



# Department of Pediatrics

## Research and Development Committee Guidelines

*Updated: February 2020*

### **THE RESEARCH AND DEVELOPMENT COMMITTEE**

The Department Chairperson appoints members of the faculty to serve on the Committee. 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 and applicants will be 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, including quality improvement (QI). Funds are awarded with the expectation that they will support activities leading to scholarly output, such as presentations, publications and/or grant applications. 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.

### **ELIGIBILITY STATEMENT**

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

## **FUNDING PRIORITIES**

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

## **RECIPIENT RESPONSIBILITIES**

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 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 Kim Stevenson 30 days prior to the end of the initial 12 month award. 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.