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**WEST VIRGINIA  
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

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## **Offer Letters Involving WVCTSI Funds**

### **Overview**

The West Virginia Clinical & Translational Science Institute (WVCTSI) realizes its important role in the infrastructure to recruit clinical and translational investigators for the overall long term success of research generated by WVCTSI investigators. When new staff are hired, the Administrative Core of the WVCTSI will facilitate the offer letter process for these investigators who are funded in part by WVCTSI.

### **Purpose**

The purpose of this policy is to identify the procedure by which an offer letter is developed before a new investigator receives her or his offer letter that is funded in part by WVCTSI.

### **Scope**

This policy applies to all investigators funded in part or in whole by the WVCTSI.

### **Clarification**

Administrative and professional individuals employed by WVCTSI agencies/partner sites should follow their institutional policies and procedures regarding offer letters to investigators in addition to the terms and conditions of their respective WVCTSI sub-awards. A budget modification to the existing WVCTSI subcontract should be submitted if a change to the budget is needed to support a new investigator. Please see WVCTSI's Budget Modification Standard Operating Procedure document to ensure that the proper process is followed.

## Definitions

**Staff** – administrative or professional personnel whose primary appointment rests with the West Virginia Clinical and Translational Science Institute

**Agencies** – West Virginia University, West Virginia University Research Corporation, West Virginia University Healthcare doing business as WVU Medical Corporation or University Health Associates, Charleston Area Medical Center, WV School of Osteopathic Medicine.

**Budget modification** – Formal update to budget of at least 10% which requires approval by WVCTSI leadership, as defined in the WVCTSI Standard Operating Procedure outlining Budget Modifications Related to WVCTSI Funds.

## Policy

The WVCTSI Director of Research Administration should be notified of any recruited researchers that will be supported in part by WVCTSI funds prior to an offer letter's full execution by WVU HSC administrative leadership.

## Procedures

The following action steps should be followed to ensure funding is available prior to the researcher's start date at the WVU HSC:

1. The hiring supervisor should send a copy of the draft offer letter to the WVCTSI Director. The draft letter should delineate the requirements of a WVCTSI-supported investigator to include the following: become a WVCTSI member; contacting the WVCTSI Communications Coordinator before issuing press releases or other public advertisements; acknowledge WVCTSI support when required; actively serve on WVCTSI committees; comply with WVCTSI progress reports; and, other requests from the WVCTSI Administration Core as needed. The specific language for WVCTSI elements will be provided by the WVCTSI administrative support personnel.
2. The WVCTSI Director will determine the available funds for the support recruited investigator.
3. The WVCTSI Finance Unit will provide a detailed budget to the investigator, the WVCTSI Director, the WVCTSI Director of Investigator Development, as well

as the WVU Office of Sponsored Programs (OSP).

4. The WVCTSI Finance Unit will ensure the creation of the investigator's individual award in collaboration with OSP and WVU Sponsored Research Administration (SRA).

5. The WVCTSI administrative support personnel will ensure the letter is signed by the WVCTSI Director and subsequently signed by the appropriate WVU HSC administrative office

6. The WVCTSI administrative support personnel will be responsible for tracking the status of the offer letter, ensuring the offer letter is fully executed in a timely manner, and keeping a record of all offer letters with corresponding budgets for investigators.

6. The WVCTSI administrative support personnel will provide a copy of fully executed offer letter to the WVCTSI Director, the WVCTSI Director of Investigator Development, WVCTSI Finance Unit (and the Professional Development/Education Coordinator when the investigator is a WVCTSI Scholar).

7. The WVCTSI Finance Unit will provide the funding account/string to the researcher's departmental grant administrator and/or Expert Business Office prior to any expenditures.

## **Roles and Responsibilities**

The **WVCTSI Director** will confirm that funds are available and approve support for the recruited investigator.

**WVCTSI Administrative support staff** will circulate offer letters for signature and ensure that fully executed letters are shared with the appropriate individuals/offices.

The **WVCTSI Finance Unit** will create a specific budget and each investigator's award.

The responsibility for interpretation of this policy rests with the Director of WVCTSI.

## References and Authority

- WVU Research Corporation Employee Handbook located at: <https://hr.research.wvu.edu/files/d/06447ed4-1dd4-4d76-bbbc-add4d58cf66e/Handbook.pdf>
- WVU Human Resources Policies located at: <http://www.hr.wvu.edu/policies>

## Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	03/07/17



Approved By

03/17/17

Date