

Chapter 7

Intramural Funds Policies and Procedures

Purpose

Intramural funds are available for providing grants to start up, develop or retain research investigators. There will be a commitment to flexibility in providing such funding to SIBCR-qualified principal investigators.

Generally, in determining what to fund, the following factors will be considered:

1. Start up funds for new investigators
2. Funds for novel ideas or pilot projects for new/junior investigators
3. Development of new or novel projects within a member's existing program

Overview

All requests for SIBCR Intramural Funds must be accompanied by a specific plan for applying or reapplying for extramural funding, and all remaining sources of support must be provided.

All applications will be reviewed by the Intramural Funds Committee (IFC). The three members of the committee are selected by the Board in order to have clinical and laboratory research expertise and both MD and PhD representation. In addition, a Board liaison and the Executive Director are appointed to the IFC. The Executive Director will be a non-voting member. Either the Board liaison or the Executive Director must be present at all IFC meetings.

Who May Apply:

1. All intramural fund applicants must be SIBCR members or applicants for SIBCR membership.
2. a). New Investigator: Applicants must be individuals who are recently appointed at VA Puget Sound Health Care System (VAPSHCS); or who want to initiate a research program administered by SIBCR; or who have had some career development funding and want to develop novel or pilot project data in order to compete for peer-reviewed funding.
b). Current Investigator: Applicants must be individuals who have experienced a recent reduction in funding due to non-renewal of a grant application or termination of an existing grant or contract. The investigator must have, in total, less than \$50,000 in direct cost extramural grant support at the time of the award.

Note: Recruitment Incentive: If SIBCR funds are to be included as part of a recruitment package, a separate process will be followed. The ad hoc Management Committee of the SIBCR Board will be advised of the potential candidate and the suggested intramural award. If they agree the candidate is important to the future of the VAPSHCS clinical mission and/or to the research enterprise, they will forward the

SEATTLE INSTITUTE FOR BIOMEDICAL AND CLINICAL RESEARCH

request to the IFC. If the IFC agrees the qualifications of the candidate and the benefit to VAPSHCS merit an award, they will approve and forward for a vote of the Board. This vote may be done electronically. The candidate must agree to apply for SIBCR membership as soon as possible.

Application Process and Conditions:

1. Requests for funds should include the following information:
 - a) One page narrative describing the PI's area of research
 - b) List of all outside funding received by the PI during the three years preceding the request (all funding, through any administering institution, must be listed)
 - c) Current CV and publications
 - d) Description of anticipated proposals to be developed, potential funding sources, and timeframes for submission.
 - e) Detailed budget and budget justification for requested funds.
2. The performance site of proposed future research must be within assigned VA space.
3. The applicant may not request support for his/her salary.
4. The upper limit of a request for direct funds should not exceed \$30,000/year.
5. Upon receipt of funding from an outside sponsor, all unused funds awarded by SIBCR in the PI's Intramural Funds account will be returned. Intramural funds may not be added to the sponsored research award.
6. Intramural funds awarded through this process cannot be "banked" for a future lack of support beyond the agreed term of the award. The recipient may make a request to the IFC to carry-over funds within the grant years awarded.

Approval Process

A request for funding should be directed to the IFC via the SIBCR Executive Director. The Executive Director will review the request for accuracy, confirm available funds, and forward it to the IFC. The committee will make its recommendation to the Board of Directors which will make a decision for or against support. Grants will be awarded on a funds available basis. The IFC will meet when requests are received. Requests may be made at any time.

A record of awards by amount and service line will be kept for review by the IFC and the Board in order to evaluate the fairness of the selection process over time.