Topic/requirement	Task to be completed/observations	Contacts and responsible parties	Lead time required
	ving your current institution (important meetings		•
Contact your UVA department administrator Contact SOM research offices	It is important to understand your UVA department's administrative structure and the services they provide to faculty. Familiarize yourself with SOM and UVA procedures for finding, proposing, and administering externally-funded projects by	 Your UVA administrator will describe this organization and introduce you to the appropriate members of his/her staff. SOM <u>Office of Grants and Contracts/</u> <u>Stewart Craig</u> – policies and procedures. SOM Office for Research/Steven 	Make contact before leaving for UVA.
	contacting these offices/individuals.	Wasserman – grant opportunities, finding collaborators, managing the science.	
Grants, contracts, and c			
Transferring external research awards to UVA	Obtain approval from the funding agency and your existing institution for the transfer. Not all awards can be transferred between institutions.	Your current and UVA administrators, in collaboration with their respective grants offices and the funding agency.	Varies
Transferring consulting agreements to UVA	School of Medicine policy requires that consulting agreements be reviewed institutionally before they are signed.	Contact your UVA administrator, who will work with the SOM <u>Office of Grants and Contracts</u> to generate such agreements.	Varies
Identifying research funding sources	Identify internal and external funding sources to support your research program.	Check the Office for Research web site on <u>finding and applying for funding</u> . Subscribe to <u>From the Dean's Office</u> . Search for funding opportunities in <u>Pivot</u> or <u>GrantForward</u> .	Varies
Preparing budgets for clinical trials; invoicing for costs	Precise budgets and knowledge of standard of care, to apportion charges, are critical elements of generating a budget.	The <u>SOM Clinical Research Office</u> assists investigators in preparing clinical trials budgets, negotiates with the prospective sponsor, and will invoice the sponsor as study milestones are achieved.	
Applying for external funding before your arrival	You can submit proposals for research funding through UVA prior to your arrival, with departmental approval.	Your UVA research administrator can prepare and route the grant. S/he will forward it to the SOM <u>Office of Grants and Contracts</u> , which reviews, approves, and submits (if appropriate) the proposal.	Administrative sections due at OGC 5 working days before deadline; scientific sections due two days prior to deadline.

Topic/requirement	Task to be completed/observations	Contacts and responsible parties	Lead time required
Applying for funding while at UVA	Develop your proposal and obtain a review by your colleagues; obtain institutional approval; submit the proposal to the funding agency.	 Your Chair/Director may require (and we strongly recommend) an internal review of your proposal. Your UVA administrator can generate budgets and application forms and forward the proposal to the SOM <u>Office of Grants and Contracts</u> (OGC) for review and approval. 	Administrative sections due at OGC 5 working days before deadline; scientific sections due two days prior to deadline.
Consulting activities at UVA	SOM policy requires that consulting agreements be reviewed by the Office of Grants and Contracts prior to approval.	Contact your UVA administrator, who will work with the SOM <u>Office of Grants and Contracts</u> to generate such agreements. (<u>Consulting policy</u> .)	Varies
Personnel (staff and trai		generate such agreements. (<u>constanting policy</u> .)	
Transferring staff to UVA	Create staff positions within the UVA HR system; interview and select candidates.	Department/Center HR administrator, with SOM and UVA HR offices.	Several weeks
Hiring staff	Create positions within the UVA HR system; interview and select candidates.	Department/Center HR administrator, with SOM and UVA HR offices.	Varies
Trainees (graduate students and postdocs):			
Joining a UVA graduate program	Members of the <u>Biomedical Sciences Graduate</u> <u>Programs</u> (BIMS) have access to students for their research.	To join a BIMS program, contact <u>Amy Bouton</u> , Associate Dean, Graduate and Medical Scientist Programs	
Financial and other support for graduate students	SOM covers year 1 of grad student stipends; thereafter, they are supported financially by departmental or grant funds. Information sources for enrolled graduate students.	Graduate program directors and the Graduate Programs Office/Dr. Janet Cross: BIMS student application site Information for enrolled students	
Other visitors to your group	Obtain clearance for visitors in UVA facilities.	SOM volunteer forms can be found at <u>https://med.virginia.edu/office-for-</u> <u>research/resources-and-collaborators/forms-and-documents/</u> .	1 week
Visas	Obtain and maintain required US visas for international scholars. UVA visa support is described at <u>www.virginia.edu/iso/issp/</u> .	Your UVA administrator will work with SOM, UVA International Studies Office (scholars) or UVA HR (employees), and the Dept. of State to process visas.	Varies substantially
Training for UVA supervisors	All supervisors must take mandatory training on Discrimination and Harassment.	Your administrator will arrange such training with the Office of Equal Opportunity Programs.	

