North Florida/South Georgia Veterans Health System Research Service

STANDARD OPERATING PROCEDURES

Dean's Account Contribution and Disbursement Processes
Updated 10/7/2024

1. PURPOSE
The purpose of this SOP is to describe the process for contributing to the UF Dean's Account, to outline procedures for requesting disbursement from the account and to delineate items and activities that have priority in terms of accessing the funds.

2. POLICY
The funds in this account are designated for the "VA Hospital", and are to be used for purposes that benefit VA research and the UF College of Medicine. While there has typically been a broad interpretation of the benefit to research, the intent of funds dispersed is to: (1) be of general benefit to the VA research community; (2) allow investigators to purchase items and/or materials that are essential for the continuation of their research that were not anticipated in their grant budget; (3) PI travel to present scientific results at prestigious national meetings not otherwise covered by grant funds; travel designated for recruitment interviews for high-level VA Research officials (ACOS, Director, etc.); and (4) Other activities that add value to the scope and mission of the research enterprise at the North Florida/South Georgia Veterans Health System.

3. PROCEDURES FOR INVESTIGATORS

Contributing indirect cost funding to the VA Dean's Account
If you have a grant administered by the University of Florida that is conducted at the VA or NFFRE, or which uses VA resources, please consider allocating some of your indirect costs (IDCs) to the VA Research Service. This needs to be completed before UF's fiscal year ends on June 30th. UF allows up to 7.5% of IDCs from your award to be distributed to center(s) of your choice. This does <u>not</u> detract from the IDCs that flow to the study Investigator(s) or to the UF department, so there is no downside to allocating funds to your preferred center(s). You can ask your UF grants administrator to make this adjustment (ask for IDCs to be distributed to Center ID **10.UFVA**), or you can do it yourself by following the instructions below. Thank you for supporting research that improves the lives of Veterans!

1) Log in to UFIRST (https://research.ufl.edu/ufirst.html)
2) At the top of the screen, click "Awards"
3) Click on the award ID (AWD#####)
4) In the left column under "My Activities", click on the link that says "***Update Project IDC Returns***"
5) Each award ID may have multiple sub-projects (P0######).
   • If you see your sub-project number, click the "***Update***" button to change or verify IDC distributions (then proceed to Step 6).
   • If you don't see your sub-project number, click the "***+ Add***" button to select your sub-project and set the IDC distributions (then proceed to Step 6).

> • If you don't know your sub-project number, go back to the main award screen and choose the "***Project Details***" tab to identify your Project ID.

6) A new window will pop up. In Section 2.0 it says "***Change-to Center upon activity completion***". Just below there is a button with "**…**". Click that button.

7) A new window will pop up. Filter by Center Name and enter "VA" into the box, then press "Go".

8) Click on the circle next to "VA Hospital" (Center ID 10.UFVA), then click OK.

9) You will be taken back to the prior window. In Section 3.0 where it says "***Change-to Percentage of returned IDC***", enter 7.5% (or whatever smaller percentage of the IDCs you wish to assign to the VA). Up to three centers can receive IDCs from a single Project ID, as long as the total does not exceed 7.5%

Requesting Funds from Account

> 1. To request funding from the Dean's Account, investigators should first contact the Associate Chief of Staff for Research Service. The ACOS/R will facilitate a review by the the Research Budget Working Group.
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> 2. The request can be in the form of a memorandum but must include the following:
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>> a. Reason for the request through this mechanism;
>> b. How the funds will be used to enhance the research program at NF/SGVHS and at UF College of Medicine;
>> c. Total amount of funds requested with budget justification.

4. PROCEDURES FOR R&D COMMITTEES

Once approval or disapproval is recommended by the Research Budget Working Group, that item is recorded in the RBWG Minutes and those minutes are presented to the R&D Committee. The Chair or designated representative of the RBWG will provide a report on the topic to the R&D Committee during a convened meeting regarding discussion and recommendations. The R&D Committee will make a motion and vote on final approval or disapproval of the request.

5. DELEGATION OF RESPONSIBILITY

> B. **ACOS/R** is responsible for final VA approval of the request, and routing to the UF College of Medicine Dean's Office for UF approval. The ACOS/R will also provide annual reports to the R&DC regarding Dean's Account balance, indirect cost deposits, and spending from the prior year.
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> C. **Research and Development Committee (R&D)** is responsible for: Approval of recommendations submitted by the Research Budget Working Group and forwarding this approval to the ACOS/R.
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> D. **Research Budget Working Group** is responsible for: reviewing requests from research investigators or ACOS/Research for using Dean's Account funds; ensuring requests meet the intent of disbursement requirements; and making recommendations to the Research and Development Committee for approval/disapproval of funding requests submitted to the Subcommittee.

6.   FOLLOW-UP RESPONSIBILITY
This SOP will be reviewed annually, and revised as needed by the ACOS/Research and the Chair of the Research Budget Working Group.