Guidelines for HSC/SOM Matching Funds for Instrumentation/Resources

The purpose of this document is to provide guidelines for HSC/SOM matching funds for the purchase of instrumentation and resources (e.g., databases) that will typically be housed in a Core Facility.

To the extent possible, these instruments/resources should be obtained from external funding. In some cases, central support for required cost sharing for an instrumentation grant may be appropriate when the award would benefit faculty broadly. This document is intended to guide decisions on whether or not to support cost sharing from SVPHS or SOM Dean funds.

University of Utah Policy

University of Utah Policy on Cost-Sharing (Matching Funds) is given at https://osp.utah.edu/news/cost-share.php

Major points from the U of U policy include:
(i) In the absence of extenuating circumstances, it is policy of the University to offer cost sharing only to the extent mandated by the funding agency.
(ii) Responsibility for cost sharing lies with the Department/College.
(iii) VPR resources may only be requested after Department/College resources have been maximized.

HSC/SOM Matching Funds for Instrumentation/Resource Grants

Requests for matching funds should be developed in partnership with the Core Facilities Director (James Cox) and made to the Associate VP for Research HS (Rachel Hess) and the Vice Dean for Research SOM (Chris Hill) as far in advance of the proposal deadline as possible (at least 4 weeks). The request should include a discussion about costs for maintenance/service contracts for the first five years after purchase of the instrument. Following review, the AVPR and VDR will make a recommendation to the SVPHS/Dean.

The AVPR and VDR will communicate back to the requester as quickly as possible when a final determination is made. If matching is approved, the Health Sciences Controller (Catalina Ochoa) will be copied. If/when an award is made and funds can be transferred, the requester will work directly with the Controller on final accounting steps.

The recommendation whether or not to support the request will be based on the following considerations, each of which should be addressed in the request:

(i) The extent to which matching funds are a requirement of the funding agency for this specific proposal.
The extent to which the award would enable the generation of substantial new funding (F&A) for the SVPHS or Dean, such as by strengthening subsequent NIH grant proposals with a relevant Org-ID.

The extent to which the award will serve the broad community and programs. It is generally expected that new instrument/resource would be housed in a Core Facility, in which case it is required that Core Facility leadership supports the application and agrees with the assessment of a substantial current/future user base from units across the HSC.

The extent to which faculty, departments, programs, and institutes also provide matching funds. In general, the SVPHS or Dean would provide no more than 50% of the total matching cost, with other university units (e.g., departments, institutes, programs, faculty) providing at least 50%.

HSC Matching Funds for Core Facilities Instrumentation/Resources for Faculty Recruits

Although opportunities for external funding should always be prioritized, it is often not possible to secure external grant support for instrumentation/resources to support a new junior faculty recruit. When external funding is not plausible, SVPHS or SOM Dean matching funds may be available for instrumentation purchases associated with a specific recruitment. Terms of the partnership will be defined by the HSC Core Facilities Director (James Cox) in light of each specific situation. At a minimum, it is expected that:

1. Purchase Costs: The department should cover costs for purchase of the instrument/resource at least equal to the fraction of time estimated for use by the recruit, with the minimum department contribution being 50% of the total purchase costs.
2. Operating Costs: The department/recruit should commit to covering a defined fraction (typically at least the percent of protected time) of the service contract and expenses for at least 3 years.

Requests for support should initially be made by the Department Chair to the Director HSC Core Facilities (James Cox). This request should include:

(1) This faculty recruit will be a tenure-line appointment with at least 50% time devoted to research. They will be expected to lead a world-class research program supported by substantial external funding.
(2) The faculty recruit was identified as the top choice from an open search. Summarize the search process and basis for the decision to recruit this applicant. Provide the application package, including the applicants CV, research statement, diversity statement, and letters of reference.
(3) A summary from the Department Chair regarding the need for this instrument and the extent to which the instrument will serve the broad HSC community and programs. This should include a discussion about costs for maintenance/service contracts for the first five years after purchase of the instrument.
After review by the Director of HSC Core Facilities, the Director will present the request and recommendation regarding support to the AVPR HS and VDR SOM, and should follow the process outlined above for matches to instrumentation grants. The Director HSC Cores Facilities should be a signatory to the offer letter, and documentation of the financial commitment should be clearly defined.