New Faculty Orientation

Getting to Know Weill Cornell Medical College

Barbara L. Hempstead, M.D., Ph.D.
Associate Dean for Faculty Development
Basic Science Departments

- Physiology and Biophysics: 89
- Pharmacology: 84
- Microbiology and Immunology: 94
- Genetic Medicine: 68
- Cell and Developmental Biology: 62
- Biochemistry: 87
Faculty Development Resources
Faculty Development:
Mission

• Support the professional development of faculty at every stage of career
• Recognize that faculty performing different roles (primarily clinical, educator, basic or translational scientist) have overlapping, but also distinct needs
• Educate faculty regarding criteria for promotion, and establish procedures for mentorship and faculty review
• Coordinate and provide services for career development activities
• Assist in building multi-disciplinary teams to promote translational research and mentorship based on shared interests
New Faculty Task

• Select an academic pathway
  – Research – Basic or Translational
  – Clinical Research
  – Clinical Care
  – Educator
  – Program Builder

Many faculty participate in several categories, but it is important to identify a primary pathway.
Faculty Development Resources

• **Annual Review Process:** A new process for annual faculty review launched 2013.

  – Yearly review of each faculty member with their Chair, Division Chief, or Chair-designee
  
  – On-line, secure. Captures your activities during the prior year. Provides a formal setting to discuss yearly goals, mentorship, progress towards promotion.
Faculty Development Resources

• **Affinity Groups:** The Office of Faculty Development is coordinating multi-disciplinary teams to promote translational research and mentorship, based upon shared faculty interests.
  – Affinity Groups in Cancer Biology (Hematologic Malignancies, and Solid Tumor Malignancies), in Cardiovascular and Metabolic Disease, and in Neurology/Neuroscience are being developed.
  – These will be listed on the Website
Faculty Development Resources

- Mentoring:
  - To locate a mentor within the institution or at a local-regional institution—first, discuss with your Division Chief or Chair. Apprised of opportunities in the Medical College and NYP.

- The Office of Faculty Development will facilitate matching of potential mentors and mentees to further enhance career experience for both parties.

- Leadership in Academic Medicine (LAMP)

- “Let’s Move Up” Seminar Series
Tips for Promotion

• Read the overview of the faculty structure and expectations- Dr. Mark Albano will discuss
• Discuss your career path with your Chair or designee
• Update your CV
• Document your role as an educator
• Provide materials for your chair
• Utilize the Office of Faculty Development for advice
NOTE: For individuals pursuing Tenure Review, there is an additional process. Following consulting with your Department Chair and undergoing the Departmental Review Process, an additional review is held by the WCMC Committee of Review and the Dean. This process shall not exceed a total of nine years.
Other Available Resources

- **Weill Cornell Healthcare Leadership Fellows**
  - This joint program seeks to identify and foster the development of Weill Cornell’s “leaders of tomorrow”

- **Clinical Translational Science Center**
  - Research training program utilizing the diverse trans-institutional faculty for teaching and mentoring.
  - Currently offers three degree options for classroom-based training
  - Provides workshops in grant and manuscript writing

- **Weill Cornell Graduate School of Medical Sciences**
  - Master of Science degree programs are offered in a variety of subjects
  - The Weill Cornell Health Information Technology Certificate Program

- **Educator’s Working group**
  - Interdepartmental group of Clinician Educators
  - Will help you develop a teaching portfolio
Weill Cornell Medical College
Office of Faculty Diversity
in Medicine & Science

Carla Boutin-Foster, M.D.
Assistant Dean of Faculty Diversity

Rache M. Simmons, M.D.
Assistant Dean of Faculty Diversity
How to Reach Us

Office of Faculty Development
Weill Cornell Medical College
Barbara Hempstead, M.D., Ph.D.,
Associate Dean for Faculty Development
Carolyn Hill, Administrator
(212) 746-2195
facultydevelopment@med.cornell.edu
Human Resources

Kelley McVay, Senior Manager,
Development and On-boarding
HR: Who We Are

Recruitment & Employee Development
Angela Charter-Lent
- Recruitment
- Immigration
- Onboarding
- Training
- Employee Relations
- Performance Appraisals
- Offboarding

Compensation, Benefits, & Total Rewards
Patrick V. Gallagher
- Benefits Administration
- Benefits Enrollment
- Compensation
- Recognition
- Discounts
- HR Department Operations

Information Management Services
Valerie Grubman
- Employee Transaction Processing
- Data Management
- Nursing Education and Compliance
- Employment Verification
WCMC Shared Values
Our Shared Values help foster a culture of excellence at WCMC.

