

For assistance navigating this process please visit the ORS Research Road Map: "<http://researchroadmap.mssm.edu/rrm/>" or you can place a Research 411 help desk ticket "<http://researchroadmap.mssm.edu/>" (updated 6/21/2022)

Clinical Research Coordinator - Researcher Startup Tool



Type of Research	What	Why	How	Questions
<input type="checkbox"/> All Types	The Office of Research Services and The Research RoadMap The ORS Research 411 Portal includes support for ClinicalTrials.gov registrations & reporting, IND & IDE application support, protocol development, training & education, recruitment, and multi-site study development & coordination.	The Office of Research Services (ORS) serves as a central resource for the Mount Sinai Health System (MSHS) research community. ORS assists the research community with how to navigate the internal research infrastructure and external research agencies, research orientation for new faculty, consulting services, ongoing training, education, and communication support.	Research 411: https://researchroadmap.mssm.edu Research RoadMap: https://researchroadmap.mssm.edu/rrm/	Please contact the staff at the Office of Research Services via the Research 411 portal. https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8
<input type="checkbox"/> All Types Required	Research Listserv	Research administrative email messaging system that informs the ISMMS community of the latest research news and information including: Funding opportunities Training workshop Policy updates Subscribers can customize their profiles to receive notifications specific to their area of interest.	ORANGE LINE - INTERNAL IT SYSTEMS https://researchroadmap.mssm.edu/reference/systems/research-listserv/ Visit: https://icahn.mssm.edu/research/portal/getting-started and enter your MSHS email address under "Research Listserv" to add yourself or edit your subscription preferences.	https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/group/20/create/10

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	All Types Required	Sinai Central Account	<p>Sinai Central is the system used to manage HR and Finance transactions as well as Conflict of Interest in Research reporting.</p> <p>Note: Starting October 29, 2020, RUTH and eIACUC users who do not have their Mount Sinai email address (or a Sinai-approved email address) in Sinai Central will not be able to access the system.</p>	<p>If you are a new user :</p> <ol style="list-style-type: none"> 1) Go to: "https://sinaicentral.mssm.edu" 2) Select Activate Account 3) Follow the instructions 4) You will need your Login network, S.S. #, and DOB. <p>*more information on IF numbers and forms: https://researchroadmap.mssm.edu/industry/investigator-form-if/</p> <p>If you are off-site and need help accessing systems behind the ISMMS firewall you will require remote access, called Tunnel VPN not regular VPN. Tunnel Access can be requested via Sailpoint. For guidance, refer to the VPN Instructions. https://itsecurity.mssm.edu/</p>	<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	FCOI- Financial Conflict of Interest Training	<p>Before ISMMS investigators and key personnel complete the Financial Interest in Research Disclosure Form they must take the mandatory Financial Conflicts of Interest in Research education module via CITI Program.</p>	<p>ORANGE LINE - TRAINING (MANDATORY TRAINING FOR ALL RESEARCH) https://researchroadmap.mssm.edu/reference/training/all-research-training/</p> <ul style="list-style-type: none"> - Open CITI Program - Ensure your CITI Program profile is affiliated with Mount Sinai in order to access the appropriate education modules for this institution - Select Financial Conflict of Interest in Research under Industry Engagement and Conflicts of Interest Education - Once the training module is complete, CITI Program automatically generates a certificate and the completion date is sent to Sinai Central. 	<p>Conflict of Interest Helpline: 212-241-0845 Conflicts.of.Interest@mssm.edu</p>

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	Type of Research	What	Why	How	Questions
	All Types Required	CITI Program – New Employee Initial Training	All NEW investigators and members of the research staff.	<p>Access Instructions</p> <p>Open CITI Program https://about.citiprogram.org/</p> <p>Select “Icahn School of Medicine at Mount Sinai (SSO)” as your Organization Affiliation</p> <p>Select “Continue” to SSO Login/Instructions</p> <p>Use your Mount Sinai email address, your name recognized by HR, and your Life Number (or its equivalent) to your profile. This is essential to ensure that your record of completion electronically populates into your Sinai Central profile.</p> <p>Select New Employee Initial Training under Biosafety/Biosecurity – Question 5</p>	<p>Please contact the staff at the Office of Research Services via the Research 411 portal.</p> <p>https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8</p>
<input type="checkbox"/>	All Types Required If applicable to job function	InfoEd Account: Proposal Development Module	<p>Required For</p> <p>All users who will create or edit InfoEd proposals, are required to complete the InfoEd Proposal Development: Demo 1 training webinar prior to gaining access to the InfoEd Portal. Refer to the Training Requirement Policy.</p> <p>InfoEd is the software program used by ISMMS to internally route and manage ALL research and sponsored project applications.</p>	<p>ORANGE LINE - TRAINING (MANDATORY TRAINING FOR ALL RESEARCH</p> <p>https://researchroadmap.mssm.edu/reference/training/all-research-training/</p> <p>Open Online Course in PEAK</p> <p>Select InfoEd Proposal Development: Demo 1</p>	<p>Place a ticket with RAIT</p> <p>https://osticket.mssm.edu/support/open.php</p>

