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## Departing Funded Network Investigator Policy

### Background

Occasionally a Network Investigator (NI) receiving GlycoNet funding may relocate outside Canada. Networks of Centres of Excellence (NCE) funding can only be spent in Canada; therefore, should this occur, the GlycoNet funding this individual receives must either be reallocated to another eligible investigator or returned to the Network. This document outlines the policy of the Network and the procedures to be followed by GlycoNet and a NI who leaves their position at a GlycoNet Network Member institution. This policy applies to individuals who have less than a 50% appointment at an eligible Canadian institution.

### Policy

Network Management will work with a NI who is leaving Canada (referred to in this document as a “Departing Funded NI”) to ensure that the GlycoNet funding they have received, or are due to receive, will be used in a manner that best achieves the outcomes of the proposal. In the event that a NI or group of NIs cannot be identified to continue the research, the funding will be returned to the Network.

### Procedures

As soon as possible after a Departing Funded NI has decided to leave her/his position at a GlycoNet Network Member institution, (s)he should inform the Network Executive Director.

The Executive Director will notify the Scientific Director, and will work with the Departing Funded NI and/or Project Leader to formulate a written plan for her/his funding after their departure from Canada.

The formulated plan will include revised milestones and budget tied either to NIs currently involved the project or other GlycoNet NIs. The involvement of individuals who are not currently NIs is also possible, but such individuals must meet all of the requirements to become a NI and be approved by the normal processes used by the Research Management Committee (RMC) to appoint new NIs. The plan must also include a clear demonstration of how the project outcomes will be achieved in the absence of the Departing Funded NI. Should the Departing Funded NI be the Project Leader, a new Project Leader must be identified.

Once the plan is formulated, all other NIs of the project team must approve it in writing (with their signature). Should one or more project NIs decline to approve the plan, the Executive Director will work to broker a solution. Should a solution not be found, the project will be terminated in 90 days and the GlycoNet Board of Directors notified. In this case, all unspent funding will be returned to GlycoNet and any future allotments of funding will be cancelled.

Once a plan is approved by all project NIs, and is received by Management, it will be sent, together with any other supporting documentation, to the RMC for consideration. The RMC will make one of three recommendations, which will be shared with the Project NIs before action by the GlycoNet Board of Directors:

- **Approve:** The plan, supporting documentation, and the RMC recommendation will be submitted to the GlycoNet Board of Directors for consideration.
- **Approve Pending Revision:** The Executive Director will work with the project NIs to revise the plan in accordance with the RMC recommendation and then forward it to the GlycoNet Board of Directors for consideration. In the event that the project team fails to act on the suggested revisions, or provide a compelling justification for not doing so, the recommendation will revert to Reject.

- **Reject:** The plan and the RMC recommendation will be submitted to the GlycoNet Board of Directors for consideration. The project NIs can appeal this decision through the normal GlycoNet appeals process. Should the Board approve the recommendation, the project will be terminated in 90 days, all unspent funding will be returned to the Network, and the transfer of future funding allotments will be cancelled.

Once the plan is approved by the GlycoNet Board of Directors, the Executive Director will work with the Financial Administrator to issue revised Notices of Awards and the Project Management Coordinator to update the project personnel in the GlycoNet Forum, the GlycoNet website, and other appropriate documentation.