

TERMS & CONDITIONS

This award is subject to the requirements set forth in the “2022 Urology Care Foundation Humanitarian Grant Program Announcement,” which are hereby incorporated as the terms and conditions described below. Copies of the Program Announcement can be obtained from the Urology Care Foundation representative listed above.

Failure to adhere to the below terms and conditions may result in repayment of any or all Urology Care Foundation funds, and/or termination of the award.

CHANGES TO CONTACT INFORMATION, PROJECT, PERSONNEL, INSTITUTION, OR FUNDING

Any changes in the humanitarian mission project (scope or objectives), mentor (if applicable), grantee contact information or grantee’s professional and/or medical licensure status that occur after the grant is awarded must be reported to and approved by the UCF. Typically, proposed changes in any material aspect of the project described in the grant application will result in grant termination. However, exceptions will be considered on a case-by-case basis and at the discretion of the UCF.

BUDGET AND GRANT PERIOD

The UCF Humanitarian Grant is a one-time \$4,500 payment to an individual to help offset travel or other costs directly related to humanitarian mission trips. Grant monies must be used within one year of receipt (Given COVID-19 travel restrictions, grant recipients may be offered some flexibility regarding this one-year deadline, to be determined at the discretion of the UCF on a case-by-case basis). Individuals may apply for multiple grants but may win only one grant per year.

ALLOWABLE USES OF FUNDING

Grant recipients will be expected to use the grant solely to support direct expenses associated with the mission/project, including but not limited to:

1. Air/ground transportation, lodging, meals and other incidental travel expenses for urologists and other urology team care providers (see UCF Policy Regarding Covered Travel Expenses)
2. Costs incurred by the grant recipient for surgical equipment or other supplies to be used directly for patient care. (UCF will not be responsible for the procurement of surgical equipment or supplies.)

UCF POLICY REGARDING COVERED TRAVEL EXPENSES

UCF Humanitarian Grants may be applied to cover the following budgeted expenses related to travel:

1. Economy-class ticket(s)
2. Transportation to and from airport and local travel related to grant implementation
3. Reasonable hotel costs
4. Cost of inoculations/immunizations, visas, and entry and exit taxes
5. Normal and reasonable luggage charges
6. Evacuation insurance

UCF Humanitarian Grants will not cover the following expenses related to travel:

1. Expenses associated with optional stopovers before or after preapproved travel
2. Penalties resulting from changes in personal travel arrangements, including optional stopovers
3. Excess baggage charges, shipping charges, and any supplemental insurance

The grant recipient must be affiliated with an existing organization, institution, or project sponsor. UCF will not provide any needed sponsoring materials or documentation related to travel or in-country requirements (e.g., passports, visas, permissions).

Specifically, grant recipients are responsible for:

1. Making travel arrangements, including purchasing any travel insurance.
2. Meeting all medical requirements for international travel.
3. Arranging and funding any personal travel.
4. Abiding by any applicable country travel restrictions.

EXPENSES NOT SUPPORTED BY THE GRANT

The UCF Humanitarian Grant does NOT cover the following costs:

1. Salary support
2. Costs to promote the project or program
3. Indirect costs: Operating, administrative, or indirect program expenses of another organization
4. Travel for staff of a cooperating organization involved in a humanitarian project

5. Training or medical care (other than inoculations/immunizations) to prepare the urologist or his/her team for international travel.
6. Securing and maintaining professional liability insurance sufficient to cover all project-related activities and personnel.
7. Costs reimbursed by other sources.

UCF will, at the written direction of the grant recipient, make the recipient's grant payment to a designated organization or institution on behalf of the recipient. In all cases, the individual grant recipient must acknowledge receipt of the grant and agree to ensure that grant funds are used and accounted for appropriately and in accordance with these terms and conditions.

UCF will not withhold taxes from grants (e.g. federal, state or local taxes) and grant payments will be reported as required by law. Grant recipients are responsible to ensure that applicable federal, state, and/or local taxes are accounted for.

Note: UCF will not be responsible for screening UCF Grant Recipients with regard to their professional licensing (e.g., any instances of license revocation suspension, litigation relating to medical liability, any history of being denied privileges, disciplinary proceedings by employers).

AGREEMENT AND RELEASE FROM LIABILITY

Grant recipients will be required to sign a Grant Acknowledgement and Release form that will be provided by UCF at the time of the grant notification.

REQUIRED REPORTING

- a. Grant Accountability Report. UCF will require an attestation (within 60 days of completion of funded activity) that the funds were used in accordance with terms contained in this award notice.
- b. Narrative of Experience. Grant recipients are required to submit a 1-2 page narrative with details about their experiences, how any specific goals were met or other impacts of the project were realized. The recipient agrees that this information and any accompanying photographs or testimonials may be used to showcase the volunteer and their related programs in UCF publications, website, etc. UCF will require specific releases/permissions from grant recipients for any use of photos of patients, other staff, etc.

UNUSED FUNDS

Any portion of the grant that has not been used for, or committed to, the project upon expiration or termination of the permissible grant period must be returned promptly to the UCF, applied to another UCF-approved project (current or under consideration), or applied to another mutually-agreed upon charitable purpose, as directed in writing by the Foundation.

AUA MEMBERSHIP

The grant may be used to cover project-related costs incurred by the urologist or other accompanying members of the urology care team.

- a. Applicants - All grant recipients must be members in good standing of the American Urological Association (AUA) for the duration of the grant performance period.
- b. Team Members - It is expected that other team members (residents, nurses, or medical students) who are supported by this grant are also encouraged to be AUA members. Information about AUA membership can be found at <https://www.AUAnet.org/join>.

ONGOING ENGAGEMENT OF GRANT RECIPIENTS

Each year, the UCF coordinates events and promotions designed to advance its humanitarian mission. UCF may provide opportunities for grant recipients to be showcased on the UCF website, participate in podcasts, or attend the UCF booth or other events at the AUA Annual Meeting.

PUBLIC ACCESS PUBLISHING AND SHARING OF GRANT INFORMATION

The Urology Care Foundation and its affiliate the American Urological Association (AUA) reserve the right, and grant recipients give UCF and AUA permission, to include information relating to the grant recipients (such as the grantee name and project title) in materials issued by or on behalf of the Urology Care Foundation and/or AUA, including periodic reports, newsletters or news releases, the website, or in any other materials issued by or on behalf of the Urology Care Foundation or AUA.