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AND MASSACHUSETTS GENERAL HOSPITAL



15% IDC Floor Update

Research Council
May 1, 2017

Training Fellowship Characteristics

Foundation, public charity and non-profit training fellowships are exempt from this new policy. How is a training fellowship defined?

- *Originating funding comes from a Foundation, Public Charity, or Non-Profit and*
- *Provides funding for research training or career development, or as a supplement for a career development award, for which:*
 - The named PI is a graduate student, postdoctoral fellow, or Instructor, who does NOT yet have independent Principal Investigator (PI) status or is a new PI in the first stages of developing their independence.
 - **And** the funding mechanism requires a named Chief, Mentor or Sponsor who is responsible for overseeing the candidate's career development.
 - **Alternatively**, the funding mechanism may allow proposals from Assistant Professors and Junior Faculty with no mentorship requirement. In these cases, the funding must be educational in nature and provide support for the individual Investigator and his/her development, rather than funding designated solely for a specific research project.

Proposal Submission Requirements

- **At Proposal Stage (Pre Award)**

The Pre Award Grant Administrator will:

1. Request a sundry fund number from the PI for awards that do not meet the minimum indirect rate requirement.
2. If a department does not provide a valid sundry fund number, the chief's sundry will be charged and a written communication to the department will be sent referencing the chief's sundry fund number.
3. If it is unclear whether a submission to the sponsor is exempt from the 15% IDC Floor policy, reach out to your Pre Award Grant Administrator for guidance.
4. If the Pre Award Grant Administrator is unclear whether a submission to the sponsor is exempt, the Pre Award Grant Administrator will request the PI reach out to the SVP for review and approval.
5. If an approval to waive the 15% IDC Floor is granted by the SVP, the PI emails the approval to the Pre Award Grant Administrator.

New Tools for the PI and Department Administrator!

- New ***Sponsor Exemption List*** located on the Navigator
 - Identifies sponsors which have been granted an exemption
 - **Or** are non-exempt
 - Sponsor's guideline links included for quick review
 - List is updated monthly
 - List can be found on the Navigator
- ***Sponsor Letter Template***
 - Signed and submitted to the sponsor by the PI

How Do I Find the 15% IDC Floor Information?

Navigator - Home > Apply > Apply for Federal/Foundation Funding > Proposal Preparation

The screenshot shows a web browser window displaying the Research Navigator SharePoint site. The URL in the address bar is <https://partnershealthcare.sharepoint.com/sites/phrmApply/afff/pp/Pages/15-Percent-Floor-Minimum-IDC-Policy-Guidance>. The page features a blue header with the "ResearchNAVIGATOR" logo and a search bar. Below the header is a navigation bar with tabs: APPLY (Funding, IRB/IACUC/PIBC), INITIATE (Agreements, Funds, Transfers, Set-Up), MANAGE (Inventions, Funds, Reporting, Labs, IRB/IACUC/PIBC), RESOURCES (Forms/SOPs, Training, Compliance, CORES, News), DEPARTMENTS (Partners Research & Hospitals), MY PORTAL (Activity Feed & News), and APPS (Enterprise Applications). A dropdown menu is open under the "APPLY" tab, showing a list of options: "Funding Opportunities, Announcements, Deadlines", "Apply for Federal/Foundation Funding", "Apply for IRB/ESCRO/IACUC/PIBC Approvals", "Apply for NIH Loan Repayment Program", "Apply for Investigational New Drug/Investigational Device Exemption", "15 Percent Floor Minimum IDC Policy Guidance", and "SF424 (R&R) Applications". The "15 Percent Floor Minimum IDC Policy Guidance" option is selected, and a sub-menu is visible showing "Proposal Preparation", "Internal Proposal Review", "Submission to Sponsor", "Just-in-Time (JIT)/After Submission Requirements", and "Award/Fund Set-Up". The main content area displays the title "15 Percent Floor Minimum IDC Policy Guidance" and a brief introduction: "The Partners Facilities & Administrative (F&A) Cost policy includes a requirement that certain Foundation, Public Charity and Non-Profit sponsored awards recover indirect costs at a rate no less than the Partners Sundry overhead rate, currently 15%." Below this, there is a section titled "Exemptions to the 15% Minimum IDC Policy" and a link to "15% IDC Sponsor Request Letter (Template)". The Windows taskbar at the bottom shows various application icons and the system clock indicating 4:16 PM on 4/11/2017.

