Research Channel Resources
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
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 potential environmental, health, or safety risks in research through OSP synopsis form: www.nyu.edu/osp/internal/synopsis
Provides “certification of environmental or safety compliance”, if needed, when all appropriate safety training, SOPs, and EHS lab safety compliance can be documented
Coordinates required safety training of all lab users including: Hazardous (Chemical) Waste training (annually), initial Lab Safety training (within 30 days), Biosafety/Bloodborne Pathogens (if working with human or animal specimens, cell lines, viable microorganisms or recombinant DNA)
Oversees proper Hazardous Waste and Regulated Medical Waste (RMW) labeling and management required of all lab personnel. Visit: www.nyu.edu/ehs/waste.disposal
Questions can be directed to the Assistant Chemical Hygiene Officer in the relevant departments:

Anthropology – Leahanne Sarlo
Biology – Patricia Espinosa
Chemistry – Charles Strom
CNS – Claudia Farb
Dental Center – Reniel Ravinera
Physics – Gary Manderano

Contract Office
Website: www.nyu.edu/research/resources-and-support-offices/contract-office.html
Email: contract.officer@nyu.edu

Reviews and negotiates agreements and subagreements related to sponsored programs received and issued by NYU
Administers the University’s subrecipient monitoring documentation and process
Maintains website of documents to guide the issuance of subawards – Request to Issue Subaward (RISA) and amendments
Facilitates the initiation of a contract or subcontract
Provides timely updates on negotiations with a sponsor or subrecipient,

Richard Louth – Contract Officer
Scott Parkinson – Assistant Contract Officer
LaToya Black – Contract Manager

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
Oversees the successful completion of the annual T&E Certification process for Washington Square. This includes training, facilitating the Effort Reporting system 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
All other: ken.heck@nyu.edu or (212) 998-2903

Resources and Support Offices @ Washington Square
Website: www.nyu.edu/research/resources-and-support-offices.html

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

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Office of Sponsored Programs (OSP) - (212) 998-2121

Guides Principal Investigators in a wide range of academic fields through the submission of proposals to public and private not-for-profit sponsors for support of research, training and related activities

- Responsible for the pre-award administration of grants and contracts received at Washington Square including:
  - Identification of appropriate potential sponsors
  - Acting as liaison with sponsors, both public and private
  - Interpretation of guidelines
  - Budget development

- Provides institutional sign off on proposal submissions, negotiates awards with sponsors and advises investigators in funded project administration.

- Ensures compliance with University and sponsor Guidelines

For guidance, access to a Principal Investigator’s Guide, and information related to the submission and management of sponsored programs including forms and links, visit: www.nyu.edu/osp

For the Projects Officer assigned to your school or department:
www.nyu.edu/research/resources-and-support-offices/getting-started-with-your-research/office-of-sponsored-programs/about/proposal-area-assignments.html
Office of Veterinary Resources (OVR) - (212) 998-2112  
Website: 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.

University Animal Welfare Committee (UAWC)  
Email: uawc.info@nyu.edu  
Website: 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-with-your-research/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.

Department of Radiation Safety  
Website: www.nyu.edu/ehs/programs/radiation.safety.html

- Based in NYU Medical School, 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 waste at Washington Square Campus, contact the NYU Radiation Safety Officer (212.998.8480).

Sponsored Programs Administration (SPA)  
Email: fin.spa@nyu.edu  
Website: www.nyu.edu/sponsored-programs-administration

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
- Coordination of all financial audits and desk-top reviews of grants and contracts.

For the financial analyst designated for your school or department: www.nyu.edu/content/dam/nyu/financialOperationsTreas/document/spa_orgchart.pdf
University Committee on Activities Involving Human Subjects (UCAIHS)  
(212) 998-4808   Fax: (212) 995-4304  
Email: ask.humansubjects@nyu.edu  
Website: www.nyu.edu/ucaihs  

- Serves as NYU's Institutional Review Board for the Washington Square units of the University  
- Ascertainment 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-with-your-research/human-subjects-research/how-to-apply/does-your-research-need-ucaihs-review.html  
- See application process at: www.nyu.edu/research/resources-and-support-offices/getting-started-with-your-research/human-subjects-research/how-to-apply.html  

September 2011