

Clinical Research Coordinator - Researcher Startup Tool

| <input checked="" type="checkbox"/> | Type of Research | What | Why | How | For Questions: |
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| <input type="checkbox"/> | All Types Required | Sinai Central Account | Sinai Central is the system used to manage HR and Finance transactions as well as Conflict of Interest in Research reporting. | In order to obtain login to Sinai Central: 1. Go to sinaicentral.mssm.edu. 2. Select Activate Account 3. Follow the instructions. You will need your Login network, S.S. #, and DOB. 5. Follow the instructions. You will need your Life #, S.S. #, and DOB. | Mount Sinai Hospital Employees: ITHelpDesk@mountsinai.org 212-241-4357 Icahn School Employees: ASCIT@mssm.edu 212-241-7091 Mount Sinai Beth Israel/St. Luke's/West Employees: 212-523-6486 New York Eye & Ear Employees: 212-979-4273 |
| <input type="checkbox"/> | All Types Required | Conflict of Interest Training | This mandatory training summarizes the Conflicts of Interest in Research Policy and how to report on-line using Sinai Central. | Training can be accessed by: 1. Log into PEAK, Mount Sinai's employee e-learning system. You can log into PEAK using your network login ID and Password at: peak.mountsinai.org. 2. Select Online Courses 3. Select Research Courses 4. Select Financial Conflict of Interest In Research Apr 2016 Course | Conflict of Interest Helpline 212-241-0845 |
| <input type="checkbox"/> | All Types Required | Research Listserv | This is the distribution list used to communicate important information to the Mount Sinai Health System research community. | Visit http://icahn.mssm.edu/research/portal/getting-started , and enter your MSHS email address under "Research Listserv" to add yourself or edit your subscription preferences. | research.resources@mssm.edu |
| <input type="checkbox"/> | All Types If Applicable Required | Ideate | Ideate is a web-based* logic-driven system that manages the electronic submission process for IACUC and IRB approvals. All members of research teams using Ideate must have an Ideate account, and they each must upload their CV into their Ideate profile. If a member of the research team does not have an Ideate account with their CV uploaded, they cannot be included in any research protocols. *Ideate must be accessed via the <i>Firefox</i> browser. | Create an account to access Ideate by completing and submitting a new user request form at http://osticket.mssm.edu/support/open.php . You will find detailed instructions for this process here https://ideate.mssm.edu/include/Ideate_User_Account_Creation.pdf . The Research IT Support page also provides user guides, process flow diagrams, and other useful documentation to support Ideate users. Visit http://osticket.mssm.edu/support/ | http://osticket.mssm.edu/support/open.php Choose the applicable help topic and fill in the form. |
| <input type="checkbox"/> | All Types If Applicable Required | Laser Training | You must complete this training if you will be working with Class 1 Laser systems with embedded Class 3B or Class 4 Lasers, or Class 3B or Class 4 Lasers (ANSI Requirement Z136.1). | Training can be accessed by: 1. Log into PEAK, Mount Sinai's employee e-learning system. You can log into PEAK using your network login ID and Password at: peak.mountsinai.org. 2. Select Online Courses 3. Select Laser Safety for Research. | RSO@mssm.edu 212-241-2269 |

