Guidelines for COM Research Enhancement Requests

A. Background.
Support for current research and development of new research projects, initiatives, and infrastructure are critical functions for the college that require collective participation from the involved constituencies (PIs, departments, and the college administration). This document outlines a process for college level requests to facilitate consistent and uniform decision making on strategic investments. Requests for new faculty startup funds and faculty retention funds are not included in these guidelines and will be addressed in a separate process.

Departments and PIs receive a specified portion of IDCs and 100% of salary savings, and it is intended that these funds cover such activities as small equipment needs (repair, replacement, service contracts, and new purchases), minor renovations, meeting/symposia costs, and other departmental needs under $20,000. Requests for college level support of these activities will require unusual and significant justification. Instead, college level support will focus primarily on the following:

- Support of departmental research needs above the $20,000 threshold, including PI bridge funding
- Development of new research programs and research infrastructure that will enhance the college’s stature and/or competitiveness for external funding
- Research activities that involve multi-investigator projects with an emphasis on interdisciplinary collaborations

All requests will require PI and/or departmental contributions to the budget.

B. Submission of Requests.
Requests for the college level support will adhere to the following process:

1. Requests must be submitted in writing by department chairs through the Associate Dean for Research and Graduate Studies to the Dean
2. Requests will be considered quarterly with submission deadlines of February 1, May 1, August 1, and November 1. Exceptions will be made for time sensitive situations.
3. Requests will contain the following information:
   - Submitting department or unit
   - Responsible PI(s)
   - Description of the request
   - Justification of how the funding will impact the department and the college’s research enterprise
   - Budget and justification for specific items (including the PI/departmental contributions)

C. Review and Evaluation of Requests
1. Requests will be reviewed and evaluated by a committee consisting of the following individuals:
• Associate Dean for Research and Graduate Studies (committee chair)
• The chairs of the basic science departments
• Associate Dean for Finance and Administration
• Vice Dean for the campus from which the request originates

2. The review committee will meet quarterly as needed to review requests. Additional meetings to review time-sensitive requests will be convened by the chair as needed.

3. Proposals will be reviewed for benefit to the college’s overall scientific enterprise (including enhancement of multi-PI research projects), for alignment with the college’s strategic research plan, and for adequacy of the proposed budget to achieve the proposal goals.

4. The committee will make recommendations to the Dean regarding approval of the funding requests. If unanimous agreement is not achieved, both majority and minority opinions will be prepared and submitted to the Dean.

5. The Associate Dean for Research and Graduate Studies will provide quarterly reports to the Dean and the review committee that summarize all requests and their outcomes.

D. Grant Applications that Require Institutional Matching
Certain grant applications require demonstration of institutional commitment (either actual funds or in kind support). As these request often have short time lines they will be handled outside the process outlined in sections A-C. The grant PI should contact the Associate Dean for Research and Graduate Studies (ADRGS) directly to initiate discussion about institutional support. The ADRGS will convey these requests to the HSC if appropriate.