

Develop transition plans for staff, students, and/or trainees.
Gather information on visa needs early in the process.



Plan for initiating teaching responsibilities, training programs, and/or thesis committees, if applicable.



Stay in contact with your HR rep and Department Administrator.



Review the [Faculty Affairs Appointments & Promotions page](#) for research certified voluntary faculty process and agreement templates.



CONTACTS
Dept. Administrator (varies by Dept.)
[Human Resources](#)
Grad. School,
Dr. Carolyn Smith
carolyns@bcm.edu

INCOMING RESEARCH FACULTY CHECKLISTS & ADMINISTRATIVE TASKS

Please review each section for information that will inform your onboarding and research transition with BCM.

Note: The hyperlinks in PURPLE, CITI links and BRAIN links require a BCM ECA login and password which can be accessed later in the onboarding process, when the incoming faculty member has an account.

LAB START-UP & FACILITIES INFORMATION

ANIMAL RESEARCH WITH THE CENTER FOR COMPARATIVE MEDICINE

RESEARCH PROTOCOL, COMPLIANCE & TRAINING ACTION ITEMS

SPONSORED PROGRAMS OFFICE

BCM VENTURES

LAB START-UP & FACILITIES INFORMATION

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Space planning:

If applicable, the incoming investigator will be coordinating with the Facilities team, the Dept. contact and the OOR for lab renovations and/or space requests.

Lab start-up plan:

Develop and identify potential equipment and computer transfers from previous institution for approval.

Assign someone in the lab to coordinate commission of equipment, etc. and work with the Office of [Environmental Safety \(OES\)](#) as needed.
envirosafety@bcm.edu

Ensure all research samples and chemicals in laboratory spaces are in alignment with MTA/IRB/OES guidelines.

Facilities and maintenance requests can be submitted via [Work Order request form](#).

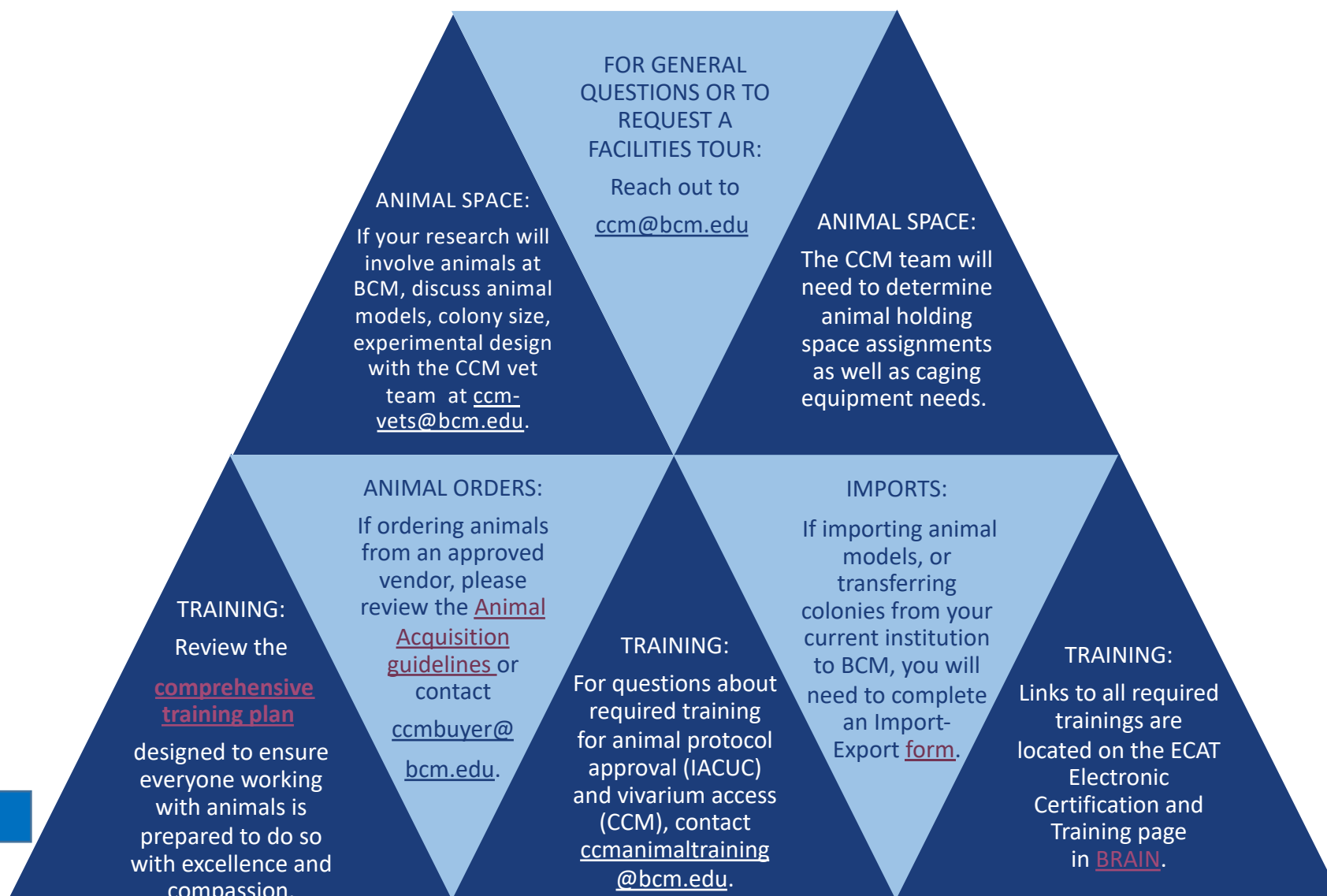
Use a BCM approved moving company for any items being transferred from previous institution.

