Office of Faculty Development

Recognizing the need to attract, foster and retain the next generation of clinical, translational and basic science leaders, while supporting the career advancement of its current faculty, Dean Glomcher created the Office of Faculty Development in January, 2012. Headed by Dr. Barbara Hempstead, the Office of Faculty Development is dedicated to assisting physicians, researchers and educators in achieving academic success at every stage of their careers, with targeted activities focusing upon the specific needs of junior, mid-career and senior faculty. The mission of the Office of Faculty Development is to educate faculty about the criteria for promotion, facilitate and formalize mentorship, and to coordinate and provide services for career development. To ensure that faculty members are aware of current programs and opportunities, a website has been launched that reviews the process for promotion and tenure, the resources for new faculty, and highlights workshops and seminars for faculty by providing links to existing services, as well as new activities of the office (www.med.cornell.edu/faculty development).

To ensure that all faculty members have formal mentorship meetings with Chairs or Chair designee, the Office of Faculty Development, together with the Information Technology Service, have designed and implemented an Annual Review process for all full time faculty members, approximately 1400 individuals. Faculty members first complete a web-based self-assessment, which captures their academic activities, including teaching, research, clinical care, and extramural scholarly activities. Faculty are asked to list their mentors and mentees, and goals for the upcoming academic year. After completion of the self-assessment, faculty have a face-to-face meeting with their chair or designee, during which they discuss academic activities and goals, professional development, advancement and mentoring, and issues of work-life balance and quality. This process ensures that all faculty members have identified mentors and understand their progress towards promotion. The first Annual Faculty Review has just been completed for 2012, comments from faculty members have been very positive. We look forward to your participation in upcoming years.

The Office of Faculty Development also provides career development training through seminars on time management, communication, scientific presentation skills, negotiation and life-work balance. Additional professional skill building programs in manuscript and grant writing have also been offered. During the past academic year, the Office of Faculty Development has launched a seminar series for junior faculty members to assist their progression to promotion entitled “Let’s Move Up”. Seminar subjects for this group have included mentorship strategies, promotion procedures, and assistance in documenting activities in curriculum vitae.

The Office also formed an Educators’ Working Group, which is specifically focused on the academic needs of educators within the medical school, the graduate school and in postgraduate education at the residency and fellowship levels. This group, consisting of faculty from many departments, has generated an educator’s portfolio that captures and documents the educational activities and research of these faculty members, facilitating promotion. If you are interested in joining the Educators’ Working Group, which meets monthly, please contact OFD.

Lastly, the Office is assisting in building multi-disciplinary teams to promote translational research and mentorship, based upon shared faculty interests. Although these teams will be thematically based, they will also form a foundation for successful academic careers and promote collaborative team building among translational and basic scientists, with clinical and educational researchers.

The impact and success of these initiatives will be monitored to assess outcomes such as:

- The retention, promotion and recruitment of faculty
- Tracking faculty publications, awards and professional recognition
- Faculty satisfaction, through additional faculty surveys

For additional information or questions, please contact the Office of Faculty Development:

- Phone: (212) 746-2195 or
- Email: facultydevelopment@med.cornell.edu
The Office of Faculty Diversity in Medicine and Science

As the diversity in the U.S. population increases, academic medical centers must increase their efforts to achieve diversity, equity and inclusion among the entire medical school body. Weill Cornell has a long tradition of attracting and retaining diverse medical and graduate student populations that reflect the diversity of the U.S. population. However, this degree of diversity has been lacking among Weill Cornell faculty.

Similar disparities exist in other academic medical centers. In 2009 data collected by the Association of American Medical Schools (AAMC) only 13% of women faculty were full professors compared with 30% of men faculty at this rank. Only 10% of women faculty held tenure compared with 23% of men faculty. Other data reported by the AAMC show:

- Racial and ethnic minorities comprise 26% of the U.S. population, yet only 6% of practicing physicians are Latino, African American and Native American.
- Underrepresented minority (URM) faculty account for only 4% of U.S. medical school faculty members; approximately 20% of URM faculty are located at six medical schools – Howard University, Meharry Medical College, Morehouse School of Medicine, and three Puerto Rican medical schools.
- Studies have shown that URM physicians are more likely than their non-minority counterparts to conduct research to help reduce racial disparities in health care.

