A GUIDE TO
BEGINNING YOUR RESEARCH AT CORNELL

Research Administration Support
These statements define Cornell’s world-class research, and you are at the heart of it all. As you establish your research program at Cornell, Research Administration Support (RAS) offers tools and services throughout the research management process to assist you.
SEARCHING FOR FUNDING
RESOURCES

Limited Submissions
Sometimes federal agencies and private foundations limit the number of proposals for funding opportunities from an institution. Whenever this occurs, the Office of the Vice Provost for Research coordinates Cornell’s proposal selection.

You can find a list of the most common limited submissions and a discussion of how to submit your proposal to the internal selection process at www.research.cornell.edu/Funding/limited_subs.htm. You can also subscribe to the OSP listserv, www.osp.cornell.edu/eRA/listserv.html, to receive e-mail announcements about upcoming limited-submission opportunities.

Departmental
Your department chair, faculty mentor, and colleagues in your department or field are essential in advising you on where and how to identify potential funding sources. Some departments provide customized searches for their faculty, and some colleges have staff to help you identify potential industry collaborators.

Federal
Links to federal and foundation funding databases are located on the Office of Sponsored Programs (OSP) website, www.research.cornell.edu/Funding. 
PLANNING AND SUBMITTING YOUR PROPOSALS
PROPOSALS

When planning your proposals, begin with your department or college research administration staff. They help you with budget development, research administration and other university systems, and the necessary approvals for research proposals. They also connect you with Cornell’s central resources.

College of Agriculture and Life Sciences (CALS)
cals.cornell.edu/about/leadership/sad/grants-contracts-mous
If you are in CALS, submit your proposals through the CALS Research Office. The CALS grant and contract officers guide you through the proposal development and submission processes.
245 Roberts Hall / 607.255.8057

College of Veterinary Medicine
www.vet.cornell.edu/research/CollegeResearchOffice.cfm
If you are in the College of Veterinary Medicine, the college’s Research Office leads you through the proposal planning and submission process. Submit your proposals here.
S3024 Schuman Hall / 607.253.3758

Office of Sponsored Programs (OSP)
www.osp.cornell.edu/ProposalPrep
If you are in Cornell’s other colleges, submit your proposals through OSP, the university’s central office. Grant and Contract Officers, known as GCOs, review requests for proposal requirements and advise you on any unusual terms or conditions. They can help you navigate the proposal development, approval, and submission processes. OSP can also help you with non-financial agreements such as nondisclosures, material transfers, and restricted access data sets.
East Hill Plaza, 373 Pine Tree Road / 607.255.5014 / osp-help@cornell.edu

SIGNING PROPOSALS

Only grant and contract officers in the College of Agriculture and Life Sciences, College of Veterinary Medicine, or OSP can sign your proposals.

RESOURCES

Your department and GCO resources can help you:

› Find your GCO, www.osp.cornell.edu/Contacts/whoismygco.html
› Plan and prepare your research budget
› Find Cornell’s rates, such as F & A (facilities and administrative), fringe benefits, stipend, per diems, and annual inflation
› Identify steps for obtaining approval for specific types of research
› Review Cornell’s certifications and assurances and institutional codes
› Route your proposal for approval (Form 10)
› Learn about sub-awards and working with researchers from other organizations
› Learn how to register and submit proposals electronically through
  - Grants.gov
  - NSF Fastlane
  - NIH Commons
  - Other federal and non-federal submission systems.
AWARD NOTIFICATION AND CONTRACT SIGNING
Only OSP GCOs are authorized to negotiate and sign awards, contracts, incoming material transfer agreements, and nondisclosure agreements for Cornell sponsored projects.

## NOTIFICATION

Most sponsors issue an award notification to the Office of Sponsored Programs when your proposal has been chosen for funding. If you receive notification of an award directly from a sponsor, let your GCO know.

An award is not accepted until OSP

- Reviews and negotiates, when necessary, the terms and conditions of the award
- Confirms that the terms and conditions comply with university policy and regulatory requirements
- Confirms that compliances required by the sponsor are complete
- Signs the agreement.

OSP posts updates on review and negotiation activity in the Sponsored Projects Portal, contacts you to review problematic terms, if any, and notifies you and your department administrator when the award is signed.

## SIGNING AWARDS

## PROTECTING

### Academic Freedom and Rights

OSP negotiates acceptable terms of awards for Cornell. Sometimes, although rare, awards cannot be accepted.

