

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

<b>DEPARTMENT:</b>	Research Institute Admin
<b>POLICY NUMBER:</b>	RIA-801
<b>REPLACES:</b>	New Policy
<b>EFFECTIVE DATE:</b>	3/6/09
<b>REVISION DATE:</b>	3/6/09
<b>POSTED FROM:</b>	January 30 <sup>th</sup> – March 1 <sup>st</sup> , 2009

**TITLE:** Research Center Membership Requirements to Obtain Research Support Services Department Support

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### SUMMARY:

At Seattle's Children's Research Institute, proposal development and application preparation support shall be conducted at the Research Center level. Research Support Services departments charged with the review and approval of Research Applications shall support only those applications that are programmatically led by a Research Center Member and are being submitted with the approval of the appropriate Research Center authority.

### POLICY/PROCEDURE:

- 801-1. Research Support Services will process applications only if the Principal Investigator (or other programmatic project leader) is a member of one of the following Research Centers:
- 801-1.1. Center for Child Health, Behavior and Development
  - 801-1.2. Center for Childhood Infections and Prematurity Research
  - 801-1.3. Center for Clinical and Translational Research
  - 801-1.4. Center for Developmental Therapeutics
  - 801-1.5. Center for Immunity and Immunotherapies
  - 801-1.6. Center for Neuroscience
  - 801-1.7. Center for Tissue and Cell Sciences
- 801-2. Research Center Membership shall be verified against the Research Center Membership Record maintained in Lawson (see Grants Management report GM407).
- 801-3. Individuals who are not yet a member of a Research Center, but are seeking to join a Research Center should follow the information available on the Research Website and work in conjunction with the Center Director and the Center Business Manager to obtain center membership prior to submission of an application.

801-4. Research Applications affected by these provisions include the following:

- 801-4.1. Funding applications for extramural research support submitted to through the Office of Sponsored Research.
- 801-4.2. Applications for philanthropic support with research content submitted through the Foundation.
- 801-4.3. Institutional Review Board applications projects led by Children's Hospital-affiliated individuals
- 801-4.4. Institutional Animal Care and Use Committee applications for projects led by Children's Hospital-affiliated individuals.
- 801-4.5. Institutional Biosafety Committee applications for projects led by Children's Hospital-affiliated individuals.

801-5. Applications received by non-members will be returned for later resubmission after membership has been obtained and recorded.

801-6. This policy addressed the management of primary center membership only. Management of "affiliate," "secondary," or similar center alignment identifications is at the discretion and responsibility of individual Center leaders.

801-7. In the event that a prospective member's membership request is rejected by the Center Director, the prospective member may appeal this decision to the Chief Academic Officer for resolution.

801-8. Exception requests should be addressed to the Vice President Research Operations. Final determination of authority rests with the President of the Research Institute.

Approved By:

\\s\ Erik M. Lausund, Vice President Research Operations, 3/6/09