

Janelia Policies

Grants, Fellowships, and Awards

Purpose

To define Janelia's policy on applying for and accepting grants, fellowships, and other awards.

Scope

This policy applies to all researchers at Janelia.

Researchers who are visiting Janelia and who have an affiliation with another research institution may have grant funding through their other institution, outside of the restrictions of this policy. However, under this policy, researchers with grant funding through another institution (1) must not use their grant funding to support the work of Janelia researchers, and (2) should be aware that Janelia takes on no obligations with respect to any of their grant funding (including, for example, compliance with any restrictions on the use of grant funds, any certification requirements, or any reporting obligations).

Definitions

"Grants" are funds for which a researcher applies, that are provided to support specific research and that require regular reporting to the funding organization. Grants also include funds for which Janelia applies institutionally.

"Fellowships" are funds for which a researcher applies and that support the individual researcher's professional development. A fellowship typically includes a stipend for the individual personally, may also include institutional funds for research, and ordinarily requires regular reporting to the fellowship organization.

"Awards" are funds that are honorific in nature and for which the researcher did not apply. An example of an Award paid personally to a researcher is the MacArthur Fellowship; an example of an Award paid to an institution is the Max Planck Research Prize.

Policy

Grants

Funding from Other Non-Profits: Janelia researchers may not apply for or accept Grants from other non-profit organizations, and Janelia will generally not apply for or accept such Grants institutionally.

Although Janelia is unlikely to make an exception to policy to allow an individual researcher to apply for and accept funding from another non-profit, Janelia may make such an exception for an institutional Grant. Specifically, the Executive Director of Janelia, in consultation with the Chief Administrative Officer of Janelia and the General Counsel of HHMI, may, in unusual circumstances, decide that Janelia should apply for a Grant from another non-profit organization if:

- The Grant funding is for a large collaborative project involving multiple laboratories or groups at Janelia, or for establishment of a shared resources or similar core-type facility;
- The project or facility to be funded by the Grant would meet, or help to meet, an important Janelia strategic goal;
- The Grant funding is significant in amount (at least \$500,000); and
- The potential benefit of receiving the Grant outweighs the expected administrative and other costs.

Government Funding: Janelia researchers may not apply for or accept government Grants, nor will Janelia institutionally apply for or accept such Grants. Note that any funding from a component of the National Institutes of Health or other federal government agency is, by definition, considered a Grant.

Because HHMI does not accept any form of federal financial assistance, no exceptions will be made to allow receipt of federal funding at Janelia. Similarly, because of the obligations that accompany any government funding, it is unlikely that a request for an exception to allow receipt of state or local government funding at Janelia through a Grant would be considered.

To avoid creating any appearance that Janelia or HHMI is applying for government funding, Janelia researchers may not be named as Co-Investigators, Collaborators, or Consultants on a Grant application submitted to a government agency by another institution, even on an unfunded basis. However, a Janelia laboratory head may provide a letter to a collaborator who is applying for a Grant, indicating that if the Grant is funded the laboratory head will collaborate or consult on the work from Janelia on an unfunded basis; the collaborator may include the letter with the Grant application if he or she wishes. Other Janelia researchers may provide similar letters if their laboratory head approves (i.e. is willing to support the lab member's commitment to collaborate or consult on the project in the future if the Grant is funded). Sample language for a letter can be found here.

<http://wiki.int.janelia.org/wiki/display/intranet/Research+Funding>

HHMI does not have an institutional account with eRA Commons, the online interface used by the NIH and other government agencies, and no such institutional account is to be established by Janelia staff.

Company Funding: HHMI policy is not to accept Grants from companies. The mechanism for Janelia researchers to work with company scientists is through unfunded collaborations.

Exception for Researchers Transitioning to Another Institution

Subject to the approval of the Executive Director of Janelia, a Janelia researcher whose stay at Janelia is ending may apply for a Grant while at Janelia if the application for the Grant is submitted by another institution and the activation date of the Grant is after the end of the researcher's employment or visit at Janelia.

