City of Hope

Basic Research Handbook
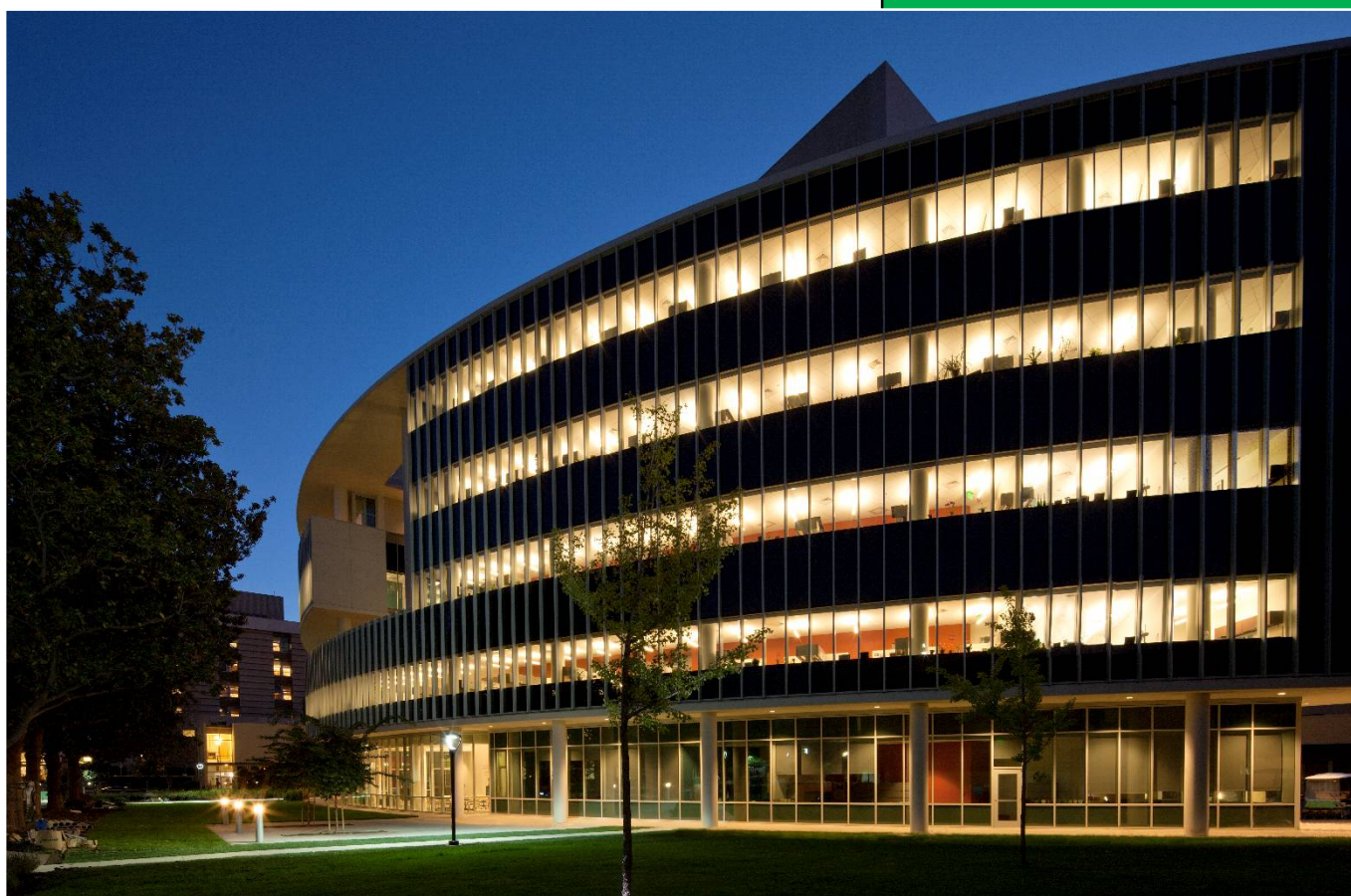
September 2019

BASIC RESEARCH HANDBOOK

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INTRODUCTION

I am pleased to provide a copy of the **Basic Research Handbook**.   This document represents the results of several months of work on the part of many members of the Research Operations team and our colleagues across the City of Hope campus. Substantial time, effort, experience, and expertise have contributed to this effort and it is my hope that the faculty and operational staff will find it helpful.

This Handbook is aimed at supporting the COH community involved in the financial or operational conduct of basic research. It is not my intent for this manual to be read from cover-to-cover like a book; the goal of this document is to create a useful guidance and reference tool for the COH research and operational community in accessing both internal and external resources.

I am hopeful that this Handbook will prove to be a "living document" that will be updated over time to incorporate comments, suggestions, and ideas for best practices from you, as well as to reflect new knowledge and thereby help assure compliance and efficiency in the basic research setting.

Ashley Baker Lee
Senior Vice President, Research Operations
Beckman Research Institute at City of Hope

ONBOARDING

[Human Resources (HR)](#) initiates the search process to identify the ideal candidate for a job posting, including a thorough interview and reference check. The [Office of Academic Affairs](#) handles Professor series recruitment. Once a candidate has been selected, HR works with the department [Business Manager/ Director](#) to begin the onboarding process. This content identifies all the steps needed to complete this process.

NEW EMPLOYEE RESOURCES

New Hire Orientation

Recruiting, retaining and developing an excellent workforce is key to advancing City of Hope's mission, vision, and strategic plan. The enterprise provides a comprehensive, two day multi-faceted orientation program for all new hires. Day of Welcome is the first official day followed by Quality and Patient Safety training. Newly hired personnel are required to complete all components of City of Hope's orientation programs prior to performing their job duties.

Day of Welcome – Day One

During this first day of orientation all new hires learn about City of Hope's history, mission, vision, values, and culture. It includes a campus tour, key accomplishments, and hearing directly from a patient about their experience and how City of Hope has changed their life.

For information on New Hire Resources and other programs, please click on the links below:

- Policies and Procedures
- Performance Development and Review Process (PDRP)
- Corporate Compliance Program
- Other work environment information

Safety Orientation Overview

Safety Orientation is comprised of safety-related topics that include, but are not limited to:

- General laboratory safety
- Hazard identification and communication
- General principles of biosafety, chemical safety, physical hazard, and radiation safety
- Fire extinguisher training
- Ergonomic awareness
- Bloodborne pathogens
- Emergency Preparedness

Department Orientation Overview – On the Job

The department orientation program assists new personnel in understanding departmental policies and procedures as well as key job responsibilities.

- Refer to Appendix A – Timeline of Faculty Onboarding

ⓘ   This content is managed by: Kelly Simpson (Human Resources); Tamara Casebolt (Safety)

EMPLOYEE HEALTH SERVICES INITIAL ASSESSMENT

The Employee Health Services (EHS) Initial Assessment is required of all personnel after accepting a position at City of Hope. It consists of a brief physical exam, which includes evaluation of the personnel's immunization status and, if working in the Medical Center or in the Animal Care Facility, a two-step tuberculosis (TB) skin test and vaccine update. These evaluations are required to meet standards set by regulatory agencies. The personnel's medical status is reviewed to identify any health issues that might occur with the new job position. Clearance by EHS is required to begin work.

> ⓘ   This content is managed by: Cathreen Johnson (Employee Health Services)

BUSINESS MANAGER/DIRECTOR

The Business Manager/Director is responsible for the overall management and performance of a business unit. Management responsibilities include developing and implementing strategic plans, operating facilities and planning space, as well as overseeing and directing business unit staff to ensure successful operations. This includes working with other units to ensure organizational goals are met. Financial responsibilities include implementing and maintaining the annual budgets, research funding, capital expenditure, approve spending, and ensure profitability for the unit.

Some of the things the Business Manager/Director can do for investigators:

- Consult with International Students and Scholars Office (ISSO) about the right type of immigration sponsorship
- Consult with the Office of Sponsored Research (OSR) about various funding and spending requests
- Manage and oversee research spending in consultation with Research Finance (RF) and Grant Accounting
- Work with Human Resources (HR) when additional personnel are needed for a research project

For additional information on the various Beckman Research Institutes (BRI) Departments and programs, visit the BRI intranet home page.

> ⓘ   This content is managed by: Mike Kenney (Interim, Research Business Operations)

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO)

What Our Purpose Is

The International Students and Scholars Office (ISSO) is committed to enhancing international education, fostering engagement of international students and scholars and enabling City of Hope research collaborations at a global scale.

How We're Organized

The International Students and Scholars Office (ISSO) is a team within Beckman Research Institute under the Office of the Vice Provost.

- **Call**:   Direct (626) 218-7575, Extension 87575
- **Email:**   international@coh.org
- **Website**: ISSO

What We Do

- Administering short-term academic and scholar exchange programs and serving as a gateway to City of Hope for international students and scholars
- Overseeing immigration sponsorship policy and process and providing advice, counseling and advocacy on immigration and cross-cultural issues
- Promoting an inclusive campus environment and the integration of international students and scholars into the City of Hope community

What should be done when an international/foreign national personnel and/or colleague requests a reference letter for a self-petition green card petition?

Foreign nationals apply for US Permanent Resident status because their non-immigrant H 1B, O 1 or J 1 status is temporary and contains specific time limits and restrictions. Not being eligible to apply for Federally-funded research opportunities is just one restriction of temporary non-immigrant status. In addition, some positions, such as Postdoctoral Fellows, are not eligible for company-sponsored US Permanent Resident applications. Refer to the table on this section to determine if the personnel requesting the letter qualifies for a Self-Petition Green Card.

Reference letters may be requested for self-petition US Permanent Resident/green card applications on behalf of foreign national employees or colleagues from other US institutions.

What are guidelines for writing reference letters for self-petition green card petition?

1. A standard reference letter consists of three parts:
   a. paragraph on your qualifications;
   b. section describing the foreign national's credentials, and;

c. description of contributions the foreign national has made to the field. The purpose of this description is to provide proof that this person is a top researcher/scientist in his/her field and therefore qualifies for a self-petition National Interest Waiver or Exceptional Ability.
2. Carefully review the letter for accuracy of the information.
3. Provide factual information only. Do not exaggerate or embellish. As a representative of City of Hope and the Beckman Research Institute, it is important that you do not overstate the requestor's credentials to ensure that the US Citizenship and Immigration Services ("USCIS") continues to view our organization as a credible employer with highly qualified foreign national researchers and scientists.
4. Do not feel obliged to sign a reference letter prepared by the foreign national and/or his/her immigration attorney. You can make edits as you feel needed.

Definitions

- STEM – Science, Technology, Engineering and Mathematics
- ISSO – City of Hope's International Students and Scholars Office
- USCIS – United States Citizenship and Immigration Services
- SEVIS – Student and Exchange Visitor Information System
- Premium Processing – Expedited processing at USCIS for H-1Bs for an additional fee
- NAFTA – North American Free Trade Agreement
- SEVP - Student and Exchange Visitor Program

Points to Remember

- Each international/foreign national will have a unique situation. The above table is only a guide. Always consult for the best immigration sponsorship strategy.
- Always consult ISSO for updated fee schedule; fees are subject to change.
- Due to time limits of each non-immigrant visa type, always consult ISSO for next steps.
- Due to time limits of each non-immigrant visa type, also consider the possibility of COH-sponsored US permanent resident/green card application for every international/foreign national hired.

City of Hope™

Type of Self-Petition Green Card Petitions	Criteria	Qualified Employees
Employment Based 2nd Preference National Interest Waiver (EB-2 NIW) Granted to those who have exceptional ability and whose employment in the U.S. would greatly benefit the country.	Meet at least 3 of the following: Official academic record showing that you have a degree, diploma, certificate, or similar award from a college, university, school, or other institution of learning relating to your area of exceptional ability Letters documenting at least 10 years of full-time experience in your occupation A license to practice your profession or certification for your profession or occupation Evidence that you have commanded a salary or other remuneration for services that demonstrates your exceptional ability Membership in a professional association(s) Recognition for your achievements and significant contributions to your industry or field by your peers, government entities, professional or business organizations Other comparable evidence of eligibility is also acceptable.	Postdoctoral Fellow Research Associate Staff Scientist Professor series Research Professor series
Employment Based 1st Preference Extraordinary Ability (EB-1 EA) Demonstrate extraordinary ability in the sciences through sustained national or international acclaim.	Meet at least 3 of the following: Evidence of receipt of lesser nationally or internationally recognized prizes or awards for excellence Evidence of your membership in associations in the field which demand outstanding achievement of their members Evidence of published material about you in professional or major trade publications or other major media Evidence that you have been asked to judge the work of others, either individually or on a panel Evidence of your original scientific, scholarly contributions of major significance to the field Evidence of your authorship of scholarly articles in professional or major trade publications or other major media Evidence of your performance of a leading or critical role in distinguished organizations Evidence that you command a high salary or other significantly high remuneration in relation to others in the field	Staff Scientist Professor series Research Professor series

Visa Sponsorship Overview

Non-Immigrant Visa and Time Limits	Eligible Positions	Processing Time/When to Start
F-1 **Time limit depends on time needed to complete PhD**	Only available to international student of Irell and Manella Graduate School of Biological Sciences (Ph.D. program) and the International Student Research Training Program (ISRTP certificate program)	If outside the US, allow at least 14-18 weeks for processing and entry to the US
F-1 Optional Practical Training (OPT) **Time Limit:** **12 months** **F-1 STEM OPT** **Time Limit:** **24 months**	Individual holding a Post-Completion OPT or STEM OPT may work in any capacity at City of Hope as long as it's related to major flied of study.	Individual prepares and files own OPT application for up to 90 days prior to completion of degree program Average USCIS processing time for OPT application is 4-6 months STEM OPT extension can be filed for up to 90 days before expiration
J-1 Exchange Visitor: Research Scholar/ Short-Term Scholar Time Limit • **5 years for Research Scholar Visa Category** • **6 months for Short-Term Scholar Visa Category**	Postdoctoral Fellows and participants of the Global Scholars Program	If outside the U.S., allow at least 12-16 weeks for processing and entry to the US If in the U.S. in a J-1 status, allow at least 4 weeks for J-1 transfer process
H-1B: "Specialty Occupation" Time Limit: 6 years	Must be a "Specialty Occupation" position. For example, Professor series, Research professor series, Staff Scientist, Research Associate I & II, Senior Research Associate, Postdoctoral Fellow, Regulatory Affair Specialist, Biostatistician, Nurse Practitioner, and similar	If in the U.S. and presently holds H-1B, it can take 10-14 weeks processing for a change of employer process. If in the U.S. but in another non-immigration status, allow 3-6 months. If outside the U.S., allow at least 14 - 16 weeks for processing and entry to the US.

