University of Virginia School of Medicine Standard Operating Procedure for new faculty opening a research lab
Latest modifications: updated several links (LVG, retirements, etc.) ver. June 2017

Topic/requirement	Task to be completed/observations	Contacts and responsible parties	Lead time required
Make contact before leaving your current institution (important meetings)			
Contact your UVA department administrator	It is important to understand your UVA department's administrative structure and the services they provide to faculty.	Your UVA administrator will describe this organization and introduce you to the appropriate members of his/her staff.	Make contact before leaving for UVA.
Contact SOM research offices	Familiarize yourself with SOM and UVA procedures for finding, proposing, and administering externally-funded projects by contacting these offices/individuals.	▪ SOM Office of Grants and Contracts/Stewart Craig – policies and procedures. ▪ SOM Office for Research/Steven Wasserman – grant opportunities, finding collaborators, managing the science.	
Grants, contracts, and consulting agreements			
Transferring external research awards to UVA	Obtain approval from the funding agency and your existing institution for the transfer. Not all awards can be transferred between institutions.	Your current and UVA administrators, in collaboration with their respective grants offices and the funding agency.	Varies
Transferring consulting agreements to UVA	School of Medicine policy requires that consulting agreements be reviewed institutionally before they are signed.	Contact your UVA administrator, who will work with the SOM Office of Grants and Contracts to generate such agreements.	Varies
Identify research funding sources	Identify internal and external funding sources to support your research program.	The SOM Office for Research sends targeted announcements of external funding opportunities. Contact Steven Wasserman to discuss your research program. The Office's web site (http://www.medicine.virginia.edu/research/offices/research/home/find-page) describes how to find funding.	Varies
Applying for external funding prior to your arrival	You can submit proposals for research funding through UVA prior to your arrival, with departmental approval.	Your UVA research administrator can prepare and route the grant. S/he will forward it to the SOM Office of Grants and Contracts, which reviews, approves, and submits (if appropriate) the proposal.	Administrative sections due at OGC 5 working days before deadline; scientific sections due two days prior to deadline.
Finding funding opportunities	Access on-line and UVA resources to find programs that will fund your research.	Check the Office for Research web site on finding and applying for funding. Subscribe to *From the Dean's Office*. Search for funding opportunities in *Pivot* or *GrantForward*.	

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Apply for funding while at UVA	Develop your proposal and obtain a review by your colleagues; obtain institutional approval; submit the proposal to the funding agency.	▪ Your Chair/Director may require an internal review of your proposal. ▪ Your UVA administrator can generate budgets and application forms and forward the proposal to the [SOM Office of Grants and Contracts](#) (OGC) for review and approval.	Administrative sections due at OGC 5 working days before deadline; scientific sections due two days prior to deadline.
Consulting activities at UVA	SOM policy requires that consulting agreements be reviewed by the Office of Grants and Contracts prior to approval.	Contact your UVA administrator, who will work with the [SOM Office of Grants and Contracts](#) to generate such agreements.	Varies
Personnel (staff and trainees)			
Transferring staff to UVA	Create staff positions within the UVA HR system; interview and select candidates.	Department/Center HR administrator, with SOM and UVA HR offices.	Several weeks
Hiring staff	Create positions within the UVA HR system; interview and select candidates.	Department/Center HR administrator, with SOM and UVA HR offices.	Several weeks
Trainees (graduate students and postdocs):			
Joining a UVA graduate program	Members of the [Biomedical Sciences Graduate Programs](#) (BIMS) have access to students for their research.	To join a BIMS program, contact [Amy Bouton](#), Associate Dean, Graduate and Medical Scientist Programs	
Financial and other support for graduate students	SOM covers year 1 of grad student stipends; thereafter, they are supported financially by departmental or grant funds. Information sources for enrolled graduate students.	Graduate program directors and the [Graduate Programs Office](#)/[Dr. Janet Cross](#) ▪ [BIMS student application site](#) ▪ [Information for enrolled students](#)	
Other visitors to your group	Obtain clearance for visitors in UVA facilities.	SOM volunteer forms can be found at https://med.virginia.edu/office-for-research/resources-and-collaborators/forms-and-documents/	1 week
Visas	Obtain and maintain required US visas for international scholars. UVA visa support is described at www.virginia.edu/iso/issp/.	Your UVA administrator will work with SOM, UVA International Studies Office (scholars) or UVA HR (employees), and the Dept. of State to process visas.	Varies substantially
Training for UVA supervisors	All supervisors must take mandatory training on Discrimination and Harassment.	Your administrator will arrange such training with the [Office of Equal Opportunity Programs](#).	

