

SECTION ELEVEN

For the most current information on the subject matter of this section, please contact the following offices, which are responsible for its content.

Office of Research and Sponsored Programs

<http://www.med.cornell.edu/research/>

425 East 61 Street, Room 223
New York, NY 10021
Telephone: (212) 821-0959
Fax: (212) 821-0799
E-mail: rasp@med.cornell.edu

Office of Technology Development

http://www.med.cornell.edu/research/tec_tra/

418 East 71st Street, Suite 61
New York, NY 10021-4894
Telephone: (212) 746-6186
Fax: 212-746-6662

Environmental Health and Safety

<http://www.med.cornell.edu/ehs/>

418 East 71st Street, Suite 62
New York, NY 10021
Phone: 212-746-6201
Fax: 212-746-8288
Email: ehs@med.cornell.edu

Please also see the summary information in the two following pages.

SECTION ELEVEN

Research and Sponsored Programs

Introduction 3

Guide to Rules and Regulations Concerning the Conduct
of Research

Policy and Procedures Governing Scientific Misconduct

Statement on Sensitive and Proprietary Research

University Policy Statements for Interaction
with Entrepreneurs

 I. Objectives for Policy on Technology Transfer

 II. Statement Regarding University Investment
 in Cornell-Related Venture Funds and Companies

 III. Guidelines for University Agreements with
 Entrepreneurs Receiving Rights to
 Technology from Cornell

Patent Policy

Cooperative Research with Industry

Biosafety

INTRODUCTION

The Office of Research and Sponsored Programs (RASP) handles all administrative issues related to the research activities at the institution. These include:

1. Processing and submission of all grants, contracts, and other requests for funding.
2. Reviewing, negotiating and processing agreements with industrial sponsors of research.
3. Administration of the Committee on Human Rights in Research, and issues related to ethical considerations involved in research with human subjects.
4. Administration of the Institutional Animal Care and Use Committee which is required to review and approve all research involving animals and to inspect and approve the conditions and procedures involved in animal use.
5. Overseeing the activities of the Research Animal Resource Center which is responsible for the care of all animals used at the institution.
6. Supervising the activities of the Office of Life Safety. This Office is responsible for the maintenance of a safe environment throughout the institution, for compliance with all federal, state and local regulations related to safety, for the safe and proper disposal of chemical waste, and for providing advice and guidance to investigators regarding safe and appropriate methods for handling potentially hazardous biological or chemical materials.
7. Overseeing the activities of the Apparatus Shop which assists in the design of specialized equipment and the fabrication and modification of such equipment.
8. Administering institutional fellowship programs and other internal research support funds.

The staff of RASP is available at all times to provide advice to academic staff members regarding research support opportunities and institutional regulations related to the conduct of research.

Academic staff members performing research should, in addition, be familiar with other relevant policies and procedures at the Medical College, e.g., the policies and procedures concerning conflicts of interest and the use of University facilities, which may be found in Section Thirteen: Guidelines; and the use of the library, which may be found in Section Fifteen: Information Resources.

The Research Integrity Division includes:

Homepage: http://med.cornell.edu/research/rea_com/

Research Subject Protection:

Institutional Review Board (IRB)

Institutional Animal Care & Use Committee (IACUC) - intranet

Institutional Biosafety Committee (IBC) - intranet

Data Safety Monitoring Board (DSMB)

HIPAA in Research

Conflicts Management Office

Research Integrity Education

Institutional Review Board (IRB) Forms and Policies

http://med.cornell.edu/research/for_pol/ins_rev_boa.html

All the forms and policies can be viewed and printed as PDF documents. Some are also available as MS Word documents. Hard copies can be picked up from the **Research Integrity Division:**

425 East 61 Street, Suite 301 New York, NY 10021 Phone: (212) 821-0577

IRB Protocol Forms

- Assent for Minors Form
- IRB Consent Form
- IRB Continuing Review Form
- GCRC Addendum to IRB Continuing Review Form
- IRB Expedited Review Protocol Form
- IRB Protocol Form
- Request for Exemption
- Human Tissue Section and Tissue Request Form
- Investigational Drug Data Sheet

Adverse Events

- Adverse Event Reporting Form
- Adverse Event & IND Safety Reporting Table

Financial Disclosure

- Study Specific Financial Disclosure Form

Instructions

- Pathology Review general Instructions
- Pathology Review FAQ

Institutional Biosafety Committee (IBC) Forms

http://med.cornell.edu/research/for_pol/ins_bio_com.html

- Application for the Use of Recombinant DNA Molecules in Human Gene Transfer
- Certificate of Registration for Research Using Recombinant DNA or Transgenic Animals

HIPAA in Research Forms

http://med.cornell.edu/research/for_pol/hip_for.html

Form 1: Authorization to Use or Disclose Protected Health Information

Form 2: Request for Waiver or Alteration of Authorization to Use or Disclose Protected Health Information in Research

Form 3: Request for Waiver or Alteration of Authorization to Use or Disclose Protected Health Information in Research That Only Uses Coded Samples

Form 4: Investigator Representation for Research on De-Identified Protected Health Information

Form 5: Investigator Representation for Research on Limited Data Sets of Protected Health Information

Form 6: Data Use Agreement for a Limited Data Set

Form 7: Investigator Representation for Research on Protected Health Information of Decedents

Form 8: Investigator Representation for Review of Protected Health Information Preparatory to Research

Institutional Animal Care and Use Committee (IACUC) Forms

<http://intranet.med.cornell.edu/research/iacuc/forms.html>

- Protocol Review and Addendum Form for Animal Research (Including Study Specific Financial Disclosure Form)
- Personnel Changes Form

Institutional Animal Care and Use Committee (IACUC) Regulations & Policies

<http://intranet.med.cornell.edu/research/iacuc/regspolic.html>

Conflicts Management Office (Conflicts of Interest and Commitment) Policy and Annual Disclosure Statement of External Financial Interests and External Time Commitments

http://www.med.cornell.edu/research/rea_com/con_of_int.html