How to access 15% IDC Information - Navigator

Home > Apply > Apply for Federal/Foundation Funding > Proposal Preparation

Proposal Components

Budget Preparation and
Justification

Budget Preparation Rates

15 Percent Floor Minimum IDC
Policy Guidance

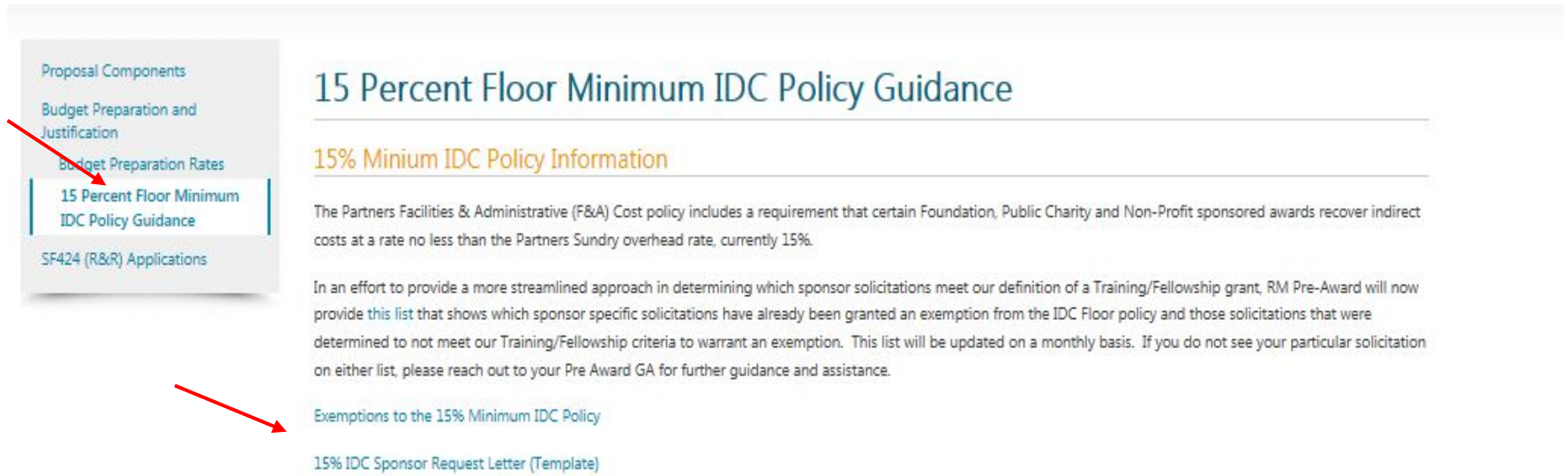
SF424 (R&R) Applications

Proposal Preparation

Proposals may be written in response to federal or non-federal sponsoring agencies' solicitation, or may be unsolicited. The proposal provides a scope of work to be undertaken, the significance of the research activity, qualifications of the researchers to carry out the required tasks, resources available to support the program, and the budget requested to carry out the research.

To assist PIs and DAs with the common proposal elements for applications, Research Management Pre-Award has created a booklet called [Department Administrator's Guidebook](#) which contains links to forms, checklists, guidance for grants, JIT and Progress Report preparation.

How to access 15% IDC Information - Navigator



The screenshot shows a web page titled "15 Percent Floor Minimum IDC Policy Guidance". On the left is a navigation menu with the following items: "Proposal Components", "Budget Preparation and Justification", "Budget Preparation Rates", "15 Percent Floor Minimum IDC Policy Guidance" (which is highlighted with a blue bar), and "SF424 (R&R) Applications". A red arrow points from the top left to the "15 Percent Floor Minimum IDC Policy Guidance" menu item. The main content area has a sub-header "15% Minium IDC Policy Information" (note the typo in the image). Below this, there is a paragraph explaining the Partners Facilities & Administrative (F&A) Cost policy. Another paragraph follows, mentioning a "this list" that shows sponsor specific solicitations. At the bottom of the main content area, there are two links: "Exemptions to the 15% Minimum IDC Policy" and "15% IDC Sponsor Request Letter (Template)". A red arrow points from the left margin to the "Exemptions to the 15% Minimum IDC Policy" link.

