

Partnering with the Office of Advancement to Secure Private Philanthropic Funding

Important Links

- [UMass Chan Office of Advancement](#)
- [Corporate and Foundation Relations – Office of Advancement](#)
- [Institutional Information and Forms](#)

Office Contacts

- [Dave Reynolds](#), Director of Corporate and Foundation Relations
- [Prescott Stewart](#), Executive Director of Advancement

CFR Services Available

The Corporate and Foundation Relations (CFR) team is focused on building strong, ongoing relationships between faculty and researchers and philanthropic partners that share a similar vision in the field of study. By functioning as the primary contact with foundations' and philanthropic institutions' officers and trustees, we help secure private funding for projects in partnership with members of the UMass Chan community.

Private Funding Opportunities

The CFR team distributes via email a bi-weekly digest summarizing upcoming private funding opportunities to the UMass Chan Medical School community. Sign up today by emailing:
DevelopmentFundingDigest@umassmed.edu

CFR's Services Include Helping To:

- Identify, tailor, and curate potential philanthropic funders for faculty and researchers
- Widely share private philanthropic funding opportunities with the UMass Chan community
- Assist in aligning applications with funder priorities and offering support in application process
- Develop and maintain longer term relationships with funders on behalf of UMass Chan

[Contact us](#) to learn about tools and foundations that support faculty, postdocs, predocs, graduate students, and medical school students. Please consult the CFR team before approaching any foundation or private philanthropic funder.

Office of Advancement Services Available

The CFR team is part of the larger Office of Advancement who can also assist developing philanthropic relationships with individual donors too. Dave or Prescott can help identify the right colleague in Advancement to introduce you to strategize around communications, proposals, donor introductions, cultivation, and networking.

3 Quick Steps To Set You Up For Success

1. **Subscribe to the Private Funding Opportunities Digest.**
2. **Save Dave Reynolds's contact information and reach out early and often.**
3. **Set up a [Pivot](#) account and customize your searches.**

What do we do?

- We are an ~20 member team of business professionals that work as a bridge between our faculty investigators and external investors and partners of all kinds
- We identify and protect proprietary UMass Chan innovations through patent filing and other methods
 - Inventor Portal: You can submit new inventions and monitor your portfolio with us via online personalized Inventor dashboard using your UMass SSO at <https://www.umassmed.edu/bridge/faculty-and-inventors/>
- We provide guidance and support to faculty and staff regarding the commercialization of their inventions
- We collaborate with academic and commercial partners to further emerging technologies through the use of material transfer, confidential disclosure, inter-institutional, sponsored research, option and license agreements
- We generate income for UMass Chan via licensing and partnerships
- We launch new innovative startups with potential partners with VCs and PE
- We generate new funding sources for UMass Chan research labs/faculty PIs
- We welcome an opportunity to work with you. The right contact to reach out can be found at our website below

<https://www.umassmed.edu/bridge/>

Activity in FY22

69

Invention
Disclosures

147

US Patent Apps

114

Total Issued
Patents

175

CDAs

797

MTAs

31

Licenses/Options

36

SRAs

\$42M

License/Option
Revenue

\$19.6M

SRA Revenue



**CENTER FOR CLINICAL AND
TRANSLATIONAL SCIENCE**

Welcome to the **UMass Center for Clinical and Translational Science (UMCCTS)**

Our vision is to improve health and health care delivery by:

- Advancing the science of translation
- Catalyzing high-quality research across the translational spectrum
- Building and supporting a robust translational workforce

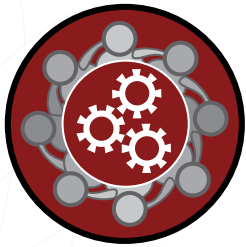
Our overarching goals:

- Speed the development of new products and approaches to advance patient care and community health
- Train the next generation of leaders in clinical and translational research

Discover how we can help you!

Our team will work with you to access our scientific strengths and unique resources.

We provide cores, funding and services that enhance the quality, efficiency, speed and impact of your clinical and translational research.



Collaboration, Community Engagement & Team Services

This includes:

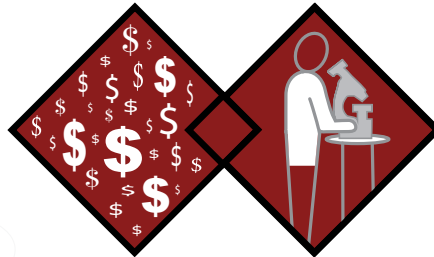
Clinical Partners

CTSA Network

UMass Campuses

Community & Science

Participation Cores



Core Funding & Resources

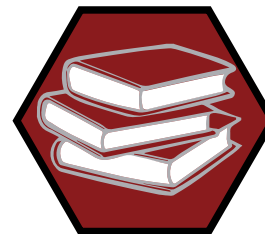
This includes:

Pilot Grant Programs

Project Management

Research Navigation

Core Resources



Workforce Development

This includes:

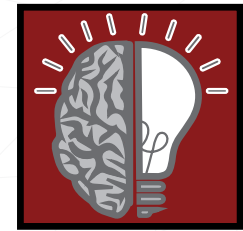
Undergraduate Opportunities

Junior Faculty

Master's Students

Pre- & Post-Docs

Clinical Research Professionals



Enabling the Quality & Efficiency of Clinical Resources

This includes:

UMCCTS TRACs

Multisite Collaborative Study Assistance

Regulatory Support

Informatics

Biostats & Study Design



(All icons are Quick links. Check them out!)