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Research supplies, equipment, travel			
Transferring equipment and supplies from your current institution	Transfer depends upon your current institution's policies: equipment purchased using institutional funds may not be transferable. If permitted, identify a UVA contract mover to perform the physical transfer and provide special handling.	Your current research administrator and institutional administration can determine what you may transfer and can arrange the move of such items.	Several weeks
Ordering supplies, equipment, and services	These items are ordered through your department, using either your start-up funds or other sources of support.	Your UVA administrator can arrange for a member of your staff to obtain training in UVA Marketplace, an on-line shopping system. Your administrator can facilitate the purchase of equipment and services.	Varies
Equipment maintenance/service	Maintenance of laboratory equipment such as centrifuges, HPLCs, β- and γ-counters, etc.	The University has entered into a contract with NovaMed for service of research equipment. Contact John Baker at hs-novamed@Virginia.edu. A description of the contract can be found at http://www.procurement.virginia.edu/pagecontracts&cssid2=76.	
Travel	Arrange, document, and get reimbursed for the cost of job-related travel.	Your UVA administrator can help with all aspects of travel. Procurement Services' guidelines and tips on travel can be found at http://www.procurement.virginia.edu/forms/TravelGuidesKnowBeforeYouGoAll.pdf.	Varies
Track the financial status of your accounts	Monthly review and approval of your accounts, as required by UVA.	Your UVA administrator will provide you with monthly reports of expenditures on each of your internal accounts, as recorded in the Oracle financial system. You should review and sign off on the accuracy of these reports.	
Human subjects			
Submitting human use protocols to the IRB	Submit protocols or requests for IRB exemptions ASAP. Take on-line training by logging on as a guest, in order to submit protocols and exemption requests to the committee.	The IRB web site can walk you through training and submission.	Weeks to months to approval or exemption
Research animals			
Animal cage space (investigators coming to UVA)	Cage space is limited. If you propose to increase your utilization of cages, obtain prior approval.	Your offer letter should describe available cage space and its location at the SOM.	
IACUC required training	Required before you can order or work with research animals.	Your UVA administrator will work with the Institutional Animal Care and Use Committee.	

Ordering animals	Before ordering animals, an individual must have an IACUC-approved protocol (see "regulatory clearances" above).	Vertebrate animals are ordered by your UVA administrator via the Center for Comparative Medicine. See their <u>ordering deadlines</u>.	Animals are delivered 4 – 5 business days after ordering deadline.
Animal cage space (current UVA investigators)	Cage space is limited. If you propose to increase your utilization of cages, you require prior approval.	Your local administrator should contact the Center for Comparative Medicine/Dr. Sanford Feldman.	
Research data			
Transferring research data to UVA	Obtain approval to transfer data before you leave. Often, originals must remain at your old institution, but you can take copies. *Do not* transfer information covered by confidentiality agreements before they are in place at UVA. Data that include patient/subject identifiers are covered by HIPAA.	▪ Your current administrator and VP for Research can approve data transfers. ▪ Your technology office can help obtain approval to transfer confidential information. ▪ Your current IRB can advise on transfers of clinical data.	Varies
Intellectual property, confidentiality			
Transferring proprietary materials to UVA:			
Materials developed at your current institution	Obtain permission of your current institution to transfer materials such as genetic constructs, novel reagents, or clinical specimens. Permission may be denied if your institution has licensed the materials with restrictions on future use.	Your current technology office and your UVA administrator, in collaboration with the SOM <u>Office of Grants and Contracts</u>.	Varies
Materials obtained under MTA	For materials obtained from other institutions or companies, you should request their use at UVA *de novo*, rather than obtaining permission through your current institution.	Your UVA administrator will coordinate with the laboratory or company providing the proprietary materials and the SOM <u>Office of Grants and Contracts</u>.	Varies
Transferring confidentiality agreements (CDAs) and confidential information	Request that new CDAs be generated between UVA and the company that had provided the original agreement.	Your current technology office will work with your UVA administrator and the SOM <u>Office of Grants and Contracts</u> to identify existing agreements and the other entities involved.	Varies
Inventions and other intellectual property (IP)	Protect your IP using patents, confidentiality agreements (CDAs), and materials transfer agreements (MTAs).	▪ Your UVA administrator can help you submit invention disclosure forms. ▪ The <u>UVA Licensing and Ventures Group</u> can advise on disclosure, patents, and licensing of IP. ▪ Your UVA administrator can work Grants and Contracts to finalize CDAs and MTAs.	Varies

