

## **Centralized Reporting and Special Review for Pilot Programs at the Medical School**

Effective January 1, 2014

*The following policy describes the process for the reviewing and reporting requirements for pilot/seed programs administered in the University of Michigan Medical School.*

A pilot/seed program is a mechanism to award limited funding for research projects through an internal review process, often with the goal of generating preliminary data, pursuing new areas of investigation and /or creating new collaborative teams with the expectation that awarded projects will have a high potential for follow-on funding. The source of funds for a pilot/seed funding can be extramural (sponsored), internal, or philanthropy/gifts funds. For clarity, this does not include “bridging” programs.

The Medical School strives to be an active partner in research and is interested in identifying projects that will create long-term impacts on research and generate significant returns on investments. To this end, the requirement for central reporting creates easily accessible information regarding the school’s diverse pilot/seed programs that are available to faculty, as well as help characterize the ongoing success of the programs. Additionally, a centralized system provides transparency for faculty searching for pilot funding.

It is also in the School’s best interest to have each pilot/seed program review the resources available to the applicants. There is an interest in making sure that strategic investments are considered at all levels.

To accomplish both the data collection and support the determination of strategic investments, the following procedures are in place:

### **Description of Other Financial Support and Need for Special Review**

All pilot/seed programs will require a supplemental description of additional financial support from the investigator at the time of application and review. Types of financial support include all financial resources, both active and pending, whether external or institutional, available in support of an individual research endeavors, including but not limited to grants, contracts, institutional funds (discretionary, gifts, or other pilot funding from across campus). A document to obtain this information is attached and is to be required with each pilot program application.

Pilot Program reviewers or review committee will assess the supplemental description of additional financial support from well-supported investigators to determine if the pilot funding affords a unique opportunity to advance research which is highly promising, distinct from other funded projects held by the investigator, and meets the goals and objectives of the program.

### **Reporting Requirements and Process**

All pilot/seed programs are required to report to a central system (Competition Space) the following information on an ongoing basis effective, January 1, 2014.

- Name, title, and department of all applicant(s) (required to report before funds are awarded)
- Identification of recipients of pilot funds within 60 days of award notice
- Details of follow on funding received by recipients (extramural, intramural, amount awarded) - to be updated annually
- Details of submissions (external, intramural, amount) based on the research from the pilot funds - to be updated annually