The AAMC has made faculty diversity a priority and has urged all academic medical centers to develop strategies to increase faculty diversity.

In response to this call, the Dean established the Office of Faculty Diversity in Medicine and Science in July 2009. The Office is led by Dr. Barbara Hempstead, Associate Dean (Faculty Development and Diversity); Dr. Carla Boutin-Foster, Director of Cultural Diversity; and Dr. Rache Simmons, Director of Gender Diversity. Their Mission is to create a palpable culture of inclusiveness, diversity and equity in academic leadership at Weill Cornell. This culture will be created through faculty recruitment, mentoring, promotion, retention and selection for leadership roles to develop and sustain a diverse faculty.

A major effort of the Office was the development of a Faculty Diversity Strategic Plan. The overarching goal of the plan is to enhance the excellence of the tripartite mission through increased faculty and leadership diversity, equity and inclusiveness. Key recent initiatives include:

- Incorporate excellence with diversity, inclusiveness and equity into the core values and missions of WCMC
- Establish processes to increase diversity in WCMC leadership and faculty
- Create faculty development and diversity support programs
- Expansion of the website to provide additional information and resources
- Recognize diversity leaders and champions
- Development of Parental and serious health leave policy

Initiatives for the current academic year include:

- Respect in the workplace webinar
- Salary equity
- Pipeline programs for residents/fellows

Events, seminars & programs include:

- Diversity on Tap – LGBT, October 17, 2013, 5:30pm – Griffis Faculty Club
- Diversity on Tap – Women, October 24, 2013, 5:30pm – Griffis Faculty Club
- Lactation facilities at 1300 York Ave, Starr 554, and 575 Lexington Ave (now under construction).
- Childcare facility – scheduled to open September 2013
- Pioneers in Diversity Awards
- Successful Productive Academic Research Careers (SPARC) – Senior & Junior programs
- Weill-Ithaca Summer Experience in Research Program (WISER)

More information on The Office of Faculty Diversity can be found:

www.weill.cornell.edu/diversity

or contact:
Rache Simmons, MD (gender diversity): (212) 821-0870, email: rms2002@med.cornell.edu
Carla Boutin-Foster, MD (racial diversity): (646) 962-5010, email: cboutin@med.cornell.edu

2 https://www.amsa.org/AMSA/Homepage/About/Priorities/Diversity.aspx117
IV. STANDARDS OF CONDUCT

The Medical College requires that faculty, students and staff abide by fundamental standards of conduct expected of the members of the medical college community in their interactions with each other. Membership in the Medical College community for students is more than an academic commitment; it connotes a willingness by the student to act as a responsible medical professional. Participation in the medical college community by faculty is more than instructing the next generation of medical professionals; it is a commitment to serve as mentor and role model of the standards of the medical profession. Inherent in the concept of a medical professional is an underlying integrity and ethical foundation that defines the tone and culture of the teacher-learner environment at the Medical College.

The Medical College’s standards of conduct also enable students to begin to encounter and wrestle with the difficult moral and ethical questions that arise continuously throughout one’s medical career. In this capacity the standards of conduct promote expected behaviors, challenge unprofessional behaviors, and educate students, as well as faculty, to confront these challenges.

It shall be the responsibility of the students and faculty of the Medical School to uphold the integrity and ethical standards of the community to the fullest extent possible. The standards of conduct listed below set forth general responsibilities of students and faculty in a teacher learner environment. The full range of responsible conduct cannot be set forth in any policy document. Accordingly, students and faculty should view these enumerated responsibilities as an illustration and should strive to comply with both the letter and the spirit of these standards of conduct.

