EINSTEIN

Albert Einstein College of Medicine

Please use this document as a reference guide for processing faculty new hires at the Albert Einstein College of Medicine.

SECTION 1: GUIDEINES FOR FACULTY NEW HIRES

Faculty Offer Letter

Send final fully executed copies to:

- Departmental Administrator DA,
- Deans Office
- Office of Academic Appointments (OAA)

Office of Academic Appointments

- Faculty Appointment paperwork submitted

Benefits

- Mortgage Assistance (if applicable)

Human Resources

For Onboarding:

- ID
- Email
- Payroll
- Benefits

Relocation

- Coordinate with security/former institution/moving company (if applicable)

Office/Lab Renovation

Contact:

- Deans Office – Brian Pelowski at brian.pelowski@einsteinmed.edu
- Engineering – Joseph Ben-Ari at joseph.benari@einsteinmed.edu
- Housekeeping (upon completion of renovations

Information Technology

- Computer installation/Software/Remote Access

Telecommunications

- Phones
- Web Directory

Security

- Employee ID, keys, parking

Institute for Animal Studies

- Transfer of Animals

Office of Grant Support
- Submit Grant Transfer Application (if applicable) – This is a lengthy process and should be started as soon as the offer letter is signed. To initiate, contact Dhanonjoy Saha at dhanonjoy.saha@einsteinmed.edu   SEE SECTION 2 AND 3 IF APPLIABLE.

Office of Clinical Trials
- If any grant being transferred relates to a clinical trial, contact the Office of Clinical Trials at: chrisriv@montefiore.org

Office of Human Research Affairs
- If the faculty member is transferring a human subject research trial (whether or not it is funded), contact the IRB at irb@einsteinmed.edu

Research Finance
- To transfer Sponsored Research, set up grants account (if any), set-up of recruitment account, contact Suzanne Locke at Suzanne.locke@einsteinmed.edu

Transfer of MTA's:

Contact Office of OBBD: biotech@einsteinmed.edu

Transfer of DUA's:

Contact Office of General Counsel at: ogc@einsteinmed.edu

Transfer of all other legal agreements:
Contact Office of General Counsel at: ogc@einsteinmed.edu

Procurement/Accounts Payable:

- Alert Procurement and Accounts Payable of the new faculty hire and of any personal/home/lab relocations to be arranged.
- Process any reimbursements via check request prior to faculty member being on Einstein payroll
- Connect faculty member with Randy Osi to initiate work with vendor representatives for laboratory orders
- Once on payroll, set up faculty in Concur to process reimbursements

*** **After offer is accepted, *please* encourage faculty to close out activity at departing institution as soon as practical**

For faculty hires who will be transferring existing grants to Einstein, please see Section 2 for a detailed checklist

Section 2: Faculty Grant Transfer Checklist

Checklist for PI Transfer to Einstein

1) New (receiving) Project Information
   a. PI
   b. Highest Degree
   c. eRA Commons Username
   d. Academic Appointment Start Date
   e. Department contact:
      i. Name
      ii. Phone
      iii. Email
2) Original (Relinquishing) Institution Information – this will repeat if multiple sponsored agreements will transfer to Einstein:
   a. Original Institution
   b. Original Department
   c. Original Position Title
   d. Date grant will be relinquished from Original Relinquishing Intuition
   e. Copy of initial proposal and award statement
   f. Copy of latest progress report
   g. Copy of Relinquishment letter or signed agency relinquishment form
   h. If original award had a cost-share agreement, provide tin the comments below hos that cost-share will be fulfilled at Einstein.
   i. Protocol Information
      i. Are Human Subjects Involved?
         1. If yes, please contact he IRB office to begin concordance approval of the scope of work with the human subject protocol.
         2. Collect CITI training (human subject) certificates for all personnel involved with human subjects.
      ii. Are Vertebrate Animals Involved?
         1. If yes, please contact the IACUC office to begin concordance approval of the scope of work with the animal protocol. Also, make sure that all personnel completed the CITI training for conducting animal research
      iii. Will biohazardous materials/recombinant DNA be involved?
         1. If yes, please contact the Office of Environmental Health & Safety office for assistance with the transfer of material or protocol review.
   j. Does this project involve a subcontract?
      i. If yes, has the PI notified the subcontractor(s) of the transfer?
      ii. Complete Sub-recipient Monitoring Form for each subcontractor(s)

Subcontract Site(s)	Contact(s)

   k. Key Personnel Information
      i. Collect Biographical Sketches for all other Key Personnel will be coming with the faculty if any.
      ii. Collect Other Support Pages for all of these Key Personnel.
   l. Material Transfer Information
      i. Will any material be provided from the original (relinquishing) institution?
         1. For example; samples, genetically modified mice. This includes any personal inventory of the PI as it will need to be accounted for in the transfer process. If yes, please complete an INCOMING Material Transfer Agreement Submission form to initiate the transfer process.

m. Equipment Information
   i. Will equipment be transferred to Einstein for this grant?
      1. If yes, please contact Property Management for appropriate equipment record retention.
n. Budget Information
   i. Complete detailed budget for the funds to be transferred utilizing appropriate Einstein Fringe Benefit and F&A rates.
   ii. Request Award Set-up Advance Account
o. Proposal Information
   i. Submit new proposal via Cayuse
   ii. If transferring grant to Einstein changes the scope of work, provide new scope of work and timeline.
   iii. Complete new facilities and equipment describing Einstein resources.
   iv. Complete Conflict of Interest Statement.
   v. Complete Research Cost Compliance Training for Einstein Faculty.
   vi. Complete additional forms or follow procedures as specified by sponsor agency guidelines.

