**RFP #X: GRANT TITLE**

**20XX SAMPLE Grant Award Agreement**

**HSSA/Name of Applicant, Company**

**Title of PROJECT**

This agreement (“Agreement”) is entered into by the **Health Sciences & Services Authority (HSSA)** (“Grantor”), a granting agency of Spokane County and the State of Washington, with offices at 421 W Riverside #661, Spokane, Washington 99201, and **Name of Applicant, Company** (“Grantee”), having an administrative office at **Applicant’s Address**.

**R E C I T A L S:**

**WHEREAS,** Grantor is authorized by statute of the State of Washington to make grants for the fundamental purpose of promoting bio-science based economic development and to advance new therapies and procedures to combat disease. The HSSA invests funds to create and support a nationally competitive health science research cluster in Spokane County catalyzing connections between higher education and the health care and health sciences industries that lead to high wage jobs, long-term sustainability, and economic diversification; and

**WHEREAS,** Grantee intends to support building health sciences research in accordance with its grant proposal entitled **“[Grant Proposal Title],”** (“Proposal”), as submitted to Grantor; and

**WHEREAS**, the objective of Grantee’s research is to Brief Description of Project (“Project”).

**NOW, THEREFORE**, in consideration of the above recitals which are incorporated herein by this reference and the mutual terms, and conditions set forth below, Grantor and Grantee agree as follows:

**ARTICLE 1. EFFECTIVE DATE AND AVAILABILITY OF GRANT MONEY**

This Agreement shall be effective on the date of the signature of the last party to sign (“Effective Date”). No funds shall be disbursed prior to the Effective Date of this Agreement. Disbursement of funds shall be subject to the conditions set forth in this Agreement. HSSA has awarded Grantee funds not to exceed **[Amount of Grant ]**paid over [**Grant Duration**].

**ARTICLE 2. CONDUCT OF PROJECT**

2.1 Reasonable Best Efforts. Grantee agrees to use its “Reasonable Best Efforts” to conduct the Project as described in the Proposal, which is incorporated herein as **Exhibit A**. Such Reasonable Best Efforts include without limitation:

1) Submitting budget information for the scope and goals of the proposed project. Costs must be associated with the conduct and completion of the proposed research.

2) Allocating space, monies, personnel and other resources as necessary;

3) Adherence to the Proposal Budget set forth in **Exhibit B**;

4) Establishing and accomplishing milestones and outcomes identified in the Proposal and/or Agreement and progress reporting to HSSA;

5) Spending all grant funds in Spokane County;

6) Documenting number of jobs created locally by this HSSA-funded project;

7) Documenting matching funds; and

8) Adherence to all applicable local, state, and federal laws, regulations, and executive orders.

Without limiting the general requirement contained herein, Grantee shall comply with all federal and state laws relating to discrimination by employers or in public accommodations, receipt and disbursement of state and federal funds, tax reporting and withholding requirements, workers’ compensation, and wage and hour laws.

2.2 Key Personnel and Control. The Project shall be carried out under the direction, responsibility, and accountability of the **Lead Applicant, [Applicant Name]**, as identified in the Proposal, and in a manner consistent with the Proposal, including without limitation: 1) administering the grant in accordance with the terms and conditions of this Agreement; and 2) managing the conduct, productivity, rights, and responsibilities of employees, third party contractors, and collaborators supporting this Project.

If the Lead Applicant changes their employment status with the Grantee, relocates outside of Spokane County, or otherwise is unable to fulfill this role during the Grant Period, Grantee shall notify Grantor in writing within 30 days of such event and identify an alternate Lead Applicant, acceptable to Grantor, to assume leadership of the Project.

2.3 Grant Period. The period in which the Project will be performed (“Grant Period”) is within twelve (12) months from the Effective Date of this Agreement.

**ARTICLE 3. FUNDING AND PAYMENT**

3.1 Funding. Grantor has awarded funding to the Grantee in the amount of [**Amount of Grant]**. This grant is to be paid out monthly installments over one year beginning in 20XX. Grantee shall provide the Grantor with a **Budget**, which shall be found in **Exhibit B.**

3.2 Supplemental Funding. Grantor will not provide supplemental funding to the Budget.

3.3 Budget Modifications. Monetary shifts of 25 percent or less between categories within a Budget year may be made without advance written approval by Grantor. However, if Grantee proposes expenditures that previously were not part of the Budget, or if Grantee proposes to spend more than 125 percent of the cumulative budgetary amount for any Budget category or to make programmatic changes that impact the Budget, Grantee must seek the advance written approval of Grantor. Grantee may request, such request to be made in writing, a no-cost extension of the Grant Period for a maximum of two years, in one-year increments. Grantee will be required to submit an amended Budget for any extension period. The decision to grant such an extension vests solely at the discretion of the Grantor.