This section also describes the guidelines and policies which will apply when there has been a failure to comply with the standards.

A. Student Responsibilities

In order for students to be permitted to continue their studies at the Medical College, students must demonstrate a range of skills and abilities, such as, good judgment, a sense of responsibility and morality, sensitivity and compassion for individual needs, the ability to synthesize and apply knowledge, and evidence that they are capable of becoming safe and effective physicians. Students must also assume responsibility for the integrity of the content of the academic work performed and submitted, including papers, examinations and reports.
The following are examples of conduct that is not suitable for students at the Medical College:

a. knowingly or carelessly representing the work of others as one’s own;

b. using or giving unauthorized assistance in any academic work;

c. restricting the use of material used to study in a manner prejudicial to the interest of other students;

d. purposely misleading or give false information to another student;

e. repetitively or egregiously failing to fulfill the professional requirements and responsibilities of a clinical clerkship;

f. committing an act of physical abuse or violence of any kind;

g. being repeatedly absent, unexcused, from a required course, clerkship, or subinternship activities; or

h. otherwise committing a breach of academic and/or professional integrity.

A student, or group of students, knowing of any situation in which a violation of any of the standards of conduct set forth above may have occurred is responsible for providing any such information in writing to the Senior Associate Dean (Education). Faculty are similarly required to report a violation to the Senior Associate Dean (Education). Each student matriculated at the Medical College shall be bound by standards of conduct described above and shall be presumed to be familiar with the above provisions.

When a student’s conduct while matriculated at the Medical College raises a question about his or her suitability for the practice of medicine, the matter is directed to the Committee on Promotion and Graduation for consideration. On a request by the Committee on Promotion and Graduation, the Senior Associate Dean (Education) or his or her designee, shall appoint an ad hoc committee of faculty to review the matter. The student involved shall receive notice of the Committee on Promotion and Graduation’s request for the appointment of the ad hoc committee, the membership of the ad hoc committee once constituted, and the details of the concerns under consideration by the ad hoc committee regarding the student’s suitability for the practice of medicine.

The ad hoc committee will determine the scope, manner and extent of its review, consistent with the information provided by the Committee on Promotion and Graduation. The student shall have the right to appear before the ad hoc committee in order to present his or her position on the claims raised and his or her continued suitability. The student may be accompanied by an advisor (such as a family member, faculty member and/or counsel) who may assist the student but will not be a participant in the proceeding before the ad hoc committee; the student will remain responsible for
acting on his or her behalf in the process. The ad hoc committee will forward its
determination as to the student’s suitability to the Promotion and Graduation Committee.

When the recommendation of the ad hoc committee to the Committee on Promotion
and Graduation is to permit a student to continue with his or her studies based on a
finding that the student continues to meet the standards of suitability for the practice of
medicine, the Committee on Promotion and Graduation may accept the recommendation
and conclude the process or the Committee on Promotion and Graduation may seek
further review by forwarding the matter for further action to the Faculty Councils and
Dean. The Committee on Promotion and Graduation retains the right to add its own
recommendation to the recommendation of the ad hoc committee if it forwards the
decision of the ad hoc committee for additional consideration.

When the recommendation of the ad hoc committee is that the student does not satisfy
the Medical College’s standards of suitability for the practice of medicine and should not
be permitted to continue studies at the Medical College, then the recommendation,
together with the academic records, factual determination, including any
recommendations for sanctions (which shall include a brief statement explaining the
sanctions), as well as any other materials the ad hoc committee deems appropriate, shall
be forwarded to the Committee on Promotion and Graduation. The Committee on
Promotion and Graduation shall then follow its own procedures for reviewing the
recommendation, and formulating its own position on the matter. The Committee on
Promotion and Graduation has the discretion to rely on the record created by the ad hoc
committee or to reopen the process to gather additional information. The student shall
have an opportunity to submit whatever information he or she believes is relevant to the
consideration. The recommendations of the ad hoc committee, and the Committee on
Promotion and Graduation, shall be forwarded to the Faculty Councils and the Dean for
final action, pursuant to Section IIG herein.