For faculty hires who will be transferring NIH grants to Einstein, please see Section 3 for Form Requirements.

Section 3: FORM REQUIREMENTS

NIH FORMS

NEW (RECEIVING) INSTITUION

A. For NIH Grant awards (EXCEPT Fellowship F Mechanism – SKIP TO SECTION B)
   For instructions refer to link: http://grants.nih.gov/grants/funding/phs398/phs398.html
   1. Application face page (PHS Form 398)
      a. "CHANGE OF GRANTEE INFORMATION" typed I capital letter across the top of this page
         http://grants1.nih.gov/grants/funding/phs398/fp1.pdf
   2. Sponsor Statement (For K mechanism transfers)
   3. Progress Report
      http://grants.nih/gov/grants/funding/2890/2590.htm
      i. Anniversary date transfer (cycle start date): provide a progress report for the current year, including a statement regarding the goals of the upcoming year.
      j. Mid-year transfer: provide an updated progress report including a statement regarding the goals of the remaining period of committed support.
   4. Resources Format page (PHS Form 398)
   5. Budget pages PHS (Form 398) – current/future years
      a. Modular grants: provide narrative budget justification, including total direct costs and F&A costs for the current budget period.
         http://grants.nih.gov/grants/funding/phs398/modbudget.pdf
      b. If the grant currently includes salary support for PI or any other transferring member of the project and continued salary support is not required at the new institution, a statement regarding the proposed re-budgeting of these funds is required.
   6. Provide explanation if the unobligated balance and/or relinquished amount (including prior-year carryover) is greater than 25 percent of the current year's total budget.
   7. Statement concerning current research plan and an indication of whether the original plan has changed.
   8. Updated PHS 398 biographical sketches for key personnel.
   9. Updated Other Support for key personnel.
   10. PHS 398 Checklist Page
      a. Modular grants: information regarding the number of modules and the basis for computing F&A costs should be provided for future years on the checklist page.
      b. Check the box for Change of Sponsoring Institution under Type of Application and include the name of the former institution on the same line.
   11. Approved concordant IRB/IACUC, if applicable
   12. Human Subjects Training (CITI) certificate, if IRB is applicable, for all personnel involved in the design and conduct of human subject research.
   13. A list of equipment (which was purchased in whole or in part with grant funds and has an acquisition cost of $5,000 or more) to be transferred from the original grantee institution. Such a listing in the application represents acceptance of title to the transferred equipment.

B. For NIH Fellowship (F Mechanism) awards, utilize PHS 416-1 forms
   http://grants/nih.gov/grants/funding/416/phs416.htm

   1. Form Page 1: Face Page
   2. Form Page 2: Sponsor/Co-Sponsor Information.
      a. If Sponsor/Co-Sponsor remains current as initially proposed, provide new contact information.
      b. If Sponsor/Co-Sponsor changes, refer to Section 5.8 of the PHS 416-1 instructions.
         http://grants.nih.gov/grants/funding/416/phs416-1.pdf
   3. Form Page 3: Goals, Activities Planned, Training Site(s), Human Embryonic Stem cells
      a. Items 18 and 19 are not required unless there are changes from original submission.
      b. Item 20 will require the new information for the Project/Performance (Training) site.

      c.   Item 21 will require completion of Human Embryonic Stem Cells, if applicable.

4. Form Page 4: Table of Contents.
5. Research Training Plan: Include the research training plan from the original application to provide the new sponsoring institution a record of what was peer reviewed and approved.
6. Training Plan, Environment, research Facilities Section 5.8.3 of the PHS 416-1 Instructions: http://grants.nih.gov/grants/funding/416/phs416-1.pdf
7. PHS Checklist Page
   a. Check the box for Change of Sponsoring Institution under Type of Application and include the name of the former institution on the same line.
8. Progress Report
   a. Anniversary Date Transfer – Also include Form Page 2 and 3 form (PHS 416-9) of the Project Report for Continuation Support of Kirschstein-NRSA Individual Fellowships and a completed Targeted/Planned Enrollment Table Format Page or Inclusion Enrollment Report Format Page, if applicable.
      http://grants/nih.gov/grants/funding/416-9/phs416-9.htm
9. Approved concordant IRB/IACUC, if applicable
10. Certification of Human Subjects Training (CITI), if IRB applicable, for all personnel involved in the design and conduct of human subject research.