

Part 5: Host Institution Signatures

Institutions that employ holders of the Patient/Public Engagement Enabling Fund are called **host institutions**. Signatures are required from host institution representatives on all grant applications.

By signing, host institutions agree to accept the responsibilities outlined below on behalf of their grant-holding employees:

- Acceptance of the terms and conditions as outlined in Post Awards Management Guide and Letter of Agreement
- The financial administration of the grants
- Reporting to NL SUPPORT any change in the funding recipient's status that may affect the fulfillment of their research commitment, for example resignation or termination
- Submission of an annual financial statement (Form 300) – a copy of which will be included in the Letter of Agreement – with backup documentation (receipts, etc.) covering the period from April 1 to March 31 for funding; the statement(s) are due no later than **May 1** of each year

(Host Institution name – include department/faculty where relevant)

(Host Institution representative name – printed)

(Signature of Host Institution representative)

(Date)