B. Teacher-Learner Environment

The Medical College is committed to providing an environment that fosters mutual
respect and the values of professionalism, ethics, and humanism in the practice of
medicine. An environment conducive to learning requires that faculty, students and
administrative and support staff treat each other with civility. Faculty must treat students
fairly and with respect in all settings where students are educated and maintain an
academic environment conducive to the pursuit of free inquiry, academic integrity and
the advancement of patient care. The standards of conduct set forth below are intended to
prohibit teaching and other practices that are discriminatory, generally offensive and that
undermine professionalism, without limiting appropriate teaching techniques and styles
that advance and stimulate the educational environment.

Examples of conduct that is not appropriate include:

a. verbally abusing a student, including belittling and/or humiliating a student, or
   speaking disparagingly about a student’s economic or cultural background, gender,
   sexual orientation or preference, race or religion;
b. exploiting students in any manner, including requesting that students perform personal errands or directing students to perform a large number of routine hospital procedures on patients not assigned to the student, particularly where performing the procedures interferes with a student’s attendance at educational activities such as teaching rounds and classes;

c. intentionally singling out a student for arbitrary or selective treatment;

d. pressuring a student to perform medical procedures for which the student is insufficiently trained;

e. interfering with a student’s need to attend properly to a potentially serious health problem, including not permitting a student to leave a hospital unit or operating room to seek attention for a needlestick injury or a splash with bodily fluids; or

f. committing an act of physical abuse or violence of any kind.

Faculty shall educate and advise students about the specific standards that govern professional conduct in a clerkship, a course or in a hospital setting, and, by his or her own conduct, set an example of the standards expected of the student.

If a student believes that a faculty member has violated the standards of conduct, the student may file a written request for an investigation with the Senior Associate Dean (Education) or Vice Provost and Executive Vice Dean ("Executive Vice Dean"). The Senior Associate Dean (Education) or Executive Vice Dean, as appropriate will notify the Associate Dean for Student Affairs, who shall serve as the student’s advocate, and the Chairperson of such faculty member’s department of the complaint and, together with such Associate Dean for Student Affairs and Chairperson, investigate any such complaints. The Department Chairpersons and the Senior Associate Dean (Education) or Executive Vice Dean, as the case may be, are committed to establishing the facts fairly and promptly and will respect the rights and confidentiality of the involved parties. Students who wish to come forward and report inappropriate behavior on the party of a faculty member may do so without fear of retaliation or reprisal. The Senior Associate Dean (Education) or Executive Vice Dean, as the case may be, and the Chairperson of the relevant faculty member’s department and the Associate Dean for Student Affairs will take prompt action, normally within ten (10) days from the written request for an investigation, in resolving the matter.

Faculty are also required to inform the Senior Associate Dean (Education) or Executive Vice Dean, in writing, of any alleged violation by a faculty member of the standards of conduct outlined above. Faculty members, upon appointment to the Faculty, shall be bound by the standards of conduct set forth in this section and shall be presumed to be familiar with its provisions.
WEILL CORNELL MEDICAL COLLEGE (WCMC)
OFFICE OF FACULTY AFFAIRS
425 E. 61st Street (between York and First Avenues), Room DV234
New York, NY 10065
Phone - 212-821-0737
Fax – 646-962-0685

WEBSITES
www.med.cornell.edu/ofa
www.med.cornell.edu/Handbook

FUNCTIONS

- Manages all aspects of WCMC academic appointments – faculty and non-faculty
- Maintains records of academic staff and their appointments
- Maintains academic appointment policy documents – WCMC Academic Staff handbook
- Advises academic staff, academic departments, centers, institutes, and others regarding academic appointment policies and procedures
- Provides administrative support to the Committee of Review for senior rank faculty appointments, promotions and tenure
- And much more!