	(Please note that Registered Nurse and technician positions are not eligible for H-1B sponsorship)	
TN **For Mexican/Canadian Citizens**	Only available to citizen of Canada and Mexico holding a position on NAFTA list. For example, Professor series, Research Professor Series, Registered Nurse, IT positions, Research Associate I& II, Senior Research Associate, Lab Technician, Social Worker, Pharmacist, etc.	If outside the U.S., allow 6 weeks for processing and entry to the U.S. If in the U.S., allow 3-6 months
E-3 **For Australian Citizens** **Limit: indefinite with proof of non-immigrant intent**	Only available to citizen of Australia holding a "Specialty Occupation" position similarly to H-1B	If outside the U.S., allow 6-8 weeks for processing and entry to the U.S. If in the U.S., allow 6-8 months
O-1 **For Extraordinary Ability**	Is available to individuals with proven extraordinary ability with sustained national or international acclaim.	The preparation process takes about 8 weeks before the petition is filed. Once the petition is filed, USCIS may take additional 2 to 16 weeks to adjudicate. Once the petition is approved, foreign national will then apply for an O-1 visa at a U.S. consulate.
Employment Authorization Document (EAD)	Individuals with a valid unrestricted EAD may also work at City of Hope in all capacity without a need for sponsorship	Individual must be in the U.S. to apply. Average USCIS processing time is 5-6 months

Note that as each individual case is unique, ISSO is unable to guarantee processing times or results.

ⓘ   This content is managed by: Sherri Pattanakiat (International Students and Scholars Office)

LABORATORY SPACE ALLOTMENT

Space commitments are only made with investigators in the Professor Series or equivalent. Square footage of space is determined based on the level of the Professor. The allotments are subject to the terms of the faculty offer letter and are adjusted based on varying factors such as the type of work being done in the laboratory and the layout of the building:

- Full Professor is allotted approximately 1500-2000 sq ft.
- Associate Professor is allotted approximately 1000-1500 sq ft.
- Assistant Professor is allotted approximately 500-1000 sq ft.

The space allotment may also be adjusted commensurate with grant funding. Shared space is part of total space allotment. Shared space is determined per building and then divided among the number of investigators housed in that building. Cubicle space or group offices (also known as "dry-lab") for staff non-principal investigators (staff scientists, assistance research scientists, associate research scientists, research scientists) is provided when available and is counted in the total lab space allocation. Sitting space for students/trainees and research associates, and post-doctoral fellows is within the principal investigator's lab space. A principal investigator's office and administrative support are not part of the total lab space.

The location of the laboratory is determined by the recruitment entities. Request for additional space should be directed to the Chairperson of the department. If needed, the Beckman Research Institute (BRI) Director and/or the Beckman Council can make a final determination based on other criteria.

Ultimate authority for laboratory research space resides with the BRI Director.

ⓘ   This content is managed by: Kurt Kulhavy (Research Facilities)

TRANSFERRING A LABORATORY

Hiring Staff from another Institution

When a research project is transferred from another institution, contact the department Business Manager/ Director to discuss the possibility of City of Hope hiring staff currently working on the project.

Transferring/Shipping Animals to City of Hope

Transferring or shipping ongoing animal studies to City of Hope requires close communication and coordination between investigators and City of Hope Beckman Research Institute (BRI). Animal based studies may only be performed under an animal use protocol approved by the City of Hope Institutional Animal Care and Use Committee (IACUC).

Investigators must also contact the Center for Comparative Medicine (CCM) prior to shipping animals to City of Hope. The CCM's Animal Care Program will provide assistance with shipping and receiving, quarantine, animal health assessment and animal holding space. The animal transfer process begins when the transferring investigator contacts the CCM/ACP shipping coordinator to complete an Animal Shipping Record form by the transferring investigator. The form is designed to request animal health history, strain information, veterinary contacts at the sending institution, breeding information and billing account numbers. This information will be reviewed by the CCM veterinary staff prior to a decision to approve a transfer. A strain information sheet will also be required for inputting the new strain into the CCM electronic database (Mosaic).

Investigators transferring breeding colonies to City of Hope are strongly advised to utilize the CCM's core breeding service. The CCM breeding team works with investigators to determine breeding strategies that meet production goals and performs all animal manipulation including mating, weaning, tissue biopsy, animal identification and recordkeeping.

All animals arriving from non-commercial (institutional) sources are placed in a quarantine holding room. They will also be assigned a dedicated sentinel animal that will be in direct contact with dirty bedding from the animals being transferred. Sentinel animals will be euthanized and subjected to diagnostic testing 6-8 weeks after exposure. While in quarantine, the animals are unavailable for experimental purposes. If the quarantined animals are an ongoing breeding colony and must be mated because of aging or genetic issues, breeding maybe arranged while in quarantine. Upon receipt of the sentinel diagnostic report, animals will be released for use and the appropriate animal holding room assignment will be made.

Transferring/Shipping Animals from City of Hope

Any shipment of City of Hope owned animals to another institution must be described and approved in the City of Hope IACUC approved protocol and approved by the receiving institution's IACUC. This transfer must meet all the requirements according of the City of Hope IACUC Multi-Institutional Animal Research Policy.

Animal shipping arrangements must be made through the CCM/ACP shipping coordinator to complete and submit an Animal Shipping Record form prior to CCM shipping any animals. The CCM/ACP shipping coordinator will provide any health history information required by the receiving institution, coordinate shipping and arrange delivery by laboratory animal transport specialists.

Animals may be transported locally for procedures such as imaging according to the IACUC Policies & Procedures for transport of animals and as described in an IACUC approved protocol. Animals must be transported in covered, secure transport containers, provided with feed and hydration adequate for the duration of the trip and procedure, and maintained in a climate controlled environment that meets the appropriate optimal temperature range described in the National Research Council (NRC) *Guide for the Care and Use of Laboratory Animals*.

All strains that are sent to another institution are subject to a review of the Material Transfer Agreement (MTA) by the City of Hope Office of Technology Licensing. A fully executed MTA must be in place before the animals will be shipped to another institution.

Transfer/Shipment of Equipment

Equipment to be transferred and shipped needs to be tagged for the City of Hope asset registry. The investigator, Business Manager/Director and Research Finance will coordinate this transfer. Equipment leaving City of Hope will be reviewed by the Business Manager/ Director and the asset registry updated as needed.

Transfer/Shipment of Hazardous Materials

A **hazardous material** is any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. Under the United States Department of Transportation's (DOT's) Hazardous Materials Regulations (HMR), materials capable of posing an unreasonable risk to health, safety and property when transported in commerce must conform to all applicable HMR requirements when offered for transportation or transported by air, highway, rail or water.

Anyone wishing to provide materials covered under this rule to investigators outside of City of Hope must notify the Occupational Safety and Health Department (OSHD) for guidance and assistance in shipping this material away from City of Hope. Shippers must be properly trained by OSHD before shipping any hazardous material.

Transfer/Shipment of Research Materials

Research materials that are not available for purchase from suppliers are typically exchanged between scientists using Material Transfer Agreements (MTAs). The Office of Technology Licensing (OTL) has implemented procedural improvements to expedite MTAs.

Transfer of a Grant

The Business Manager/ Director, in conjunction with the Office of Sponsored Research (OSR) will assist in the transfer of grants from the previous institution.

> ⓘ This content is managed by: Kurt Kulhavy (Research Facilities), James Finlay (Center for Comparative Medicine), Tamara Casebolt (Safety), Jaclyn Lucas (Office of Sponsored Research)

SETTING UP A LABORATORY

It is a strategic goal at City of Hope to build processes that are safe, efficient and effective in bringing about cures for cancer and other diseases. One such effort is assisting new investigators in getting their laboratories up and running quickly so they may begin their research with minimal delays. This content describes the processes new investigators should follow as they setup their laboratory at City of Hope.

OCCUPATIONAL SAFETY AND HEALTH DEPARTMENT

What Our Purpose Is

The Occupational Safety and Health Department (OSHD) is charged with developing and implementing policies, procedures and specific programs to eliminate causative risk factors from the workplace. This includes being a resource assisting directors, managers and supervisors to:

- Promote a safer / healthier work environment
- Identify and evaluate actual and potential risks
- Train and educate staff in safety and health
- Review and interpret accident Investigation Reports
- Identify areas of economic loss to the corporations
- Review safety policies and procedures to ensure they are current and responsive to the needs of our clients
- Measure the effectiveness of the program and determine cost reduction strategies.

OSHD provides expertise in areas of laboratory safety, biological safety, chemical safety, radiation safety, ergonomics, hazardous waste disposal and emergency preparedness.

How We're Organized

- Call: 626-218-3375
- Email: DL-safetysupport@coh.org
- Website: Occupational Safety and Health

What We Do

As stewards of City of Hope's Safety Culture, the OSHD ensures a safe and healthy environment for our staff, patients and visitors by providing excellent programs and services, delivered with integrity and compassion. OSHD's vision is that all staff at City of Hope be aware of the potential hazards they may encounter, possess the skills to safely handle hazardous materials and equipment, respond promptly and properly in the event of an accident or emergency and make safety part of their daily work.

Laboratories present unique hazards and must be handled properly and carefully to prevent catastrophic events that cause serious injury or property damage. The Occupational Safety and Health Department offers numerous programs for staff performing basic laboratory research including:

- Introductory Laboratory Safety Training
- Refresher training
- Specific Hazard Training
- Standard Operating Procedures
- Job Hazard Analysis
- Ergonomic Assessments
- Accident Investigations
- Maintenance of Safety Data Sheets
- Maintenance of Chemical Inventories
- Laboratory Inspections
- Review of laboratory protocols and procedures
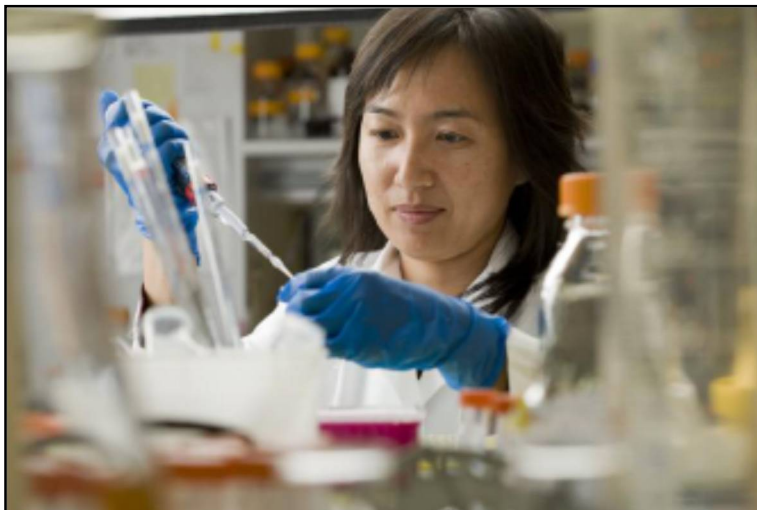
Evaluation of Skills and Experience Specific to a Research Project

The Occupational Safety and Health Department supports research efforts through its participation in several research oversight and compliance committees such as:

- Radiation Safety Committee
- Institutional Biosafety Committee (IBC)
- Institutional Animal Care and Use Committee (IACUC)

OSHD staff serves on these committees and are directly responsible for the administration of the Radiation Safety Committee. To speed up the review of research protocols OSHD staff pre-review protocols to make sure the applications are complete before review by the committees. This reduces the likelihood of delays in the approval process and allows the committees to focus on important safety and regulatory concerns instead of administrative issues. This process has greatly sped up the approval process and improved the quality of the research protocols. How each of these and other research compliance committees operate is described in the Research Protections section.

Safety Training

The City of Hope and Beckman Research Institute's (COH/BRI) commitment to safety is stated in the Injury and Illness Prevention Program (IIPP). Providing safety training and the responsibility of supervisors are major components of this program. The BRI has a mandatory training program, based on federal, state and local regulations, which requires training for all laboratory personnel to ensure that they are qualified to work with and handle biological agents, hazardous chemicals, sharps, radioactive substances and other hazardous materials and equipment found in the laboratory

environment. Employees and Supervisors must maintain safety training records. OSHD does not maintain individual employee safety training records, but they can be accessed through the Human Resources PeopleSoft database.

Training requirements are dependent upon trainee type, the kind of work being performed and previous training experience at COH/BRI, as described below.

> **New** or otherwise not previously trained personnel must take:
> - New Employee Orientation
> - Laboratory Safety (on-line training). Training includes, but not limited to, hazard communication /labeling, bloodborne pathogen training, hazardous chemical training, physical hazards, hazard mitigation, use of PPE, hazardous waste disposal, emergency procedures/spill training, an introduction to radioactive materials as well as COH specific procedures.
> - Completion of Laboratory Specific Checklist
> - Radiation Safety (if personnel will work with radioactive material or radioactive animals and assigned to an active Radioactive Material Permit)
>
> **Annually**, after receiving initial training personnel must take:
> - Lab Safety Refresher Training (as assigned)
> - Radiation Safety Refresher Training (as assigned)
> - Bloodborne Pathogen Refresher Training (as assigned)

Ad Hoc Training - Available by request, both for laboratory personnel including hands-on training. Some training is offered as determined by biohazard, chemical use, and/or risk assessment. Contact OHSD for other training.

Radiation Safety Committee (RSC)

The Radiation Safety Committee (RSC) is managed by OSHD. The RSC is responsible for review of all uses of radioactive materials at the City of Hope. The RSC's purview, training requirements, submission process and review process are covered in the **Compliance** section of this handbook.

ⓘ   This content is managed by: Tamara Casebolt (Safety)

RESEARCH FACILITIES AND EMERGENCY PLANNING

What Our Purpose Is

Research Facilities and Emergency Planning provides support to investigators that includes space and equipment, maintenance, repair, personnel moves, safety, and campus projects. In addition our office supports the Beckman Research Institute in its emergency planning and disaster response management.

How We're Organized

Research Facilities and Emergency Planning is run by the Director of Research Facilities in Research Operations.

- **Call**:   (626) 218-2589
- **Contact**:   Kurt Kulhavy, Research Facilities Director

What We Do

As part of the support provided to investigators, Research Facilities and Emergency Planning has established " shared" equipment areas throughout the institution which house various pieces of basic research laboratory equipment such as centrifuges, plate readers and other data gathering instrumentation for all investigators to use. Posting in these areas identifies which equipment is "shared" and provides contact information.

An investigator needing to use equipment that is department specific should seek the advice of a lab member that has been properly trained in the use of the identified equipment. When this is not possible, the investigator should contact his or her supervisor in order to arrange for proper training. If training cannot be arranged within the department, the user can place a request to Biomedical Instrumentation Services (BIS).

ⓘ   This content is managed by: Kurt Kulhavy (Research Facilities)

BIOMEDICAL INSTRUMENTATION SERVICES

What Our Purpose Is

Biomedical Instrumentation Services (BIS) provides equipment repair and maintenance support and plays an important role in meeting regulatory and other organizational requirements. BIS also arranges training on shared equipment.

How We're Organized

BIS is part of Facilities Maintenance Services.

- **Call**: Facilities HelpDesk – (626) 218-2245. Select option #2 to BIS.
- **Hours**: Monday - Friday 7:00 a.m. - 4:30 p.m.
- **Website**: Biomedical Instrumentation Services (BIS) Online Assistance Center

What We Do

- Oversight of equipment repair and service
- Scheduled equipment inspections
- Safety inspections for new equipment and devices obtained for short-term use
- Maintaining an equipment inventory and service documentation
- Pre-purchase evaluations and recommendations
- Equipment service contract review and processing
- User support and training

When needed, an investigator may call BIS to arrange training on shared equipment or to request contact information for appropriate vendor support.

