



FREQUENTLY ASKED QUESTIONS*

As of October 2018

SEED FUNDING AWARD APPLICATION PROCESS

(Juan Cordero, MD: ctsc_pilot@med.cornell.edu):

- 1) **QUESTION:** Are Columbia University and Rockefeller University included in the list of “CTSC Member Institutions?”
ANSWER: No, since they are not part of the Weill Cornell CTSA award consortium; they have their own separate NIH CTSA grants.
- 2) **QUESTION:** I am a PI/Co-PI/Co-Investigator on a currently active CTSC Seed Funding Award but it will be over by 6/30/19. Can I submit and/or be included in an application for the current RFA?
ANSWER: Yes, because the new award would not start until 7/1/2019, at the earliest.
- 3) **QUESTION:** Can CTSC Seed Funding Award funds be used for salary and fringe benefits?
ANSWER: Yes. Please see the guidelines in the RFA for costs that are NOT allowed.
- 4) **QUESTION:** I submitted a Seed Funding Award in a previous application cycle but I did not receive an award. Can I re-submit the application?
ANSWER: Yes, but only if you have not already re-submitted it - each proposal is limited to one re-submission.
- 5) **QUESTION:** Do I have to use specific CTSC facilities if I receive a Seed Funding Award?
ANSWER: No. Although use of CTSC facilities and/or cores by Seed Funding Award-funded projects is desired and encouraged, it is not required.
- 6) **QUESTION:** Which are the CTSC partner institutions?
ANSWER: Cornell University, Ithaca / Cornell University Cooperative Extension, New York City / Memorial Sloan-Kettering Cancer Center / Hospital for Special Surgery / Hunter College of the City University of New York / Hunter-Bellevue School of Nursing / CUNY School of Public Health / Hunter Center for Translational and Basic Research / Animal Medical Center and Cornell College of Veterinary Medicine

Additional information

- By May 2019, the applicant will be notified via email whether the proposal will be funded. Applicants selected for funding will be required to submit documentation for prior approval by the NIH (see item 1 under Regulatory Knowledge below). Funding is contingent upon submission of this information and failure to do so will result in disqualification.
- Upon receipt of all required post-award documents, the CTSC will prepare an award agreement. Once the award agreement is signed by the appropriate institutional business official(s), WCM Grants and Contracts will review and sign the agreement and notify the CTSC that funding can be released.
- Investigators are **strongly encouraged to submit IRB and/or IACUC protocols early** in order to avoid significant delays in project initiation. A copy of all approved documents will be required
- **Budget Notes**
 - No funding from other sources can support this proposal
 - Funding can be used for personnel support, meetings, conferences, travel, or costs associated with generating/purchasing data sets.
 - Funding for Lab supplies are allowed only if they are directly related to the CTSC seed funding project.
 - Funding for computing devices (desktops & laptops, ipads, notebooks, hard drives, etc), as direct costs is allowable, if essential to the conduct of the project.
 - Funding requests for all items must be directly related to the project and be clearly outlined in the budget justification.
 - **Not allowed on SEED funding-**
 - Telecommunications devices
 - Membership fees or dues to organizations
 - Foreign travel to conduct research [Note : Foreign travel to present research IS Allowable]
 - General Lab supplies that are NOT ATTRIBUTABLE to the project are not allowed
 - Office Supplies (No Exceptions)
 - Administrative and/or Clerical salaries (No Exceptions)
 - Personnel NOT working on the project(No Exceptions)
 - Equipment (No Exceptions)
 - General software is NOT allowed (example: Microsoft Office or One Note)

FOR WCM-SALARIED STAFF → IF YOUR PROJECT IS SELECTED FOR FUNDING, THE ERF WILL BE REQUIRED BEFORE FUNDS CAN BE RELEASED TO YOU.

REGULATORY KNOWLEDGE

(Juan Cordero, MD: ctsc_pilot@med.cornell.edu):

- 1) **QUESTION:** What are the regulatory requirements if selected for funding?
ANSWER: New requirement by the NIH: All human and vertebrate animal research applications selected for funding will be required to submit additional documentation, regarding IRB or IACUC, to undergo pre-approval by our funding NIH institute, National Center for Advancing Translational Sciences (NCATS) prior to initiation and funds disbursement.

