

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)

Research Administrator - Researcher Startup Tool


<input checked="" type="checkbox"/>	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: " http://researchroadmap.mssm.edu/ " Research RoadMap: " http://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 " http://researchroadmap.mssm.edu/reference/systems/research-listserv/ " Visit: " http://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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<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:</p> <p>"http://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.</p> <p>"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>

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<input type="checkbox"/>	All Types Required	FCOI- Financial Conflict of Interest Training	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>ORANGE LINE - TRAINING (MANDATORY TRAINING FOR ALL RESEARCH)</p> <p>"http://researchroadmap.mssm.edu/refernce/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</p> <p>"Conflicts.of.Interest@mssm.edu"</p>
	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</p> <p>"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." https://researchsupport-mshs.atlassian.net/servicedesk/customer/portal/1/create/8"</p>

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Type of Research	What	Why	How	Questions
<p>All Types Required If applicable to job function</p> <p>□</p>	<p>InfoEd Account: Proposal Development Module</p>	<p>Required For 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) "http://researchroadmap.mssm.edu/reference/training/all-research-training/"</p> <p>Open Online Course in PEAK Select InfoEd Proposal Development: Demo 1</p>	<p>Place a ticket with RAIT "http://osticket.mssm.edu/support/open.php"</p>

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Type of Research	What	Why	How	Questions
<input type="checkbox"/> All Types Required	CITI Program Training – Core Training Requirements	ALL investigators and members of the research staff. 1. Biosafety Course Overview 2. Risk Management: Work Practices 3. Risk Management: Personal - Protective Equipment 4. Laboratory -Hazardous Waste Management 5. Hazard Communication	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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Human Subjects - If applicable to job function	<p>RUTH – IRB Submission System</p> <p>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.</p>	<p>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.</p>	<p>ORANGE LINE - INTERNAL IT SYSTEMS</p> <p>"http://researchroadmap.mssm.edu/reference/systems/ruth/"</p>	<p>Go to:</p> <p>"http://osticket.mssm.edu/support/open.php"</p> <p>Choose the applicable help topic and fill in the form.</p>
<input type="checkbox"/>				

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Type of Research	What	Why	How	Questions
<input type="checkbox"/> Human Subjects Required	<p>Program for Protection of Human Subjects (PPHS) Training Requirements:</p> <ol style="list-style-type: none"> 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) 	<p>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.</p>	<p>ORANGE LINE - TRAINING - MANDATORY TRAINING FOR HUMAN SUBJECT RESEARCH "http://researchroadmap.mssm.edu/reference/training/human-subject-training/"</p>	<p>Please contact: "irb@mssm.edu" "https://icahn.mssm.edu/research/pphs"</p>
<input type="checkbox"/> Human Subjects Required	<p>Good Clinical Practice (GCP) Clinical Research, are you doing it right? This Classroom Session supplements training for GCP.</p>	<p>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.</p>	<p>ORANGE LINE - TRAINING - MANDATORY TRAINING FOR HUMAN SUBJECT RESEARCH "https://researchroadmap.mssm.edu/reference/training/human-subject-training/"</p>	<p>Website: "https://www.mountsinai.org/about/compliance/research" Tel: 212-241-3211</p>

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<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/referencetraining/#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/referencetraining/#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 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/referencetraining/#irb-university "	Email: "irb@mssm.edu" " https://icahn.mssm.edu/research/pphs/training "

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<input checked="" type="checkbox"/>	Type of Research	What	Why	How	Questions
<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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<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.	<p>More information can be found on the Research RoadMap-ORANGE LINE-IT SYSTEMS AND TECHNOLOGY RESOURCES-eRAP: "http://researchroadmap.mssm.edu/reference/systems/erap/"</p> <p>If you are in need of a new user account or project access, please submit a ticket here: "http://erap.mssm.edu/support"</p> <p>eRAP is integrated with other Mount Sinai Health System clinical systems making sharing data between systems easy. These systems include:</p> <ul style="list-style-type: none"> ✓ EPIC ✓ Mount Sinai Data Warehouse ✓ Specimen Management Systems (Freezerworks and IPM LIMS) ✓ and SCC Labs 	<p>Mount Sinai eRAP Page: "https://erap.mssm.edu" Email: "erap-support@mssm.edu"</p>

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<input type="checkbox"/>	All Types Required - If applicable to job function	<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:</p> <p>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: "http://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"/>	All Types Suggested	GCO 102 :Finding Funding Opportunities Using SPIN	<p>Topics covered:</p> <p>Keyword/basic/advanced searches</p> <p>Setting filters and bookmarks</p> <p>Exporting data</p>	<p>ORANGE LINE - TRAINING (GRANTS TRAINING)</p> <p>http://researchroadmap.mssm.edu/reference/training/grants-training/</p>	<p>Email: "allison.gottlieb@mssm.edu"</p>

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<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) "http://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) "http://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) "http://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) "http://researchroadmap.mssm.edu/reference/training/grants-training/"	Email: "allison.gottlieb@mssm.edu"

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<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) "http://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) "http://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) "http://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) "http://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 0"	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"