



Department of Pediatrics

Research and Development Committee Guidelines

Capital Equipment (CAPEX) Funds

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 and makes funding recommendations to the Department Chairperson; 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:

- capital equipment (*defined as an item costing \$5,000 or more and having a useful life ≥ 2 years*)
- smaller equipment items (*classified as a supply and costing $< \$5,000$*)
- minor remodeling projects
- equipment service contracts
- 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 & researchers), 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 not be accepted.
2. Applications must be 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 include details of how capital equipment funds from those other units are being requested.

RECIPIENT RESPONSIBILITIES

1. CapEx awards must be spent within the fiscal year they are awarded; unspent funds at the end of the fiscal year will revert to the department. In this case, "spent" means that the item must be **requested and submitted** to the department fiscal team by June 1 (most likely via ShopUW+).
2. If the actual expense at the time of purchase is in excess of the CapEx award amount, a separate funding string must be provided to cover the difference.

FUNDING PRIORITIES

Priority decisions are based primarily on scientific merit and the goal of fostering the Department's research base and productivity. Requests must be research-related; those with a purely clinical use will not be reviewed. In addition, requests meeting the following criteria will be prioritized for funding:

- applications from tenure-track assistant professors with limited or no start-up funds available;
- essential capital equipment used by multiple research groups within the Department; and/or
- faculty members with indirect costs from federal funds credited to the Department of Pediatrics will have funding priority based on the amount of indirect costs that they generate.