

Funding CHPS Resources Policy

POLICY

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**Policy
Statement**

It is the policy of the Center for Human Phenomic Science (CHPS) to charge for services provided by the CHPS for the purpose of supporting the program and expanding the services available to investigators.

This policy is subject to change depending upon changes in the National Institutes of Health (NIH) budget to the Clinical and Translational Science Award (CTSA) program and other economic factors.

Purpose

The purpose of this policy is to provide the guidelines and standard procedures for implementing and maintaining the CHPS system for charging investigators for services.

Scope

This policy applies to all research activities that utilize CHPS services at Children's Hospital of Philadelphia's Research Institute.

Funding CHPS Resources Policy**POLICY****Investigator
Responsibility**

- Investigators are responsible for securing the funds to cover the cost of services provided by CHPS.
 - Investigators should contact the CHPS Administrative Director at the time of external grant submissions to receive guidance in budgeting for charges for CHPS services.
 - Investigators are required to budget a 3% annual increase to CHPS prices for grant applications.
 - Investigators are responsible for following CHPS-established protocols for registering, scheduling, and tracking patients, both for obtaining CHPS services and for billing for those services.
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**CHPS
Responsibility**

- The CHPS Resource Committee and Core Directors will review and approve each service request to ensure that the volume of services requested is feasible.
 - The CHPS is responsible for informing investigators about the CHPS Resources Committee review and comments.
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**Career
Development
Awards**

NIH K and Equivalent Career Development Awards - CHPS may waive charges for services for peer-reviewed K and other equivalent mentored career development awards for junior faculty. CHPS support for these studies will be for the duration of the award only. However, Principal Investigators may be charged fees for supplies. Waived fees may be limited for studies utilizing many CHPS services, if the magnitude of the request jeopardizes the availability of resources for other projects. For junior faculty on institutional K slots and post-doctoral fellows on institutional T32 slots or equivalent mentored-training awards, CHPS may waive charges for nursing, biostatistics, and informatics core services. For additional core requests, provide mentor's Other Support, including overlap with the trainee's project.

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NIH Supported Research

- CHPS is able to offer discounted prices for services to federal and foundation supported research due to the NIH CTSA.
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Industry Funded Research

Industry-funded studies pay full CHPS charges and are not subsidized by the Research Institute. An exception to this policy is investigator-initiated, industry-supported research.

Other Charging Guidelines & Procedures

- **Waive/Reduced Charge Requests** – Studies requesting that the CHPS waive fees may be required to have some or all services performed at the 3550 Market Street site rather than Main Campus whenever possible, as expenses of the CHPS are considerably lower at this location.
 - **CHPS Resources Prioritized** – If CHPS resources are inadequate to support all the services requested for CHPS-approved studies, NIH funded research will be prioritized for the use of CHPS resources.
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Implementation Process

The table below describes the process (roles and responsibilities) for implementing the system to charge for CHPS services.

Process Stage	Role	Responsibility
1	Investigator	Secures the adequate funding and provides the required documentation when requesting CHPS services; for details, see sections above.
2	Resource Committee & Core Directors	Reviews and approves new proposals and service requests for feasibility, as well as scientific justification that services requested will support the expected outcomes of the study.
3	CHPS Designated Staff	Informs investigator about the Resources Committee decision and ensures proper billing information.

Related Policies & Procedures

- CTFM Policy – [Clinical Research Budget Plan](#)

Who Should Be Knowledgeable About This Policy

Those who are responsible for following the guidelines/performing the procedures that implement this policy, those who have the oversight and/or supervisory responsibility for these guidelines/procedures, and those who have the responsibility to authorize this policy and its related processes/ procedures should be knowledgeable about this policy. Refer also to Implementation Process above.

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Policy Maintenance Responsibility

- Policy Owner – Center for Human Phenomic Science (CHPS)
- Policy Contact – CHPS Administrative Director

Policy Authorization

Approval Indicator: Approved by Lorraine Katz on 08/31/20
CHPS Program Director

Version/Revision History

Reassessment of this policy will occur once every 24 months; interim revisions will be incorporated as needed. The table below documents the version/revision history for this policy. A cumulative history of this document is maintained for ten years.

Approval Date	Version	Version/Revision Summary
08/13/10	V1.0	Initial documentation/publication.
2011 -2014	V2.0	Reassessments and revisions.
09/18/14	V3.0	Re-assessment and republication.
11/18/15	n/a	Original Investigator Charge Back Policy retired.
08/30/17	V4.0	Re-instatement, re-assessment and republication.
09/01/18	V5.0	Re-assessment and republication. Updates to <i>Career Development Awards</i> section.
08/31/20	V6.0	Re-assessment and republication.