

University of Puerto Rico Comprehensive Cancer Center (UPRCCC) Policy for the Management of Research Stimulus Funding

A. PURPOSE

The UPRCCC provides faculty and researchers with research stimulus funding or seed money in order to recruit and retain top talent and/or increase the competitiveness when applying for external funding. This Policy intends to define the management and usage of UPR-CCC research stimulus funding.

B. SCOPE

This Policy covers all research stimulus funding offers and accounts.

C. APPLICABILITY

This policy applies to all researchers (faculty, post-doctoral fellows and other researchers) receiving research stimulus funding.

D. DEFINITIONS

Research Stimulus Funding – monetary resources provided by the Center to faculty and researchers to conduct research activities, as part of their recruitment and/or hiring offer.

Research Trainees – individual(s) conducting biomedical research at the UPRCCC under the supervision and/or mentorship of UPRCCC appointed faculty or researcher, regardless of the compensation received or institutional affiliation. Research trainees include: interns; high school students; undergraduates, post-baccalaureate and graduate students (pre-doctoral); medical and dental students, and postdoctoral fellows.

E. RESPONSIBILITIES

Researcher(s): is responsible for maintaining an adequate expenditure rate and making requests for the use of funds in at least one month prior to the activity, particularly those requiring the issuance of checks and pre-paid travel arrangements.

Division Director(s): is responsible for approving the use of seed money funds; evaluating the satisfactory progress of research performed by seed money fund recipients, and evaluating special requests for the use of seed money funds.

Executive Director: is responsible for evaluating the satisfactory progress of research performed by seed money fund recipients, and approving special requests for the use seed money funds.

Office of Sponsored Programs: is responsible for certifying the availability of funds on each researcher seed money account.

F. POLICY

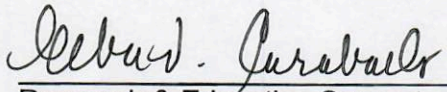
- Research Stimulus Funding or Seed Money packages will be defined at the time of recruitment, hiring and/or contract signing.
- Seed Money packages are final once the hiring or/contracting process is completed.
- Seed money packages, if applicable, must be included in the contract and/or commitments made to the researchers.
- The continuation and renewal of research stimulus funding will depend upon the satisfactory progress of research goals, as determined by the Division Director and Executive Director of the Center.
- Research Stimulus Funding can be utilized for the following purposes: small equipment (less than \$5,000); supplies; consumables; publications; testing; professional development, travel and training activities for the researcher that the seed money is assigned to, and salaries or professional services fees for laboratory technicians, research assistants and/or other scientific personnel necessary to perform UPRCCC mission-related research.
- The use of seed money funds for professional development, travel and training activities for the researcher, post-doctoral fellows and other research personnel employed by the Center is subject to travel and training policies established by Agencies and Dependencies of the Government of Puerto Rico and Institutional Policies regulating personnel travel and training activities.
- Special requests can be made to fund stipends for research trainees under the mentorship of the researcher. Stipends can only be requested for research trainees that do not have an employee relation with the Center. These requests shall be made in writing for the review and approval of the Division Director and the Executive Director of the Center. The Division Director and Executive Director have sole discretion to approve or deny the special request.
- Seed money should be used during the budget period for which it is assigned. Seed money account balances can be carried over (accrued) from one budgetary period to another. However, researchers must maintain an adequate expenditure rate as not accrue balances from budget periods greater than two (2) years. Balances from budget periods greater than two (2) years might be withdrawn from the researcher's seed money funds and reassigned for other purposes.

G. PROCEDURES

1. Research Stimulus Funding Offer
 - a. Division directors will prepare a seed money offer during the recruitment of a researcher.

- b. All seed money offers must be approved by the Chief Financial Officer and/or Executive Director, prior to presenting the offer to the prospective researcher.
 - c. Seed money offers will be presented in an official commitment documents to be attached to the researcher's contract, appointment and/or hiring documentation.
 - d. Seed Money offers are not final until the contracting and/or hiring process is completed by the Human Resources Department.
2. Research Stimulus Funding Use
- a. Researchers will check their seed money funds balances with the OSP Accountant before starting any requests for the use of funds.
 - b. Researchers must follow the purchase, contracting and/or travel policies outlined in the Center's Policies and Procedures to use the seed money funds.
 - c. The OSP Accountant will certify the availability of funds for seed money funds requests.

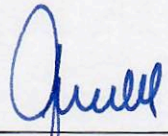
This policy is recommended by the Research and Education Support Division Director on:



Research & Education Support
Division Director

Date: 2/11/2019

This policy is approved by the UPRCCC's Executive Director on:



Executive Director

Date: 3/13/2019