



Principles for Positions Funded By Research Funds

A vast majority of the positions in the Crane Center for Early Childhood Research and Policy (CCEC) are funded by external research funds, also known as “soft money”. The CCEC values all of its employees and seeks to retain and develop as many of its employees as possible. The CCEC recognizes the intrinsic benefit of retaining the institutional knowledge and the continuity of business operations that is achieved by retaining its employees. Likewise, The CCEC is dedicated to providing continued funding to further the research and policy impact of its employees.

I) Definition of “Soft Money”

Soft money is a term that is used to reference funding that is generated by an externally funded grant at the university. Each external grant is unique in its scope, funding, and timeline. Research funds may only cover a portion of an individual’s position, and are often described in terms of “full-time equivalent” (FTE) percentages. For instance, a fund may cover .25 FTEs of a given staff member’s time, meaning s/he should spend, on average, about one-fourth of time on the funded project

II) Providing Employees With Information Regarding Their Funding Continuity

A) Initial Notification of External Funding

Employees will be advised at their time of hire or transfer to a new research project on the length of their appointment/position as well as any relevant allocations with respect to FTEs

B) Notification of External Funding Expiration

The following procedures will be used to ensure that employees who are supported by external funds are knowledgeable about the status of their funding.

First, employees who are assigned to a ‘soft money’ funding source for any portion of their FTE will receive notice from the CCEC HR Generalist when the funding source is set to expire at 12 months (one year) from the date of notification.

Second, in the period spanning 6 to 12 months prior to funding expiration, the staff member will work directly with the Principal Investigator of the expiring funding source and the CCEC HR Generalist to determine options for securing alternative funding sources. This might include transitioning to a new position in the organization or taking on a similar position on another project, if such opportunities appear available. Ideally, a forecast for transitioning will be in place at or about 6 months prior to funding expiration.

Note also that in the 6- to 12-month period, possibilities for alternative funding sources for the affected employee will be maintained as an agenda item for the SFC leadership committee.

Third, in any instance in which alternative funding sources and transitional activities are not identified at 6 months prior to funding expiration, the affected staff member will be encouraged to identify and pursue alternative employment arrangements within or outside of the university. The CCEC HR Generalist and other CCEC staff can provide positive referrals to OSU-specific opportunities as warranted.

Fourth, at 3 months prior to funding expiration, the affected employee will be formally noted of the project expiration date.

III) Priority of Retention for Externally Funded Positions

Based on the mission and goals of the CCEC, our objective is to retain our greatest asset -- our staff. However, if the need arises to reduce externally funded positions based on lack of funding, priorities may be used to maintain staff based on their position within the organization as well as their overall performance. Prioritization based on position that may be applied is as follows:

A) Doctoral-Level Positions (Highest Priority = i)

- i) Senior Research Scientist
- ii) Research Scientist
- iii) Senior Research Associates
- iv) Post-Doctoral Researchers and Fellows

B) Non-Doctoral Level Positions (Highest Priority = i)

- i) Project Directors
- ii) Project Managers
- iii) Research Associates
- iv) Research Aides

VI) Career Development Plan for Externally Funded Positions

The CCEC recognizes and encourages the desire of employees to achieve career development and job enrichment opportunities. As much as possible, the CCEC will support its employees with these endeavors. As an employee achieves optimal performance in his/her current role, opportunities for career development and job enrichment, both on existing and new projects, will be considered for that employee.

If an employee has an interest in a particular type of position, the employee should work with his/her supervisor to ensure that the employee's annual performance management plan includes objectives and professional development goals related to this interest.

