

Department of Biostatistics & Medical Informatics (BMI)

Faculty and Staff Effort and Funding on Sponsored Projects

Rationale and Context

SMPH policy (<https://www.medicine.wisc.edu/research/researchpolicies>) is that faculty and staff effort on sponsored projects must have salary recovered for that project at the same level as effort expended. Exceptions are given therein. Effort that BMI faculty and staff expend on sponsored projects in excess of the funded level is paid for from some other source. This is usually not appropriate.

For purposes of this document, “sponsored projects” includes externally (to UW)-funded projects plus projects with effort funded by UW or SMPH units other than the BMI Department. Examples of such “internally (to UW)-sponsored” projects include collaborative arrangements with clinical departments for biostatistical support, as well as institutional sources of funding for participation in centers and institutes.

It is the responsibility of each BMI faculty and staff member to balance his/her time to reflect relative levels of effort among his/her portfolio of sponsored projects. This responsibility is realized through effort certification.

In the following, “faculty” includes tenure track faculty, Scientists, and clinical (CHS) faculty. “Staff” most often refers to individuals working in the Researcher title series. “Collaborative” refers to projects and activities that are lead from outside of the BMI Department.

Policy

Effort level:

- Biostatistics and biomedical informatics effort on sponsored projects is *estimated*, not *negotiated*. As the researchers conducting the biostatistics or bioinformatics components of a project, BMI faculty and staff are in the best position to make an accurate estimate of the effort required. In particular, it is not appropriate for the PI on a collaborative project to do this estimation.
- The BMI Department Chair must approve collaborative proposals that list faculty at less than 8% funded effort or staff at less than 10% funded effort per year averaged over the duration of the grant.
- Collaborative proposals that include BMI staff but do not list a faculty member must be reviewed by the supervisor of the staff member (or their alternate faculty contact) well before submission. The supervisor, in conjunction with the staff member, will determine whether the work is appropriate for the staff member, whether a faculty member should also appear on the sponsored project, and what the appropriate level(s) of effort should be.

Additional policies

- Grants must cover the appropriate computing fee for faculty and staff. See the computing fee document for details.
- Faculty with effort on collaborative proposals should be listed in the proposals as co-Investigators, as appropriate. All biostatistics faculty and staff must be listed on the front page of the WISPER record in order to facilitate tracking.

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