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| <input type="checkbox"/> | All Types If Applicable Required | Research Bloodborne Pathogen Training Video | Annual Bloodborne Pathogen Training is mandatory if you will be using human blood, tissues and/or body fluids in your research (OSHA 29 CFR 1910/1030). If you are handling animal blood, tissues and / or body fluids, this training is not required, but is highly recommended. | Training can be accessed by: 1. Log into PEAK, Mount Sinai's employee e-learning system. You can log into PEAK using your network login ID and Password at: peak.mountsinai.org . 2. Select Online Courses. 3. Select Research. 4. Select Bloodborne Pathogens course. | philip.hauck@mssm.edu Institutional Biosafety 212-241-5169 |
| <input type="checkbox"/> | All Types If Applicable Required | NSF Grant Application – Login ID - Other Authorized User (OAU) | You must have an NSF account to prepare grant applications. Only the PI can submit (i.e., approve/sign) an application. | Step 1. E-mail grants@mssm.edu with your first and last name, e-mail address, highest degree, year conferred and specify role as : “Other Authorized User.” Step 2. Ask the PI to create a PIN # to the proposal so you can access the application: https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/fastlane_help.htm#fastlane_help_for_proposal_functions.htm >Search: “Create a Proposal PIN” Step 3: Ask the PI to provide you with the PIN and Proposal ID. | grants@mssm.edu Grants and Contracts Office |
| <input type="checkbox"/> | All Types If Applicable Required | NIH Grant Application – ERA Commons login ID - Assistant | You must have an ERA Commons login ID to prepare applications and have access to other functions. Only the PI can submit (i.e., approve/sign) an application. | Step 1. E-mail grants@mssm.edu with your first and last names, role as “Assistant,” and e-mail address and be sure to indicate if an account already exists from a previous institution. Step 2. Ask the PI to delegate authority (e.g., assist with preparing proposals) by following these instructions: https://era.nih.gov/erahelp/commons/default.htm#Commons/1_Admin/delegations/delegate_auth_own.htm?Highlight=delegate . | grants@mssm.edu Grants and Contracts Office |
| <input type="checkbox"/> | All Types If Applicable Required or Suggested (See “Why”) | InfoEd Account: Proposal Development Module | InfoEd is the software program ISMMS uses to internally route and manage all research and sponsored projects applications. All new users, who will create or edit InfoEd proposals, are required to attend the InfoEd Proposal Development module prior to gaining access to the program. If the PI will not create or enter information into the application, PIs are encouraged but not required to attend the class. If it is not possible for the new user to attend the class, the department’s InfoEd superuser or administrator must take responsibility for training and supporting the new user. | Step 1: In order to obtain an InfoEd account you must attend the proposal development module class. You can visit the schedule at: http://osticket.mssm.edu/support/pages/infoed-and-ideate-schedule-of-classes-and-open-help . Step 2: The PI must designate authority to edit and view proposals. Please follow these instructions: http://osticket.mssm.edu/support/kb/faq.php?id=5 . | ResearchITSupport@mssm.edu |

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| <input type="checkbox"/> | All Types Suggested | GCO 101: Basics of the Sponsored Project and Research Application Process | This class covers the following topics 1) basics of the sponsored project and research application process at Mount Sinai 2) key terms and definitions of sponsored project administration 3) policies, procedures, and best practices for a successful submission | 1. Log on to PEAK at http://peak.mountsinai.org . 2. Go to Classroom Based Trainings > Research. 3. Select GCO 101: Basics of the Sponsored Project and Research Application Process to enroll. | allison.gottlieb@mssm.edu |
| <input type="checkbox"/> | All Types Suggested | GCO 201: Sponsored Project Budgeting - Part 1 | This class covers the following budgeting topics 1) key terms and definitions 2) basics of successful budgeting 3) NIH modular grants 4) tools for budget calculations | 1. Log on to PEAK at http://peak.mountsinai.org . 2. Go to Classroom Based Trainings > Research. 3. Select GCO 201: Sponsored Project Budgeting - Part 1 to enroll. | allison.gottlieb@mssm.edu |
| <input type="checkbox"/> | All Types Suggested | Grants and Finance Compliance | Explore pre and post award topics such as budgeting and basic cost principles, staff roles and responsibilities, proper stewardship of funds, and time and effort reporting. | 1. Log on to PEAK at http://peak.mountsinai.org . 2. Go to Online Courses > Research. 3. Select Grants and Finance Compliance to enroll. | allison.gottlieb@mssm.edu |
| <input type="checkbox"/> | All Types Suggested | GCO 202: Sponsored Project Budgeting - Part 2 | This class covers the following topics 1) part-time appointments, graduate students, co-investigators with K awards on federal budgets 2) other than personnel expenses: equipment, supplies, travel, patient care costs on federal budgets 3) prorating and cost sharing 4) federal F&A calculation | 1. Log on to PEAK at http://peak.mountsinai.org . 2. Go to Classroom Based Trainings > Research. 3. Select GCO 202: Sponsored Project Budgeting - Part 2 to enroll. | allison.gottlieb@mssm.edu |
| <input type="checkbox"/> | All Types If Applicable Suggested | Electronic Case Report Forms and Data Capture Systems | Mount Sinai offers support for electronic data collection via eRAP or REDCap for research through the Research Informatics and Technology office. | Go to https://erap.mssm.edu and click the "Request" link, which is found in the top navigation bar on the left side, to become a new user, get a demo, or have a consultation. | erap@mssm.edu |
| <input type="checkbox"/> | Human Subjects Required | Program for Protection of Human Subjects (PPHS) Training Requirements: 1. Human Subjects Research 2. HIPAA for Research 3. Data Security for Research 4. HIPAA for Research Update | This training is required to understand regulatory oversight requirements for conducting human subject research. | 1. Log in to www.citiprogram.org and associate yourself with Icahn School of Medicine at Mount Sinai. 2. On the main menu page, click the link "Add a Course or Update Learner Groups" for Icahn School of Medicine at Mount Sinai. 3. Add the course(s) that you need to complete, and click "Submit." 4. Keep a copy of each completion certificate for your own files. The certificates are valid for 3 years. 5. After 3 years, you need to complete the "Refresher" course. | irb@mssm.edu |