3.4 Allowable Costs. Costs allowable under the grant are based on the Budget and must be consistent with the Grantor’s policies. Allowable costs shall include costs incurred by Grantee from the first date of the Grant Period, until completion of the Project, expiration of the Grant Period, or termination of the Project, whichever is earliest, but in no event shall allowable costs exceed the amount of the grant award.

The following direct costs are allowable for F&A support: salaries: (including wages, benefits, stipends, education fee for trainees), equipment at unit prices at or below $5,000, supplies, services and Project-related travel. The direct costs of equipment at unit prices above $5,000 are not allowable for F&A support. F&A costs incurred by a for-profit company collaborating with Grantee in the Project are not eligible for payment by Grantor. Costs incurred by a for-profit company, collaborating with Grantee in the Project, for activities performed on a best efforts basis are not allowable within the Budget.

In the event that the Budget allocates funds for Project costs whose nature cannot be accurately determined at the time of execution of this Agreement, including but not limited to, re-granting activities or recruitment startup packages, Grantee agrees not to spend or otherwise encumber such funds until it obtains the advance written permission of Grantor. In seeking Grantor’s permission, Grantee shall provide a detailed written and justified description of how such funds are to be spent and the period during which the expenditure is to be made.

3.5 Payments. Grantor will make payments to Grantee for the conduct of the Project on a **cost-reimbursement basis** upon receipt of written invoices, pay stubs, and other acceptable documentation, submitted to and approved by the Grantor. Each invoice shall be submitted by the Grantee using Grantor’s system with a signed copy sent by mail or other means as specified in Article 19 (NOTICES) herein, and the **Reimbursement Request Form** found in **Exhibit C**. Invoices will be submitted in [**monthly/quarterly]** intervals. Invoices must itemize all allowable costs according to the categories certifying that all expenditures are directly related to the Project and Budget. Grantor requires expenditure documentation as part of the disbursement process, if reasonably necessary to ensure consistency with the Budget. Grantor shall pay to Grantee all allowable costs incurred from the first date of the Grant Period until completion of the Project, expiration of the Grant period, or termination of the Project, whichever is earliest, insofar as those allowable costs do not exceed the amount granted or otherwise available for such purposes as stated in the Budget. The payments will be sent to Grantee via U.S. mail.

3.6 Final Request(s) for Payment. Grantee shall submit final requests for reimbursement within sixty (60) days of completion of the Project, expiration of the Grant Period, or termination of the Project, whichever is earliest. Failure to comply may result in the Grantor’s refusal or inability to reimburse. Grantor shall not make the final payment until the proper invoice, marked “Final,” has been approved by Grantor and the final progress report of the Project has been received and approved by Grantor.

3.7 Annual Financial Reporting. Grantee shall submit an annual financial report to Grantor if requested. The first annual financial report shall be due on the first anniversary of the Effective Date of this Agreement and subsequent reports due on each anniversary thereafter until the completion of the Project, expiration of the Grant Period, or termination of the Project, whichever is earliest. Financial reports must cover all expenditures made since the previous reporting period. Annual financial reports must be signed by an authorized institutional official certifying that all expenditures are directly related to the Project and Budget. Grantee shall continue to submit annual financial reports to the Grantor until all such grant funds have been expended if this Agreement is terminated.

**ARTICLE 4. PROGRESS REPORTS**

Grantee shall submit written **semi-annual** progress reports to Grantor describing Grantee’s progress under the Project. All reports shall be submitted by the Lead Applicant and shall detail the activities of Grantee and Grantee’s collaborators during the period covered by the report. The first progress report shall be due six (6) months after the Effective Date of this Agreement and subsequent reports due at semi-annual intervals thereafter until the completion of the Project, expiration of the Grant Period, or termination of the Project, whichever is earliest.

The content of **progress reports** is shown in **Exhibit D**. Grantor reserves the right to change the content of progress reports during the Grant Period and Grantee shall make subsequent progress reports according to the template then in use by Grantor. Progress reports shall be submitted semi-annually. Progress reports shall be of sufficient detail to allow Grantor to assess progress made on the Project since the prior report. If a progress report lacks sufficient detail for Grantor to assess progress made on the Project, Grantee shall provide Grantor with additional details in a timely manner as requested by Grantor. Grantee shall also provide Grantor written notice regarding any problems, delays, or adverse conditions which may materially affect Grantee’s ability to meet Project objectives. This notice shall be accompanied by a statement of the action taken or proposed to resolve the situation. Grantor will hold all progress reports confidential, subject to the Washington Public Records Act. Grantee must submit a final progress report detailing the outcome of the Project to Grantor within sixty (60) days of the Project completion, expiration of the Grant Period, or Project termination, whichever is earliest.