Research supplies, equi			
Transferring equipment and supplies from your current institution	Transfer depends upon your current institution's policies: equipment purchased using institutional funds may not be transferable. If permitted, identify a UVA contract mover to perform the physical transfer and provide special handling.	Your current research administrator and institutional administration can determine what you may transfer and can arrange the move of such items.	Several weeks
Ordering supplies, equipment, and services	These items are ordered through your department, using either your start-up funds or other sources of support.	Your UVA administrator can arrange for a member of your staff to obtain training in UVA Marketplace, an on-line shopping system. Your administrator can facilitate the purchase of equipment and services.	Varies
Travel	Arrange, document, and get reimbursed for the cost of job-related travel.	Your UVA administrator can help with all aspects of travel. Procurement Services' guidelines and tips on travel can be found at <u>http://www.procurement.virginia.edu/forms/Trav</u> <u>elGuidesKnowBeforeYouGoAll.pdf</u> .	Varies
Track the financial status of your accounts	Monthly review and approval of your accounts, as required by UVA.	Your UVA administrator will provide you with monthly reports of expenditures on each of your internal accounts, as recorded in the Oracle financial system. You should review and sign off on the accuracy of these reports.	
Human subjects researc	h		
All things clinical	Most everything you wanted to know about conducting clinical trials in a single web site.	Access the SOM Clinical Research Office site at: <u>http://research.med.virginia.edu/clinicalresearc</u> <u>h/research-resources/offices-supporting-</u> <u>clinical-research/clinical-research-unit/</u> .	
Development of human use protocols and case report forms (CRFs)	Avoid pitfalls when developing an investigator- initiated protocol.	 The <u>SOM Clinical Research Office</u> can help investigators prepare protocols and CRFs. Division of Biostatistics & Epidemiology (Dept. of Public Health Sciences) can help with designing studies, developing analytic plans, and analyzing pilot data. 	
Development of INDs/IDEs for submission to the FDA	Investigational New Drug Applications and Investigational Device Exemptions are required for all clinical trials of new drugs and devices, respectively	 The <u>SOM Clinical Research Office</u> can help investigators prepare these documents. The <u>Investigational Drug Service</u> also can help with the IND preparation process. 	

Submitting human use protocols to the IRB	Take on-line IRB training (log on as a guest) to allow you to submit protocols and exemption requests to the committee. Submit protocols or	The IRB for Health Sciences Research (IRB- HSR) Web provides on-line training and protocol submission.	Weeks to months for final approval
Training for clinical research coordinators (CRCs)	requests for IRB exemptions as early as possible. Initial training and continuing education of clinical study personnel is required to maintain Good Clinical Practice.	 The IRB-HSR requires <u>on-line training</u> for clinical coordinators and a <u>voluntary</u> <u>program</u> on IRB and broader clinical studies issues. The <u>SOM Clinical Research Office</u> conducts continuing education, informal discussions, clinical research professionals' meetings, and mentoring to individual CRCs. 	or exemption
Recruiting research subjects		 UVA Health System (HS) Web site lists <u>current clinical trials</u> (request to list your trial). The IRB-HSR Web site provides guidelines for <u>advertising for study participants</u>, including templates for local media outlets. 	
Phlebotomy services	Fee-for-service blood drawing.	Contact the Clinical Research Unit (http://research.med.virginia.edu/clinicalresearc h/research-resources/offices-supporting- clinical-research/clinical-research- unit/contacts/). Investigators who perform phlebotomy in non-patient care areas must register with the Institutional Biosafety Committee.	
Specimen processing services	Fee-for-service specimen processing outside the Medical Center Clinical Laboratory.	The Biorepository and Tissue Research Facility (BTRF) processes specimens on a fee-for- service basis. Investigators must transport specimens to the BTRF. Contact Craig Rumpel (982-6453) to discuss costs and to arrange access to this service. Investigators processing and shipping their own specimens must register with and receive training from the Institutional Biosafety Committee.	
Pharmacy services	Receipt, logging, preparation, blinding of study drugs.	The <u>Investigational Drug Service</u> can provide all of these functions.	
Coordinators and clinical space for investigator- initiated research	Use of a central facility for the conduct of in- or outpatient studies.	See <u>this site</u> for information on inpatient and outpatient facilities, staff, core laboratory assays, and computing and statistical support.	