Education and Training

OPPORTUNITIES	ELIGIBILITY					
	Students	Postdocs	Residents	Fellows	Jr. Faculty	Faculty
"K-Club" Research Career and Writing Group		✓		✓	✓	✓
I-Corps Program at the UMCCTS	✓	✓	✓	✓	✓	✓
Mentored Career Development (KL2) Training Program		✓		✓	✓	
Pre- & Post-Doctoral Fellowship (TL1) Training Program	✓	✓	✓	✓		
Master of Science in Clinical Investigation Program	✓	✓	✓	✓	✓	✓
MD/PhD (MSTP) Program	✓					
Clinical/Translational Research Pathway Program	✓					
Millennium PhD Program			✓	✓		
Clinical and Population Health Research PhD Program	✓					
Junior Faculty Development Program					✓	✓
Human Research Protection Program Training	✓	✓	✓	✓	✓	✓

Highlights

Study Development Resources

- IRB
- Office of Clinical Research
- Protocol Review Committee
- Recruitment Resources
- Quantitative Methods Core

Clinical Research Center

- Space, staff and resources to conduct clinical studies and trials efficiently
- Comprises 5,000 sq ft, 6 exam rooms, 3 infusion bays, a small lab for packaging and shipping specimens, conference room space for monitor and study initiation visits
- Touch-down space for visiting staff and investigators
- Experienced staff with the clinical and regulatory skills to support a wide variety of studies

Community Engaged Research Network Models:

- Campus-based community-engaged research mentorship and training

- Promote recruitment and retention of diverse study participants
- Urban and rural locales

Research Informatics

- One-stop shop for data and analytics

Pilot Funding

- Funds dedicated to multi-investigator pilot projects to incentivize collaborative clinical and translational science partnerships across campuses
- Inter-campus collaborative projects involving faculty members from the Worcester campus and faculty from another UMass campus

Massachusetts Medical Device Development Center (M2D2) - UMass Lowell & UMass Chan

- Incubators/Facilities
- Medical, business and product development assistance

Cores

1. 3-D Printing Core
2. Bioinformatics Core
3. Biospecimen, Tissue and Tumor Bank Core
4. Clinical Research Core
5. Investigational Drug Service Core
6. Office of Clinical Research Core
7. Small Molecule Screening Facility Core
8. Umbilical Cord Blood Core

Programs

1. Biomarker Program: Proteomics/Olink
2. Biostatistics, Epidemiology, and Research Design (BERD) Program
3. Community Engagement and Collaboration Program (CECC)
4. Educational and Training Programs
5. Pilot Project Awards Program (PPP)
6. QA/QC Program
7. Regulatory Knowledge and Support Program
8. Research Informatics Program
9. Science Participation Resource Center Program (SPRC)

FACULTY GUIDANCE ON CONFLICTS OF INTEREST AND COMMITMENT

UMass Chan faculty are encouraged to interact with outside entities, sharing their expertise and facilitating the translation of research into practice. However, engaging in these outside activities (whether through advisory boards, consulting agreements, start-ups, investments, etc.) can create real or perceived **Conflicts of Interest (COI)** and **Conflicts of Commitment (COC)**. Such conflicts are often unavoidable and are not necessarily prohibited, but they must be timely disclosed, reviewed, and, when appropriate, mitigated and monitored. Managing conflicts is essential to preserve research integrity, protect research security, safeguard your reputation and that of UMass Chan, and protect research subjects and patients. See the FCOI page [here](#) for more information.

Disclosure Requirements

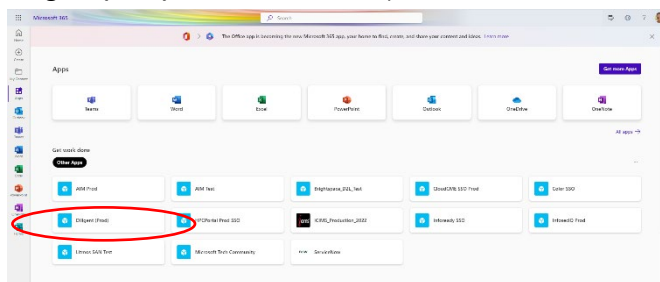
Per University policy, the requirement to disclose potential COIs and to identify potential COCs falls to the faculty member.

