



MCHRI K Award Financial Set-Up Process

1. Program Info – Why Its Needed

The Maternal Child Health Research Institute (MCHRI) intends to support early career investigators who pursue an NIH K-award. The MCHRI recognizes that this NIH award series provides substantial PI salary support but limited research funding. It is the purpose of the MCHRI award to bolster this shortfall in research support to expand the number of future academic leaders in maternal and child health.

The [Instructor K-awards Support Program](#) provides supplemental non-PI salary support for Instructors on individual K-awards by providing 1:1 matching funds from the Instructor's department. – (\$50,000* per year for up to 2 years**).

*MCHRI will match departmental commitments of up to \$25,000 per year, providing a total combined MCHRI/departmental support of up to \$50,000 per year for up to two years** as long as the recipient is an Instructor at Stanford.

Please note: MCHRI commitment constitute voluntary cost sharing agreement and require a cost share account (PTA) to be identified per Stanford University guidance. RMG will accept an existing department PTA as a placeholder, and then if K is awarded, the department can set up a cost-share PTA that replace the 'placeholder' PTA. One guarantee PTA is required for the setup but it will be funded from PTAs from both MCHRI and the awardee's department.

**Eligibility is limited to the first two years of funding on the K-award.

2. Cost Share Definition

From DoResearch: Cost sharing is defined as the portion of total allowable costs of a sponsored project paid for by Stanford, rather than the sponsor. There are four types of potential cost sharing agreements. The MCHRI Instructor K-award Support Program is classified as "Voluntary Committed Cost Sharing."

Committed Cost Sharing is when an award is received and there was either a mandatory or voluntary cost sharing commitment by Stanford in the proposal. The cost sharing activity becomes a binding commitment which the University must provide as part of the performance of the sponsored agreement. This commitment must be tracked in the accounting system as cost sharing.

From NIH Grants Policy Statement: Matching or cost-sharing is the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). This may include the value of allowable third party in-kind contributions, as well as expenditures by the recipient.

3. Needs

Funding Opportunity Announcements (FOA) do not require cost sharing.

Included in the application should be a statement of Institutional commitment to the candidate's research career development. Per feedback from specific NIH Study Sections, these statements have been deemed to be reviewed favorably and indicate a robust commitment from the applicant's institution.

Form of cost-share for MCHRI K-award support would be cash. Expenses would be charged to a cost-share PTA and tracked accordingly. Departmental Funds can come from: gift funds, designated/special account, endowment income or operating budgets (not allowed in School of Medicine).

Cash commitments should be secured in writing from relative PTA managers and owners.

Award Setup:

- Cost Share PTA attributes have the same project # as the sponsor award
- Have an award that begins w/ "WAXXX"



- Have task(s) in the “700” series

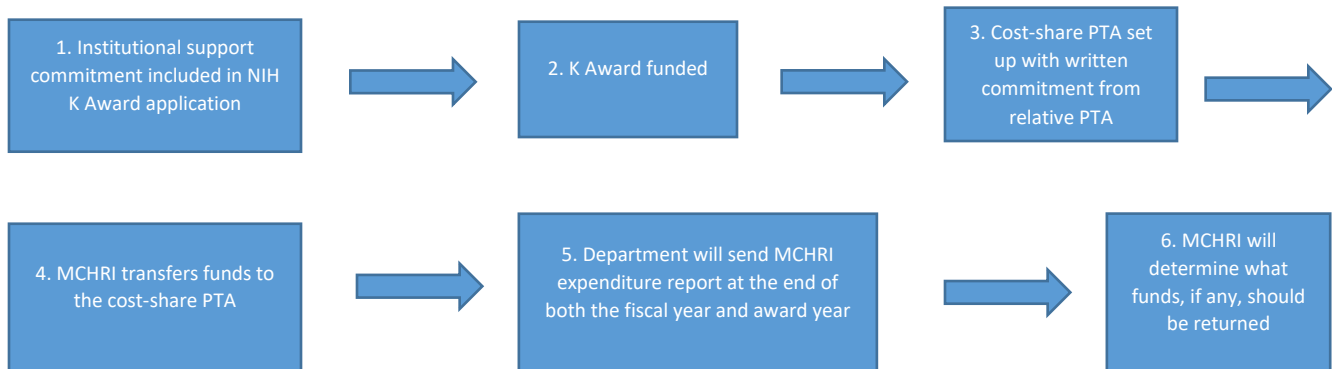
Funding:

- From gift, designated, endowments etc. (Awards **BXXXX-HXXXX**)
 - Fund journal
 - Actual funds to pay for expenditures
 - Encourage front funding so funds don't get spent and you can return funds at the end if needed
- From Department / School Operating Budget
 - Good faith
 - Defer to specific school finance unit

At the End of Stanford's Fiscal Year, both MCHRI and the awardee's department to review and make any adjustments even if the award hasn't ended.

4. Fund Transfer Timeline

MCHRI will fund committed cost sharing PTA. The department will send an expenditure report to MCHRI at the end of the fiscal year **and** at the end of the award period. The division or department shall not fund the cost sharing PTA until the expenditures have been finalized and agreed upon with MCHRI. The division or department will return funds if not all funds have not been used or if funds have been deemed to be utilized in a manner not consistent with the MCHRI Instructor K-award Support Program policies.



For questions please contact MCHRI Administration: mchri_admin@stanford.edu, 650-724-0279.