Creighton University School of Medicine Guidelines

GUIDELINE: Guideline for Use of Chair Funds for Research, Scholarly Activity, and Faculty Development
GOVERNING BODY: Associate Dean for Planning and Business Affairs
APPROVAL DATE: August 26, 2022
REVISED DATE: n/a
LCME ACCREDITATION STANDARD REFERENCE: 3.2, 4.5

PURPOSE
To define the approved uses for the Department Chair Funds

GUIDELINE
Each department within the School of Medicine has certain funds set aside for the Department Chair to use to support research, scholarly activity, faculty development and other academic activities. This guideline defines the appropriate uses of these funds.

SCOPE
This guidelines applies to funds for all department chairs on all campuses for the School of Medicine.

The following list of items are approved uses of the department chair funds, which include the general categories:
- Direct Research Support (Supplies, Equipment, Data Analytics, etc.)
  - Equipment and equipment service contracts/repairs
  - Animals and *per diems*
  - Reagents
  - Computer and computation support (hardware and software)
    - All hardware and software acquisitions must be pre-approved by the University's Division of Information Technology
  - Core facility charges
  - Access to databases and repositories
  - Statistical and analytic costs not covered by in house statistical teams
  - Publication costs – Refer to Guideline for Publishing https://www.creighton.edu/sites/default/files/2022-01/CUSOM%20Publishing%20Guidelines%208-2-21.pdf
- Personnel Support
  - Clinical research coordinator assistance for unfunded projects
    - All independent contractor support must be supported by a formal service contract, accompanied by federal taxation and financial institution information required to facilitate service payment
  - Support for the research conducted by trainees (students/post-docs/residents)
    - Payment of student stipends must align with any relevant policies including the SOM Employment Policy (https://www.creighton.edu/sites/default/files/2021-12/Employment%20Policy%20v2%2020211109.pdf) and the Graduate

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      Medical Education Educational Policy
      (https://www.creighton.edu/sites/default/files/2021-12/Educational%20Allowance%20Policy.pdf)
- The process for Student Research Funding must align with the Guideline for Medical Student Research Funding (https://www.creighton.edu/sites/default/files/2021-12/CUSOM%20Medical%20student%20funding%20for%20research.pdf)
  - Support for consultants – subject to approval by the Dean
    - All independent contractor support must be supported by a formal service contract, accompanied by federal taxation and financial institution information required to facilitate service payment
- Research and Academic Meetings/Travel
  - Meetings (registration, travel, lodging)
  - Travel for students to meetings (not covered by the Associate Dean of Medical Education's office)
  - Honoria and travel expenses for Speakers
- Faculty Development
  - Programming as approved by the Department Chair, including registration, travel, and other associated expenses
  - Membership in a teaching or research oriented professional group
- Other
  - Space renovation
    - Regardless of the dollar amount, all space renovations require the submission of a Space Request Form and are subject to Creighton Space Committee approval. (https://my.creighton.edu/executivevicepresident/facilities/policiesprocedures/spacerequests/)
  - Special projects or other activities as approved by the Dean

PROCESS

Chairs must submit requests for funding to the appropriate campus review process prior to the expenditure or commitment to the faculty or learner for access to the funds.

All Chair fund expenditure requests must include the "SCHP" activity code with the fund-org coding attached to the requests.

For Omaha Basic Science Departments – the Chairs will submit their requests for pre-payment review to their respective administrators who will forward to the Associate Dean for Planning

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and Business Affairs for approval.

For Omaha Clinical Department Chairs – the Chairs will submit their requests for pre-payment review to their respective administrative assistants who will forward to the Associate Dean for Planning and Business Affairs for approval.

For Phoenix Departments—the Chairs will submit their requests for pre-payment review to the Faculty Affairs Coordinator who will forward to the Regional Dean for approval.

ADMINISTRATION AND INTERPRETATIONS
This guideline is the under the authority of the Associate Dean for Planning and Business Affairs.