THE STAFF

- Mark A. Albano, PhD, MBA – Assistant Dean
- Veronica Singh – Committee of Review administrator
- Heather Alibert – Houston Methodist Hospital, Houston Methodist Research Institute
- Elizabeth Connolly – Senior faculty appointment and promotion reviews
- Therese Shawa-Efap – Appointment Administrator for the Departments of Anesthesiology, Medicine, Physiology and Biophysics, Radiology, and the Division of Radiation Oncology
- Tanya Hamilton - Appointment Administrator for the Departments of Pediatrics, Neurological Surgery, Orthopaedic Surgery, Neurology, Otolaryngology-Head & Neck Surgery, Cardiothoracic Surgery, Genetic Medicine, Psychiatry, Ophthalmology
- Evan Boshi - Appointment Administrator for the Departments of Public Health, Surgery, Biochemistry, Cell and Developmental Biology, Dermatology, Microbiology & Immunology, Pathology and Laboratory Medicine, Pharmacology, Obstetrics and Gynecology, Urology, the Samuel J. Wood Library, the Division of Rehabilitation Medicine
- Gordon Davidescu – Information Manager
Clinical Research at Weill Cornell Medical College and New York Presbyterian Hospital

John P. Leonard, M.D.  Associate Dean for Clinical Research
Director, WCMC/NYPH Joint Clinical Trials Office
jpleonar@med.cornell.edu, phone 646-962-2068

The WCMC/NYPH Joint Clinical Trials Office (JCTO) was established in January 2013 to facilitate the growth of high impact, compliant clinical studies at the institution. While several resources exist at the divisional and departmental level, as well as significant support through the Clinical and Translational Science Center (CTSC), the JCTO was developed to provide further assistance to investigators and staff.

Various steps are involved in the activation of clinical research projects, based on federal and institutional guidelines. It is recommended that new investigators reach out to staff responsible for these areas as needed, in addition to contacts provided locally. JCTO and other research administration staff are happy to assist in getting new projects moving forward, and various web resources are available. Faculty are also welcome to participate in aspects of the clinical study review process through participation in college-wide committees.

General resources - weill.cornell.edu/research/

Clinical and Translational Science Center (CTSC) - weill.cornell.edu/ctsc

Specific areas:

CITI investigator online training

https://www.citiprogram.org/

Conflict of interest survey

http://weill.cornell.edu/research/research_integrity/conflicts_management_program/index.html

Clinical Study Evaluation Committee (CSEC) approval

http://weill.cornell.edu/research/research_integrity/CSEC/index.html

eIRB

http://weill.cornell.edu/research/research_integrity/institutional_review_board/eirb.html

HIPAA

http://weill.cornell.edu/research/research_integrity/HIPAA_in_research/index.html

Research Integrity

http://weill.cornell.edu/research/research_integrity/
WHO WE ARE

The Cornell Center for Technology Enterprise and Commercialization (CCTEC) is responsible for the management of Cornell University's technologies and plant varieties. CCTEC supports Cornell's land-grant mission by leveraging Cornell's innovations to promote regional economic development to benefit the public.

WHAT WE DO

- Partner with industry to develop Cornell's technologies and plant varieties into products and services for public good.
- Promote beneficial interactions between Cornell researchers and industry.
- Leverage Cornell's intellectual property to promote entrepreneurial opportunities and regional economic development.

HOW WE DO IT

- By protecting and managing intellectual property that arises from Cornell research.
- By providing outreach and communication to connect internal and external stakeholders.
- By increasing awareness on campus of Cornell's values and issues around intellectual property.

CCTEC IN ACTION

Every year we...

- Receive over 300 new disclosures.
- Secure over 100 patents on Cornell inventions.
- Execute over 400 agreements.
- License over 80 innovations.
- Host over 20 business networking and marketing events.
- Assist in the formation of new businesses based on Cornell innovations.

