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APPROVALS:

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Scope: Medical Center Beckman Research

**Academic Improvement Funds
and Academic Development
Funds, Use of**

I. PURPOSE / BACKGROUND

The following policy sets forth the permitted use of Academic Improvement Funds (AIF) and Academic Development Funds (ADF). This policy applies to all AIF and ADF accounts and the overriding purpose is to ensure that these funds are used to advance the mission of the institution.

II. POLICY

A. Academic Improvement Funds

1. **Amount Designated:** The amount designated for each Principal Investigator (PI) depends on the source of funding. In general the funds are derived in the following manner:
 - a. **Honoraria:** Honoraria paid directly to City of Hope (“COH”) on behalf of an investigator will be available to a PI via their AIF.
 - b. **Industry Sponsored Clinical Trials:** When an industry sponsored clinical trial is received by a PI, a certain amount of PI effort is allocated to the budget. When revenue is received from the sponsor, the portion of the revenue dedicated to the PI’s effort will be credited to the PI’s AIF.
2. **Use of Funds:** The use of AIF funds should be mission driven and must comply with all COH policies. Allowable expenses include, but are not limited to the following types of expenses relating to COH’s mission:
 - a. Faculty/staff salaries
 - b. Conference registration
 - c. Equipment
 - d. Materials
 - e. Supplies
 - f. IRB/IACUC fees
 - g. Research/Medical related continuing education
 - h. Memberships in professional societies or organizations focused on research and education
 - i. Research- and education-related travel
 - j. Educational and research events
 - k. Laboratory Meetings
 - l. Honoraria payment to outside speakers

- m. Research and educational related contractual costs
 - n. Recruitment expenses.
3. AIF may not be used for expenditures unrelated to COH's mission, including without limitation, the following:
 - a. Personal expenditures (meals and parties)
 - b. Personal gifts
 - c. Staff incentives and bonuses.
 4. The Senior Vice President, Research Operations, in concert with the Director of the Beckman Research Institute and the Chief Medical Officer will make the final determination on whether an expense is allowable.
 5. **Use of Funds when PI leaves COH:** When an individual with an AIF account leaves COH, the account will be closed and no longer accessible to the PI. AIF are made accessible to the PI from operational funds only when the PI has an allowable expense.

B. Academic Development Funds

1. **Amount Designated:** The amount designated for each PI depends on the source of funding. In general the funds are derived in the following manner:
 - a. **Donor Funds:** When a donation is made to COH in a PI's name, these funds will be set aside in the PI's specific ADF account. This does not include funds received from a donor that have reporting requirements to the donor or another specific purpose.
2. **PI Eligibility:** Faculty in the Professor or Clinical Professor series.
3. **Use of Funds:** The use of ADF should be mission driven and must comply with all COH policies. Allowable expenses include, but are not limited to the following types of expenses relating to COH's mission:
 - a. Faculty/staff salaries
 - b. Conference registration
 - c. Equipment
 - d. Materials
 - e. Supplies
 - f. IRB/IACUC fees
 - g. Research/Medical related continuing education
 - h. Professional Memberships
 - i. Research and Education related Travel
 - j. Laboratory Meetings
 - k. Honoraria payment to outside speakers
 - l. Research and educational related contractual costs
 - m. Recruitment expenses.
4. ADF funds may not be used for expenditures unrelated to COH's mission, including without limitation, the following:
 - a. Personal expenditures (meals and parties)
 - b. Personal gifts
 - c. Alcoholic beverages

- d. Staff incentives and bonuses.
5. The Senior Vice President, Research Operations, in concert with the Director of the Beckman Research Institute and the Chief Medical Officer will make the final determination on whether an expense is allowable.
6. **Use of Funds when PI leaves COH:** When an individual with an ADF account leaves COH, the account will be closed and no longer accessible. These funds are made accessible to the PI from operational funds only when the PI has an allowable expense. When the PI leaves, any remaining funds will be transferred to the Department Chair.

Owner: Senior Vice President, Research Operations

Sponsor: Senior Vice President, Research Operations

Related Policies:

1. Alcohol-Free and Drug Free Workplace Policy
2. Business Expense Reimbursement Employee and Medical Staff Policy

Appendix One - Acronyms, Terms and Definitions Applicable to this Policy:

1. **Academic Improvement Funds (AIF)** – Funds available to an individual PI to support his/her research at COH. These funds are derived from the following sources:
 - a. Honoraria paid directly to COH (i.e., does not include honoraria paid to City of Hope Medical Group for providing CME).
 - b. Funds received from industry sponsored clinical trials for the PI's time and effort.
2. **Academic Development Funds (ADF)** – Funds available to an individual PI to support his/her research at COH. These funds are derived from funds donated to COH in a PI's name.