- Mission Driven
- Service
- Vision
- Teamwork
- Integrity
- Accountability
- Excellence
Managing yourself and others

• Manage Employee Performance
  – Probationary and annual appraisals
  – Corrective Action Plans (CAPs)
• Follow or administer WCMC policies and procedures
• Reinforce appropriate workplace behavior
• Recognize great performance
• Utilize your HR partners and administrators when needed:
  – Recruitment staff help find and hire dedicated, quality employees
  – Employee Relations guidance
  – Benefits questions/answers
  – Personal information changes and other transactions
What’s in it for you?

**Health**
- Medical, Dental, & Vision Coverage
- Life Insurance
- Short & Long-Term Disability
- Wellness Programs
- Child & Elder Care Services

**Wealth**
- Competitive Compensation
- Retirement Plan
- Tax-Deferred Annuity Plan
- Financial & Investment Seminars
- Flexible Spending Account

**Recognition**
- Shared Values Awards
- Employee Discounts
- Departmental Recognition

**Development**
- Performance Appraisals
- Supervisor Development Series
- Tuition Reimbursement
- Career/Life Benefit

New Faculty Orientation – September 2013
Contact & Resources

• **HR Intranet:** [http://intranet.med.cornell.edu/hr](http://intranet.med.cornell.edu/hr)
  – Benefits information
  – WCMC policies
  – Supervisor presentations
  – Employee forms

• **Phone:** (646) 962-WCHR (9247)
  – Benefits questions
  – Employee Relations
  – Recruitment
  – HR Transactions
Weill Cornell Medical College

Medical Education

New Faculty Orientation
September 4, 2013
C. Storey-Johnson MD
(Sr. Assoc. Dean, Education)
WCMC Students

- >6,000 Applicants
- 86 MD, 14 MD-PhD students
- MCAT mean 34-35
- Diverse (19% UMR)
- 70-80% match at top 50 US institutions*
- 32-35% remain at NYPH
- WCCC, WCCHR, Global Health initiatives

*US News & World Report
Faculty Engagement in Medical Education

• Teaching Expectation—30-40 hrs. per year
• Teacher-Learner Environment Policy
• Education Leadership Compensation
• Teaching Awards
• Educator Track Faculty Appointment
• Faculty Development in Teaching
  – Office of Curriculum and Educational Development/Problem-Based Learning
Teacher Learner Environment

• Weill Cornell Medical College accreditation standard
• Located in the Student Handbook
  http://www.med.cornell.edu/education/student/stu_han.html
• Outlines professional behavioral expectations for faculty and house staff
  – Examples and faculty obligation to inform
• Intended to prohibit abusive practices
• Outlines procedures for handling grievances
MEDICAL STUDENT CURRICULUM AND FOUR-YEAR SCHEDULE

Year  | Aug  | Sep  | Oct  | Nov  | Dec  | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul

1
- Molecules, Genes, and Cells
- Holidays
- Human Structure and Function
- Spring Break
- Host Defenses
- Medicine, Patients & Society I

2
- Brain and Mind
- Basis of Disease
- Holidays
- Basis of Disease
- Vacation & USMLE Step I
- Intro Clerkship and Anesthesia
- Combined Clinical Curriculum
- Medicine, Patients & Society II

3
- Combined Clinical Curriculum
- Clinical Clerkships
- Elective Courses
- Medicine Patients & Society III
- Health Care Systems

4
- Combined Clinical Curriculum:
  - Clinical Clerkships
  - Elective Courses
  - Medicine Patients & Society III
  - Health Care Systems
  - Advanced Biomedical Science
## Medical Student Curriculum & Four Year Schedule

