

# Quick Guide To Research

at Columbia University

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At Columbia University

To: The Columbia University  
Research Community

From: Jeannette M. Wing,  
EVP for Research

There is a host of administrative offices and divisions at Columbia that offer support for faculty, researchers, and administrators involved in research. This brochure will introduce you to many of them. On their websites, you will find plenty of useful information, including news about research at Columbia, selected University policies, and links to resources and services for the research community.

### EXECUTIVE VICE PRESIDENT FOR RESEARCH (EVPR)

The Office of the EVPR has overall responsibility for the University's research enterprise. The Office fosters the intellectual and physical environment to promote research excellence and research integrity. It makes strategic investments and encourages interdisciplinary research, with seed funding and in-kind support. It provides information resources for investigators seeking research funding, and facilitates proposal preparation in support of large interdisciplinary research teams. It is responsible for establishing and maintaining University-wide policies relating to research. It oversees the management of the University's research programs and operations through the EVPR offices, and in partnership with other offices across the University, described below.

Jeannette M. Wing  
Executive Vice President for Research

Phone: (212) 854-1696  
[www.research.columbia.edu](http://www.research.columbia.edu)

### OFFICE OF RESEARCH COMPLIANCE and TRAINING (RCT)

The Office of Research Compliance and Training helps ensure that Columbia faculty and staff are in compliance with the complex web of regulatory requirements that govern research. Among other areas, RCT administers the University's conflict of interest review process for research, leads the University's export controls program, coordinates research security programming and international research compliance, and administers Columbia's Standing Committee on the Conduct of Research, which addresses issues of research misconduct. RCT works to integrate compliance education across the University, and to develop new educational programming that promotes understanding of compliance issues throughout the research enterprise. RCT staff are available for consultations and training on a variety of research compliance and integrity issues.

Email: [research-compliance@columbia.edu](mailto:research-compliance@columbia.edu)

Phone: (212) 851-2897

<https://research.columbia.edu/office-research-compliance-and-training>

### SPONSORED PROJECTS ADMINISTRATION (SPA)

Sponsored Projects Administration is the University's primary support office for sponsored research grants and contracts. SPA provides assistance in proposal review and submission, award acceptance, account setup, subcontract issuance, sponsor communications, and non-financial award closeout. SPA is responsible for ensuring compliance with regulatory and other requirements that govern the grant application process and for assisting with the non-financial requirements that govern awards. Each department or center is served by a dedicated project officer for the pre-award process and a financial analyst for account setups and other post-award matters.

CUIMC: (212) 305-4191 / MS: (212) 854-6851 |

[www.spa.columbia.edu](http://www.spa.columbia.edu)

### HUMAN RESEARCH PROTECTION PROGRAM (HRPP) and INSTITUTIONAL REVIEW BOARDS (IRB)

Columbia University's Institutional Review Boards (IRBs) are the primary components of the University's Human Research Protection Program (HRPP). The purpose of the HRPP and IRBs is to ensure that research involving human subjects, including behavioral research (e.g., surveys) and biomedical investigations (e.g., clinical trials), is conducted ethically and in a manner that promotes compliance with all applicable ethical and regulatory requirements. The IRBs are comprised of affiliated and unaffiliated, scientific and non-scientific, members and are administered centrally through the Human Research Protection Office. All human subjects research conducted by Columbia faculty, staff, and students must be submitted in the Rascal electronic system for review. Approval is required before research procedures may commence.

The Human Research Protection Office offers a number of educational and training opportunities, including: IRB 101, a comprehensive introductory course that provides background on the regulations that govern human subjects research and offers tips on drafting consent forms and other IRB requirements; monthly IRB-Investigator meetings; Rascal workshops; and web-based training. Staff are available for targeted presentations to groups of any size and to consult on human subjects research projects at any stage of development or implementation.

