

CHILDREN'S HOSPITAL AND REGIONAL MEDICAL CENTER
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Office of Sponsored Research

POLICY NUMBER: OSR-05

REPLACES: _____

EFFECTIVE DATE: October 1, 2004

REVISION DATE: _____

POLICY TITLE: Hospital Commitments to Sponsored Projects

POLICY:

The following general policies apply to hospital commitments for sponsored projects. The Vice President for Research must approve any exception to these policies in writing. Such approvals should be sought as soon as practical, and must be received prior to submission of the proposal to the grantor.

PROCEDURE:

1. The level of effort, expressed, as a percentage of time that as an investigator commits to any sponsored project must be consistent with other duties. The total percentage if time committed (1) in the budgets of active projects, (2) for cost-sharing and other contributed effort, (3) teaching, (4) clinical service, and (5) administrative efforts must not exceed 100% of the individual's total appointment.
2. The investigator's Department Head, Division Head and Director, Research Finance and Sponsored Projects must approve the level of effort committed by investigators.
3. If any project cannot be accommodated within pre-identified existing available laboratory space, commitments for additional space require the approval of the appropriate authorities. The Hospital will not commit itself to finding incremental space for a project whose needs have not been reviewed and approved in advance.
4. A cost-sharing commitment must be documented on the Sponsored Projects Approval form for all proposals that include cost sharing. Note that any promise to provide effort or other services as part of a proposed project at no direct cost to the sponsor constitutes cost sharing.
5. Children's Hospital and Regional Medical Center policy is to apply the hospital's full relevant indirect cost rate to all externally sponsored research projects. Proposals including provision for indirect cost recovery rates or bases less than those established

by the hospital's negotiated agreement with the Federal Government require prior written approval (see policy OSR-9). Such approval will be granted only for compelling reasons. Some non-profit sponsors who have established their own policies on the levels of indirect costs, which they will fund, may be pre-approved for a waiver of Children's Hospital and Regional Medical Center's negotiated indirect cost rate.

Approved by:



Director, Research Finance & Sponsored Projects

10/1/04
Date