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<td>Introduction to Foundational Sciences</td>
<td>Holidays</td>
<td>Heart Lung Kidney GI Repro/Endo Derm</td>
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<td>Cancer Bio</td>
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<td>Rheumatology Musculoskeletal</td>
<td>Neuroscience</td>
<td>Medicine</td>
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<td>Clerkships</td>
<td>USMLE Step 1 and Vacation</td>
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<td>OB/GYN</td>
<td>Pediatrics</td>
<td>Primary Care</td>
<td>Public Health End of Life Care</td>
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<td>Area of Concentration Electives</td>
<td>USMLE Step 2 Preparation &amp; Vacation</td>
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<td>Subinternship</td>
<td>Area of Concentration – Scholarly Project</td>
<td>Electives Residency Interviews &amp; Vacation</td>
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<td>Integrating</td>
<td>Scientific Basis of Medicine</td>
<td>Patient Care</td>
<td>Physicianship</td>
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Sample Content and Sequence Map for Learning Lung and Pulmonary Pathophysiology Unit ("BLUEPRINT")

<table>
<thead>
<tr>
<th>Pathophysiology Disease Entities</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
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<tbody>
<tr>
<td>PBL Case-Based Other</td>
<td>Asthma COPD</td>
<td>Tuberculosis Pneumonia Interstitial Lung Disease Environmental Lung Disease</td>
<td>Pulmonary Embolus Lung Cancer Pulmonary Circulation and Hypertension ARDS Sleep Apnea</td>
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<td>Histology</td>
<td>Respiratory System</td>
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<td>Pathology</td>
<td>Obstructive Diseases Interstitial Lung Diseases Pulmonary Infections</td>
<td>Lung Cancer</td>
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<td>Clinical Reasoning</td>
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<tr>
<td>Modified PBL Case-based Sessions</td>
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<thead>
<tr>
<th>Anatomy Clinical Correlates &amp; Procedures</th>
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<tbody>
<tr>
<td>Thoracic Cavity Mediastinum Pneumothorax/Chest tubes</td>
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<tr>
<td>Lungs Obstruction/Aspiration/ Bronchoscopy</td>
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<td>Radiology</td>
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<td>Physiology</td>
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<td>Pharmacology/ Therapeutics</td>
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<td>Social Medicine/ Public Health/ Prevention</td>
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<tr>
<td>Evidence Based Medicine</td>
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<td>Communication Skills</td>
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<td>Physical Diagnosis</td>
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<td>Patient Presentation</td>
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<td>Assessment</td>
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</table>

Use of Patients: Clinical Reasoning, Radiology, Therapeutics, EBM, Multiple Assessment Methods, Multiple Choice Exam, Short Clinical Reasoning Problem Exam, Anatomy, Radiology, Histology, Pathology Practical Exams, Social Medicine Public Health, Modified PBL Case-based Sessions.
New Curriculum Thematic Initiatives

- Interprofessional teamwork/team science
- Longitudinal patient care
- Leadership
- Humanities experiences/narratives
- Chronic disease curriculum
- Acute/Critical Care/Anesthesiology
- Metabolic syndrome
- Professionalism/Identity formation
- Musculoskeletal curriculum
- Areas of Concentration
- IPAD Project
Weill Cornell Medical College

Medical Education

New Faculty Orientation

September 4, 2013

C. Storey-Johnson MD
(Sr. Assoc. Dean, Education)

Contact:
csjohnso@med.cornell.edu
The Academic Staff Handbook
Defines the Academic Staff and Documents Policies and Procedures
www.med.cornell.edu/handbook

Section 2: Appointment and Promotion of the Faculty
Section 7: Leaves and Terminations
Section 9: Benefits
TRACK

criteria for appointment and promotion: Research, Teaching, Clinical Care, Administration

RANK

Senior: Professor, Associate Professor
Junior: Assistant Professor, Instructor
Academic Appointment Review and Approval Process

Handbook - Sections 2, 3 & 4

Academic Departments

Office of Faculty Affairs

Committee of Review, Faculty Councils

Dean of the Medical College

Board of Overseers
BENEFITS
Handbook - Section 9

• Generally, Contact Human Resources
• Exceptions: Vacation, Personal Time, Sick Days

LEAVES, TERMINATIONS
Handbook - Section 7

• FMLA - Human Resources
• Other Leaves – Office of Faculty Affairs
• Types of Appointment
Websites
www.med.cornell.edu/ofa
www.med.cornell.edu/handbook

“Guide to CV Preparation”
“Introduction to Faculty Appointments”

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OFFICE OF FACULTY AFFAIRS
425 E. 61st Street, Room DV234
212-821-0737
facultyaffairs@med.cornell.edu

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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
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646-962-2068
Why do clinical research?

