

Research Administrator - Researcher Startup Tool

✓	Type of Research	What	Why	How	For Questions:
<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.	<p>In order to obtain login to Sinai Central:</p> <ol style="list-style-type: none"> 1. Go to "https://sinaicentral.mssm.edu/" 2. Select Activate Account 3. Follow the instructions. <p>You will need your Login network, S.S. #, and DOB.</p> <ol style="list-style-type: none"> 5. Follow the instructions. You will need your Life #, S.S. #, and DOB. 	<p>Mount Sinai Hospital Employees: ITHelpDesk@mountsinai.org 212-241-4357</p> <p>Icahn School Employees: ASCIT@mssm.edu 212-241-7091</p> <p>Mount Sinai Beth Israel/St. Luke's/West Employees: 212-523-6486</p> <p>New York Eye & Ear Employees: 212-979-4273</p>
<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.	<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: "http://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.	<p>Visit "http://icahn.mssm.edu/research/portal/getting-started" (within the MSHS firewall), and enter your MSHS email address under "Research Listserv" to add yourself or edit your subscription preferences.</p>	research.resources@mssm.edu
<input type="checkbox"/>	All Types If applicable to job function Required	Ideate	<p>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.</p> <p>*Ideate must be accessed via the Firefox browser.</p>	<p>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".</p> <p>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/".</p>	<p>"http://osticket.mssm.edu/support/open.php" Choose the applicable help topic and fill in the form.</p>

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<input type="checkbox"/>	All Types If applicable to job function 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: "http://peak.mountsinai.org". 2. Select Online Courses 3. Select Laser Safety for Research.	RSO@mssm.edu 212-241-2269
<input type="checkbox"/>	All Types If applicable to job function 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 to job function 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 to job function 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 Suggested	GCO 301: Preparing Grants with Subawards	Participants review, create, and prepare documentation for a subaward on a NIH grant in InfoEd . The following topics are covered: 1) Subaward Agreement vs. Other Ways to Fund Collaborators 2) Required Documentation 3) Budgeting General principles apply to all sponsored projects with subawards.	1. Log on to PEAK at " http://peak.mountsinai.org ". 2. Go to Classroom Based Trainings > Research. 3. Select GCO 301: Preparing Grants with Subawards to enroll.	allison.gottlieb@mssm.edu
<input type="checkbox"/>	All Types If applicable to job function 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 If applicable to job function 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.	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: " http://peak.mountsinai.org ". 2. Select Course Catalog. 3. Select Research. 4. Select Clinical Research Billing Rules for Investigators.	facts@mssm.edu