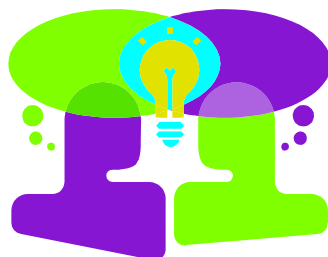


University Committee on Activities Involving Human Subjects (UCAIHS) - (212) 998-4808
Fax (212) 995-4304

Email: ask.humansubjects@nyu.edu
Website: www.nyu.edu/ucaihhs

- Serves as NYU's Institutional Review Board for the Washington Square units of the University
- Ascertains that all research involving human subjects (funded or not funded) is reviewed and approved by the University's Institutional Review Board (IRB) **before** being carried out.
- Oversees and tracks training for applicants (and faculty sponsors) to the UCAIHS, including mandatory Human Subjects Tutorial and Certification Exam, required prior to UCAIHS review of application(s).
- To determine if proposed work requires UCAIHS review and approval, visit:
www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/how-to-apply/does-your-research-need-ucaihhs-review.html
- See application process at:
www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/how-to-apply.html



NEW YORK UNIVERSITY
A private university in the public service

Research Resource Guide

www.nyu.edu/research

Sponsored Projects Support Offices

Information for Principal Investigators, students, research administrators

Where do I find...

- Funding Sources?
- How to apply for funding?
- Info on working with Human Subjects?
- Info on working with Animals?

Senior Vice Provost for Research (SVPR) -

Paul Horn – paul.horn@nyu.edu

- Provides University-wide leadership in advancing research at NYU and shaping the strategic planning for the University's research enterprise.
- Leads strategic University efforts in developing industrial linkages and relations for the University and its faculty, promoting an active entrepreneurial environment, including campus-wide information technology.

Marti Dunne – marti.dunne@nyu.edu

Associate Vice Provost for Research Compliance and Administration

- Oversees research compliance and administration, including activities involving animal and human subjects, conflict of interest and research misconduct
- Administers Office of Postdoctoral Affairs and research-related compliance training, including Responsible Conduct of Research

Office of Provostial Research Programs

Farooq Niazi – farooq.niazi@nyu.edu

Director of Research Administration for the NYUAD Institute and Provostial Research Programs

Website: www.nyu.edu/about/leadership-university-administration/office-of-the-president/office-of-the-provost/research-engineering-technology/research-administration.html

Resources and Support Offices @ Washington Square

Website: www.nyu.edu/research/resources-and-support-offices.html

- Cost Analysis Office
- Environmental Health and Safety
- Office of Government and Community Affairs
- Office of Industrial Liaison
- Office of Sponsored Programs and Contract Office
- Office of Veterinary Resources
- Sponsored Programs Administration
- University Animal Welfare Committee
- University Committee on Activities Involving Human Subjects



Cost Analysis Office

- Develops, defends and negotiates both the Federal Facilities and Administrative (F&A) indirect cost rates and Federal fringe benefits rate with the Department of Health and Human Services
- Coordinate all financial audits and desk-top reviews of grants and contracts
- Oversees the successful completion of the T&E Certification process for Washington Square. This includes training, facilitating the Effort Reporting System (ERS) and monitoring compliance.

For information and "how-to" guides, along with a wealth of other resources concerning ERS, go to:
www.nyu.edu/financial.services/cdv/icc-resources

Contacts: **T&E Certifications:** teresa.maryniak@nyu.edu or (212) 998-2941

Environmental Health and Safety (EHS) - (212) 998-1450

Email: ehs@nyu.edu

Website: www.nyu.edu/ehs

- Addresses all health and safety issues, including biosafety, occupational safety, laboratory safety, etc.
- Tracks environmental, health or safety hazards in research through the sponsored programs submission process via Cayuse SP: <http://nyu.cayuse424.com>
- Provides "certification of environmental/safety compliance", if needed, when required safety training and SOPs have been documented and approved.
- Coordinates safety trainings which are **required for all lab staff including:** Hazardous (Chemical) Waste training (annually), Lab Safety training (every 2 years), Biosafety/Bloodborne Pathogens (if working with human or animal specimens, cell lines, viable microorganisms or recombinant DNA)
- Oversees management of Hazardous Waste and Regulated Medical Waste (RMW) programs. Training and compliance required of all lab personnel. Visit: www.nyu.edu/ehs/waste.disposal

Office of Government and Community Affairs (OGCA)

Email: government.affairs@nyu.edu

Website: www.nyu.edu/community/government-affairs.html

- The Office of Government and Community Affairs (OGCA) is the University's liaison with federal, state and city government officials, as well as with community groups.
- Coordinates the University's legislative agenda and, working directly with elected officials and with statewide and national organizations, advocates on behalf of students, faculty, researchers, and administrators
- Fields questions, addresses concerns and disseminates information regarding NYU community projects
- Helps identify institutional support for a sponsored project, when possible
- Seeks input from researchers and faculty about federal legislation & initiatives as they relate to the federal research agencies
 - Information is used to develop OGCA's annual agenda and guide advocacy initiatives
- Contact: (212) 998-2400 or (202) 654-8329 – Washington, D.C. Office