Grantee shall provide Grantor with post-award progress reports regarding the Project according to a mutually agreeable schedule for a period of five (5) years following the expiration of this Agreement. The content of, schedule for, and reimbursement of Grantee for preparation of such reports shall be specified within an agreement to be executed between Grantor and Grantee prior to Grantor’s last payment to Grantee under this Agreement.

**ARTICLE 5. ACCOUNTING AND AUDITING**

Grantee must record the receipt of the grant funds and any Project-related expenditure, in such a form as to enable Grantor to verify that the funds were expended for the stated purposes of the grant and in accordance with generally accepted accounting principles. All pertinent records, including invoices, purchase orders, packing lists, warranties, rebates, and worksheets supporting allocations shall be retained in Grantee files for at least three (3) years after the Grant Period expires or after the expenditure of all grant funds, whichever comes later, or as otherwise required by state and federal law, or requested by Grantor. If there are unresolved audit questions at the end of the retention period, Grantee shall retain the records until the questions are resolved. Grantor reserves the right at reasonable times and during normal business hours to audit these records, or have them audited, during the term of this Agreement or thereafter. If because of an audit Grantor reasonably concludes that funds were spent for purposes not related to approved Project-related activities, as set forth in the Budget and subject to this Agreement, Grantor will be entitled to a refund of such funds, including interest on the amount refunded. Grantee shall return such funds to Grantor within thirty (30) days of Grantor’s written demand.

**ARTICLE 6. OWNERSHIP AND DISPOSITION**

Grantor reserves the right consistent with its Intellectual Property (IP) Policy to require (1) an equity position with the Grantee for any IP that emanates from the Grant Award, or (2) a grant repayment for any IP that emanates from the Grant Award. This right shall be reduced to writing and included as **Exhibit F** to this Agreement prior to the execution of the Agreement or it shall be waived by the Grantor. Grantee agrees to use commercially reasonable efforts to commercialize such technology or intellectual property.

**ARTICLE 7. CONFLICT OF INTEREST**

Grantee represents and warrants that it has a conflict-of-interest policy in place applicable to performing the Project and that Grantee has taken reasonable steps to inform the Lead Applicant and all personnel performing Project-related tasks of the policy and requirements for complying with its terms. In accepting this award, Grantee represents that Grantee has advised the Lead Applicant and Grantee’s personnel performing the Project that they are required to disclose, in accordance with the foregoing policy, any potential financial conflicts of interest associated with their participation in the Project to Grantee and that Grantee has received such disclosures or received an affirmative statement that there are not conflicts to disclose. Grantee further represents that it has eliminated or mitigated all disclosed financial conflicts consistent with the terms of its policy. Grantee also agrees to take reasonable measures to assure that its collaborators in the Project are aware of, and have agreed to comply with, the provisions of this Article.

At execution of this Agreement, Grantee shall provide to grantor a **Conflict of Interest** written statement affirming Grantor’s understandings, as expressed in **Exhibit E** herein, of any potential financial conflicts of interest associated with personnel performing the Project; attesting to its receipt of disclosures from such personnel that, at a minimum, confirm Grantor’s understandings; and assuring that all disclosed potential conflicts of interest have been eliminated or mitigated. Such written statement shall be provided to HSSA according to the form provided in **Exhibit E**. Statements shall include the Grantor reference number or project title, the Grantee, the name of the Lead Applicant, and the name(s) of the personnel having disclosed a financial conflict of interest.

If new conflicts of interest are disclosed while performing the Project, Grantee shall report such disclosures in writing to Grantor in a timely manner using the procedure specified within this Article 7.

Upon the request of Grantor, Grantee shall provide in writing information about any conflicts of interest that have been disclosed subject to this Article 7 and about how the disclosed conflicts have been eliminated or mitigated. As further requested by Grantor, Grantee shall provide any additional information known by Grantee with respect to other potential conflicts of interest identified by Grantor.

**ARTICLE 8. PRESENTATIONS AND PUBLICATIONS BY GRANTEE**

The Parties recognize that the results of the Project may be publishable and agree that the persons performing the Project shall be permitted to present at symposia and professional meetings and to publish in journals, theses, or dissertations, or otherwise of their own choosing, the methods and results of the Project. Following publication, copies of published papers describing the Project shall be submitted by Grantee to Grantor. Grantee agrees to acknowledge the support of Grantor in all public disclosures of the results of the Project.