Such cases could occur when a sponsor

- Does not allow faculty and students the academic freedom to publish research results without the sponsor’s approval
- Imposes undue delay on publication
- Makes unacceptable demands regarding the licensing or ownership of intellectual property (IP) resulting from the research. See [www.osp.cornell.edu/Policies/Std_Agmt_Terms.html](http://www.osp.cornell.edu/Policies/Std_Agmt_Terms.html) for information regarding IP and other terms Cornell accepts from corporate sponsors.

Cornell does not accept awards for classified research that requires security clearance or the confidentiality of the sponsor, nature of research, or research results.
PREREQUISITES FOR USING ANIMALS, HUMAN PARTICIPANTS, AND HAZARDOUS MATERIALS

Getting Approvals

If you plan to use animals, human participants, hazardous materials, or controlled substances in your research, you may need sponsor and university review and approval as well as permits or licenses. In some cases, you need these before submitting a proposal, signing an award, or beginning your research.
**Office of Research Integrity and Assurance (ORIA)**

**www.oria.cornell.edu**

ORIA provides guidance and helps you complete the necessary submissions to obtain the required approvals.

East Hill Office Building, 395 Pine Tree Road, Suite 320 / 607.255.6439

**Conflict of Interest (COI)**

**www.oria.cornell.edu/COI**

University policy and federal regulations require all faculty to submit an annual disclosure of external commitments and personal financial interests that might be related to Cornell research activities. A sponsor may also require an update at the time of a proposal or an award. Contact the COI staff for further information and to complete a disclosure.

607.255.2214 / 607.254.8878 / coi@cornell.edu

**Vertebrate Animals**

**www.iacuc.cornell.edu**

The Institutional Animal Care and Use Committee (IACUC) must approve your animal-use protocol before you can order or use animals in your research and teaching. The veterinarians in the Cornell Center for Animal Resources and Education (CARE) and IACUC office staff can help you with your animal-use protocol.

607.255.5398 / iacuc@cornell.edu / 607.253.4378 / care@cornell.edu

**Human Participants**

**www.irb.cornell.edu**

The Institutional Review Board for Human Participants (IRB) must approve research that uses human participants before the research can begin. The IRB staff can assist you with the requirements and your protocol.

607.255.6182 / irbhp@cornell.edu

**Biohazardous Materials**

**www.ibc.cornell.edu**

The Institutional Biosafety Committee (IBC) must approve your research if you use biohazardous agents (infectious agents and biological toxins) or recombinant or synthetic acid molecules. Contact the IBC staff for help with the requirements and the application process.

607.255.7219 / cu.ibc@cornell.edu

**Radiation and Radioactive Materials**

**sp.ehs.cornell.edu/lab-research-safety/radiation**

The Radiation Safety Group (RSG) regulates the use of radiation and radioactive materials in research, including nonionizing radiation sources, such as lasers and magnets. Supported by Environmental Health and Safety (EH&S), RSG ensures that radiation sources are used safely, securely, and in full compliance with applicable regulations and laws. If you want to use radiation in your research, contact RSG.

607.255.7397 / dgr63@cornell.edu

**Controlled Substances**

**sp.ehs.cornell.edu/lab-research-safety/research-safety/controlled-substances**

When using controlled substances, you must comply with state and federal regulations. Environmental Health and Safety will assist you in obtaining and using these substances.

607.255.4288 / jj72@cornell.edu

**Responsible Conduct of Research (RCR)**

**www.oria.cornell.edu/rcr/**

The National Science Foundation, National Institutes of Health, and USDA’s National Institute of Food and Agriculture require specific training on the responsible conduct of research for principal investigators, post-docs, and students supported by sponsored funds from these agencies. Educational resources for RCR are also available.

607.254.5162 / rcr@cornell.edu
CONSULTATIONS AND GUIDANCE FOR RESEARCH LABS

VEGETERATE ANIMALS

Using Animals in Research and Teaching

Cornell Center for Animal Resources and Education (CARE)
www.research.cornell.edu/care
CARE is responsible for the care and use of all animals used in teaching, research, and testing. CARE oversees all aspects of animal well-being, including clinical care and housing. The CARE staff provides you consultations and training on animal use, including experimental design and protocol development.
care@cornell.edu / 607.253.4378

CARE can help you
› Learn about specialized facilities and services for your animal research
› Obtain training for you and your group members
› Conduct specialized surgical procedures.

