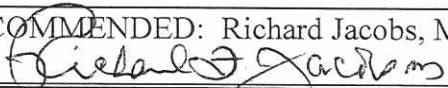


ARKANSAS CHILDREN'S HOSPITAL  
LITTLE ROCK, ARKANSAS

SUBJECT:  Use of Foundation Research Specified Purpose Accounts	DATE: 11/07/05	PAGE 1 of 2
	APPLICATION:	ACHRI ACH Foundation
	DISTRIBUTION:	Interdepartmental Policy and Procedure
	APPROVED BY:	ACHRI Board of Directors
RECOMMENDED: Richard Jacobs, M.D. 	SUPERSEDES:	N/A

PURPOSE

The purpose of this policy is to establish policies and procedures for the use of research funds managed by the ACH Foundation that were donated for a specific program, investigator or disease.

PROCEDURES

The following procedures shall be used:

1. Funds donated to the ACH Foundation and designated for research purposes will be placed in a specified research account by the Foundation staff members. The research purpose for which the funds were donated, will be noted in the Foundation information system (i.e. cancer research) and the account shall be designated for that purpose.
2. The ACHRI President will appoint a fund manager for the specified purpose account.
3. A fund manager may request use of the specified purpose funds by sending a written request (letter or email) to the ACHRI President outlining his/her plan to use the funds. The request must include a summary of the proposed research and an estimate of the budget required to perform or support such research.
4. All written requests received will be reviewed by the ACHRI President for scientific merit and sound budgeting. He will also verify whether or not the plan is consistent with the donor's wishes and, upon confirmation, will make the funds available to the fund manager.
5. The ACHRI President or Vice President will approve individual expenses to be spent from the specified purpose account by signing the purchasing request or invoice to verify consistency with the approved plan and the donor's wishes. However, the President may recommend (depending on the expected volume of expenditures) and approve that funds be transferred to a research account that can be managed by the e-request system. If funds are transferred to a research account on e-request, the Research Account Administrator and fund

manager will have the authority to approve expenses in accordance with their approved plan; and the ACHRI President or Vice President will not be required to approve the individual expenses. The Research Account Administrator will have access to the Foundation information system in order to view the donor's wishes and to approve the expenses.

6. If required by the donor and/or the ACHRI President, the investigator will provide a report on the progress of the research to the ACHRI President, and/or the ACH Foundation.
7. All publications resulting from the research shall recognize the donor's gift (unless the donor otherwise requests) and a copy shall be provided to the ACHRI President and the Foundation office.
8. If the purpose of the original donation has been met, any remaining funds may be transferred into another specified purpose account under the fund manager's control.
9. If there are smaller accounts which do not accumulate to \$5,000 over a period of one year, those accounts may be combined with other similar accounts after consultation with the fund manager(s). This action will occur only after consultation with Foundation staff to ensure that the donor is notified of the action if it is deemed appropriate.