		The COM Official Descent Office and Late	
Quality assurance and monitoring activities	QA includes preparation and maintenance of SOPs, and preparing for sponsor/FDA audits. Study monitors are required for investigator-	The <u>SOM Clinical Research Office</u> can help investigators with both of these functions.	
	initiated studies.		
Publicly register your	Federally-sponsored clinical studies must be	See http://www.clinicaltrials.gov/. Register	
clinical trials	registered on the Web; industry-sponsored trials should, as well. The sponsor is responsible for registration.	your trial at <u>http://prsinfo.clinicaltrials.gov/</u> .	
Conducting retrospective	Such studies might include outcomes analyses,	The Clinical Data Repository clinical	
research using hospital	policy studies, or generating preliminary data for	information for the retrospective analysis of	
patient data	proposals.	health care data.	
Research data			
Transferring research data to UVA Intellectual property, cor	Obtain approval to transfer data before you leave. Often, originals must remain at your old institution, but you can take copies. <i>Do not</i> transfer information covered by confidentiality agreements before they are in place at UVA. Any data including patient/subject identifiers are covered by HIPAA.	 Your current administrator and VP for Research can approve data transfers. Your technology office can help obtain approval to transfer confidential information (see above). Your current IRB can advise on transfers of clinical data. 	Varies
Transferring proprietary	indontidaty		
materials to UVA:			
Materials developed at your current institution	Obtain permission from your current institution to transfer such materials (e.g., drugs, novel reagents, clinical specimens). Permission may be denied if your institution has licensed the materials with restrictions on future use.	Your current technology office and your UVA administrator, in collaboration with the UVA Office of Grants and Contracts.	Varies
Materials obtained under MTA	For materials obtained from other institutions or companies, you should request their use at UVA <i>de novo</i> , rather than obtaining permission through your current institution.	Your UVA administrator will coordinate the laboratory or company providing the proprietary materials and the SOM <u>Office of Grants and</u> <u>Contracts</u> .	Varies
Transferring confidentiality agreements (CDAs) and confidential information	Request that new CDAs be generated between UVA and the company that had provided the original agreement.	Your current technology office will work with your UVA administrator and the SOM <u>Office of</u> <u>Grants and Contracts</u> to identify existing agreements and the other entities involved.	Varies

Inventions and other intellectual property (IP)	Protect your IP using patents, confidentiality agreements (CDAs), and materials transfer agreements (MTAs).	 Your UVA administrator can help you submit invention disclosure forms. The <u>UVA Patent Foundation</u> can advise on disclosure, patenting, and licensing. Your UVA administrator can work the <u>Office of Grants and Contracts</u> to finalize CDAs and MTAs. 	Varies
Research facilities			
Renovating your research space	Initiate the renovations process prior to arriving at UVA, since its duration depends on the project scope, number of design changes, and budgetary limits.	Your UVA research administrator will be your primary point of contact, working with Facilities Management.	6 months to a year
Facilities repairs, including leaks and outages	Place a work order for repairs; notify Physical Plant of emergency needs (available 24/7).	Phone Health System Physical Plant (924- 2267) or request services on-line at <u>https://www.fm.virginia.edu/requestservice.html</u> . Request emergency response when appropriate.	
Environmental health an	nd safety		
Transferring recombinant DNA and pathogens to UVA	Obtain approvals on both sides. Requires special shipping procedures. You cannot use such materials at UVA until you receive IBC approval (see below).	Your current biosafety committee office will offer recommendations on shipping. Your UVA administrator and the Institutional Biosafety Office will provide approval, training, and lab inspection.	Varies
Use of recombinant DNA or pathogens	Obtain required training, inspection(s) of your laboratory facilities, and committee approval(s).	Your UVA administrator will contact the Institutional Biosafety Committee to declare/register materials, obtain training, and to arrange a lab inspection.	Weeks to months (esp. if using select agents)
Use of biological, chemical, radioactive hazards	Obtain required training, inspection(s) of your laboratory facilities, and committee approval(s).	Your UVA administrator, in conjunction with the Office of Environmental Health and Safety	Weeks to months
Obtain EHS training before you arrive at UVA	Taking the on-line training now will accelerate your research program after your arrival.	Have a current UVA faculty member send an e- mail to <u>accounts@virginia.edu</u> containing: your full name and SSN; your department; and name of the faculty "sponsoring" your account. Request that a login ID to be created with E- Services/NetBadge access. Problems? Contact Jean Varner or Ralph Allen. Training can be accessed at <u>http://ehs.virginia.edu/ehs/</u> , link at right side of page.	

