

Resources for Research



General Faculty Resources

Policies and General Compliance

Office of University Compliance

Columbia University is committed to operating with integrity in compliance with applicable laws, regulations and policies. The University expects the highest standards of professionalism and ethical conduct from the members of its community and is dedicated to upholding its reputation as one of the top academic and research institutions in the world.

Website: compliance.columbia.edu

Email: compliance@columbia.edu

To report compliance of ethics concerns, please call the compliance hotline: 866-627-3768 (anonymous reporting available).

Code of Conduct and University Policies

This webpage contains basic information about and links to some key University Policies. Please note that this is not a comprehensive list of all University policies.

Website: <https://www.essential-policies.columbia.edu/>

Faculty Handbook

The Faculty Handbook is the guiding manual for faculty working at Columbia University. It showcases the academic structure and the governance of the university, essential policies, and university resources and services.

Website: columbia.edu/cu/vpaa/handbook/

Columbia University Administrative Policy Library

This webpage provides a list of the new and recently updated policies.

Website: policylibrary.columbia.edu/home

CUIMC Office of Communications & Public Affairs

The Columbia University Irving Medical Center Office of Communications and Public Affairs oversees all media relations for the Medical Center.

Website: newsroom.cumc.columbia.edu/media-contacts/

Email: cumcnews@columbia.edu

Financial Conflicts of Interest and Research

Relationships between industry and Columbia researchers (and Columbia itself) are essential for advancing scientific frontiers and enabling the commercial development of academic discoveries for the benefit of the public. Nonetheless, such relationships cannot be allowed to compromise, or appear to compromise, the integrity of the University's research or the safety of research participants.

Website: research.columbia.edu/content/conflict-interest-and-research



Ombuds Office

The Ombuds Office offers a confidential place for students, faculty, staff, or alumni to discuss workplace issues, academic concerns, issues relating to administrative paperwork and process, explanation and interpretation of policies and procedures, and many other problems.

Website: ombuds.columbia.edu/

Phone: 212-304-7026

Faculty Mentoring Resources

Faculty Mentorship

The Office of Faculty Professional Development, Diversity & Inclusion for CUIMC provides resources and support for academic units, mentees, and mentors in setting up their specific mentoring interventions for their faculty.

Website: ps.columbia.edu/faculty-development/faculty-diversity/mentorship

Guide to Best Practices in Faculty Mentoring: A Roadmap for Departments, Schools, Mentors and Mentees

The Guide to Best Practices in Faculty Mentoring: A Roadmap for Departments, Schools, Mentors and Mentees provides guidance and suggestions to assist you in developing and implementing a mentoring program tailored to the needs of your faculty. It provides an overview and guidance for schools and departments seeking to develop new mentoring programs and an asset for those with robust mentoring programs already in place.

Website: provost.columbia.edu/content/faculty-mentoring

Faculty Development Resources

Office of Faculty Professional Development, Diversity & Inclusion

The Office of Faculty Professional Development provides support and resources to CUIMC faculty to help them achieve productive and satisfying careers as researchers, teachers, clinicians, and academic administrators.

Website: ps.columbia.edu/faculty-development/faculty-diversity

Email: office_acad_affairs@cumc.columbia.edu

CUIMC CV Format

The CUIMC CV format is recommended for faculty to facilitate accurate reporting and interpretation of academic accomplishments.

Website: ps.columbia.edu/cvformat

Guidelines for Faculty for the "At CUMC" Title Track

This document provides our full-time faculty in the "At CUMC" track and their departments with information about the steps needed when considering promotion.

Website: ps.columbia.edu/file/guide-promotion-faculty-cumc-title-pdf

The Academic Track System for Faculty at CUIMC

This website provides information on the two academic tracks at the Columbia University Irving Medical center into which full-time faculty may be appointed.

Website: ps.columbia.edu/faculty-development/faculty-diversity/faculty-tracks

Office of Faculty Affairs (OFA)

The Office of Faculty Affairs is the administrative arm of Academic Affairs. It handles all process-oriented issues for the faculty, researchers, post-docs, and student officers for the CUIMC campus. It's responsible for ensuring compliance with University Statutes and with state and federal law.

Website: ps.columbia.edu/administration/academic-affairs/faculty-affairs

Phone: 212-305-5390

International Students and Scholars Office (ISSO-CUIMC)

International Students and Scholars Office serves the immigration-related needs of scholars, personnel, and students at CUIMC. ISSO staff members assist prospective and hired/enrolled international faculty, scholars, personnel, and students with initial and continuing visa documentation.