[research.columbia.edu/irb](http://research.columbia.edu/irb)

CUIMC: (212) 305-5883

[irboffice@columbia.edu](mailto:irboffice@columbia.edu)

MS/Lamont-Doherty: (212) 305-5883

[askirb@columbia.edu](mailto:askirb@columbia.edu)

### RESEARCH WITH ANIMALS

#### *Institutional Animal Care and Use Committee (IACUC)*

The IACUC is a federally mandated entity responsible for the assessment and oversight of the institution's animal care and use program and facilities. Committee members are appointed by the Institutional Official (IO) and are charged with ensuring the program's full compliance with all applicable federal and state regulations governing the care and use of laboratory animals in research. Projects proposing the use of laboratory animals, regardless of funding source, must be reviewed and approved by the IACUC before any work may begin.

Phone: (212) 305-2404

<https://research.columbia.edu/institutional-animal-care-and-use-committee>

[iacuc@columbia.edu](mailto:iacuc@columbia.edu)

## ***Institute of Comparative Medicine (ICM)***

The Institute of Comparative Medicine reports jointly to the offices of the Executive Vice President for Health and Biomedical Sciences and the Executive Vice President for Research. The mission of the ICM is to ensure the humane care of animals used in approved research and to support medical research teams working to develop treatments for life-threatening conditions. All animals used in research must be ordered through, and managed and cared for by, the ICM. The ICM has certified veterinary specialists who direct the care and manage the health and welfare of research animals at Columbia. The ICM conducts training courses in animal care and handling for research personnel.

Phone: (212) 305-3837

<https://research.columbia.edu/institute-comparative-medicine>  
[contacticm@cumc.columbia.edu](mailto:contacticm@cumc.columbia.edu)

## **ENVIRONMENTAL HEALTH & SAFETY (EH&S)**

Environmental Health & Safety is staffed by subject matter experts in a variety of disciplines who provide a broad range of services to promote the health and safety of all University personnel, the surrounding community, and the environment. It oversees and provides expert training and guidance in the following areas: laboratory and research safety, biological safety, hazardous materials, fire safety, radiation safety, MR and laser safety, and occupational safety and controlled substances. It actively develops partnerships with faculty and departmental personnel to ensure a safe work environment.

CUIMC: (212) 305-6780 / MS: (212) 854-8749

[www.ehs.columbia.edu](http://www.ehs.columbia.edu)

## **OFFICE OF POSTDOCTORAL AFFAIRS (OPA)**

The mission of the Office of Postdoctoral Affairs is to enhance the educational and training experiences of the University's postdoctoral appointees. OPA supports postdocs by providing professional development and wellness services and acts as an advocate for postdocs through the provision of administrative support and the development of communication among postdocs, faculty, and administrators. OPA also serves as an information clearinghouse and works to promote consistency in all postdoc-related University policies.

(212) 305-4073

<http://postdocs.columbia.edu>  
[postdocaffairs@columbia.edu](mailto:postdocaffairs@columbia.edu)

## **CLINICAL TRIALS OFFICE (CTO)**

The mission of the Clinical Trials Office is to facilitate and enhance the timely execution of quality clinical research at CUIMC by providing support services to investigators in connection with federal and foundation grants, industry-supported clinical trials, and internally developed investigator-initiated trials. The CTO supports the effective, efficient, and reliable evaluation of new pharmaceuticals and medical devices in collaboration with sponsor organizations. Services include: expediting study placement through trial feasibility analysis, facilitating IRB and other regulatory services, comprehensive study budget preparation and contract negotiation, assisting with recruitment efforts, and providing training initiatives to ensure expert study coordination. CTO training and education programs provide investigators and research staff with the relevant knowledge and skills needed to conduct compliant and efficient clinical trials.

Phone: (212) 305-4826

<https://research.columbia.edu/clinical-trials-office>

## **OFFICE OF RESEARCH INITIATIVES AND DEVELOPMENT (ORID)**

ORID works across disciplines, schools, and campuses to foster interdisciplinary research collaborations, and supports efforts to secure funding for such collaborations. ORID identifies opportunities and strategies for enhancing Columbia's research presence and its status as a prominent research institution. Its Proposal Development team provides experienced support for large, complex grant proposals. ORID also administers Columbia's internal review and nomination processes for those funding opportunities that limit the number of proposals that any one institution may submit, and works to improve Columbia's success rate in securing such awards. It administers the Research Initiatives for Science & Engineering (RISE) seed fund which seeks to catalyze very early stage high-risk, high-reward interdisciplinary research. It instigates approaches to providing common research infrastructure in terms of training, equipment, and systems. It manages the EVPR Fellowship in Research Management program.