CONTACT

Ithaca Office
395 Pine Tree Road, Suite 310 Ithaca, NY 14850
ccyteconnect@cornell.edu
www.cctec.cornell.edu

WCMC Office
418 East 71st Street, Suite 61 New York, NY 10021
P: 212-746-6186  F: 212-746-6662

For the most current information visit us at www.cctec.cornell.edu.
Tech Transfer Process

Research, scholarly, or other university activities yield a novel discovery, tangible article, idea, or creative expression.

Researcher(s) submit a Disclosure Form to CCTEC describing the work and providing sponsorship information.

CCTEC creates a docket for the disclosure.

Licensing Officer conducts initial review of the disclosure to determine if additional information is needed from the researcher(s). Licensing Officer performs market and landscape research and assesses marketability and commercial potential.

Licensing Officer formulates marketing and protection strategy.

Licensing Officer makes recommendations regarding strategies to the Executive Director for approval.

and/or

Marketing of work: potential licensees identified. Licensing Officer negotiates license agreement. University executes agreement with one or more licensees.

Licensee(s) develop work, commercialize products, and/or license agreement, pay university.

CCTEC distributes net revenues in accordance with Cornell policies.

License agreement terminates in accordance with its terms.

Documentation for intellectual property protection is created, filed, and managed.

Patent(s) or other intellectual property protection issued.

Maintenance fees due. Licensing Officer re-evaluates decision to maintain protection:
- For US patents, at the 3.5, 7.5, and 11.5 anniversary of issuance.
- For foreign patents, at each anniversary.

Intellectual property protection expires. For patents, 20 years after effective filing date. For copyrights, varied and based on the creation and publication dates of the work.

* CCTEC = Cornell Center for Technology Enterprise and Commercialization

CCTEC Contacts

Executive Director & Vice Provost
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Technology Commercialization

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Intellectual Property Services

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- p: 607-254-4622

Finance & Operations

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- e: lbg8@cornell.edu
- p: 607-254-2347

General Inquiries
- e: cctecconnect@cornell.edu
- p: 607-254-4698

For the most current information, visit us at www.cctec.cornell.edu.
WCMC Office of Research Integrity

The WCMC Office of Research Integrity (ORI) is dedicated to providing exemplary service, oversight, support, and educational training in matters relating to Research Integrity in the conduct of human, animal, and basic scientific research, as partners with the academic and biomedical research community at Weill Cornell Medical College, Weill Cornell Graduate School of Medical Sciences, and its collaborating institutions and organizations.

ORI includes the following areas:

Human Subjects Research Protections Program:
The Institutional Review Board’s (IRB) primary responsibility is to ensure that the rights and welfare of human subjects in research are protected. In doing so, the IRB must ensure that the human subject research is conducted ethically, and in compliance with Federal regulations, the requirements of applicable New York State and local law, and institutional policies and procedures. The ethical conduct of research is a shared responsibility. It requires cooperation, collaboration, and trust among the institution, investigators and their research staff, the subjects who enroll in research, and the IRB.

Animal Research Subjects Protection Program:
The Institutional Animal Care and Use Committee (IACUC) is responsible for oversight of the animal care and use program and its components as described in the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy) and the Guide for the Care and Use of Laboratory Animals (Guide). Its oversight functions include an ongoing assessment of animal care and use.

Research Involving Biohazards, Recombinant DNA, and Gene Transfer:
The Institutional Biosafety Committee’s (IBC) primary responsibility is to work with the WCMC research community to ensure that recombinant DNA (including transgenic animal and human gene transfer) research conducted at WCMC is carried out in accordance with the NIH Guidelines for Research Involving Recombinant DNA Molecules. The IBC also reviews non-recombinant DNA research involving agents classified as Risk Group 2, 3, and 4 in the NIH Guidelines, Appendix B and non-recombinant DNA research involving select agents as listed by the CDC.