[15 Percent Floor Minimum IDC Policy Guidance](#)

15 Percent Floor Minimum IDC Policy Guidance

15% Minium IDC Policy Information

The Partners Facilities & Administrative (F&A) Cost policy includes a requirement that certain Foundation, Public Charity and Non-Profit sponsored awards recover indirect costs at a rate no less than the Partners Sundry overhead rate, currently 15%.

In an effort to provide a more streamlined approach in determining which sponsor solicitations meet our definition of a Training/Fellowship grant, RM Pre-Award will now provide [this list](#) that shows which sponsor specific solicitations have already been granted an exemption from the IDC Floor policy and those solicitations that were determined to not meet our Training/Fellowship criteria to warrant an exemption. This list will be updated on a monthly basis. If you do not see your particular solicitation on either list, please reach out to your Pre Award GA for further guidance and assistance.

[Exemptions to the 15% Minimum IDC Policy](#)

[15% IDC Sponsor Request Letter \(Template\)](#)

15% IDC Floor List – Updated Monthly

Tab 1 Exemptions

Proposal Preparation

IDC Rate Floor Exemption List

Edit in Excel Print Share Data

| | A | B | C |
|----|---|---|---|
| 1 | Exemptions from the 15% IDC Policy - Updated 04/11/2017 | | |
| 2 | Sponsor | Solicitation | Guidelines |
| 3 | ALS Association | The Milton Safenowitz Post Doctoral Fellowship | http://www.alsa.org/research/our-approach/attracting-bright-young-scientists/milton-safenowitz-postdoctoral-fellows.html |
| 4 | American Gastroenterological Association | AGA Caroline Craig Augustyn & Damian Augustyn Award in Digestive Cancer | https://researchfunding.duke.edu/aga-caroline-craig-augustyn-damian-augustyn-award-digestive-cancer |
| 5 | American Heart Association | Faculty to Fellow Transition Award | https://professional.heart.org/professional/ResearchPrograms/ApplicationInformation/UCML-Association-wide-Fellow-to-Faculty-Transition-Award.jsp |
| 6 | American Heart Association | Scientist Development Grant | https://professional.heart.org/professional/ResearchPrograms/ApplicationInformation/UCML-Scientist-Development-Grant.jsp |
| 7 | American Italian Cancer Foundation | Postdoctoral Research Fellowship Program | http://www.americanitaliancancer.org/research-fellowships.html |
| 8 | Arthritis National Research Foundation | Arthritis Research Grants | http://www.curearthritis.org/grants/ |
| 9 | ASHP Foundation | New Investigator Research Grant | http://www.ashpfoundation.org/MainMenuCategories/ResearchResourceCenter/FundingOptions/JuniorInvestigatorResearchGrant.aspx |
| 10 | Ataxia Telangiectasia Children's Project (A-T Children's Project) | Postdoctoral Fellowship Award | https://www.atcp.org/ResearchGrantProgram |
| 11 | Brain & Behavior Research Foundation | NARSAD Young Investigator Grants | https://bbfnd.org/yl |
| 12 | Cambria Health Foundation | Sojourns Scholar Leadership Program | http://www.cambriahealthfoundation.org/sojourns/sojourns-scholar-leadership-program.html |
| 13 | Cancer Research Institute | Postdoctoral Fellowships | https://www.cancerresearch.org/scientists/fellowships-grants/post-doctoral-fellowships |
| 14 | Dermatology Foundation | Dermatology Foundation Research Awards Program - Career Development Award | https://dermatologyfoundation.org/rap/rap_forms.asp |
| 15 | Dutch Cancer Society | | |
| 16 | Health Resources in America (HIRA) | Charles A King Trust Postdoctoral Research Fellowship Program | https://hria.org/rmf/king/ |
| 17 | New England Fertility Society | REI Research Fellows | |
| 18 | Oral and Maxillofacial surgery foundation | Multiple solicitations for this sponsor, please check with your Pre Award GA to verify exempt qualification | http://www.aaoms.org/docs/education_research/oms_faculty/feda_guidelines.pdf |
| 19 | PhRMA Foundation | Multiple solicitations for this sponsor, please check with your Pre Award GA to verify exempt qualification | |
| 20 | Radiological Society of North America | Education Scholar Grant | https://www.rsna.org/Education_Scholar_Grant.aspx |
| 21 | Swiss Federal Institute of Technology | | |
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exempt from 15% IDC (fellowship) IDC floor 15%

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15% IDC Floor List – Updated Monthly