**ARTICLE 9. REPRESENTATIONS OF GRANTEE AUTHORITY AND STATUS**

9.1 Grantee represents and warrants that it is an [INSERT LEGAL ENTITY TYPE] for Federal Income Tax purposes. Grantee agrees to notify Grantor immediately of any change or expected change in its status.

9.2 Grantee represents and warrants that it has authority to enter into this Agreement and to incur and perform the obligations herein and further warrants that the signatories to this Agreement are authorized to execute this Agreement on behalf of Grantee.

**ARTICLE 10. USE OF HUMAN SUBJECTS AND VERTEBRATE ANIMALS**

10.1 Human Subjects. If activities set forth in the Milestones and Timeline

involve the use of human subjects, Grantee shall ensure that all performance sites operate under an appropriate Office of Human Research Protections (OHRP)-approved assurance for the protection of human subjects, comply with all Department of Health and Human Services human subjects related policies, and any other applicable laws or regulations. In accepting a Grant involving human subjects use in activities set forth in the Milestones and

Timeline, Grantee warrants that, prior to their commencement, such activities shall be reviewed and approved by [**Add name of oversight body here**] as compliant with federal, state, and local government regulations to protect the rights, well-being, and personal privacy of human subjects in research. Upon request by Grantor, Grantee shall provide documentation of review and approval by the applicable oversight bodies of all human subjects activities set forth in the Milestones and Timeline.

10.2 Vertebrate Animals. If activities set forth in the Milestones and Timeline involve the use of vertebrate animals, Grantee shall ensure that all performance sites hold Office of Laboratory Animal Welfare (OLAW)-approved assurances. In accepting a Grant involving vertebrate animal use in activities set forth in the Milestones and Timeline, Grantee warrants that, prior to their commencement, such activities shall be reviewed and approved by [**Add name of oversight body here**] as compliant with federal, state, and local government regulations to humanely, efficiently, effectively, and legally use live vertebrate animals in research. Upon request by Grantor, Grantee shall provide documentation of review and approval by the applicable oversight bodies of all vertebrate animal activities set forth in the Milestones and Timeline.

10.3 Use and Approval. At execution of this Agreement, Grantee shall document in writing to HSSA information set forth in the Milestones and Timeline involve the use of vertebrate animals and human subjects, and if so, the status of review and approval by the applicable oversight bodies.

**ARTICLE 11. TERMINATION**

11.1 Termination by Grantor. Grantor may terminate this Agreement at its sole discretion upon sixty (60) days written notice to Grantee. If this Agreement is so terminated, Grantor shall be liable only for payment required under the terms of this Agreement for performance of the Project prior to any reasonable non-cancellable obligations incurred by Grantee in performance of the Project prior to the effective date of termination. In the event of termination of the Project, or of this Agreement by Grantor, Grantor shall be entitled to take title and possession of any equipment purchased by Grantee for the Project with funding provided under this Agreement.

11.2 Termination by Grantor for Material Breach by Grantee. Grantor shall have the right to terminate this Agreement upon the occurrence of any material breach by Grantee of any of the terms and conditions herein that is not cured to the satisfaction of Grantor as provided in

Section 11.3. Upon exercise of its right to terminate, and providing notice as set forth herein, Grantor reserves the right to withhold further payments and prohibit Grantee from incurring additional obligations of funds for the Project or request reimbursement of any Advance Payment not expended to the date of termination.

11.3 Cure Period. Grantor may terminate this Agreement for material breach by giving Grantee or Grantee’s trustees, receivers, or assigns, thirty (30) days written notice. Upon the expiration of such period, this Agreement shall automatically terminate unless the Grantee has cured the breach and Grantor has acknowledged, at its sole discretion, acceptance of the cure.

11.4 Termination by Grantee. Grantee may terminate this Agreement at its sole discretion upon sixty (60) days written notice to Grantor. If this Agreement is so terminated, Grantor shall be liable only for payment required under the terms of this Agreement for performance of the Project and any reasonable non-cancellable obligations incurred by Grantee in performance of the Project prior to the effective date of termination. In the event of termination of the Project, or of this Agreement by Grantee, Grantor shall be entitled to take title and possession of any equipment purchased by Grantee for the Project with funding provided under this Agreement.

