New Tracking System for Conflicts of Interest

- FASTER
- INCREASED ACCURACY
- GREATER SECURITY

For your convenience, the Office of Research Integrity & Assurance (ORIA) has implemented a new electronic solution for tracking conflicts of interest.

For WCMC Investigators and Co-Investigators

- [http://conflicts.med.cornell.edu/](http://conflicts.med.cornell.edu/)
  - Log in using your CWID and password to fill out your 2009-2010 Annual Survey (formerly called Annual Disclosures). Click the button on the left labeled “Annual Survey” to begin.
  - Completing the Annual Survey will allow you access to the Study Specific Reports (formerly called Study Specific Financial Disclosures) section of the site. This is what you will use to declare Conflicts of Interest for all of your grant, clinical trial, IRB and IACUC submissions.

For Non-WCMC Co-Investigators

- [http://weill.cornell.edu/research/rea_com/SSR_External.html](http://weill.cornell.edu/research/rea_com/SSR_External.html)
  - Co-Investigators from non-WCMC institutions are to complete the Study Specific Report PDF form that is appropriate to their circumstance. Either:
    - “Financial Interest to Disclose” or
    - “No Financial Interest to Disclose”
  - Both are available for download at [http://weill.cornell.edu/research/rea_com/SSR_External.html](http://weill.cornell.edu/research/rea_com/SSR_External.html) for inclusion in Principal Investigator submissions. Non-WCMC co-investigators use these forms instead of the electronic system.
  - **NOTE:** If you have dual appointments at NYPH and WCMC, please use [http://conflicts.med.cornell.edu/](http://conflicts.med.cornell.edu/)

WCMC EMPLOYEES NOT INVOLVED IN RESEARCH

Those WCMC employees who are not involved in research must still maintain compliance with WCMC’s Conflicts of Interest and Commitment Policy. Please log in at [http://conflicts.med.cornell.edu/](http://conflicts.med.cornell.edu/) to complete your 2009-2010 Annual Survey now.
April 2010

**IRB** submissions due by 6pm for 4/26 meeting. Send to submit2irb@med.cornell.edu
Last due date the IRB will accept “old” Study Specific Financial Disclosures.

**IRB** submissions due by 6pm for 5/10 meeting. Send to submit2irb@med.cornell.edu
The new Study Specific Reports must be used for all submissions.

**Grants.gov Training Class** from 10:00 AM – 12:30 PM in the Samuel J. Wood library computer room.
Grants & Contracts encourages anyone preparing a grants.gov submission due in May, June or July to sign-up for this training. Learn how to use the newly required Adobe-Forms-B Adobe-based form packages in this hands-on class. **Space is limited.** Get sign-up information and learn about additional training dates at: http://weill.cornell.edu/research/gra_con/grants_training.html

**CCTEC New Business and Emerging Technologies Showcase**
1:00 PM – 3:00 PM at the Statler Hotel, Ithaca Campus
Come to the milestone annual entrepreneurship event that brings together over 700 alumni, students, faculty and staff from all disciplines. See page 5 to find out more.

**IACUC** submissions due for 5/26 meeting.
Visit the intranet site for details: http://intranet.med.cornell.edu/research/offices.html

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**IMPORTANT CHANGE IN DUE DATE**
For Stem Cell Research

- **The new deadline for submission** to the Tri-SCI Embryonic Stem Cell Research Oversight Committee (ESCOR) is **Monday, May 3, 2010** for review at the May 27, 2010 meeting.
- Send your submission to the WCMC administrative contact, Dr. Mary C. Simmerling at mcs2006@med.cornell.edu by the new due date.
- For additional information about ESCRO, visit http://www.trisci.org.

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**Update from the Privacy Officer**
**How to De-Identify Coded Data and EMR Access by External Study Monitors**

Join Privacy Officer Frank J. Maurer, CPA, to discuss de-identification of coded data and EMR access by external study monitors. **Wednesday, May 19, 2010 from 1:00 PM – 2:00 PM** in room A-950 at 1300 York Ave at 69th St. Part of the ongoing Research Coordinators’ Network series – offered every other month by the Office of Research Integrity & Assurance.
• Ensure that your computer does not use Windows 7, as it is not yet a supported operating system at WCMC.

• If you are off campus, you can access the new Conflicts site by using Web VPN or the Cisco VPN client available from the ITS website.

• Get more information about Study Specific Reports at http://weill.cornell.edu/research/rea_com/stu_spe_dis.html


Step 2: On the left-hand side, click the button labeled “Create Study Specific Report.”

