



Quick
Guide
To
Research

at Columbia University

Quick Guide To Research *At Columbia University*

To: All Faculty and Staff Performing
Research at Columbia University

From: David Hirsh, EVP for Research

There are a number of administrative offices and divisions at Columbia that offer support for research. This brochure will introduce you to them. On our website, <http://www.columbia.edu/research>, you will find news about research at Columbia, selected University policies and links to resources and services for the research community.

EXECUTIVE VICE PRESIDENT FOR RESEARCH

The Office of the Executive Vice President for Research has overall responsibility for the University's research enterprise. It oversees most of the operations described in this brochure and is responsible for establishing and maintaining University-wide policies relating to research. The Office also assists investigators seeking research funding, encourages interdisciplinary research, provides seed money for early stage investigations, and generally helps provide the intellectual and physical environment to maintain a high quality of research and maximize productivity. The Office includes a Research Initiatives Coordinator to offer special support for center grants and other large cross-disciplinary projects.

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Phone: (212) 854-1656
<http://www.columbia.edu/research>

HUMAN SUBJECTS RESEARCH

Institutional Review Boards (IRBs)

If you plan to conduct research that involves human subjects, including behavioral research (e.g., surveys) and/or biomedical investigations, one of Columbia's four Institutional Review Boards (IRBs) will help ensure that your study complies with all applicable ethical and regulatory requirements. The University's IRBs are responsible for protecting human subjects in research and are made up of faculty and community members. The IRBs are administered centrally, with offices on the Morningside and CUMC campuses. All human subjects research conducted by Columbia faculty, staff and students must be approved by a Columbia IRB.

The IRBs offer a number of education and training opportunities, including: IRB 101, a comprehensive introductory course that provides background on the regulations that govern human subjects research and offers tips on drafting consent forms and other IRB requirements; Monthly Investigator Meetings at which research issues are discussed; annual educational conferences; and web-based training. The IRB web sites contain useful links and information on education and training opportunities.

Morningside Office: (212) 870-3481

<http://www.columbia.edu/cu/irb/>

CUMC Office: (212) 305-5883

<http://www.cumc.columbia.edu/dept/irb>

CLINICAL TRIALS OFFICE (CTO)

The Clinical Trials Office administers industry-sponsored clinical trials, as well as the budget development and post-award phase of government and other non-industry sponsored awards. The CTO supports investigators in all aspects of protocol development, contract execution, recruitment and trial maintenance.

The CTO website contains an on-line submission package as well as a portal for investigators to track the progress of their industry contracts and post-award activities.

Phone: (212) 305-3360

<http://www.columbiaclinicaltrials.org>

OFFICE OF RESEARCH COMPLIANCE AND TRAINING (ORCT)

The Office of Research Compliance and Training helps ensure that Columbia faculty and staff are in compliance with the complex web of regulatory requirements that govern research. The ORCT collaborates with many of the other offices listed in this brochure to foster an integrated research compliance program. The ORCT administers the University's Conflict of Interest review process for research, serves as a resource for international research compliance issues, and administers Columbia's Standing Committee on the Conduct of Research, which addresses issues of research misconduct. The ORCT works to integrate compliance education programming across the University, and to develop new programming that promotes understanding of compliance issues throughout the research enterprise. The ORCT website contains information about required training for researchers, postdocs and others involved in research.

Phone: (212) 854-4261

<http://www.columbia.edu/research/compliance>

RASCAL

Rascal is the University's on-line research compliance system. Through Rascal, you can create and submit for regulatory approval most research protocols, draft consent forms, complete required and additional training, build a CV, and submit your conflict of interest disclosures.

Technical Help Line: (212) 851-0213

<http://www.rascal.columbia.edu>

DIVISION OF RESTRICTED FUNDS

The Division of Restricted Funds in the Office of the Controller is responsible for the financial administration and reporting of all sponsored research awards, and for ensuring compliance with the regulatory and other requirements that govern the financial management of those awards.