This content is managed by: Joseph Trujillo (Biomedical Instrumentation Services)

INFORMATION TECHNOLOGY

What Our Purpose Is

Information Technology Services (ITS) ensures that investigators and staff have the information technology tools and infrastructure necessary to carry out City of Hope's mission. ITS provides the resources that enable leading-edge research and improved productivity.

How We're Organized

Research Computer Services (RCS) is responsible for coordinating all aspects of IT services for the research community at City of Hope. Other areas covered by ITS include information security, wireless services, access to City of Hope computer systems, systems development, training, equipment support and other technical services.

- **Call**:   ServiceDesk (626) 21**8-4357 or 8-HELP,** available 24 hrs a day, 7 days a week
- **Request for Service (RFS)**: ITS Support Center
- **Website:** Information Technology Services (ITS)

What We Do

Services provided by Research Computer Services (RCS) include requests for new research computers, replacement of research computers, advice on computer-related purchases, and software purchases, licensing and installation.

Hardware Solutions

ITS offers a number of hardware solutions with high performance computing capability, specialized printers for Labware LIMS solutions, and advise and assist in evaluating hardware products offered by external vendors.

Software Solutions

Visit the ITS intranet page to learn about standard or custom scientific or business software solutions provided at no cost to the research community or for purchase at substantially reduced rates compared to non-academic licenses. Software solutions at no cost are provided on computers assigned to personnel for individual use. It is not provided free on computers that are purchased for general lab or shared use. It is not provided free on computers provided directly by vendors to run lab equipment.

Purchasing Other Software

ITS can assist the research community on purchasing software(s) by completing a Request for Service (RFS) online or by calling the ITS HelpDesk (extension 84357). In general, such requests should come from individuals in supervisory positions. Once the software is received, request installation using the same ITS Helpdesk system.

To gain access to Citrix an AccessNet request will need to be submitted and approved. The following software is available on Citrix and is not installed on individual computers:

- Graphpad Prism
- Transfac
- Nexus
- CLCBio Workbench
- Genomics Workbench
- Ingenuity Pathways
- Matlab
- Partek
- NextGene
- Genome Studio
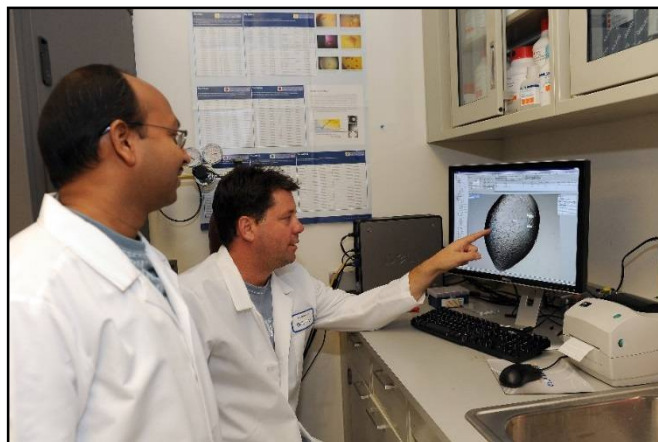
Use of the above software may require chargeback.

Additional Services

ITS maintains a large system for file storage and special systems for very large data storage. A request to access these systems is submitted through AccessNet.

Contact Research IT for:

- Programming, Training, and Troubleshooting
- Assistance in determining needs and required specifications for computer equipment and/or software included in grant proposals, involving Research IT early in the process is recommended.

E-Mail User Groups

All investigators need to have their e-mail listed in the DL-#BRI user group as well as, to receive announcements of lecture series, research equipment training sessions, new resources and services available, changes in research-related procedures and policies and other information of interest to investigators. In order to be added, call the ITS HelpDesk (extension 84357).

AccessNET

AccessNet is used to request and monitor personnel access to various City of Hope information systems. To use the system, go to the AccessNet page.

Depending on role, the following functions are available:

- Request username and password, including reset, for available systems.
- View list of available systems and current system access.
- Request access for another personnel.
- Modify system information descriptions.

Virtual Private Network (VPN)

The Virtual Private Network (VPN) Online allows City of Hope personnel to connect to City of Hope's Intranet, File Servers, and E-mail using approved web browsers. VPN allows occasional and frequent telecommuters to connect to the City of Hope network through the Internet using any internet connection in a secure encrypted format. Access to VPN is requested through AccessNET.

Information Systems

ECRT (Electronic Certification and Reporting Technology)

As recipients of federal research funding, City of Hope is required to maintain after-the-fact personnel activity certification for the purpose of properly allocating salary charges and effort to federal projects. The City of Hope extends the effort reporting requirement to all sponsored projects. ECRT (Electronic Certification and Reporting Technology) is City of Hope's on-line effort reporting tool that is used to facilitate the process of effort reporting.

- Access ECRT from the COH Research Data Management Analysis which includes the ECRT calendar, login, FAQ, policies and procedures, tutorials and reference materials.
- ECRT login: same Username and Password as the City of Hope login.
- For assistance, contact ecrtsupport@coh.org.

Online Safety Management System

The SafetyNet system is the Occupational Health and Safety (OSH) Information that allows COH staff to work effectively and efficiently in managing a safe workplace. Staff can report injuries, near miss events and unsafe conditions. SafetyNet includes inspection and incident reporting module.

EHS Assistant (Employee Health and Safety Assistant) – an information system managed by OSH. This system allows staff to perform many key tasks including managing Radiation Use Permits, managing chemical inventories, and requesting hazardous waste pick-ups.

- o Access;   EHS Assistant Login
- o Email: DL-safetysupport@coh.org
- o Phone: 626-218-3375

Enterprise Resource Planning (ERP)

PeopleSoft Enterprise Resource Planning (ERP) is the primary business support system used at City of Hope for purchasing and finance including ordering goods, recording financials, generating reports, managing income and expenditure and workflow fiscal approvals. Requisitions, expense reimbursement requests, check requests and workflow approval are all done through ERP.

- Access ERP from ERP PeopleSoft with the City of Hope username and password.
- The ERP Webpage provides instructional tools for completing tasks in PeopleSoft.
- For assistance, contact erpcommunications@coh.org.

iLab (Core Facility Management Software)

iLab is an online system designed to streamline the process of ordering and billing for core facility service requests. iLab is intended to increase core facility utilization and awareness, improve core financial management, and enhance core user experience. Specific features include:

- A search feature for all cores across the institution that ensures researchers can find all institution-supported resources and services available to them in one central location.
- One consistent interface for searching resources, requesting services and updating project progress.
- The ability to view core landing pages from outside the City of Hope Intranet, allowing researchers external to the institution to view available services.
- The ability for core facilities to automatically generate recharges and invoices and post charges directly to the general ledger, eliminating data re-entry and improving data accuracy.

Visit the iLab Solutions website for the list of core facilities and how to request access to the iLab system.

InfoEd Pre-Award Grant Management System

InfoEd is a pre-award grant and contract management system that supports both our research and clinical departments and serves the needs of multiple administrative departments, including Office of Sponsored Research, Office of Foundation Relations, Clinical Trial Support Services, Research Finance, and our basic and clinical researchers.

Visit the InfoEd website for the list of modules (e.g., proposal development, proposal tracking) and training and how to request access.

iRIS^{TM} (Integrated Research Information Systems)

iRIS^{TM} provides investigators with a framework to electronically submit and track information regarding research projects at City of Hope as required by the following entities:

- Institutional Review Board (IRB)
- Cancer Protocol Review and Monitoring Committee (CPRMC)
- Protocol Review and Monitoring Committee (PRMC)
- Data and Safety Monitoring Committee (DSMC)
- Conflict of Interest Commitment Committee (COICC)
- Institutional Animal Care and Use Committee (IACUC)
- Stem Cell Research Oversight Committee (SCRO)
- Institutional Biosafety Committee (IBC)
- Radiation Safety Committee (RSC)
- Disease/Modality Teams

Submissions are automatically routed electronically, either sequentially or simultaneously, to the appropriate committee(s). This approach eliminates the need for duplicate data collection and

provides real-time tracking of how a project is progressing through regulatory and other review at City of Hope. iRIS™ allows research staff to initiate, review, edit and version submission applications and associated documents. Electronic signature, role-based security access and transaction auditing facilitates 21 CFR Part 11 compliance.

City of Hope employees can access iRIS online using their existing COH network username and password credentials. Access outside of the COH network will require VPN/DUO access by COH ITS. Training is jointly conducted with the staff of the regulatory committees for new staff.

- Use AccessNET to request access.
- Access https://iris.coh.org with the City of Hope username and password.
- For training or other assistance, contact extension 3-IRIS (x34747) or e-mail iRISHelp@COH.org.

MediTract

City of Hope enters into many different kinds of transactions with outside parties that create obligations either on the part of City of Hope or the outside party — whether to receive or spend funds, provide or receive goods or services, or otherwise commit resources. City of Hope's standardized contract management system is called MediTract. MediTract is also the depository for all electronic copies of all grants and progress reports. MediTract is housed in the legal department.

Use the Request for MediTract access to obtain a login for the MediTract Client Login.

Processing steps for using MediTract by responsible individual:

- Obtain a proposed contract from the vendor or obtain a COH contract template
- Read all contract terms to ensure they are complete and accurate
- Enter the proposed contract into Contract Collaborator in MediTract to obtain review and approval of the appropriate employees, including the Authorized Employee (AE) and Legal

For training or other assistance, visit COH Contract Management intranet page or email DL-ContractManagement@coh.org.

ⓘ   This content is managed by various groups: Veronica Bunas (ITS), Ferrari Griarte (ITS-RC), Jay Benson (EHSA), Ernie DePass (ERP), Matt Parsons (iLAB), Caroline Song (iRIS), Carolyn Stockwell (MediTract)
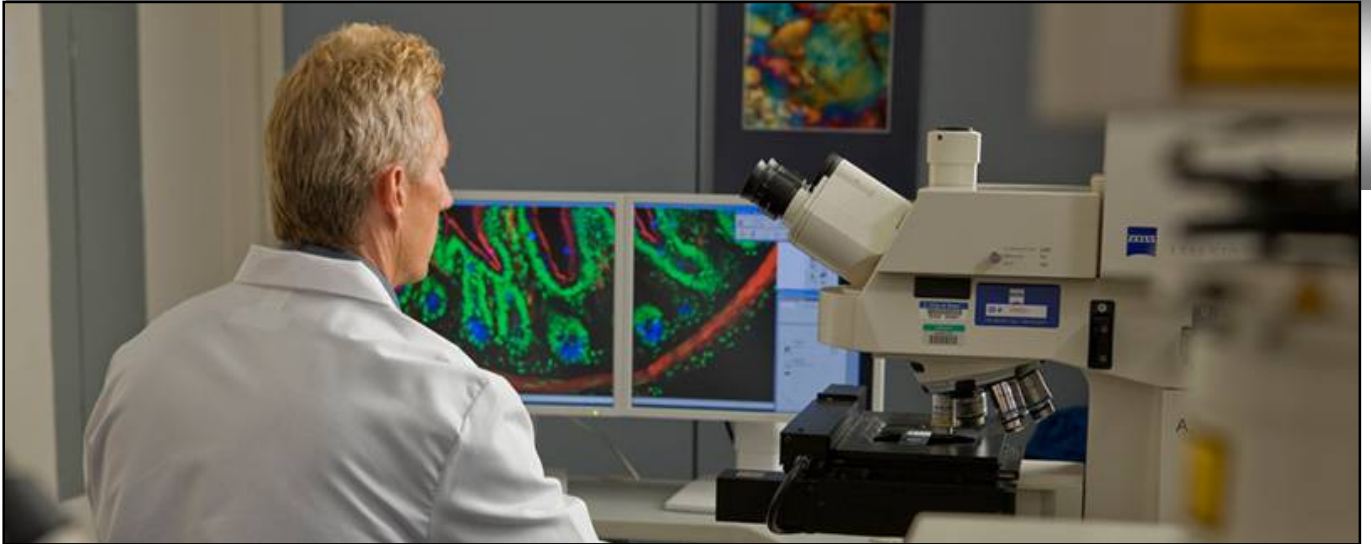
SHARED RESOURCES, CORES AND SUPPORT SERVICES

City of Hope shared resources offer access to a wide array of cutting-edge technologies, high-end instrumentation, technical support and training needed to conduct high-quality research. These shared resources perform a highly valuable role in facilitating basic, clinical and translational research. Other shared resources include Library Services and Creative Solutions. This content describes City of Hope entities that provide services to investigators and their staff, postdoctoral fellows and graduate students.

SHARED RESOURCES & SERVICES (CORE FACILITIES)

What Our Purpose Is

To facilitate scientific progress, City of Hope provides investigators and their laboratory teams access to sophisticated support services and state-of-the-art equipment through many core facilities.

How We're Organized

The Office of Shared Resources provides administrative services to support City of Hope's Shared Resources, including rate setting and review, purchasing, internal and external billing, service contract requests and maintenance, etc. Core directors and lab personnel are highly trained experts in their field who provide technical expertise, consultation, and training. A list of the core facilities is available on the Shared Resources intranet site.

- **Access Service:** All cores and their associated services can be accessed through the iLabSolutions website. For more information see iLAB.
- **Website**:   Shared Resources

ⓘ   This content is managed by: Matt Parsons (Shared Resources – Core Facilities Operations)

LIBRARY SERVICES

What Our Purpose Is

The Department of Library Services serves the information needs of the City of Hope community, supporting the institution's clinical, scientific and educational missions.

How We're Organized

- **Call**:   (626)218-7497
- **E-mail**:   library@coh.org
- **Website**: Lee Graff Medical and Scientific Library
- **Hours**:   The library is staffed Monday to Friday, 8 a.m. to 6 p.m. All employees have 24/7 badge access to the building via the West entrance next to Hilton.

What We Do

For investigators the library offers:

Expert Help Finding and Managing Information and Complying with Funder Requirements

- One-on-one consultations to help find relevant information to support research as well as strategies for keeping up with new developments in the investigator's field.
- Assistance with managing information and publishing research: using EndNote to manage citations, finding the right journal for the publishing the research paper, evaluating and increasing the impact of the research
- Customized classes for the investigator and research team on a variety of topics.
- Support for grant reporting and compliance with the National Institutes of Health (NIH) Public Access Policy: help setting up My NCBI My Bibliography, submitting and tracking publications through the NIH PAP workflow and generating lists of publications for grant progress reports.

Databases, Journals, Books and Historical Materials

- Access to Databases in a variety of scientific fields, including PubMed, Web of Science, and Scopus.
- Direct linking to full text materials in the library's collections
- An extensive collection of journals, most available electronically.
- An extensive collection of books, many available electronically.
- The Career and Professional Development Collection, featuring print and electronic books on grant writing, lab management, developing CVs, giving presentations and more
- 24/7/365 access to databases and electronic books and journals from any computer anywhere via VPN
- Interlibrary loan and document delivery service to deliver articles and book chapters directly to the investigator, either from City of Hope collections or from other libraries.

Space to Read, Work and Relax:

- 24/7/365 access to the Lee Graff Medical and Scientific Library, which offers quiet study and relaxation space as well as print books and journals, computers, and two walking and one biking stations to exercise while working.

