

## Scholarships Redemption Policy

### Background

Scholarships are credit vouchers redeemable in center-supported core facilities. They are center and core specific, and are awarded by centers to member investigators at the beginning of each center's grant year, and expire at the end of that year.

- Centers determine the recipients of scholarship vouchers, and the amounts awarded.
- The total scholarship fund available for use in any core may not exceed the supporting center's allowable and allocable annual grant-funded direct costs for that core.
- Scholarships may only be redeemed in the supported core, as indicated on the voucher.
- Once expired, a scholarship voucher cannot be reactivated.

### Policy

Scholarships were first implemented at VUMC as a mechanism to enable precise accounting of center support and center member benefits. The intent of this policy is to facilitate maximum utilization of scholarship credits by center members.

Effective August 15 2012, scholarship vouchers may be billed prior to completion of service by a core facility, for example when:

- Sample(s) are submitted and work is underway.
- Sample(s) have passed required QC and are in queue for service.
- An investigator agrees to proceed with a complex project that will start prior to a scholarship expiration date (e.g. create a new mouse model, monoclonal antibody development, data analysis).

A core **may not exclude** any *service* currently offered by the core from redemption of scholarships. However, a core *may exclude* pass-through charges from scholarship redemption. A pass-through charge is any expense incurred by the core on behalf of the user's project that is not "marked up," and may include:

- Charges for service provided by other cores, for example animal care per diems.
- Purchase of specialty reagents on behalf of the user, for example genotyping chips.

### Other Notes and Exceptions

- A scholarship may not be billed when a reservation is made for quick-turnaround services that will not be initiated until after the scholarship expiration date. Examples of this type of service include Sanger sequencing, flow cytometry, confocal microscopy, mass spectrometry.
- This policy applies only to scholarship vouchers. **It does not apply** to VICTR vouchers, to Vanderbilt cost centers, or to any work performed for non-Vanderbilt U.S. investigators.
- Cores are not required to prioritize scholarship-funded projects (i.e. allow a project to "jump the queue") in order to facilitate initiating work prior to a scholarship expiration date.

Reference: Vanderbilt University Medical Center [Guidelines for Research Shared Resources and Core Facilities](#)

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