



Department of Pediatrics

Research and Development Committee Guidelines

*Updated: September 2019
significant changes in blue*

THE RESEARCH AND DEVELOPMENT COMMITTEE

The Department Chairperson appoints members of the faculty to serve on the Committee. The Committee meets once a year, generally in December to review Capital Equipment applications. *Effective in FY20, the Committee will meet twice a year, anticipated in December & June to review Research and Development (R&D) applications.* The Committee makes funding recommendations to the Department Chairperson. Applicants are notified of the funding decisions by email.

RESEARCH AND DEVELOPMENT AWARD FUNDS

The purpose of the R&D Award Fund is to support research activities. R&D awards are granted only when applicants demonstrate that they are also seeking other funding sources and when previous sources for the specific project have been spent or committed. Funds are awarded with the expectation that they will support activities which will lead to applications for extramural support. Funding uses include initiation of new research projects, bridging the funding gap between grants, supporting personnel, and the purchase of supplies. It is not the purpose of the R&D Fund to be the long-term sole source of support for a particular research project, nor is the purpose of the R&D Fund to provide relief from grant overspending.

CAPITAL EQUIPMENT FUNDS

Capital Equipment funds originate from indirect costs (overhead, F&A, etc.) generated by federal research grants and contracts. The Pediatrics allocation is based on the Department's share of federal indirect costs recovered by the School of Medicine and Public Health. These funds can be requested for the purchase of capital equipment (*defined as an item costing \$5,000 or more and having a useful life \geq 2 years*) these funds may be used for minor remodeling projects, equipment service contracts, and computing devices/software related to clinical research programs.

ELIGIBILITY STATEMENT

All faculty members whose principal commitment is with the Department of Pediatrics are eligible to submit R&D and Capital Equipment applications.

Projects of Department of Pediatrics staff (e.g., scientists & postdocs), when supported by a faculty member whose principal commitment is with the Department of Pediatrics, will be considered strictly on a case-by-case basis. These applications must be submitted by the associated faculty member. Only one application of each type (R&D and Capital Equipment) per faculty member will be accepted annually (this includes applications from all team members, except scientists with an established record of funding and publications).

APPLICATION GUIDELINES

1. Submit applications by the deadline. This deadline will be strictly adhered to and applications received after the deadline will be returned to the applicant. *The addition of a second R&D proposal deadline offers another opportunity for faculty to request funding throughout the year and aims to limit requests for off-cycle R&D funding. For emergent needs, please contact Kim Stevenson to discuss.*
2. Applications will be accepted only when submitted via the Department electronic submission system for R&D and Capital Equipment requests.
3. R&D awards are for a one-year period. The Committee will not consider R&D applications that incur a continuing (multi-year) obligation.
4. R&D requests for more than \$15,000 are not generally funded, as they obligate a significant portion of the annual R&D budget.

5. If a faculty member is requesting carryover of an unspent balance of 50% or more of the previous year's R&D award, that faculty member is ineligible to apply for new R&D funding.
6. Requests for personal computers, scanners, and printers will not be considered for either R&D or Capital Equipment funding unless used solely for the operation of a laboratory instrument, for image analysis, or dedicated to a clinical research project.
7. Requests for travel-related expenses will not be considered.
8. Projects requiring biosafety, human subjects and/or animal committee approvals may not commence until the required clearances have been obtained.
9. Requests for Capital Equipment funding for applicants that have federal grants administered by units other than the Department of Pediatrics must state in the justification section of the application how capital equipment funds from those other units are being requested.

FUNDING PRIORITIES

Priority decisions are based primarily on scientific merit and on the goal of fostering the Department's research base and productivity.

Tenure-track Assistant Professors and essential capital equipment that will be used for research in two or more of the Department's research labs will be given the highest priority. Other faculty members with federal grants administered by the Department of Pediatrics will have Capital Equipment funding priority based on the percent of total indirect costs that he/she generates. Faculty with available start-up funding or who have received R&D funding within the last two years may be assigned a lower priority.

RECIPIENT RESPONSIBILITIES

For R&D Awards

1. If your application indicated that biosafety, human subjects and/or animal committee approvals were pending, the research can commence after notification to the R&D Committee that the appropriate clearances have been obtained.
2. Notify the R&D Committee and/or Departmental administration if separate funding is received for the specific project so that the R&D award dollars can be returned to the general fund.
3. Submit a one-page research summary at the end of the calendar year (and at the end of the 2nd year, if carryover was approved). This summary should describe how the R&D funds enhanced the research described in the application. Citations of publications or manuscripts submitted and extramural grant applications derived from these funds should be included in the research report.
4. If funds are not anticipated to be expended at the end of the one-year award period, carryover can be requested for one additional year by submitting a written request to the R&D Committee Chairperson by December 31. Failure to request carryover of funds into the next calendar year will result in the loss of the balance of the award. At the end of the one-year carryover period, any remaining dollars will be returned to the general fund.

For Capital Equipment Awards

1. Capital Equipment awards must be spent by the date specified in the award letter.
2. The amount awarded for Capital Equipment cannot be exceeded unless an alternative funding source is provided.