When you feel that there is a potential conflict, it is your responsibility to bring it to the attention of UMass Chan administrators. UMass Chan requires specific disclosures to help to identify and monitor potential and actual COIs and COCs.

eCOI System

Faculty, investigators and senior officials must disclose outside activities and financial interests held by them (or their family members) that are reasonably related to their Institutional Responsibilities in the [eCOI System](#) at the following times. (Off-Campus access to eCOI is via [Office.com](#) under **Other Apps**→ **Diligent (Prod)** – screenshot below)

- **At Hire:** Within 60 days of hire or promotion (prior to serving as an Investigator)
- **Annually:** As part of the yearly campaign (usually in April)
- **Within 30 days of receipt of a new Significant Financial Interest (SFI) or Outside Activity**



Research-Related Disclosures and Certifications

Faculty Members and other investigators must certify as to the accuracy of their disclosure – declaring any potential COIs – at the time of research proposal submission and in connection with other research-related transactions (e.g., SRAs, Licensing Agreements, procurements). Conflict-related certifications are required by the Office of Sponsored Programs, the Office of Clinical Research, the IRB and the Office of Innovation and Business Development (aka BRIDGE). You must either certify that you have NO potential conflicts or flag any financial interests that could be related to the specific research project or transaction. If you have any such interests, you must ensure that they are accurately reflected in your COI Disclosure Form.

Review of Potential Research-Related COIs

Potential research COIs are screened by the COI team in the Office of Management and then reviewed by a Clinical or Basic Science COI review panel at regular meetings. Conflicts that are determined to require management are referred by the panels to the Campus or System Conflicts of Interest Committee, which will issue a management plan. If the COI is related to federally sponsored research, the management plan is filed with the federal sponsor.

QUESTIONS

Faculty with questions about the Conflicts Policy and workings of the Committee should contact the COI officials in the Office of Management at coi@umassmed.edu or via phone at 508.856.6960.

See also: <https://www.umassmed.edu/research/compliance/financial-conflict-of-interest/overview/>

Outside Activities

As articulated in the [Policy on Faculty Consulting and Outside Activity](#), faculty members are expected to devote their primary professional loyalty, time, and energy to their position at UMass Chan. Ordinarily, state employees are not permitted to engage in Outside Activities that overlap with their Institutional Responsibilities. However, faculty are given special authorization by the Commonwealth of Massachusetts because of the recognized benefits to faculty, the institution and society of such engagements. There are limits on the time that faculty can devote to Outside Activities. Generally, a full-time faculty member should not spend more than one day per work week, or approximately 50 days per year, on Outside Activities. Part-time faculty members are generally allowed a pro-rated equivalent.

Chair Review and Approval of Outside Activities

Faculty members are required to obtain prior approval for each new Outside Activity from their Department Chair before commencing such activity. In requesting approval, faculty members must share specific details about the engagement, including the name of the company, the planned scope of work, the amount of time required for the engagement and the expected duration. You should insist on a written agreement, and such agreement may be requested by the Chair and/or COI officials. See the Guidelines for Outside Activities.

Each proposed Outside Activity is evaluated by your Chair – with support from COI officials – to determine if it could:

- create a potential Conflict of Interest with Institutional Responsibilities, including research.
- create a potential Conflict of Commitment (i.e., exceeding the maximum time allowable for Outside Activities OR by creating conflicting duties or loyalties between multiple employers).
- conflict with the interests of UMass Chan or the Commonwealth of Massachusetts.

Approval or denial of an Outside Activity is at the discretion of the department Chair. Appeals to a chair decision should be taken to the Provost.

If an Outside Activity Creates a potential Conflict of Commitment

If an Outside Activity creates a Conflict of Commitment, the Chair confers with the faculty member to review external activities and internal priorities. Minor and short-term exceptions to the one-day-per-week allowance can be granted by the Chair, but major exceptions must be reviewed by the Provost and/or Conflicts Committee.

If an Outside Activity Creates a Conflict of Interest

If an Outside Activity creates a potential COI, a management plan is required. While every situation is evaluated based on its specific facts, typical mitigation measures include disclosure to colleagues on the project and in publications and presentations, incorporation of the standard rider on intellectual property in the consulting agreement and/or research oversight by a special review committee or reviewer. Management plans are issued by the campus and University COI Committees.

Involvement with Early-Stage Companies

Outside Activities that involve personal investment in or fiduciary responsibility for a commercial entity are generally viewed as incompatible with research sponsored by or of interest to that entity. Certain allowances may be made to allow for executive and/or management roles with early-stage ventures, but the University almost invariably requires that a faculty member relinquish board and executive/officer positions if they wish to be involved as an Investigator in company-related research. It is generally permissible to serve on a Scientific Advisory Board (SAB) or consultant/advisor (subject to a management plan and oversight), but if the research involves human subjects or significant equity, the relevant Outside Activities typically need to cease and/or investigator responsibilities must be circumscribed through a management plan.

Ongoing Disclosure and Review of Outside Activities

As noted above, you must disclose the time devoted to and compensation received from your Outside Activities on at least an annual basis. In addition to securing Chair approval, you must also update your disclosure on a rolling basis to reflect the new activities/engagements to ensure ongoing compliance with disclosure and research-related requirements.

If/when the scope of an Outside Activity expands, be sure to notify your Chair and update your disclosure accordingly. As part of the annual COI Disclosure process and performance review process, faculty members, together with their Department Chairs, should re-examine the nature and extent of their Outside Activities.