ⓘ This content is managed by: Keir Reavie (Library Services)

CREATIVE SOLUTIONS

What Our Purpose Is

Creative Solutions is the resource for printing research presentations.

How We're Organized

- **Call**:   (626) 218-6220
- **E-mail**:   BCNAdmin@coh.org
- **Website**: Creative Solutions

What We Do

Areas of expertise include graphic design, branding, photography, and printing. Creative Solutions provides digital templates for both internal and external scientific presentations. Turnaround time is usually 4 – 5 business days for paper poster printing (including a proof) while fabric posters are available at an additional cost and take approx. 5-7 business days. Refer to Brand Connect for any design related time lines.

Available tools on the Creative Solutions Intranet page are: research poster templates, City of Hope branding style guides, and writing style cheat sheets.
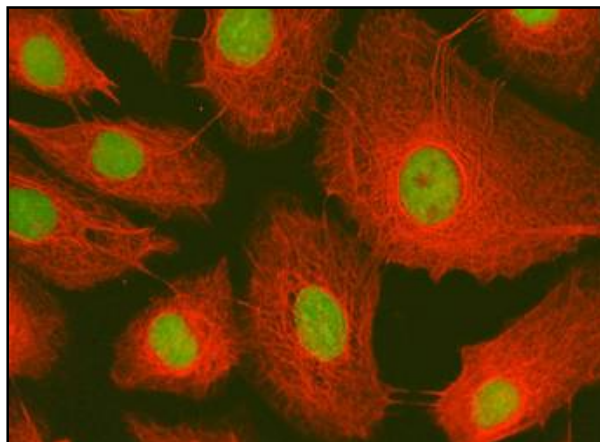
ⓘ   This content is managed by: Kim Hosozawa (Creative Solutions)

GRANTS MANAGEMENT

As a first step, investigators should discuss their project with their department chair and determine what resources are needed. Investigators who are knowledgeable about what internal support may be available are in a better position to seek external support.

This content describes the services and procedures of offices that help investigators identify, apply for and manage grants as well as other types of agreements related to basic research. The following chart identifies the offices that help administer and provide support to investigators and their research and administrative staff. These offices work closely together to determine the appropriate City of Hope office to administer the funding, contract and/or licensing aspects of a project and provide assistance to investigators and department administrative staff.

Office of Sponsored Research (OSR)	All research, scholarly activities and projects funded in whole or in part by a governmental agency (federal, state or local) are processed through the Office of Sponsored Research (OSR).
Office of Foundation Relations (OFR)	Research, scholarly activities or projects supported by individuals or private foundations are administered through the Office of Foundation Relations (OFR).
Office of Faculty and Institutional Support (OFIS)	Assistance in finding grant funding opportunities, writing proposals and editing manuscripts is provided by the Office of Faculty and Institutional Support (OFIS).
Office of Technology Licensing (OTL)	Negotiation of non-disclosure agreements (NDAs), confidential disclosure agreements (CDAs), material transfer agreements (MTAs) and licensing of intellectual property and facilitation of collaborations between City of Hope and outside institutions and industry is provided by the Office of Technology Licensing (OTL).
Grant Accounting	Business Managers/Directors deal directly with Grant Accounting on behalf of investigators as far as invoicing, adding chart of accounts and financial reporting required by several agencies.
Research Finance	Oversight and management of expenditures of research institutional budgets and discretionary cost centers is the responsibility of the Research Finance Department.

OFFICE OF SPONSORED RESEARCH

What Our Purpose Is

The Office of Sponsored Research (OSR) provides administrative support, oversight, and management of externally funded sponsored projects, including compliance with all sponsor, federal, and state regulations, as well as conformance to institutional policies.

OSR is the primary central administrative office responsible for submitting proposals to federal and state agencies, certain associations and foundations, and academic/ non-profit institutions when COH serves as a subrecipient. All proposals to these sponsors must be reviewed and submitted by OSR. Investigators and administrative staff are not authorized to submit proposals, accept grants or execute contracts on behalf of City of Hope.

How We're Organized

The Office of Sponsored Research (OSR) is under Basic Research Operations.

- **E-mail**:   sponsres@coh.org
- **Website**: Visit OSR intranet page for contacts, assignments by department, and research administration forms; policies and procedures.

What We Do

OSR supports research faculty and staff by providing pre-award services (e.g., proposal review/ submission, just-in-time) and non-financial post-award grant administration (e.g., progress report review/ submission, prior approval request, etc.). OSR liaises with external sponsors and subcontractors, and internally with other COH research support offices including Foundation Relations (FR), Office of Technology Licensing (OTL), Post Award Accounting (PAA), Office of the General Counsel (OGC), and others as needed. OSR staff assist investigators by reviewing grant proposals to ensure compliance with sponsors' terms and conditions, federal regulations, and COH policies and procedures.

OSR responsibilities include, but are not limited to:

- Acts as the liaison between City of Hope and external sponsors
- Provides guidance to faculty and staff regarding proposal preparation
- Reviews and approves proposals to be submitted to external sponsors
- Reviews and negotiates award terms and conditions, signs award documents, and initiates the award setup process
- Coordinates sponsor requests including:
    - Just-in-Time (JIT)
    - Changes in project scope, key personnel, or significant changes in effort
    - No-cost extensions and budget revisions
    - Requests to carry forward funding from one year to the next

Transferring A Grant From Another Institution

To transfer a grant from another institution, investigators should work with the Business Manager/ Director and the assigned OSR Grants and Contracts Administrator. The general process of transferring a grant is as follows, though specific sponsor requirements may vary:

1. **Relinquishment**: Investigator will inform the funding agency of their desire to transfer the award to City of Hope. The grants office of the previous institution will inform NIH that it has agreed to relinquish responsibility.
2. **Proposal and Award to City of Hope**: The investigator will need to prepare a transfer application to submit to the sponsor in order to transfer the award to COH.
3. **Regarding Equipment**: Subject to sponsor approval and approval from the previous institution, an investigator may transfer equipment from his/her previous institution to COH. This is coordinated through the Business Director/ Manager and Research Finance.

Grant Terminology

Types of Research Activities:

Term	Definition
Research	Basic: Research directed toward increasing knowledge of the subject being studied. Includes activities that seek to increase the understanding of fundamental phenomena.
	Translational: Facilitates the translation of findings from basic science to practical applications that enhance human health and well-being. Basic research (bench-side) that can be directly applied to or closely related to the patient care (bedside).
	Clinical: Research that determines the safety and effectiveness of medications, devices, diagnostic products and treatment regimens intended for human use. These may be used for prevention, treatment, diagnosis or for relieving symptoms of a disease.
Research Training/ Fellowships	An award for the purpose of training graduate students and/or postdocs.
Clinical Trials	A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.
Equipment Grant	An award to provide funding for the purchase of equipment to enhance the research infrastructure
Conference Grant	An award to host a conference/ scientific meeting.
Travel Grant	An award to provide funding for investigators to attend professional meetings in order to present or perform scholarly activities.
Instruction	An award to develop or enhance curriculum.

Types of Applications:

Term	Definition
New Application	An application not previously submitted.
Renewal (a.k.a. Competing Continuation)	An application to request additional funding for a period subsequent to that provided by a current award. A renewal competes with all other applications and must be developed as fully as if the applicant were applying for the first time.
Continuation (a.k.a. Non-competing continuation)	A continuation award provides funding for the next budget period of an existing, multi-year project. Usually a continuation award is contingent on receipt of a progress report.
Supplement	A request for additional funds to support an existing project during that same project period, often submitted as a "Revision" application.
Resubmission	A proposal which includes revisions from a previous submission.

Type of Funding Mechanisms/Awards:

Term	Definition
Gifts	Gifts are contributions made to City of Hope for which the donor receives nothing in exchange. Gifts may be restricted to a specific purpose, or they may be unrestricted and used by City of Hope for any purpose consistent with City of Hope's mission and not-for-profit status. Other than restricting the purpose of the gift, the donor may not impose terms and conditions on the use of the gift funds or require deliverables from City of Hope.
Grants	Grants are usually made in support of basic/translational/clinical research and/or training, include defined terms and conditions, and usually require technical and financial reports as deliverables. NIH cooperative agreements are a type of grant which includes significant involvement from the sponsor.
Contracts	Contracts are a procurement mechanism used by the government or other entity to purchase services or products. Contracts assume the production and delivery of a specific product that can be an instrument, device or technical report. Consequently, contract requirements are more specific and less flexible than grants.
Subawards	Subawards are formal written agreements between two entities: the prime applicant, or pass-through entity (PTE), who has received an award from an external sponsor; and the subrecipient, who will perform a scientifically significant portion of the research. Applicable terms and conditions of the prime award will flow to subrecipient.
Fellowships	Fellowships are awards of financial support to individually named students or postdoctoral scholars.

Identifying Funding Opportunities

The Office of Faculty and Institutional Support (OFIS) is available to assist faculty and staff in locating potential external funding opportunities. Some commonly pursued sponsors are:

Federal Funding Sources (see: Grants.Gov)

- Department of Defense
- National Cancer Institute – Extramural Funding Opportunities
- National Institutes of Health – Office of Extramural Research
- U.S. Army Medical Research and Material Command

State and Local Government Funding Sources:

- California Institute for Regenerative Medicine
- University of California – Tobacco-Related Disease Research Program
- University of California – California Breast Cancer Research Program
- University of California – California HIV/AIDS Research Program

Non-Federal Funding Sources:

- American Cancer Society
- Juvenile Diabetes Research Foundation
- Leukemia and Lymphoma Society
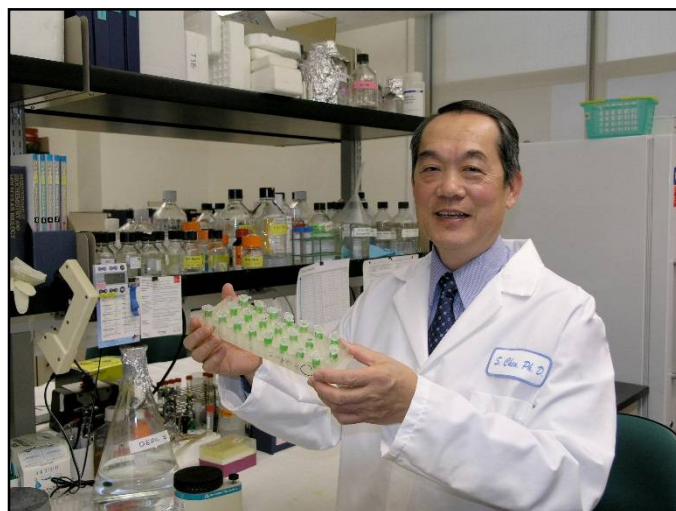
Internal Funding Administrative Sources:

- Office of Foundation Relations – website posts grant opportunities from other groups
- Office of Faculty and Institutional Support – e-mails "Grant Bulletin" weekly
- City of Hope – Enhancement programs as announced via email

Preparing and Submitting Grant Proposals

Once an investigator has formulated an idea for a project and determined a potential sponsor, the Department Business Manager/Director and OSR will assist the investigator with his/her application to ensure that the proposal satisfies both the sponsor's application guidelines and City of Hope's internal policies. Sponsor guidelines vary but required components may include a Research Plan, Budget and Budget Justification, Biosketches for Key Personnel, Facilities and Equipment, etc. The Business Manager/Director will facilitate the entry of the application into InfoEd, COH's proposal development system.

Negotiation and Accepting Awards Setup

OSR is the central administrative office responsible for negotiating and accepting awards on behalf of City of Hope. OSR consults with the investigator and other internal offices, such as the Office of General Counsel (OGC), Office of Technology Licensing (OTL), others as necessary.
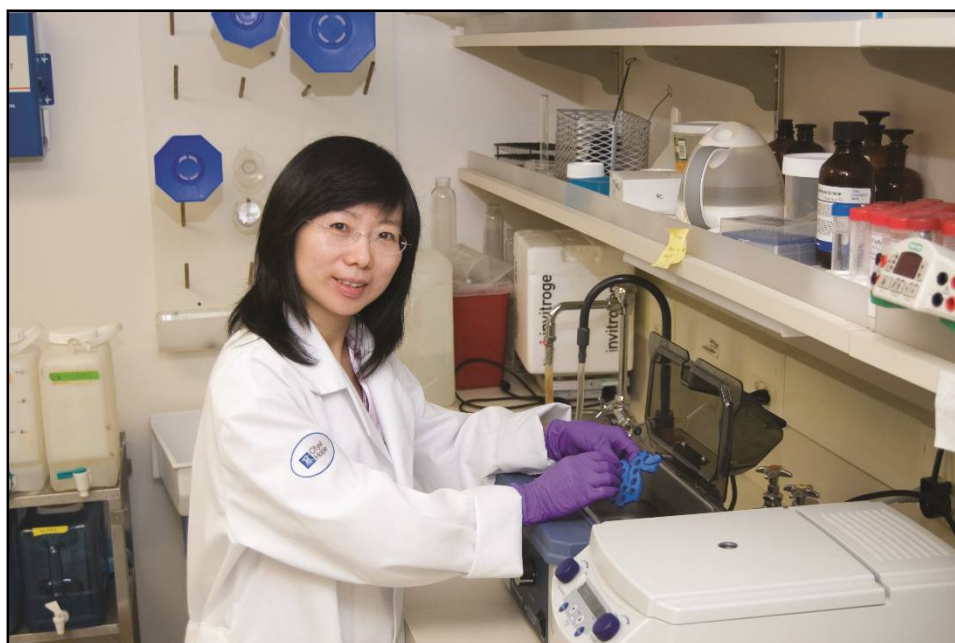
A Notice of Award is the official notification from the sponsor indicating that a proposal has been funded. Notice of Awards are usually received by OSR, although in some circumstances, investigators may be notified directly.

Once an award has been accepted, OSR is also responsible for initiating award setup in COH's financial system. The end result is an account chart string to be used to incur project-related expenses. The award setup process involves confirmation of the budget, review of IRB/IACUC/other regulatory documents, and Conflict of Interest review for project personnel. OSR may also highlight to the investigator any important and/or unusual terms and conditions found in the Notice of Award.

Request for Approval to Spend Funds (RAS):

There may be instances where expending funds on an extramurally sponsored account may be necessary before the official award document is received or executed. In these cases, a Request for Approval to Spend Funds (RAS) may be requested to incur expenses before the award is made or executed. See COH "Approving Advance Spending Accounts" policy on the COH intranet.

Outgoing Agreements

OSR is also responsible for issuing outgoing agreements to any collaborating institutions or individuals who will be funded via a sponsored award. Agreements take the form of either subawards or contractor agreements, depending on the external institution's scope of work.

> ⓘ   This content is managed by: Jaclyn Lucas (Office of Sponsored Research)

FOUNDATION RELATIONS

What Our Purpose Is

The Office of Philanthropy supports City of Hope's mission through privately raised funds. Foundations Relations, which falls under the umbrella of the Office of Philanthropy, cultivates relationships with private and corporate foundations to advance priority initiatives and generate financial support across the institution. The Foundation Relations team works closely with researchers and investigators to pursue various grant funding opportunities to help advance the mission of City of Hope.

