

P20 Metabolomics Investigator Exchange Program

The P20 Metabolomics Administrative Core is sponsoring an investigator exchange program for all participating P20 institutions in order to expand interaction and collaboration among our programs. Principal investigators of the five P20 grants in this program are invited to apply for two types of funding through the Administrative Core:

1. The Administrative Core will provide funding for each institution to host one senior investigator (PI or other faculty) from one of the other P20 grants for a Visiting Professorship. Suggested activities for the visiting professor include delivery of a lecture, tour of mass spectrometry and computing facilities, interactive group session with junior faculty and trainees, and individual meetings between faculty. This visit could be for one to two days. The program will provide funds to reimburse travel for the visitor.

2. The Administrative Core will provide funding for each institution to send 1-2 junior investigators/trainees to another hosting P20 institution for a Technology Exchange Visit for the purpose of learning new techniques or analyses. Activities could include tour of laboratories and computing facilities, meeting with junior faculty and staff at the host center, hands-on sessions for the visitors in either computing or mass spectrometry approaches, or participation in an organized course. This program will provide funds to reimburse investigators/trainees for their travel and funds to defray costs of supplies/instrument time/workshop registration fees for the training.

These visits must take place before February 28, 2015. To participate in this program, PI's should complete this form for the Visiting Professorship or Technology Exchange. Completed forms should be sent to: bethwolf@wustl.edu.

Reimbursable expenses include airfare (coach with advance purchase), ground transportation/parking, hotel accommodations (no more than moderately priced, single occupancy, no upgrades), meals/tips (see NIH per diem rates below), lab supplies for training, and workshop registration fees (if participating in a workshop at another P20 institution). Please refer to the Washington University Travel Policy (attached) for details.

Reimbursements allowed for visits TO the following institutions:					
	Cleveland Clinic	Emory University	National Jewish Health	Washington University	Weill-Cornell Medical College
Meals	\$56/day	\$56/day	\$66/day	\$66/day	\$71/day
Note: First and last day of travel per diem for meals is reimbursed at 75% of regular rate.					

**Maximum reimbursable expenses for the Visiting Professor trips is \$1,600.00.
Maximum reimbursable expenses for the Junior Investigator/Trainee trips is \$3,750.00
per Junior Investigator/Trainee.**

For proper reimbursement for airfare, ground transportation, and parking, expenses must be submitted in accordance with the attached Washington University Travel Policy and submitted with original receipts and a completed and signed Washington University Travel Expense Statement (copy attached). **These should be mailed to:**

**Beth Wolf
Washington University School of Medicine
Campus Box 8086
660 S. Euclid Avenue
St. Louis, MO 63110**

In order to ensure regulatory compliance, all participants must also confirm that they have completed HIPAA training and the hosting institution's confidentiality and security acknowledgement documents, as well as any other requirement of visitors to the hosting institution (a copy of Washington University's documents are attached for your information).

- I have completed HIPAA training. Date of completion: _____
- I have completed any and all confidentiality and security acknowledgement documents required by the hosting institution, as well as all other documents required by the hosting institution for visitors. Name of hosting institution:

Signature _____ Date _____

The hosting institution will also be required to confirm that if the visitors will be working with human samples, these samples will be de-identified.

- I confirm that any human samples the visiting investigator/trainee comes in contact with are de-identified.

Signature _____ Date _____