A MESSAGE DR. MARLINA DUNCAN

Vice Chancellor for Diversity and Inclusion

I am excited to welcome you to our UMass Chan Medical school community! At UMass Chan, we know that diversity, equity, and inclusion are central to achieving our mission. Our charge is to create a community of health care providers, researchers, and educators dedicated to advancing knowledge, health, and wellness in the service of the community, the nation, and the world. This requires bringing together and supporting the work of exceptional learners, faculty and staff from all backgrounds and all lived experiences. We recognize that talent is not bound by race, ethnicity, class, religion, national origin, sexual orientation, gender identity, age, and/or disability status. We also know that the advancement of knowledge and healthcare practices benefits from the full participation of people with a wide range of perspectives, experiences, and ideas. Our goal is to recognize, understand, and fight against barriers – prejudice, bias, and systemic barriers – that stand in the way of creating a truly diverse, equitable and inclusive UMass Chan Medical School. I wish you the best as you make a smooth transition to UMass Chan, and I look forward to working with you to advance our diversity, equity, and inclusion goals.

FACULTY PROGRAMMING

NATIONAL CENTER FOR FACULTY DEVELOPMENT & DIVERSITY

UMass Chan is an institutional member of the National Center for Faculty Development and Diversity. As an institutional member, faculty members, academic professionals and learners, including residents get access to the center's online resources which include workshops, webinars, and seminars on topics related to prioritizing and managing time, cultivating mentors, and maintaining work-life balance.

DEI LIAISONS

The DEI Liaisons group is composed of faculty representatives from each academic and clinical department. These faculty are tasked with staying abreast of the University and health systems diversity initiatives, priorities, and concerns. Led by the DIO, this group meets monthly to discuss updates, advise administrators on DEI-related concerns and issues, and provide mutual counsel and support across departments.

AFFINITY GROUPS

Affinity groups are identity or shared interest groups where faculty, learners, and staff can foster a community of belonging, collegiality, and support. We have a number of affinity groups faculty are welcome to join, including the African American, Latinx, Asian and Native American (AALANA) for faculty of color, Colorful Voices for staff of color, Veterans affinity group, LGBT affinity group, among many others.

DIVERSITY, EQUITY, AND INCLUSION FACULTY DEVELOPMENT EDUCATION

We offer a series of workshops and training geared towards developing faculty's skillset around topics related to diversity, equity, and inclusion. Topics include fostering inclusive classrooms and labs, inclusive pedagogy, mentoring across difference, as well as developing DEI focused mission, vision, and values statements among many others.

DIVERSITY, EQUITY, AND INCLUSION PROGRAMMING

DIO CAMPUS READ

Every year, the DIO hosts a Diversity Campus Read featuring books that help our community better understand topics related to diversity, equity, inclusion, and social justice through many perspectives. In 2022, we featured *Medical Apartheid* by Harriet A. Washington and *The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together* by Heather McGhee.

CENTERING THE MARGINS

Centering the Margins is a monthly series with the purpose of creating a space for the UMass Chan community to gather and engage in informal dialogue around the lived experiences of diverse and marginalized populations. The goal of these dialogues is to mobilize our community to engage in social change.

DIVERSITY, EQUITY, AND INCLUSION TRAINING SERIES

We offer monthly drop-in trainings on implicit bias, being an upstander and addressing microaggressions, inclusive communication, and inclusive leadership. All members of the UMass Chan community are invited to participate.

DIVERSITY AND INCLUSION SIGNATURE EVENTS

Our institution owes a great deal to all of the groups who have made tremendous contributions to our history and existence. Each has a history of achievement, resilience, and success that we should celebrate. Through monthly programming, the DIO acknowledges and celebrates the historic events, figures, and communities who have contributed to our history. These events include Black History Month, LGBTQ+ Pride Month, Latinx/Hispanic Heritage Month, Juneteenth, Asian American Pacific Islander Month, and Native American Heritage Month, and many others.

NATIVE AMERICAN AND INDIGENOUS HEALTH INITIATIVE

UMass Chan is committed to developing a deeper understanding of the relationship between the institution, the Native and Indigenous Peoples of this region, and the land on which UMass Chan is situated. We have partnered with members of the Nipmuc Tribe to create educational opportunities for our UMass Chan and surrounding communities to learn about indigenous health and healing.

ANTI-RACISM CHALLENGE

We offer self-directed challenge providing participants with the opportunity to learn about several DEI themes as well as ways they can actively engage in anti-racist work.

Each day is designed to feature a selection of recommended activities and probing questions to Read, Watch, Listen and Engage.

UpNext!

DIO's weekly newsletter, UpNext! centers the narratives of our marginalized community members and highlights their accomplishments, as well as brings attention to diversity, equity, and inclusion issues. Listed in UpNext! are also all of our upcoming events and trainings.

MEET THE DIO STAFF!