Website: ps.columbia.edu/academic-affairs/isso-cuimc



Resources for Researchers

General Resources

Office of the Columbia University Executive Vice President for Research

The Office of the Executive Vice President for Research administers the policies governing the conduct of research at the University and the management of its research programs. The Office assists investigators seeking external funding, promotes interdisciplinary research, and provides seed money for innovative early-stage research. It works to promote an institutional environment that sustains the high quality of the University's research programs, while ensuring that research is conducted in compliance with all applicable laws, regulations, and University policies.

Website: research.columbia.edu/

Resource Website: research.columbia.edu/resources

Vagelos College of Physicians and Surgeons (VP&S) Office for Research

The mission of the Vagelos College of Physicians and Surgeons (VP&S) Office for Research is to facilitate the highest caliber of biomedical research, from basic to translational to clinical, among the VP&S faculty, students, and staff at Columbia University Irving Medical Center. The Office works across departments, centers, and institutes to foster interdisciplinary research collaborations, and supports efforts to secure funding for such collaborations.

Website: ps.columbia.edu/research/office-research

Email: ps-officeforresearch@cumc.columbia.edu

Irving Institute for Clinical and Translational Research

The mission of the Irving Institute for Clinical and Translational Research is to advance discoveries, knowledge, and innovation to improve human health across the lifespan for diverse populations in upper Manhattan and around the world.

Website: irvinginstitute.columbia.edu/

RASCAL

RASCAL is a web-based suite of IT modules that was developed to simplify the University's research compliance and administration processes.

Website: rascal.columbia.edu/

Research and Data Integrity (ReaDI) Program

The ReaDI Program is designed to enhance data management and research integrity at Columbia University. The ReaDI Program provides resources, outreach and consultation services to researchers at all levels.

Website: research.columbia.edu/ReaDI-Program

Research Data at Columbia

A “one-stop-shop” for resources, guidance and policies related to research data collected during a project’s lifecycle. Including data storage, public access mandates, templates and more!

Website: data.research.columbia.edu

Sponsored Projects

Sponsored Projects Administration

The Sponsored Projects Administration Office provides a wide array of services and support to the research community, and is responsible for pre- and post-award activities that relate to research funding; account set up within the University financial system; and the issuance, negotiation, and establishment of subcontract agreements for awards that involve collaborators outside of Columbia University.

Website: spa.columbia.edu/

MyGrants

MyGrants is a secure analytics dashboard for Principal Investigators (PIs) using Power BI, Microsoft’s business analytics service. The dashboard collates and displays available financial and grant information for the purpose of managing research grants, awards and enabling financial projections throughout the grant lifecycle.

Website: cuit.columbia.edu/my-grants

Sponsored Projects Handbook

The Sponsored Projects Handbook gives practical guidance to faculty and administrative staff of Columbia University in the management of sponsored projects funded by both governmental and private organizations.

Website: research.columbia.edu/content/research-policies-and-handbooks

Sponsored Projects Finance (SPF)

Part of the Office of the Controller, Sponsored Projects Finance includes the Research Policy & Indirect Costs (RPIC) group. These units are responsible for the overall management and operation of post-award financial administration of sponsored programs at the University, including coordination of the University’s periodic indirect cost rate proposal and effort certification processes.

Website: finance.columbia.edu/content/sponsored-projects-finance

Pivot

A curated database of up-to-date funding opportunities that spans all disciplines and project types. Researchers create a profile that will help them identify funding announcements.

Website: research.columbia.edu/news/pivot-new-tool-identify-funding-opportunities

Research Compliance & Procedures

Office for Research Compliance and Training

This office helps ensure that Columbia faculty, students and staff are in compliance with the complex web of regulatory requirements that govern research.

Website: researchcompliance.columbia.edu/

Email: research-compliance@columbia.edu

The Research Compliance Training Finder

The Research Compliance Training Finder is an interactive tool that identifies which research compliance trainings an individual may be required to take.

Website: research.columbia.edu/content/training-finder

Clinical Research

Clinical Trials Office (CTO)

The Clinical Trials Office respects the necessity to maintain rigorous patient safety standards, while still recognizing the importance of bringing medical innovation to patients as quickly as possible. The CTO therefore provides a diverse menu of services to sponsors and investigators to ensure efficient time to market for cutting-edge treatments.

