



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Other General Pre-award Policies

Policy Type:
Research Development

Policy Owner(s):
Research Development Manager

Policy contact:
[Elizabeth Fedie](#)

Revised:
Reviewed: 2/13/18
Effective Date: 9/24/15

POLICY STATEMENT

Additional general guidelines for other operations of the Masonic Cancer Center Research Development Office for Principal Investigators whose grants are housed in the Masonic Cancer Center.

Other Support Documents

Research Development staff will maintain, update and distribute Other Support documents for all MCC Principal Investigators (PIs). These documents are available upon request within 2-4 business days. The Other Support page can be customized to include Current, Pending, and Completed support based on the requesting agency's guidelines, however if the information is required to be entered into a unique format or table, please allow an extra business day for this request.

Material Transfer Agreement Routing Forms (MTARF)

Research Development staff will route MTARFs if requested by MCC PIs, but it is strongly recommended to use laboratory staff as the nature of this form is primarily laboratory based. If laboratory staff is unavailable to submit the MTARF, the PI will need to complete the MCC [MTARF worksheet](#) in order to provide pre-award staff with the necessary information to route the form. Please allow 5-7 business days for the completed request.

Cost Sharing MCC Personnel Effort

Cost sharing of MCC Principal Investigator and/or Co-Investigator effort on proposals is not allowed unless the agency's announcement explicitly does not allow for PI/Co-I salary. Requests can be sent to the pre-award staff if other cost sharing or matching for programmatic support is vital to the success of a proposal. Such requests will be reviewed by the Finance Manager, ADA and MCC Director.

Peer Review Program

The MCC Research Development office in collaboration with the MCC Science Council can provide reviews of grants, specific aim pages, revision strategies, and/or manuscripts at the request of the submitting PI. Individuals will be appointed to provide either face-to-face or written reviews in an effort

to improve upon PI's success in obtaining grant funding and publications. To request a review, please fill out the [Request for Review form](#) and allow 2-6 weeks for reviews to be returned.

Funding Opportunities

Research Development staff will post new funding opportunities and announcements in each edition of the weekly MCC Update e-newsletter as well as maintain the [External Funding Opportunities Spreadsheet](#).

Other Services and Resources

Descriptions of other services, helpful proposal resources and contact information for Research Development staff are available on the MCC website -

<https://www.cancer.umn.edu/for-researchers/research-support-services>