Impact patients beyond those you directly take care of
Results in referral patients to your practice
Improves reputation and recognition
Satisfying
Opportunities to collaborate and interact with others locally
Grant funding and salary support
Philanthropy
Academic productivity and promotion
Can synergize with other opportunities
Chance to continually learn
Travel (pros and cons)
Key Requirements for Clinical Research

Patients (subjects)
Ideas/science
Connections and collaborations
Research Resources
Clinical information, therapeutic interventions/agents, imaging, tissue procurement and analysis, ancillary labs
Training
Study personnel
Data collection and analysis infrastructure
Regulatory infrastructure
Monitoring
Key Steps
Clinical Research Project Activation

- CITI investigator online training
- Conflict of interest survey
  
  Study development (biostatistics)
  Clinical Study Evaluation Committee (CSEC) approval
  - Departmental signoff
  - IRB approval (with HIPAA)
    - Contracting
    - Billing compliance
  
  Other areas if appropriate (CTSC, IBC, Radiation safety, other departments, etc)
Key weblinks
Clinical Research Project Activation

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/

CTSC
http://weill.cornell.edu/ctsc/services_and_resources/
Cornell Technology Transfer

Brian J. Kelly Ph.D.
Director, Technology Commercialization
and Liaison/WCMC Office
bjk44@cornell.edu
Who we are

- The Cornell Center for Technology Enterprise & Commercialization (CCTEC) is Cornell University’s technology transfer office.
- CCTEC manages technologies and plant varieties for Cornell University at its main campus in Ithaca, the Weill Cornell Medical College in New York City and Doha, and the New York State Agricultural Experiment Station in Geneva.
What we do

• Promote beneficial interactions between Cornell researchers and industry.
• Partner with industry to develop Cornell technologies into products and services for public good.
• Leverage Cornell innovations to promote the formation of new businesses based on Cornell technology to fuel regional economic development and to promote collaborations between the Ithaca and NYC campuses
How we do it

• By marketing, patenting and licensing innovations from Cornell Research.
• By hosting networking events to connect Cornell researchers with industry, and entrepreneurs.
  – Startup Boot Camp Inventions Roundtable
  – IP & Pizza Seminar & Social Hour
  – Cornell Technology Venture Forum
  – Cornell New Business & Emerging Technology Showcase
• By increasing awareness on campus of the value of commercializing and protecting Cornell innovations.
What does this mean for YOU?

• Consider that your research discoveries and developed reagents may have utility to others
• Come talk to us BEFORE you publish or present useful research findings
• Tell us when you get many requests for reagents you developed
  – CCTEC is responsible for outgoing Material Transfer Agreements (MTAs)
• You and/or your lab share in net revenues from commercialization
Inventions & Related Property Rights
Revenue Distribution

Gross Royalties

Less Patent & Licensing Costs

Net Royalty Income

1/3

Inventor

1/3

Remaining Net Royalty Income

1/3

CCTEC

60%

Shared by: Unit, Subunit & Inventors’ Research Program

40%

University
Office of Research Integrity

Mary Simmerling, PhD
Assistant Dean, Research Integrity
Research Involving Human Subjects

- 5 Institutional Review Boards (IRBs) – 2 Cancer, 2 General, 1 Expedited
  - Meet weekly, allow for expedited and designated members reviews
- 1 Data Safety Monitoring Board (DSMB)
Research Involving Animals

- 1 Institutional Animal Care and Use Committee (IACUC)
- Meets monthly, allows for expedited and designated members reviews
Research Involving Biohazards, Recombinant DNA, and Gene Transfer

- 1 Institutional Biosafety Committee (IBC)
- Meets monthly
- Registration/Approval is lab based, not protocol based
Conflicts of Interest

• 1 Conflicts Advisory Panel (CAP)
• Requirement for disclosure of external financial interests at least annually
• CAP meets monthly, reviews complex conflicts management plans
The Office of Research Development provides 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