Office of Industrial Liaison (OIL) - (212) 263-8178 - Fax (212) 263-818Website: www.nyu.edu/oil

Abram Goldfinger, Executive Director, Industrial Liaison/Technology Transfer

Email: abram.goldfinger@med.nyu.edu

- Promotes the commercial development of NYU technologies from the Medical Center, Washington Square, and Poly campuses into products to benefit the public, while providing resources to the University to support its research, education, and patient care missions.
 - Facilitates research collaborations between NYU researchers and industry on projects of mutual interest.
 - Protects intellectual property including obtaining patents and copyrights.
 - Facilitates exchanges of research materials with other organizations.
- Contact OIL with potential inventions. Under patent law, it is important to file patents prior to publicly disclosing inventions.
- Also contact office for research funding agreements with companies and material transfer agreements, and other contracts where IP concerns arise. Notify your OSP Project Officer.

Office of Sponsored Programs (OSP) and Contract Office (CO) - (212) 998-2121Email: osp.agency@nyu.eduOSP Website: www.nyu.edu/ospCO Website: www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/contracts.html

The Office of Sponsored Programs and the Contract Office provide varying levels of support to meet client-specific needs in the development of competitive proposals and management of grant and contract awards for basic and applied research, training and other sponsored activities submitted to and awarded by public and private not-for-profit sponsors.

Core services and functions of the OSP and CO in pre-award research administration at Washington Square:

- Identify potential sources and programs of funding based on matches with faculty expertise and interest;
- Review and interpret guidelines;
- Facilitate the development of budgets and cost proposals;
- Serve as the administrative liaison with extramural sponsors;
- Serve as NYU's Authorized Organizational Representative; responsible to bind NYU to the submission of proposals including assurances, representations and certifications as well as the negotiation and acceptance of award terms and conditions in the conduct of sponsored programs;
- Facilitate collaborations through the execution of independent consulting agreements for services and subawards for programmatic performance, including subrecipient monitoring;
- Advise investigators on sponsored project administration with a particular focus on the core principles of protecting academic freedom and responsible stewardship;
- Ensure compliance with federal regulatory requirements, NYU, and sponsor-specific policies.

For guidance, access to the Guide for Principal Investigators, and information related to the submission of proposals and management of sponsored awards including forms and links, visit www.nyu.edu/osp

To identify staff assigned to your school or department:

http://www.nyu.edu/content/dam/nyu/research/documents/OSP/OSP_CO_Team_Assignments.pdf

Office of Veterinary Resources (OVR) - (212) 998-2112Website: www.nyu.edu/ovr

The New York University, Washington Square Campus, Office of Veterinary Resources (OVR) in conjunction with the University Animal Welfare Committee (UAWC) provides facilities, services, information, and training to ensure animal welfare and to facilitate effective research using laboratory animals.

- Provides humane care and use of animals promoted through veterinary oversight, continuing education and training;
 - facilitates campus research and educational programs through collaboration, consultation and professional services;
 - assures compliance with applicable federal and state regulations;
 - supports the University in achieving its academic mission and commitment to public service.
- Information also available regarding Procurement and Animal Care, Training, and other pertinent information.
- The animal research program is AAALAC International accredited.

University Animal Welfare Committee (UAWC)Email: uawc.info@nyu.eduWebsite: www.nyu.edu/uawc

- Ensures compliance with Federal and University animal welfare laws, regulations, policy and guidelines concerning vertebrate animals used in research and teaching.
- Administers mandatory orientation program for faculty, students and staff who wish to engage in research involving the use of vertebrate animals, (required PRIOR to participating in any animal-related activities and PRIOR to obtaining access to the research facility).
 - UAWC application forms available on website.
 - Any changes to protocols must be approved by the UAWC.
- Orientation and Training information, including required tutorial, available at: www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/research-with-animals/university-animal-welfare-committee/orientation.html
- Projects from the Dental School and School of Nursing MAY be sent through the Animal Welfare Committee at the NYU School of Medicine. Consult with Dean or school/department administrator.

Radiation Safety OfficeEmail: raffa@nyu.edu

- Based in the NYU School of Medicine, serves as an institutional resource for all components of New York University.
- Assist the NYU-related community to achieve its educational, research and clinical goals, while ensuring safety and compliance with the many regulations associated with the use of radioactive materials and machine sources of ionizing radiation.
- For questions regarding radiation safety or radioactive materials at Washington Square Campus, contact the NYU Radiation Safety Officer (212.998.8481).

Sponsored Programs Administration (SPA)Website for SPA Post-Award Handbook: www.nyu.edu/spahandbook

Responsible for post-award financial administration and compliance activities (e.g., annual A-133 audit) of grants and contracts including:

- project set up
- project modifications , e.g., budget modifications, changes in project end dates
- billing
- receivables management
- cost transfer approval
- financial reporting

Find the financial analyst designated for your school or department at:

www.nyu.edu/research/resources-and-support-offices/sponsored-programs-administration-handbook/spa-contacts.html

Financial Operations & Treasury: www.nyu.edu/financelink