Animal Care and Use Procedures (ACUPs)
www.research.cornell.edu/care/acup.html
ACUPs are already prepared for you to use as your standard operating procedures.

Animal Users Health and Safety Program (AUHSP)
www.orua.cornell.edu/AUHSP
AUHSP helps to identify health risks for you and your staff when using animals in research and teaching. All animal users are automatically enrolled in AUHSP and must be granted clearance before access to facilities and animals is granted.
607.255.6439 / auhsp-mailbox@cornell.edu / www.research.cornell.edu/care/OHS.html
Environmental Health & Safety (EH&S)
sp.ehs.cornell.edu
EH&S offers programs, services, and expertise to assist you with the effective and safe use and disposal of hazardous materials and other substances. EH&S has staff for the technical fields of biological safety, chemical safety, radiation safety, physical safety, controlled substances, occupational safety, industrial hygiene, indoor air quality, fire testing and inspections, fire compliance, environmental compliance, remediation, and hazardous and special waste management and disposal. The office also includes emergency response, business continuity, and emergency management. Contact EH&S before you start your research and make safety an integral part of your program.

395 Pine Tree Road, Suite 210 / 607.255.8200

Gannett Health Services—Occupational Medicine
www.gannett.cornell.edu/services/occupational
Gannett Health Services’ Occupational Medicine helps you plan ahead for safety when your animal-use or human-participant procedures or materials pose risks to human health. Occupational Medicine also determines if special precautions or oversight are needed for animal users and requires them as part of the AUHSP.

110 Ho Plaza / 607.255.5155

Research Data Management Service Group (RDMSG)
data.research.cornell.edu
RDMSG offers comprehensive services for data management and planning.
rdmsg-help@cornell.edu

LabArchives
labarchives.cornell.edu
Academic Technologies offers this cloud-based Electronic Lab Notebook software for managing laboratory data, information sharing, and collaboration.

Externally Provided Data
Cornell Restricted Access Data Center (CRADC)
ciser.cornell.edu/CRADC/computing_system/GettingStartedonCRADC.shtm
If your research involves obtaining data from an external source,OSP negotiates and signs the agreement for obtaining and using that data. If there are sponsor requirements for data safety or restrictions on physical and technical access due to privacy laws and regulations, your department IT staff and the team in CRADC can assist you.
cradc@cornell.edu

Today’s research involves the generation and use of massive data sets. In addition, new federal regulations require the maintenance and sharing of data obtained during the course of federally sponsored research. Requirements vary by agency.

Here are resources to help you understand the current requirements and to plan and manage your research project’s data.

Research Data Management Service Group (RDMSG)
data.research.cornell.edu
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rdmsg-help@cornell.edu

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cradc@cornell.edu
RESOURCES FOR ADMINISTERING YOUR RESEARCH PROGRAM
OSP enters your progress report schedule in the Sponsored Projects Portal and sends you reminders of your final report due dates. Most faculty submit their reports directly to the agency. You can also enter your report submit dates in the Sponsored Projects Portal.

**PROGRESS REPORTS**

**MANAGING**

Appointing Research Staff, Managing Finances, and Reporting

Begin with your department or college research administration and finance staff. They will help you obtain an account, make purchases and appointments, access systems, and monitor your finances. Sponsored Financial Services (SFS) sets up an account with your budget, and your department notifies you of the account number.

As a principal investigator, you are responsible for spending research funds according to policies, regulations, and award terms and conditions, as well as completing your progress reports and other deliverables on time. Your department manager and staff are responsible for assisting you and reducing the burden when possible.

To ensure that your funds are used most efficiently and as allowed, investigators must review expenditures at least every two months.

**Sponsored Financial Services (SFS)**

[www.dfa.cornell.edu/cms/accounting/topics/sponsoredfinance](http://www.dfa.cornell.edu/cms/accounting/topics/sponsoredfinance)

SFS is also a resource for the financial administration of grants, contracts, and cooperative agreements. SFS represents you and the university in sponsor audits and billing. Important information about setting up and managing your awards can be found at [www.dfa.cornell.edu/cms/accounting/topics/sponsoredfinance/managingawards/index.cfm](http://www.dfa.cornell.edu/cms/accounting/topics/sponsoredfinance/managingawards/index.cfm).

