K30 Program Post Approval Instructions

1. Log into your ePAR application (https://ctscweb7.ctsc.med.cornell.edu/WebCAMP/SourceCode/Login.cfm) and upload the documents outlined below.
2. Required information must be uploaded into ePAR within 30 days from notification. Admission is contingent on submission of this information and failure to do so will result in disqualification.
3. For questions, email Timothy Baker (ctsc_k30@med.cornell.edu).

The following are required of both Master’s and Certificate track students:

1. **K30 Enrollment Contract** – Complete, sign, date and upload
2. **Meningitis Information Response Form** – Complete, sign, date and upload
3. **WCGSMS Registration Forms** – Complete and upload

**For Master’s Degree Track Students Only:**

**Items #1 -5 are only required if applicable.** No expenditures related to human subjects or animals will be permitted until the CTSC is provided with a copy of the official IRB/IACUC letter of approval. Investigators are encouraged to submit IRB and/or IACUC protocols early in order to avoid significant delays in project initiation.

1. **IRB/IACUC Approval Letter**
2. **IRB/IACUC Application**
3. **IBC Certificate of Registration and Approval**
4. **Consent and/or Assent Forms** – Human subject studies only. Stamped approved forms are required for studies being conducted on the Clinical and Translational Research Unit (CTRU) inpatient and outpatient care units or using CTRU nursing staff.
5. **Animal Subjects Research** – If you propose the use of vertebrate animals at any time during the project period, address the following five points. In addition, when research involving vertebrate animals will take place at collaborating site(s) or other performance site(s), provide this information before discussing the five points.
   I. Detailed description of the use of animals in the work previously outlined in the experimental design and methods section. Identify species, strains, ages, sex, and numbers of animals to be used.
   II. Justify the use of animals, choice of species, and numbers used. If animals are in short supply, costly, or to be used in large numbers, provide additional rationale for their selection and numbers.
   III. Provide information on veterinary care.
   IV. Describe procedures for ensuring the discomfort, distress, pain and injury will be limited to that which is unavoidable to conduct scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain and injury.
   V. Describe any euthanasia method to be used and the reasons for its selection. State whether this method is consistent with the following recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following recommendations.

Questions? Email: ctsc_k30@med.cornell.edu