

# DARTMOUTH MEDICAL SCHOOL

## **COST-SHARING APPROVALS FOR DMS FACULTY: 12-month appointment**

As described in the core text, cost-sharing may include:

- All faculty/employees compensation covering ANY committed effort that is not being charged to the project.
- any F&A rate deviation

All cost-sharing requests should be approved by Kathy Byington, CFO, or her designee, in the DMS Fiscal Office in advance, with the exception of the basic science departments' rule below.

Before circulating the routing form, please complete the cost-sharing section, as follows:

- salary amount
- fringe benefits amount
- other cost-shared items amount
- account number(s) covering the above costs
- F&A costs calculated from the above base amount

Please send a copy of the routing form and budget pages to the DMS Fiscal Office after all signatures have been collected.

### **EXCEPTION: The following basic science departments support 50% of tenured or tenure-track faculty salary:**

Biochemistry  
Genetics  
Microbiology  
Physiology

When committing a portion of the 50% effort compensated by their department without charging the project, faculty from the above departments should receive approval from their respective department chair. While the proposal does not need to be routed through the DMS fiscal office (unless other costs are involved), the cost-sharing section should be completed on the routing form, and approved by the department chair on the appropriate line, as follows:

- salary amount
- fringe benefits amount
- account number(s) covering the above costs
- F&A costs calculated from the above base amount

If cost-sharing for clinical personnel is mentioned in the project, it should be approved by the Clinic appropriate individual.

Also remember that a multidisciplinary proposal involving other departments across campus may require another school approval. Make sure you have enough time to obtain all necessary signatures.

**HUMAN SUBJECTS: Cancer Research**

Any research proposal involving cancer and human subjects must be reviewed by the Clinical Cancer Review Committee (CCRC) at Norris Cotton Cancer Center (NCCC). The CCRC must approve the research proposal before an application is submitted to CPHS. Please note that advanced planning is essential since the CCRC meets only once per month, the second Thursday. Application deadlines are two weeks before the meeting date. Please contact the NCCC Clinical Research Office (tel. 650-8644) for application materials and instructions.