Children's Hospital and Health System, Inc.
Administrative Policy and Procedure

SUBJECT: Research - Grants - Obtaining and Accessing Donated Funds From the Childrens Hospital Foundation

POLICY

Children's Hospital and Health System (CHHS) will work together with its employees and affiliated staff to obtain funding to advance the research missions and strategic plans of CHHS and its entities. Research funding requests are reviewed and approved through Children's Research Institute (CRI). Support for research activities is made possible through the philanthropy efforts of Children's Hospital and Health System Foundation (CHHSF).

PROCEDURE

New research funding requests generally fall into 4 categories:

- Competitive grant proposals for (1) seed projects aimed at generating external funding, and (2) for small clinical and pilot studies. These are the Children's Research Institute Pilot Innovative Research (PIR) Grants.
- (3) Other research projects that support the mission and strategic plan of CHHS.
- (4) Research funded through endowments. (Please refer to Administrative Policy: "Endowed Chair Funds and Professorship Funds")

Accessing funds:

All requests for research funds are subject to a peer review process.

- Requests for proposals for PIR Grant awards will be issued at various times throughout the year from the CRI. Proposal information and guidelines may be obtained at any time from the Director, CRI at (414) 337-7702 or through the CRI website: http://www.chw.org/research.
- Requests for all other research projects may be made to the CRI at any time by submitting a letter of request and a "Request/Approval" form. This form is available on the CRI website or attached to this policy. The following should be addressed in the letter of request:
    - Description of research project, including whether this is a new or resubmitted request. Limit to two pages.
    - Timeline of project- estimated start and completion dates.
    - Total amount of CHHSF funds being requested.
    - Detailed budget.
    - History of other research requests- what were they for and were they funded?

Use of Funds:

- Clinical research charges may be funded if all other options have been exhausted.
- Grant requests ***MAY NOT*** include salary support of investigators or trainees in the research project unless specifically allowed through an endowment.
- All equipment purchased through awarded grants is the property of Children's Hospital and Health System. Equipment shall be registered/coded with bar codes supplied by the Finance department. All equipment is to be returned to CHHS upon completion of the research project or if the investigator or staff leaves the organization.
- Award recipients are expected to spend funds within the specified research timeline for the specific purpose(s) outlined. However, an automatic six-month no cost extension is allowed without approval from CRI. Extensions for greater than six months must be submitted for approval on the Request/Approval form along with a detailed justification.
- Carry over funds may be allowed, but are added to the end of the grant award period. Recipients may not spend more than the annual award amount in a given year unless approved by the Executive Vice President, CRI.
- Up to 25% or $50,000 of the total original research budget may be reallocated by the PI without approval from the Children's Research Institute. If the request to rebudget is greater than 25% or $50,000,, the Request/Approval form must be submitted to the Executive Vice President along with a detailed justification.
- **Grant awards with no activity conducted in a 12-month period will be closed unless approval is obtained by the Executive Vice President, Children's Research Institute to keep the grant open. Award recipients will be notified prior to closure of the grant.**
- The Children's Hospital and Health System Foundation and Children's Research Institute reserve the right to rescind any or all grant funds if not used appropriately.

Reporting Requirements:

- At the end of each calendar year, grant recipients are required to submit an annual progress report on the use of research funds to the Executive Vice President, CRI. In addition, a final report is to be submitted to the office of Executive Vice President, CRI upon completion of the research project. The CRI will provide copies of all reports to the Executive Vice President of the Foundation. This information will used for donor reports.
- Grant recipients also may be asked by the Foundation to provide "thank you" letters to donors.

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Approved by
Jon E. Vice, President

Children's Research Institute

A member of Children's Hospital and Health System.

Research Grant Request/Approval Form

Please indicate the type of request below:

☐New Request ☐Rebudget Request (Provide Grant #) ________________

☐Extension Request (Provide Grant #) ________________ ☐Other

Applicant Name: ____________________________ **Phone:** ______________________________

Department: _________________________________ **Mail Station:** ________________

Amount Requested: $ ______________________________

Project Start Date: ___________________ **Project Completion Date**: ________________

Project Title: ____

Applicant Signature: ____

Supervisor Signature: ____

Mail completed letter and request form to:

Children's Research Institute
MS C730 PO Box 1997
Milwaukee, WI 53201
(414) 337-7702/ 337-7105 fax

CRI/Foundation Use Only: **Date:** ______________________________________

☐**CRI Administrative Review** **Reviewed by:** ______________________________________

☐**Request Denied**

☐**Request Approved** **Approved by:** ______________________________________

Amount Approved: $ ______________________________

Children's Hospital and Health System Foundation will send applicant an award letter indicating the grant number within 15 days.

Comments:

CC: **Foundation: Barbara Goelz** **Applicant** **Dept. Administrator/Director**
Finance: Patricia Stachowiak **CRI Office: Marcia Barrett**