

## Guidelines for New TJU Research Faculty

**When a faculty member involved in laboratory/clinical research joins TJU, the following guidelines are offered to help their transition:**

1. Departmental Chairs/Divisional Heads/Business Administrators should notify the Senior Associate Provost for Research Conduct and Compliance (Theodore Taraschi, PhD; 5-3900) as soon as it is clear that a new faculty member will be coming and opening his/her laboratory.
2. Phone numbers and web addresses are provided to identify the various offices having oversight regulatory responsibilities for research at TJU:
  - A. General laboratory clean-up (appropriate divisional/departmental business administrator)
  - B. Office of Biosafety (S. Gotta, 3-7422).  
[http://www.jefferson.edu/university/facilities\\_management/safety/environmental\\_health\\_safety/ibc/committee.html](http://www.jefferson.edu/university/facilities_management/safety/environmental_health_safety/ibc/committee.html)
  - C. Office of Radiation Safety (J. Keklak, 5-7813)
  - D. Office of Research Administration (T. Schailey, 3-1295)  
[http://www.jefferson.edu/university/research\\_administration.html](http://www.jefferson.edu/university/research_administration.html)
  - E. Environmental Health and Safety (S. Baker, 3-7352)  
[http://www.jefferson.edu/university/facilities\\_management/safety/environmental\\_health\\_safety.html](http://www.jefferson.edu/university/facilities_management/safety/environmental_health_safety.html)
  - F. Office of Human Research & Institutional Review Board (K. Conner, 3-8966 or W. Kraft, 3-0203)  
[http://www.jefferson.edu/university/human\\_research.html](http://www.jefferson.edu/university/human_research.html)
  - G. Office of Animal Resources (J. Daviau, 3-5885)  
[http://www.jefferson.edu/university/animal\\_resources.html](http://www.jefferson.edu/university/animal_resources.html)
  - H. Institutional Animal Care and Use Committee (C. Diallo, 3-4745)  
<http://www.jefferson.edu/university/iacuc.html>
  - I. Office of Innovation/Technology Transfer (M. Acordino, 5-6862)  
<http://www.innovation.jefferson.edu/about.html>
  - J. Jefferson Clinical Research Institute (R. Polizzi, 3-2127)  
<http://www.jefferson.edu/university/research/clinical-research-institute.html>
  - K. Jefferson Office of International Affairs (M. Martinez, 3-4024 or L. Tyson, 3-4023)  
[http://www.jefferson.edu/university/international\\_affairs.html](http://www.jefferson.edu/university/international_affairs.html)
3. Available Institutional Core Facilities/Shared Resources are listed <https://research.jefferson.edu/labs.html>
4. **If faculty member is PI of human research studies, contact Office of Human Research (K. Conner at 3-8966 or W. Kraft 3-0203).**
5. **If faculty member research involves animals, contact Office of Animal Resources (J. Daviau at 3-5885). If any active IACUC protocols, contact IACUC office (C. Diallo at 3-4745).**

- 6. If faculty member wants to negotiate transfer of any externally-funded project to TJU, contact his/her department business administrator, their RACE administrator and the Office of Research Administration (T. Schailey at 3-1295). For transfer of non-federal awards or contracts involving human research, contact the JCRI administrator (R. Polizzi, 3-2127), who will contact the sponsor.**

NIH prior approval is required for the transfer of the legal and administrative responsibility for a grant-supported project or activity from one legal entity to another before the expiration date of the approved project period. A change of grantee organization request must be made prior to the anticipated start date at the new organization and preferably several months in advance. Failure to provide timely notification may result in disapproval of the request or a delay in processing by the NIH.

- 7. If you receive funding from a Commonwealth of Pennsylvania formula grant(s), you must submit any required annual and/or final progress report(s). contact APRCC (J. Gutierrez at 3-5280).**
- 8. If faculty member research requires MTAs or involves patents/inventions contact Jefferson Innovation (A. Sarola at 5-6073).**
- 9. If a faculty member or a member of their team is a Jefferson sponsored international researcher (J-Visas, M. Martinez, 3-4024; Others, L. Tyson, 3-4023).**