



# Research and Sponsored Programs 101

Wendi Heuermann  
Grants and Contracts Specialist

Angela Plaisance  
Grants and Contracts Specialist



# Contents

---

- RSP Mission and Vision
- RSP Administration Services
- Responsibilities
- RSP Supported Areas
- Collaborations
- Funding
- The Research Project
- Proposal Development
- Agreements and Contracts
- Managing Projects
- Research Regulatory Support
- Education and Events
- Additional Information



# RSP Mission and Vision

---

## Mission

- **Research and Sponsored Programs facilitates research by assisting investigators in all phases of their studies.**

## Vision

- **All clinical programs will engage in research to improve care and contribute to the field of knowledge.**



# RSP Administration Services

---

## Research and Sponsored Program Administration Staff

Camerone Bey, Director

Angela Plaisance, Grants and Contracts Specialist

Wendi Heuermann, Grants and Contracts Specialist

Andrew Flood, Career Scientist

## RSP supports research at Children's through the following services:

- Providing research staff support
- Research design and statistical consultation
- Proposal development, implementation, and analysis
- Grant writing and submission
- Grants and clinical trial budget development
- Contract preparation and negotiation
- Manuscript review
- Coordination with the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Grant Accounting, Legal, and Compliance
- Training and education



# General Responsibilities

---

## Investigators

- Create and submit draft proposals and budgets on appropriate timelines for review
- Complete IRB applications and other mandatory compliance for research integrity
- Manage scope of work and sponsor funds per award agreement
- Prepare required study reports

## Research and Sponsored Programs

- Support investigator in research study planning
- Preparation and submission of proposals from government and industry sponsors for research, pilot studies and some programs
- Oversight and management of grant and other revenue contracts
- Contract negotiation and management for clinical trials

## Grant Accounting

- Establish accounts to manage gifts and grants
- Provide financial oversight and submitting financial reports to sponsors
- Draw down revenues or invoicing sponsors
- Close out awards and responding to audits

# Grants and Contracts Services 2.0

Official business should be done through your corresponding Grants and Contracts Specialist (GCS). **If your designated person is unavailable and it is an urgent issue, please contact the other GCS or Camerone Bey.**

## Contact your GCS FIRST for the following items:

- applying for grants (as the prime OR a subcontract)
- assistance seeking funding opportunities
- have an upcoming or potential clinical trial
- any contract or agreement related items (CTAs, Master Agreements, Amendments, DUAs, CDAs, NDAs, Grant Agreements, Subcontracts, etc)

Angela Plaisance, GCS Angela.plaisance@childrensmn.org 612-813-6142	Wendi Heuermann, GCS Wendi.heuermann@childrensmn.org 612-813-6303
Emergency Medicine/Trauma CV/CC Cystic Fibrosis Diabetes and Endocrinology Research	MCRC Hematology/Oncology IDRC Pain & Palliative Care Genetics
Camerone Bey- Director, RSP. Camerone.bey@childrensmn.org, 612-813-7628	

(If your department is not listed, please contact either GCS or Camerone Bey.)



# RSP Supported Areas

---

- Research and Sponsored Programs' services support every department and every researcher.
- Some Hospital Departments have dedicated research staff. Other departments receive research services either without paid research staff or with temporary staff.

## Clinical Research Program Managers

**Heidi VanderVelden – Cardio Vascular/Critical Care, Emergency Department**

**Mahyra Johnson - Diabetes/Endocrinology, Cystic Fibrosis**

**Lisa Read - Genetics**

**Pauline Mitby - Hematology/Oncology**

**Grace Matous - Infant Diagnostic Research Center**

**Andrea Postier - Pain and Palliative Care**



# Building Collaborations

---

**Research and Sponsored Programs supports collaborations within Children's clinical departments and also facilitates collaborations among individuals across different research institutions.**





# Finding Funding

---

**RSP supports funding efforts from both intramural and extramural sources.**

**Several types of projects are eligible for external funding:**

- **Research projects**
- **Outreach/Educational projects**
- **Training, instruction and QA/QI projects**

# Funding (cont.)

---

RSP assists investigators in funding source identification, screening and selection through:

- RSP-conducted funding search for industry-wide initiatives.
- Development of funding calendars and strategies
- RSP Newsletter and research group emails
- Workshops and presentations
- Collaboration with Children's Foundation private foundation search

# Creating the Research Project

---

**Research and Sponsored Programs partners with researchers throughout the proposal cycle. Planning is the first step.**

**As soon as you decide to prepare a research proposal, contact your Grants and Contracts Specialist.**

**Your GCS will assist you with proposal preparation, including budget development and compliance checks.**



# Creating (cont.)

---

**RSP staff have experience in project development and can provide consultation on the following:**

- **Program or research plan development**
- **Funding source identification**
- **Sponsor guidelines and past funding analysis**
- **Budget development, integrating sustainability**
- **Proposal planning and writing**
- **Logic model development**
- **Evaluator, statistician and expert engagement**
- **Research compliance, such as the IRB process**
- **Electronic grant portals**
- **Proposal submission**



# Study Design/Data Analysis

---

The Design and Analytics group is available to assist internal investigators throughout the research process. Our group provides consultation services in the following areas:

- Study design (e.g. refine research question, estimate sample size)
- Analytic methods
- Grant proposal development
- Data management
- Data analysis and statistical support
- Manuscript preparation and review
- Research education

Please contact them at: [designandanalytics@childrensmn.org](mailto:designandanalytics@childrensmn.org)



# Proposal Development

---

## Responding to an RFP

As soon as you know you will be applying for external funding, contact your GCS. Please send us a copy of the proposal announcement.