Fellowships

General Rule: HHMI does not accept Fellowship funds on behalf of its researchers. If a Janelia researcher successfully applies for a Fellowship, the researcher will be able to accept it in the circumstances discussed below. If a specific Fellowship is not addressed under this policy, the researcher should consult with the Janelia Chief Administrative Officer for guidance on whether it can be accepted. Consistent with HHMI's policy against accepting federal financial assistance, Fellowships from government agencies, including the NSF and NIH, may not be accepted.

Burroughs Wellcome Fund CASI Program: Postdoctoral researchers at Janelia are encouraged to apply to the Burroughs Wellcome Fund (BWF) for support under BWF's Career Awards at the Scientific Interface (CASI) program, if they meet the CASI eligibility criteria (including completion of at least 12 months but not more than 48 months of postdoctoral research). CASI grants provide funding over five years to support up to two years of advanced postdoctoral training and the first three years of a faculty appointment. By agreement between HHMI and BWF, if applicants from Janelia are selected for the CASI program, HHMI will provide support at Janelia during the postdoctoral period and BWF support will commence when the applicant moves on to a faculty position at an eligible institution. Please refer to the BWF website for more information about the CASI program, including detailed eligibility requirements. Successful Janelia applicants for the CASI program should inform the Janelia Scientific Program Director and the Janelia Chief Administrative Officer of their selection.

Postdoctoral Fellowships from Damon Runyon Cancer Research Foundation; Helen Hay Whitney Foundation; Jane Coffin Childs Memorial Fund; and Life Sciences Research Foundation: Postdoctoral researchers at Janelia are encouraged to apply for any of these fellowships. By agreement between HHMI and each of these organizations, if applicants from Janelia are selected for these fellowships, the successful applicant will be treated as a fellowship recipient in all respects except that HHMI rather than the fellowship organization will provide support for the successful applicant while he or she continues with research at Janelia during the fellowship term. Please refer to the relevant fellowship organization website for more information, including eligibility requirements. Successful Janelia applicants for one of these fellowships should inform the Janelia Scientific Program Director and the Janelia Chief Administrative Officer of their selection.

Fellowships that Include only Personal Funds: HHMI policy generally does not permit salary supplementation. However, Janelia lab staff who are not lab heads may, with the approval of their lab head and the Janelia Chief Administrative Officer, accept Fellowships that include only personal funds and that impose no institutional administrative or other obligations. Successful Janelia applicants for one of these rare types of Fellowship should inform the Janelia Scientific Program Director and the Janelia Chief Administrative Officer of their selection. If the Chief Administrative Officer determines that acceptance of the Fellowship is inconsistent with continued employment by HHMI, it may be possible for the recipient to continue affiliation with Janelia through the Visitors Program.

Awards

If an Award provides research funding for a researcher employed at HHMI, Janelia will accept the Award funds on behalf of the researcher if the Executive Director of Janelia, in consultation with the Chief Administrative Officer of Janelia, determines that:

- The terms of the Award do not restrict the researcher's freedom to use the funds for different projects or areas of scientific interest;
- The administrative costs associated with complying with the terms of the Award are minimal; and
- The administration of and compliance with the terms of the Award is easily managed by existing staff.

If an Award provides personal funds for a researcher employed at Janelia, imposes no administrative obligations on Janelia, and does not otherwise affect the researcher's work for Janelia, the researcher may accept the Award.

Interpretation of Policy

Interpretation of this Policy, as needed, shall be made jointly by the Executive Director of Janelia, the Chief Administrative Officer of Janelia, and the General Counsel of HHMI. All decisions of this group shall

be binding as to a researcher's ability to accept or apply for a Grant or Fellowship or to accept an Award while at Janelia.

Date Issued: 8/25/2006
Date(s) Revised: 1/17/2013
4/18/2016

Version 2.0
Issued by: Office of the Janelia Executive Director
Approved by: Office of the Janelia Executive Director
JRC-102