

## Process for determining funding allocations for the support of ICs Office of Research and Innovation

### Process for requesting funding

Each year the Vice President for Research and Innovation (VPRI) provides all IC oversight officials an annual review calendar that stipulates the deadline by which budget requests must be submitted; this review process calendar is also posted on the IC website

[http://www.research.vcu.edu/centers\\_cores/institutes.htm](http://www.research.vcu.edu/centers_cores/institutes.htm)

Funding is provided as a one-time allocation, with the expectation that the dollars will be expended within 12 months of receipt

- Requests for funding must be made to the VPRI by the oversight official of the IC on behalf of the IC Director
  - Requests must be submitted via email ([macrina@vcu.edu](mailto:macrina@vcu.edu)) using the “IC Funding Request Form”
- The VPRI presents all funding requests to the institutional IC Committee; the Committee reviews requests and provides their recommendations to the VPRI
- The VPRI forwards the recommendations of the policy committee to the SVPHS and Provost
- Final funding approval is obtained from the VCU President’s Cabinet
- IC Oversight official and director informed of funding decision
  - Oversight official must affirm that funds will be expended as proposed, and that he/she understands that any deviations from original proposal must have prior approval of OVPRI

### Criteria used for making funding recommendations

1. Indication that this is a high performing IC as evidenced by all of the following
  - External grants received and
  - Refereed publications and
  - Interdisciplinary collaborations within the IC
  - Research training/mentoring activities
2. The stated need for funds from the OVPRI
3. The expected outcomes from these funds as it relates to the goals of the IC, especially as it relates to securing extramural funding , and the research training enterprise
4. If funding is requested for an on-going expense (e.g., hiring of personnel), how these costs will be covered in the future
5. Detailed budget justification

# IC Funding Request Form

IC for which funding is sought \_\_\_\_\_

IC Director \_\_\_\_\_

Oversight Official \_\_\_\_\_

Dollar amount requested: \_\_\_\_\_

1. **IC Performance:** Explain why you consider this to be a “high performing IC,” specifically in relation to:
  - a. External grants received and
  - b. Refereed publications and
  - c. Interdisciplinary collaborations within the IC and
  - d. Research training/mentoring activities
  
2. **Need for funds from the OVPRI:** Briefly describe the need, how the funds will be used and the reason for seeking funding from the OVPRI
  
  
  
  
  
  
  
  
  
  
3. **Expected outcomes:** Detail the expected outcomes from these funds in relation to the goals of the IC, especially as they relate to securing extramural funding, and the research training enterprise (i.e., the training of undergraduate and graduate students, postdoctoral scholars, and new faculty investigators).
  
  
  
  
  
  
  
  
  
  
4. If funding is requested for an on-going expense (e.g., hiring of personnel), describe how will these costs be covered in the future
  
  
  
  
  
  
  
  
  
  
5. **Budget:** Please submit a detailed budget for the expenditure of the funds requested