

 <b>Research &amp; Sponsored Programs</b> UNIVERSITY OF DENVER	<b>Office of Research and Sponsored Programs Policy Manual</b>  <b>Postdoctoral Fellow Matching</b>
	Policy Number: ORSP-30
<b>Recommended By:</b> Director of Sponsored Programs Administration <b>Approved By:</b> Senior Vice Provost for Research and Graduate Education	Effective Date: 07/01/2023

## 1. PURPOSE

The Vice Provost for Research (Vice Provost) invites applications for matching funds that will stimulate and enhance University research and creative activity through partial support of Postdoctoral Fellows assigned to externally funded projects. Funding is expected to help drive enhanced project outcomes and increase the number of Postdoctoral Fellows at the University.

## 2. DEFINITIONS

- 2.1. Facilities & Administrative (F&A) Costs are those costs incurred for a common or joint objective and, therefore, cannot be identified readily and specifically within a given Sponsored Program or instructional activity. F&A Costs are sometimes called "indirect" costs (IDC) or "overhead." F&A costs appear as a separate budget category and show the base and percentage used to determine the amount.
- 2.2. Faculty is a person appointed to employment by the University to fulfill teaching and/or scholarly activities. Appointment is classified in the [Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure](#).
- 2.3. F&A Rate is negotiated with the University's cognizant agency, the Office of Naval Research (ONR) to cover the F&A Costs.
- 2.4. Postdoctoral Fellows are individuals that are employed for a set period of time by the University to engage in research or scholarly activities in a specific discipline. They are supervised by Faculty.
- 2.5. Principal Investigator is a University employee that leads a given program or project and is responsible for the proper conduct of research or other activity described in the proposal, grant, or instrument of agreement for the specific program or project.
- 2.6. Sponsored Programs are programs or projects that are funded by an external entity through a written agreement (grant, agreement, or other instrument) with the University. Sponsored Programs include specific research, training, or service programs and projects.

## 3. POLICY

- 3.1. The University will fund twenty five percent (25%) of a Postdoctoral Fellow's salary for the duration of a Sponsored Program's award period.

- 3.2. To be eligible for funding the Postdoctoral Fellow position must already be budgeted for in a Sponsored Program application and the Sponsored Program application is currently pending or is planned, including renewal applications.
- 3.3. Sponsored Program applications for no cost extension periods are not eligible.
- 3.4. The Sponsored Program application must be at the University's full Research F&A rate.
- 3.5. Funding is only valid if the Sponsored Program application is accepted, and a grant is awarded to the University.
- 3.6. No more than one Postdoctoral Fellow is permitted per Sponsored Program.

#### **4. PROCESS**

- 4.1. Tenured track and research Faculty that lead Sponsored Programs as a Principal Investigator are eligible for Postdoctoral Fellow matching funding.
- 4.2. Application may be made once per Sponsored Program application or renewal.
- 4.3. Eligible Faculty must submit an application to the Vice Provost, no fewer than thirty (30) days prior to the Sponsored Program application deadline, that includes the following:
  - 4.3.1. Cover page with name of the Principal Investigator, department and contact information.
  - 4.3.2. List of any collaborators, including Co-Principal Investigators that includes institutional affiliations.
  - 4.3.3. The complete Sponsored Program proposal, including:
    - 4.3.3.1. Agency
    - 4.3.3.2. Program
    - 4.3.3.3. Project title
    - 4.3.3.4. Award amount or requested amount
    - 4.3.3.5. Award period
    - 4.3.3.6. Submission date
    - 4.3.3.7. Indication if the Sponsored Program application has been submitted or is planned for submission.
  - 4.3.4. Project description including:
    - 4.3.4.1. Goals
    - 4.3.4.2. Specific outcomes
  - 4.3.5. Description of the specific role the Postdoctoral Fellow will play in achieving the goals of the project.
  - 4.3.6. Description of the Principal Investigators prior experience in mentoring Post Doctoral Fellows.
  - 4.3.7. Budget information to include:
    - 4.3.7.1. Proposed Postdoctoral Fellow salary costs.
    - 4.3.7.2. Proposed use of University matching funds.
- 4.4. Applications will be evaluated using the following criteria:
  - 4.4.1. Anticipated outcomes of the Sponsored Program.
  - 4.4.2. Impact of the Postdoctoral Fellow in Sponsored Program completion.
  - 4.4.3. Impact of matching funds on completion of the Sponsored Program.
  - 4.4.4. Principal Investigators history of success in obtaining and managing Sponsored Program funds.

- 4.4.5. Anticipated opportunities for continued future work on the Sponsored Program.
  - 4.4.6. History of Principal Investigator success in delivering Sponsored Program outcomes.
  - 4.4.7. History of Principal Investigator success in mentoring Postdoctoral Fellows.
- 4.5. All Postdoctoral Fellow matching applications will be submitted using the university's research management software (InfoEd). The Office of Research and Sponsored Programs will provide guidance and technical assistance to Principal Investigators to submit Postdoctoral Fellow matching applications using InfoEd.