11.5 Effects. Upon termination of this Agreement, and in addition to any other provisions provided for in the Agreement, Grantor shall have no further obligation to disburse grant funds to Grantee, whether or not the entire grant has been disbursed to Grantee, and Grantee’s authority to expend previously disbursed grant funds shall end. If this Agreement is terminated for any reason whatsoever by either party, and no later than sixty (60) days after the effective date of termination:

(a) Grantee shall promptly return any unused funds, including interest, to Grantor;

(b) Grantee shall refund to Grantor any funds spent for purposes other than approved grant activities as set forth in the budget;

(c) Upon Grantor’s request, Grantee shall transfer title to Grantor for all equipment purchased with grant funds and not made available as needed as described in Article 11.1 above;

(d) Grantee shall invoice Grantor for outstanding reimbursable expenditures and/or any reasonable non-cancellable obligations incurred by Grantee in the performance of the Project prior to the effective date of termination as applicable; and

(e) Grantee shall provide Grantor, in writing, with a final report of the Project and a final financial report.

Nothing herein shall be construed to release Grantee from any obligation which matured prior to the effective date of such termination or to waive any rights Grantor may have to recover damages incurred by it because of Grantee’s breach of the Agreement.

11.6 Survival. All terms and provisions of this Agreement which by their nature are intended to be observed and performed after the expiration or termination of this Agreement shall survive such expiration or termination and shall continue in full force and effect. Without limiting the generality of the foregoing, the following provisions of this Agreement shall survive any expiration or termination: Article 2, Conduct of Project; Article 3, Funding and Payment; Article 4, Progress Reports; Article 5, Accounting and Auditing; Article 6, Ownership and Disposition; Article 7, Conflict of Interest; Article 8, Presentations and Publications by Grantee; Article 11, Termination; Article 12, Communications and Public Disclosures by Grantor; Article 13, Indemnification; Article 15, Relationship of the Parties; Article 16, Governing Law; and Article 22, Disputes..

**ARTICLE 12. COMMUNICATIONS AND PUBLIC DISCLOSURES BY GRANTOR**

Grantor reserves the right to publicly disseminate information about its granting activities, including previously disclosed Project-related information. Grantor shall not publicly disclose information about the progress or outcomes of the Project without the advance written approval of the Lead Applicant, such approval not to be unreasonably withheld. Grantor may request Grantee or Lead Applicant to assist Grantor with communications and public disclosures pertaining to the Project. Such assistance provided by Grantee or Lead Applicant shall be at reasonable times and locales and at Grantee’s expense.

**ARTICLE 13. INDEMNIFICATION**

To the fullest extent permitted by law, Grantee and Grantor shall indemnify, defend, and hold harmless each other, including the indemnified party’s officials, agents, and employees, from and against all claims for injuries or death arising out of or resulting from the performance of their respective obligations under this Agreement.

“Claim,” as used in this Agreement, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney’s fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting there from. Grantee’s or Grantor’s obligations to indemnify, defend, and hold harmless include any claim by Grantee’s or Grantor’s agents, employees, representatives, or any sub-contractor or sub-contractor’s employees.

**ARTICLE 14. FAILURE TO ENFORCE**

The failure of Grantor at any time, or for any period, to enforce any of the provisions of this Agreement shall not be construed as a waiver of such provisions or as a waiver of the right of Grantor thereafter to enforce each such provision.

**ARTICLE 15. RELATIONSHIP OF THE PARTIES**

The relationship of the parties is that of independent contractors. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Neither party is authorized or empowered to act as an agent for the other party for any purpose.

**ARTICLE 16. GOVERNING LAW**

This Agreement has and shall be construed as having been made and delivered in the State of Washington and the laws of the State of Washington shall be applicable to its construction and enforcement. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

**ARTICLE 17. ASSIGNMENT**

This Agreement shall be null and void if assigned by Grantee without the advance written consent of Grantor.

**ARTICLE 18. NO ORAL MODIFICATIONS**

Except as may be provided for to the contrary herein, this Agreement may not be changed, modified, or amended except by express written agreement of the Parties executed by their authorized representation.

**ARTICLE 19. NOTICES**

Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, electronic transmission using electronic mail or Grantor’s on-line systems, facsimile, or mailing the same, postage prepaid to Grantee or Grantor at the address or number set forth below, or to such other addresses or numbers as either party may indicate pursuant to this section. Any communication or notice mailed via U.S. Mail shall be effective five (5) days after mailing. Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if transmission was during normal business hours of the recipient, or the next business day, if transmission was outside normal business hours of the recipient. Any communication or notice given by personal delivery shall be effective when delivered. Communications by electronic mail shall be effective upon the sender’s receipt of confirmation from the recipient that such communications have been received.

