



MARATHON OF HOPE: NETWORK AGREEMENTS

Guideline for Consortium Project Institutions

There are three standard agreements required by each Institution to participate in the Marathon of Hope Cancer Centres Network (MOHCCN). These agreements will be sent along with this guideline as separate attachments.

Two of the three agreements need to be signed between TFRI and each institution who receives any federal funds or who will be contributing any cash match expenses.

- 1) The **MOHCCN Network Program Master Agreement - Phase I** was made effective September 1, 2021, by TFRI and the four Founding Consortia lead institutions. The Consortium leads are the Founding Partners, University Health Network (UHN), BC Cancer (BCC), Le Centre Hospitalier de L'Université de Montréal (CHUM), and McGill University (McGill). No edits or additional signatories will be added to this agreement, rather, a new Institution will become a member of the Network through the signing of a Joinder Letter Agreement. You do not need to sign this agreement.
- 2) Other Institutions that were not part of the initial Master Network Agreement are able to join the MOHCCN upon agreeing to be bound to the same terms and conditions of the Master Network Agreement by execution of a **Joinder Letter Agreement**. This Joinder Letter Agreement is between the Institution and TFRI on behalf of all existing Network Members. All organizations who will receive any Health Canada funding from the MOHCCN, either directly or indirectly, or who will be contributing any cash match expenses, must be members of the Network via signing a Joinder Letter Agreement. This does not apply to third-party commercial contract vendors and suppliers.
- 3) **Research Project Grants Agreement (RPGA)** describes the specific approved workplan/project/study to be performed, deliverables, TFRI and Cash Match budgets, payment schedules and the due dates for all progress and financial reporting to be provided by the Institution. These agreements will be drafted by TFRI individually, however a template is available for prior review.

Notable RPGA parameters

- **Fiscal Year:** RPGAs are based on the government's fiscal year (April to March) to align with reporting requirements to Health Canada,
- **Eligible Expenditures:** Eligible Costs include only the direct costs of the project, and no indirect or organizational overhead charges are allowed.
- **Minimum Cash Match Funding and Expenditures:** As stated in each project workplan, a minimum Cash Match must be provided to support total project expenditures with a target of 1:1 with the TFRI funds provided. Cash match cannot include any in-kind supports and is measured only by the reported expenditures of the Cash Match funds, not by the receipt or availability of those match funds themselves. The source of the Cash Match and the expenditures from it must be reported to TFRI quarterly and will be subject to audit by an external auditor each year in June.
- **Reallocation or Amendment:** TFRI reserves the right, at any time, to revise the workplan, budget or payment schedule and allocate deliverables to other Investigators, projects or institutions should the project or institution fall behind on its completion of deliverables or reporting of expenditures for both TFRI and Match funds.
- **Cannot Combine:** Funds from one RPGA cannot be combined with funds from a different RPGA.
- **Fiscal Year Carry-Over:** Funds provided through one RPGA cannot be carried forward to the next fiscal year without specific written approval from TFRI, who must receive the same approval from Health Canada each year.
- **Refunds:** Incomplete deliverables / activities, unmet cash match expense requirements or otherwise unspent funds will be subject to the return of federal funds to TFRI.

RPGA workflow

The following workflow will be used to submit, approve and execute the annual RPGAs including the Institution or project work plans and budgets. Once executed, the funds will flow directly to the Consortium Lead (Consortium Funding Recipient) on behalf of the affiliated Institution sites, as appropriate.

1. Each Institution will submit to the TFRI Senior Network Manager (iserrano@tfri.ca) a Consortium endorsed RPGA work plan, budget and Signed Letters of Financial Commitment for the upcoming Fiscal Year (April 1 - March 31) (Annex 2 in RPGA). The deadline for submitting these documents for the upcoming fiscal year is February 1. Work plans and budgets will be annual unless another period is determined by TFRI to be appropriate. Budgets must include proposed cohorts/activities/studies and the cash match amounts and sources of each match. A minimum 5% funding holdback will apply to each RPGA to be released upon confirmed delivery and acceptance of the completed cases as directed by TFRI.

2. The work plan and the budget must be aimed at acquiring and analyzing data for the Gold Cohort. Critical information to be included in the work plan and budget are the number of cases committed for each of the patient cohorts, the types of analyses planned (WGS, WTA, immunophenotyping, types of clinical data to be acquired), justifications for the personnel needed (for trainees, this includes title of project and relationship to data acquisition and analyses for the patient cohorts) and for all services. Additional pages containing these justifications should be added, if needed.
3. Details about matching funds should be provided, including sources, amounts and letters of commitment. Yearly letters of commitment are needed. RPGAs require a minimum cash match ratio of 1:1 from non-federal government sources as defined in the RPGA. While historical matching expenses have been accepted to date as part of the Network start-up phase, an emphasis will be put on new cash as matching funds going forward. All matching funds should relate to the cases being included in the Gold Cohort.
4. MOHCCN Staff will review the work plans and budgets. If necessary, additional details will be requested in writing from the applicants. Once approved, an email notification of this approval will be sent to the applicants. The approved work plan will be attached to the RPGA.
5. TFRI will prepare the final signing version of the RPGA including the Institution's authorized signing officers and those Institution staff who should receive a signed copy. The final signing document will be provided to the Institution's signatories for execution through DocuSign unless the use of electronic signing is not allowed by the Institution.
6. The Institution must comply with the scientific and financial reporting requirements set in Annex "3" (Scientific and Financial Reporting Requirements) of the RPGA. TFRI will provide templates to complete this reporting. It is very important that Members meet all reporting deadlines as TFRI must consolidate all information across the Network and report to Health Canada by their deadlines.

Future annual budgets will be determined through annual progress review and consultation according to your annual target case delivery. Changes to the workplans and budgets will be made through RPGA amendments. Note that upon a favourable review by TFRI and availability of funds, workplans could also be adjusted upwards to include additional cases and funding.

- 4) Illumina Centralized Network Purchasing.** As specified in the MOHCCN Network Program Master Agreement - Phase I sections 4 (g to i), each MOHCCN Network Member authorizes TFRI to act as its purchasing agent to negotiate and contract with key suppliers on its behalf with respect to network purchasing.

With the help of the MOHCCN Technology Working Group, TFRI has achieved very competitive pricing of Illumina flow cells and associated reagents, based on a national volume of purchasing. TFRI has committed, on behalf of all Network members collectively, to certain minimum purchase quantities per year (calculated in units) and is

required by Illumina to demonstrate that the reagents acquired under this preferred pricing agreement are used for TFRI-funded projects. Orders are only placed by TFRI with Illumina upon receipt of purchase instructions from Members and products are drop shipped directly to Member sequencing sites by Illumina. Illumina will invoice TFRI and in turn, TFRI will pass through those costs by invoicing each of the Members or the identified Genome Centres. Details on Illumina sequencing reagents can be found in the **MOHCCN Illumina Purchases Workflow v3_April 2023**.