Step 3: Where “Grant Number” is requested, you can enter “NA” if you do not have this number available.

Step 4: Answer all other questions and then click “Next.”

Step 7: Add the Study Related Entities that apply for this particular study by clicking them and choosing “Add.”

Step 8: After completing the report click “Finish” to submit to the Conflicts Office.

Step 9: After clicking “Finish” you will need to make the report into a PDF file to submit your Study Specific Report to the required committees and offices (e.g., IRB, IACUC)

• Click the “View/Print” button on the left menu. A printable version of your report will appear.

• Choose “Adobe PDF” as your printer and hit the “Enter” key on your keyboard

• A PDF will be created. Save this with your submission materials (e.g., IRB submission, IACUC submission) and forward it to the appropriate offices and committees for their evaluation.

Note: The IRB is not able to fully process submissions that are missing Study Specific Reports. If the SSR is not included by the Wednesday before the submission’s scheduled IRB meeting it cannot be reviewed by the IRB.

NEED ASSISTANCE?

For technical issues (e.g., unable to log-in using CWID and password) contact ITS support at 212-746-4878. Remember that non-WCMC co-investigators will not be able to log in. Instead, they need to complete the Study Specific Report for External investigators as noted on page 1. Available at http://weill.cornell.edu/research/rea_com/SSR_External.html.

For all other questions about the Conflicts Management System, contact us at conflicts@med.cornell.edu or 646-962-8199.
New NIH Grant Application Requirements

GRANT APPLICATION CHANGES FROM NIH

The NIH has new application forms and instructions for submissions for FY2011 funding. Notice NOT-OD-09-149 (http://grants.nih.gov/grants/guide/notice-files/not-od-09-149.html) outlines the new restructured versions of the paper PHS 398 and electronic SF 424 (R&R) application packages and instructions that will be available by DECEMBER 2009.

These packages and instructions go into effect for submissions with due dates on or after January 25, 2010.

Shortened Page Limits. The page limit for the new Research Strategy section will be 6 or 12 pages, according to the chart below. One additional page will be allowed for Specific Aims. If the FOA has specific page limit requirements, please follow the FOAs instructions.

<table>
<thead>
<tr>
<th>Current Page Limit (Section 2-5 of the Research Plan)</th>
<th>New Page Limit (Research Strategy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;25</td>
<td>6</td>
</tr>
<tr>
<td>25</td>
<td>12</td>
</tr>
<tr>
<td>&gt;25</td>
<td>Follow FOA Instructions</td>
</tr>
</tbody>
</table>

Restructured Research Plan (Section 5.5). The three sections of the current Research Plan (Background & Significance, Preliminary Studies/Progress Report, and Research Design & Methods) will be consolidated into a new single section within the Research Plan entitled, “Research Strategy”. This new section will consist of a single PDF that will be uploaded in the appropriate section of the SF424 and will be sub-divided into three parts: Significance, Innovation, and Approach. The Approach sub-section will include both Preliminary Studies for new Applications and Progress Report for Renewal/Revision Applications.

Resources. The Facilities & Other Resources section will be changed to require a description of how the scientific environment will contribute to the probability of success of the project, unique features of the environment and for Early Stage Investigators, and the institutional investment in the success of the investigator (e.g. resources, classes).

Biographical Sketch. A new Personal Statement will be incorporated as Part A, changing the parts formerly called A, B, C to Parts B, C, D. Applicants should limit the list of selected peer-reviewed publications to no more than 15. These 15 publications should be chosen on the basis of recency, importance to the field and relevance to the proposed research.

NEW RESPONSIBLE CONDUCT OF RESEARCH REQUIREMENTS FROM NIH

The NIH has updated its policy on the Instruction in the Responsible Conduct of Research (RCR) for trainees, fellows, participants and scholars receiving support through any NIH training, career development award, research education grant and dissertation research grant. NOT-OD-10-019 (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html) goes into effect for all new/renewal applications submitted on or after January 25, 2010; and for non-competing continuations on January 1, 2011. The RCR component must contain the following five topics:

1. Format 2. Subject Matter 3. Faculty Participation 4. Duration of Instruction 5. Frequency of Instruction

The TEMPLATE to be used by all WCMC researchers for their applications can be found at: http://med.cornell.edu/research/gra_con/nih_fed_cit.html

The RCR component will now be evaluated during the peer review process. After the application has been reviewed and an impact/priority score assigned, the plan will be rated as ACCEPTABLE or UNACCEPTABLE. The rating will not be a factor in the determination of the impact/priority score. However, regardless of the impact/priority score, applications with unacceptable plans will not be funded until the applicant provides an acceptable revised plan.
SEARCH FOR FUNDING OPPORTUNITIES

Our office provides you with numerous resources to assist you in finding funding opportunities.

