Including BMI Employees in a Research Project

The mission of the Department of Biostatistics and Medical Informatics (BMI) is advancing data science to accelerate biomedical research and improve human health. This contemporary synthesis of statistical and computational sciences is widely applicable to research projects in SMPH, and includes many aspects of study design, implementation, and data analysis. Our faculty and staff bring data science expertise to the school and are committed to advancing collaborative, interdisciplinary research projects.

BMI has a team of research administrators who are responsible for providing cradle-to-grave research administration for all projects that touch the department, both internal to BMI and those managed by other SMPH or campus units. They are here to support collaborators who wish to include BMI faculty, staff, and/or students in their research projects, regardless of their campus unit. They are the experts on administrative management of the research portfolios for BMI employees.

Getting started

If you haven't already done so, request support for your project by completing the Biostatistics or Bioinformatics Consultation Request form: https://ictr.wisc.edu/consults/biostatistics-2/.

Include as many details as possible about your project. If you know who you want to or will be collaborating with, please provide their name(s) in the "Additional Information" field.

How to engage

Go to https://biostat.wiscweb.wisc.edu/administrative-contacts/ to determine which research administrator you will be working with based on their portfolios. If it isn't clear, any one of the research administrators can guide you to the appropriate person.

Consult with the appropriate research administrator at least 4 weeks in advance of grant submission deadlines for proposals that include BMI research and/or dedicated BCG staff effort to ensure adequate time for budget preparation and review.

What you need to know

- The BMI research administrator will work with you to develop an appropriate budget based on staff salary, effort, and BCG fees.

- BMI requires all proposals that include BMI employee effort be routed to a BMI research administrator for review and approval before proposal submission. This helps the department manage employee effort and the BCG compute resource.

- BMI requires that our faculty are budgeted at 10% effort. The BMI Department Chair may approve exceptions. 10% effort is not required if the faculty member has more than 70% salary funding on sponsored projects or projects funded on discretionary funds outside BMI.

- The BMI research administrators are here to help you. Please reach out to them as you are developing your proposal and for BMI ancillary review and approval in the submission process. We recommend that you engage the research administrator early and often to ease the proposal submission and award management processes.

- Most BMI employees will not be considered key personnel on your projects. The research administrator will push back if appropriate.

- If you are requesting BMI employee support for a project, submit your request through our intake portal: https://ictr.wisc.edu/consults/biostatistics-2/.

    o For the best service, complete all requested fields.

    o The appropriate BMI employee will reach out to you.

- PIs who are preparing proposals that include BMI personnel must include the BMI employee salary, fringe benefits, and BCG fees at the appropriate rate.

    o ***Regardless of the amount budgeted, appropriate charges will be billed to project accounts based on BMI services. To avoid underbudgeting, contact a BMI research administrator prior to submission.***

- If a proposal requires use of the Biomedical Computing Group (BCG) resource, the PI must include appropriate BCG fees based on the estimated BMI effort. NOTE: the estimated BMI effort is determined by BMI – this is non-negotiable. If you have questions, reach out to the appropriate research administrator.

- If your project requires direct support from a BCG employee, such as app development, that is specific to your project, you must name the individual and proposed effort in the budget, along with appropriate BCG fees.

- **NOTE:** BMI **does not** guarantee access to employee effort or compute resources if you do not consult with a BMI research administrator, including ancillary review and approval, when developing your project budget and submitting your proposal.

Budget Development

- Unless specifically prohibited by the funding announcement, escalate the salary and annual BCG fee by 3% per year, including year 1, to include estimated inflationary increases in future budget years

- Consult with the appropriate BMI program manager to get correct salary and BCG fee amounts to include in your budget

- Budget BMI employee effort consistently in each year of the project period unless otherwise approved by the BMI department chair or required by the funding agency.

- If appropriate, include other expenses related to the BMI employee's activity in the budget. For example, include travel costs if a BMI employee will be expected to travel as part of the project/grant activities.

- BMI will identify the effort necessary to complete the work. This is not negotiable.

- If your proposal budget does not allow for some or all BCG fees to be included, you must provide an alternate funding source in the RAMP record before the proposal is routed to the research administrator for ancillary review.

   o Include the alternate funding source project name; MSN, Project and/or FP number; and principal investigator in the ancillary review request.

BMI Employee Effort

- When you include a BMI employee in your research project/budget, include them as named personnel with a percent effort.

- BMI employees are rarely considered key personnel on sponsored project proposals. Again, the BMI research administrators can provide guidance as to when BMI employees should be considered key personnel.

- On the rare occasion a funding mechanism does not allow a BMI employee to be named in the budget, reach out to a research administrator for help.

BCG Fees

- PIs with projects that require BMI employees to use BCG compute resources must include BCG fees aligned with BMI employee effort. Determine this in conjunction with the research administrator and BMI collaborator.

- The budgeted BCG fees will be based on projected BMI faculty, staff, and student effort. The actual fees billed to the project may vary from the budgeted amount based on actual payroll effort and annual adjustments in the BCG fee rates.

Boilerplate Language

- Request boilerplate language for budget justifications and sponsored project facilities descriptions from the appropriate research administrator.

Proposal Submission

- Confirm the BMI portion of the budget with BMI research administrator before finalizing the proposal

- BMI requires ancillary review and approval of all proposals that include BMI employee effort, including BCG fees.

- Include the following in the funding proposals section 4c (administrative personnel, select team members that have read only rights)

    o Jeanne McCabe – mccabe@biostat.wisc.edu
    o Susan Atkinson – susan.atkinson@wisc.edu
    o Julie Schaus – jrschaus@wisc.edu
    o Sue Carlson – carlson@biostat.wisc.edu
    o Desmond Rogers – rogers@biostat.wisc.edu

- Ancillary review request: send the ancillary review request to:

    o BIOSTATISTICS + MED INFORMATIC (A5312)

Notification of Proposal Status

- Collaborative grants outside the department are a huge source of research funding to BMI.

- BMI is not automatically notified of awards made to other units even when they include BMI personnel.

o **NOTIFY BMI RESEARCH ADMINISTRATOR AT THE TIME OF AWARD**

- Inform the research administrator of updates to project status, such as whether the application will be funded.

- Provide the MSN, FP, AWD number and/or project number, PI name, and official title of the project.

- This will improve the BMI research administrator's ability to effectively manage salary funding splits and BMI employee effort, as well as maintaining the other support pages for BMI employees.

NOTE: if you do not inform the BMI research administrator of an award, we cannot guarantee access to BMI employee effort or BCG resources.

BCG Fee Billing Schedule

- BMI will routinely (quarterly) charge active projects based on the BCG fee at the time of billing and the actual effort (based on payroll) for the previous billing period.

NOTE:

- BCG fee amounts are calculated based on the BCG fee in effect at the time of billing and actual payroll effort regardless of what was budgeted in the grant proposal.

- BMI does not subsidize research projects and will recover all appropriate costs regardless of the budgeted amount.

- It is important to have access to a discretionary fund in the event the actual expenses are more than the project budget will support.

- Engaging a BMI research administrator early in proposal development will minimize the risk of this occurring.

Working with the BMI employee

- BMI research faculty, staff, and students have a wealth of expertise they use to support research across SMPH and the campus.

- They are integral members of the research team and should be treated as such.

- BMI expects our employees to be authors on publications for the research in which they participate.

- BMI expects that BMI employees are acknowledged for their intellectual contributions to the research in presentations, papers, poster presentations, etc., as appropriate.