FREQUENTLY ASKED QUESTIONS*
As of October 2014

SEED FUNDING AWARD APPLICATION PROCESS
(Juan Cordero, MD: ctsc_pilot@med.cornell.edu):

1) QUESTION: Are Columbia University and Rockefeller University included in the list of “CTSC Member Institutions?”
   ANSWER: No, since they are not part of the Weill Cornell CTSA award consortium; they have their own separate NIH CTSA grants.

2) QUESTION: I am a PI/Co-PI/Co-Investigator on a currently active CTSC Seed Funding Award but it will be over by 5/31/15. Can I submit and/or be included in an application for the current RFA?
   ANSWER: Yes, because the new award would not start until 6/1/2014, at the earliest.

3) QUESTION: Can CTSC Seed Funding Award funds be used for salary and fringe benefits?
   ANSWER: Yes. Please see the guidelines in the RFA for costs that are NOT allowed.

4) QUESTION: I submitted a Seed Funding Award in a previous application cycle but I did not receive an award. Can I re-submit the application?
   ANSWER: Yes, but only if you have not already re-submitted it - each proposal is limited to one re-submission.

5) QUESTION: Do I have to use specific CTSC facilities if I receive a Seed Funding Award?
   ANSWER: No. Although use of CTSC facilities and/or cores by Seed Funding Award-funded projects is desired and encouraged, it is not required.

Additional information

- By May 2015, the applicant will be notified via email whether the proposal will be funded. At that time, the applicant must complete the PHS-398 package as well as other required regulatory and compliance documents within 60 days. Funding is contingent upon submission of this information and failure to do so will result in disqualification.

- Upon receipt of all required post-award documents, the CTSC will prepare an award agreement. Once the award agreement is signed by the appropriate institutional business official(s), WCMC Grants and Contracts will review and sign the agreement and notify the CTSC that funding can be released.

- Investigators are strongly encouraged to submit IRB and/or IACUC protocols early in order to avoid significant delays in project initiation. A copy of all approved documents will be required.
• **Budget Notes**
  – No funding from other sources can support this proposal
  – Items not allowed: Computer hardware (laptops, desktops, tablets, smartphones, etc.)
  – Funding can be used for personnel support, meetings, conferences, travel, or costs associated with generating/purchasing data sets.
  – Funding for supplies are allowed only if they are of a consumable nature and directly related to the CTSC seed funding project.
  – Funding requests for all items must be directly related to the project and be clearly outlined in the budget justification
  – **FOR WCMC-SALARIED STAFF → IF YOUR PROJECT IS SELECTED FOR FUNDING, THE ERF WILL BE REQUIRED BEFORE FUNDS CAN BE RELEASED TO YOU.**

**REGULATORY KNOWLEDGE**
(Juan Cordero, MD: ctsc.pilot@med.cornell.edu):

1) **QUESTION:** Where should I submit my IRB/IACUC protocol for review/approval?
   **ANSWER:** You should submit to the IRB/IACUC where the subjects/animals will be, regardless if that is your home institution. That is the purpose/advantage of having a Co-PI or Co-Investigator at the other institution. All projects requesting CTSC Nursing/Research Aide support must receive WCMC approval, regardless of where the subjects will be seen.

2) **QUESTION:** What should I do after I receive IRB/IACUC approval?
   **ANSWER:** Please upload your approval documents on ePAR and contact the Research Manager, James Holahan, or Juan Cordero, for further details.

3) **QUESTION:** Is Regulatory Knowledge available for consultation during the design/pre-submission stages?
   **ANSWER:** Yes. This is encouraged if you will be collaborating with a new investigator that you have never worked with before.

**RESOURCES/SERVICES**
(James Holahan: jph2003@med.cornell.edu):

1) **QUESTION:** What CTSC resources are available for my study?
   **ANSWER:** The CTSC can provide a wide range of resources. Please refer to the “Services and Resources” tab on the CTSC homepage: [http://www.med.cornell.edu/ctsc/services_and_resources/](http://www.med.cornell.edu/ctsc/services_and_resources/)

2) **QUESTION:** How do I request use of CTSC resources?
   **ANSWER:** If the award is chosen for funding, investigators will be prompted to request CTSC resources on the “Resources Requested” page of the online ePAR application. Investigators must contact the Core Director of each resource prior to submitting the request in order to determine whether the service can be provided. The level of support provided is reviewed on a case by case basis according to continued federal funding, CTSC priorities, and resource availability.

3) **QUESTION:** Can I add CTSC resources at a later time?
   **ANSWER:** Yes. In order to request additional resources, please contact James Holahan.

4) **QUESTION:** When can I begin utilizing CTSC resources?
   **ANSWER:** Investigators are eligible for Biostatistical Services and assistance in planning for research data management prior to IRB/IACUC approval. In order to request help in study design, statistical considerations,
or sample size calculations, please complete the Consult Request Form, which can be found here: http://www.med.cornell.edu/ctsc/services_and_resources/research_design_and_biostatistics.html.
To request assistance in planning for research data management, please contact Jessie Lee (jel2025@med.cornell.edu; 212-746-4743). All other services require IRB/IACUC approval prior to use.

5) **QUESTION:** Are there costs associated with utilizing CTSC resources?

**ANSWER:** Some CTSC resources are provided free of charge for investigators, and others may require some cost sharing. Please contact James Holahan for specific inquiries. The CTSC’s budget is dependent on year-to-year support granted by Congress through the NIH. The level of support provided is reviewed on a case by case basis according to continued federal funding, CTSC priorities, and resource availability.

**FINANCE**

(Adriel Villegas-Estrada: CTSC_FINANCES@med.cornell.edu):

1) **QUESTION:** Are the funds from my award deposited into an existing or new account in my department?

**ANSWER:** For WCMC PIs, a WBS element (account) is established in the CTSC fund center. All funds are managed through the CTSC. For PIs outside of WCMC, all expenses will be reimbursed through an institutional invoice. The terms and conditions will be listed on the award letter agreement.

2) **QUESTION:** How do I know my account balance or detail expense?

**ANSWER:** For WCMC PIs, quarterly reports are available upon request from the PI or a project designee. For PIs outside of WCMC, please check with your institution’s Research Accounting Office.

3) **QUESTION:** How do I charge expenses to my CTSC project?

**ANSWER:** WCMC PIs may charge expenses several ways. The most common method is by sending your payment requisitions, travel reimbursements, and petty cash forms with receipts to the CTSC. Depending on the type of purchase, you may use the CTSC Procurement Card. If your department has already fronted your expenses, an Expense Transfer Form with receipts should be submitted to the CTSC. All reimbursement requests should be sent to the following: CTSC_FINANCES@med.cornell.edu. For PIs outside of WCMC, all reimbursements are processed through your home institution.

4) **QUESTION:** Can you provide the status of an Electronic Routing Form (ERF) application?

**ANSWER:** The ERF system is not monitored by the CTSC. This is an institutional requirement that needs to be completed prior to releasing funds. The ERF system can be accessed at the following link: https://erf.med.cornell.edu/routing/RARFClient/routingClient.html. A Study Specific Financial Disclosure will need to be signed and uploaded to the ERF system. This form can be generated at the following link: http://med.cornell.edu/research/research_integrity/conflicts_management_program/stu_spe_dis.html

5) **QUESTION:** Can I reallocate the funds from my CTSC award?

**ANSWER:** Any changes in the budget will need approval from the CTSC. Please keep in mind that if there are any WCMC personnel changes the ERF application will need to be modified.