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| <input type="checkbox"/> | Human Subjects If Applicable Required | Good Clinical Practice (GCP) | This training is required to understand the fundamentals of good clinical practice when engaged in human subject research. It is required of researchers and staff conducting FDA-regulated research or when obligated by contract or other agreement. | <p>Complete the CITI Program Good Clinical Practice (GCP) Module. See the PPHS Training Requirements section above for more details.</p> <p>This requirement also can be fulfilled by attending the <i>monthly</i> interactive example driven training course conducted by the Office of Research Compliance entitled "Clinical Research: Are You Doing It Right?" Email carol.stamaty@mssm.edu to reserve your seat.</p> | irb@mssm.edu |
| <input type="checkbox"/> | Human Subjects If Applicable Required | Clinical Research Billing Rules for Investigators | This Financial Administration of Clinical Trials Services (FACTS) training is required to understand the regulations regarding billing Medicare for research activity. | <p>Training can be accessed by:</p> <ol style="list-style-type: none"> 1. Log into PEAK, Mount Sinai's employee e-learning system. You can log into PEAK using your network login ID and Password at: peak.mountsinai.org. 2. Select Course Catalog. 3. Select Research. 4. Select Clinical Research Billing Rules for Investigators. | facts@mssm.edu |
| <input type="checkbox"/> | Human Subjects If Applicable Required | Epic Electronic Medical Record View Access | If you need to view patient electronic medical records, but do not need other access to the Epic EMR, you will need to request access and training. | <p>To request training on how to use View Only access for Epic:</p> <ol style="list-style-type: none"> 1. Go to the Epic E-learning link on the intranet (http://intranet1.mountsinai.org/epic) using your network login ID/password. 2. Click the "View Access" link to review training module. <p>To request View Only access to Epic:</p> <ol style="list-style-type: none"> 1. Go to the Epic Request form link in the left navigation on the Epic page of the intranet - intranet1.mountsinai.org/epic. 2. Follow the instructions for requesting access to Epic. | epicsupport@mountsinai.org 212-241-3742 |
| <input type="checkbox"/> | Human Subjects Suggested | IRB 101: Basic Steps of the IRB Submission | This class provides an introduction to the role of the IRB and guidance through the electronic submission process. It will cover submission terms and steps. | <p>Class dates are announced via the Research Listserv weeks prior to the next available class via the Human Subjects Research Events list.</p> <p>Visit http://icahn.mssm.edu/research/portal/getting-started and enter your email address into the box below Research Listserv to select the Human Subjects education and events topics. Once the announcement is released, email ashley.butler@mssm.edu who manages the class register list.</p> | rebecca.banchik@mssm.edu |

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| <input type="checkbox"/> | Human Subjects Suggested | IRB 201: Document Analysis and Evaluation: Protocol and Consent | This class explores the content and requirements of the protocol template and consent document. You will get some guidance on how to complete these forms. Participants are encouraged to bring examples of draft protocols and consent forms. | Class dates are announced via the Research Listserv weeks prior to the next available class via the Human Subjects Research Events list. Visit http://icahn.mssm.edu/research/portal/getting-started and enter your email address into the box below Research Listserv to select the Human Subjects education and events topics. Once the announcement is released, email ashley.butler@mssm.edu who manages the class register list. | rebecca.banchik@mssm.edu |
| <input type="checkbox"/> | Human Subjects If Applicable Suggested | Phlebotomy Workshop | This class provides training for drawing blood. Departments allow interested staff to attend this workshop after three months on the job. | <ol style="list-style-type: none"> 1. Log in to http://peak.mountsinai.org. 2. Select Classroom Based Training. 3. Select MSH - Nursing Education. 4. Select Phlebotomy Workshop. | 212-824-7240 nurse.education@mountsinai.org |