

Research Compliance Foundations for CU Research Staff

Description – A seven-week course for CU administrative staff working in research that covers the basics of Sponsored Projects Administration, policies, regulations and compliance.

Objectives – The course is designed to increase understanding among Sponsored Projects Administration professionals of research compliance fundamentals, including: 1) roles and responsibilities; 2) obligations for conducting research ethically and in compliance with applicable policies and regulations; and 3) where to find resources and information that support the research enterprise and will help in the fulfillment of research-related duties.

Audience – Research Administrators, Department Administrators, Research Coordinators, Effort Coordinators, Grants Managers and other administrative staff involved with research.

Outline – Each class will feature a presentation by an appropriate member of the University administration followed by facilitated discussion with Q&A. Topics to be covered:

- **Session 1** - Overview of Sponsored Research at Columbia: Why Compliance? Who does what and where to go for answers – *Office for Research Compliance and Training and others*
- **Session 2** - Sponsored Projects Roles and Responsibilities Overview – *Office of Research Compliance and Training, Sponsored Projects Administration*
- **Session 3** - Fundamentals of Sponsored Project Proposals – *Sponsored Projects Administration*
- **Session 4** - Post-Award Regulatory Fundamentals – *Research Policy and Indirect Cost*
- **Session 5** - Conflicts of Interest, International Research, Research Misconduct, and other “high profile” compliance issues – *Office for Research Compliance and Training, Office of General Counsel*
- **Session 6** - Effort Reporting: What, Why and How – *Office for Research Compliance and Training, Research Policy and Indirect Cost*
- **Session 7** - Research with Humans, Animals and Hazardous Materials: Introduction to the IRB, IACUC and EH&S/EH&R.— *Institutional Review Boards, Institutional Animal Care and Use Committee, Environmental Health & Safety*
- **Session 8** - Special Concerns for Clinical Trials – (CUMC only) – *Clinical Trials Office*

Information – For more information, contact Joel Roselin at jr2644@columbia.edu. The course is free and open to all Columbia administrators involved in research.