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	Type of Research	What	Why	How	Questions
□	All Types Required	CITI Program Training – Core Training Requirements 1. Biosafety Course Overview 2. Risk Management: Work Practices 3. Risk Management: Personal - Protective Equipment 4. Laboratory -Hazardous Waste Management 5. Hazard Communication	ALL investigators and members of the research staff.	ORANGE LINE - TRAINING (MANDATORY TRAINING FOR ALL RESEARCH) https://researchroadmap.mssm.edu/reference/training/all-research-training/ Open CITI Program Select "Icahn School of Medicine at Mount Sinai (SSO)" as your Organization Affiliation Select "Continue" to SSO Login/Instructions Use your Mount Sinai email address, your name recognized by HR, and your Life Number (or its equivalent) to your profile. This is essential to ensure that your record of completion electronically populates into your Sinai Central profile. Select Core Training Requirements under Biosafety/Biosecurity – Question 5	Environmental Health & Safety AskEHS@mssm.edu or (212) 241-7233 (x4SAFE) or Biological Safety Program biosafety-program@mssm.edu

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	Human Subjects - Required	RUTH – IRB Submission System Note: Starting October 29, 2020, RUTH users who do not have their Mount Sinai email address (or a Sinai-approved email address) in Sinai Central will not be able to access the system.	RUTH is a cloud-based system that manages the electronic submission process for the IRB approvals. All members of research teams using RUTH must upload their CV into their RUTH profile. If a member of the research team does not have a RUTH account with their CV uploaded, they cannot be included in any research protocols.	ORANGE LINE - INTERNAL IT SYSTEMS https://researchroadmap.mssm.edu/reference/systems/ruth/	Go to: https://osticket.mssm.edu/support/open.php Choose the applicable help topic and fill in the form.

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	Type of Research	What	Why	How	Questions
<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 5. GCP- Good Clinical Practice (GCP) training, you have the option of taking the GCP training module (GCP for Clinical Investigational Drugs and Biologics) through the CITI Program. For additional information you can attend a GCP training session provided by the Research Compliance and Education Program. For more information, see Good Clinical Practice (GCP). (see next box)	This training is required to understand regulatory oversight requirements for conducting human subject research. CITI and other non-CITI training completed at another institution will not be accepted at Icahn School of Medicine at Mount Sinai (ISMMS). Some CITI modules may carry over from a past institution if the modules are also used at Sinai.	ORANGE LINE - TRAINING - MANDATORY TRAINING FOR HUMAN SUBJECT RESEARCH https://researchroadmap.mssm.edu/reference/training/human-subject-training/	Please contact: irb@mssm.edu https://icahn.mssm.edu/research/pphs
<input type="checkbox"/>	Human Subjects Required	Good Clinical Practice (GCP) Clinical Research, are you doing it right? This Classroom Session supplements training for GCP.	GCP is required for - Researchers and staff conducting FDA-regulated research as well all NIH-funded clinical investigators and clinical trial staff. Industry sponsors often require GCP training for investigators and the research team. Check with your funding agency regarding their GCP requirements.	ORANGE LINE - TRAINING - MANDATORY TRAINING FOR HUMAN SUBJECT RESEARCH https://researchroadmap.mssm.edu/reference/training/human-subject-training/	Website: https://www.mountsinai.org/about/compliance/research Tel: 212-241-3211