SOM "best practices"	New research personnel must be given a solid	Please refer your new hires (and anyone else	None
document on safety in	grounding in safety, signage, training, etc., before	working in your research areas) to this	
the research	initiating their work in SOM facilities.	summary document.	
environment			
Other compliance issue			1
HIPAA privacy	Take on-line module on HIPAA privacy.	Your Department/Center administrator can arrange access to the NetLearning system.	None
Computer security	Complete UVA Information Technology and	See ITS Web site:	None
	Services (ITS) on-line module. <i>Print and retain the final page, as evidence of completing the training.</i>	https://www.people.virginia.edu/quiz/itsa.rb.	
Responsible conduct of	Trainees on federal training grants generally take	BIMS 7100 is Coordinated by the SOM	Course is held
research	BIMS 710. Others may audit that course, but cannot participate in small-group sessions.	Graduate Programs Office.	annually
Conflicts of interest	State law and federal regulations require that	Office for Research/ <u>Steven Wasserman</u>	Several weeks
(COIs)	conflicts associated with procurement and	 UVA Conflicts of Interest 	
	research be reduced, managed, or removed.	Committee/Patricia Tereskerz, Chair	
		 SOM Conflict of Interest Committee/<u>Donna</u> 	
		<u>Chen</u> , Chair	
Financial interest	SOM conflict of interest policy requires that new	 On-line reporting system at 	Within 30 days
reporting	faculty report their external financial interests	https://coi.sites.virginia.edu	of appointment
	within 30 days of appointment, and that they	 For help with that system, contact the 	to SOM faculty
	report any material changes in same within 30	Office for Research/Steven Wasserman	
	days.		
Effort reports	University faculty must generate semi-annual	Your UVA administrator will describe your	
	reports of their efforts.	department's methodology for keeping track of	
Oth on the initial for the second	Desvide tellened tesising on life sefet viewer for	effort throughout each six-month period.	lucius a dia ta bu
Other training for your	Provide tailored training on life safety issues for	Work with your department administrator to	Immediately
research staff	your projects (i.e. location of primary and	ensure that all such issues are covered.	upon hiring of
	secondary fire exits, use of protective equipment,		individual
Other SOM/UVA researc	etc.)		employees
Accessing research core		See the listing of institutional serves. Other	Ι
facilities	Institutional or departmental facilities providing	See the <u>listing of institutional cores</u> . Other cores are provided via research centers and	
Iduilles	services at a reasonable cost to University users.	complex research awards.	
Find UVA collaborators	Find investigators at UVA to who can strengthen	Consult the Research Faculty Directory. For	
and consultants	your research program or provide access to	additional help, contact the Office for	
	equipment you can share.	Research/Steven Wasserman.	
Register on the SOM	Allow others to access your expertise and	Contact the Graduate Programs Office to	
Research Faculty	techniques, and to strengthen collaboration	create a page in the directory.	
Directory	across the institution.		

Computers/network/inte	rnet		
Computer purchase and	Department desktop and network needs are	Contact your Local Support Partner (LSP) to	Weeks
set-up; network, Internet	supported by UVA Information Technology &	discuss computer specifications (before	
connectivity	Communication, Health System Computing	ordering), set-up, and connectivity. Your	
-	Services, or internal personnel.	administrator can point you to your LSP.	
UVA discounted/site-	Download or purchase software for use in UVA-	Software: Information Technology and	
licensed software	related projects, under University site licenses.	Communication (<u>http://its.virginia.edu/central/</u>).	
		Computers and software: Cavalier Computers	
		(www.cavcomp.virginia.edu/)	
Policies for your research	ch group		
Authorship and data	Create policies for your research group on	See the School of Medicine Research web site	
integrity policies	authorship and data integrity.		
Ensure proper	Read "Making the Right Moves," Chapter 8	For additional help, contact Steven Wasserman	n/a
management and	(http://www.hhmi.org/sites/default/files/Educationa	for recommendations on data security, data-	
integrity of research data	1%20Materials/Lab%20Management/Making%20t	maintenance requirements for intellectual	
	he%20Right%20Moves/moves2.pdf), covering	property, etc.	
	data recording, witnessing, retention, and		
	security.		
Security, losses			
Planning for disasters	Create a call list and laboratory policy on	Post your call list in your research area and	
	disasters (fire, power outages, floods)	provide a copy to your UVA administrator and	
		members of your research group. Make sure	
		that your group and administrator are aware of	
		members who are out of town.	
Property loss/injury	Report property damage/loss or bodily injury for	Your UVA administrator can help you file a	
	potential reimbursement.	claim with <u>Risk Management</u> (claim form).	
Security issues	Contact HS Security or UVA Police to report a	In an emergency, phone 911. For non-	
	crime or to request a security assessment of your	emergency issues:	
	lab.	 HS security: 924-5048 	
		 UVA police: 924-7166 	
Emergency notification	Sign up for UV alerts: a means by which UVA	Sign up at https://www.virginia.edu/uvaalerts/.	
	employees can receive text message alerts about	Requires that you have a valid UVA log-in	
	potential, developing, or existing emergencies.	account.	