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Director, Medical Student Research
Assistant Professor, Pathology
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Fax: (212) 746-4527
bdl2001@med.cornell.edu
Research Development

• Resources
  – GrantOpps listserv- Biweekly GrantOpps Grants and Fellowships Digest
    • To subscribe from WCMC Broadcast lists, please visit the myprofile site at http://myprofile.med.cornell.edu
  – Funding Calendar (with CTSC)
    • http://ctscweb7.med.cornell.edu/CTSCCalendar/calendar.cfm
  – RD website with grant-related tools and resources.
    • Search for Funding Opportunities
      – http://weill.cornell.edu/research/grants_and_contracts/research_development/sea_fun.html
Research Development

• **Information Sharing**
  - RD+OFD seminars and workshops to educate faculty on funding related resources and issues
  - Tri-Institutional Collaboration Network (TCN)
    • **Goals**
      - Invigorate and facilitate collaborative efforts
      - Engage faculty, staff, and trainees through innovative training/educational opportunities
      - Create and share research administration and core facility resources across institutions
      - Establish and support networking opportunities

• **Seminars and workshops**
  - Non-Federal Funding: Searching for Opportunities & Preparing Strong Proposals
  - Proposal Development: Identifying Strengths and Weaknesses in Your Proposal
  - The Preparation of a Successful Research Grant: NIH Policy & Practice
  - Department of Defense (DOD) Biomedical Research Funding
  - Mentoring workshops

Research Development

• Consultations
  – Meet with faculty for grant-related strategy
  – Review grant proposals for grantsmanship / tailoring to funding source
  – Foundation background info? Who/what do they fund? Prior relationship with Fdn.? Previous WCMC awardees? Successful proposals (Successful Grant Library)?

• Outreach (Funding Agencies)
  – Liaise with agency officers on behalf of PIs
  – Establish new funding agency contacts
  – Increase invitations to limited submission grant programs
Research Development

- Limited Submission Programs - Research Awards Committee (RAC)
  - Invitations from non-federal agencies for a limited number of applicants for various programs.
  - Damon Runyon, Mary Kay Ash Charitable, Burroughs Wellcome Fund, Robert Wood Johnson, Searle Scholars, Pew Scholars, Doris Duke...
  - Program announced through GrantOpps listserv and internal applicants reviewed by RAC
  - Early-career faculty a common priority
  - [http://weill.cornell.edu/research/grants_and_contracts/research_development/research_awards.html](http://weill.cornell.edu/research/grants_and_contracts/research_development/research_awards.html)
What is “The Library”? 

• Samuel J. Wood Library and the C.V. Starr Biomedical Information Center
• Medical Center Archives
• Myra Mahon Patient Family Resource Center
• Duplicating Services

• Art and Photo has moved to the Web Group

• Increasing overlap in services with ITS:
  – Metadata Management
  – Web Services
  – Educational Technologies
  – Training Software
  – Software Distribution
  – SMARTDesk
Medical Center Archives

- Historical collection of the New York Hospital and the Weill Cornell Medical College
  - Corporate Archives
  - Historical Collections
    - 19th-20th century medical records
    - Records of the Lying-In Hospital
  - Personal papers of notable faculty
  - Some artifacts

- Online image archive
Samuel J. Wood Library and C.V. Starr Biomedical Information Center

Services

• Teaching
  – Evidenced-Based Medicine
  – Citation Management
  – Preparing to Publish
  – Database Training/Search Strategies (NCBI, PubMed, EMBASE, Scopus)

• Research Support
  – Literature Searches
  – Systematic Reviews
  – Citation Analysis & Bibliometrics
  – NIH Compliance
  – Copyright/Digital Rights Management
  – Interlibrary Loan & Document Delivery

Resources

• Journals - 12,369
• eBooks – 18,272
• Databases – 209

UptoDate® Price Escalations

Average Increase 28%/Year

FY13 $100,000
FY14 $200,000
FY15 $300,000
FY16 $400,000
FY17 $500,000
FY18 $600,000
Information Technologies & Services

- **ITS Services:**
  - Includes basic infrastructure to higher level application support

- Some higher level services provided by other groups (e.g. ICB, POIS)

- NYP IS provides similar services for hospital systems
When in doubt, contact ITS Service Desk
212-746-GURU (4878), support@med.cornell.edu, SMARTDesk at 1300 York Avenue

