

DOM RESEARCH ANCILLARY FUNDING AND LETTER OF SUPPORT REQUEST POLICY

v1.5 1/2/24

Background and Purpose: Historically the Department of Medicine (DOM) has not used a formal process for decisions on requests from DOM Faculty for funds to support equipment, large grant, or service core requests. Additionally, letters of support (LOS) for grant and program applications are currently submitted ad hoc via email, often with inadequate information for us to write a very strong LOS. The DOM Vice Chair for Research team has developed a strategy to address such requests in a transparent, efficient way. This policy includes all research ancillary funds requests (unique shared equipment, development of novel, non-duplicative Core Services or other Shared Resources that encompass multiple users from multiple DOM Divisions, additional support needed to apply for large program grants, funds for SOM Bridge Program matching by DOM), and grant application LOS.

Eligibility

Any faculty with a primary appointment in DOM can request research ancillary funds and LOS.

How to Apply

All applications should be submitted through the [DOM Research Funding Application Portal](#).

DOM requests for funding will be considered twice per month with applications due at least 4 weeks in advance of submission deadlines. Allocated funds must be spent at CU Anschutz and cannot be transferred to external entities.

For all applications, [the online application system](#) requires contact and demographic information. Beyond that, please see the specifics for each application type below so that you have the necessary documents ready for submission.

1. Equipment and Core Facility Requests

The initial step for equipment requests is to pursue an [NIH](#) or [NSF](#) application for a Shared Instrument Grant (SIG) and/or apply for School of Medicine (SOM) [Strategic Infrastructure for Research Committee \(SIRC\)](#) funding. If an equipment application is NOT part of a SIRC/SIG application, Division Head prior-approval and contribution to overall costs is required and documentation of such along with a full business plan, following SIRC application guidelines, must be provided as part your DOM application.

Applications that provide service or shared resources to a limited pool of investigators or direct collaborators are considered lower priority for DOM funding. Such requests should be directed to your Division Head. Proposed Core Services should be novel and not duplicative of existing services elsewhere on campus unless additional need is well justified. Requests for equipment upgrades/replacement from existing Cores are discouraged unless all other potential sources of funding have been exhausted.

Requests should be in the order of \$10,000 - \$100,000. Requests that have additional support from other funding sources/entities on campus, more users, higher throughput, users from a greater number of Divisions/Departments, and which can demonstrate grant funding directly tied to the equipment/facility use will be considered for higher levels of funding (\$50,000 - \$100,000). Requests that are more limited in the number of users, with lower inter-Division/Department use, and no support

from other campus entities may be considered at lower levels of support. Funding may be allocated for 1, 2, or 3 years.

For any type of funding to support a core resource or facility, please check the "Support for a DOM Core" box in the online application, not "Other". The online application system requires the following information for equipment and core facility requests:

1. Total dollar amount of your request
2. Funding period
3. How many DOM assays/services and users does this equipment or core support
4. How many non-DOM assays/services and users does this equipment or core support
5. Are you applying for a SIRC or NIH small equipment grant? If so, you will be asked to upload a copy of your application
6. Are other entities on campus providing funding for this request? If yes, you will be asked to list them and provide documentation of support, if available
7. A budget and/or business plan. This field is mandatory if not already included in your SIRC or NIH application
8. If applicable, equipment or procurement quotes
9. If available, letters of support.

2. Large Project or Program Grant

DOM funding for large project and program grants (eg. NIH P, OT, or U applications) is intended to support costs that are necessary to perform the work but exceed the maximum budget amount of the award or essential costs that are prohibited under the Research Funding Announcement (RFA), Notice of Funding Opportunity (NOFO), or Program Announcement with Special Review Criteria (PAR). Applications that have additional support from other funding sources/entities on campus and will provide new campus infrastructure, shared resources, and inter-division/Department collaboration once funded will be of highest priority for funding.

Requests should be in the order of \$50,000 - \$100,000/year. Funding may be allocated for up to 5 years. Requests that have additional support from other funding sources/entities on campus and PIs from a greater number of Divisions/Departments will be considered at higher levels of funding. If your request is for an application with limited cross-division collaboration and/or funding from other entities on campus will be eligible for lower levels of funding.

The online application system requires the following information for large project or program grant requests:

1. Total dollar amount of your request
2. Funding period
3. Specific Aims page
4. Are other entities on campus providing funding for this request? If yes, you will be asked to list them and provide documentation of support, if available
5. A budget as an Excel file with one tab labeled "NIH budget" (i.e. the budget that you will submit), and a second labelled "Actual budget" that includes the items that are not allowed to be included in the budget (per the funding announcement) or are necessary but exceed the maximum budget amount of the award clearly denoted, and which are to be covered by DOM support
6. If available, letters of support.

3. Center or Institute Support

This request is intended to support the scope of CU Anschutz-designated Centers and Institutes. Other campus entities must also provide funding to be eligible for this application. Applications requesting DOM support only will not be considered. Total possible funding is dependent on the number of involved faculty, scope of the Center or Institute, amount of funding contributed by other campus entities, and whether education and research resources are available to Center/Institute members.

The online application system requires the following information for CU Anschutz Center and Institute requests:

1. Total dollar amount of your request
2. Funding period
3. Are other entities on campus providing funding for this request? If yes, you will be asked to list them and provide documentation of support, if available
4. A budget in an Excel file with that clearly denotes the categories/items that your requesting funds for, and which are to be covered by DOM support
5. If available, letters of support.

4. SOM Bridge Fund Match

DOM will match, for one year, funds provided through the [SOM bridge funding program](#) for eligible DOM faculty.

The online application system requires the following information for large project or program grant requests:

1. Total dollar amount of your request. This must match the dollar amount in the SOM approval letter.
2. Funding period, please enter "One time" as the DOM program matches for one year.
3. Your SOM approval letter for the Bridge funding program
4. Are other entities on campus providing funding for this request? If yes, you will be asked to list them and provide documentation of support, if available

5. Letters of Support (LOS) for Research

LOS for research are provided by DOM, generally for large project and program grants. You can request LOS through the online application system by providing:

1. Total dollar amount of your request, please enter zero for LOS only applications
2. Funding period
3. Specific Aims page
4. Draft LOS, which must include, at a minimum full project title, PI name/s, funding announcement number if applicable, and a summary of its significance to the field. Please provide a complete and string draft.

Questions

Please send any questions to DOMResearch@ucdenver.edu