How We're Organized

- **Call**:   626-218-7264
- **E-mail**:   Foundations@coh.org
- **Website**: Foundation Relations

What We Do

Foundation Relations works collaboratively with City of Hope physicians, researchers, and staff to ensure strategic and coordinated communication with private and corporate foundations. In the event that you want to approach a foundation in pursuit of grant opportunity, please contact Foundation Relations prior to contacting the funder. We will share details highly relevant to your particular project and to the history of the relationship with the funder that might impact your success chances of attaining funding. Foundation Relations is able to:

- Cultivate relationships with private and corporate foundations, while serving as the primary institutional point of contact
- Identify and communicate private funding opportunities to faculty and staff as well as submission guidelines.
- Lead communications efforts with the funding agency
- Analyze, interpret and communicate market trends in foundations' funding
- Assist develop and edit grant proposals
- Plan and execute site visits that aim to host executives and board members at existing and prospective foundations on City of Hope campuses

- Manage the grant submission process
- Monitoring award and reporting requirements
- Coordinating post-award reports and stewardship

For investigators who would like to discuss their research interests, Foundation Relations could:

- Meet with you to gain an understanding of your work and funding needs
- Help identify, research and qualify foundation prospects
- Assist young and new investigators in the strategic development of grant proposals
- Share the history of the institution's relationships with the target foundation
- Share new funding opportunities through email alerts
- Assist investigators to satisfy award requirements including financial and progress reporting

Visit the Foundation Relations intranet page for some frequently asked questions that provide additional information of assistance available to investigators, such as, but not limited to:

- **What are some of the steps to finding the right foundation to fund a research project?**
- **What are some of the steps to writing a Foundation proposal?**
- **What are Request for Proposals (RFPs) and Limited Applications?**

ⓘ   This content is managed by: Barbara Romero (Foundation Relations)

OFFICE OF FACULTY AND INSTITUTIONAL SUPPORT

What Our Purpose Is

The Office of Faculty and Institutional Support (OFIS) develops and supports an extramurally funded research environment that assures integrity and compliance with appropriate regulations, and facilitates communications among faculty and administrators. OFIS provides research development services in editing grant proposal and manuscript drafts, providing strategic advice on making proposals competitive, providing templates for non-scientific portions of proposals, and finding and disseminating funding opportunities.

How We're Organized

- **Call**:   (626) 218-4597 to schedule scientific writing services
- **Website**: Office of Faculty and Institutional Support (OFIS)

Please Note: Grant applications are given priority over manuscripts.

What We Do

Scientific Writing and Editing Services

OFIS provides free scientific editing of grant proposals and manuscripts. OFIS staff can also assist with developing and providing templates/ boilerplate for non-scientific proposal text. All of the scientific writers have a background (Ph.D.) in biological sciences. Investigators should contact the scientific writers well in advance of deadlines (preferably 2 – 3 weeks before the deadline) to ensure that the writers can reserve adequate time to provide assistance. Services include:

- Reviewing grant proposals and manuscripts for compelling and logical flow and readability
- Ensuring responsiveness to agency/Request for Application (RFA) or to reviewer's comments in cases of resubmissions
- Proofreading for grammar and consistency
- Formatting to sponsor guidelines and for aesthetics
- Reviewing response letters to editors/reviewers, abstracts, etc.
- Assisting with reducing text to fit word/page limits
- Ensuring data figures/tables and graphics are clear and accurately present data
- Providing templates and boilerplate

Documents are edited using the tracking tool in Word so that authors can easily accept/reject the changes made.

Identifying Funding Opportunities

OFIS staff can assist investigators in locating potential external funding opportunities by performing searches in SPIN and using other tools. OFIS also disseminates opportunities of interest to the COH community, including funding opportunities and announcements from the National Institutes of Health (NIH), other government agencies, and major foundations.

ⓘ   This content is managed by: Keely Walker (Office of Faculty and Institutional Support)

OFFICE OF TECHNOLOGY LICENSING

What Our Purpose Is

The Office of Technology Licensing (OTL) protects faculty interests while advancing discoveries toward commercial development.

How We're Organized

- **Call**:   (626) 218-4600
- **E-mail**:   mta@coh.org to request a Material Transfer Agreement (MTA)
- **Website**: OTL

What We Do

OTL handles non-disclosure agreements (NDAs), also known as confidentiality agreement or confidential disclosure agreements (CDAs), material transfer agreements (MTAs), and licensing of intellectual property, and provides input to produce effective collaborations between City of Hope staff and outside institutions and industry.

OTL will assist the investigator to:

- Generate collaborations with industrial and academic partners
- Identify and protect intellectual property while preserving academic values
- Evaluate whether research results are patentable and guide it through the patenting process
- Effectively transfer discoveries and inventions from the laboratory into commercial development
- Comply with City Of Hope policies and procedures as they relate to materials, confidentiality and intellectual property, along with input from other teams at City of Hope
- Explore entrepreneurial and company start-up activities.

Visit the OTL FAQ page to provide an overview of the assistance available through OTL.

Points to Remember about Intellectual Property

- If in any doubt, ask OTL about an agreement or signature. For most agreements described above, a scientist may NOT sign them.
- Keep good lab notebooks.
- If someone from a company talks to you, get a business card for OTL to follow up.
- Talk to OTL in advance of any public disclosure (e.g., talk, poster, paper submission) if it may include important scientific findings or ideas

ⓘ   This content is managed by: George Megaw (Office of Technology Licensing)

RESEARCH FINANCE

What Our Purpose Is

The Research Finance Department is responsible for oversight and management of expenditures of the research institutional budgets and discretionary chart-of-accounts (chart strings).

How We're Organized

Email: ResearchFinanceSharedMailbox@coh.org
Website: Research Finance

What We Do

The department collaborates with department administrators on annual budgets, identifies and resolves budget variances and processes and tracks all research capital expenditures and investigator recruitment packages. Additionally, the department collaborates with the management of financial activities for the cancer center support grant and the shared resource facilities.

The department reviews Research Enterprise requests for new non-grant chart strings, hierarchy change requests, capital expenditure authorization, travel authorization, business expense reports, check requests, purchase requisitions, and Human Resources requisitions for adherence to established City of Hope guidelines, policies and procedures.

Research Finance Orientation of Business Managers/Directors

The Research Finance Department provides guidance and training for new Business Managers/Directors and analyst on other administrators on the on the policies and procedures, processes and systems available to assist with the management and oversight of department financial activities. The Business Manager/Director in the investigator's department is a good resource for navigating the requirements and processes under the purview of the Research Finance Department.
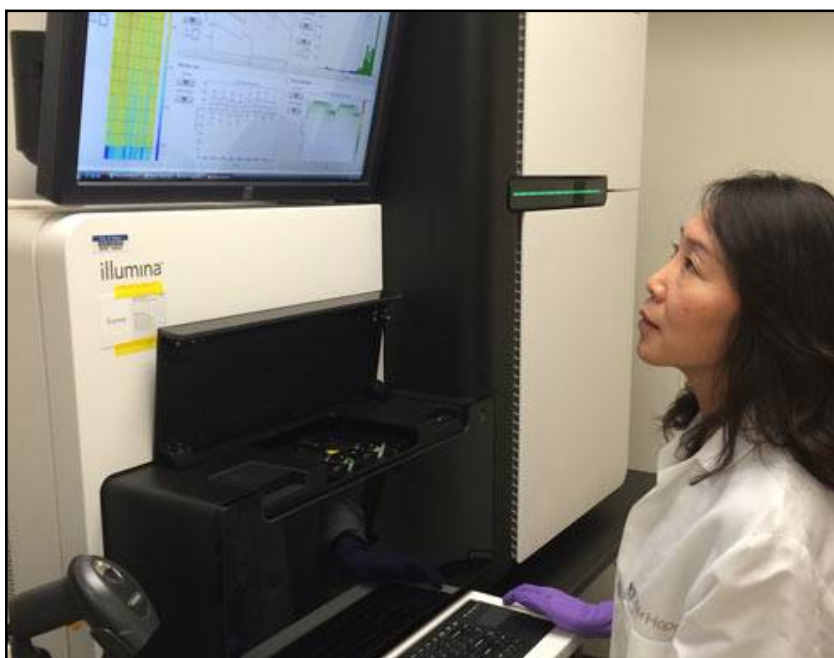
Research Finance Policies, Procedures and Forms

The following forms, policies and procedures available via the City of Hope Intranet and are directly related to the business performed within the Research Finance Department.

- Business Expense Report Forms / Business Expense Reimbursement Policy and Procedures / Travel Policy and Procedures
- Journal Detail Query (Report 79)
- Capital Expenditure Form
- Check Requests
- Contract Management
- Hierarchy Matrix
- Invoice Approval System
- Travel Authorization
- Purchase Requisition System

Research Finance Signature Requirements

Expense Transactions against research institutional budget accounts or discretionary accounts (departments beginning with 801 or 802) require additional approval by Research Finance. This requirement is in addition to the hierarchy. Check Requests and Online Purchase Requisitions less than $500 do not require additional approval from Research Finance. All Research Enterprise travel authorizations and expense reimbursements, regardless of dollar amount, need Research Finance Approval.

ⓘ   This content is managed by: Mansze Kong (Research Finance)

COMPLIANCE

It is the policy of City of Hope to comply consistently and fully with applicable federal and state laws and regulations and to conduct all of its dealings ethically. This policy applies to all City of Hope Board members, Medical and Allied Health Professional Staff members, personnel and volunteers. This content covers some of the entities responsible for providing guidance to investigators and staff to ensure compliance with ethical and legal standards.

CORPORATE COMPLIANCE OFFICE

What Our Purpose Is

The Corporate Compliance Office coordinates City of Hope's efforts to comply with the complex laws and regulations governing health care and research activities.

How We're Organized

The Compliance Program is directed by City of Hope's Chief Compliance Officer, who is assisted by Compliance Directors and a staff of, managers, analysts, and coordinators.

- **Call**:   (626) 218 – 8084
- **Anonymous Compliance Hotline**: (877) COH-COH8/(877) 264-2648
- **Website**: [Corporate Compliance](#)

What We Do

In September 1999, City of Hope's Board of Directors adopted City of Hope's [Corporate Compliance Plan](#). This Plan is modeled after the US Department of Health and Human Services, [Office of Inspector General's Compliance Program Guidance for Hospitals](#), which was initially issued in February 1998 and updated with Supplemental Guidance in January 2005. The Corporate Compliance Office is responsible for the implementation of the Plan and does so through City of Hope's Corporate Compliance Program entitled "A Matter of Integrity."

Key elements of "A Matter of Integrity" are found in the [Code of Conduct](#), which is a summary of City of Hope's policies regarding ethical conduct and workplace behavior. It provides general guidance on subjects of wide interest within City of Hope and is required to be reviewed upon hire and annually thereafter as part of the performance evaluation process.

"A Matter of Integrity" includes an "open communication policy" which encourages personnel to come forward with compliance questions and concerns. A variety of avenues are available for this purpose, including an anonymous toll-free compliance hotline. The Program also includes regular, mandatory compliance training for all City of Hope Board members, personnel, investigators, physicians and on-campus volunteers. The Program's monitoring and auditing policy provides for regular reviews of operations to assure regulatory compliance and to address any errors or the possibility of any unethical or illegal conduct.

The Corporate Compliance Department is also assisted by the [Corporate Compliance Committee](#) and its sub-committees, standing committees that meet regularly to assist in assuring the effectiveness of the Compliance Program by ensuring that the objectives of the Program are reflected in City of Hope governance, risk management, information management and financial and operational activities.

Institutional Official

The Institutional Official (IO) is designated by City of Hope to ensure that research at City of Hope has the resources and support necessary to comply with all federal and state laws and regulations that govern research.

The IO is legally authorized to represent City of Hope in signing Assurances and assuming the obligations of City of Hope under those assurances. IO is responsible for:

- Overseeing the research review boards and committees including:

  – Institutional Animal Care and Use Committee (IACUC)
  – Institutional Biosafety Committee (IBC)
  – Institutional Review Board (IRB)
  – Stem Cell Research Oversight Committee (SCRO)
  – Radiation Safety Committee (RSC)

- Assuring that the research review board and committee members have the appropriate knowledge to review research in accordance with ethical standards and applicable regulations
- Assuring that all investigators have the appropriate knowledge to conduct research in accordance with ethical standards and applicable regulations
- Facilitating investigator relationships with research components
- Overseeing the conduct of research performed by City of Hope's investigators
- Overseeing the development and implementation of an educational plan for research members, staff and investigators

Conflict of Interest

As part of City of Hope's continuing efforts to identify and manage Conflicts of Commitment and Conflicts of Interest, the Board of Directors has established the Conflict of Interest and Commitment Committee (COICC). The COICC is an independent committee charged with serving as the representative of the Board in preserving the independent decision-making of the governance, operations and research mission of City of Hope pursuant to City of Hope COICC Policies.

ⓘ   This content is managed by: Anne Wigham (Compliance)

RESEARCH PROTECTIONS

What Our Purpose is

Research Protections facilitates basic research, clinical research, and translational therapies by providing quality regulatory and ethical oversight from bench to bedside.

How We're Organized

Research Protections Department oversees the activities of the following committees:

- Institutional Animal Care and Use Committee (IACUC)
    - Call: (626) 218 - 5030
    - Email: IACUC@coh.org

- Institutional Biosafety Committee (IBC)
    - Call: (626) 218 - 5030
    - Email: IBC@coh.org

- Stem Cell Research Oversight Committee (SCRO)
    - Call: (626) 218 - 5030
    - Email: SCRO@coh.org

- Cancer Protocol Review and Monitoring Committee (CPRMC)
    - Email: DL-PRMC@coh.org

- Institutional Review Board (IRB)
    - Email: IRBeSubmit@coh.org

Visit the Research Protections intranet page for additional clinical research protection committees and departments it support not covered in this handbook.

What We Do

Depending on the proposed research activities, submission to and review and approval from more than one committee may be required before work may commence.

Compliance Committee Submission Deadlines and Meeting Dates

Submission deadlines and meeting dates are listed on the Research Committees Calendar. Calendar features include adding meetings to the investigator's calendar and requesting email reminders.

Compliance Committees under Research Protections

Institutional Animal Care and Use Committee (IACUC)

The Institutional Animal Care and Use Committee (IACUC) is responsible for assuring that animal research, testing, and/or training involving use of animals that are conducted at City of Hope are ethical, humane, scientifically justified and have the potential for advancement of science, medical knowledge and/or animal health.

The IACUC is also responsible for assuring that the City of Hope Institutional Animal Care and Use Program maintains full accreditation with the [Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC)](#) standards and conforms to all applicable federal regulations and policies, state and local regulations and institutional policies regarding animal care and use.

The IACUC provides that COH practices for the procurement, housing, and care and use of animals conform to: 1) the Institute for Laboratory Animal Research (ILAR) [Guide for the Care and Use of Laboratory Animals](#); 2) all regulations of the [United States Department of Agriculture (USDA)](#) which implement the [Animal Welfare Act (AWA)](#) of 1966 and its amendments (9 CFR, Chapters 1, 2, 3); and 3) the [Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals](#).