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	Human Subjects If applicable to job function Required	CITI Program Training – OSHA Bloodborne Pathogens	Based on the role, responsibilities and potential exposures, the following Biosafety training may be required: CITI Program Training – OSHA Bloodborne Pathogens	ORANGE LINE - ORANGE LINE - TRAINING MANDATORY TRAINING FOR ALL RESEARCH https://researchroadmap.mssm.edu/reference/training/human-subject-training/	Questions: Environmental Health & Safety AskEHS@mssm.edu or (212) 241-7233 (x4SAFE) or Biological Safety Program biosafety-program@mssm.edu
<input type="checkbox"/>	Human Subjects 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).	ORANGE LINE - TRAINING (SUPPLEMENTAL, ACTIVITY SPECIFIC TRAINING) https://researchroadmap.mssm.edu/reference/training/lab-training-activity-specific/	Laser Safety intranet page: http://intranet1.mountsinai.org/radiation/lseedit.html Tel: 212-241-2269
<input type="checkbox"/>	Human Subjects If applicable to job function Required	Radiation Safety Training	You must complete this training if you will be working with radioactive materials or radiation producing machines (NYCDOH Article 175).	ORANGE LINE - TRAINING (SUPPLEMENTAL, ACTIVITY SPECIFIC TRAINING) http://researchroadmap.mssm.edu/reference/training/lab-training-activity-specific/#initial-radiation	Website http://intranet1.mountsinai.org/radiation/ Tel: 212-241-2269
<input type="checkbox"/>	Human Subjects If applicable to job function Required	Clinical Research Billing Rules for Investigators	Required For Investigators who are conducting a project that requires a Medicare Coverage Analysis (MCA). The Centers for Medicare and Medicaid Services (CMS) mandate that protocol required clinical services paid for by the sponsor cannot be billed to subject insurance. The MCA defines which clinical services are insurance billable and which will be paid for by the sponsor.	ORANGE LINE - ORANGE LINE - TRAINING MANDATORY TRAINING FOR ALL RESEARCH https://researchroadmap.mssm.edu/reference/training/human-subject-training/	Access Instructions Open Research Online Course in PEAK. Select Clinical Research Billing Rules for Investigators from the list of options.

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<input type="checkbox"/>	Human Subjects If applicable to job function Required	Epic Electronic Medical Record View Access	Epic is the main electronic health record system (EHR) used at MSHS, to which MSHS is migrating its hospitals and practices. Epic's research functionality at MSHS includes: Clinical Trial Research Study Management Clinical Research Study Tools Cohort QueryTool Recruitment	ORANGE LINE - INTERNAL IT SYSTEMS https://researchroadmap.mssm.edu/reference/systems/epic/ https://researchroadmap.mssm.edu/reference/training/human-subject-training/	Website: epicsupport@mountsinai.org Tel: 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. Training is available in PEAK.	ORANGE LINE - IRB University https://researchroadmap.mssm.edu/reference/training/#irb-university 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	Please contact: irb@mssm.edu https://icahn.mssm.edu/research/pphs/training
<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. Training is available in PEAK.	ORANGE LINE - IRB University https://researchroadmap.mssm.edu/reference/training/#irb-university	Email: irb@mssm.edu https://icahn.mssm.edu/research/pphs/training

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	Human Subjects Suggested - If applicable to job function	IRB 300: Series for Request to Rely (R2R) Submissions	Please note that all projects relying on an external IRB are still subject to all ISMMS policies and procedures for the conduct of research. Research activities may not begin until an initial acknowledgement that all requirements are met has been issued by the PPHS. Training is available in PEAK.	ORANGE LINE - IRB University https://researchroadmap.mssm.edu/reference/training/#irb-university	Email: irb@mssm.edu https://icahn.mssm.edu/research/pphs/training
<input type="checkbox"/>	Human Subjects Suggested - If applicable to job function	IRB 400: Series for Request to Serve (R2S) Submissions	All requests for the ISMMS IRB to serve as the single Institutional Review Board (sIRB) (i.e., Reviewing IRB) must be discussed with and approved by the PPHS at least two weeks in advance of the grant submission. The IRB fees associated with the sIRB need to be included in the grant budget. Please refer to "Grant Submissions" below for instructions to request that ISMMS IRB serve as the sIRB for a study. Last minute requests may not be accommodated and may be referred to an external IRB. Training is available in PEAK.	ORANGE LINE - IRB University https://researchroadmap.mssm.edu/reference/training/#irb-university	Email: irb@mssm.edu https://icahn.mssm.edu/research/pphs/training

