Seed Funding and Education Post Award Instructions

1. Log into your ePAR application and upload the documents outlined below.
2. Required information must be uploaded into your ePAR application within 30 days from notification. Funding is contingent on submission of this information and failure to do so will result in disqualification.
3. A CTSC staff member will be reaching out to you to schedule appointments with the CTSC Post Award Team who will be guiding you through the post award funding process. Please meet with them as soon as possible to guarantee a speedy release of awarded funds.
4. For questions, email Angelica Cardona (anc2041@med.cornell.edu).

I. 398 Package – Submit a package for each site reflecting only its portion of the budget; submit (1) bookmarked PDF file with the 398 package of the Applicant. The individual package should include in the following order:
   - Form Page 1: Signed Face Page
   - Form Page 2: Abstract and site location for all participating institutions
   - Form Page 3: Key personnel
   - Form Page 4: Detailed Budget for Initial Budget Period
   - Form Page 7: All Personnel Report – list all personnel contributing 8.3% annualized effort or more
   - Detailed Budget Justification including role for each collaborator
   - Other Support pages for all investigators

II. Budget Notes
1. Awards funds are for direct costs only. Indirect costs cannot be charged to this award.
2. Effort must be tracked according to OMB-Circular A-21 and institutional policies and procedures.
3. Carry forward and no-cost extensions are not allowed. Unspent funds will revert back to the parent grant.
4. Re-budgeting is not allowed without prior approval.
5. No funding from other sources can support this proposal.
6. Capital or depreciable equipment over $2500 not allowed. No laptops or computers, computer equipment and peripheries.
7. Only supplies of consumable nature are allowed.
8. Travel Authorization – A Travel Authorization (TA) form is required and must be submitted to Angelica Cardona at least two weeks prior to traveling. Reimbursement is contingent upon approval of the TA and review of travel expenses. The TA form is available at http://weill.cornell.edu/ctsc/forms/forms.html. As per federal regulations, alcohol and entertainment is not an allowed cost. For international travel, a TA must be submitted a minimum of 4 weeks prior to travel and will only be allowed if 1) a US air carrier is used; and 2) a strong justification is provided and approved. In addition, all travel must accord to the Fly America Act.
9. Upon receipt and approval of signed award letter, the CTSC will set up appropriate purchase order(s) according to the approved budget for Collaborator. Collaborator must email quarterly invoices to Angelica Cardona. CTSC will review invoice against the approved budget and may request additional documentation related to expenses e.g. travel itineraries, vendor receipts, etc. prior to processing payment.
10. WCMC personnel only – Accounts and Authorization for Financial Transactions – As per WCMC institutional officials, all WCMC accounts are administered within the CTSC department. Furthermore, all change of funding, purchase orders, funds reservations, requisitions, and other transactions must be reviewed and approved by CTSC administration to be processed.
III. Compliance and Other Documents

➢ For WCMC investigators
  o Complete and submit an Electronic Routing Form (ERF) that includes all WCMC key personnel: [https://erf.med.cornell.edu/routing/RARFClient/routingClient.html](https://erf.med.cornell.edu/routing/RARFClient/routingClient.html)
  o Complete Study Specific Reports: [http://conflicts.med.cornell.edu](http://conflicts.med.cornell.edu) and upload into ERF
  o Funding will not be released until all WCMC key personnel have completed compliance training.
  o Visit: [http://www.med.cornell.edu/research_compliance/training/](http://www.med.cornell.edu/research_compliance/training/)

➢ For Investigators at Partner Institutions
  o Signed Study Specific Reports forms for all key personnel from all collaborating institutions are required. Investigators can use their own institution’s form or use WCMC form. Visit: [http://weill.cornell.edu/research/reac_com/SSR_External.html](http://weill.cornell.edu/research/reac_com/SSR_External.html)

IV. The following items are 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.

➢ IRB/IACUC Approval Letter
➢ IRB/IACUC Application
➢ IBC Certificate of Registration and Approval
➢ 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.
➢ 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.

The following items are required to be uploaded into epar by all education awardees (TL1/KL2):

1. Statement of Appointment (2271 Form) – Complete, signed and date.
2. Transcripts – A PDF that includes official transcripts from all educational institutions.
3. Test Scores – A PDF that includes official documentation of test scores (GRE, MCAT, TOEFL)
4. Enrollment Contract – Complete, sign and date.
5. Meningitis Information Response Form - Complete, sign and date.
6. WCGSMS Registration Form – Complete.