MARLINA DUNCAN, EdD
Vice Chancellor of Diversity
and Inclusion



LYNN HERNÁNDEZ, PHD
Assistant Vice Chancellor of
Diversity and Inclusion



TIFFANY COOK, MA
Director of DEI Integration
and Education



JANJAY INNIS, MDIV
Communications Content
Specialist



HOLLY BROWN
Administrative Manager



ANGELA PRINTY
Data Analyst



JORGE SANCHEZ, MD
Program Director of Diversity and
Inclusion at Commonwealth Medicine



JULES TROBAUGH, EdD
Diversity Manager



FERNANDA GAMA
Project Coordinator



CANDICE BROWN
Project Manager

For more information, visit our website at:
<https://www.umassmed.edu/dio/>





DRIVE

Diversity, Representation and Inclusion for Value in Education

www.umassmed.edu/DRIVE

Teaching & Learning at UMass Chan

What is my role in utilizing this tool?

This document is for anyone interacting with learners, including, but not limited to, faculty, residents, small group facilitators, and student group leaders, all of whom are an integral part of UMass Chan.

In aligning with our institution's values, we ask that you prioritize and model diversity and inclusive learning in your work and that you also speak up and provide feedback to others.

What are the values of DRIVE?

- To promote a representative and bias-free curriculum across our learning environments
- To enhance the representation and inclusion of diverse populations in all our educational activities
- To make space for conversations to advance inclusivity in our community

What is bias?

We define bias as a preference. Implicit bias is an unconscious response which can be recognized and mitigated. Explicit bias is overt and demonstrates intention. Bias negatively impacts our ability to learn from and with each other. You can explore further by completing this [independent learning module](#).

What is expected of me?

- Question your assumptions
- Use the [Curriculum Appraisal Tool](#) when developing educational materials
- Identify available resources to reduce bias in your learning materials
- Explicitly welcome feedback when presenting information to learners

Curriculum Appraisal Tool Quick Links:

1

[Setting the Context](#)

Understanding learners' personal experiences, intersectionality, and microaggressions

2

[Language and Terminology](#)

Using people centered and inclusive language

3

[Images and Media](#)

Showing a range of characteristics and avoid reinforcing stereotypes

4

[Research and References](#)

Being attentive to how race is defined and represented in research

5

[Population and Patient Cases](#)

Intentional inclusion of demographics and impact of SDOH

6

[Closing the Loop](#)

Look into evaluations to find ways for continuous improvement



Questions? Support? Suggestions for improvement?
Contact drive@umassmed.edu or use the QR code to
submit anonymous feedback



UMass Chan
MEDICAL SCHOOL

Our leadership

Amy Miarecki

Assoc VC, Grants Contracts Admin

Cheikh Camara

Director, Sponsored Programs

Bethanne Giehl

Director, Grant Accounting &
Compliance

Rajeshwari Bhat

Director, Grants & Contract Admin



UMass Chan
MEDICAL SCHOOL

UMASS CHAN MEDICAL SCHOOL

**Welcome to
Grants and
Contracts
Administration**

**Grants and Contracts
Administration**

UMass Chan Medical School
55 Lake Avenue North





Our mission

The mission of Grants and Contracts Administration (GCA) is to support principal investigators (PI's) and departments in proposal development, submission, award acceptance, and management of all extramural funds in compliance with University and sponsor guidelines.

Our services

GCA is responsible after award for compliance with non-technical sponsor requirements.

GCA has responsibility for various systems required by the federal government, for providing management reports, and for keeping abreast of major grant/contract regulations changes.

For additional information and more details about GCA's services, please visit our [SHAREPOINT SITE](#).

GCA Offices

Office of Sponsored Programs (OSP)

OSP supports faculty and staff as an information resource on all aspects of research administration from idea to award. They aid in locating sources of funding, reviewing and approving proposals, negotiating grants and contracts, and development and dissemination of institutional policies related to research administration.

research.funding@umassmed.edu

Grant Accounting & Compliance

Grant Accounting is responsible for the financial review and management of restricted and externally sponsored funds. Following applicable Medical School and funding agency policies, these activities include establishing chartfield strings and budgets for new funds, review and approval of expenditure activity, cost transfers and financial closeout. Additional activities include sponsored project billing, accounts receivable management, preparation and submission of financial reports and external audits.

GrantAccounting@umassmed.edu

Cost Analysis & Compliance

The Cost Analysis & Compliance department provides a wide range of services and oversight relating to ensuring the University's compliance with the Uniform Guidance and the Cost Accounting Standards. The division is also responsible for ongoing compliance, the compilation, submission, and training regarding the University's indirect cost proposal.

rajeshwari.bhat2@umassmed.edu

IACUC Information

Website

<https://umassmed.sharepoint.com/sites/umms-iacuc>

PRiSM

[IACUC electronic application](#)

UMass login credentials and account setup required

IBC Information

Website

<https://umassmed.sharepoint.com/sites/ibc>

PRiSM

[IBC electronic application](#)

Staff Contacts

Casey Moran

Director, IACUC/IBC

Vanessa Pogany

IACUC Regulatory Coordinator

Mali Taylor

IBC Regulatory Coordinator

Elizabeth Nadeau

Sr. Protocol Specialist IACUC

Damema Spragens

Research Compliance Specialist

Sarah Connor

Administrative Assistant

For General inquiries

IACUC@umassmed.edu

IBC@umassmed.edu



UMass Chan
MEDICAL SCHOOL

IACUC

*Institutional Animal Care & Use
Committee*

IBC

Institutional Biosafety Committee

IACUC

Areas of Oversight

The animal care and use program, animal facilities, procedures and training related to research involving live vertebrate animals.

