Wake Forest School of Medicine (WFSM)

Office of Research

http://intranet.wakehealth.edu/Departments/Office-of-Research/ (716-4548)

Translational Science Institute

http://www.wakehealth.edu/Translational Science Institute/ (716-1195)

1st Floor, Meads Hall:	*Office of Research Administration, Translational Science Institute*
E floor, Gray Building:	*Office of Sponsored Programs*
8th Floor, Hanes Building:	*Human Research Protection Program and Institutional Review Board* *Research Monitoring & Oversight (Human Subjects)*
140 Lockland Avenue:	*Institutional Animal Care & Use Committee and Animal Research Protection, Research Monitoring & Oversight (Animal Subjects)*
E floor, Nutrition Research Center:	*Animal Resources Program*
1st Floor, Meads Hall:	*Research Development & Services*
2nd Floor Comprehensive Cancer Center:	*Environmental Health & Safety Command Center*
239 Hawthorne Road:	*Environmental Health & Safety*

Associate Deans

Senior Associate Dean for Clinical and Translational Research – King Li, MD (6-7095; kingli@wakehealth.edu); Associate Dean for Interdisciplinary Research – Lynne Wagenknecht, DrPH (6-7652; lwgnkcht@wakehealth.edu); Associate Dean for Clinical Research and Innovation - John Stewart, MD (6-0545, Opt 2; jhstewar@wakehealth.edu); Associate Dean for Women's Health Research – Sarah Berga, MD (6-4594; sberga@wakehealth.edu).

Office of Research Administration

Provide leadership and direction for the research community at WFSM on an institutional level. Work with institutes, departments, centers, cores and other research groups to ensure the needs of research are met in a way that is consistent with the institution's strategic direction. Assistant Dean for Research - Paula Means, MPA (6-0539; pmeans@wakehealth.edu); Director, Research Institute, Center and Shared Resource Administration – Laurie Molloy, MBA (6-0576; lmolloy@wakehealth.edu).

Animal Resources Program

The Animal Resources Program (ARP) provides animal procurement, husbandry and health care of animals at WFU, as well as scientific/technical support to animal researchers. Contact the ARP for current per diem rates, animal costs, and billing procedures. Director – Richard Young, DVM (3-7388; 3-7394; ryoung@wakehealth.edu).

Environmental Health & Safety

Environmental, Health and Safety (EH&S) supports the clinical and academic missions of Wake Forest Baptist Health by maintaining safe patient care, research and educational environments. The department's safety and health professionals provide enterprise guidance and leadership for environmental protection, occupational safety and health functions, and regulatory and accreditation compliance. Our mission is to serve Wake Forest Baptist Medical Center and designated Wake Forest Baptist Health, Wake Forest School of Medicine and Wake Forest Innovations campuses and properties. Director – Feodor Bijkersma (6-5576; fbijkers@wakehealth.edu).

Office of Sponsored Programs

The Office of Sponsored Programs provides pre-award and post-award review, approval and management of extramural support from federal, foundation, state, local and industry sponsors. Proposal support includes submission guidance, proposal review/approval, advice on protecting confidential information, Just-in-Time documentation submission and negotiating awards/contracts. Post-Award support includes award/contract notice dissemination, set up of awards within the Financial Services System, financial reporting, effort reporting, approval of expenditures both personnel and non-personnel; guidance on award terms and conditions throughout the award process, re-budgeting approval and coordinating sponsor required administrative prior approval requests and reports. The Office also negotiates all material transfer agreements for receiving materials and for providing materials to academic or other non-profit institutions. Director – Meredith Rentz, MS (3-0271; mrentz@wakehealth.edu).

Animal Research Protection and Institutional Animal Care and Use Committee

The Animal Research Protection and Institutional Animal Care and Use Committee (ARP-IACUC) is charged with the review, approval and continuing oversight of all research involving animal subjects to assure their safety, health and welfare at Wake Forest University (WFU) and Wake Forest School of Medicine (WFSM). Director - David Lyons, PhD (3-7006; dlyons@wakehealth.edu).

Human Research Protection Program and Institutional Review Board

The Human Research Protection Program and Institutional Review Board (HRPP-IRB) is charged with the review, approval and continuing oversight of all research involving human subjects to assure that the safety, rights and welfare of participants are protected. Director – Joseph Andrews, MA, CIP (6-7658; jandrews@wakehealth.edu).

Research Monitoring and Oversight

The goal of the program is to help fulfill the institution's responsibility for ensuring compliance with federal and state regulations governing human research and to promote an environment in which animal and human subject research will be conducted according to the highest standards. Assistant Dean for Research – Paula Means, MPA (6-0539; pmeans@wakehealth.edu).

Research Development and Services

Research Development and Services provides voluntary services to assist WFSM investigators in preparing and submitting competitive grant applications and publishable manuscripts, coordinates grant development, and builds collaborative and cross-disciplinary research teams in order to expand the institution's capacity to pursue major multi and interdisciplinary research funding. Associate Director - Karen Klein, MA (3-3299; kklein@wakehealth.edu).

WHAT EVERY NEW FACULTY MEMBER WANTS TO KNOW BUT IS AFRAID TO ASK!