Investigators are strongly encouraged to submit IRB and IACUC protocols early in order to avoid significant delays in project initiation. Applicants must also be current on institutional compliance regulations.

- 2) **QUESTION:** Where should I submit my IRB/IACUC protocol for review/approval?
ANSWER: You should submit to the IRB/IACUC where the subjects/animals will be, regardless if that is your home institution. That is the purpose/advantage of having a Co-PI or Co-Investigator at the other institution. All projects requesting CTSC Nursing/Research Aide support must receive WCM approval, regardless of where the subjects will be seen.
- 3) **QUESTION:** What should I do after I receive IRB/IACUC approval?
ANSWER: Please upload your approval documents on ePAR and contact Juan Cordero, for further details.
- 4) **QUESTION:** Is Regulatory Knowledge available for consultation during the design/pre-submission stages?
ANSWER: Yes. This is encouraged if you will be collaborating with a new investigator that you have never worked with before.

RESOURCES/SERVICES

(Pankaj Patel: pap9083@med.cornell.edu)

- 1) **QUESTION:** What CTSC resources are available for my study?
ANSWER: The CTSC can provide a wide range of resources. Please refer to the “Services and Resources” tab on the CTSC homepage:
http://www.med.cornell.edu/ctsc/services_and_resources/
- 2) **QUESTION:** How do I request use of CTSC resources?
ANSWER: If the award is chosen for funding, investigators will be prompted to request CTSC resources on the “Resources Requested” page of the online ePAR application. Investigators must contact the Core Director of each resource prior to submitting the request in order to determine whether the service can be provided. The level of support provided is reviewed on a case by case basis according to continued federal funding, CTSC priorities, and resource availability.
- 3) **QUESTION:** Can I add CTSC resources at a later time?
ANSWER: Yes. In order to request additional resources, please contact Pankaj Patel.
- 4) **QUESTION:** When can I begin utilizing CTSC resources?
ANSWER: Investigators are eligible for Biostatistical Services and assistance in planning for research data management prior to IRB/IACUC approval. In order to request help in study design, statistical considerations, or sample size calculations, please complete the Consult Request Form, which can be found here: <https://ctscweb.weill.cornell.edu/research-resources/biostatistical-consultation>.

To request assistance in planning for research data management, please contact Jessie Lee (jel2025@med.cornell.edu; 646-962-8158).

All other CTSC services require IRB/IACUC approval prior to use.

- 5) **QUESTION:** Are there costs associated with utilizing CTSC resources?
ANSWER: Some CTSC resources are provided free of charge for investigators, and others may require some cost sharing. Please contact Pankaj Patel for specific inquiries. The CTSC's budget is dependent on year-to-year support granted by Congress through the NIH. The level of support provided is reviewed on a case by case basis according to continued federal funding, CTSC priorities, and resource availability.

FINANCE

(William McGuinness: CTSC_FINANCES@med.cornell.edu):

- 1) **QUESTION:** Are the funds from my award deposited into an existing or new account in my department?
ANSWER: For WCM PIs, a WBS element (account) is established in the CTSC fund center. All funds are managed through the CTSC. For PIs outside of WCM, all expenses will be reimbursed through an institutional invoice. The terms and conditions will be listed on the award letter agreement.
- 2) **QUESTION:** How do I know my account balance or detail expense?
ANSWER: For WCM PIs, quarterly reports are available upon request from the PI or a project designee. For PIs outside of WCM, please check with your institution's Research Accounting Office.
- 3) **QUESTION:** How do I charge expenses to my CTSC project?
ANSWER: WCM PIs may charge expenses several ways. The most common method is by sending your payment requisitions, travel reimbursements, and petty cash forms with receipts to the CTSC. Depending on the type of purchase, you may use the CTSC Procurement Card. If your department has already fronted your expenses, an Expense Transfer Form with receipts should be submitted to the CTSC. All reimbursement requests should be sent to the following: CTSC_FINANCES@med.cornell.edu. For PIs outside of WCM, all reimbursements are processed through your home institution.
- 4) **QUESTION:** Can I reallocate the funds from my CTSC award?
ANSWER: Any changes in the awarded budget will need approval from the CTSC. The special terms and conditions will be listed on the award letter agreement. Please keep in mind that if there are any WCM personnel changes the ERF application will need to be modified.