

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

A. PURPOSE

The Comprehensive Cancer Center University of Puerto Rico (CCCUPR) provides faculty and researchers with research stimulus funding or seed money to recruit and retain top talent and/or increase competitiveness when applying for external funding. This Policy intends to define the management and usage of CCCUPR research stimulus funding.

B. LEGAL BASIS

The CCCUPR Enabling Act, Act No. 230 of August 26, 2004, as amended, establishes the CCCUPR as the government entity principally responsible for the implementation of public policy regarding the prevention, orientation, research and provision of clinical services and treatment related to cancer. Pursuant to these objectives, Act 230-2004 authorizes the CCCUPR to develop and foster a research agenda focused on cancer and to establish its own administrative structure with its own operational regulations towards this end. Act 230-2004, Art. 5(b), (c), and (j). To that effect, the CCCUPR General Regulations authorize the Executive Director to adopt all policies, procedures, and regulations necessary to achieve the objectives of Act 230-2004, except the General, Human Resources, and Bid and Purchase Regulations, which shall be approved by the CCCUPR Board of Directors. General Regulations, Art. III, Sec. 3.

C. SCOPE

This Policy covers all research stimulus funding offers and accounts.

D. APPLICABILITY

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

E. 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 CCCUPR under the supervision and/or mentorship of CCCUPR 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.

F. RESPONSIBILITIES

Researcher(s): is responsible for maintaining an adequate expenditure rate and making requests for the use of funds at least one month before 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 to use seed money funds.

Finance Department: designated accountant officer is responsible for certifying the availability of funds on each researcher stimulus funding account.

Office of Sponsored Programs: Keeps track of Principal Investigators Research Stimulus Funding Accounts and facilitates processes for researchers.

G. POLICY

1. Research Stimulus Funding or Seed Money packages will be defined at the time of recruitment, hiring, and/or contract signing.
2. Research Stimulus Funding or Seed Money packages are final once the hiring or/contracting process is completed.
3. Research Stimulus Funding or Seed money packages, if applicable, must be included in the contract and/or commitments made to the researchers.
4. The continuation and renewal of research stimulus funding will depend upon the satisfactory progress of research goals, as determined by the Center's Division Director and the Executive Director.
5. 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 CCCUPR mission-related research.
6. 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.
7. 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 who do not have an employment relationship with the Center. These requests shall be made in writing for the review and approval of the Center's Division Director and the Executive

Director. The Division Director and Executive Director have sole discretion to approve or deny the request.

8. 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.

H. 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, before presenting the offer to the prospective researcher.
- c. Seed money offers will be presented in an official commitment document 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 or Seed Money Use

- a. Researchers will check their seed money funds balances with the designated Accounting Official 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 designated Accounting Official will certify the availability of funds for seed money funds requests.

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



Elba V. Caraballo Rivera PhD, MS
Division of Research & Education Support
Director



Date

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



Marcia R. Cruz Correa, MD PhD
Comprehensive Cancer Center
Executive Director



Date