Phone: (212) 854-6841

<https://research.columbia.edu/initiatives>  
[researchinitiatives@columbia.edu](mailto:researchinitiatives@columbia.edu)

## **SELECT OTHER CENTRAL ADMINISTRATIVE OFFICES THAT SUPPORT RESEARCH**

### ***Columbia Technology Ventures (CTV)***

Columbia Technology Ventures is the technology transfer office for Columbia and a central location for many of the technology development initiatives, entrepreneurial activities, external industry collaborations, and commercially-oriented multidisciplinary technology innovations across the University. CTV's core mission is to facilitate the transfer of inventions from academic research labs to the market for the benefit of society on a local, national, and global basis. CTV works closely with researchers at Columbia to identify, develop, market, and license inventions and technologies, and help launch new ventures. CTV offers a wide range of services, including patent filings and IP management, material and data transfer agreements, confidentiality agreements, and technology marketing. CTV also retains Executives-in-Residence to advise on commercialization and runs many accelerator programs designed to advance technology from the lab to the market. CTV reports to Columbia's Senior Executive Vice President.

Email: [techventures@columbia.edu](mailto:techventures@columbia.edu)

CUIMC: (212) 305-5198 / MS: (212) 854-8444

<http://techventures.columbia.edu>

### ***Sponsored Projects Finance (SPF)***

Sponsored Projects Finance (SPF), part of the Office of the Controller, is the University's central office responsible for managing key elements in the post-award financial administration of sponsored projects, including financial reporting and invoicing, receivables management, fiscal closeout, and other activities to ensure compliance with regulatory requirements.

<https://www.finance.columbia.edu/content/sponsored-projects-finance-0>

### ***Office of Procurement Services***

Reporting to the EVP for Finance and Information Technology, Procurement Services is responsible for the sourcing, purchase, and payment of goods and services for the University. It is also responsible for negotiating and signing most consultants contracts and other service agreements; processing employee expense reimbursements, prize and award payments made by the University; and maintaining the University vendor/payee database that supports procurement transactions.

<https://www.finance.columbia.edu/content/office-procurement-services>

## **RESOURCES**

### **RASCAL**

Rascal is the University's online research compliance system. Through Rascal, researchers can create and submit for regulatory approval most research protocols; draft consent forms; complete required and elective training; and submit conflict-of-interest disclosures.

Helpdesk: (212) 851-0213

Email: [rascal@columbia.edu](mailto:rascal@columbia.edu)

[www.rascal.columbia.edu](http://www.rascal.columbia.edu)

### ***Research Handbooks***

Many of the University's research-related policies and procedures have been compiled in searchable, web-based Handbooks:

**Sponsored Projects Handbook**

**Clinical Research Handbook**

**Animal Research Handbook**

**Environmental Health and Safety Handbook**

**Research Radiation Safety Handbook**

**Postdoctoral Officers Handbook**

All are available at: <https://research.columbia.edu/research-policies-and-handbooks>

### ***Research Compliance Training Finder***

The Research Compliance Training Finder is an interactive tool that identifies which research compliance trainings an individual may be required to take.

<https://research.columbia.edu/training-finder>

### ***Compliance Hotline***

Administered by Columbia's Office of University Compliance, the Compliance Hotline is a confidential channel for employees to report or seek guidance on possible ethical or compliance issues. It is supported by a third-party vendor and provides confidential intake and report handling via internet or telephone, with the option for anonymous reporting.

Compliance Hotline: (866) 627-3768

Office of University Compliance:  
[www.compliance.columbia.edu](http://www.compliance.columbia.edu)