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/](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](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](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