Phone: (212) 854-4684

<http://finance.columbia.edu/controller/rf>

RESEARCH WITH ANIMALS

Institutional Animal Care and Use Committee (IACUC)

If you plan to conduct research on animals, your research protocol must first be approved by the Institutional Animal Care and Use Committee for your campus. Comprised of scientists, non-scientists, veterinarians and community representatives, the IACUC reviews all animal research proposals to ensure the humane care and use of animals in all activities related to research, and to ensure compliance with all federal and state regulations. The IACUC also determines what training researchers must undergo before research involving animals can begin. There are separate committees for the Morningside and CUMC campuses, with one central administrative office. Animal protocols can be prepared and administered online. *All personnel listed on a protocol must complete an occupational health status review and a certification course on compliance with regulations and the basic principles underlying the humane care and use of laboratory animals.*

Phone: (212) 305-2404

<http://cumc.columbia.edu/dept/iacuc>

Institute of Comparative Medicine (ICM)

If you plan to conduct research on animals, your animals must be ordered through, and managed and cared for by the Institute of Comparative Medicine. The mission of the ICM is to ensure the humane care of animals used in approved research and to support medical research teams working to develop treatments for life-threatening conditions. The ICM has certified veterinary specialists who direct the care and manage the health and welfare of research animals at Columbia. The ICM conducts a training program for veterinary specialists, as well as training courses in animal care and handling for research personnel.

Phone: (212) 305-3837

<http://www.cumc.columbia.edu/dept/icm>

SCIENCE AND TECHNOLOGY VENTURES (STV)

The University's Office of Science and Technology Ventures helps facilitate the transfer of scientific discoveries and innovations from the University setting to the marketplace in furtherance of the public interest. STV's mission is to identify, evaluate, protect and license Columbia's intellectual property; increase private sector funding for research and development; and encourage technology transfer and entrepreneurial activities.

If you believe that you have an invention or discovery that is or may be patentable, contact STV for guidance on filing the appropriate forms and to obtain a brochure (also available on STV's website) explaining the technology transfer process. STV also can assist researchers on material transfer agreements that may be required to send or receive certain reagents.

Morningside Office: (212) 854-8444

CUMC Office: (212) 305-5198

<http://www.stv.columbia.edu>

OFFICE OF POSTDOCTORAL AFFAIRS (OPdA)

The mission of the Office of Postdoctoral Affairs is to enhance the educational and training experiences of the University's postdoctoral appointees. The Office provides administrative support, serves as an information clearinghouse, and fosters communication among postdocs, faculty and administrators. It also works to promote consistency in University policies that affect postdocs.

The OPdA website contains valuable information on training and topics of interest to Columbia's postdocs.

Morningside Office: (212) 854-0462

CUMC Office: (212) 305-4073

<http://www.columbia.edu/cu/postdocs>

RESEARCH ADMINISTRATION (RA)

Research Administration is the University's primary support office for sponsored research grants and contracts. RA can provide assistance through all stages of a proposal. It is responsible for assuring compliance with the regulatory and other requirements that govern the grant application process and for the non-financial requirements that govern awards. Research Administration can help investigators learn about funding opportunities and apply for funding. Each department is served by a dedicated project officer for the pre-award process and a financial analyst for account setups and other post-award matters. The RA website contains information about Grants 101 (a course on grants fundamentals) InfoEd (the new grants management IT system) and other helpful topics.

Morningside Office: (212) 305-4191

CUMC Office: (212) 305-3249

<http://www.columbia.edu/cu/researchadministration>

ENVIRONMENTAL HEALTH & RADIATION SAFETY (EH&RS) / ENVIRONMENTAL HEALTH & SAFETY (EH&S)

EH&RS (Morningside) and EH&S (CUMC) provide a broad range of services to promote the health and safety of all University personnel, and to protect the health and safety of the community and the environment in which we live and work. Personnel conducting laboratory research using potentially infectious materials, hazardous chemicals, recombinant DNA, and/or radioactive materials need to attend the relevant EH&S/EH&RS-sponsored safety training(s). The use of recombinant DNA must be approved by Columbia's Institutional Biosafety Committee.

The EH&RS/EH&S website contains laboratory safety information along with safety training schedules. Refresher safety training is also available through Rascal.

Morningside Office: (212) 854-8749

CUMC Office: (212) 305-6780

<http://www.ehrs.columbia.edu>

