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# Community Conservation Research Network [CCRN]

Saint Mary's University, Halifax, Nova Scotia B3H 3C3 Canada

Bogor Agricultural University  
Jl. Raya Darmaga Kampus IPB  
Darmaga Bogor 16680  
West Java, Indonesia

June 29, 2015

## LETTER OF TRANSFER AGREEMENT

Lead Organization/PI: Saint Mary's University, Dr. Tony Charles, CCRN  
SSHRC Grant: SSHRC Partnership Grant 895-2011-1017  
International Researcher: Bogor Agricultural University, Indonesia – Dr. Arif Satria  
Grant Terms: March 01, 2012 – February 28, 2018

Dr. Tony Charles, the Principal Investigator of the Community Conservation Research Network – CCRN, Saint Mary's University has approved a total transfer of \$13,000 CDN to support international partner Dr. Arif Satria at Bogor Agricultural University, Indonesia. This consists of annual allocations of \$6,500 each for Year 4 (2015-16) and Year 5 (2016-17).

The funds are to be allocated as follows:

Research/Field Work travel	7,000
Place-based research (Indonesia)	6,000
<b>Total</b>	<b>\$13,000 CDN</b>

The funding provided is for the time frame of April 01, 2015 to March 31, 2017, comprising two fiscal years of the grant. Unspent funds at March 31, 2016 may be carried forward to the new fiscal year until the termination of the grant, February 28, 2018. The terms and reporting requirements of the Letter will remain in effect from the date signed until the end of the grant, February 28, 2018.

As part of the CCRN grant proposal, Bogor Agricultural University, Indonesia has committed an in-kind contribution of \$60,000 over six years (2012-18) to engage in the CCRN and support study site research. Year 4 (2015-16) in-kind commitment is \$10,000 for graduate students, travel and other expenses. Year 5 (2016-17) in-kind commitment is \$10,000 for graduate students, travel and other expenses. Year 6 (2017-18) in-kind commitment is \$10,000 for graduate students, travel and other expenses.

This grant is subject to terms and conditions relating to SSHRC grants including, without limitation, the "Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards" of which Bogor Agricultural University is not a signatory but is a non-eligible Secondary Institution (as per Schedule 9 part B). This grant is also subject to the requirements relating to the "Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans". Bogor Agricultural University must agree to abide by these terms and conditions and further agrees not to release any funds until approval has been obtained from the appropriate Human or Animal Research Ethics Board at Saint Mary's University, if applicable.

Saint Mary's University accepts no responsibility or obligation for funds expended in excess of the amount transferred or for funds expended before or after the stated term dates of this agreement.

By way of this Letter, Bogor Agricultural University and any associated students or research personnel involved in the CCRN will adhere to the "Network Guiding Principles & Research Protocols" (appendix A), the "CCRN Travel Policies" (appendix B), and the rules specified by SSHRC for spending of funds, which are attached.

**Reporting Requirements:**

- A yearly Narrative Progress Report describing the research activities, advances and contributions to the project will be provided to the CCRN in **2016, 2017 and 2018**. These reports shall be submitted to the CCRN Research Project Manager **by April 01 each year**.
- A yearly Detailed Accounting of the funds advanced as well as any cash and in-kind contributions made must be submitted in **2016, 2017 and 2018** on Tri-Council's Form 300 (attached) and the SSHRC Partnership Contribution Form in accordance with SSHRC reporting guidelines in order to enable the filing of CCRN financial statements to SSHRC. These statements shall be submitted to the CCRN Research Project Manager **by March 31 of each year**.

All expenditures must be in accordance with SSHRC terms and conditions. Financial records must be made available for review and be retained for audit/monitoring purposes for up to seven (7) years. Bogor Agricultural University must repay to Saint Mary's University any funds that are used in a way that does not conform to SSHRC policies. Please be sure to reference SSHRC grant # 895-2011-1017 on the financial statement and send completed financial statements to:

Marcia Kissner, Accountant – Research & Special Projects  
Financial Services, Saint Mary's University  
923 Robie Street  
Halifax, Nova Scotia B3H 3C3

It is understood that Bogor Agricultural University undertakes the work involved on its own behalf, and except where expressly agreed to in writing, Saint Mary's University and SSHRC assume no liability with respect to any accident to any person or any loss or damage to any person or property arising from the Project. It is agreed that any equipment or goods purchased with CCRN funds shall be properly maintained and insured by Bogor Agricultural University. It is also understood that all disbursements to Bogor Agricultural University are conditional upon funds being made available to the CCRN, Saint Mary's University by SSHRC.

At the completion of the project, any unexpended funds must be returned to Saint Mary's University. If for some reason the project cannot be completed, unspent funds must be returned immediately to Saint Mary's University.

If these terms are acceptable to Bogor Agricultural University, please have this letter countersigned by the appropriate individual and return one signed copy to the attention of Marcia Kissner, Accountant-Research and Special Projects at the above address. Please retain one signed copy for your records. Upon receipt of a signed and executed copy of the Letter of Transfer Agreement, Saint Mary's University will send by wire transfer the amount of \$13,000 CDN to Bogor Agricultural University.

Sincerely,



Marcia Kissner  
Accountant, Research and Special Projects

**SIGNATURES:**

Signed in acceptance of the above terms and conditions:

**Dr. Tony Charles**  
**Principal Investigator, CCRN**

**Dr. Arif Satria,**  
**Bogor Agricultural University, Indonesia**



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Dr. Tony Charles  
Date:

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Dr. Arif Satria  
Date:

**Research Grants Officer**  
**Saint Mary's University**

**Bogor Agricultural University, Indonesia**  
**Signing Authority**



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Margaret Schenk  
Date:

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Name: Prof. Anas M. Fauzi  
Date: