and Confirmation

By signing below, the Organization confirms their understanding and agreement to fulfill the responsibilities outlined in this agreement. Failure to comply with the terms of this agreement may result in the withholding of future funding for other projects under your management and could lead to disqualification from managing funds for future NOAMA funded initiatives.

Please sign and keep a copy of this agreement to confirm your role as the Transfer Payment Agency for this project.

Should you have any questions or need further clarification, please contact Michelle Labate at mlabate@noama.ca

Thank you for your cooperation and commitment to ensuring the success of the project listed above.

Acknowledgement and Signature

I, the undersigned, confirm the Organization will act as the Transfer Payment Agency for the approved NOAMA project and agree to adhere to the responsibilities outlined in this agreement.

Organization Signature: _____

Name (Print): _____

Title: _____

Date: _____

**I have authority to bind the organization*

PI Signature: _____

Name (Print): _____

Date: _____