



PULMONARY HYPERTENSION
ASSOCIATION OF CANADA

L'ASSOCIATION D'HYPERTENSION
PULMONAIRE DU CANADA

PHA Canada Grant Administration Policy

1.0 Purpose

Pulmonary Hypertension Association of Canada (PHA Canada) provides grants to support initiatives that advance the understanding, treatment, and support of individuals affected by pulmonary hypertension (PH) in Canada.

This policy applies to all grant programs administered by PHA Canada, including research, community-based, and other funding initiatives. It outlines the principles, procedures, and standards that guide our grant administration activities, including fund allocation, eligibility, evaluation, reporting, and administrative (indirect) cost guidelines.

2.0 Guiding Principles

The following principles govern PHA Canada's grant administration:

- **Transparency:** Clear, open processes for application, review, and reporting.
- **Accountability:** Responsible stewardship of donor contributions and public trust.
- **Equity and Accessibility:** Prioritizing fair access and representation for underserved communities.
- **Efficiency:** Maximizing the direct benefit to the PH community by funding projects with high impact and cost-effectiveness.

3.0 Eligible Applicants

Grants may be awarded to:

- Academic and medical institutions (universities, hospitals, research centres)
- Registered Canadian non-profit organizations
- Patient-led or community-based initiatives
- Individuals with a demonstrated connection to and capacity to support the PH community

All applicants must demonstrate alignment with PHA Canada's mission and charitable objectives. Depending on the grant's size, complexity, or compliance requirements, individuals may be required to work with a fiscal sponsor (such as a registered charity or non-profit organization).



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4.0 Indirect Cost Policy

4.1 Definition

Administrative or indirect costs refer to general operating expenses not directly attributable to a specific project. These may include:

- Institutional overhead (e.g., finance, HR, IT services)
- Facility maintenance and utilities
- General administration and central services

Indirect costs do not include direct project expenses such as staff time, supplies, or travel related to the specific grant.

4.2 Allowable Rates

PHA Canada does not permit indirect costs for any applicants, including academic institutions, medical institutions, non-profits, and individuals. All grant funds must be used for direct project activities. Administrative or overhead expenses are not eligible for reimbursement. Budgets must clearly itemize direct costs only and exclude any indirect or institutional charges.

4.3 Exceptions

Exceptions to this policy may be considered in limited circumstances.

- Applicants must submit a written request with their application, explaining the rationale for including indirect costs (for example, alignment with co-funder requirements or demonstrated administrative burden).
- Any exception requires the approval of PHA Canada's Board of Directors, based on the Grants Committee's recommendation.

5.0 Grant Administration Process

5.1 Application Submission

PHA Canada issues open or invited calls for proposals. Each call will define specific requirements, timelines, and priorities. Applications generally include:

- Project summary, objectives, and methodology
- Detailed budget with line items for both direct and indirect costs
- Project timeline with deliverables
- Evaluation framework and intended impact



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- Background on the applicant(s) and relevant experience

5.2 Review and Approval

Applications are reviewed by a Grants Committee based on:

- Relevance to PHA Canada's mission and funding stream goals
- Feasibility and clarity of the project plan
- Measurable outcomes and sustainability
- Organizational or individual capacity

The composition of the Grants Committee will be determined for each funding opportunity. It must include a board member and may also include staff, patient partners, and subject matter experts.

The Grants Committee may consult external reviewers. Recommendations are submitted to the Executive Director for final approval. Non-budgeted grants must be submitted to the Board of Directors for approval prior to disbursement.

5.3 Variable Process

Due to differing scopes of funding programs, timelines, review criteria, reporting requirements, and donor or funder terms of reference, the process may vary. Each call for proposals will clearly state any variations or stream-specific expectations.

6.0 Monitoring, Reporting, and Risk Management

All funded projects must serve a public or community benefit and may not be used for private gain. When working with individuals or organizations that are not qualified donees, PHA Canada will establish written agreements and oversight mechanisms to ensure all activities remain under the charity's direction and control, in accordance with CRA guidelines. Grantees are required to:

- Submit narrative and financial progress reports. Each grant agreement or call for proposals will outline specific reporting requirements.
- Use the provided templates and disaggregate direct and indirect costs as applicable.
- Notify PHA Canada of changes in scope, leadership, or timelines.
- Retain supporting documentation and financial records related to grant expenditures for at least 6 years and provide them to PHA Canada upon request.

PHA Canada may:



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- Withhold payments pending receipt of reports.
- Conduct audits or request additional documentation.
- Terminate funding or disqualify applicants from future rounds in cases of non-compliance.

Risk management mechanisms include:

- Tiered review and reporting based on funding amount.
- Requiring fiscal sponsorship or additional oversight for individual applicants.
- Withholding funds until milestones are met.

7.0 Conflict of Interest

All individuals involved in the review or administration of grants must disclose any actual or perceived conflicts of interest.

Applicants must declare:

- Any financial interest in a project partner or vendor.
- Family or professional relationships with PHA Canada reviewers or staff.

Grants Committee members must recuse themselves from decisions involving related applicants.

8.0 Equity, Inclusion, and Accessibility

PHA Canada encourages applications from:

- People with lived experience of PH.
- Indigenous, racialized, 2SLGBTQIA+, and disabled applicants.
- Organizations that serve underserved communities.

We are committed to reducing application barriers and will provide support or accommodations upon request.

9.0 Appeals and Feedback

While grant decisions are final, applicants may:

- Request general feedback on unsuccessful applications from the Executive Director.
- Submit a written request for reconsideration if an error in the process can be demonstrated.

PHA Canada is committed to improving our processes through ongoing engagement with the PH community.



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10.0 Communication and Transparency

PHA Canada may publicly share summaries of funded projects and funding allocations to ensure accountability. We welcome public feedback on our funding priorities and process.

11.0 Ineligible Costs

PHA Canada grants may **not** be used to fund:

- Political activity or lobbying
- Alcohol or entertainment expenses
- Unapproved travel
- Capital expenses (e.g., building purchases)
- Fundraising campaigns or events (unless explicitly approved)
- Salaries of individuals unrelated to the funded project
- Bonuses or profit distribution

This list is not exhaustive and is subject to change.

12.0 Policy Review

This policy will be reviewed every two years, or sooner in response to:

- Changes in CRA regulations
- Internal program evaluation or feedback
- Shifts in PHA Canada's strategies