

**Genesis Health System  
GHS Administrative Policy**

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Subject: **RESEARCH PROMOTION FUND**    Effective Date: 7/1/10

Section: Administration

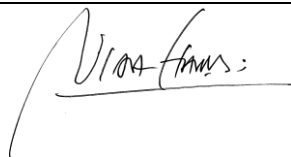
Reviewed/Revised: 1/6/2016

Responsibility: Chief Medical Officer

Review Cycle: Biennial

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Approved by:



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**I. POLICY:**

Genesis Health System (GHS) Research Promotion Fund (the "Fund") is established by Genesis Health System ("Genesis") to promote the breadth and depth of research accomplished in conjunction with the Genesis Research Program.

**II. APPLICABLE BUSINESS UNITS:**

√ All Genesis Health System entities:

- |   |   |
|---|---|
| <input type="checkbox"/> Genesis Medical Center Davenport             | <input type="checkbox"/> Genesis at Home Visiting Nurse Association/Continuing Care |
| <input type="checkbox"/> Genesis Medical Center Illini Campus         | <input type="checkbox"/> Genesis Convenient Care                                    |
| <input type="checkbox"/> Genesis Medical Center DeWitt                | <input type="checkbox"/> Crescent Laundry   |
| <input type="checkbox"/> Genesis Health Group                         | <input type="checkbox"/> Genesis Medical Equipment                                  |
| <input type="checkbox"/> Family Medical Center                        | <input type="checkbox"/> Genesis FirstMed Pharmacy                                  |
| <input type="checkbox"/> Genesis Behavioral Resources                 | <input type="checkbox"/> Illini Nursing Home  |
| <input type="checkbox"/> Genesis Occupational Health                  | <input type="checkbox"/> Genesis Health Services Foundation                         |
| <input type="checkbox"/> Illini Hospital Foundation                   | <input type="checkbox"/> Illini Healthcare, Inc.                                    |
| <input type="checkbox"/> Genesis Workers Compensation Insurance Trust |   |
| <input type="checkbox"/> Genesis Illinois Properties                  |   |

**III. APPLICABLE ORGANIZATIONAL ROLES:**

All Genesis Health System entities.

**IV. PURPOSE:**

The purpose of this policy is to outline the activities and items for which the Research Promotion Fund can be used by both physician and non-physician investigators, and to describe the process for requesting funding from the Research Promotion Fund.

**V. DEFINITIONS:**

N/A.

**VI. GENERAL CONSIDERATIONS:**

- A. Research funds may be used for a number of purposes, as long as such purposes are related to research and are of the type typically paid for by the applicable Genesis Research Program. Research funds should not be utilized for expenses which are not typically paid for by the Genesis Research Program.
- B. All funds approved by the Research Promotion Fund Committee must be in compliance with Genesis Health System Financial Control Policy.
- C. Requests will be considered in the order they are received and are dependent on the availability of funds. The Research Promotion Fund will be funded with \$100,000 annually.
- D. A quarterly report of disbursements will be provided to the Genesis Health System Executive overseeing Research and Chief Executive Officer ("CEO") for review.
- E. Funds from the Research Promotion Fund may not be used to support uncompensated patient care (including unpaid coinsurance amounts, denied claims or contractual allowances) associated with clinical research. The use of funds from the Research Promotion Fund will be audited by the Genesis Health System Research and Grants Administration Office for compliance with this requirement.
- F. All disbursement requests must be made in advance. Retroactive requests for payment may not be considered.

**VII. PRACTICE/PROCEDURE:**

**A. PERMISSABLE USE OF RESEARCH PROMOTION FUNDS:**

- 1. Funds from the Research Promotion Fund can be requested for the following research purposes:
  - a. Costs associated with Unfunded Research
    - i. The Fund may be used to fund unfunded research such as investigator-initiated studies. The costs of unfunded research cannot exceed \$10,000.00 per study, per investigator, per

year. Approval of the request is dependent on the availability of funds. No funds will be released for internal research until the IRB and the appropriate Administrator has approved the study. This request can include, but is not limited to, the following costs: start-up expenses relative to a new study, personnel (when normal job duties do not include research activities), data analysis, supplies, hardware/software and equipment.

b. Costs associated with Research Presentations

- i. Expenses, not to exceed \$5,000, for principal investigator, clinical research coordinators, research students and/or research team members to travel to meetings within or outside the United States to present information for research or evidence-based practice projects conducted in the past or currently ongoing in partnership with Genesis.
- ii. Preparation of posters, slides or other materials related to unfunded research or evidence-based practice projects conducted in partnership with Genesis.
- iii. Conference registration expenses for presenting at a conference

c. Costs associated with student researchers

- i. Stipend (\$2,000 per student) for student researchers for the purpose of conducting internal studies; unless funding for students is already achievable through another mechanism, unpaid internship, educational grant or paid by the student's school.

d. Costs associated with the continuing education of the research coordinators and/or staff members

- i. The Fund can be used to support travel for clinical research coordinators or staff members to attend continuing education programs. The Fund can be used for one continuing education program per coordinator/staff member, per year in order to advance the knowledge of clinical research.

e. Costs associated with research conferences or meetings

- i. The Fund can be used to support conferences or meetings that are focused on disseminating research findings. These expenses are not to exceed \$5,000 per conference/meeting.

- f. Costs associated with journal subscriptions and professional society memberships for researchers. These expenses are not to exceed \$2,000.00 per year, per investigator.
  - g. Costs associated with editing services offered by professional journals and publications required prior to publication.
2. When assessing whether to approve a Fund Disbursement Request the Committee shall review the proposed research application and shall consider whether the proposed Investigator-Sponsored Research Study is a bona fide research study, whether the Principal Investigator has sought outside sources of funding, whether the research or request promotes the goals of the Genesis Research Program and is in Genesis' best interests, and whether there is sufficient money in the Research Promotion Fund to fund the request.

## **B. NON-PERMISSIBLE USES OF RESEARCH PROGRAM FUNDS**

1. Non-permissible uses of Research Program Funds include all personal expenses for the principal investigator ("PI") and other individuals which include but are not limited to, spousal expenses, home expenses, non-research related business travel, gifts/gift certificates, personal loans, alcoholic beverages, personal phone expenses, and individual malpractice costs. Malpractice insurance is not an appropriate use of research funds.

## **C. REQUESTING FUNDS FROM THE RESEARCH PROMOTION FUND**

1. Any researcher conducting Genesis research may submit a request for funds to the Research Promotion Fund Committee (the "Committee") by submitting an application online at [www.genesishealth.com/research](http://www.genesishealth.com/research). Such requests must explain the research-related nature of the proposed request, and provide an estimate of expenses to which the funds will be applied. If approved, funds will be dispersed following receipt of documentation of actual expenses, unless other arrangements are made with the Research Department.
2. All requests will be considered by the Research Promotion Fund Committee in a timely manner. Committee members shall include the Genesis Health System Executive overseeing research, the Senior Research Support Liaison and the CEO, Genesis Health System (as needed). All disbursements are subject to the prior, written approval of the Research Promotion Fund Committee Chair. All expenses must comply with Genesis' Executive Travel and Entertainment Expense Reimbursement Policy.
3. After a disbursement request has been approved by the Committee, the Research Department will disperse the approved amount to the

appropriate party once appropriate documentation of expenses are submitted.

**VIII. REFERENCES:**  
N/A.

**IX. SUPERCEDES:**

**X. CROSS REFERENCE:**  
N/A.

**XI. ENDORSEMENTS:**  
**Genesis Health System IRB**  
**Quality and Safety Committee of the GHS Board**  
**Genesis Health System Board of Directors**