

Research Program Committees (RPC) Policy Grid

RPC Purpose	<p>The Research Program Committees (RPC) will consider applications requesting funds for pilot or limited scope research projects that address a clinical problem. A well-designed, clinical/translational research project, with an identifiable hypothesis within a realistic timeline will receive a favorable review. RPC priorities include:</p> <ul style="list-style-type: none"> • Collaborative projects between Clinical Staff and Basic Science Staff. • Pilot funds for junior clinical investigators to accomplish a 1-2 year research project, with the future goal of seeking external funding (should include plans for extramural funding). • Senior clinical investigators changing their line of research, in need of pilot data to seek external funding (should include plans for extramural funding). • Projects that intend to utilize the M51 Clinical Research Unit are given priority and strongly encouraged; proposal will be reviewed jointly by RPC and CRU Advisory Committee.
Principal Investigator Credentials	<p>All Professional Staff members are eligible to be PI if they hold a primary or secondary appointment from a Clinical Department at the Cleveland Clinic that will provide the matching funds for the project. Residents, fellows, medical students, and allied health professionals are eligible to be PI with an identified Staff Sponsor, who holds a primary or secondary appointment from a Clinical Department at the Cleveland Clinic that will provide the matching funds for the project. The Staff Sponsor must submit a letter outlining the mentoring plan.</p>
Completeness of Application	<p>Complete applications consist of the On-line Submission, PI Biosketch, Staff Sponsor Biosketch (if PI is non-Staff), Transfer of Funds form, and PI Signature sheet. (Documents requiring signatures must be faxed and received by the submission deadline). Failure to submit ALL documents before 11:59pm EST of submission date constitutes an incomplete RPC application. Incomplete applications will not be reviewed.</p>
Project Length	<p>Proposed projects should be accomplished in 1 to 2 years.</p>
Maximum Award Request	<p>\$25,000 maximum total, consisting of a 50/50 match of RPC funds and the sponsoring clinical department's internal funds. Investigators are strongly encouraged to develop realistic budgets that match their project needs. Budget requests are reviewed and the RPC can award a reduced budget, and that decision is final.</p>
Submission / Review Cycle	<p>Apply on-line: https://clinicalresearch.ccf.org/rpc/index.jsp The submission deadline is every-other-month; login to see dates.</p>
Re-Submission after Disapproval	<p>Proposals will be reviewed and either Approved or Disapproved. All applicants receive feedback from blinded peer reviewers. Disapproved projects are put back into DRAFT status in the system; Disapproved projects may be revised and re-submitted two additional times within 12 months of the original submission date. Projects that sit in DRAFT status greater than 12 months (i.e., never re-submitted) will be closed.</p>
No-cost Extension / Renewal	<ul style="list-style-type: none"> • If a project will not be completed in one-year, a formal No-cost Extension/Renewal request must be submitted on-line to the RPC. This involves the PI submitting a progress report outlining plans to complete the project, along with descriptions of preliminary results, and as applicable: publications, presentations, and planned submissions for external funding. The progress report/plan will be reviewed by the RPC and either Approved or Disapproved for Renewal. • It is recommended that Renewals be requested 30 to 60 days prior to the project's end date. Project funds are frozen at one-year from the Approval date, and are released for an additional twelve-month period from the account end-date when a Renewal has been Approved. If no Renewal request is submitted within twelve months of an activity account end-date, the project is ineligible for Renewal, is Closed and any remaining budgeted funds are forfeited. • The maximum number of No-cost Extensions/Renewals is two (consisting of the initial year, and two one-year extensions, for a total of three-years). After three years, projects are ineligible for renewal and will be Closed; any remaining budgeted funds are forfeited.
Multiple Awards	<ul style="list-style-type: none"> • If the PI holds a Professional Staff Appointment, he/she is eligible to submit a new project 12 months after the most recent RPC award date. Professional Staff PIs who have not submitted timely Renewal requests or Completion reports for previously awarded RPC projects are not eligible to submit for new RPC funding. • If the PI is non-Staff, he/she may only submit a new project upon completion and closure of their current RPC award.
Completion of Project	<p>At the close of a project, the PI must inform the RPC Office via the on-line system. A final report summarizing the results of the project, publications, presentations, and submission for external grant applications are required. Failure to provide this completion report will disqualify the PI for future awards.</p>
Re-budgeting	<ul style="list-style-type: none"> • Funds may be re-budgeted within the activity account's Awarded budget categories only. RPC approval is needed to re-budget into non-awarded categories. • Budgeted RPC funds may <u>never</u> be transferred to another RPC project, activity account or research project. This is a violation of accounting policies of the Cleveland Clinic.