Tab 2 Non-Exemptions

Excel Online

Waldron, David

Proposal Preparation

IDC Rate Floor Exemption List

Edit in Excel Print Share Data

| | E | G | H | I | J | K | L | M | N | O |
|----|---|--|---|---|---|---|---|---|---|---|
| 1 | IDC 15% Policy Applies - Updated 4/11/2017 | | | | | | | | | |
| 2 | Immediate Sponsor | Guidelines | | | | | | | | |
| 3 | Alex's Lemonade Stand Foundation | 2017 Innovation Grant https://www.alexlemonade.org/sites/default/files/2017_innovation_full_application_guidelines_final.pdf | | | | | | | | |
| 4 | Alzheimer's Drug Discovery Foundation | https://www.alzdiscovery.org/assets/content/static/ADDF_APPLICATION_INSTRUCTIONS_2015_final.pdf | | | | | | | | |
| 5 | American Academy of Otolaryngology - Head & Neck Surgery Foundation | http://www.entnet.org/sites/default/files/uploads/PracticeManagement/Research_files/2017_aachnrf_maureen_hannley_grant.pdf | | | | | | | | |
| 6 | American Association for Cancer Research | Stand Up 2 Cancer http://www.aacr.org/Funding/Grant%20Assets/SU2C_IRG_2017_ProgramGuidelines.pdf | | | | | | | | |
| 7 | American Gastroenterological Association | | | | | | | | | |
| 8 | American Heart Association, Inc. | The American Heart Association Institute for Precision Cardiovascular Medicine Data Grant Portfolio: Innovative Development Grants https://professional.heart.org/idc/groups/ahamah-public/@wcm/@sop/@rsch/documents/downloadable/ucm_486665.pdf | | | | | | | | |
| 9 | American Heart Association-Founders Affiliate | Merit Award https://professional.heart.org/professional/ResearchPrograms/UCM_479715_Merit-Award-Invited-Aplicant-Instructions.jsp | | | | | | | | |
| 10 | American Hospital Association | | | | | | | | | |
| 11 | American Lung Association | Biomedical Research Grant http://www.lung.org/assets/documents/research/biomedical-research-grant.pdf | | | | | | | | |
| 12 | American Medical Society for Sports Medicine | http://foundationformr.org/scott-f-nadler-passor-musculoskeletal-research-grant-2016/ | | | | | | | | |
| 13 | American Parkinson's Disease Association | http://www.pdf.org/grant_funding_fellow | | | | | | | | |
| 14 | American Society of Nephrology | https://www.asn-online.org/grants/career/ | | | | | | | | |
| 15 | Aplastic Anemia & MDS International Foundation, Inc. | http://www.aamds.org/professionals/fund-your-research | | | | | | | | |
| 16 | Arthritis National Research Foundation | http://www.curearthritis.org/arthritis-grant-requirements/ | | | | | | | | |
| 17 | Association of American Medical Colleges (AAMC) | https://www.aamc.org/ | | | | | | | | |
| 18 | Ataxia Telangiectasia Children's Project (A-T Children's Project) | https://atcp.org/ResearchGrantProgram | | | | | | | | |
| 19 | Avon Products Foundation, Inc. | https://www.avonfoundation.org/wp-content/uploads/2016/05/Research-RFP-2017-1.pdf | | | | | | | | |
| 20 | Blue Cross Foundation | Guidelines not available online | | | | | | | | |

exempt from 15% IDC (fellowship) IDC floor 15%

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Sponsor Letter Template

[Sponsor Name]
[Address]

Dear [xxxx],

Date: [xx/xx/xxxx]

I am extremely grateful for the support that [insert sponsor name] provides to support research in [insert scientific area]. The contribution to research in this area is essential and I thank you for considering my specific application for funding.

I wanted to make you aware of a new requirement by my hospital, [Hospital] to cover a minimum level of research support costs. The hospital has mandated that all funding for research must cover at least 15% of the associated research support costs. The hospital believes this is a reasonable expectation as our cost of supporting the research lab space alone is 40% of a research project's total direct costs.

I ask that you please consider this new requirement when making awards and if possible, support at minimum a 15% indirect cost rate.

I appreciate your time and consideration. If you have questions, please do not hesitate to contact me [name] at [phone/email].

Sincerely,

[PI XXXXXXXXX]
[Title]
[Contact Info]

Have Questions?

- Contacts
 - Your Pre Award Grant Administrator
 - Dave Waldron, Pre Award Director – dwaldron@partners.org