

MIDWESTERN UNIVERSITY
STANDARD POLICY

Subject: Institutional Research - Intramural Procedures		Policy No: 177
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Division: All University		
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Approved By: Kathleen H. Goepfing, Ph.D. President and CEO		

PURPOSE

To establish the means by which Midwestern University (MWU) faculty can obtain funds to generate data for submission of extramural proposals.

POLICY

Intramural (IM) grants may be awarded to MWU faculty members to support organized research projects. Postdoctoral fellows may also apply for IM funding when allowed by their college, however, the faculty mentor is officially responsible for the funds. MWU's Office of Research and Sponsored Programs (ORSP) provides funds to each of MWU's college deans, which can be used to support faculty IM funds, student research stipends and/or student travel to present research results. Each college dean determines the criteria for faculty IM funds, solicits proposals from faculty, reviews proposals, and makes funding decisions for their college. IM grant funds must be used consistent with the *Use of ORSP Intramural Funds* policy. Faculty members may be provided with additional funds to support the research project on an annual basis provided that they are progressing towards the goal of achieving extramural funding.

The following are recommended guidelines for the colleges in regards to eligibility and credit.

Eligibility:

- Faculty must have a 0.8 FTE or greater to be eligible for IM funds;
- Faculty that have greater than \$10,000 in start-up funds are not eligible to apply;
- Postdoctoral fellows may apply for funds if they are undertaking an avenue of research that will potentially lead to future collaboration with their adviser and if the faculty adviser directly supervises the postdoctoral fellow's research;
- There are no restrictions against administrative faculty receiving IM funds as long as no conflict of interest exists in the review process; It is advised that the ORSP set up an ad hoc committee to review requests of administrative faculty;
- Faculty must confirm that they have a faculty webpage and that they have updated it for that year to be eligible for funds.

Credit:

- Faculty who publish research that utilized IM funds should credit "Midwestern University Intramural Funds" in the publication credit section;
- Faculty who publish research that utilized IM funds must report their publication to the ORSP for inclusion in research newsletters and reports for other tracking purposes.

Other IM funds are available through the ORSP (e.g. MWU's Multidisciplinary Research Stimulus Award, One Health Research Stimulus Award, and Cross Campus Collaborative Research Award) where the Vice President for Research and Strategic Initiatives (VPR) or a designee determines the criteria for IM funds, solicits proposals from faculty, reviews proposals, and makes funding decisions. The purpose of all IM funds is to provide faculty members with funding to support an activity until the

investigator has been able to achieve extramural funding from the NIH or some other extramural sponsor. All research activities supported with University grants or departmental funds must comply with applicable federal, state, and local laws, as well as University policies covering the activity.

(1) Research personnel. Research personnel may be employed to support a faculty member's research activity provided that the individual is filling an approved position in the college budget. The University administration considers departmental requests for research personnel support during the annual budget review process. Additional funding for research personnel may come from start-up funds, extramural grants, recaptured salaries obtained from grants, or other University restricted funds in specially approved cases. Research personnel positions supported with an extramural grant or other restricted funds generally are for a defined period limited to the duration of extramural funding for the position. Intramural grant funding may NOT be used to hire full or part time research personnel to support faculty research activities.

(2) Equipment. Major equipment may be purchased to support research programs using capital equipment funds budgeted for this purpose. Although these funds are generally used to support new faculty members at the time of initial employment, each department chair or program director may request capital equipment funding during the annual budget review process.

(3) Supplies. Limited funds may be available from departmental or other college sources for preliminary studies that have not progressed to the point of a formal organized research project or investigation. Additional funding may be made available from IM grants administered to colleges through the ORSP.

(4) Clinical costs. Limited funds are also available for support of pilot studies or small-scale clinical research projects through IM grants administered through the ORSP. Funding for such projects is based upon review of a formal research proposal that includes a complete budget for all estimated clinical costs.

(5) Educational and related costs. Research and educational travel, books and periodicals, office supplies, etc. are budgeted through academic departments. All educational and research travel must be in compliance with MWU travel policies and procedures.

IM funding decisions are made by the college dean or VPR using a process developed within the college or the ORSP. Financial support for a research project from the college dean or VPR does not constitute final approval to move forward with the project. Activities including studies involving research animals, client-owned animals, human subjects, safety hazards, recombinant DNA, select agents, radioactive materials and others require additional approval prior to initiating the research. The ORSP can provide direction if there is any question about what approval might be required.