- WCMC subscribes to three funding opportunity databases that are accessible to the WCMC research community for federal, nonfederal and industry funding opportunities.

Search the databases and find out about the other resources available to you at:
http://weill.cornell.edu/research/gra_con/sea_fun.html

ERF TIPS

- When indicating sponsor or agency, type the name in full. For example, National Institutes of Health instead of NIH. The ERF system cannot recognize sponsor/agency abbreviations.

- You’ll know if your ERF has been successfully submitted when the “Project Submitted” pop-up box appears on the screen.

- To check your ERF’s status, click View/Tasks Forms at http://erf.med.cornell.edu. The far right column will indicate your status.

Office of Clinical Trials Administration

AGREEMENT TYPES THAT REQUIRE REVIEW BY OCTA before PI and WCMC signature is applied:

**Clinical Trial Agreement (CTA) and Amendments** are between WCMC and an outside party to define the terms and conditions associated with the conduct of a clinical trial by a principal investigator (PI).

**Registry Agreements** govern post-marketing research that is conducted to measure a product's effectiveness. The agreement allows large-scale and/or long-term data collection and the collection of relevant information relating to interventions.

**Confidential Disclosure Agreements (CDA)** outline procedures for the sharing of confidential material and/or information between parties to gauge interest in participating in future research together. CDAs can be one-way (i.e., a sponsor shares its confidential information with a PI, but the PI does not share any of his/her confidential information with the sponsor) or CDAs can be mutual. A mutual CDA is usually used as a prelude to investigator-initiated clinical trials.

**Data Use Agreements (DUA)** specify permitted uses and disclosures of Protected Health Information contained in a limited data set.

**Clinical Trial Grant** Any grant that involves a clinical trial.

**Clinical Trial Subaward** An agreement between the initial recipient of grant or sponsor funding and the subsite which will conduct all or a portion of the grant or CTA research/protocol at its own facilities. Kimberly Lyles, GCO/OCTA Subaward Administrator is the contact for ALL subaward agreements (clinical trial and non-clinical trial). Her contact information is kil2004@med.cornell.edu, (646) 962-8293.

SUPPORT FROM THE IRB BY DEPARTMENT

In our continued efforts to improve the quality of service provided to you, IRB administrators have now been assigned specific departments to support. Each administrator will process submissions from their assigned departments, allowing a relationship to be formed and communication to be enhanced. Your department’s IRB administrator can continue to be contacted through your submission-specific JIRA ticket on http://jira.med.cornell.edu.
To All Laser Users

The Office of Health Physics is currently taking inventory of laser-producing instruments employed at all WCMC facilities.

If you currently have laser equipment in your area, either fixed or mobile type:

Option 1: Please contact Alicia Clarens at 212-746-6964 to answer a few simple questions about your equipment and its location.

Option 2: Take a few moments to fill out our Laser Registration Form at http://intranet.med.cornell.edu/research/health_phys/forms/laser.html

REMEMBER: When disposing of laser equipment please contact the Office of Health Physics at 212-746-6964 so that we may assist you with proper disposal.

From the Office of Health Physics

From the Office of Technology Development

Entrepreneurship@Cornell Celebration 2010
CCTEC New Business and Emerging Technologies Showcase

Each spring, the Cornell Center for Technology Enterprise and Commercialization (CCTEC) showcases new businesses founded on licensed Cornell technologies and new technology opportunities from its Ithaca, Geneva and Weill Cornell Medical College campuses during the Celebration of Entrepreneurship@Cornell.

Thursday, April 15, 2010 – 1:00 PM – 3:00 PM
The Statler Hotel, Ithaca Campus of Cornell University

Join 700 alumni, faculty, staff and students from all disciplines to learn about new Cornell technologies and businesses in the areas of:

- Drug Development
- MEMS
- Medical Devices
- Agriculture
- Clean Technology
- Information Technology
- Veterinary Medicine
- Nanotechnology
- More

Then stay for the keynote address by the Cornell Entrepreneur of the Year, Lubna Suliman Olayan ’77.

For more information or to register, please visit: http://entrepreneurship.cornell.edu/events/celebration10/

Left: Attendees at the CCTEC New Business and Emerging Technologies 2009 Showcase learn about Cornell technologies and speak with inventors.