November 18, 2019

To: Division Chiefs, and Investigators

From: Nasia Safdar, MD, Ph.D.
       Betty Weiss, MBA

RE: 2020 Capital Exercise Process

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2020 Capital Exercise Announcement

The purpose of this memo is to provide you with lead time in order to plan on what capital equipment or other needs you will request through the Capital Exercise (“Cap Ex”) process, and to alert you to changes in this year’s request process. **Please note that anyone can apply with newer investigators being especially encouraged to apply.**

The Cap Ex process is a mechanism by which the School of Medicine and Public Health (SMPH) returns a portion (approx. 9-10%) of our indirect costs on Federal Grants (mainly NIH) generated in the previous fiscal year ending June 30, to the Departments for the purpose of buying capital equipment, computers or supporting other research needs. SMPH mandates that Cap Ex funds must be expensed by June 30 of the current fiscal year.

The Department of Medicine (DOM) historically has distributed Cap Ex funds to faculty by an application process. The DOM Research Committee has determined that 50% of the funds will be returned to PIs **with the remaining 50% placed in a competitive pool for allocation based on demonstrated need including junior faculty without extramural funding.** Using this guideline, you will shortly receive your Cap Ex allotment (50% of what DOM received in your name).

We have simplified the Cap Ex process: 1) Cap Ex will be more flexible - specifically you will now be able to request allotted funds via the application process now online. 2) The application is simple and quick - a PI can expect to receive up to 50% of their allotted Cap Ex funds. Those PIs requesting funds need to submit a Cap Ex application with a justification of how you intend to use the funds (equipment and computers still need a quote), in accordance to SMPH guidelines. 3) You may pool your funds as needed with other investigators to support larger needs.

**The Cap Ex application process:**

1) A DOM Cap Ex application is now an online process and can be found at: [https://redcap.medicine.wisc.edu/surveys/?s=PCECAC8KNI](https://redcap.medicine.wisc.edu/surveys/?s=PCECAC8KNI). All applications must be submitted online. Faculty not submitting a request will not receive funds.
2) The application needs to identify the amount requested and provide a description of proposed uses. Quotes are needed for equipment over 5K and computers (from DOM – IT). Locations of use and users will need to be identified.

3) Requests for the amount allotted can be expected to be funded. Requests that exceed this, whether from newer or funded investigators, will require a more detailed justification.

4) Betty Weiss will provide a list to the division head for ranking.

6) The DOM Research Committee then reviews applications for funding.

Key deadlines and dates for the 2020 Cap Ex application process:

- **Jan 7, 2020 noon** Cap Ex application deadline (submit all applications).
- **Jan 9, 2020** Betty Weiss to contact Division/Center head/chief with list of applications and ask that he/she rank them in priority order.
- **Jan, 15, 2020** DOM Research Committee to review and prioritize.
- **Mid-Jan** Notification to applicants of funding status.
- **April 15, 2020** Report in excel only to Betty as to status of spending. (no longer need to send invoices). Submit any carryover requests for fall 2020 at this time.
- **June 15, 2020** Last day to complete Capital Exercise purchases. Send a 2nd spreadsheet to Betty showing all expenditures to date.
- **Sept 15, 2020** Send a 3rd/final spreadsheet to Betty showing final expenditures for division.

In assigning a rank priority, the DOM Research Committee considers seven areas, in no particular order, to prioritize the applications:

1) Present year contributions to indirect funds.
2) The value of the request to further scientific research.
3) Advisory prioritization by Division/Center head/Chief.
4) Status as an investigator in the early career phase (with diminished start-up funds).
5) Past and potential future productivity of the investigator(s).
6) Probability of sustaining previous funding or generating new funding.
7) Priority for shared equipment.

If an application is made for the general benefit of a division/center or DOM, rather than for a particular investigator or program, please note this on the application. Faculty members who have capital equipment needs for research but have not contributed indirect costs may submit requests. Newer investigators are encouraged to apply and will be given a priority bonus.

DOM deadlines noted above must be strictly observed. Late applications will not be considered. Funds not claimed will be redistributed.

If you have questions, please contact Betty Weiss, baw@medicine.wisc.edu or Dr. Nasia Safdar, ns2@medicine.wisc.edu.