IACUC Submissions: Principal Investigators (PIs) are required to submit Animal Use Protocols that describe proposed vertebrate animal use for a three-year period prior to obtaining or using animals in research, teaching, or training. In addition, the IACUC annually reviews all protocols except those submissions covering the Transgenic Production Protocol and Polyclonal Antibody Production Protocol. If changes are proposed to an ongoing approved activity, principal investigators must submit a revision to their protocol, which may be reviewed by the IACUC or administratively – with or without Veterinary Verification and Consultation depending on the nature of the revision. Revisions to animal procedures cannot be implemented until approval is granted.

IACUC Animal User Training: Refer to Appendix B.

Visit the [IACUC](#) intranet page for additional information on the following:

- IACUC Charter
- Institutional Assurance, Policies, Procedures, and Guidelines
- Instructions on protocol submissions, review, and approval process
- Animal user training
- Post-Approval Monitoring
- Reporting animal welfare concerns

Institutional Biosafety Committee (IBC)

The Institutional Biosafety Committee (IBC) is responsible for the development, review and maintenance of an integrated institutional research safety program, including policies and

procedures, designed to provide a safe and healthy environment for the employees, visitors and patients of the City of Hope National Medical Center and the Beckman Research Institute.

IBC Submissions: The IBC is responsible for review and approval of all research activities involving:

- Recombinant or synthetic nucleic acid molecules
- Biohazards
- Pharmaceutical, chemical and carcinogen hazards
- Toxins
- Physical hazards
- All other hazards not otherwise covered by an institutional committee

within the following categories:

- Research sponsored by COH both funded and unfunded;
- Research conducted by or under the direction of any employee or agent of COH using any property or facility of COH.

Laboratory Safety Training: Refer to Appendix B.

Visit the IBC intranet page for additional information on the following:

- IBC Charter
- IBC Policy and procedures
- Instructions on protocol submissions
- Protocol review and approval process
- Laboratory Safety training

Stem Cell Research Oversight (SCRO) Committee

The Stem Cell Research Oversight (SCRO) committee is responsible for providing oversight of human pluripotent stem cells and certain neuronal stem cell research activities. SCRO ensures that research proposals involving human stem cells are ethical, scientifically justified, and that they conform to California Institute for Regenerative Medicine (CIRM) Regulations, California Department of Public Health Guidelines for Human Stem Cell Research, and the National Institutes of Health Guidelines for Human Stem Cell Research regardless of funding source.

Investigators are required to secure SCRO approval prior to conducting research activities under the committee's purview.

SCRO Submission Application Process: All research projects that include research activities under the purview of the SCRO must be submitted to the SCRO through the Integrated Research Information Systems (iRIS). iRIS is the electronic system utilized by the SCRO to assist in the review and management of research projects.

SCRO Training: Refer to Appendix B.

Visit the SCRO intranet page for additional information on the following:

- SCRO Charter
- SCRO Policy and procedures
- Instructions on protocol submissions
- Protocol review and approval process
- SCRO training requirements

Disease/Modality Team

Disease Teams at City of Hope is to extend the integrated, multidisciplinary approach used in patient care to guide high quality patient-oriented research.

Disease Team will be responsible for the following:

- Collaborate to develop areas of research with potential impact in the field of study
- Review initial study concepts prior to protocol development or submission of a Letter of Intent
- Vet new investigator-initiated trials for accuracy and completeness
- Prioritize potential interventional trials in consideration of available funding and resources
- Perform ongoing review of the Disease Team's research portfolio including low and non-accruing trials
- Maintain a priority listing of all pending and active protocols for their research portfolio and ensure that the most current version is posted to Clinical Trials On-Line (CTOL)

Type of Submissions: Therapeutic studies, quality of life studies, or supportive care studies, as well as specimen studies require disease team approval. Investigator initiated studies require concept and endorsement review. Externally sponsored studies need only endorsement.

Submission Process; Completed new study Concept forms and Endorsement forms must be submitted to the Clinical Trials Office, who will then distribute the materials to the Disease Team members.

Visit the Disease Teams intranet page for additional information on the following:

- Disease Team Charter and Overview
- New Study Concept and Protocol Endorsement Process
- Meeting and Submission Schedules
- Disease Team Key Contacts

Cancer Protocol Review and Monitoring Committee (CPRMC)

The City of Hope Cancer Protocol Review and Monitoring Committee (CPRMC) operates in accordance with NCI guidelines to ensure adequate internal oversight of clinical trials initiated by or

conducted at COH including scientific merit, feasibility, and prioritization, as well as the scientific progress. The CPRMC mandate is to:

- provide internal scientific review of these protocols;
- determine protocol priority and study feasibility;
- maintain high quality institutional protocol research;
- monitor institutional protocol progress for adequate accrual of subjects;
- provide a pathway for innovative clinical protocol research to gain full access to shared resources and services supported by the Cancer Center Support Grant (CCSG).

Accordingly, the CPRMC has the authority to disapprove research, require changes to studies, and close studies to accrual either temporarily or permanently at its discretion with justification.

CPRMC Submission Application Process: The CPRMC reviews protocols after Disease Team and/or Modality Team endorsement. Submissions for CPRMC review must be submitted through the [Integrated Research Information Systems (iRIS)](). iRIS is the electronic system utilized by the CPR MC to assist in the review and management of research projects.

Submissions must be made for:

- New Protocols
- Amendments to Ongoing Protocols, including study status changes
- Annual Continuing Review
- Study Closures

CPRMC Review Process: The CPRMC review process is generally separated into three processes: Administrative Review, Expedited Review, Full Board Review. If research is not hypothesis driven, it is exempt from CPRMC review.

Visit the [CPRMC]() intranet page for additional information on the following:

- CPRMC Charter
- Instructions on protocol submissions
- Protocol review criteria and approval process
- Monitoring for Progress - Continuations

Institutional Review Board (IRB)

The City of Hope Institutional Review Board (IRB) is required to review and approve all research projects involving human subjects prior to the initiation of research activity. The IRB ensures that research proposals involving human subjects conform to federal Office of Human Research Protections (OHRP) [Title 45 Code of Federal Regulations Part 46](), Food and Drug Administration (FDA) [Title 50 Code of Federal Regulations Part 21](), and [Health Information Portability and Accountability Act (HIPAA)]() as applicable to research, regardless of funding source.

Investigators conducting projects involving human subjects are responsible for ensuring that appropriate IRB approval is obtained and for complying with the requirements of City of Hope policies and procedures governing human subjects research.

IRB Submission Application Process: All research projects that include research activities under the purview of the IRB must be submitted to the IRB through the Integrated Research Information Systems (iRIS). iRIS is the electronic system utilized by the IRB to assist in the review and management of research projects.

IRB Review Process: The IRB review process is generally separated into four processes: Non-Human Subjects Research Determination, Exempt Review, Expedited Review, Full Board Review. For basic science investigators, the most common review processes used will generally be non-human subjects, exempt and expedited. More information can be found in the COH HRPP SOP Manual.

- Non Human Subjects Determination: In order for a project to be reviewed by the IRB, it must meet the definition of research and involve human subjects as defined by the Common Rule (45 CFR 46) and/or the FDA (21 CFR 50).
- Exempt Review: Research falls under certain categories of research that do not require IRB review and approval. Exempt research is subject to institutional review and must be determined and approved by the IRB Chair, or by an individual designated to review and approve exempt human research. Exempt research that falls under 45 CFR 46.104(d)(2)(iii), (d)(i)(C), (d)(7), and (d)(8) must be reviewed by limited IRB review using an expedited review procedure.
- Expedited Review: Research presents no more than minimal risk to subjects and falls under certain categories of research are eligible for expedited review outside of a convened meeting. Full Board Review: The determination of whether a submission requires full board review is based on the risk level. Any submission that is greater than minimal risk requires review at a fully convened meeting.

Human Subjects Research Training Required: Refer to Appendix C. Prior to participating in any research project involving human subjects, all key personnel are required to complete the required IRB training courses. Renewal is required every three years and it is the responsibility of the research staff to maintain current training. Failure to complete any of the training courses or maintain a valid training certificate will result in the inability to participate in research studies involving human subjects and/or a possible delay in the approval of a submission. Please note that courses can be completed in parallel with completing the IRB application.

Visit the IRB intranet page for additional information on the following:

- IRB Policies and Procedures
- Training Requirements
- Templates depending on study types (e.g., protocol, consent form)
- IRB review process and approval

Compliance Committee under Occupational Safety & Health

Radiation Safety Committee (RSC)

The Radiation Safety Committee (RSC) is responsible for maintaining COH personnel radiation exposure as low as reasonably achievable (ALARA) and overseeing all activities at COH involving the use of radioactive material and radiation emitting machines and devices. The RSC also ensures the safety and comparable care for patients receiving diagnostic and therapeutic doses of radioactive materials; and ensures the safety of visitors and families of patients receiving therapeutic and diagnostic doses of sealed and unsealed radioactive materials. These activities are conducted in accordance with Nuclear Regulatory Commission Regulations at Title 10 Code of Federal Regulations Part 20, Title 17, California Code of Regulations (CCR) Division 1, Chapter 5, the City of Hope Radioactive Materials License, and the City of Hope Radiation Safety Manual.

Radiation Safety Program: The Program is responsible for managing the use of radioactive material and radiation-producing machines on campus as directed by the Radiation Safety Officer (RSO) under the oversight of the Department of Occupational, Safety & Health's Executive Director. The Program supports and reviews the operational aspects of radiation safety on a day-to-day basis and provides technical guidance and information to the Committee.

RSC Training Required: California regulations requires that every individual that works with radioactive materials receive initial training on the protection and proper handling of isotopes and radiopharmaceuticals in their work place, as well as annual refresher training. Refer to Appendix B for the list of required training.

Radiation Safety will suspend the use of radioactive material by Authorized Users and their technical staff found to be delinquent in completing the annual refresher training requirements. Authorization for radioactive material use will be reinstated once Radiation Safety has been provided with appropriate documentation of training.

RSC Submission Process: All research projects that include work under the purview of the RSC must be submitted to the RSC according to the submission requirements posted on the Radiation Safety Forms Intranet page.

Visit the Radiation Safety intranet page for additional information on the following:

- RSC Charter
- Radiation Safety Program Regulations, Policies, and Forms
- Training Requirements
- Dosimetry Program
- RSC review process and approval

> ⓘ This content is managed by: Alyse DiStefano (IACUC, IBC, SCRO); Adrine Chung (Disease Team); Milda Plioplys (CPRMC, IRB); Zhi Zhang (RSC)
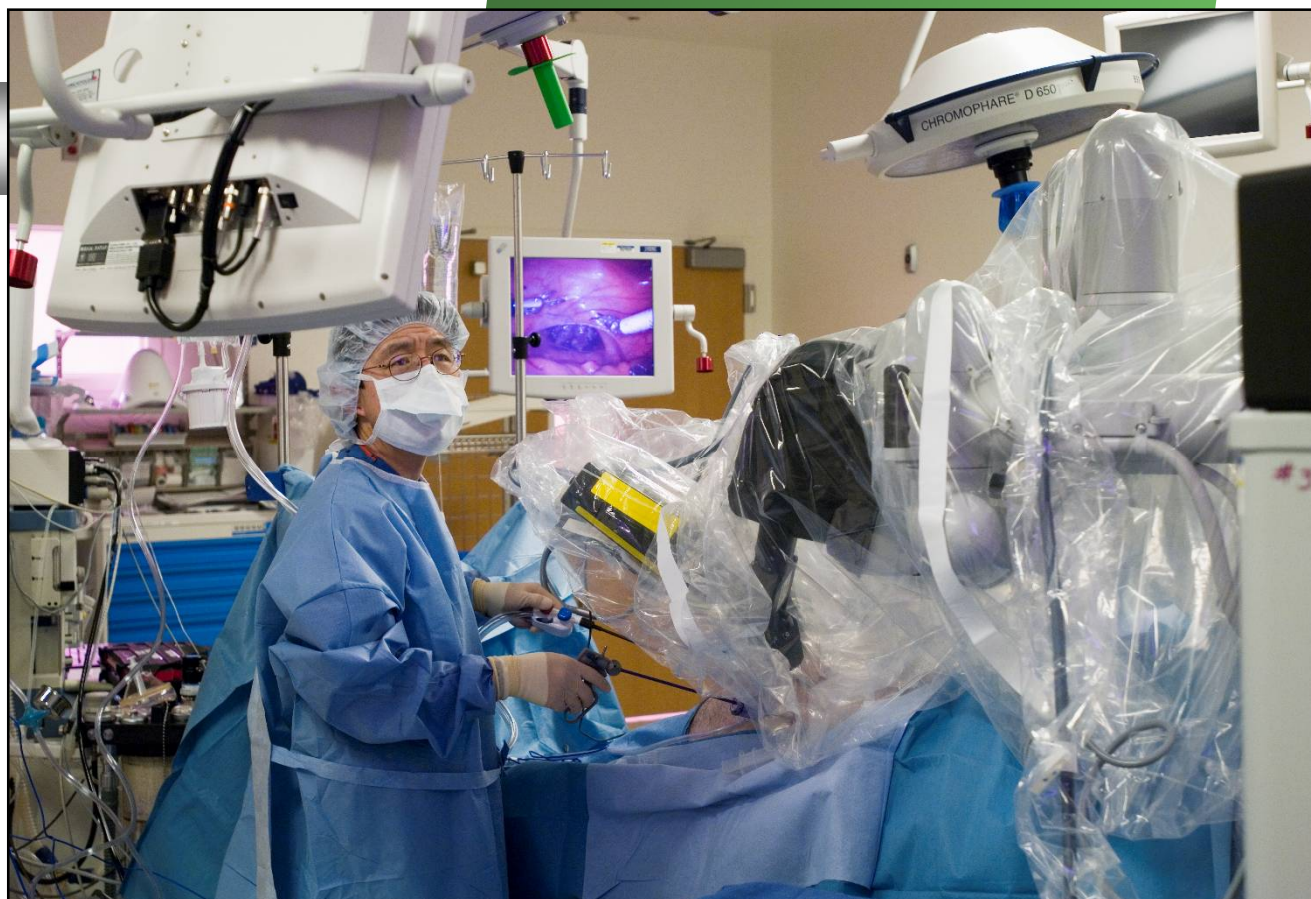
ONGOING

City of Hope is committed to creating a great work environment. This content covers additional resources for investigators to manage and enhance their career at City of Hope.

OFFICE OF ACADEMIC AFFAIRS

What Our Purpose Is

The Office of Academic Affairs (OFA) is responsible for the management of academic activities in the Beckman Research Institute and Medical Center. This includes oversight of faculty appointments, reappointment, and promotions of academic personnel. Policies and Procedures for Academic Appointments and Promotions defines the policies and procedures for faculty, in terms of appointments and promotions.

How We're Organized

The Office of Academic Affairs (OFA) is an independent office under the direction of the Dean for Faculty Affairs. The staff consists of the Program Manager assisted by an Academic Personnel Coordinator.