1. ***How do I submit a proposal or contract?***
   Proposals and contracts for federal, foundation, state, local and industry sponsors should be forwarded to the Office of Sponsored Programs (OSP) Most proposals and contracts should be submitted to the OSP via the InfoEd electronic routing system. All complete submissions must include a fully completed and appropriately signed Route Form. The OSP staff reviews approximately 1000 non-profit proposals and reviews approximately 950 various industry supported contracts annually. OSP staff reviews applications and completes the negotiation process on contracts to assure compliance with institutional and sponsor requirements. OSP requests submission of federal proposals at least five (5) days prior to the deadline to allow us to provide a more complete review to help enhance sponsor consideration of an application. Please visit the Office of Sponsored Programs website for tools, guidance material, and OSP contact information (http://intranet.wakehealth.edu/Departments/Office-of-Research/Grant-and-Contracts/Grants---Contracts-Administration.htm).

2. ***Are there intramural funding opportunities?***
   Bridge funding is available through the Intramural Research Support Committee (IRSC) with quarterly deadlines. Information is available on the Office of Research website.

3. ***How do I find out about institutional resources, such as core facilities?***
   Details on institutional resources (e.g. microarray core facility, rodent transgenic core, and the DNA synthesis core) are at http://www.wakehealth.edu/Research/Shared-Resources-and-Cores/. The website for the Clinical Research Unit (CRU) of the Translational Science Institute (TSI) is: http://tsi.wfubmc.edu/index.cfm/for-researchers/research-services/clinical-research-unit1/. The TSI address is: http://www.wakehealth.edu/TSI.htm.

4. ***How do I get approval for my human subjects research?***
   The WFSM Institutional Review Board (IRB) reviews and approves all human subject research proposals for WFSM & WFBMC, and WFBH affiliates. The IRB oversees approximately 2400 active research studies. To facilitate quality research, the IRB staff work with investigators to assist with training, answer questions about electronic submission through the "eIRB" system, and to help with study design questions that involve procedural, regulatory or ethical considerations. The Executive Chair of the IRB, a physician and clinical investigator, is available to researchers for consultation on effective development and design, implementation, and feasibility issues. With 8 separate boards that each meet twice per month, WFSM researchers benefit from an average of 16 IRB meetings per month at which their submissions are reviewed. Please visit the IRB website for tools, guidance material, and IRB Office contact information (http://intranet.wakehealth.edu/Departments/Office-of-Research/Human-Research/Institutional-Review-Board-(IRB)-a-part-of-the-Human-Research-Protection-Program-(HRPP).htm).

5. ***How do I get approval for using animal subjects?***
   The Institutional Animal Care and Use Committee (IACUC) meets monthly and reviews, approves, and oversees all proposed WFU activities using live vertebrate animals in research and teaching. Personnel involved with animal research must take part in the WFU training program and enroll in the Occupational Health Program prior to working with animals (http://www.wakehealth.edu/or/animal-care-and-use/).

6. ***How do I order animals and receive veterinary support?***
   The Animal Resources Program (ARP) provides animal procurement, husbandry and health care of animals at WFU, as well as scientific/technical support to animal researchers. Contact

ARP for current per diem rates, animal costs, and billing procedures (http://www.wakehealth.edu/ARP/).

7. ***How do I gain approval for the use of hazardous chemicals, radioactive materials, and/or biohazards in my lab?***
   Environmental Health and Safety (EH&S) maintains environmental standards and promotes health and safety at WFSM. EH&S administers the WFSM radiation safety, chemical safety, and biosafety committees. Persons using radioactive materials, hazardous chemicals or biohazards must meet regulatory and educational requirements (http://www.wakehealth.edu/ehs/).

8. ***Whom do I call regarding material transfer agreements?***
   The Office of Sponsored Programs negotiates material transfer agreements (MTAs) for receiving materials and for sending materials to non-profit, academic medical centers or universities. Materials covered by these agreements can include compounds, cell lines, biological materials and animals, as examples. Please visit the Office of Sponsored Programs website for guidance material related to MTAs. (http://intranet.wakehealth.edu/Departments/Office-of-Research/Grant-and-Contracts/Material-Transfer-Agreements.htm)

9. ***Is assistance for grant preparation available through your office?***
   Research Development and Services offers pre-award assistance via text editing, advice on responding to critiques, biostatistical advice, and grantsmanship strategies. See the Office of Research website for details.

10. ***Where can I find WFSM policies regarding scientific misconduct?***
    Scientific misconduct means fabrication, falsification, plagiarism, or other serious deviations from accepted norms. The Institutional policy on scientific misconduct, "Research Integrity," can be found on the Office of Research website (http://www.wakehealth.edu/OR/Policies-and-Guidelines.htm).

11. ***What committee addresses Conflict of Interest in Research?***
    The Conflict of Interest in Research Committee (CIRC), a standing subcommittee, is charged with identifying and managing financial and other external relationships that could cause potential individual conflicts of interest in Research. Director – Teresa Anderson (3-2990; tanderso@wakehealth.edu).

12. ***Who can answer questions about research ethics?***
    Wake Forest's Research Ethics Consultation Program (RECP, pronounced "recipe") is designed to help investigators and other study personnel address ethical issues in all types of translational and human subjects research. RECP is a free service. For more information contact the RECP Program Administrator, Gerardo Maradiaga at: RECP@wakehealth.edu or visit the website (http://intranet.wakehealth.edu/Departments/Office-of-Research/Ethical-Standards/Wake-Forest-Research-Ethics-Consultation-Program-(RECP)-Provides-Free-Service-to-Researchers.htm).

13. ***How do I gain access to my award so I may start spending?***
    Upon final negotiations of your award, a copy is sent to your departmental administrator. Typically within a week of receipt of the award and all final budgetary information, an account is set up and you will receive a signature card and account notification information sheet which provides important information about your award. If you have questions regarding this you may contact postaward@wakehealth.edu and inquire about the status of your award.