Kemper Research Fellow Grant Guidelines

Overview

- We encourage you to consider applying for external and internal awards.
- Depending on award guidelines you may be eligible to apply for mentored and/or independent awards.
- Research award funding can be used to offset, and in some cases supplement, your own salary.
- With prior approval, grant funding might be used to pay for students or other personnel working on your grant.
- We will help you with your budget!
- Grants can't be submitted without internal and OSP review. Grants need to be submitted for review *at least **3 weeks in advance*** of the grant deadline.

Any grant that lists you as a PI, co-PI, or key personnel **must** be reviewed by the Office of Sponsored Programs (OSP).
- Review is still required even if you won't receive any financial support from the grant.
- Review is still required even if a collaborator intends to submit the grant application through another institution.

Deadlines & Timelines

As soon as you think you *might* submit a grant:
- Reach out to Heidi (heidi_osterhout@harvard.edu) and copy Joe Mullin (joe_mullin@harvard.edu).
- In the email, please provide a link to the RFA, state if you are anticipating collaborators from other institutes, and an estimate of anticipated expenses (including effort commitments).
- Be sure to register early for usernames that may be required in order to submit your application.
- For Harvard personnel that do not have a current eRA Commons ID/Username, please contact Joe Mullin for assistance in obtaining an ID that is affiliated with Harvard's institutional registration.

Kempner Internal Review**: 3 weeks** in advance of the deadline
- We need draft science and a final budget. You can continue to refine the application but should not make major changes to the specific aims.
- We will complete an internal review of the proposal and a final review of the budget.
- Once the budget is approved internally it <u>cannot</u> be changed.
- Once we have completed your review, your proposal can be submitted to OSP.

OSP Review: at least **five (5) full business days** prior to the sponsor's due date.
- If Harvard is a subcontractor, the sponsor's due date will be determined by the submitting institution.
- OSP needs the entire, complete, and final grant application for review. It cannot be edited at this point.
- OSP will read through the whole application, approve the budget, and ensure that all relevant approvals have been obtained.
- Depending on the granting entity, OSP may submit on your behalf.

If you submit the grant to Kempner or OSP **after the deadline** it may not be reviewed, and it **will not be submitted**.

Incremental Salary Increase

- If you are able to get grant funding which pays for more than 50% of your base salary, then you may be eligible for an incremental salary increase up to a total annual salary of $115,000 per year.
- We use the formula: Base Kempner Salary + (Grant Supported Salary - 50% Base Salary) = New Salary
- There are significant considerations related to salary increases for any grant that requires percent effort or calendar months committed.
- We will review these guidelines with you in advance of creating your budget to confirm that you can take advantage of this policy.
- If your granting funding is less than 50% of your base salary, you will not receive a salary increase.

Human Subjects

Human subjects research can be broadly defined. Even in research that is focused on ML, you may need to get a human subjects research review in order to submit your grant.

Elements of a research proposal that may require a human subjects review:
- Is any part of the research about a person or a person's experience?
- Is any part of the data for the project generated by humans (e.g. human feedback, survey, or biologic data)?
- Are you compensating people for participating in the research?
- Is a collaborator providing you data obtained from a human to use in your research?

If the answer to any of the above questions is yes, you will likely need a human subjects review.

If so, you should reach out to Katie Jones at HUA IRB
- Her contact information: https://cuhs.harvard.edu/people/katie-jones

- She has office hours on Monday's 1-4p or you can email to set up a time to talk through your proposal.
- **If Katie determines an IRB review is required, it can take 8-10 weeks (or longer) to complete.**

You can read more about the IRB process and submit a proposal at:
ttps://cuhs.harvard.edu/so-how-do-you-submit-irb-proposal

Data, Open Science & DUAs

The Kempner has a deep commitment to open science and that includes making data used in Kempner supported research (including research undertaken on our cluster) freely and publicly available online under an Open Definition-Conformant License. You can read more about this in our Open Science Policy.

It is your responsibility to ensure that the data you are using can be easily accessed online. However if you are using or curating non-public data (including data from collaborators or datasets downloaded from online platforms) you may need or have a data use agreement (DUA).

A Data Use Agreement (DUA) is a binding contract governing access to and treatment of nonpublic data provided by one party (a "Provider") to another party (a "Recipient"). DUAs are often required by external parties before they permit data to be accessed by Harvard and may also be necessary in order for Harvard data to be disclosed to another organization.

All DUAs are considered research-related agreements and must be reviewed and signed by the Office for Sponsored Programs (OSP). You should consider the following:

- If the DUA you are using is available to anyone (e.g. by logging into a website anyone can access and signing up to get access to the data set you are using for your research), this would **generally be acceptable** under the Kempner Open Science Policy.
- If your data requires a DUA that needs to be individually negotiated with a third party, this generally would **not be acceptable** under the Kempner Open Science Policy.

The Kempner open Science Policy has an exception for subsets of data that need to be protected or provided with controlled access (e.g. in the case of human subjects data protected via IRB). In these cases,data shall be handled in accordance with national and international standards, including all privacy regulations (e.g. the HIPAA act of 1996 and the HiTECH Act, as far as applicable). All raw data (sequencing, imaging, etc.) and metadata not otherwise restricted should be deposited into a publicly accessible repository.

A few reminders about data and the Kempner:
- The Kempner cluster cannot be used for DSL-3 or greater data.

- It is your responsibility to ensure that data you are using is free from any private, confidential, proprietary or copyrighted material. This includes any data you web scrape or access from public repositories.
- Outside of the exception above, if your data can't be released you are not be allowed to use any Kempner resources, including the Kempner cluster, for projects relying upon this data.

Harvard Office of Sponsored Programs

You can find more resources on the OSP Website. This site includes policies and guidance that apply to all areas of the lifecycle of sponsored awards. For updates and an in-depth look at new policies, follow the OSP Blog.

Examples of some relevant policies and guidance that you should become familiar with as you consider proper stewardship of sponsored funding at Harvard include:
- 🗐 Common Proposal Elements & Grant Training Resources
- Cost Sharing Policy
- Budget Justification Template
- Harvard Fringe Rate
- Effort Reporting Policy
- Participant Support Cost Guidance
- Sponsored Cost Allocation Methodology Guidance
- Policy for the Application of Indirect Costs to Sponsored Awards
- Sponsored Expenditures Guidance
- Sponsored Travel Guidance - to be reviewed alongside Financial Policy Office's Travel Policy
- Open Science Policy
- IRB Submission Policies
- Data Security Policy
- Stipends on Sponsored Awards
- Research Data Management