



# Department of Pediatrics

## Research and Development Committee Guidelines

*Updated: February 2021*

### THE RESEARCH AND DEVELOPMENT COMMITTEE

The Department Chairperson appoints members of the faculty to serve on the Committee. 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. It is not the purpose of the R&D Fund to be the long-term sole source of support for a particular research project or to provide relief from grant overspending.

Funding uses include:

- initiation of new research projects,
- bridging the funding gap between grants,
- personnel, and
- supplies.

Unallowable expenses:

- computers, scanners, printers, etc., unless used solely for the operation of a laboratory instrument, for image analysis, or dedicated to a clinical research project, and
- conference travel.

### ELIGIBILITY STATEMENT

All faculty members whose principal appointment is with the Department of Pediatrics are eligible to submit an R&D proposal. 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. The submission 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.
2. Applications must be submitted via the Department electronic submission system for R&D funding.
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. Maximum funding request: \$20,000
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. 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. In addition, the following criteria will be used to prioritize proposals for funding:

- a proposal that will lead to scholarly output, such as presentations and publications;
- generation of preliminary data and early stage findings that aim to support a proposal for funding;
- QI proposals that could lead to changes in clinical care.

## **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 award 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. This request should be included in the progress report. 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.