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Human Subjects Suggested	CITI Program Learning Modules Free CITI learning modules for Clinical Research Coordinators (or anyone at Mount Sinai) to access educational opportunities	The CRC Foundations Course: Provides clinical research professionals with basic training tailored to the CRC's fundamental role in the conduct of clinical trials. It is designed for new CRCs and can be used by organizations as onboarding training. The CRC Advance Course: Provides clinical research professionals with advanced training tailored to the CRC's critical role in the conduct of clinical trials. It is designed for CRCs who have taken CRC Foundations, or those with two or more years of experience as a CRC. It complements the foundational course and may be used for professional development and/or as a refresher course.	ORANGE LINE - TRAINING https://researchroadmap.mssm.edu/reference/training/ Access Instructions -Sign in to your existing CITI account. If you need a new account or to transfer an existing account from a previous institution follow these instructions to correctly affiliate with ISMMS. -Under Institutional Courses click View Courses and scroll to the bottom of the page. --Click Add a Course, on the next page scroll down to Question 12 and select Clinical Research Coordinators (CRC) to access The CRC Foundations Course. -To add the CRC Advanced Course scroll again to the bottom of the page and click Add a Course scroll down to Question 12 and choose the CRC Advanced Course.	Please contact the staff at the Office of Research Services via the Research 411 portal. https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	In Vivo Required	CITI Program Training	Open CITI Program Select "Icahn School of Medicine at Mount Sinai (SSO)" as your Organization Affiliation Select "Continue" to SSO Login/Instructions Use your Mount Sinai email address, your name recognized by HR, and your Life Number (or its equivalent) to your profile. This is essential to ensure that your record of completion electronically populates into your Sinai Central profile. Select Animal Users under Biosafety/Biosecurity – Question 5	ORANGE LINE - TRAINING - MANDATORY TRAINING FOR IN VIVO RESEARCH https://researchroadmap.mssm.edu/reference/training/animal-training/	Please contact the staff at the Office of Research Services via the Research 411 portal. https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8
<input type="checkbox"/>	In Vivo Required	CITI Program Training Rigor, Reproducibility, and Ethical Behavior in Biomedical Research (Required for Faculty, fellows, residents and students)	CITI Program Training Modules Species Specific Module (Required for Principal Investigators and their research personnel) *Failure to complete training will result in delay of review of the protocol.	ORANGE LINE - TRAINING - MANDATORY TRAINING FOR IN VIVO RESEARCH https://researchroadmap.mssm.edu/reference/training/animal-training/	Website: https://icahn.mssm.edu/research/iacuc/investigators
<input type="checkbox"/>	In Vivo Required	Annual Occupational Health and Safety Survey	All personnel directly or indirectly exposed to laboratory animals. The PI or Laboratory Supervisor must initiate the Occupational Health and Safety Questionnaire (OHSQ) form in Sinai Central. Once the PI or Supervisor has completed Part A of the OHSQ form, the staff member receives an automated email containing a link to the confidential Part B of the form.	ORANGE LINE - TRAINING - MANDATORY TRAINING FOR IN VIVO RESEARCH https://researchroadmap.mssm.edu/reference/training/animal-training/	Employee Health Service: (212) 824-7690 (X57690) Biosafety Officer: (212) 241-5169 (X45169) IACUC Office: (212) 241-0153 (X40153)

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<input type="checkbox"/>	In Vivo Required	Institutional Animal Care and Use Committee (IACUC) Training	All researchers working with vertebrate animals and who are listed on the IACUC protocol must attend a wet lab and lecture on animal care use and IACUC policies	ORANGE LINE - TRAINING - MANDATORY TRAINING FOR IN VIVO RESEARCH https://researchroadmap.mssm.edu/reference/training/animal-training/	Contact Kristina Carter, MS, CCMS Interim Training Coordinator at (212) 824-9469 or kristina.carter@mssm.edu to arrange for animal training and a vivaria walk-thru appointment. Additional Questions Contact Kristina Carter, MS, CCMS Interim Training Coordinator at kristina.carter@mssm.edu
<input type="checkbox"/>	Animal Required- if applicable to job function	eIACUC -Institutional Animal Care and Use Committee (IACUC) application submission. Newly Hired Principal Investigators: Follow the guidance providing on the IACUC website – Assigning Study Staff Roles in IACUC.	Institutional Animal Care and Use Committee (IACUC) All Icahn School of Medicine at Mount Sinai faculty, staff, and students are able to access eIACUC using their Mount Sinai email (e.g., first.last@mountsinai.org, first.last@mssm.edu, first.last@icahn.mssm.edu) and password to log in.	ORANGE LINE - TRAINING - IT SYSTEMS AND TECHNOLOGY RESOURCES https://researchroadmap.mssm.edu/reference/systems/eiacuc/ ACCESS: https://icahn.mssm.edu/research/iacuc/investigators/eiacuc	Technical Support – https://osticket.mssm.edu/support/open.php or esupport@mssm.edu For questions, contact: Janice Gates-Porter, PhD at janice.gates@mssm.edu or iacuc@mssm.edu

