

## Part 4: Host Institution Signatures

Institutions that employ holders of the Patient-Oriented Research Development Award 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 back up 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

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

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(Host Institution representative name – printed)

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(Signature of Host Institution representative)

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(Date)