Reviewers	Reviewers may be nominated by their departments or Institutes, or by self-nomination. Names and contact information should be forwarded to the RPC Office. Previously funded RPC Principal Investigators may be called upon as future reviewers.
Change of Principal Investigator/PI Leaving	A change of PI must be formally requested through the RPC Program Office and will be reviewed by the RPC Council. Subsequently, IRB and/or IACUC approval of the change in PI is required. Award transfer to another institution is not allowed. If the Principal Investigator leaves the Cleveland Clinic, the RPC account will be closed unless a written request for change in PI is made and approved by the RPC Council within twelve months of the original PI's departure.

RPC Budget Requests – Allowable Budget Items

CATEGORY OF EXPENSE	ALLOWABLE REQUEST ON RPC PROJECT?
Animals, and care	Yes
Bioinformatics Charges	Yes, justify and verify costs with Research Informatics
Books, Subscriptions	No
Biostatistics Charges	Yes, justify and verify costs with Biostatistics
Computers, Laptops	No
Consultative Services	No external consultants
Equipment	Minor equipment (under \$5,000) with justification that the equipment is not available at Cleveland Clinic and is essential to the project. Capital equipment (\$5,000 and greater) is not allowed.
Expenses in Obtaining a Visa	No
Graphics, photography charges	Yes
Indirect Costs	No indirect costs are allowed on RPC funds
Lab Tests – Clinical - Clinical Pathology Lab	Yes; contact Clinical Pathology Lab Business Operations for prices, 216-738-5203
Lab Tests – Research - LRI Core services / possible CTSC support	Yes; check with Clemencia Colmenares, Director of Lerner Research Core Services, for possible additional support for LRI Cores services / CTSC support.
Laptops, Computers	No
Malpractice Insurance	No
Membership Dues	No
Office supplies, general	No
Overhead Fees, Costs	No
Parking Fees	Only as part of research participant remuneration for participation
Patient Care, Hospitalization, Diagnostic Lab Tests	Yes, if well justified, for research-only purposes (no standard of care charges), budget at 65% of CC chargemaster rate (research rate); must provide CPT code if coded service
Payment/Remuneration of Human Subjects	Yes, as approved by IRB
Patient/Participant Recruitment	Yes, for IRB approved advertising
Personnel Recruitment	No, not for personnel related to the conduct of the study
Personnel:	
Principal Investigator (PI) Salary/Fringes	No
Co-PI Salary/Fringes	No
Staff Sponsor Salary/Fringes	No
External non-Cleveland Clinic employee	No

Technical support personnel (study coordinator, lab tech, nurse, procedure tech, student)	<ul style="list-style-type: none"> • If the Principal Investigator holds a Professional Staff appointment in a Clinical area requiring Patient Care duties, he/she can request budget support for non-staff employees. Typical non-Staff support personnel are: nurse, data manager, technician, or student. The request (percent effort; cost) is considered in the review process. Justification must include name, employee number, job title, number of hours they will work on the project, and the assigned research tasks. • If the Principal Investigator has a Staff Sponsor, budget support for non-staff employees cannot be requested. Carrying out the project is part of the research learning experience. They can request budget to pay for support services – e.g., data management, lab fees, but not direct salary support for personnel.
Postage; Overnight shipping related to project	Yes
Publication Costs and Reprints	Yes, if described and justified
Receptions and Meals	No
Scientific Meeting Fees and Expenses	No
Service Contracts for Equipment Maintenance	No
Software packages	Yes, if unavailable and essential to the project
Space Alterations and Renovations	No
Stipend for Medical Students	Not allowable use of RPC award
Supplies, disposables	Yes, provide detailed justification
Telephone Long Distance related to project	No
Travel — Domestic or Foreign	No
Tuition Costs	No
Uniforms, Wearing Apparel	No
ANY NON-LISTED ITEM or CATEGORY	Please contact the RPC Program Office