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	Lab/Biological Required	CITI Program Training – Biomedical Research	This training is required for all Basic Sciences Research investigators and members of the research staff that are actively involved in biomedical research with potentially biohazardous materials.	<p>ORANGE LINE - TRAINING- MANDATORY TRAINING</p> <p>https://researchroadmap.mssm.edu/reference/training/lab-training/</p> <p>Access Instructions: Open CITI Program: https://about.citiprogram.org/</p> <p>Select "Icahn School of Medicine at Mount Sinai (SSO)" as your Organization Affiliation Select "Continue" to SSO Login/Instructions Use your Mount Sinai email address, your name recognized by HR, and your Life Number (or its equivalent) to your profile. This is essential to ensure that your record of completion electronically populates into your Sinai Central profile. Select Biomedical Research under Biosafety/Biosecurity – Question 5</p>	<p>Please contact the staff at the Office of Research Services via the Research 411 portal.</p> <p>https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8</p>
<input type="checkbox"/>	Lab/Biological Required	Laboratory Specific Safety Orientation -Training must be completed prior to starting work as a new lab member.	Any individual who will be working for the first time in a laboratory or existing personnel transferring to a new/different lab.	<p>ORANGE LINE - TRAINING- MANDATORY TRAINING</p> <p>https://researchroadmap.mssm.edu/reference/training/lab-training/</p> <p>Access Instructions: The Laboratory Orientation Checklist is located in the Laboratory Safety Manual (intranet). You can also request a copy of the Orientation Checklist by emailing EH&S at AskEHS@mountsinai.org. Reminder that this training is location and laboratory specific; it must be conducted in the lab by the supervisor or appointed laboratory designee.</p>	<p>Please contact the staff at the Office of Research Services via the Research 411 portal.</p> <p>https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8</p>

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□	Lab/Biological Required	Certificate of Fitness: C-14	Training must be completed prior to starting work as a new lab member. Reminder that this training is location and laboratory specific; it must be conducted in the lab by the supervisor or appointed laboratory designee.	<p>ORANGE LINE - TRAINING- MANDATORY TRAINING</p> <p>https://researchroadmap.mssm.edu/reference/training/lab-training/</p> <p>Access Instructions: The Laboratory Orientation Checklist is located in the Laboratory Safety Manual (intranet).</p> <p>http://intranet1.mountsinai.org/compliance/envhs/labSafetyManual.asp</p>	You can also request a copy of the Orientation Checklist by emailing EH&S at AskEHS@mssm.edu
□	Lab/Biological Required If applicable to job function	<ol style="list-style-type: none"> 1. OSHA Bloodborne Pathogens 2. Recombinant DNA & Synthetic Nucleic Acids 3. Nanotechnology 4. Shipping Regulated Biological Materials 5. Dual Use Research of Concern (DURC) 6. ISMMS Select Agents and Toxins Program 7. BSL-3/ABSL-3 Biocontainment Research 8. Autoclave Safety 9. Biological Safety Cabinets (BSCs) 10. Compliant Operation and Management of Dark Rooms 11. Eyewashes and Safety Showers 12. Initial and Refresher Laser Safety for Researchers 13. Initial and Refresher Radiation Safety for Researchers 14. Proper Use of Chemical Fume Hoods 	Supplemental training may be required for all individuals completing specific tasks in a laboratory (research or clinical; biological or chemical).	<p>ORANGE LINE - TRAINING - SUPPLEMENTAL, ACTIVITY SPECIFIC TRAINING</p> <p>https://researchroadmap.mssm.edu/reference/training/lab-training-activity-specific/</p>	<p>Please contact the staff at the Office of Research Services via the Research 411 portal.</p> <p>https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8</p>

