

### **1. Purpose**

To clarify the process for requesting use of Family Medicine off-site clinic space for research purposes.

### **2. Request Process**

- a) A written request for permission must be made to the Department Chair and the Medical Director of the preferred clinic.
- b) The study must be submitted, with the request, for which a review of scientific merit and appropriateness of relevance to Family Medicine patients of the clinic will be made.
- c) Collaboration with Family Medicine faculty on any research that involves their patients is required and will be given priority if resources are limited.
- d) For information about the costs of space and/or other resources, please contact Ben Cox, Director of Finance for Family Medicine (503-494-7591).

### **3. Notification**

The Family Medicine Department Chair and Medical Director will review the documents and notify study investigator within 10 business days upon receipt of all required documents.

Decisions will be made on a case-by-case basis, but investigators should be aware that approvals for use of Family Medicine clinic space will depend, in part, on receipt of resources as appropriate for the proposed study. This is allowable on NIH grants when space is characterized in study budgets as a flat fee for a service center. It must be clear on research budgets and budget justifications that the resource request is time limited and study specific and that requested costs are not covered under the F&A of the grant award.