*Notices to Grantor: Notices to Grantee:*

**HSSA Executive Director Applicant Name**

Health Sciences & Services Authority Applicant Title

The Paulsen Center Company Name

421 W Riverside Company Address

Suite 661 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spokane, WA 99201 Spokane, WA 99\_\_\_

Tel: (509) 474-0798 Tel: (509) \_\_\_-\_\_\_\_

Email: info@hssaspokane.org Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARTICLE 20. ENTIRE AGREEMENT**

This Agreement and the Exhibits attached hereto express the entire understanding of the Parties with reference to the subject matter hereof, and supersede any prior or contemporaneous representations, understandings, and agreements, whether oral or written. The Parties agree and acknowledge that the rule of construction that ambiguities in a written agreement be construed against its drafter shall not be applicable to this Agreement.

All remedies provided in this Agreement are distinct and cumulative to any other right or remedy under this Agreement or afforded by law or equity, and may be exercised independently, concurrently, or successively therewith.

Either party hereby agrees to immediately notify the other party of any change in conditions or any other event, which may significantly affect the terms of the Agreement or the party’s ability to perform under the Agreement.

**ARTICLE 21. FORCE MAJEURE**

Neither Grantor nor Grantee shall be held responsible for delay or default caused by fire, civil unrest, natural causes, and war which is beyond, respectively, Grantor’s or Grantee’s reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under this Agreement.

**ARTICLE 22. DISPUTES**

The Parties agree that, in the event of a dispute between them arising from, concerning, or in any way related to this Agreement, they shall undertake good faith efforts to resolve the matter amicably.

All disputes, claims, and questions of any kind or nature whatsoever regarding the rights and obligations of the Grantor and Grantee under the terms of this Agreement which cannot be resolved between the Parties through a good faith effort at amicable resolution, shall be subject to binding arbitration.

Grantor or Grantee may make a demand for arbitration by filing such a demand in writing with the other party. The demand shall be made within fourteen (14) calendar days after a dispute, claim or question arises.

If Grantor and Grantee agree on the selection of an arbitrator within seven (7) calendar days of the written arbitration request, there shall be only one arbitrator. If no agreement is reached within fourteen (14) calendar days after demand for arbitration, the dispute shall be resolved by a three-arbitrator panel consisting of each Party’s chosen arbitrator (“Party-Appointed Arbitrators”) and a third arbitrator (“Neutral Arbitrator”) chosen by the Party-Appointed Arbitrators. Each Party shall provide the other Party written notice of its appointed arbitrator within fourteen (14) calendar days after demand for arbitration. The Party-Appointed Arbitrators shall select the Neutral Arbitrator and provide written notice to the Parties of the selection within seven calendar days after their own appointment, or as soon as reasonably possible.

If there is one arbitrator, their decision shall be binding. If there are three arbitrators, the decision of any two of them shall be binding.

The decision of the arbitrator or arbitrator panel shall be binding on both Parties and shall not be subject to appeal to any judicial forum.

No one shall act an arbitrator who is in any way financially interested in the Agreement or in the business affairs of either the Grantor or Grantee.

Should either Grantor or Grantee refuse or neglect to appoint an arbitrator or to furnish the arbitrator(s) with necessary papers or information, the arbitrator(s) are empowered by both Parties to proceed ex parte.

The arbitrators shall fix their own compensation, unless otherwise agreed, and shall assess the costs and charges of the arbitration on either or both Parties as deemed appropriate.

**ARTICLE 23. NO THIRD-PARTY BENEFICIARIES**

Grantor and Grantee are the only parties to this Agreement and the only parties entitled to enforce its terms. The Parties agree that Grantee’s performance under this Agreement is solely for the benefit of Grantor to enable it to accomplish its fundamental governmental purpose. Nothing in this Agreement is intended to give, or shall give, whether directly or indirectly, any benefit or right, greater than that enjoyed by the public, to third persons.

**ARTICLE 24: REPRESENTATIVES**

The Grantor hereby appoints and Grantee hereby accepts the Grantor’s Board Chair or their designee, as the Grantor’s liaison for the purpose of administering this Agreement. Grantee hereby appoints and Grantor hereby accepts Lead Applicant, or their designee, as the liaison for the purpose of administering this Agreement.

**ARTICLE 25: HEADINGS**

The Section headings in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the Sections to which they pertain.

**ARTICLE 26: INSURANCE**

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

**Commercial General Liability Insurance Policy**. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis in adequate quantity to protect against legal liability arising out of Agreement activity but no less than $1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

**Automobile Liability**. If performance pursuant to this Agreement involves the use of vehicles¸ owned or operated by the Grantee, or its Subcontractors, automobile liability insurance shall be required. The minimum limit for automobile liability is $1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

**Professional Liability, Errors and Omissions Insurance**. The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than $1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under Agreement to the Grantee.

