



Department of Pediatrics

Research and Development Committee Guidelines

Updated: September 2020

THE RESEARCH AND DEVELOPMENT COMMITTEE

The Department Chairperson appoints members of the faculty to serve on the Committee. The Committee meets annually to review Capital Equipment applications. The Committee makes funding recommendations to the Department Chairperson and applicants are notified of funding decisions by email.

CAPITAL EQUIPMENT (CAPEX) 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*), minor remodeling projects, equipment service contracts, and computing devices/software related to clinical research.

ELIGIBILITY STATEMENT

All faculty members whose principal commitment is with the Department of Pediatrics are eligible to submit a request for CapEx funding. Requests from 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 on a case-by-case basis. These applications must be submitted by the associated faculty member.

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.
2. Applications will be accepted only when submitted via the Department electronic submission system for CapEx requests.
3. Requests for personal computers, scanners, and printers will not be considered for CapEx funding unless used solely for the operation of a laboratory instrument, for image analysis, or dedicated to a clinical research project.
4. Requests for travel-related expenses will not be considered.
5. Requests for CapEx 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 multiple research groups within the Department will be given the highest priority. Other faculty members with federal grants administered by the Department of Pediatrics will have funding priority based on the percent of total indirect costs that they generate.

RECIPIENT RESPONSIBILITIES

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