Welcome to the Inaugural Issue of The RASP Advisor

Research and Sponsored Programs (RASP) is pleased to provide you with The RASP Advisor, your guide to utilizing our services and interacting with our offices throughout the lifecycle of your research projects.

Office of Clinical Trials Administration (OCTA)

http://weill.cornell.edu/cto/ - (646) 962-8290
OCTA offers a wide range of services, resources, training, and tools. Our Clinical Trial Contracts and Grants Specialists assist in the development, negotiation and completion of the contract process for all clinical trials, while our Financial Analysts provide guidance for Budgeting and Billing Compliance for all clinical research.

Grants & Contracts Office (GCO)

http://weill.cornell.edu/research/gra_con/ - (646) 962-8290
The Grants & Contracts Office is the pre-award office responsible for the review, negotiation and approval of all extramural research and sponsored programs funding and related support. The Grants & Contracts staff assists you in ensuring that your submissions comply with funding agency guidelines, the institutional policies of WCMC, as well as providing Grants.gov training and guidance.

Office of Research Integrity & Assurance (ORIA)

http://weill.cornell.edu/research/rea_com/ - (646) 962-8200
Comprised of the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Conflicts Office, and the Office of Research Compliance, the ORIA is dedicated to providing exemplary service, oversight, support, and educational training in matters relating to research integrity in the conduct of human, animal, and basic scientific research.

Research Animal Resource Center (RARC)

http://intranet.med.cornell.edu/research/rarc/ - (212) 746-1022
RARC provides staff, facilities, and training to ensure the humane care and use of animals used in research and teaching at WCMC. RARC is staffed by veterinarians specializing in laboratory animal medicine, science and pathology, and veterinary technicians and animal care staff specially trained in laboratory animal care and use. RARC also releases its own quarterly newsletter.

Office of Health Physics

http://weill.cornell.edu/research/re_sup/off_hea_phy.html - (212) 746-6964
The Office of Health Physics, under the guidance of the Radiation Safety Officer, is focused on enforcing and maintaining the safest possible environment with regards to the use of Radioactivity for clinical and research applications at WCMC and NYPH. The office is comprised of Radiation Safety, Diagnostic Imaging Quality Assurance, and the Central Isotope Laboratory. The office provides training and quality checks to ensure the safe use of radioactive materials, optimal operation of diagnostic imaging equipment and controlled distribution of all radioactive materials within the institution.

Office of Technology Development

http://weill.cornell.edu/research/tec_tra/ - (212) 746-6186
The Office of Technology Development is the branch office of the Cornell Center for Technology Enterprise and Commercialization (CCTEC). CCTEC obtains appropriate patent, trademark, or copyright protection on Cornell-owned inventions, manages the intellectual property created by Cornell University's faculty and staff, and markets and licenses Cornell intellectual property to appropriate commercial partners.
IRB submissions due by 6pm for 3/22 meeting. Send to submit2irb@med.cornell.edu

Update on Conflicts of Interest: WCMCs New Online System & Recent Changes in Management and Reporting Learn about these important updates at the Research Coordinators’ Network. 1:00 PM – 3:00 PM in Room A-950, 1300 York Ave. at 69th St.

IRB submissions due by 6pm for 4/12 meeting. Send to submit2irb@med.cornell.edu

Grant Due Date – R01 and U01 Renewals, Resubmissions, Revisions

Radiation Safety Refresher Course 10:30 AM – 11:30 AM in the Weill-Greenberg Center, 1305 York Ave, 2nd Fl., Room WGC-B

Grant Due Date – K Series Renewals, Resubmissions, Revisions

Radiation Safety Certificate Course 10:30 AM – 2:00 PM in the Weill-Greenberg Center, 1305 York Ave, 2nd Fl., Room WGC-C

Stem Cell Research – ESCRO Due Date ESCRO Information is available at www.trisci.org.

Send your submission to the WCMC administrative contact, Dr. Mary C. Simmerling at mcs2006@med.cornell.edu by Thursday, May 20, 2010 for review by the Embryonic Stem Cell Research Oversight (ESCRO) Committee on June 17, 2010.

Research Coordinator IRB Training

A comprehensive day-long training on all things IRB. Topics include the submission and review process for new IRB protocols, amendments and Continuing Review submissions, obtaining informed consent, adverse event reporting and how to maintain a regulatory binder. **Offered every other month. Space is limited.** Watch for the Broadcast email in mid-March to reserve your spot for the April session.
Have you ever wondered what goes into the negotiation of a sponsored research agreement, a clinical trial agreement, a subaward agreement or non-federal agreements?

The length of time it can take to negotiate Agreements varies and often depends on whether there is a significant gap between the Medical College’s and the sponsor's policies. Some terms and conditions may necessitate the investigator's involvement in the negotiations. GCO & OCTA are committed to making the cycle of agreement negotiations as short as possible, without compromising our Medical College’s policies and interests. Here are a few examples:

**Indemnification**
As a non-profit educational institution, devoted to research and education, WCMC does not offer contractual indemnification. The University cannot incur liability on behalf of WCMC that is not warranted by the normal course of our business.

**Rights in Data and Reports**
All rights in data arising from WCMC employment or the use of WCMC resources belong to the University. As an academic institution, the University must ensure that the data, information and materials generated during the course of research remain widely available for academic dissemination and scientific validation. Retaining rights to such research products allows the University to ensure that its faculty can pursue their research without undue impediments.

**Publications**
The University is committed to maintaining the freedom of its faculty and students to publish the results of their research in a meaningful and timely manner. Thus, WCMC cannot agree to contract terms that may prevent its researchers from publishing or that give the sponsor authority to modify or approve proposed publications. A sponsor may be allowed a short delay to comment upon and to review publications for disclosure of its proprietary data or for potentially patentable inventions.

