



Research Program Committees (RPC)

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 clinical 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. <p>Programmatic priorities will also be considered in the RPC Council decision for awards.</p>
Principal Investigator Credentials	<p>All Professional Staff members, residents, fellows, medical students, and allied health professionals are eligible to be PI. The Principal Investigator (or the Staff Sponsor of the PI) must hold a primary or secondary appointment from a Clinical Department at the Cleveland Clinic (medical/surgical, listed in Staff Directory) that provides the matching funds. Staff Sponsors must submit a letter outlining the mentoring plan.</p>
Completeness of Application	<p>Complete applications consist of the On-line Submission, PI Biosketch, Staff Mentor Biosketch (if PI is trainee), Transfer of Funds memo, 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 will preclude the application from being reviewed in that Round of funding.</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.</p> <p>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.</p> <p>The RPC Council has the final decision, and no changes will be made regarding the award decisions after the announcement. All applicants will receive feedback from blinded peer-reviewers.</p>
Submission / Review Cycle	<p>Apply on-line: https://clinapps.bio.ri.ccf.org/rpc/index.jsp</p> <p>The submission deadline is every-other-month; login to see dates.</p>
Length of Project	<p>Proposed projects should be accomplishable in 1-2 years.</p>
No-cost Extension / Renewal	<p>If a project will not be completed in one-year, a formal renewal request must be made to the RPC. A progress report outlining the delays and the remedies that will allow project completion will be reviewed by the RPC and either Approved or Disapproved, together with descriptions of the preliminary results, publications, presentations, and submission for external grant (if applicable).</p> <p>The maximum number of no-cost extensions is two (initial year, two one-year extensions, for a total of three-years, at which time projects are ineligible to renew and will be closed). All remaining funds of the ongoing project will be suspended at the end of each funding year until a progress report has been submitted for study continuation.</p>
Re-Submission after Disapproval	<p>Proposals will be reviewed and either Approved or Disapproved. Disapproved projects may be re-submitted two additional times within 12 months of the original submission date.</p>
Multiple Awards	<p>If the PI holds a Staff Appointment, he/she is eligible to submit a new project 12 months after the first RPC award date, provided that he/she has demonstrated substantial progress in their first RPC awarded study. If the PI is a Resident/Fellow, they may only submit a new project upon completion and closure of a current RPC award. PIs will not be able to receive additional RPC funding for other proposals until all required progress reports have been submitted and accepted.</p>
Progress Reports 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 at termination of the project. Failure to provide this completion report will disqualify the PI for future awards.</p>

Re-budgeting	Funds may be re-budgeted between Awarded categories only. RPC approval is needed for non-awarded categories.
Change of Principal Investigator	A change of PI must be formally requested through the RPC Program Officer and has to 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 a 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.

2008 Program/Policy Grid

RPC Budget Request – 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 \$2,000) with justification that the equipment is not available at Cleveland Clinic and is essential to the project.
Expenses in Obtaining a Visa	No
Graphics, photography charges	Yes
Indirect Costs	No indirect costs are allowed on RPC funds
Lab Tests – Clinical Pathology Lab	Yes
Lab Tests – LRI Core services	Yes
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
Personnel Recruitment	No
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 examples 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.

	<ul style="list-style-type: none"> 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