**ITS**
- Desktop Services
  - Discount Purchasing
  - Secure Email, File Transfer
  - Calendar, MS Office
  - Wireless, WebVPN
  - IM/Wiki/Websites
  - Device Encryption
- Telecom (Weill Greenberg Center)
- WBG/SAP
- Research Systems
- Education Systems
- Storage & Hosting

**POIS**
- Epic EMR
- GE Reg/Sched/Billing
- POPS – PO Website
- Data Warehouse/Reporting

**NYP**
- Some Desktop Support
- Inpatient Clinical Systems
  - Eclipsys/Allscripts
  - GE PACS/RIS
  - Cerner/CoPath
  - Eagle
- Infonet.nyp.org
- Telecom (Main Buildings)
- Help Desk 4HELP (212-746-4357)

**CAC**
- Research Storage & Hosting
- Analysis and Consulting

**CHiP, CTSC, ICB…**
Faculty Profiles

POPS: Clinical

Dr. Stewart is Professor and Chairman of the Department of Otolaryngology - Head and Neck Surgery at Weill Cornell Medical College at Cornell University, and Otolaryngologist-in-Chief at NewYork-Presbyterian Hospital/Weill Cornell Medical Center. He also serves as Vice Dean of the Medical College, and the E. Darmcott Vaughan, Jr., MD Senior Associate Dean for Clinical Affairs. He received a B.E. degree summa cum laude from Vanderbilt University, and his M.D. from Johns Hopkins University School of Medicine. He completed residency training in General Surgery and Otolaryngology-Head and Neck Surgery at Baylor College of Medicine, and received his M.P.H. degree from the University of Texas School of Public Health. At Baylor College of Medicine after residency training, he served as Associate Professor and Director of Residency Education in the Department, Chief of Service at Ben Taub General Hospital, and Associate Dean of Clinical Affairs for the College, before coming to Weill Cornell.

Dr. Stewart’s clinical practice is general otolaryngology, and he has particular interest in nose and sinus disease, sleep breathing disorders, and head and neck.

VIVO: Research (formerly RPS)

Hajjar, Katherine Amberson | Faculty Member

Positions
- Brine Family Professor of Cell and Developmental Biology, Cell and Developmental Biology, Weill Cornell Graduate School of Medical Sciences
- Professor of Cell and Developmental Biology, Cell and Developmental Biology, Weill Cornell Graduate School of Medical Sciences
- Professor of Pediatrics, Pediatric Hematology and Oncology, Pediatrics
- Stavros S. Niarchos Professor in Pediatric Cardiology, Pediatrics, Weill Cornell Graduate School of Medical Sciences
- Professor of Public Health, Weill Cornell Medical College
- Chairman of Otolaryngology, Weill Cornell Medical College
- Professor of Public Health, Weill Cornell Medical College

Dr. Hajjar graduated from Smith College in 1974, and from The Johns Hopkins School of Medicine in 1978. She completed a residency in Pediatrics at Children’s Hospital of Pittsburgh (1978-1981) where she also served as Chief Pediatric Resident (1980-1981). She undertook a fellowship in Pediatric Hematology-Oncology at The Johns Hopkins School of Medicine (1982-1984). Including a year of column bivouc research training with Professor Vann...
Computer & Software Purchasing

- View recommendations and purchase hardware & software
  - http://weill.cornell.edu/its/consultation/purchasing/hardware/

- Check the ITS Technology Sales site before buying hardware or software

- Discounted computer purchasing agreements with Apple, Dell, HP, and Lenovo

- Apple and Lenovo recommended for notebooks; HP for printers

- Download most ITS-supported applications online
  - http://weill.cornell.edu/its/downloads/

- Available outside the campus network

- Microsoft Office & other titles are very inexpensive under a campus agreement

- **Important**: Download Symantec Endpoint (Anti-Virus/Firewall)
Your Electronic Identity

• Center-Wide Identity
  – CWID (pronounced “seaweed”)  
  – AKA your user name or user ID

• Both CWID and password constitute your electronic signature
  – CWID will never change whether you are at WCMC, NYP, or Columbia Health Sciences

