



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Internal Grant Funding

Policy Type:
Operations

Policy Owner(s):
Operations Manager

Policy contacts:
[Aaron Schilz](#)

Revised:
Reviewed:
Effective Date: 8/31/15

POLICY STATEMENT

The goal of the Masonic Cancer Center Internal Grants Program is to foster the development of and provide support for novel research ideas that focus on a cancer research question. Internal grants are intended to support new research ideas that address the MCC Scientific Priorities for Growth

Definitions

- Internal Grant Funding: refers to any MCC funds awarded to a researcher after being reviewed by an MCC- organized committee.
- Funding Cycles: currently, there are two funding cycles offered by the MCC.
 - The fall cycle contains all program -based funding. The goal of this overall program is to enhance the theme of each program and improve the merit descriptor in the next CCSG renewal.
 - The spring cycle contains the majority of funding -specific initiatives and requests for applications. Number and type of spring mechanisms can vary based on new initiatives and availability of funding.
 - Other initiatives managed by MCC Internal Grants are offered off-cycle as requested by the sponsor.

Eligibility Criteria

- The principal investigator must be a member of the MCC with faculty appointments at the University of Minnesota.
- The application must have a cancer or cancer -related theme.
- Other mechanism -specific criteria may apply.

Application Submission & Review Format

- Applications and all relevant materials are submitted to MCC Operations for review coordination.
 - Current method of submission is via an online submission form (InfoReady).
 - Applicants may request less than the award amount, but not more -unless proof of commitment for additional funds is submitted along with the application.
 - Each program or mechanism leader selects a committee to carry out the review process:
 - Applications are reviewed individually.
 - Committees meet, discuss scores and select the most meritorious award(s) or make recommendations to the MCC Executive Committee.
 - Final award decisions are at the discretion of MCC Director.
 - Letters are sent to applicants with de-identified reviewer comments.

Terms of Awards

- Each investigator awarded an internal grant from the MCC must sign a Terms of Award document, which contains rules and guidelines that must be followed when spending MCC award funding.
- See “Forms & Helpful Links” for current “Terms of Award” document signed by each awardee.

Forms & Helpful Links

- [Program Support Funding \(Fall Cycle\)](#)
- Special Initiatives & RFAs (Spring Cycle) *link pending*
- Attachment 1: MCC Terms of Award document

MCC INTERNAL GRANT PROGRAM, 2015 TERMS OF AWARD TERMS OF AWARD

612-624-8484
Fax: 612-626-3069

Masonic Cancer Center, University of Minnesota
2015 Internal Grant Awards

As the recipient of this award, I agree to the following terms:

1. **AWARD PROJECT PERIOD:** January 1, 2015 – December 31, 2015
2. **PROJECT EXPENDITURES:**
Award funds support the following expenses:
 - Non-faculty research support salaries & fringe, e.g. postdoctoral fellows, graduate students, technical/scientific staff, and undergraduate students
(NOTE: salary and fringe benefits rates must be in accordance with University of Minnesota and NIH policies)
 - Laboratory services, such as the Masonic Cancer Center shared resources
 - Laboratory supplies/reagents, and miscellaneous small pieces of equipment (< \$2,500)
 Award funds **do not** support the following expenses:
 - Travel expenses
 - Overhead (F&A costs)
 - General clerical or office expenses: secretarial support/office supplies, telephone expenses
3. **PROTOCOL APPROVALS:** Recipients must comply with current NIH standards for the care and use of human subjects and/or animals in this research, and must follow current OSHA standards. If human subjects and/or animals are used, a letter with study code and protocol approval date from the Human Subjects Committee (IRB), Institutional Animal Care and Use Committee (IACUC), and/or Institutional Biosafety Committee (IBC) must be on file with the Masonic Cancer Center Research Grant Coordinator before your award can be activated. Failure to obtain necessary approvals within 60 days of the award start date will result in the award being relinquished and funds returned to the Masonic Cancer Center.
4. **MANDATORY PROGRESS REPORT:** A progress report for this project must be submitted by December 1, 2015. This should be a maximum 2-page report detailing progress made during the previous year and plans for the future. It should also list any publications or grants that have resulted from this funding.
5. **COST OVERRUNS:** The Masonic Cancer Center will not be responsible for any cost overrun. In the event this occurs, it will be the direct responsibility of the principal investigator or the principal investigator's department to identify a transferable source of funds to make up for the cost overrun. There will be no exceptions to this policy.
6. **NO-COST EXTENSIONS:** Only under special circumstances will no-cost extensions be allowed. These internal awards are made to support research that is *high priority* and we assume that the research will be rigorously pursued. As such, any funds remaining at the end of the stated award period will be returned to the Masonic Cancer Center Internal Grant Program for use in future awards, unless a request for extension is submitted and approved by MCC internal grant leadership.
7. **ACKNOWLEDGEMENT:** Any publications resulting from this award must recognize the Cancer Center for support, using the phrase (or some facsimile): "Support for this study (research) was provided by the Masonic Cancer Center, University of Minnesota".
8. **FUTURE REPORTING OF OUTCOMES:** Award recipients will be responsible for reporting any outcomes from the awarded pilot funding. Examples include: grants awarded, papers published, etc. The MCC will contact awardees for a period of up to seven following the completion of the pilot award to collect this information.

"I have read and agree to the terms of this award"

PI Signature: _____ Printed Name: _____