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□	Lab/Biological Required If applicable to job function	Laboratory Specific Safety Orientation	Any individual who will be working for the first time in a laboratory or existing personnel transferring to a new/different lab. Training must be completed prior to starting work as a new lab member. Reminder that this training is location and laboratory specific; it must be conducted in the lab by the supervisor or appointed laboratory designee.	<p>ORANGE LINE- LABORATORY SAFETY SPECIFIC RESOURCES</p> <p>https://researchroadmap.mssm.edu/reference/training/laboratory-specific-training/</p> <p>Access Instructions: The Laboratory Orientation Checklist is located in the Laboratory Safety Manual (intranet).</p> <p>http://intranet1.mountsinai.org/compliance/envhs/labSafetyManual.asp</p>	You can also request a copy of the Orientation Checklist by emailing EH&S at AskEHS@mssm.edu
□	Lab/Biological Required If applicable to job function	Laboratory Specific Hazard Assessment (LHAT)	<p>Laboratory Hazard Assessments must be completed before work starts in a laboratory space. All laboratory personnel must review the LHAT prior to starting work as a new lab member. LHAT's should be reviewed annually, and updated with any additional hazards.</p> <p>A Laboratory Hazard Assessment is required for all laboratories. A Principal Investigator, Supervisor or manager must indicate all hazards within laboratory space under their management.</p> <p>All laboratory personnel must read and understand the hazard assessment, and sign off that they have reviewed it.</p>	<p>ORANGE LINE- LABORATORY SAFETY SPECIFIC RESOURCES</p> <p>https://researchroadmap.mssm.edu/reference/training/laboratory-specific-training/</p> <p>Access Instructions: Laboratory Hazard Assessments are completed online, using SECTOR.</p> <p>https://labcliq.com/l/mount_sinai/</p>	Contact EH&S at AskEHS@mssm.edu with any questions.

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□	Lab/Biological Required If applicable to job function	Laboratory Specific Standard Operating Procedures (SOPs)	Standard Operating Procedures are required in all laboratories where hazardous chemicals are in active use. All laboratory personnel must be read and review standard operating procedures, and signed off that they have reviewed it. Laboratory personnel must not deviate from established SOPs without PI approval. Standard Operating Procedure must be completed before work with a specific chemical starts in a laboratory space. All laboratory personnel must review the SOP prior to starting work as a new lab member. SOPs should be reviewed annually, and updated with as needed.	ORANGE LINE- LABORATORY SAFETY SPECIFIC RESOURCES https://researchroadmap.mssm.edu/reference/training/laboratory-specific-training/ Standard Operating Procedures are completed using templates provided by EH&S. Banded SOPs can be accessed in SECTOR: System link: https://labcliq.com/l/mount_sinai/	contact EH&S at AskEHS@mssm.edu for templates for the chemicals that will be actively used in the laboratory.

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<input type="checkbox"/>	Lab/Biological Required If applicable to job function	SECTOR (Safety, Environment, Compliance, Training and Online Record Keeping)	<p>SECTOR (Safety, Environment, Compliance, Training and Online Record Keeping) is a laboratory safety management platform used by EH&S, PIs and Laboratory Staff to aid in the development of required documentation and used to track compliance. SECTOR is a centralized hub for all laboratory safety functions, and was designed in a way to reduce administrative burden on laboratories seeking to maintain compliance with applicable regulations and institutional policies.</p> <p>Laboratories can use SECTOR to:</p> <ol style="list-style-type: none"> 1. Address Corrective Actions from periodic inspections 2. Manage Laboratory Rosters 3. Complete Laboratory Hazard Assessments 4. Track Training Compliance 5. Complete Laboratory Self Assessments <p>PI's are required to manage a roster of their laboratory personnel in SECTOR</p>	<p>ORANGE LINE - IT SYSTEMS & TECHNOLOGY RESOURCES</p> <p>https://researchroadmap.mssm.edu/reference/systems/sector/</p> <p>System link: https://labcliq.com/l/mount_sinai/</p> <p>Laboratory Staff – PIs can create accounts for all laboratory staff by simply adding them to the laboratory roster.</p>	<p>Principal Investigators – Contact EH&S at AskEHS@mssm.edu for a SECTOR account.</p>
<input type="checkbox"/>	All Types If applicable to job function Required	Laser Training	<p>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).</p>	<p>ORANGE LINE - TRAINING (SUPPLEMENTAL, ACTIVITY SPECIFIC TRAINING)</p> <p>https://researchroadmap.mssm.edu/reference/training/lab-training-activity-specific/</p>	<p>Laser Safety intranet page: http://intranet1.mountsinai.org/radiation/lseedit.html</p> <p>Tel: 212-241-2269</p>