Plan on meeting with your GSC to develop a budget. Areas to think about are personnel and their time, supplies, travel, etc. A Budget Template is available to help you develop your budget.

RSP must approve the budget before the proposal can be submitted.

**Only RSP can submit a research grant on behalf of Children's Hospital.**



# Budget Development

---

## Grant Budgets

**Develop the Internal Budget with Your Grant and Contracts Specialist (GCS). This budget will be used to create the external budget for your proposal.**

# ***Award Agreements & Contract Management***

---

**Research and Sponsored Programs is responsible for preparing, negotiating and accepting:**

- **grants on behalf of Children's Hospital.**
- **federal, state, city/county, contracts and subcontracts for research and clinical services.**
- **research agreements with for-profit companies and non-profit organizations**





# **Award Review/Negotiation**

---

**RSP reviews award details to confirm that the agreement matches the proposal and confirms the details with the PI.**

**RSP reviews and negotiates the terms and conditions of the sponsored research agreement.**

**Every award is reviewed to ensure the terms are consistent with federal laws and regulations, comply with Children's Hospital policies, and meet the needs of our researchers.**



# **Contracts Management**

---

**Sub-award, consulting and other agreements paid with sponsor funds must be processed through RSP to ensure forms align with Children's policies and sponsor's unique terms, certifications and regulatory requirements.**

**RSP works with Children's Legal Department who must provide their final approval before language can be returned to the sponsor.**



# Clinical Trials

---

**RSP can assist principal investigators (PI) with trials that are funded by federal, state and foundation grants and industry contracts, including investigator-initiated trials.**

**RSP services include comprehensive budget development and contract negotiation and regulatory guidance.**

## **Clinical Trials Budgets and Patient Care Grid**

**RSP will work directly with the PI and his study team to ensure an appropriate budget is developed. The PI will need to identify all the procedures in the protocol as either standard of care or research related.**



# **Administrative Approval**

---

**The Director of Research and Sponsored Programs must approve and sign a research grant or contract for Children's Hospital.**

**RSP staff must approve the final budget and application before it can be submitted.**



# Managing Projects

---

## Research Staff Hiring

All Research staff hires are initiated through Research and Sponsored Programs and are dependent upon the hours required, work to be completed and skill level needed

## Changes to Programs During the Life of an Award

Sponsors make provisions for adjusting the scope of work and budget throughout the life of an award. All requests for changes must be in writing and endorsed by your GCS.

## Monitoring Project Budgets

It is not uncommon for a PI to determine that he/she must re-budget funds in order to complete his or her research. The GSC will work with the PI on the revision and submission of the new budget to the sponsor

## No-Cost Extensions

A no-cost extension extends the project period beyond the original project end date. Written requests for no-cost extensions should be prepared by the PI and then endorsed and submitted by your GSC



# Research Regulatory Support

---

Most research involves compliance with some federal laws and regulations governing the conduct of the work. The following resources can help you determine what protections you need to put in place in your research study.

## 1. Grant Accounting

The Grant Accounting Office provides financial oversight for research grant accounts, following standard accounting practices, Children's policies and federal regulations.

Contact Lou Urban at [lou.urban@childrensmn.org](mailto:lou.urban@childrensmn.org)

## 2. Institutional Review Board (IRB)

The Institutional Review Board monitors any research involving human subjects which takes place at, is sponsored by, recruits subjects at, or uses any facility, resources, or personnel of Children's.

Contact Debra McKeehen at [debra.mckeehen@childrensmn.org](mailto:debra.mckeehen@childrensmn.org)

## 3. Research Compliance & Integrity

Children's is committed to providing an environment that promotes ethical research as well as the free exchange of scientific ideas. Scientific integrity is a key tenet in upholding this philosophy.

Contact Christa Steene-Lyons, Privacy Officer at [christa.steene-lyons@childrensmn.org](mailto:christa.steene-lyons@childrensmn.org)



# Education and Events

---

- Educational Seminars
- Annual Research Conference
- RSP Sponsored Training Series
- Training and education for new research staff, as well as continuing education



# Additional information

---

- **Internal Research Grant Program (IRGP)**
- **RSP Research Handbook**
- **Publications**
- **Newsletter**
- **Featured Research**





Thank you!