Chaired by Dr. Matthew Gounis, PhD

Getting Started

1. Contact IACUC@umassmed.edu to setup a PRiSM account.
2. Submit IACUC protocol through PRiSM. Protocols reviewed on a rolling basis.
3. Complete [animal health clearance and training](#).
4. Research activities may only begin once IACUC approval has been granted.

IBC

Areas of Oversight

Research involving use and/or storage of recombinant or synthetic nucleic acids, infectious agents, bio-toxins, and human/nonhuman primate samples.

Chaired by Dr. Thomas Greenough, MD

Getting Started

1. Contact IBC@umassmed.edu to setup a PRiSM account.
2. Submit IBC protocol through PRiSM, by monthly submission deadline.
3. Complete EH&S-IBC [training](#).
4. Research activities may only begin once IBC approval has been granted.

New Faculty FAQs

1. How much time will it take to receive IACUC or IBC protocol approval?
-Approximately 10 weeks for IACUC and 6 weeks for IBC (from submission to approval).
2. Where can I find information on transferring animals, animal facility space needs, or other animal-care resources offered at UMass Chan?
-Contact Department of Animal Medicine for this information. Alternatively, information can be found on the [Animal Medicine website](#).
3. Can animals be transferred to UMass Chan before IACUC protocol approval?
-Under certain conditions. Contact IACUC@umassmed.edu to inquire about a Holding Protocol, which may allow animals to be held at UMass Chan while an experimental protocol is secured.

Getting Started

Human Subjects: Institutional Review Board

IRB

For
Investigators
(PI, Sub-I)

Go to **Getting Started** on our public website:

<https://www.umassmed.edu/ccts/irb/getting-started2/>



Read the ***Investigator Manual document (HRP-103)** and any **SOP documents** you feel are relevant to your project (click the blue buttons on the webpage to find these documents).



Complete the education requirements for human subjects research found on the CITI program website. A **link to CITI** can be found on:

<https://www.umassmed.edu/ccts/irb/getting-started2/>

The **list of course requirements** can be found in our **Education Requirements** section: <https://www.umassmed.edu/ccts/irb/education-requirements/>



Complete training for the Research Management system (RMS) eIRB Module, found on the ***eIRB Sharepoint** website:

<https://umassmed.sharepoint.com/sites/RMS/IRB>.

Review *at least* these video courses: Intro to the IRB and Human Subject Research, PI Mini Course and RNI Course. eIRB courses 1, 2 and 3 are also recommended, as well as Course 4 if you plan to work with IRBs outside of UMass Chan. **Review relevant Job Aids/other materials.**



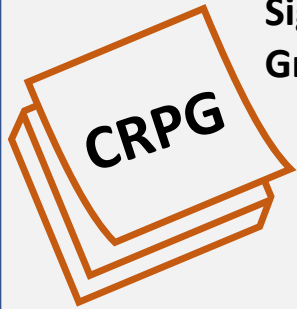
Review relevant forms and templates. For Human Subjects Research (HSR) projects, begin with ***Investigator Study Plan (HRP-503)**. Follow its instructions to see if other documents also need to be reviewed

Document templates are located on the ***eIRB Sharepoint website Library page** [HERE](#). **NOTE:** Always use a fresh template when filling out a new document for a study.

****UMASSMED.edu email/credentials are required to log in to this site/document.***

Additional Steps

For Clinical Research Preparedness



Sign up for the Clinical Research Professionals Group (CRPG) by submitting a request via TRAcS [HERE](#).

CRPG members are kept informed via email announcements of pertinent changes or new developments at UMass Chan. In addition, CRPG meets once per month. Meetings are a forum for presentations and discussion on a variety of clinical research related topics.

For Investigators (PI, Sub-I)



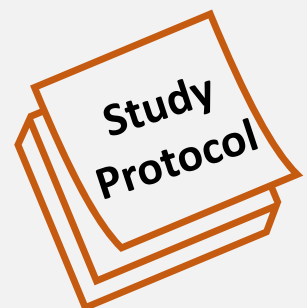
Become accustomed to using and checking your **UMASSMED.edu email & Single Sign On (SSO) credentials.**

Per our IT data security policy, UMass Chan systems are only accessible via umassmed.edu credentials. You *must* use them to log in.

In addition, any emails you receive from our systems will also go to your umassmed.edu email account.

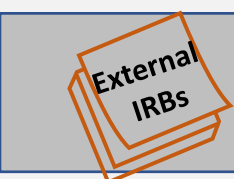
You may wish to ask the UMass Chan IT Department to either: 1) show you how to set up Outlook so that both your umassmemorial.org and umassmed.edu accounts appear when you log in, or 2) have your umassmed.edu emails forwarded to your umassmemorial.org account (note: this option may be going away soon).