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	All Types If applicable to job function Required	Radiation Safety Training	You must complete this training if you will be working with radioactive materials or radiation producing machines (NYCDOH Article 175).	ORANGE LINE - TRAINING (SUPPLEMENTAL, ACTIVITY SPECIFIC TRAINING) https://researchroadmap.mssm.edu/reference/training/lab-training-activity-specific/#initial-radiation	Website http://intranet1.mountsinai.org/radiation/ Tel: 212-241-2269
<input type="checkbox"/>	All Types Required - If applicable to job function	eRAP - Electronic Case Report Forms	Mount Sinai offers support for electronic data collection via eRAP for research through the Research Informatics and Technology office.	More information can be found on the Research RoadMap-ORANGE LINE-IT SYSTEMS AND TECHNOLOGY RESOURCES-eRAP: https://researchroadmap.mssm.edu/reference/systems/erap/ If you are in need of a new user account or project access, please submit a ticket here: https://erap.mssm.edu/Public/Support.aspx eRAP is integrated with other Mount Sinai Health System clinical systems making sharing data between systems easy. These systems include: <ul style="list-style-type: none"> ✓ EPIC ✓ Mount Sinai Data Warehouse ✓ Specimen Management Systems (Freezerworks and IPM LIMS) ✓ and SCC Labs 	Mount Sinai eRAP Page: https://erap.mssm.edu/ Email: erap-support@mssm.edu

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	All Types Required - If applicable to job function	ORCID	<ul style="list-style-type: none"> Effective October 2019, ORCID iDs will be required for new appointees to institutional training grants and other awards who make appointments through xTrain. <p>Provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.</p>	<p>Registration is submitted through the ORCID web-site: https://orcid.org/register</p> <p>In order to get started with creating your PlumX profile, we need to you fill out the following registration form. To make the most of your profile, you can also add the following:</p> <ul style="list-style-type: none"> Scopus ID LinkedIn profile Links to works that you would like tracked. <p>in order to register with PlumX you will need to have an ORCID ID</p>	<p>https://libguides.mssm.edu/ORCID/home</p> <p>or please contact the Levy Library refdesk@mssm.edu, if you have any questions.</p>
<input type="checkbox"/>	All Types Required - If applicable to job function	PLUMX	<p>PlumX gathers and brings together appropriate research metrics for all types of scholarly research output. In order to register with PlumX you will need to have an ORCID ID</p>	<p>PLUMX Levy Library Links:</p> <p>https://libguides.mssm.edu/plum</p> <p>https://mountsinai.formstack.com/forms/Plum_registration</p> <p>In order to get started with creating your PlumX profile, we need to you fill out the following registration form. To make the most of your profile, you can also add the following:</p> <ol style="list-style-type: none"> 1. Scopus ID 2. LinkedIn profile 3. Links to works that you would like tracked. 	<p>Please contact the Levy Library refdesk@mssm.edu, if you have any questions.</p>

