University of Minnesota
Center for Magnetic Resonance Research
Standard Operating Procedure
Commitment Pool Usage

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Approval Date:
Implementation Date:
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SOP Approval Signatures	Date
Author/Owner:	
Regulatory Compliance Coordinator:	
Center Director:	

1. Purpose

The purpose of this procedure is to define and provide guidance to users and administrators as it pertains to applications for and adherence to commitment pool funding sponsored by the Center for Magnetic Resonance Research.

2. Scope

The procedure will apply to PARS applications requesting to utilize Commitment Pool funding. This includes initial applications and subsequent renewal applications. The overall goal of Commitment Pool funding is to support unfunded research (pilot data) / supplemental funding for Sponsored Awards; in the overall goal to lead to externally funded research projects based upon the support of the Commitment Pool.

3. Definitions

Commitment Pool – Internal funding mechanism provided by CMRR to fund projects that utilize CMRR resources that do not have their own funding. This can include but is not limited to: Magnet time and MRI/Animal Technician time.

PARS – Project Application Request System. This application is the gateway to utilizing equipment, personnel and infrastructure of the Center for Magnetic Resonance Research (CMRR) and Center for Clinical Imaging Research (CCIR) facility. Portal is used to submit application to request to use CMRR resources

Project Number – Internal identification number that is used to schedule approved PARS. This number is located on the calendaring system, is available for approved users to schedule, and is the basis for billing monthly charges for both magnet and technician time.

Calendar – CMRR internal calendar that is used to request and schedule resources and technicians. All billing is generated from scheduled slots within this calendar.

4. Responsibility

Researcher(s) and User(s) on approved Projects – Responsible for scheduling Resources and reviewing charges on a monthly basis to ensure accuracy.

Administrators – Information Technology (IT), Operations, and Accounting team. IT is responsible for functionality of and maintenance of PARS and Calendar. Operations and Accounting are responsible for coordinating review of submitted PARS, providing end user support as it relates to calendar/billing functionality as well as generating monthly charges to Projects that use Resources.

5. Procedure

5.1 PARS Application and Registration

5.1.1 Users initiate an application within the CMRR PARS system.

5.1.2 Users submit a PARS application requesting magnet resources, indicating in section 10.1 that they need commitment pool funding to help support their research.

    5.1.2.1 Indicating that commitment pool funding is being requested will subsequently trigger the CMRR/CCIR Leadership Committee to review the request approve/deny based upon scientific merits and funding availability.

5.1.3 After an application is submitted, CMRR/CCIR Leadership (and other committees as appropriate) review PARS applications.

5.2 Approved Projects

5.2.1 If a project is reviewed, the PARS is assigned a unique Project Number that can then be used for scheduling purposes on the Internal CMRR calendar. This is set up based upon the application that was submitted, which asks specifically for members of the research team (that can schedule), as well as what resources (magnets) that can be used for scheduling. This unique project number is then given a separate EFS (Accounting/Peoplesoft) account string which is then funded by Commitment Pool funding based upon the decision by the Leadership Committee.

5.2.2 Users are then able to schedule the resources on the web-based CMRR calendar, with the newly set-up Commitment Pool funding source being charged on a monthly basis.

    5.2.2.1 Users can still request MRI or Animal technologists for their scans via the calendar, and they will be charged to the Commitment Pool account string.

5.3 Timelines, Deadlines, and Renewals for Commitment Pool Funding

5.3.1 Commitment Pool funding runs from June 1st of each year until May 31st of the following year. For instance, the fiscal year 17, (FY17) commitment pool funding period runs from June 1, 2016 – May 31, 2017. Funding must be used during this designated time period, and any unused funding reverts back to CMRR after May 31st.

5.3.1.1 There are no GRACE PERIOD dates for Commitment Pool funding. All funding must be used and scheduled prior to May 31 of any given year.

5.3.1.2 If users have a commitment pool funded project, and the project ends on May 31, and work is to be continued, a renewal request should be completed. This is initiated through an automated email to the PI of the commitment pool project during the month of April of each year; or can also be located in the PARS application system. Renewals must be completed prior to scheduling in the next funding period.

5.3.1.2.1 Example: Project funded through 5/31/17, user wants to schedule in June 2017 – User must submit a renewal (available 4/1 of each year) or an entirely new PARS application seeking commitment pool funding in order to schedule. A new project should only be completed when the scope has changed enough to warrant a new project.

5.3.2 Leadership Committee reviews all commitment pool requests during regularly scheduled weekly meetings; and will provide feedback based upon outcomes of revisions or levels of funding that are awarded.

5.3.3 It is important to note that the Commitment Pool funding is awarded on a rolling basis. A fixed amount of annual funding is awarded.

5.3.3.1 Researchers and PI's from Departments outside of CMRR may be asked to provide matching Departmental Funds alongside their request for CMRR Commitment Pool funding. This currently is in place for faculty outside of CMRR and the Department of Radiology.

5.4 Financial Reporting

5.4.1 The PI for each commitment pool funded project is sent monthly reports based upon the usage and billing of their project. It is up to the individual PI to ensure that they do not overspend their commitment. The PI may be accountable to cover any overages that exceed their commitment pool allocation.

5.5 Renewal Reporting

5.5.1 Commitment Pool funded projects are eligible for a renewal if the scope of work is the same as the previously funded award, and the work needs to continue into the next Commitment Pool period (June 1 – May 31). In order to process a renewal request, the PI must submit the required PARS Renewal Report located in the PARS application system. This report is required to show how the funding was used in the past year, and how additional funding will support the research.

6. References
   Please reference CMRR/CCIR Website for updated rates regarding resources available.
   Resources available: https://www.cmrr.umn.edu/resources/
   Rates for Resources: https://www.cmrr.umn.edu/resources/rates.php

7. Forms and Templates
   Not applicable

8. Appendices / Tables
   Not applicable

9. Revision History

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