

## GUIDE FOR MOHCCN AGREEMENTS

There are three standard agreements for an institution and its researchers to participate in the Marathon of Hope Cancer Centres Network (MOHCCN). Agreements are signed between the Terry Fox Research Institute (TFRI) and the institution.

1. The **Marathon of Hope Cancer Centres Network Program Master Agreement Amendment #2** was made effective June 1, 2026 by TFRI and 55 Network Member Institutions. 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.
2. Institutions that were not part of the Network Master Agreement are able to join the MOHCCN upon agreeing to be bound to the same terms and conditions of the Network Master 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. A **Research Project Grants Agreement (RPGA)** or **Notice of Award (NOA)** describes the specific approved project/study to be performed with its deliverables, budgets, payment schedules, and reporting schedules. These agreements are drafted by TFRI. A template is available upon request for prior review of the standard terms.

### Notable RPGA/NOA Parameters

**Fiscal Year:** TFRI MOHCCN agreements are based on the government's fiscal year (April 1 to March 31) to align with Health Canada reporting requirements.

**Eligible Expenditures:** Eligible costs include only the direct costs of the project. 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. The minimum TFRI:Cash Match ratio is specified in the agreement. 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 the summer.

**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/NOA cannot be combined with funds from a different RPGA/NOA.

**Fiscal Year Carry-Over:** Funds provided through one RPGA/NOA 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 or activities, unmet cash match expense requirements or otherwise unspent funds will be subject to the return of federal funds to TFRI.

### **RPGA/NOA Workflow**

1. **Proposal submission:** Project proposals, with accompanying workplans and budgets, will be reviewed by TFRI annually. This consists of an administrative review and may also include a scientific review. The submission of proposals may be coordinated through a Network Consortium Secretariat or in response to a TFRI Request for Applications (RFA).
2. **Cash Match Letters of Commitment:** Signed Cash Match Letters of Commitment are to be submitted to TFRI either with the submission of a proposal or once a proposal is approved. A template is available, please inquire with Network Program Managers at [moh@tfri.ca](mailto:moh@tfri.ca). Cash Match Letters should be received by TFRI prior to the execution of an RPGA.
3. **Disbursement of Funds:** Once an agreement has been executed, funds will flow directly to the Recipient Institution.

### **Reporting**

Institutions must comply with the scientific progress and financial reporting requirements set in Annex 3 of the RPGA. TFRI will provide templates to complete this reporting. It is important that Members meet all reporting deadlines, as TFRI consolidates all information across the Network to report to Health Canada.