

SCHEDULE A

**FOUNDATION OF THE UNIVERSITY OF MEDICINE AND DENTISTRY OF
NEW JERSEY**

ANNUAL GRANTS PROGRAM

**AVAILABLE FUNDS AND ALLOCATION
2009-2010**

Excellence-in-Teaching:	\$ 16,000
Excellence Award in Research	\$ 16,000
UMDNJ Foundation Society of Graduate Research Scholars	\$300,000
Research Funding:	
Recurring Request:	
University Summer Student Research	\$100,000
Individual Faculty Research Proposals	\$760,000
Individual Faculty Bridge Research Grant Program	\$310,000
Translational Research Fund (administered jointly with The UMDNJ Office of License and Patents)	<u>\$100,000</u>
Total Research	\$1,602,000

**POLICIES AND PROCEDURES
FOR ANNUAL GRANTS PROGRAM**

**FOUNDATION OF UMDNJ
120 ALBANY STREET, TOWER II, SUITE 850,
NEW BRUNSWICK, NJ 08901**

CONTENTS

	PAGE
I. Announcement of the Program	1
II. The Grant Request	1
A. Categories	1
B. Amount of Awards	1
C. Eligibility	1
D. Application Forms, Submission and Deadlines	1
E. Application Review Procedures	2
III. Notice of Award	2
IV. Grant Period	2
V. Grant Payments	2
VI. Publicity	2
VII. Acknowledgment of Support	3
VIII. Grant Administration	3
IX. Expenditures	3
A. Salary	3
B. Budget Categories	3
C. Adherence to Budget	3
D. Equipment	3
X. Grant Changes	3
A. Budget Changes	3
B. Changes in Grant Period	3
C. Changes in Senior Personnel	4
XI. Receipt of Additional Funding from Other Sources	4
XII. Repayment of Unused Funds	4
XIII. Grant Closeout	4
A. Final Narrative Report	4
B. Final Financial Report	4
XIV. Patent Policy	5

I. ANNOUNCEMENT OF THE PROGRAM

The Foundation's annual grants program runs from July 1 through June 30. Each year, the Foundation announces its program for the next fiscal year to all full-time faculty, departmental offices, and key administrators of the University.

II. THE GRANT REQUEST

A. **Categories.** The Foundation invites grant applications in the following five categories:

1. **Research.** Full-time faculty members who meet the eligibility requirements (see Section II.C. below) may request funds to initiate a research project with the objective of securing external funds to continue the research. This is not meant to be used as part of new faculty recruitment packages. Latitude within this category can be achieved through consultation with the appropriate Associate Dean for Research.

B. **Amount of Awards**

The Foundation will normally consider grant applications up to **\$40,000**. Awards in excess of this amount will be considered only with full justification and individual support by the appropriate Associate Dean for Research or Vice President.

C. **Eligibility**

1. **Research Proposals**

- Full-time faculty appointment. **Part-time and adjunct faculty are not eligible.**
- No more than four years from date of initial faculty appointment at UMDNJ or from date of completion of terminal degree to date applications are due in research offices.
- Current total annual extramural research support as Principal Investigator from any source no greater than \$100,000 in direct costs. Exceptions are: education or community service grants, training grants, phase IV clinical trials, direct salary support for the P.I., and sponsorship of postdoctoral fellows.
- Exceptions require approval of the Associate Dean for Research.

D. **Application Forms, Submission and Deadlines.** Application forms can be obtained from the offices of the Associate Deans for Research, the office of the Dean of the Graduate School of Biomedical Sciences, and the Office of Academic Affairs. Each year the Foundation publishes deadline dates for submission of grant applications. Submission of applications is to be made to the following University officials:

NJDS, NJMS, RWJMS, SHRP, SN, SOM, SPH: Associate Dean for Research;

GSBS: Interim Dean

University Hospital: President/CEO of University Hospital;

University Behavioral HealthCare: President/CEO for University Behavioral HealthCare;

Central Administration: appropriate Vice President;

The required number of copies of proposals to be submitted to each of these individuals should be determined by contacting them directly. All copies should be **two-sided**.

- E. **Application Review Procedures.** All applications submitted to the University officials identified in Section II.D. above will be critically reviewed by them in accordance with the policies and procedures of each school or patient care or administrative unit. Deficient applications or those of insufficient merit or quality will be returned to the authors and **not** sent forward. The Deans will decide which proposals to send forward to the Foundation's Program Committee. Research proposals will be submitted to a school-based Peer Review Committee (PRC) composed of individuals appointed by the respective Deans knowledgeable and experienced in basic and clinical biomedical and behavioral sciences research who will review and score each proposal at a scheduled meeting. After the full review, those recommended proposals in all categories are forwarded by the appropriate office to the Program Committee of the Foundation for final review and decision concerning funding.