Entrepreneurial activities (setting up a company to commercialize your IP)	Start a company based on one or more of your technologies. See the UVA guide http://www.medicine.virginia.edu/research/offices/research/intellectual-property-and-entrepreneurial-activities/FacultyGuide.pdf.	The UVA Licensing and Ventures Group can guide you through the start-up process. The Darden School's Batten Institute offers advice on developing business plans and other aspects of creating and managing a company.	
Research facilities			
Renovating your lab space	Initiate the renovations process prior to arriving at UVA. Duration depends on project scope, design changes, and budgetary limits.	Your UVA research administrator will be your primary point of contact, working with Facilities Management.	6 months to a year
Facilities repairs, including leaks and outages	Place a work order for repairs; notify Physical Plant of emergency needs (available 24/7).	Call Health System Physical Plant (924-2267) or request services on-line at https://www.fm.virginia.edu/requestservice.html . Request emergency response when appropriate.	
-80°C freezer outage	The School of Medicine owns a -80 freezer for use as temporary storage in the event that your own unit malfunctions. For short-term use only.	Call Health System Physical Plant (924-2267). The freezer is managed by the HVAC group in Physical Plant.	
Environmental health and safety			
Transferring recombinant DNA and pathogens to UVA	Obtain approvals on both sides. Requires special shipping procedures. You cannot use such materials at UVA until you receive IBC approval (see below).	Your current biosafety committee office will offer recommendations on shipping. Your UVA administrator and the Institutional Biosafety Office will provide approval, training, and lab inspection.	Varies
Use of recombinant DNA or pathogens	Obtain required training, inspection(s) of your laboratory facilities, and committee approval(s).	Your UVA administrator will contact the Institutional Biosafety Committee to declare/register materials, obtain training, and to arrange a lab inspection.	Weeks to months (esp. if using select agents)
Use of biological, chemical, radioactive hazards	Obtain required training, inspection(s) of your laboratory facilities, and committee approval(s).	Your UVA administrator, in conjunction with the Office of Environmental Health and Safety	Weeks to months
Obtain EHS training before you arrive at UVA	Taking the on-line training now will accelerate your research program after your arrival.	Have a current UVA faculty member send an e-mail to accounts@virginia.edu containing: your full name and SSN; your department; and name of the faculty "sponsoring" your account. Request that a login ID to be created with E-Services/NetBadge access. Problems? Contact EHS. Training can be accessed at http://ehs.virginia.edu/ehs/, link at right side of page.	

