

## TERMS OF REFERENCE

### **Application and use of External Foundation Grants for Scientific Research (EFG)**

1. Terms of Reference shall be applied to grants or funds for scientific research which the North Pacific Anadromous Fish Commission (NPAFC) receives from the funding agencies under separate contractual agreements or MOU made between NPAFC and the funding agencies other than the NPAFC Special Fund for Scientific Research (Special Fund). The purposes for external funds shall be consistent with the policies, aims, and activities of the Commission.
2. The Secretariat may apply to external foundations for grants or funds for scientific research on behalf of the Commission. The applications shall be prepared and recommended by the Committee on Scientific Research and Statistics (CSRS) and approved by the Commission. In order to facilitate timely application for external funds, a final Commission's decision on the application between Annual Meetings shall be made by a mail vote.
3. The grants or funds shall be used according to the agreed contracts or MOU between NPAFC and funding sources. The Secretariat may send a copy of the contract or MOU with funding agencies to the Parties under their request. A written contract or MOU may be prepared between the head of the institution of the authorized funds recipient and the NPAFC Executive Director; the contract or MOU should include the itemized costs of the authorized disbursement of the funds and list of equipment(s) (to be) acquired with the funds.
4. If the funding sources approve grants, the Secretariat may request advance payment in a timely manner. Funds received from the funding sources shall be deposited in the Special Purpose Fund Account in accordance with the Financial Rule 21. If the funding source does not provide an advance payment, the Principal Investigator of the project may request the Secretariat to pay in advance the funds within the limit approved by the original funding source. If such an advance is deemed appropriate by the

TOR-EFG

Executive Director after necessary consultation, the funds will be provided on a temporary basis from the NPAFC Special Fund for Scientific Research. The interim payment from the Special Fund shall be reimbursed upon receiving monies from the funding sources.

5. The Executive Director shall report the status of the Special Purpose Fund to the Commission at the Annual Meetings.