III. **NOTICE OF AWARD**

The Foundation will announce its decisions to the President of the University and to the applicants.

IV. **GRANT PERIOD**

The funding period of each grant is one year.

V. **GRANT PAYMENTS**

Foundation grant awards are made to the University of Medicine and Dentistry of New Jersey for use as outlined in the grant request, and not directly to the applicant.

VI. **PUBLICITY**

The Foundation reserves the right to publicize its grant awards in cooperation with the University.

VII. **ACKNOWLEDGEMENT OF SUPPORT**

All print, video, and audio materials related to the grant project or program must identify and credit the Foundation for its support. Copies or descriptions of all materials arising from Foundation grants must be supplied to the Foundation by the grantee in accordance with the University's internal procedures.

VIII. **GRANT ADMINISTRATION**

The responsibility for the financial administration of grants is delegated to the school or unit of the University.

IX. **EXPENDITURES**

A. **Salary.** Salary may not be requested for the principal investigator or author or other full-time UMDNJ faculty members or staff.

B. **Budget Categories.**
Emphasis should be given to items that specifically support project goals (as opposed to general items such as furniture, office supplies, personal computers, etc.). **Travel fund requests will not be considered except in unusual circumstances in which case a specific request and justification must be made.**

C. **Adherence to Budget.**
Expenditures of grant funds must adhere to the specific categories and items in the approved grant budget. See requirement for budget changes in Section X.A. below.

D. **Equipment.**
Equipment provided through Foundation funding, although designated for primary use by the grantee, must be made available to faculty and students throughout the University. All equipment purchased through Foundation grants becomes the property of the University.

X. **GRANT CHANGES**

A. **Budget Changes.** Funds may be re-budgeted with the approval of the appropriate official identified in Section II.D. above and the Manager, Grants and Contracts. Such requests do not have to be submitted to the Foundation for approval. A copy of the approved budget change must be submitted to the Foundation.

B. **Changes in Grant Period.**
1. **Effective Date.** The start date of a grant may not be changed without written consent of the Foundation. Requests must have the approval of the official identified in Section II.D. and must provide an explanation for the delay of the start of the project.

2. Expiration Date. If additional time is required beyond the established expiration date to assure completion of a project, such a request for an extension must be submitted at least 30 days prior to the expiration date to and approved by the official identified in Section II.D. A copy must be submitted to the Foundation. Such requests must include a progress report, an explanation for the delay of the completion of the project, plans to complete the project, and an interim financial report. The number of grant extensions a principal investigator or author may request is limited to two (2) one-year extensions.

C. Changes in Senior Personnel. Changes in principal or co-principal investigators or authors identified in the original grant request may not be made without the prior written approval of the appropriate official identified in Section II.D.

XI. RECEIPT OF ADDITIONAL FUNDING FROM OTHER SOURCES

The principal investigator or author must immediately notify the Foundation when funding from another source is received which provides support for the project or for any budget item funded by the Foundation. The Foundation reserves the right to reduce the amount of the Foundation award by the amount duplicated by outside funding.

XII. REPAYMENT OF UNUSED FUNDS

Any portion of grant funds unexpended and not committed at the completion of the project or at the end of the grant period, including any authorized extension thereof, must be returned to the Foundation immediately upon preparation of the final financial report. Funds awarded on a last dollar basis must be returned as soon as it is determined that all or any portion of the funds will not be needed.

XIII. GRANT CLOSEOUT

Within 120 days following the expiration date of each Foundation grant, the following items must be furnished to the Foundation by the grantee:

A. Final Narrative Report.

The written report will give details of activities, conclusions drawn, estimation of the degree to which project goals were achieved, and a statement as to whether the project has helped in securing additional support funds. A copy of any publication resulting from the Foundation grant should be submitted with the final narrative report or when available. The report must have the approval of the official identified in Section II.D. A mid-year report describing activities to date is also required.

B. Final Financial Report.

This report must be submitted over the signature of the Controller or his/her designee. It is understood that grant reports are made available to the Foundation's staff, Board of Trustees, and auditor. All other interested persons requesting such reports will need permission from the grantee and the Foundation.

XIV. **PATENT POLICY**

All research funded by the Foundation must be conducted in full compliance with the policy of the University regarding patents, copyrights and materials transfer. Therefore, any research grant is made on the conditions that:

- The grant will only be used for performing original research as long as the grantee remains an employee or appointee of the University; and
- Such grantee agrees to comply fully with all the policies of the University and with the conditions of his/her employment or appointment at the University which are in force at the time the grant is made.