

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT: Research Institute Administration
POLICY NUMBER: RIA-004
REPLACES: RIA-04
EFFECTIVE DATE: January 10, 2011
REVISION DATE: January 3, 2011

TITLE: Allocation of Funds by the Research Staff Development Committee

SUMMARY:

In pursuit of our goals to provide funding for eligible research staff to use for professional development such as certifications and conferences, the Research Staff Development Committee (RSDC) is proposing to revise the current policy to provide greater opportunities for staff to receive training and education. The RSDC is proposing to revise the current policy to include partial funding for research staff for travel to professional meetings for training when not presenting if there are no opportunities for staff to present and partial support for classes related to current position but not leading towards a degree. The RSDC believes that employee engagement will be impacted by providing additional training and educational opportunities for research staff.

POLICY/PROCEDURE:

Allocation of funds by the RSDC at the Seattle Children's Research Institute shall conform to the procedures outlined below. The RSDC shall support skills training and development through:

- Provision of internal seminars and training for research staff;
- Support for registration fees and travel to professional meetings to present a poster or workshop as the principal author;
- Registration fees for local conferences, trainings, or workshops
- Partial support for registration fees and travel to professional meetings for training when not presenting (if there are no opportunities for staff to present)
- Partial support for classes related to current position but not leading towards a degree; and
- Certification exam fees

004-1 The RSDC will prepare an annual budget in August of every year for review and approval by the Office of the President of Seattle Children's Research Institute. The RSDC Treasurer in collaboration with the Chair will be assigned to

maintaining the budget as stated above.

004-2 The following activities **may** be supported by the RSDC:

- 004-2.1 Up to 100% conference, workshop or training registration fees and travel expenses if presentation or poster accepted with a maximum award amount of \$2,500 per individual (please reference the Seattle Children's [Business Expense Employee Reimbursement Request](#)).
- 004-2.2 Up to 50% workshop or training registration fees and travel expenses if not presenting with a maximum award amount of \$1,250 per individual. Only one Seattle Children's research staff member may be funded for each workshop or training. Note: this type of award will only be granted if there are no opportunities for staff to present and **ONLY** if all of the following conditions are met:
 - Funds are available for all research staff that request funds to present or have a poster at a meeting AND
 - PI, supervisor, or staff Member will cover the additional expenses not covered by the RSDC AND
 - Staff member conducts a training workshop available to all research staff upon return
- 004-2.3 Conference, training or workshop registration fees for local meetings or when no travel funds are requested up to \$1,000 per individual. Note: the RSDC reserves the right to cap the total amount funded for local conferences if multiple applications are received.
- 004-2.4 Tuition or education fees for a single class that does not lead towards a degree (up to \$500 per year per research employee may be reimbursed after successful completion of the class). Note: Classes leading towards a degree should be submitted to the Tuition Assistance Program.
 - If related to current position
 - If employee receives a 3.0 on a 4.0 grade scale or a pass on a pass or fail grade scale
- 004-2.5 Certification exam fee (reimbursement to occur after the employee passes the exam)

004-3 The following activities will not be funded by RSDC awards:

- 004-3.1 Membership fees (unless staff is approved for RSDC funding and the cost of membership and registration is less than or equal to the fee for a non-member)
- 004-3.2 Educational resources (e.g., magazine subscriptions, books)
- 004-3.3 Certification programs or materials to prepare for certification exams
- 004-3.4 Staff salaries

- 004-3.5 Tuition costs eligible for submission to Seattle Children's existing Tuition Assistance Program
- 004-4 Applications and use of professional development awards will be accepted in accordance with the availability of funds. The RSDC will solicit research staff applications for professional development and related travel support on an ongoing basis. Applications, including supporting documentation, shall be submitted to the [RSDC](#) for review. Funding decisions will be made in a reasonable amount of time (pending holidays, etc.) and communicated to the applicant electronically.
- 004-5 Applications will be available by request and on the [RSDC website](#). A complete application will consist of:
- 004-5.1 Description of the continuing education or development opportunity
 - 004-5.2 Benefit summary
 - 004-5.3 Estimated cost summary
 - 004-5.4 Completed [Travel Pre-Authorization Request](#) with appropriate signatures
 - 004-5.5 Supporting documentation
 - 004-5.6 Endorsement and confirmation of eligibility by the staff manager or Principal Investigator (PI)
 - 004-5.7 Agreement to share outcome with RSDC or present to research staff
- 004-6 Staff must meet the following criteria if applying for funds:
- 004-6.1 Seattle Children's employed individual eligible for the employee incentive
 - 004-6.2 0.8-1.0 FTE: must have worked a minimum of 1 year at Seattle Children's
 - 004-6.3 0.6-0.79 FTE: only applicants with at least 5 years of tenure will be considered for funds
 - 004-6.4 Application or proposal must be endorsed by PI or manager
 - 004-6.5 All alternative funding sources must be exhausted
- 004-7 Staff working less than 0.6 FTE will not be eligible to receive RSDC funds. Exceptions may be considered by the Office of the President as determined necessary by the RSDC.
- 004-8 Travel and registration arrangements shall be made by the awardee, consistent with the provisions of Children's policies. Egencia is the Seattle Children's preferred travel agent.

004-9 Requests for reimbursement shall be made by the awardee, consistent with the provisions of Seattle Children's policies. Requests for reimbursement shall be submitted to the RSDC Treasurer within two weeks of conclusion of the travel.

004-10 Research Institute Administration may request written comments by RSDC members as feedback pertaining to the effectiveness of the review and award process and the provisions of this policy. The RSDC will review and revise this policy as indicated.

Submitting Office: Research Staff Development Committee

Approved by:

\\s\ James B. Hendricks, PhD 01/03/2011
President, Seattle Children's Research Institute