**Patent Rights**
The basic aim of the University’s intellectual property policies is to promote the progress of science and technology, to assure that discoveries and inventions are used to benefit the public, to provide appropriate royalty revenues to the University and the Inventor, and to support University research and education through the use of invention-related income.

**Governing Law**
The body of law of a particular jurisdiction governs the rights and responsibilities of parties in a given situation. Within limits parties may, by contract, choose which jurisdiction's law will govern matters related to contract formation, interpretation, and enforceability. We can agree to follow New York State Law, a court of competent jurisdiction or remain silent.

**Facilities and Administrative Costs on SRAs & CTAs**
Based on our DHHS negotiation agreement dated June 26, 2009 and our University's policies, our Indirect Costs Rates for all industry non-CTA sponsored research is 69%. For CTAs we have a reduced rate of 33%. To avoid delays due to budget corrections, Faculty & Administrators should inform sponsors of the WCMC IDC rate upfront before beginning budget negotiations.

*As a reminder, our legal name under federal, state & non-industry grants & contracts is Joan & Sanford I. Weill Medical College of Cornell University. For all industry sponsored projects the name is Cornell University for and on behalf of the Joan & Sanford I. Weill Medical College of Cornell University.*
For your convenience, the IRB now uses JIRA, a submission update and tracking system that allows you to access and follow-up on your IRB submissions, their current status, and documentation all in one place: jira.med.cornell.edu

Using JIRA is easy. Here’s how it works:

**Making Your First Submission**

1) First, prepare your submission as a single bookmarked PDF. Refer to “Electronic Form Instructions,” at www/irbforms on the top right of the page for a step-by-step walk through.

2) If you’d like any co-investigators or coordinators to have access to and receive email updates for your submission (called Watchers in JIRA lingo), be sure to let us know by providing their names and CWIDs in your email to submit2irb@med.cornell.edu. All personnel you designate will be given Watcher status with the ability to comment and add documents to the submission.

3) Email your single bookmarked PDF as an attachment to submit2irb@med.cornell.edu. Be sure to send using your med.cornell.edu or nyp.org e-mail address so that JIRA recognizes your CWID and password. Using an external email address (e.g., Gmail) will result in the submission being returned to you.

**Instant Updates**

1) You and any person you designated as Watchers will receive an e-mail that tells you the ticket number (e.g., IRBSUB-123) for that submission, along with its review status. That ticket is one you’ll use for the entire review process, including your response to any IRB questions.

2) All emails regarding a specific submission ticket will reference the ticket number in the subject line, in addition to providing you with a link directly to that submission in JIRA where all documents and follow-up pertaining to that submission are stored (http://jira.med.cornell.edu). Whenever there is a change in status or the IRB wants to update you, you’ll receive an email that includes this information.

**Follow-Up on an Existing JIRA Submission Ticket**

1) **Ask a Submission-Specific Question** by replying to any status update that was e-mailed to you just like you were responding to any other email. Your question or comment will be added to that ticket’s history in JIRA, CC’d to any Watchers, and sent directly to the IRB Administrator that is handling your submission. When the IRB Administrator responds to your question or comment, you’ll get another update email directly in your Inbox.

2) **Download IRB Issue Letters or Approval Letters and Documents** by clicking the JIRA link provided in any email update sent for that submission ticket. Then log in using your CWID and password. You’ll be led to the JIRA page for that submission where all files related to it are available for download at the top center of the page.

3) **Upload Your Response to IRB Questions** by updating the existing JIRA ticket for that submission. You can click the JIRA link provided in any email update corresponding to that submission to go directly to that submission’s page or log in at http://jira.med.cornell.edu to choose the submission ticket you want to update. Once at the submission page, click the File Attachments link in the top center and choose “Attach More Files.” Then browse for your file and click “Attach” to send your response directly to the IRB Administrator handling your submission.

**Common Errors That Slow The Approval Process** include (1) creating new JIRA tickets from non-Cornell/non-NYP email addresses and (2) creating new tickets to respond to IRB issues for an already existing ticket.
Radiological Survey Instruments – Selection and Calibration

Most laboratories using radioactive materials require portable survey instruments that must be calibrated on an annual basis.

The Office of Health Physics is available to assist your laboratory with appropriate instrument selection and offers a calibration service for most instruments, as well.

We also have a limited supply of loaner meters available for temporary use and can offer access to sample counting equipment for wipe tests.

Let us help ensure your laboratory is in compliance with calibration requirements:

- View our on-line training manual for instrument and survey guidance at http://intranet.med.cornell.edu/research/health_phys/
- Click “Survey Instruments For Laboratories” on the left-hand menu at http://intranet.med.cornell.edu/research/health_phys/radiation_safety/index.html
- Call us for assistance at (212) 746-6964.

From the Office of Technology Development

Learn about the technology transfer process at WCMC by viewing our guide, available at:

http://www.cctec.cornell.edu/inventors/techtransferprocess.php

Left: Attendees listen to Dr. Alan Paau, Vice Provost for Technology Transfer & Economic Development of Cornell University, during the IP & Pasta event jointly held by CCTEC and the Division of Hematology & Medical Oncology on February 24th, 2010.
The 2010 Edition of the International Compilation of Human Subject Protections lists 1100 laws, regulations and guidelines on human subject protections in 96 countries, now including Qatar, Dominica, Guatemala, Kyrgyzstan and Honduras. Provided by OHRP.

Download this comprehensive guide at http://www.hhs.gov/ohrp/international/HSPCompilation.pdf

We invite your feedback.

Please let us know what information you’d like to see featured in The RASP Advisor. E-mail Lauren Odynocki at lao2003@med.cornell.edu with any comments, suggestions or questions.