

## Research Compliance Training

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Last Revised: 8/2010

Revised: 2/2016

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### Policy Statement

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To enhance Weill Cornell Medicine's ability to comply with federal regulations the Office of Research Compliance (ORC) provides a research compliance education and training program. The goal of the ORC education and training program is to enhance the compliance consciousness in the daily actions of employees, students, and other persons affiliated with research at Weill Cornell Medicine (WCM)

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### Reason for Policy

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As a recipient of Federal research funding, the Weill Cornell Medicine (WCM) is subject to financial accounting and reporting obligations designed to ensure that the charges to its Federal sponsored projects are allowable and properly allocable to those projects. Among these obligations is the requirement to maintain a salary allocation system that complies with the provisions of [OMB Circular A-21](#), "Cost Principles for Educational Institutions".

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### Who Should Know This Policy

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- Dean
- Senior Administration – Vice Provosts, Associate Deans
- Director, Department Chair, Division Head
- Faculty
- Departmental/Divisional Administrators
- Finance Personnel – Research Accounting, Accounting Services
- Grants & Contracts Personnel
- Research Compliance Personnel
- Research Integrity Personnel
- All Employees
- Information Technology Personnel
- Human Resources Personnel
- Students

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## Who Must Take the Training

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The ORC has successfully implemented the following education and training modules that must be completed by all investigators, faculty, academics, key personnel and administrators involved in research:

- Effort Reporting
- Pre- Award
- Post- Award
- Compliance with OMB Circulars and Grant Contract Provisions

The ORC is responsible for providing timely updates on all training materials in response to any new WCM policies and procedures and changes in applicable regulations. The education and training program will be aimed at maintaining and updating awareness of research compliance policies among existing faculty and staff.

Departments must maintain attendance logs for any departmental-based compliance training. Faculty and staff who fail to attend/complete mandatory training may be subject to disciplinary action.

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### *Education and Training Questions and Answers*

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**Question: Who is required to complete the Research Compliance Training Program?**

- *Investigators, key personnel, faculty, academics and administrators involved in research.*

**Question: How do I register for the Research Compliance Training Program?**

- *Send an e-mail to “research\_compliance@med.cornell.edu with your full name, CWID and the department(s) that you work for.*

**Question: How will OSRA and ORC know if I’ve completed the Training?**

- *We run a monthly report to see who has registered but not finished the course and who has completed the course. This training module is included in the quarterly effort tracking system audit.*

**Question: How will you enforce the required training?**

- *During the quarterly audits we match personnel listed the Effort Tracking System against the Research Compliance Training program. The department administrator is required to follow up with you to ensure compliance. The OSRA team will not submit a Grant if any of the key personnel have not completed this training.*