Contact UMass Chan IT at UMassChanHelpdesk@umassmed.edu or (508) 856-8643.



Familiarize yourself with your Study(ies)

- Be sure to read your Study Protocol and other Study Documents carefully!
- Know the obligations and duties of your role and how to perform them.
- NOTE that the PI is ultimately responsible for all aspects of the study regardless of whether they delegate study tasks or not.



Bonus tip! If you will be working with an IRB that is NOT UMass Chan (External IRB) be sure to 1) familiarize yourself with all of their requirements, and 2) view our information online regarding Reliance Agreements [HERE](#).

Institutional Research, Evaluation, & Assessment's Role and Function



The **mission** of the **Office of Institutional Research, Evaluation, & Assessment (IREA)** is to provide support to the Office of the Dean/Provost, Office of the Chancellor, and external reporting functionality to the University of Massachusetts President's Office as well as state and federal organizations. IREA reports to the Vice Provost for Educational Affairs providing an umbrella of support across the three schools comprising the UMass Chan Medical School campus.

The Office of IREA has four *primary* goals:

Goal 1: Responsible for gathering, analyzing, and reporting the data which supports numerous critical functions outlined in the UMass Chan Medical School's mission, including administrative reporting (e.g., educational performance measures and quality indicators for mission-based management), and accreditation for LCME, NECHE, and CCNE. [Total=93.5 IR surveys]

Goal 2: Provide assessment consultation on test construction, student examination scores and grading, conduct item and test analyses, and produce associated reports for students and faculty.

Goal 3: Deliver curricula evaluation support by providing instrument design and production services, data analyses, evaluation, interpretation of results, and course evaluation reporting. ***This includes support to faculty who need evaluation data for promotion.***

Goal 4: Conduct research in healthcare education, as well as provide consultation on and assistance with research design, instrument design, data collection and analyses, interpretation of results, preparation of abstracts and papers for submission to journals and conferences, and outcomes to support centrally funded education grants and scholarly activity.

IREA team members:

Susan Barrett, MS; Institutional Research Analyst II
Moya Pemberton; Institutional Research Analyst II
Brianna Robuccio; Institutional Research Analyst II
Ashlyn Roy; Institutional Research Analyst II
Carl Davery Bland; Institutional Research Analyst III
Michele Carlin; Institutional Research Analyst III
Michael O'Connor, MA; Institutional Research Analyst III
Wei Xia, MA; Institutional Research Analyst III
Mary L. Zanetti, EdD; Senior Director

Feel free to contact us at IREA@umassmed.edu for assistance.

New Faculty Orientation, January 11, 2023
Prepared by Mary L. Zanetti, EdD, Senior Director for IREA



How to Get IT Help

IT Helpdesk

IT Employee Center: <https://umassmed.service-now.com/>

Phone: (508) 856-8643

Email: UMassChanHelpdesk@umassmed.edu

Location: Main Campus Building, S1-112 across from T.H. Chan School of Medicine Student Lounge

Hours of Operation

Monday – Friday

In-person Support: 7:30 am – 5:30 pm

Phone Support: 7:30 am – 5:30 pm

Live Chat Support: 9:00 am – 5:00 pm

Email Support: Addressed in the order they are received; response within two business days

Classroom Technology Assistants (CTAs) are available to assist in the classroom with your technology needs. Please send audio visual meeting and event support requests to the IT Helpdesk with as much lead time as possible. Technicians are available for training and consultation by request.

IT – Academic Technology

Our Team

Patricia (Patty) Lanzillotti, Associate CIO, IT – Academic Technology

Patricia.Lanzillotti@umassmed.edu

Abhilasha (Abhi) Yalamanchili, Senior Director, IT – Academic Technology (OASIS, PeopleSoft, Academic tool integrations)

NutsandBolts@umassmed.edu

Jenene Cook, Manager, IT – Academic Technology (Instructional Design & Technology)

AcademicInstructionalDesignandTechnology@umassmed.edu

Jack Cleary, Manager, IT Technical Services (Helpdesk)

UMassChanHelpdesk@umassmed.edu

Educational Need or Pedagogical Approach	Supporting Technology
Classroom polling and engagement technology	Top Hat ⁺
Curriculum Management	OASIS
Digital exams and educational assessment technologies	ExamSoft ⁺ , Blackboard Learn ⁺
Educational authoring applications	Blackboard Learn ⁺ , Articulate Rise* & Storyboard*
Instructional Design (online courses, Independent Learning Modules)	Blackboard Learn ⁺ , Articulate Rise* & Storyboard*
Learning Management System (LMS)	Blackboard Learn ⁺
Lecture Capture	Echo360 ⁺ , Zoom ⁺
Specialty teaching & learning technology (Virtual Microscopy)	Best Network
Video platform systems	Echo360 ⁺

⁺Standard group trainings are available July-August. Additional trainings and consultations are available upon request.

*Licenses are limited to Academic Technology team; tools are used to provide associated services.

