

BLUE CROSS AND BLUE SHIELD OF MICHIGAN FOUNDATION

600 Lafayette East, X520, Detroit, Michigan 48226

**RFP: Request for Project Support/Application
Patient Safety: Implementing Checklists**

Title of Project:

Purpose of Project:

****Principal Investigator:** (name, title, address, phone number, fax, e-mail)

**Applicant
Institution**

**Number of Months
Support Requested:** _____

IRB Approval Included _____

Not Included _____

Amount of support requested:

Mail checks to:

\$ _____
Total support requested:

\$ _____
Make checks payable to:

The conditions that apply to grants made by the Blue Cross and Blue Shield of Michigan Foundation can be found on the following pages. Please read them carefully before signing this form. Your signature on this form constitutes acceptance in full of all conditions contained herein.

Institutional Approval:

(name and title of official authorized to sign for institution)

(name, typed or printed)

(signature, also required on page 4)

(title)

(date)

****Principal Investigator is the individual responsible for the conceptualization, development, implementation and outcome of the proposed activity.
(Revised 11/11)**

BCBSM Foundation
REQUEST FOR PROPOSAL PROGRAM
Patient Safety: Implementing Checklists

Terms and Conditions Of Grant

The grantee accepts and agrees to comply with the following conditions:

1. **PURPOSE AND ADMINISTRATION.** The grant shall be used exclusively for the purposes specified in the grantee's proposal. In the event that the funds are not used for these purposes within the time specified in the grantee's proposal or within any approved extension of said time period, the unspent funds shall be returned to the Foundation.

The grantee will directly administer the project or program being supported by the grant and agrees that no grant funds shall be disbursed to any organization or entity, whether or not formed by the grantee, other than as specifically set forth in the grant proposal referred to above.

All copyright interests in materials produced as a result of this grant are owned by the grantee. The Foundation, however, retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, alter or otherwise use and to authorize use of any such materials for Foundation purposes.

2. No part of the grant shall be used for a grant contract or subcontract to another person or organization without prior written approval of the Executive Director of the Blue Cross and Blue Shield of Michigan Foundation.
3. **BUDGET.** Expenditures of the grant funds must adhere to the specific line items in the grantee's approved grant budget. Transfers among line items (increases and decreases) must be requested on the Request for Budget Adjustment Form, and approved by the Executive Director.
4. **ACCOUNTING AND AUDIT.** A systematic record on a fund-accounting basis shall be kept by the grantee of the receipt and disbursement of funds and expenditures incurred under the terms of the grant, and the substantiating documents, such as bills, invoices, canceled checks, receipts, etc., shall be retained in the grantee's files for a period of not less than four (4) years from the date of the expiration of the grant period. The grantee agrees to promptly furnish the Foundation with copies of such documents upon the Foundation's request, and without charge to the Foundation.

The Foundation, at its expense, may audit or have audited the records of the grantee insofar as they relate to the disposition of funds granted by the Foundation, and the grantee shall provide all necessary assistance in connection therewith without charge to the BCBSM Foundation. Randomly selected projects may be selected for routine audit without cause.

5. **REPORTS.** Narrative and financial reports shall be furnished by the grantee to the Foundation quarterly and upon expiration or termination of the grant. Such reports shall be furnished to the Foundation within 30 days after the quarter or close of the grant. The reports shall include a report on the use of the funds in compliance with the terms of the grant, the progress made by the grantee towards achieving the grant purposes, and any problems or obstacles encountered in the effort to achieve grant purposes.

The financial report is to be in the same format as the approved grant budget, and must show the amount budgeted for each line item, the amount expended against each line item for the current period, the total expended against each line item as of the date of the report, and the resulting balance remaining in each line. A total is to be shown for each column. If an encumbrance system is used, encumbrances are to be shown in a separate column from cash expenditures.

The Foundation may, at its expense, monitor and conduct an evaluation of operations under the grant, which may include visits by representatives of the Foundation or its designees to observe the grantee's program procedures and operations, and to discuss the program with the grantee's personnel.

The final report shall be presented to the Foundation within 30 days of the end of the grant period. It will describe project activities and outcomes.

The Foundation may request grant recipients to present their research at an appropriate forum in the greater Detroit area.

6. **PUBLIC REPORTING.** The Foundation will report this grant, if made, in its next Annual Report. The grantee may be asked to review and approve a project summary briefly describing the grantee's activity which will be used by the Foundation to respond to inquiries and for other public information purposes.

The grantee shall send to the Foundation copies of all papers, manuscripts, and other information materials which it produces that are related to the project sponsored by the Foundation.

In all public statements concerning the Foundation - including publications, press releases, annual reports, or other announcements - grantees are required to refer to the Foundation by its full legal name: Blue Cross and Blue Shield of Michigan Foundation.

7. **GRANT REVERSION AND TERMINATION.** If the grant is intended to support a specific project or to provide support for a specific period of time, any portion of the grant unexpended at the completion of the project and the end of the time period and any authorized extension thereof shall be returned to the Foundation within fifteen (15) days.

The BCBSM Foundation may, for its sole convenience, cancel this grant in whole or part, at anytime by giving the grantee thirty (30) days written notice of its intention to do so. In the event of such termination, the grantee will be entitled to recover all approved project costs incurred prior to date of termination.

If the grant is terminated prior to the scheduled completion date, the grantee shall, upon request of the Foundation, provide to the Foundation a full accounting of the receipt and disbursement of the funds and expenditures incurred under the grant as of the effective date of termination. The grantee shall repay within thirty (30) days after written request by the Foundation all grant funds unexpended as of the effective date of termination and all grant funds expended for purposes or items allocable to the period of time subsequent to the effective date of termination.

8. **LIMITATIONS AND CHANGES.** It is expressly understood that the Foundation, BCBSM, or any of its subsidiaries, by making this grant, have no obligation to provide data or support to the grantee for purposes of this project or any other purposes other than the support requested in the grant request or agreement to provide data as expressly described in a separate letter of agreement by BCBSM, its subsidiaries or affiliates. Any changes, additions, or deletions to the conditions of the grant must be made in writing only and must be jointly approved by the Foundation and the grantee. If the grant is awarded, the BCBSM Foundation agrees to fund projects for a period of one year. Subsequent years of funding, for multiple year requests, shall be reviewed and approved, annually.

The foregoing conditions are hereby accepted and agreed to as of the date indicated.

DATE

GRANTEE INSTITUTION

AUTHORIZED SIGNATURE OF INSTITUTIONAL OFFICIAL

TITLE OF INSTITUTIONAL OFFICIAL

DATE

SIGNATURE OF PROJECT DIRECTOR