With prior approval from Grantor, the Grantee may provide the coverage above under a self-insured/liability pool or self-insured risk management program. To obtain permission from the Grantor, the Grantee shall provide: (1) a description of its self-insurance program; and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by: (1) Governmental Accounting Standards Board (GASB); (2) Financial Accounting Standards Board (FASB); and (3) the Washington State Auditor’s annual instructions for financial reporting. Grantees participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. Grantee need not be named as additional insured under a self-insured property/liability pool if the pool is prohibited from naming third parties as additional insured.

Grantee shall provide annually to Grantor a summary of coverages and a letter of self-insurance, evidencing continued coverage under Grantee’s self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self-insurance will be provided no later than on the anniversary of the Effective Date of this Agreement.

**ARTICLE 27: SEVERABILITY**

It is understood and agreed between the Parties that if any parts, terms, or provisions of this Agreement are held by the courts to be illegal, the validity of the remaining portions or provisions shall not be affected and the rights and obligations of the Parties shall not be affected in regard to the remainder of the Agreement. If it should appear that any part, term, or provision of this Agreement is in conflict with any statutory provisions of the State of Washington, then the part, term, or provision thereof that may be in conflict shall be deemed inoperative, null, and void insofar as it may be in conflict therewith and this Agreement shall be deemed modified to conform to such statutory provision.

# ARTICLE 28: EXECUTION AND APPROVAL

The Parties warrant that the officers/individuals executing below are duly authorized to act for and on behalf of the Party for purposes of confirming this Agreement.

**ARTICLE 29: COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

ARTICLE 30: NON-DISCRIMINATION

The Parties hereto specifically agree that no person shall, on the grounds of race, creed, color, sex, sexual orientation, gender identity, national origin, marital status, age, or the presence of any sensory, mental, or physical disability, or Vietnam era or disabled veterans status be excluded from full employment rights and participation in, or be denied benefits of, or be otherwise subject to, discrimination in conjunction with any Project as described in the Proposal funded under the terms of this Agreement.

ARTICLE 31. SPOKANE COUNTY PRESENCE

As partial consideration for the Grant, Grantee shall maintain a substantial presence in Spokane County, Washington during the Grant Period conducting the work described in the proposal for which this Grant was awarded and for three years thereafter. Such substantial presence shall be determined by Grantor, who in making such determination, shall weigh a variety of factors, including, but not limited to: levels of Grantee’s full time equivalent employees who are residents of Spokane County, Washington and their compensation, each relative to Grantee’s other sites; location of Grantee’s research and development, administrative, or manufacturing facilities; payment of Washington Business and Occupation or other taxes; or any combination of such factors.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed on the date associated with their signature block.

Grantee Grantor

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: **Applicant Name** Name: **Board chair name**

Title: Applicant Title Title: HSSA Board Chair

 Company Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit A: Proposal**

**EXHIBIT B: Project Budget**

**EXHIBIT C: Reimbursement Request Form**

***(The HSSA Reimbursement Form will be provided electronically to Grantee by Grantor).***

**EXHIBIT D**

**Semi-Annual Progress Report- Small Business Innovation, Health Care Delivery & Translative Research Grants, and Human Capital and Infrastructure Grants**

HSSA gathers and analyzes the impact of its awards to assess return on investment and demonstrate responsible stewardship of funds to the Washington State Legislature, the HSSA Board of Directors, Spokane County, and the public. To help analyze the impact of its awards, HSSA requires semi-annual progress reports during the term of a grant. Reports are due immediately after each six-month period on the dates specified in your approval letter.

Project Name:

Company Name:

Name and contact information for the party submitting this report:

Date of submission:

Summarize the progress of your HSSA-funded work during the most recent reporting period. Milestones, significant events, key findings, challenges, changes in key personnel during the reporting period.

List and share pertinent details regarding any media coverage, publications in scientific journals, patents achieved, or startups, licensing agreements, presentations, awards, etc.

List new financial contributors to the project during the reporting period.

Describe any health benefits or lowering of health care costs to potential consumers or subjects in Spokane County, progress toward a substitute for a more costly diagnostic or treatment modality, or breakthrough treatment for a particular disease or condition during the reporting period.

Describe any contributions from your project toward improving the health care system in Spokane County during the reporting period.

Please describe how the project has contributed to Spokane County’s economic development- Spokane County vendors and contractors, office, or laboratory space leased or purchased, plans or progress toward manufacturing in Spokane County, progress toward commercialization, or other contributions toward Spokane County’s health and life science ecosystem.

List any new collaborations resulting from your HSSA funded work.