The Library is your key to access a wide range of resources, services, and expertise including:

Electronic Resources

- Databases
 - PubMed
 - UpToDate
 - Ovid
 - DynaMed
 - VisualDx
 - Scopus
 - ++ more
- eJournals
- eBooks
- Subject Guides
- Institutional Repository

Services

- Interlibrary Loan
- Off-Campus Access
- Borrowing
- Technology Support
- Archives & Special Collections

Events

- Curated Displays
- Author Talks
- Educational Gatherings
- Visiting Artists
- Workshops and Classes



Clinical and Educational Services

- Clinical Instruction
 - Evidence Based Medicine
 - Expert Searching
- Systematic Review Support
- Nursing Resources and Reference Support
- Bibliometric Management Support
 - Endnote
 - Refworks

Research & Scholarly Communication Services

- Research Impact Tracking
- Bibliometric Analysis
- NIH Public Access Compliance Support
- Research Data Management Services
- Copyright, Author Rights, Fair Use
- Scientific Writing
- Publishing Support



<https://library.umassmed.edu>

University Campus, 1st Floor

Staffed Hours: Mon-Friday

24/7 Access to UMass Chan/UMMHC Faculty

And so much more. Got a Question? Just Ask!

Office of Well-Being (OWB) empowers the UMass Chan community by promoting optimal well-being in six dimensions: emotional, physical, occupational, intellectual, social, spiritual.

Better Health | Better Wellness | Every Day | Everyone

Here are some of the programs and resources available to you:

Office of Well-Being SharePoint

Explore our page, check out all our OnDemand programs, and learn about the ways you can get involved with our office! To sign into SharePoint, you will be asked for your UMass Chan email and password. Use the QR Code for quick access!

<https://umassmed.sharepoint.com/sites/OfficeofWell-Being>



Access OWB SharePoint

Your Wellness Network

Available to you 24/7. Your **free virtual wellness resource** for fitness classes, lifestyle health coaching, mindfulness, and more! We recommend bookmarking the URL so you can come back as much as you would like! www.ummswellness.com

- You can take *Your Wellness Network* with you on the go by downloading the mobile applications. Downloading instructions can be found on our SharePoint site, under Wellness Program → *Your Wellness Network*:
<https://umassmed.sharepoint.com/sites/OfficeofWell-Being/SitePages/Your-Wellness-Network.aspx>
- You can also register for one of our upcoming demo sessions to learn more about *Your Wellness Network* and all it has to offer on our “Upcoming Events” page
- Contact the Wellness Program: 508-856-1555 | owb@umassmed.edu

Employee Assistance Program

Confidential, free, brief, solution-focused counseling with a licensed behavioral health clinician, available to help you manage and cope with a wide variety of work and/or personal stress. <https://www.umassmed.edu/eap/>

- Appointments available within 3-5 business days
- Available for in the moment emotional support via phone 24/7
- Legal and Financial consultation & referral
- Child and Senior Care information & referral
- Contact the EAP 24/7: 1-800-322-5327 | eap@umassmed.edu

Your Work-Life Website

Free resources and support at your fingertips. Browse a robust library of articles and resources to support your well-being at every stage of life.

- <https://helpwhereyouare.com/CompanyLogin/1006/umasschan>

Company Code: OWBEAP

Visit our SharePoint to register for “Upcoming Events!”

Women's Faculty Committee

Women's Faculty Committee Mission Statement

The Mission of the Women's Faculty Committee (WFC) of UMass Chan Medical School/UMMH is to address the needs of women faculty and promote the status of women in the UMass Chan Medical School and the UMass Memorial Health Care clinical system.

Our goals include the following:

- To encourage the hiring, promotion, and retention of women faculty
- To provide appropriate programming and special events to enhance career development.
- To provide oversight in hiring individuals in administrative and leadership positions in the school and clinical system as well as oversight of the composition of the major committees in each system so as to have fair representation.
- To promote Women's Health initiatives in the clinical system and medical school curriculum.
- To provide mentoring of medical and graduate students for careers in clinical and academic medicine.
- To create a supportive and welcoming environment so women faculty may grow in their roles as clinicians, educators, researchers, scholars, leaders, and mentors.

The WFC Sponsors the following annual events:

- Women's History Month event celebrating the national theme (the 2023 Women's History Month Theme is "Celebrating Women Who Tell Our Stories") – March 2023
- Women's Health Month event highlighting local research in health topics – May 2023
- Women's Faculty Awards ceremony celebrating the accomplishments of UMass Chan Faculty in education, research, and mentoring

Contact Information:

- Co-chairs: Alexandra Wink, PhD (Basic Science – Alexandra.Wink@umassmed.edu) and Joyce McIntyre, MD (Clinical – Joyce.McIntire@umassmemorial.org)
- Faculty Affairs Support: Peggy Clancey (WomensFacultyCommittee@umassmed.edu)

The WFC meets over Zoom on the first Thursday of each month at 12:00 noon. Contact WomensFacultyCommittee@umassmed.edu for the Zoom link. Meetings are open to all, regardless of gender identity and faculty status.