



## Guidelines for expenditures of COBRE CCET 8P30 GM103495 funds

1. **Any single purchase order totaling more than \$1,000** must be accompanied by a co-signature from the Mentor and must be approved by Dr. Timmermann.
2. **Equipment** is defined as any single item costing more than \$5,000. No equipment costing more than \$5,000 will be funded under this program.
3. **Office supplies.** Ordinarily these are not allowed on NIH grants, unless the awardee is setting up a new lab.
4. **Lab supplies.** Unless you use certain items in great quantity, please do not make very large bulk purchases, especially near the end of a grant period. Lab supplies purchased with COBRE funds should be used primarily, if not exclusively, for the COBRE-supported project or closely related exploratory sub-projects.
5. **Travel.** COBRE supports essential travel of the PI (including scientific conferences). Travel for lab associates may be covered IF they are working on the COBRE project, AND presenting at the meeting.
6. **Overall budget.** COBRE does not normally allow carry forward of unexpended funds from one year to the next, so strategic budgeting is encouraged.
  - Significant changes between budget categories (>25% of budget category) require approval from your mentor and Dr. Timmermann prior to processing budget adjustments.

Investigators should examine their budget reports regularly. Please pay special attention to:

- Personnel status
- Verifying that personnel are paid from correct funding
- Dates of appointments
- Personnel projections - calculate with an actual fringe rate, rather than the University average figures
- GRA's - budget tuition for each semester being paid during grant period

We will request a mid-year budget report to evaluate expenditures and projected expenditure levels for the remainder of the grant period.

7. **Acknowledgement of COBRE support. This is very important to our Center, and to NCRR.** Please remember to include an acknowledgement statement in all your manuscripts, posters, etc., and at the end of invited lectures. We are required to itemize these acknowledgements in our annual report. **Also, please be sure that your journal submits NIH-COBRE funded publications to PubMed Central (if not, you must submit them yourself).** Record the PMCID number in your biosketch and CV as the number will be required for COBRE annual reports and in any applications to the NIH. Please use the following statement for acknowledgement:

**This publication (or project or research) was made possible by grants from the National Center for Research Resources (5P3ORR030926-04) and the National Institute of General Medical Sciences (8P30 GM103495-04) from the National Institutes of Health.**

**Notation example for NIH Biosketch and/or Other Support pages:**

**For NIH Biosketch:**

■8P30GM103495-04 (PI: B.N. Timmermann) 09/01/2010 – 05/31/2015

National Institutes of Health COBRE

*Center for Cancer Experimental Therapeutics*

The goal of this project is the establishment of the Center for Cancer Experimental Therapeutics (CCET) in the State of Kansas. High Throughput Screening and Medicinal Chemistry Core facilities will be further developed to identify novel bioactive compounds that will be useful basic biomedical research tools, and potential therapeutic agents.

Role: Pilot Project PI

06/01/2013 - 05/31/2015

Title: your title

Goal: your goal statement

**For Other Support:**

■8P30GM103495-04 (PI: B.N. Timmermann) 09/01/2010 – 05/31/2015

National Institutes of Health COBRE

\$5,512,500 (total dir & F&A)

*Center for Cancer Experimental Therapeutics*

\$750,000 (annual direct cost)

The goal of this project is the establishment of the Center for Cancer Experimental Therapeutics (CCET) in the State of Kansas. High Throughput Screening and Medicinal Chemistry Core facilities will be further developed to identify novel bioactive compounds that will be useful basic biomedical research tools, and potential therapeutic agents.

Role: Pilot Project PI

06/01/2013 - 5/31/2015

Title: your title

\$62,500 (total costs)

Goal: your goal statement