



## Laboratory Medicine Discipline Fund Internal Guidelines for Research Funding Award

<b>Office of Accountability:</b>	Discipline of Laboratory Medicine
<b>Office of Administrative Responsibility:</b>	Discipline of Laboratory Medicine
<b>Approver:</b>	Chair, Discipline of Laboratory Medicine
<b>Approval Date:</b>	March 10 <sup>th</sup> , 2025
<b>Review Date:</b>	March 31 <sup>st</sup> , 2026

### Overview

Discipline funds play an important role in augmenting expenditures that support the research activities of faculty and residents. Participation in research activities is a pivotal component of resident training and faculty development.

### Purpose

The purpose of this document is to provide guidelines for the appropriate and equitable use of Discipline Funds to support operating costs associated with research.

### Scope

Full-time faculty, part-time faculty, adjunct professors, joint faculty, and residents of the Discipline of Laboratory Medicine.

### Policy

- 1.0 Full time faculty, part time faculty, and residents of the Discipline of Laboratory Medicine are eligible.
  - 1.1 If the applicant (principal investigator) is a Diagnostic and Molecular Pathology resident there must be at least one faculty supervisor.
  - 1.2 In order for an Adjunct Professor to apply to this fund, there must be a Co- Principal Investigator who is a Discipline of Laboratory Medicine Faculty member (Full or Part-Time) on site in St John’s.
  - 1.3 In order for a Joint faculty member to apply to this fund, the Discipline of Laboratory Medicine must be their primary unit, and there must be a Co-Principal Investigator who is a Discipline of Laboratory Medicine Faculty member (Full or Part-Time) on site in St. John’s.

- 2.0 Funding is to be used for operating costs; such as costs associated with cutting tissue blocks, pulling and scanning of slides. It is not for salary, meeting/conference registration, or travel
- 3.0 If funding is awarded the applicant (principal investigator) must present the research findings at the Annual Discipline of Laboratory Medicine Research Day.
- 4.0 Funding may not be awarded each year. This is at the discretion of the Chair. The year is defined as the fiscal year, but requests need to be submitted by August 31<sup>st</sup> of each year, approximately 1 month in advance of the discipline's annual budget meeting.
- 5.0 It is encouraged that applicants seek other funding opportunities prior to applying for this internal funding.
- 6.0 Normally, funding is to be used for one project/project/principal investigator applicant for the lifetime of the project.

## **Procedure**

- 1.0 Applicant submits application to the Chair and/or Chair's Secretary after receiving approval from RPAC (Eastern Health) and RHEB
  - 1.1. Requests must be received by August 31<sup>st</sup> of each year.
  - 1.2. Applicants must submit a 1–2-page summary of their research proposal and budget including specific funding requirements, such as how the money will be utilized and a timeline for your project.
- 2.0 Once an applicant is chosen for funding, the Chair will notify the applicant of their success.
  - 2.1 The successful applicant will then upload their research project submission (including approval of funding from Laboratory Medicine) into the research portal (as they would for any research project).
  - 2.2 Faculty of Medicine RGS office can assist with the portal application process if needed.

## **Non-Compliance**

- 1.0 Preapproval is required. If preapproval does not occur and a request is declined, the applicant is responsible for costs incurred.

## **Related Links**

- 1.0 Discipline Funds and Operating Budget Expenses Guidelines: <https://www.mun.ca/medicine/about-us/policies-and-procedures/guidelines/>