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	Type of Research	What	Why	How	Questions
<input type="checkbox"/>	<p>All Types Required - If applicable to job function</p>	<p>REDCap - Research Electronic Data Capture</p> <p>General Use: REDCap is a secure, self-service, web based electronic data capture system that can be used to build and manage surveys and databases.</p> <p>Research Related: HIPAA and 21 CFR Part 11 Compliant recruitment</p> <p>Frequency: As needed depending on modules utilized for research type</p>	<p>You can access training videos here: https://redcap.mountsinai.org/redcap/index.php</p> <p>REDCap has two modes: Development Mode: Projects in “development mode” are free to create and use indefinitely. Development mode is appropriate for setting up your project, testing it internally, or keeping track of data that you have backed up elsewhere.</p> <p>Production Mode: Projects in “production mode” incur a charge of \$200 per year to maintain. The benefit of converting your project to “production mode” once you have set up your database is that the REDCap team will be available to provide training, guidance, and troubleshooting support. This also provides an extra layer of security against accidental loss of data, since the REDCap team will review any changes you make to the database programming before they go live.</p>	<p>Mount Sinai REDCap Link: https://redcap.mountsinai.org/redcap/index.php</p> <p>Research RoadMap-ORANGE LINE-IT SYSTEMS AND TECHNOLOGY RESOURCES-REDCap: https://researchroadmap.mssm.edu/reference/systems/redcap/</p> <p>REDCap is available to Mount Sinai faculty, staff, and external collaborators at no cost. General support, training, guidance, and question/answer sessions are free.</p> <p>Consulting, project development, report building, data importing/exporting, writing or reviewing/testing code, and other project-specific services are available on request for a consulting fee of \$120/hour (minimum of 1 hour).</p> <p>Protect Your Collected Study Data by Moving Projects to Production: Data that is collected in Development can be lost unintentionally. In Production, project edits are reviewed and approved by a REDCap Administrator to ensure that data which has already been collected is not deleted, re-coded or overwritten.</p>	<p>Email: redcap-support@mssm.edu</p>
<input type="checkbox"/>	<p>All Types Suggested</p>	<p>GCO 102 :Finding Funding Opportunities Using SPIN</p>	<p>Topics covered: Keyword/basic/advanced searches Setting filters and bookmarks Exporting data</p>	<p>ORANGE LINE - TRAINING (GRANTS TRAINING)</p> <p>https://researchroadmap.mssm.edu/reference/training/grants-training/</p>	<p>Email: allison.gottlieb@mssm.edu</p>

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	Type of Research	What	Why	How	Questions
<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	ORANGE LINE - TRAINING (GRANTS TRAINING) https://researchroadmap.mssm.edu/reference/training/grants-training/	Email: 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.	ORANGE LINE - TRAINING (GRANTS TRAINING) https://researchroadmap.mssm.edu/reference/training/grants-training/	Email: 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	ORANGE LINE - TRAINING (GRANTS TRAINING) https://researchroadmap.mssm.edu/reference/training/grants-training/	Email: allison.gottlieb@mssm.edu
<input type="checkbox"/>	All Types Suggested	GCO 205: Applying the Updated Federal Indirect Cost Rates	This class covers the following topics: 1) Policies and Procedures 2) Examples 3) InfoEd 4) GCO Resources	ORANGE LINE - TRAINING (GRANTS TRAINING) https://researchroadmap.mssm.edu/reference/training/grants-training/	Email: allison.gottlieb@mssm.edu

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	Type of Research	What	Why	How	Questions
<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.	ORANGE LINE - TRAINING (GRANTS TRAINING) https://researchroadmap.mssm.edu/reference/training/grants-training/	Email: allison.gottlieb@mssm.edu
<input type="checkbox"/>	All Types Suggested	GCO 401: Basics of Preparing an NIH Other Support Page	Covers how to create an NIH Other Support (OS) page with GCO's tools and resources to create an error free page. Also includes the opportunity to learn more about the requirements for Just In Time (JIT) submissions and Research Performance Progress (RPPRs).	ORANGE LINE - TRAINING (GRANTS TRAINING) https://researchroadmap.mssm.edu/reference/training/grants-training/	Email: allison.gottlieb@mssm.edu
<input type="checkbox"/>	All Types Suggested	GCO 402: Preparing an NIH Just in Time (JIT) Other Support Page	Participants create an NIH JIT Other Support page using GCO's tools and resources.	ORANGE LINE - TRAINING (GRANTS TRAINING) https://researchroadmap.mssm.edu/reference/training/grants-training/	Email: allison.gottlieb@mssm.edu
<input type="checkbox"/>	All Types Suggested	GCO 403: Preparing an NIH Research Performance Progress Report (RPPR) Other Support Page	Participants create an NIH RPPR Other Support page using GCO's tools and resources	ORANGE LINE - TRAINING (GRANTS TRAINING) https://researchroadmap.mssm.edu/reference/training/grants-training/	Email: allison.gottlieb@mssm.edu
<input type="checkbox"/>	All Types Suggested	IT Systems & Technology Resources	Internal and external IT Systems & Technology Resources	ORANGE LINE - IT SYSTEMS & TECHNOLOGY RESOURCES https://researchroadmap.mssm.edu/reference/systems/#it-systems	Please contact the staff at the Office of Research Services via the Research 411 portal. https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8