- **Call**:   (626) 218 – 2238
- **Website**: Office of Faculty Affairs, Office of Faculty Senate

What We Do

The OFA oversees the academic activities of the following appointment titles in one of three series Assistant, Associate and Full:

- Professor
- Research Professor
- Clinical Professor
- Adjunct Faculty
- Visiting Faculty

The OFA oversees the activities of the following committees:

- Executive Committee of the Faculty Senate
- Full Senate or Members at Large
- Appointments and Promotions
- Nominating Committee
- Grievance Committee

The Faculty Senate consists of all members in the Professor, Research Professor and Clinical Professor series. Senate members have voting rights and participate in the quarterly meetings and functions as described in the Bylaws of the Faculty Senate of City of Hope.

ⓘ   This content is managed by: Jennifer Werner (OFA)

FINDING ADDITIONAL LABORATORY PERSONNEL

Ph.D. in Biological Sciences Graduate Students

Each first year student at the Irell & Manella Graduate School of Biological Sciences is required to have a minimum of three lab rotations. The purposes of the rotations are (1) to help students find the research area and lab in which they want to conduct their thesis research, (2) to learn experimental techniques, and (3) to expose students to a broad range of intellectual and technical approaches to address current research challenges. Each lab rotation is carried out in a different lab and lasts from ten to twelve weeks. The student is expected to spend a minimum of 20 to 25 hours per week in the lab during a rotation. It is also expected that the student perform at an exceptional level in advanced coursework during this time and thus should be allowed some leeway to study during weeks when they have examinations.

Master of Science in Translational Medicine (MSTM) Students

MSTM is a two-year joint program between the Irell & Manella Graduate School of Biological Sciences at City of Hope and the Henry E. Riggs School of Applied Life Sciences at Keck Graduate Institute (KGI). MSTM students spend their second year to conduct rigorous primary research in areas across basic, translational and clinical research. Students in this program also have the unique opportunity to interact with City of Hope's clinician scientists through our clinical mentorship program that allows them to have a better understanding of the most current disease treatments in our hospital and how to connect their research at the bench to bedside.
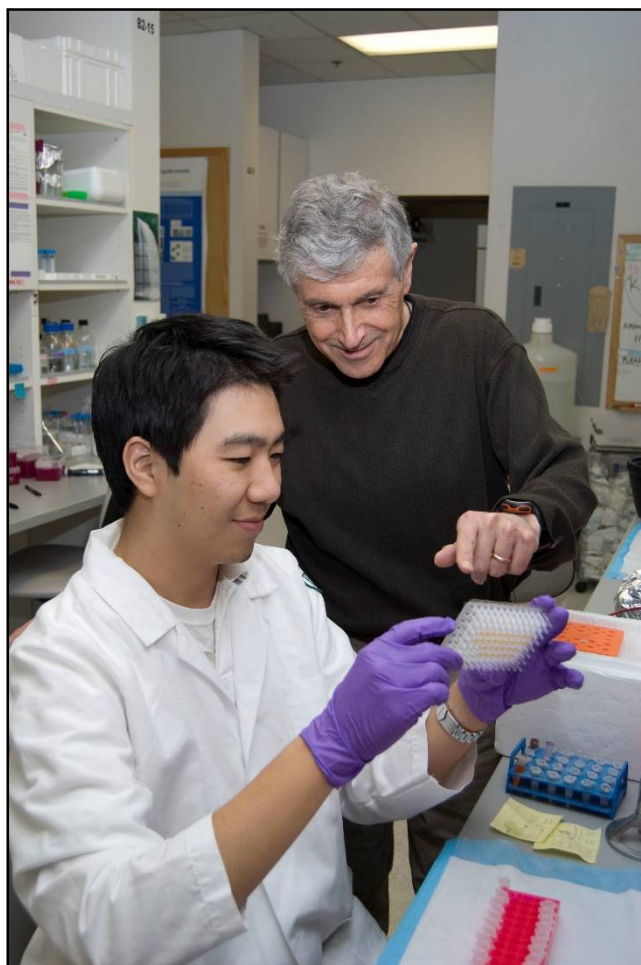
Summer Students

City of Hope's Eugene and Ruth Roberts Summer Student Academy gives curious and hardworking students the opportunity to learn about science by actually doing it. Selected participants then spend 10 weeks working full-time as a member of a biomedical research team. Investigators serve as mentors who guide students in their research, while helping them develop their critical thinking skills.

Human Resources Hiring Department

A staffing need might come about as the result of personnel turnover, the creation of a new position, or increased workload. Contact the Business Manager/Director prior to posting or hiring for a position.

Visit the Manager Onboarding intranet page as this provides an overview of the significant hiring process activities.

> ⓘ This content is managed by: Tracy Kurtz (Graduate Program); Darlene Blount (Human Resources)

MARKETING & COMMUNICATIONS

What Our Purpose Is

The focus of the Department of Marketing & Communications is to raise City of Hope's national reputation through media relations, content creation and social media.

How We're Organized

The department falls under the Communications and External Relations Group. Per City of Hope Policy, always alert the Media Relations team if you are contacted by a reporter, typically before you engage with that reporter. You can do so by sending an email to the team at media@coh.org, and someone will get back to you within 24 hours. Please keep the Media Relations team apprised of your upcoming studies, presentations and unique patient stories that you think the media might be interested in covering.

- **Call:** (626) 216- 8215
- **Email:** media@coh.org
- **Website**: Marketing and Communications

What We Do

Promoting your research news by writing press releases and pitching new and original studies, scientific presentations and patient stories to journalists. They facilitate your communication with media by vetting news outlets and journalists, as well as by providing reporters with high-resolution images of you. They proofread your responses to email interviews to eliminate typos and ensure that City of Hope is branded appropriately. They listen in to phone and in-person interviews to support you and ensure City of Hope is being accurately represented as your affiliation.

Training: This team also offers professional media training. These sessions are led by a former health broadcast journalist who provides tips on how to respond to questions in media interviews. This

training is particularly important if your research is being featured in a journal's press release or at news conferences, which usually take place at annual research meetings.

Note that Media Relations also facilitates the nomination process for *major awards and scientific prizes.* Examples include, National Academy of Medicine, American Institute for Medical and Biological Engineering (AIMBE) Fellowship, American Association for Cancer Research Awards.

ⓘ   This content is managed by: Amanda DeAngelo (Media Relations)

EMPLOYEE HEALTH SERVICES

What Our Purpose Is

Employee Health Services (EHS) focuses on the health and safety of personnel related to the work environment.

How We're Organized

Employee Health Services (EHS) is under Human Resources (HR).

EHS Office and Clinic

- **Call:**   (626) 218 - 5252
- **Location**:   Duarte Campus, Modular 90
- **General Hours**:   Monday – Friday 07:00 a.m. - 5:00 p.m.
- **Walk-in TB Clinic**:   Mon, Tue, Wed, and Fri 07:00 a.m. - 10:00 a.m.
- **Website**:   [Employee Health Services](#)

After Hours, Weekends and Holidays

- **Location**: The Evaluation Treatment Center located in Brawerman 1A provides first aid for injured personnel.

What We Do

Initial and Ongoing Health Screening

A brief physical examination, evaluation of immunization status and tuberculosis (TB) screening is required before beginning work. An annual update consisting of health questionnaire and TB test for those work with patients or in patient care buildings are required for all personnel.

Immunization and Surveillance

All personnel will be assessed for the required immunization and surveillance depending if the workspace is located in a building that renders clinical services or who work in an animal research laboratory environment. This is required to maintain compliance with the City of Hope Immunization Policy.

Individuals, who choose not to be vaccinated must sign the corresponding waiver forms. Non-immune personnel who are occupationally exposed to a vaccine-preventable disease may be furloughed off work during the period of communicability with pay. Other immunizations may be offered to personnel by EHS which are not required under the City of Hope Immunization Program. A Tetanus vaccine, Tetanus diphtheria or Tetanus diphtheria or pertussis pertussis (Td/Tdap) vaccine is offered to staff that sustain a work-related laceration or puncture wound.

Work Related Injury or Illness

Any health issue that occurs on the job should be reported as it occurs. EHS will assess the problem, provide first aid and determine if further treatment is needed.

Hazardous Chemical Exposure

Personnel are referred to EHS for evaluation, treatment and possible referral when they:

- Exhibit signs or experience symptoms associated with exposure to a hazardous chemical in the laboratory
- Are exposed routinely above the action level or, in the absence of an action level, above the Permissible Exposure Limit (PEL) for an OSHA regulated substance for which there is exposure monitoring or medical surveillance requirements
- When a spill, leak, explosion, or other accident occurs in the work area that results in a potential significant exposure to a hazardous chemical

If EHS is closed, staff is seen at the Evaluation and Treatment Center (ETC), a 24-hour, 7-day per week clinic on the campus grounds. For more serious injuries beyond the scope of care provided at EHS or ETC, an industrial clinic is available for staff to receive complete care. In emergent situations 55 and 911 are called.

City of Hope provides the physician doing the medical evaluation or consultation, if needed, with the following required information:

- The identity of the hazardous chemical,
- Conditions under which the exposure occurred and
- A description of the signs and symptoms experienced by the worker.

This is accomplished through information provided in the Supervisor's Report of Injury and additional correspondence provided by the Occupational Safety and Health Department (OSHD).

City of Hope obtains the following required information from the physician after medical evaluation or consultation:

- Any written opinion for a recommended follow-up examination, medical exam and the attendant test results
- Any detected medical conditions of the personnel that might pose increased risk
- A statement that the personnel was informed of the medical examination/consultation results

City of Hope maintains for each personnel an accurate record of exposure monitoring results and any medical consultation and examinations, including tests or physician medical opinions. Such records must be kept, transferred and made available in accordance with OSHA's rule governing access to personnel exposure and medical records (29 CFR 1910.1020).

> ⓘ   This content is managed by: Cathreen Johnson (Employee Health Services)

CLOSING A LABORATORY

There are several steps and activities that are required when a person's employment with City of Hope/Beckman Research Institute ends. Some of the items described are done by the departing personnel and other tasks are accomplished for his/her administrator. All the applicable items must be properly completed prior to withdrawal from active employment status. A checklist is provided to use as a reference when departing from the City of Hope/Beckman Research Institute.

OFF-BOARDING PROCESS

Off-Boarding Checklist

- Refer to Appendix D for Timeline of Faculty Off-Boarding Checklist
- Refer to Appendix E for Department Off-Boarding Checklist

Employee Checkout Process:

To ensure a timely processing of separation of employment from City of Hope (COH), the Business Director/Manager notifies Human Resources (HR). A checkout form is initiated to make the separation process as smooth as possible and completed with the supervisor to receive the employee's final paycheck. The Checkout Form includes a departmental signoff acknowledging the employee has returned all COH property (i.e., keys, pager, etc.) prior to separation. HR will process the separation to have the final paycheck be available the afternoon of the employee's last day or be mailed to the home address on file with HR if the employee is not able to pick up the final check.

Disposition of Laboratory When Leaving COH

Principal Investigators leaving COH must plan if the laboratory will be closed out or transferred to another COH investigators. The Business Director/ Manager will coordinate with the Investigator, various COH departments, and with the external institution as needed for the off-boarding process.

Disposition of Animals When Leaving COH

Principal Investigators leaving COH must plan for the disposition of animals and IACUC protocols. Transfer of IACUC protocols and/or animals to another COH Principal investigator must be submitted through iRIS as an amendment and approved by the IACUC including requests for closure for any protocols not transferred. Exiting principal investigators that wish to ship animals to another institution are required to contact the animal facility to arrange and coordinate shipping with the receiving institution. The COH Office of Technology and Licensing (OTL) must approve any animal model transfers leaving the COH licensed under Material Transfer Agreements.

Disposition of City of Hope Equipment and Property

COH equipment/property is not to be sold, donated, or disposed of without following proper procedure. Sale or donation of COH equipment/property to an individual employee is discouraged and is not allowed without prior written approval from the Vice President of Supply Chain. Refer to the following COH Policy for specific guidelines on:

- Equipment/Property Control, Transfer, Storage, Warehousing and Disposal of COH property and/or equipment
- Transfer of equipment, materials, reagents, animal models, human or animal specimens and other institutional property by former or departing physicians, scientists, and other researchers.

APPENDICES

Appendix A – Timeline of Faculty Onboarding

At Least 2 months Before Start Date	At Least 1 months Before Start Date	At Least 1 month After Start Date	1 month After Start Date	At Least 2 month After Start Date
Pre hiring Process - HR and OFA	Human Resources and OFA	Orientation - Employee ID, Badge	Faculty Announcement Bio & Portrait	Review accounts, budgets and funds with PI
If applicable, initiate contact with Animal Resources and Protocol office	Personnel new hires	RSS/Central Offices - CTSS, Library, Regulatory, OTL, OFIS	Department New Hire Orientation	Dept Website - Work with PI to write description research and update to website
Initiate MTA process	Order capital equipment and technology	Policies and systems - travel, purchasing, HR, capital, accounting, proposal submission	Orient to dept shared items/procedures	
If Physician, contact Megan McClain, Coordinator Physician Recruitment	Regulatory forms completed	Recruiters	Introduction to applicable COH teams/labs	Confirm PI has completed InfoEd training
With department chair and recruit confirm lab, office, personnel and equipment needs	Research Finance	Office of Foundations & Office of Sponsored Research	Confirm various COH Trainings	Schedule meeting with OFR
With OSR and recruit initiate the transfer of grants process		Mentoring committee		Schedule eCRT training for PI & Staff

Appendix B – Laboratory Training Matrix (Part 1 of 2)

Responsibilities / Role		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Basic Research Training Requirements																									
Animal Research																									
No Animal Contact (PI/Additional Investigator)																									
	Work conducted at COH or under a full COH IACUC protocol	x	x		x				x																
	Work not conducted at COH/not under oversight of COH IACUC	x	x																						
Animal Contact																									
	Mice Only	x	x	x	x	x			x	x	x														
	Mice + Survival Surgery	x	x	x	x	x			x	x	x		x												
	Rats Only	x	x	x	x		x		x	x		x													
	Rats + Survival Surgery	x	x	x	x		x		x	x		x	x												
	Zebrafish	x	x					x	x																
	Other Species	x	x											x											
Stem Cell Research																									
Principal Investigator, Additional Investigator or Research Support Staff on SCRO Protocol														x											
Work in a Laboratory																x	x								
Work with human cells or cell lines																			x						
Biological & Hazardous Chemical/Drug Use																									
Work in a Laboratory																x	x								
Work with Controlled Substances																		x							
Work with human blood, body fluids or tissues in the lab OR any pathogen that is infectious to humans via blood, body fluids or tissues																			x						
Work in a BSL2+ Laboratory																				x					
Shipping Biological Materials																			x		x				
Radioactive Materials & Laser Use																									
Work in a Laboratory																x	x								
Work with radioactive materials, waste or animals																						x			
Use of an Irradiator																							x		
Use of X-Ray																							x		
Work with Lasers																								x	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
TOTAL:																									

Appendix B – Laboratory Training Matrix (Part 2 of 2)