SOM "best practices" document on safety in the research environment	New research personnel must be given a solid grounding in safety, signage, training, etc., before initiating their work in SOM facilities.	Please refer your new hires (and anyone else working in your research areas) to this summary document.	None
Other compliance issues and training			
HIPAA privacy	Take on-line module on HIPAA privacy.	Your Department/Center administrator can arrange access to the NetLearning system.	None
Computer security	Complete UVA Information Technology and Services (ITS) on-line module. *Print and retain the final page, as evidence of completing the training.*	See ITS web site: https://www.people.virginia.edu/quiz/itsa.rb.	None
Responsible conduct of research	Trainees on federal training grants generally take BIMS 710. Others may audit that course, but cannot participate in small-group sessions.	BIMS 7100 is Coordinated by the SOM Graduate Programs Office.	Course is held annually
Conflicts of interest (COIs)	State law and federal regulations require that conflicts associated with procurement and research be reduced, managed, or removed.	▪ Office for Research/Steven Wasserman ▪ UVA Conflicts of Interest Committee/Patricia Tereskerz, Chair ▪ SOM Conflict of Interest Committee/Donna Chen, Chair	Several weeks
Financial interest reporting	SOM conflict of interest policy requires that new faculty report their external financial interests within 30 days of appointment, and that they report any material changes in same within 30 days.	▪ On-line reporting system at https://coi.sites.virginia.edu ▪ For help with that system, contact the Office for Research/Steven Wasserman	Within 30 days of appointment to SOM faculty
Effort reports	University faculty must generate semi-annual reports of their efforts.	Your UVA administrator will describe your department's methodology for keeping track of effort throughout each six-month period.	
Other training for your research staff	Provide tailored training on life safety issues for your projects (i.e. location of primary and secondary fire exits, use of protective equipment, etc.)	Work with your department administrator to ensure that all such issues are covered.	Immediately upon hiring of individual employees
Other SOM/UVA research resources			
Accessing research core facilities	Institutional or departmental facilities providing services at a reasonable cost to University users.	See the listing of institutional cores. Other cores are provided via research centers and complex research awards.	
Find UVA collaborators and consultants	Find investigators at UVA who can strengthen your research program or provide access to equipment you can share.	Consult the Research Faculty Directory. For additional help, contact the Office for Research/Steven Wasserman.	
Register on the SOM Research Faculty Directory	Allow others to access your expertise and techniques, and to strengthen collaboration across the institution.	Contact the Graduate Programs Office to create a page in the directory.	

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Computers/network/internet			
Computer purchase and set-up; network, Internet connectivity	Department desktop and network needs are supported by UVA Information Technology & Communication, Health System Computing Services, or internal personnel.	Contact your Local Support Partner (LSP) to discuss computer specifications (before ordering), set-up, and connectivity. Your administrator can point you to your LSP.	Weeks
UVA discounted/site-licensed software	Download or purchase software for use in UVA-related projects, under University site licenses.	Software: Information Technology and Communication (http://its.virginia.edu/central/). Computers and software: Cavalier Computers (www.cavcomp.virginia.edu/)	
Laboratory policies			
Authorship and data integrity policies	Create policies for your research group on authorship and data integrity.	See the School of Medicine Research Web site	
Ensure proper management and integrity of research data	Read "Making the Right Moves," Chapter 8 (www.hhmi.org/grants/office/graduate/labmanagement.html), covering data recording, witnessing, retention, and security.	For additional help, contact Steven Wasserman for recommendations on data security, data-maintenance requirements for intellectual property, etc.	n/a
Security, losses			
Planning for disasters	Create a notification list and laboratory policy on disasters (fire, power outages, floods)	Post your call list at your laboratory and provide a copy to your UVA administrator and all members of your lab. Make sure your research group and your administrator are aware of members who are out of town.	
Property loss/injury	Report property damage/loss or bodily injury for potential reimbursement.	Your UVA administrator can help you file a claim with Risk Management (claim form).	
Security issues	Contact HS Security or UVA Police to report a crime or to request a security assessment of your lab.	In an emergency, phone 911. For non-emergency issues: ▪ HS security: 924-5048 ▪ UVA police: 924-7166	
Emergency notification	Sign up for UV alerts: a means by which UVA employees can receive text message alerts about potential, developing, or existing emergencies.	Sign up at https://www.virginia.edu/uvaalerts/. Requires that you have a valid UVA log-in account.	