Website: cto.cumc.columbia.edu/

Clinical Research Handbook

The Clinical Research Handbook is geared to the clinical research coordinator and follows the key phases of conducting clinical research at Columbia from training to audits.

Website: research.columbia.edu/content/research-policies-and-handbooks

Animal Research

Institutional Animal Care and Use Committee (IACUC)

Columbia University's Institutional Animal Care and Use Committee is committed to facilitating quality animal research that is conducted in an ethical and responsible manner to further science and to improve human and animal health.

Website: research.columbia.edu/content/institutional-animal-care-and-use-committee

Email: iacuc@columbia.edu

Phone: 212-305-2404

Animal Research Handbook

The Animal Research Handbook is a reference guide for faculty and staff who are involved in research using animals.

Website: research.columbia.edu/content/research-policies-and-handbooks

Human Subjects Research

Human Research Protection Office (HRPP) /Institutional Review Boards (IRB)

The Columbia HRPP is composed of all entities, offices, and individuals engaged in and/or responsible for the review and conduct of human research at Columbia University and NewYork-Presbyterian Hospital. The program is charged with the responsibility of ensuring that all human research studies conducted by Columbia faculty, employees, and staff are conducted ethically and in a manner that promotes the protection of participants in research.

Website: cumc.columbia.edu/dept/irb/

Email: irboffice@columbia.edu

Phone: 212-305-5883

Recruitme

RecruitMe is a recruitment tool meant to connect those who want to participate in clinical trials or research studies to the researchers that are conducting them. To begin using RecruitMe all you have to do is search for a medical condition or research field that interests you and then answer a few eligibility questions and the researcher will get right back to you.

Website: recruit.cumc.columbia.edu/

Facilities and Support

CUIMC IT

The CUIMC IT Service Desk acts as a centralized point of contact for technical support and resources used at the Columbia University Irving Medical Center.

Website: cumc.columbia.edu/it/

Email: 5help@columbia.edu

Phone: 212-305-4357

Facilities Management and Campus Services

If you have an issue or need support, you can submit a work order with the Facilities Management and Campus Services Department. For any emergency that might create safety hazards or cause major property damage, call immediately at 212-305-HELP (4357), option 3.

Website: cumc.columbia.edu/facilities-management/

Laboratory and Research Safety

This website provides resources on safety training, chemical safety, HazMat shipping, personal protective equipment, as well as resources for new PIs and laboratory staff.

Website: research.columbia.edu/laboratory-and-research-safety



Resources for Educational Activities

Resources for Education Research & Evaluation

Center for Education Research & Evaluation (CERE)

CERE provides resources for educators through services and efforts in evaluation, research, and educator development.

Website: ps.columbia.edu/cere

Support for the Consideration and Development of Teaching Activities

The following document can assist faculty in developing and considering their teaching activities.

Website: ps.columbia.edu/teaching-activities-development

Resources Related to VP&S Students & Trainees

Office of Student Affairs

The Office of Student Affairs' goal is to foster student's development as outstanding physicians and leaders.

Website: ps.columbia.edu/education/student-life/student-affairs

Office of Diversity and Multicultural Affairs

The Office of Diversity and Multicultural Affairs assists with the mission of recruiting, counseling, and nurturing a diverse student body.

Website: ps.columbia.edu/education/student-life/office-diversity

Graduate Medical Education (GME) at VP&S

Columbia offers more than 70 residency and fellowship programs in adult and pediatric specialties at its medical campus in collaboration with hospital affiliate NewYork-Presbyterian (NYP).

Website: ps.columbia.edu/education/academic-programs/additional-education-opportunities/graduate-medical-education

Columbia University Graduate School of Arts and Sciences

The Graduate School of Arts and Sciences is responsible for overseeing the education of graduate students in the departments of the Faculty of Arts and Sciences. The Graduate School's support in academic matters includes facilitating the integration of graduate students into the research and educational enterprises of the university, establishing standards and policies for best practices among graduate programs, and fostering an environment for collegial, fruitful interaction and collaboration across a range of disciplines.

Website: gsas.columbia.edu/

Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs' mission is to holistically support and assist Columbia University Postdoctoral Research Scientists, Scholars, and Fellows in their professional training and development; to offer in-depth guidance and resources to the Columbia University community on matters pertaining to postdoctoral affairs.

Website: postdocs.columbia.edu/

Email: Ericka A. Peterson, Director, Office of Postdoctoral Affairs, ep2806@columbia.edu