Conflicts of Interest and Commitment:
The Conflict of Interest Program manages all external financial interests disclosed by faculty, staff, and students and provides support to the Conflicts Advisory Panel (CAP).

The Responsible Conduct of Research:
The responsible conduct of research is the practice of scientific investigation with integrity. It is an essential component of research training and involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research. WCMC is committed to fostering an environment that promotes the responsible conduct of research. Toward that end, WCMC offers a variety of educational programs to provide formal instruction in the responsible conduct of research for all members of the WCMC community.
The goal of Research Development at WCMC is to provide a range of services designed to assist faculty members acquire non-traditional extramural research funding and to develop and implement strategies that increase investigator competitiveness. This will be accomplished in part by identifying and disseminating funding information, creating and fostering relationships with funding institutions, providing proposal development support, and enhancing the profile of faculty and their research strengths.

**Targeting Foundations**

**Services and Strategic Initiatives**
- Identify, collect and disseminate relevant funding information to faculty and administrators
- Create, expand, and promote institutional resources related to funding opportunities (RD website, GrantOpps listserv, networking events, seminars, etc)
- Meet with and assist faculty to increase competitiveness (identifying appropriate funding sources, analyzing strategies for approaching funding agencies)
- Contact and visit program officers, relations officers and academic research experts outside of institution or coordinate such visits to WCMC
- Interface and coordinate with RASP, Development Office, Faculty Diversity, CTSC and other departments

**Proposal Development Support**
- Provide proposal development support (e.g. proposal timeline); coordinate letters of intent (LOI)
- Provide “grantsmanship” editing support
- Support limited submission programs

**Expanding Collaborative Efforts: Cross-, Inter- and Multi-Disciplinary (Large) Proposals**
- Team Science: Stimulate and coordinate cross-disciplinary collaborations in seeking funding
- Assist in large proposal preparation e.g. negotiating team membership, providing information about institutional resources, coordinate institutional priority setting
- Maintain faculty expertise database, promote networking and other collaboration tools

**Outreach**
- Raise profile of university strengths that add to visibility or impact of university with external funding sources
- Provide information and interact with established conduits towards the marketing of research, as well as develop new avenues of exposure (e.g. annual reports, research magazine, web page development /coordination, brochures/banners, academic achievement receptions, facilitating faculty participation on national committees)
Location
» 1300 York Avenue, New York, NY
» Library entrance located in lobby

Website
» library.weill.cornell.edu
» Online Reference Chat available
» Look up most current library hours

SMARTDesk
» In-person tech support
» Located near Circulation Desk
» Hours: Mon - Fri, 9 a.m. - 6 p.m.

Important Contact Information
Circulation Desk
» 646-962-2570
» circulatationdesk@med.cornell.edu

Information Desk
» 646-962-2556
» infodesk@med.cornell.edu

Administration
» 646-962-2468
» Fax: 212-746-8375
» libadmin@med.cornell.edu

Interlibrary Services
» ils@med.cornell.edu

Information Technologies & Services

ITS Support
» Website: weill.cornell.edu/its
» Email: support@med.cornell.edu
» Phone: 212-746-GURU (4878) Mon-Fri, 7 a.m. - 7 p.m.
» In person: SMARTDesk at Wood Library Mon-Fri, 9 a.m. - 6 p.m.
» Training: its-training@med.cornell.edu
» Business Relationship Managers: brms@med.cornell.edu