Hiring Your Research Team

[www.hr.cornell.edu/about/hr_leaders.html](http://www.hr.cornell.edu/about/hr_leaders.html)

Your department human resources staff is the best source of information for searching and hiring your research team.

Your Department Director of Graduate Studies and your graduate fields are the best resources to help you learn about graduate student admissions and to find students to work with you. Your department human resources or graduate field staff appoints graduate research assistants once you select them.

Sources listed below give you some background and starter information.

**The Graduate Student Assistantship Policy**

[www.dfa.cornell.edu/dfa/cms/ treasurer/policyoffice/policies/volumes/academic/assistantships.cfm](http://www.dfa.cornell.edu/dfa/cms/ treasurer/policyoffice/policies/volumes/academic/assistantships.cfm)

607.255.6837 / cornell-policy-office@cornell.edu

**Undergraduate Researchers**

[www.undergraduateresearch.cornell.edu](http://www.undergraduateresearch.cornell.edu)

607.255.6445

East Hill Plaza, 341 Pine Tree Road / 607.255.5805 / uco-sfa@cornell.edu
DISCOVERIES, INVENTIONS, TECHNOLOGY MATURATION, AND STARTUPS
Maturing Your Technology
So It’s Ready to Market

The Cornell Technology Acceleration and Maturation (CTAM) Fund
www.cctec.cornell.edu/inventors
CTAM accelerates and matures select technologies to facilitate their further development toward commercialization to benefit society. For more information, check here: www.cctec.cornell.edu/inventors/CTAM/CTAM-Fund-Implementation-Guide.pdf.

Think You May Have Discovered or Invented Something Unique?

Cornell Center for Technology Enterprise and Commercialization (CCTEC)
www.cctec.cornell.edu
CCTEC receives disclosures of inventions and copyrightable material, determines when to file for patent protection for Cornell inventions, and markets and licenses Cornell technology and plant varieties to corporate partners, including startup companies. CCTEC protects intellectual property rights and transfers Cornell technology to business for development and use for the public good.

All appointees of the university must disclose inventions to CCTEC. It is a good practice to keep CCTEC staff informed of your research and publication goals so they can advise you on the process and evaluate your invention’s market potential, even before you formally disclose your invention.

395 Pine Tree Road, Suite 310 / 607.254.4698 / cctecconnect@cornell.edu

STARTUPS

CCTEC staff consults with you about starting a company based on your intellectual property (IP). The staff guides you through all the essentials of planning and setting up a company, if you decide to take this route in commercializing your IP.

Kevin M. McGovern Family Center for Venture Development in the Life Sciences (McGovern Center)
www.mcgoverncenter.cornell.edu
The McGovern Center helps to develop early-stage startups, with a focus on accelerating the company’s research and development. The center offers business planning, space, facilities, and assistance for strengthening management teams.

405 Weill Hall / 607.255.1421 / McGovernCenter@cornell.edu
Cornell has extensive research facilities with an impressive array of high-tech instrumentation, unique services, and staff expertise to assist you with your research. Some departments and colleges maintain shared and core research facilities. The largest and most widely used ones are part of the Research Division/Office of the Vice Provost for Research. Some of these central facilities are listed below.

Biotechnology Resource Center (BRC)  
www.biotech.cornell.edu/biotechnology-resource-center-brc  
BRC provides advanced technologies, services, training, and education to life science researchers. Core facilities include genomics, proteomics and mass spectrometry, imaging, bioinformatics, bio-IT (information technology), and advanced technology assessment.
Research Centers and Institutes

Cornell’s large number of diverse centers, institutes, and societies promotes intra- and interdisciplinary research. They provide you with many opportunities for collaboration. Some even offer seed funding. For a complete list of research centers, institutes, laboratories, and programs, go to www.cornell.edu/academics/centers.cfm.

With Cornell Researchers

Cornell’s extremely talented faculty produce a rich, expansive body of research and scholarship. Here are several sources to help keep you informed about what your colleagues across campus are doing. Also check out your college sources, as well as the research centers. Keep your college or department communications staff aware of your research findings and publications so they can help publicize your research story.

Stay informed

› Cornell Research Website
› Cornell Research Annual Report
› Research Newly Funded
› Cornell in the News – a listserv at pressoffice@cornell.edu
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