



Department of Pediatrics

Research and Development Committee Guidelines

Faculty Research and Development Award Funds

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 January & 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 or pilot research projects,
- bridging a funding gap between grants,
- use of the PCRC (Pediatric Clinical Research Coordination), department regulatory support, and costs related to regulatory compliance (e.g. CMS monitoring for FDA regulated research)
- personnel, supplies, subject payments, and other services in direct support of the proposed project.

Unallowable expenses:

- faculty salary support,
- 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. Proposals from Department of Pediatrics staff (e.g., Scientists and Researchers) will be considered strictly on a case-by-case basis and must be submitted by the associated DOP faculty member on the staff member's behalf. Only one application submission per faculty member may be funded over any 12-month period (this includes applications from all team members).

APPLICATION GUIDELINES

1. The submission deadline will be strictly adhered to and applications will not be accepted after the deadline (11:59 pm Central on the deadline date) has passed.
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. Award dates will be stated in the funding letter and will be approximately February 1 – January 31 (Fall application cycles) and August 1 – July 31 (Spring application cycles).
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.

Faculty with available start-up funds (VCRGE, SMPH and/or Pediatrics) must provide a compelling justification as to the necessity of their additional funding request in the form of R&D support (e.g., why startup funds are not being used for the project or why additional funding is necessary, and what will be the anticipated outcome/impact/benefit of the project)

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 additional 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 an extension and carryover approval are granted). 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, an extension and carryover may be requested for one additional year. This request should be included in the progress report. Any unspent funds at the end of the 12-month award period or the one-year carryover period will be returned to the general fund.