Please share how many jobs were directly funded by HSSA funds in your business/institution during the reporting period.  Any benefits associated with these positions outside of wages?

|  |  |  |
| --- | --- | --- |
| **# of individuals**  | **FTE (0.05-1.0)**  | **Annual salary range**  |
|    |    | **<$20K**  |
|    |    | **$20K-$40K**  |
|    |    | **$40K-$80K**  |
|    |    | **$80K-$120K**  |
|    |    | **$120K-$180K**  |
|    |    | **>$180K**  |
|    |    |   |
|   |   |   |
| **Number of HSSA-funded, newly created positions**  |   |

List any new positions associated with the project that were not directly funded by HSSA.

|  |  |  |
| --- | --- | --- |
| **# of individuals**  | **FTE (0.05-1.0)**  | **Annual salary range**  |
|    |    | **<$20K**  |
|    |    | **$20K-$40K**  |
|    |    | **$40K-$80K**  |
|    |    | **$80K-$120K**  |
|    |    | **$120K-$180K**  |
|    |    | **>$180K**  |

Describe any other promotions or other changes in key personnel during the reporting period.

Please share any other pertinent information here.

**Semi-annual Progress Report- Access to Care Grants**

HSSA gathers and analyzes the impact of its awards to assess return on investment and demonstrate responsible stewardship of funds to the Washington State Legislature, the HSSA Board of Directors, Spokane County, and the public. To help analyze the impact of its awards, HSSA requires semi-annual progress reports during the term of a grant. Reports are due immediately after each six-month period on the dates specified in your approval letter.

Project Name:

Company Name:

Name and contact information for the party submitting this report:

Date of submission:

Summarize the progress of your HSSA-funded work during the most recent reporting period. Milestones, significant events, key findings, challenges, changes in key personnel during the reporting period.

List and share pertinent details regarding any media coverage, publications in, patents achieved, presentations, awards, etc.

List new financial contributors to the project during the reporting period.

How many uninsured and underinsured individuals were served by the project?

Describe any health benefits or lowering of health care costs to underinsured and uninsured consumers in Spokane County during the reporting period.

Describe any contributions from your project toward improving the health care system in Spokane County during the reporting period.

Please describe how the project has contributed to Spokane County’s economic development- Spokane County vendors and contractors, office space leased or purchased, plans or progress toward manufacturing in Spokane County, other contributions toward Spokane Couty’s health and life science ecosystem.

List any new collaborations resulting from your HSSA funded work.

Please share how many jobs were created in your business/institution by HSSA funding during the reporting period.  Any benefits associated with these positions outside of wages?

|  |  |  |
| --- | --- | --- |
| **# of individuals**  | **FTE (0.05-1.0)**  | **Annual salary range**  |
|    |    | **<$20K**  |
|    |    | **$20K-$40K**  |
|    |    | **$40K-$80K**  |
|    |    | **$80K-$120K**  |
|    |    | **$120K-$180K**  |
|    |    | **>$180K**  |
|    |    |   |
|   |   |   |
| **Number of HSSA-funded, newly created positions**  |   |

Please share any other pertinent information here.

**EXHIBIT E: Conflict of Interest Report Form**

[Sent electronically to grant recipient to be printed on the letterhead of the grant recipient organization and executed contemporaneously with the grant agreement]

Project Title:

Lead Applicant:

The capitalized terms used within this **Exhibit E** are as defined in the Health Sciences and Services Authority Grant Award Agreement to which it is appended.

Regarding the Project, Grantor has the following understandings that Grantor believes raise the potential for a conflict of interest to exist between the Lead Applicant’s personal interests and their responsibilities to Grantee under the Project:

In executing this Conflict of Interest Report Form, Grantee represents and warrants that it has a financial conflict of interest policy in place applicable to performing the Project and that Grantee has taken reasonable steps to inform the Lead Applicant and all personnel performing the Project of the policy and requirements for complying with its terms. In accepting this award, Grantee represents that Grantee has advised the Lead Applicant and Grantee’s personnel performing the Project that they are required to disclose, in accordance with the foregoing policy, any potential financial conflicts of interest associated with their participation in the Project to Grantee.

The following individuals have disclosed a financial conflict of interest. Grantee attests that in compliance with its conflict of interest policies it has reviewed all such disclosures and that all disclosed conflicts of interest associated with the Project, including, but not limited to those associated with Grantor’s understandings stated above, have been eliminated or mitigated as follows:

Name: Conflict eliminated \_\_\_ Conflict mitigated \_\_\_

Name: Conflict eliminated \_\_\_ Conflict mitigated \_\_\_

Name: Conflict eliminated \_\_\_ Conflict mitigated \_\_\_

If no disclosures were made regarding the Project, please initial below:

\_\_\_No financial conflicts of interest associated with the Project were disclosed to Grantee.

Attested to by:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT F: Intellectual Property (IP) Policy**