

Scholarships Policy and Procedures

Cores are often based in research centers (RCs) or program projects (PPGs), which typically designate funds to support personnel and other direct costs associated with providing core services. In order to ensure that such support to each core appropriately translates directly into benefits for RC or PPG member investigators, Vanderbilt has developed a system of credit known as **Scholarships** intended to ensure increased compliance with federal policy while offering substantial benefit to RC or PPG members. Instead of discounted pricing or co-pays, members receive credits from their RC or PPG for use of specifically supported cores. These core credits, or **scholarships**, are issued to members annually by the RCs and PPGs. When determining service rates, each supported core should consider that all user fees represent the full allowable direct cost of the service. No discounted fees are allowed; all users pay the same list price using a Vanderbilt cost center, scholarship credit or other institutionally approved voucher.

The scholarship mechanism requires precise and accurate accounting to ensure that **a)** the pool of credit for each core is directly related to center or program support, and **b)** that the use of each credit is accurately tracked. Each RC or PPG identifies its own appropriate pool of support and determines the level of distribution to the core(s) and sub-allocations to member investigators. The Office of Research works with each contributing RC or PPG to review and verify that the total pool of credit represents actual direct support of the core(s), and streamlines the distribution and use of scholarships through the **Core Facilities Usage and Invoicing System (CORES)**.

- Each scholarship is linked to specific core support, and may not be transferred between cores.
- The total amount of any RC or PPG scholarship pool cannot exceed the sum of direct support to a given core.
- The RC or PPG may choose to distribute less than the sum of direct support to a given core, or to distribute nothing.
- The Office of Research can provide guidance and assistance in distribution of scholarships

Procedure for setting up Scholarships

1. Ensure that your center membership is up-to-date in CORES. Send an updated list of member investigators to CoresEmail@Vanderbilt.edu
2. Submit a center budget and/or detailed worksheet documenting the direct financial support for each core operation to the Office of Research.
3. With your documentation, submit a summary worksheet showing:
 - a. Total amount of center scholarship fund
 - b. Subtotal amounts for distribution to each core
 - c. Beginning and end dates for your scholarship fund(s)

The Office of Research will review your documentation and proposed allocation to each core, then set up the scholarship fund in CORES.

4. When your scholarship fund has been set up and allocated to the supported cores for your center, you will be able to sub-allocate scholarship credits to your member investigators. Refer to the **CORES – Scholarships Procedure** document for instructions, or contact the Office of Research for a demonstration.

Contact Susan Meyn in the Office of Research for more information: 2-0470, s.meyn@vanderbilt.edu