



**University of Puerto Rico Comprehensive Cancer Center
Research Resources Usage for Non-Institutional Sponsored Projects Policy**

A. PURPOSE

This Policy intends to regulate the usage of UPR-CCC research resources on sponsored projects submitted through Institutions other than the Center.

B. SCOPE

This Policy covers all externally-funded research activities conducted in the Center that use resources funded by the Institution, but the Center is not a Prime or Sub-prime awardee.

C. APPLICABILITY

This applies to all researchers (faculty, staff and post-doctoral fellows) receiving external research funding.

D. DEFINITIONS

Research Resources – physical resources necessary to conduct research activities, including, but not limited to: office and laboratory space, materials and supplies, equipment, personnel, ancillary services and other tangibles available and necessary to perform functions.

Sponsored Project(s) – Projects and programs receiving funding from the Federal and State government agencies, other public entities or for-profit or non-profit private entities external to the Center through direct or pass-through mechanisms.

Research Resources Fee – calculated costs for research resources charged to research projects.

E. RESPONSIBILITIES

Investigator(s): is responsible for giving notice to the corresponding Division Director and OSP of proposals submitted through institutions other than the Center that intent to use UPR-CCC research resources at least 30 days before the proposal is due.

Division Director(s): is responsible for approving the use of UPR-CCC research resources in externally funded proposals.

Office of Sponsored Programs: is responsible for receiving notice of intent and calculating the research resources fee for each sponsored project.

Finance Department: is responsible for providing the fee schedule for research resources and providing costs other costs not included in the schedule, and will prepare quarterly billing for the fees once the project starts.

F. POLICY

Through institutional funding, the UPR-CCC supports its researchers with resources such as laboratory and office space, research personnel, equipment, materials and ancillary services to facilitate and stimulate research endeavors of its investigators. Researchers with joint appointments are able to receive research funding through other Institutions, but use the Center's research resources while conducting externally-funded research. In order to ameliorate the research environment and to stimulate new research endeavors, the Center must promote the following measures:

1. Researchers must include the Center as a subrecipient in their research proposals submitted through other institutions when planning to use research resources provided by the Center, and Center personnel will perform an intellectually significant portion of the programmatic efforts;
2. If the Center's involvement does not meet the criteria to be included as a subrecipient in the proposal, the researcher must include a Research Resources Fee in the proposed budget.
3. OSP and the Finance Department will quantify the costs of the Center's research resources to be utilized in the externally-funded Project and levy Research Resources Fees.

G. PROCEDURES

1. Intent to use UPR-CCC Research Resources
 - a. Investigators must notify their Division Director and OSP of their intent to use the Center's Research Resources in a sponsored project proposal, at least 30 calendar days before proposal submission date.
 - b. The notification must identify the research resources to be utilized including, but not limited to: laboratory and office space, research personnel, equipment, materials and ancillary services.
2. Research Resources Fee Calculation
 - a. The OSP Accountant and the Finance Department will calculate the applicable research resources fees.
 - b. The OSP Accountant will provide the PI with a quote for Research Resources Fees to aid in budget preparation.
3. Project Start
 - a. The Investigator will inform OSP the proposal's approval and the project start date.
 - b. OSP will assist the investigator in the contract processes within the Center.
4. Billing
 - a. The Finance Department will prepare a quarterly invoice for Research Resources Fees as previously quoted.

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

Edward. Ceraballo

Research & Education Support
Division Director

Date: 2-26-2018

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

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Executive Director

Date: 2/26/2018