NYP Support
» Email: supportdesk@nyp.org
» Phone: 212-746-4357 or 4HELP

Senior Management
Curtis L. Cole, MD
Chief Information Officer

Vinay Varughese
Senior Technology Officer

Vipin Kamath
Director

Colleen Cuddy
Director, Library

Jason Korenkiewicz
Director, Educational Computing

David Lifka, MD
Director, Advanced Computing

Ben Nathan
Director, IT Operations & Infrastructure

TBD
Director, Research Administrative Computing

Associate Directors
Arun Budhwan - Project Management
Carlos Cerro - Enterprise Computing
Harish Chava - WBG Program Management & Operations
Eugene Chen - Network & Communication Services
Dan Dickinson - Web Communications
Jose Garcia - SAP Applications Development & Reporting
Richard Hu - Service Strategy & Systems Architecture
Christine O’Connor - User Support
John Ruffing - Advanced Technology Integration Services
Ramon Segarra - Server Management
Edgar Tijero - Security & Identity Management

Program Managers
Vanessa Blau - Research Administrative Systems
Philippe Ornelas - Educational Computing
Nonie Pogoraro - Research Databases

User Support
Ray Adams - Business Relationship Manager (Clinical)
Michele Fuortes - Business Relationship Manager (Research)
Dan Green - Business Relationship Manager (Education/Qatar)
Saadia Malik - Business Relationship Manager (Administration)
Juliet Brocki - Manager, Training & Communications

Program Management
Event Services Office: weill.cornell.edu/events
Project Management Office: weill.cornell.edu/its/planning/pmo/
Software Downloads: weill.cornell.edu/its/downloads/

Other Important Websites
» WCMC Intranet: intranet.med.cornell.edu
» New-York Presbyterian Hospital: nyp.org
» NYP Infonet: infonet.nyp.org
» myProfile: myprofile.med.cornell.edu
» myPassword: mypassword.med.cornell.edu
» WCMC Events Calendar: events.weill.cornell.edu
» WCMC News and Events: news.med.cornell.edu
The Office of Sponsored Research Administration (OSRA) is the central business unit responsible for providing support to promote the research enterprise activity on behalf of the research scholars at Weill Cornell Medical College. OSRA's services encompass the range of pre and post award grant and contract administration which includes:

- Proposal review, submission and approval (Federal, State, Private, Industry)
- Award acceptance & administration
- Account set up and monitoring
- Transactional approval of expenditures on grants
- Review and negotiation of outgoing Material Transfer Agreements, Sponsored Research Agreements, Confidentiality Agreements, and Consulting Agreements
- Export Control Compliance
- Subaward issuance, monitoring and compliance

New faculty researchers transferring to WCMC with existing grants and their former institutions will work closely with their WCMC department administration and OSRA staff to transfer their grants and contracts to WCMC. The responsibility matrix below explains who is responsible for initiating the grant transfer from the prime institution to WCMC:

**Prime Institution Responsibility** (i.e., current recipient of award)

- Contact Sponsor of grant or contract for approval to relinquish/transfer grant/contract to WCMC.
- Provide WCMC academic department with copies of original grant and/or contract with budgets, and notices of award for all active awards and Relinquishing Statements.

**WCMC Academic Department Responsibility**

- Work with counterpart at Prime Institution for status update on grant transfer progress.
- Upon notification from Sponsor, prepare routing form, package transfer application, and submit to OSRA.
- Communicate transfer application status to PI.

**OSRA Responsibility**

- Review & approve routing form.
- Review, approve, and submit transfer application to Sponsor.
- Follow-up with Sponsor on status of transfer approval.
- Notify WCMC department & PI of award notification.
- Submit supplemental documents to Sponsor (if requested), and create an account for project(s) with Finance.

Faculty interested in learning the process to apply for grants, or to learn about what funding opportunities are available in their respective discipline(s), you are welcome to contact any of the Pre-award OSRA staff below or visit our website for more information. Questions about the status of your accounts can also be addressed:

<table>
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**OSRA website:** [http://weill.cornell.edu/research/grants and contracts/](http://weill.cornell.edu/research/grants and contracts/)

**Funding Opportunities:** [http://weill.cornell.edu/research/grants and contracts/research development/sea fun.html](http://weill.cornell.edu/research/grants and contracts/research development/sea fun.html)