• Change your password
  – http://mypassword.med.cornell.edu

• Change your directory info
  – http://myprofile.med.cornell.edu

• Protect Your Identity
  – Change your password from default ASAP
  – Change your password every 6 months
  – Don’t use personally identifiable info in your password
  – Never send your password in plain text (e.g. email)
  – Use mixed characters (numbers, letters, punctuation) and cases for a stronger password
  – myPassword enforces many of these standards
  – ITS staff will never ask you for your password, and you should not provide it to anyone who does
  – Beware of spam or “phishing” scams
Security, HIPAA & FERPA

• Identity theft is a major problem at universities

• Protect your computer
  – Install anti-virus software from ITS website (“Downloads” page)
  – Keep anti-virus software updated
  – Always have the latest operating system fixes from Microsoft and/or Apple installed

• Compliance
  – **HIPAA**: Health Information Portability and Accountability Act
    • Online HIPAA privacy and security training available at [http://hipaa.med.cornell.edu](http://hipaa.med.cornell.edu)
    • Student HIPAA training session scheduled for early September
  – **PHI**: Protected Health Information
  – **PII**: Personally Identifiable Information
  – **FERPA**: Family Educational Rights and Privacy Act

• Emergency Notification System, AlertFind
How to Get Help

- **ITS Website:**
  [http://its.med.cornell.edu](http://its.med.cornell.edu)

- **Contact Service Desk:**
  - [support@med.cornell.edu](mailto:support@med.cornell.edu)
  - **212-746-4878** (Mon – Fri, 7 am – 7 pm)
  - **SMARTDesk** in the Library (Mon-Fri, 9 am – 6 pm)

- **If your issues are not resolved through the resources above:**
  - **Christine O'Connor**, User Support
    [cho2006@med.cornell.edu](mailto:cho2006@med.cornell.edu)
  - **Curtis Cole**,
    [ccole@med.cornell.edu](mailto:ccole@med.cornell.edu)
The Office of Sponsored Research Administration

- The Office of Sponsored Research Administration (OSRA) is responsible for supporting, advancing, and promoting extramural research and sponsored program activity conducted by WCMC investigators.

- OSRA provides a comprehensive pre-award and post-award service to the basic science research community.

- OSRA personnel are responsible for ensuring that grant and contract submissions, awards, subawards, and all post-award management oversight activities comply with the funding agency guidelines as well as University and College policies.

| Location: | 407 E. 61st Street 1st floor Suite New York, NY 10065 |
| Contact: | Michelle Lewis, Director E-mail: mil2006@med.cornell.edu Phone: 646-962-8290 |

<table>
<thead>
<tr>
<th>Active Sponsored Research Awards</th>
<th>FY 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PI’s (#)</td>
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<tr>
<td>Federal</td>
<td>325</td>
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<tr>
<td>Non-Federal</td>
<td>362</td>
</tr>
<tr>
<td>Total</td>
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</tbody>
</table>

*Reflects FY12 current year totals; includes CTAs at maximum contract value.
Office of Sponsored Research Administration

WHAT DO WE DO?

PRE-AWARD TEAM

- Proposal Review & Submission
- Award acceptance & administration
- Negotiation & contracting with extramural sponsors
- Outreach and training for faculty/staff on pre-award responsibilities
Office of Sponsored Research Administration

WHAT DO WE DO?

POST-AWARD TEAM

- Creation of grant accounts
- Transactional approval on grant expenditures
- Work with PI/Dept administration to allocate expenses/clean accounts/ensure compliance
- Outreach and training for faculty/staff on post-award responsibilities
IMPORTANT REMINDERS

- OSRA is the **authorized signature authority** for Weill Cornell Medical College on federal, state and industry sponsored grants, contracts, and other types of agreements).

- Grant applications and internal forms (Electronic Routing Form) must be submitted to OSRA for review and approval at least **7 business days** before the agency submission deadline.

- OSRA is responsible for negotiating the terms and conditions of your award or contract.

- Forms and systems for internal routing can be accessed from the website: [http://weill.cornell.edu/research/forms_and_policies/grant_con.html](http://weill.cornell.edu/research/forms_and_policies/grant_con.html) and [https://erf.med.cornell.edu/routing/RARFClient/routingClient.html](https://erf.med.cornell.edu/routing/RARFClient/routingClient.html)