Key	Course Name	Frequency	Platform	Email	Phone
1	Working with the IACUC	Every 3 years	CITI	IACUCtraining@coh.org	626-218-5030
2	Working with the IACUC - Refresher - Lab Animal Research	3 years after initial Working with the IACUC training and every 3 years thereafter	CITI	IACUCtraining@coh.org	626-218-5030
3	Aseptic Surgery - Lab Animal Research	Once	CITI	IACUCtraining@coh.org	626-218-5030
4	Reducing Pain and Distress in Laboratory Mice and Rats - Lab Animal Research	Once	CITI	IACUCtraining@coh.org	626-218-5030
5	Working with Mice in Research - Lab Animal Research	Once	CITI	IACUCtraining@coh.org	626-218-5030
6	Working with Rats in Research - Lab Animal Research	Once	CITI	IACUCtraining@coh.org	626-218-5030
7	Working With Zebrafish (Danio rerio) in Research Settings	Once	CITI	IACUCtraining@coh.org	626-218-5030
8	CCM - Introduction to COH/BRI Animal Care & Use Program/ Orientation to the Center for Comparative Medicine (CCM)	Once	In-person workshop + in-person or virtual tour (Canvas)	IACUCtraining@coh.org	626-218-5030
9	CCM - Rodent Anesthesia and Aseptic Surgical Technique	Once	In-person workshop	IACUCtraining@coh.org	626-218-5030
10	CCM - Mouse Handling/Restraint & Biomethodology	Once	In-person workshop	IACUCtraining@coh.org	626-218-5030
11	CCM - Rat Handling/Restraint & Biomethodology	Once	In-person workshop	IACUCtraining@coh.org	626-218-5030
12	CCM - Rodent Survival Surgery	Once	In-person workshop	IACUCtraining@coh.org	626-218-5030
13	Species-specific training (in consultation w/ the IACUC)	Once	In-person workshop	IACUCtraining@coh.org	626-218-5030
14	SCRO Training Part 2	Once	CITI	SCRO@coh.org	626-218-5030
15	Laboratory Safety	Annually	COH My Learning and Performance	DL-SAFETYSUPPORT@coh.org	626-218-3375
16	Laboratory Specific Checklist	Once	Direct email (safety)	DL-SAFETYSUPPORT@coh.org	626-218-3375
17	Controlled Substances Training	Once	In-person	DL-SAFETYSUPPORT@coh.org	626-218-3375
18	Bloodborne Pathogens (BBP)	Annually	In-person or COH My Learning and Performance	DL-SAFETYSUPPORT@coh.org	626-218-3375
19	BSL2+ Training	Once	In-person	DL-SAFETYSUPPORT@coh.org	626-218-3375
20	Shipping Biological Materials (requires BBP as a pre-requisite)	Once and every two years to maintain certification	COH My Learning and Performance	DL-SAFETYSUPPORT@coh.org	626-218-3375
21	Radiation Safety (Radioactive materials, waste, and animal handling); requires Lab Safety as a pre-requisite	Annually	In-person initially; online annual refresher	DL-RADIATIONSAFETY@coh.org	626-218-3114
22	Irradiator User Training	Once	In-person	DL-RADIATIONSAFETY@coh.org	626-218-3114
23	X-Ray Safety Training; Cabinet X-ray Safety Training	Once	In-person/online (see Radiation Safety intranet site)	DL-RADIATIONSAFETY@coh.org	626-218-3114
24	Laser Safety Training	Once	In-person	DL-RADIATIONSAFETY@coh.org	626-218-3114

Appendix C – Clinical Research Training

The matrix below summarizes the CITI courses individuals are required to take based on their role in research.

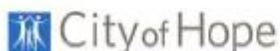| Research Personnel Role	Human Subjects Protection Training (HSPT)		Health Information Privacy and Security (HIPS)	Good Clinical Practice (GCP)	
	Type of Research:	Required Course(s):		Type of Research:	Required Course(s):
Individuals involved in design or conduct of clinical research (PI, Co-I, Sub-I, Participating Clinician, RSM, CRC, CRA, RA, etc.)	Therapeutic research studies, clinical trials, including devices	Biomedical Research Course	HIPS Course required for all.	FDA Regulated Research	Good Clinical Practice (US FDA focus) Basic Course (recommended) Or: GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus) Basic Course
	Non-therapeutic/ observational research studies	Social and Behavioral Research (SBR) Course			
	Therapeutic and non-therapeutic research studies	Both Biomedical and SBR Courses		NIH Funded Research	GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus) Basic Course (recommended) Or: Good Clinical Practice (US FDA focus) Basic Course
	Human subject data and tissue specimens only or minimal risk research	Data & Specimen Only or Minimal Risk Research Course			
Committee Members (C/PRMC, DSMC, IRB, RSC, etc.)	Both Biomedical and SBR Courses required for all.		HIPS Course required for all.	GCP Course optional	
Committee and Regulatory Support Staff (RSS, CRP, DSMO, OCTAM, etc.)	Both Biomedical and SBR Courses required for all.		HIPS Course required for all.	GCP Course optional	

Appendix D – Timeline of Off-Boarding Checklist (Faculty)

City of Hope   Off-Boarding Checklist (Faculty)

CHECKOUT ITEMS

To be processed by the exiting faculty:

60-90 Days from Departure Date	☐ Submit resignation letter to the supervisor
	☐ Provide new institution's contact information to your current department administrator
	☐ Contact (if needed) HR benefit department for continuation of health coverage under COBRA, continuation of life insurance, and distribution of retirement contributions
	☐ Repay sign-on bonus and/or mortgage loan
	☐ Notify any committees or boards on which you serve
	☐ If you have a managed conflict of interest, notify the Conflict of Interests Committee of your departure
	☐ Work with department admin for:
	    • Staff termination/transfer
	    • Grant transfer
	    • Equipment transfer/purchase – create a list of equipment to transfer/discard
	    • Closure/PI transfer of protocols (IRB, IACUC, IBC, SCRO) in iRIS
	☐ Euthanize remaining animals or contact Animal Resources Center Shipping Coordinator (currently Roxanne Morales or James Finlay) for transferring animals to external institution (MTA may be needed)
	☐ Contact Breeding Program Director (currently Trinka Adamson) if you have animals in Breeding Program

15 Days from Departure Date	☐ Return your P-Card to department administrator ☐ Update address in Peoplesoft HR if applicable (last check, W-2, etc.)
1-2 Days from Departure Date	☐ Remove personal items from office/lab ☐ Return all keys to department admin ☐ Return COH IT items including laptop, iPad, pager, cell phone, etc. ☐ Setup autoreply in Outlook

Appendix E – Off-Boarding Checklist (Department) – Part 1 of 4

City of Hope   Faculty Off-Boarding Checklist (Department)

TERMINATION/RESIGNATION INFORMATION

Employee Name:	Click here to enter text.
Employee ID:	Click here to enter text.
Position:	Click here to enter text.
Termination or Retirement:	☐ Termination ☐ Retirement
Last day of work:	Click here to enter text.
Lab Move Date:	Click here to enter text.
Reason for resignation:	Choose an item.
Final Pay check (If terminating):	☐ Mailed ☐ Picked Up

EMPLOYEES REPORTING TO FACULTY

Include other department staff if being supported by the faculty's funding

Name	Title	Action
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.

CAPITAL EQUIPMENT

List capital equipment the faculty has in the lab. Determine whether the faculty plans to transfer the equipment to another institution. If the equipment is purchased with extramural funds, work with OSR/FR. If purchased with discretionary, work with Research Finance (may need to purchase at a depreciated price).

Name	Funding Used	Transfer or Leave	Action
			Click here to enter text.
			Click here to enter text.
			Click here to enter text.
			Click here to enter text.
			Click here to enter text.
			Click here to enter text.
			Click here to enter text.
			Click here to enter text.
			Click here to enter text.

Appendix E - Off-Boarding Checklist (Department) - Part 2 of 4

City of Hope   Faculty Off-Boarding Checklist (Department)

COMPUTERS

List IT equipment and submit ITS ticket for pickup. If the computer is purchased with extramural funds as a supply, work with ITS to remove COH login, software, etc.

Tag#	Model	Action
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.
		Click here to enter text.

CHECKOUT ITEMS

To be completed by the faculty's department/division research operations support staff

#1-3 Corporate Compliance:	Answer questions on HR Employee Checkout Sheet
#4 Department	☐ Ensure that all lab notebooks have been turned over ☐ Determine ownership of any books, supplies, tools, and lab equipment, e.g. COH or faculty ☐ Determine ownership of any freezers and specimens/cell lines ☐ Confirm lab coat(s) has been tagged, marked "terminate-shred", and placed in drop-off container ☐ Obtain BD/BM signature on HR Employee Checkout Sheet
#5 Medical Staff Services	☐ If faculty has clinical responsibility, use attached physician's checkout sheet (current form contact: Tami Case)
#6 Accounts Payable	☐ Ensure receipt of any pending reimbursements or payments ☐ Approve all pending requisitions, BERs, vouchers in ERP ☐ Cancel P-Card and reconcile outstanding charges ☐ Return mortgage loan and/or sign-on bonus (if any; current mortgage loan contact: Jennifer Ing) ☐ Obtain signature from AP manager (currently Elizabeth Morales) on HR Employee Checkout Sheet
#7 Telecommunications **#8 PBX Business Support** **#9 ITS**	☐ Submit Helpdesk Ticket to return/pickup COH cell phone, pager, Laptop, desktop, iPad, & computer peripherals (external hard drive, etc.) – include COH tag# and pickup information (when/how) ☐ Forward the ticket to ITS Research Director (currently Jayant Limaye) ☐ Attach the ticket to HR Employee Checkout Sheet ☐ If faculty is transferring the computers purchased with grants as supplies, submit ITS ticket to remove COH login, etc. ☐ If faculty uses OneDrive, submit ITS ticket to provide Dept Chair or BRI Director (currently Dr. David Horne; if faculty is Dept Chair) with access to his/her OneDrive
#10-1 Office of Sponsored Research & Foundations Research	☐ Notify OSR/FR officers ☐ Relinquish (including equipment purchased with grants), change PI, or return funds for each grant ☐ Obtain signature(s) from OSR/FR Director (currently Jaclyn Lucas OSR and Noelle Gervais FR) on HR Employee Checkout Sheet
#11 Office of Technology Licensing	☐ Notify OTL Directors (currently George Megaw & Sangeeta Cook) and provide faculty's forwarding address ☐ Confirm that all original documents (including data and research records) have been given to the OTL Director

Appendix E - Off-Boarding Checklist (Department) - Part 3 of 4

City of Hope   Faculty Off-Boarding Checklist (Department)

	☐ Coordinate with OTL to review terms of any existing MTAs to: 　• Get permission from the original provider before materials are transferred to receiving institution, 　• Establish a new MTA with receiving institution, and/or 　• Obtain sponsor permission before transferring materials, if applicable Note: for retiring faculty, materials will be held by the department ☐ Obtain signature from OTL Director on HR Employee Checkout Sheet
#12 Research Finance	☐ Send a list of the followings ASAP: 　• Extraordinary expense that will occur before departure 　• Any remaining commitment beyond termination date (e.g. faculty committed to pay another department's staff for 1 year, etc.) – may not be honored but needs to be brought up 　• Equipment purchased with discretionary funds ☐ Close all encumbrances and prepare for closeout ☐ Shared Resources Login to iLab (or contact Shared Resources Manager, currently Matthew Parsons) to find out pending services and invoices - terminate or arrange payment for pending services ☐ Obtain signature from RF Director (currently Mansze Kong) on HR Employee Checkout Sheet
#13 Research Facilities	☐ Notify Facilities Director (currently Kurt Kulhavy) ☐ Coordinate with Facilities Director to review all space occupied and: 　• Take an inventory of all contents (equipment, supplies, samples, hazardous materials, etc.) 　• Determine ownership of contents 　• Determine which contents will stay and which will go ☐ Dispose hazardous waste ☐ Obtain signature from Facilities Director on HR Employee Checkout Sheet
#14 Laboratory Research Subject Protection	☐ Work with faculty to submit closure/transfer of protocols (IACUC, IBC, SCRO) in iRIS (mention what will happen with the remaining animals and closing date if closing on a specific date) ☐ Euthanize remaining animals or contact Animal Resources Center Shipping Coordinator (currently Roxanne Morales or James Finlay) for transferring animals to external institution (MTA may be needed) ☐ Contact Breeding Program Director (currently Trinka Adamson) if faculty has animals in Breeding Program
#15 Office of Human Research Subjects Protection	☐ Work with faculty to submit closure/transfer of protocols (IRB) in iRIS ☐ Coordinate with OTL on MTAs if faculty is transferring tissues/data collected under an IRB (IRB protocol at new institution will be needed to receive tissues/data) ☐ Obtain signature from Director (currently Milda Plioplys) on HR Employee Checkout Sheet
#16 PTO	☐ Notify Postdoc Training Office – updating record for postdocs under the faculty
#17 Grad School	☐ Notify Graduate School – finding replacement mentor, removing from School Catalog, teaching, etc.
#18 Immigration Administrator	☐ Notify International Students and Scholars Office (ISSO) – visa transfer, etc.
#19 Radiation Safety	☐ Return radiation badge and/or ring to Radiation Safety (Flash Building 1st Floor) ☐ Obtain signature from Radiation Safety Officer (currently Michele Tejada) on HR Employee Checkout Sheet
#20 Library	☐ Return all library books ☐ Email library@coh.org asking to confirm that faculty does not have any books checked out or books he/she may have received through inter-library loans ☐ Obtain signature from Library Director (currently Keir Reavie) on HR Employee Checkout Sheet or attach email confirmation

Appendix E - Off-Boarding Checklist (Department) - Part 4 of 4

City of Hope   Faculty Off-Boarding Checklist (Department)

#21 Security	☐ Email Security (currently Alexis Rodriguez) asking keys assigned to the faculty ☐ Receive keys from the faculty ☐ Return keys to Security with the faculty's name ☐ Attach email confirmation to HR Employee Checkout Sheet
Contracts Management	☐ Complete Contract Change Request Form for Responsible Parties to remove faculty where he/she is listed as a responsible party to an active contract
Additional Items	☐ FlowJo License – Contact Analytical Cytometry Core (currently Lucy Brown) to terminate the faculty's subscription to FlowJo license (if applicable) ☐ ECRT Reports – Ensure to certify all pending reports. The report that will become available after the faculty leaves will be certified by the Department Chair (work with ECRT support).
Final Tasks:	☐ BD/BM to approve final time card (submitted the morning of last day of work) ☐ Inform Payroll if employee is picking up final check or having it mailed ☐ Save Off-Boarding checklist and HR Employee Checkout Sheet in the department shared folder

ACKNOWLEDGEMENTS

The **Basic Research Handbook** is the collective work of a diverse team of colleagues committed to making the handbook user-friendly and responsive to the needs of investigators and their staff.

The 2015 BRH Working Group developed the format and provided most of the sections and updated by the relevant content manager for 2019.

FEEDBACK

The **Basic Research Handbook** is intended to keep pace with changes in research at City of Hope and in the needs of the research community.

If you have any comments, corrections and/or suggestions for additions and improvements, please take a moment to e-mail feedback to:

- Alyse DiStefano, Director Laboratory Research Protections | adistefano@coh.org

- Milda Plioplys, Director Clinical & Human Subject Protection | mplioplys@coh.org

- Matthew Bush, Sr. Director Research Apps & Data Management | mbush@coh.org

- Michael Kenney, Sr. Director Research Administration | mikenney@coh.org

Your input will help keep this handbook useful.