Initiate any projects in [Core facilities](#) and in iLabs, if applicable.

ANIMAL RESEARCH WITH THE CENTER FOR COMPARATIVE MEDICINE (CCM)

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ANIMAL RESEARCH: CENTER FOR COMPARATIVE MEDICINE (CCM)



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Note: In order to conduct animal research, you must have an approved protocol. Please refer to the following pages.

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RESEARCH PROTOCOL APPROVAL & COMPLIANCE TRAINING ACTION ITEMS: IF YOUR RESEARCH INVOLVES...

Human Subjects

Take the Basic Biomedical and Health Information Privacy and Security course through [CITI](#). Please see this [FAQ](#) for additional information.

Submit a protocol for IRB approval in the [BRAIN portal](#) and select ESP1.

irb@bcm.edu
713-798-6995

Animal Models

This training varies based on your type of research and animal model. Review [this chart](#) to determine the species specific training required. Complete the training through AALAS. Access this through the [BRAIN portal](#) and select ECAT Electronic Certification and Training. Once in the AALAS Learning Library, select the appropriate Track for your research species.

Submit a protocol for IACUC approval in the [BRAIN portal](#) and select ESP1.

iacuc@bcm.edu
713-798-8766

Recombinant DNA

No training required, but the [CITI](#) rDNA course is recommended.

Submit a protocol for IBC approval in the [BRAIN portal](#) and select Institutional Biosafety Committee.

ibc@bcm.edu
713-798-1578

Clinical Trial

Update the Clinicaltrials.gov record with the name of the PI/Responsible Party

ocr_regulatory@bcm.edu

Will you be conducting surgery?

YES

Mice, rats, USDA rodents: Complete the surgery track for these species through AALAS. For all surgery: Complete the Training Ambassador surgery training through Success Factors. *Note, protocols involving surgery require a designated training ambassador. Please contact the CCM Training Office or the IACUC.*

ccmanimaltraining@bcm.edu
iacuc@bcm.edu

Will you need access to animal facilities?

YES

Please contact the CCM for their training requirements.

ccmanimaltraining@bcm.edu | 713-798-2484

KEY

ACTION
PROTOCOL
CONTACT

Is the clinical trial receiving NIH support?

YES

Complete the Good Clinical Practice course through [CITI](#). Please select the GCP course most appropriate to your research. No training needed if not receiving NIH support.

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RESEARCH PROTOCOL APPROVAL & COMPLIANCE TRAINING ACTION ITEMS (CONTINUED)

CPRIT Support

Complete the CPRIT Awards and Management training course through [CITI](#).

spo@bcm.edu
713-798-1297

BSL2 or Higher

Complete Laboratory Biosafety and Biohazard/Medical Waste trainings through SuccessFactors.

envirosafety@bcm.edu

Please note, other lab safety trainings may be required depending on your research. Review [this page](#) for additional training information.

Additional Optional Trainings Offered

All of the listed courses are available through [CITI](#).

- Joint Appointments MOU Training
- Clinical Trial Billing Compliance
- rDNA
- Good Laboratory Practice
- Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov Revised Common Rule
- Essentials of Statistical Analysis
- Undue Foreign Influence: Risks and Mitigations
- Numerous webinars

Training Required for Research Faculty

- Lab Safety Training through Success Factors.
- Bloodborne Pathogens through Success Factors (annual refresher required).
- Hazard Communication through Success Factors.
- Research Conflict of Interest course through [CITI](#).
- Responsible Conduct of Research course through [CITI](#). Please select the RCR course most appropriate to your role.

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SPONSORED PROGRAMS OFFICE (SPO)

Note: The hyperlinks in PURPLE, CITI links and BRAIN links require a BCM ECA login and password which can be accessed later in the onboarding process, when the incoming faculty member has an account.

Templates and detailed information are available on the [Sponsored Programs](#) page.

Grants & Subawards

- Contact spo@bcm.edu and grant sponsors regarding potential transfers.
- Instructions for submitting transfer applications can be found in the [Sponsored Programs Office Handbook](#).
- Incoming subawards are tracked like grants.
- Plan for transferring/setting up any cost sharing commitments.
- Finalize grant transitions or terminations with previous institution.

Material Transfer Agreements

Reach out to mta@bcm.edu for:

[MTAs](#) (transfer of animal models, samples, etc.)

Academic Collaborations

Academic CDAs

Academic DUAs

Consult the [Research Agreement Decision Tree](#) regarding other types of Research related agreements.

Sponsored Research Agreements (SRA) with Industry

Contact: mta@bcm.edu

and copy cta@bcm.edu

Service & Testing Agreements with Industry

Contact: bcmventures@bcm.edu

Note: BCM Policy requires that only an approved, designated authorized signatory may sign any agreements on the behalf of the College

BCM VENTURES



NEW: Transition of Academic Agreement Responsibilities (details below)

All Academic Research-related Agreements (MTA, DUA, CDA, SRA) now Managed by Office of Research



Effective July 1, 2021, the Office of Research (OOR) now manages all contracts and agreements related to research activities, most of which involve another academic institution or non-profit that is not associated with a commercial relationship.

Sponsored Research Agreements which involve a for-profit industry sponsor will be handled in a collaborative manner between BCM Ventures (BCM V) and OOR. BCM V's activities will focus on reviewing provisions in SRAs dealing with the management of intellectual property rights, but OOR will have final authority over negotiation and execution of the agreement.

You may still contact your BCM V team member (licensing associate) to understand the intellectual property aspects of your agreement, which will be coordinated with our OOR colleagues.

Contacting OOR for your agreement

AGREEMENTS NOW MANAGED BY OOR

- Sponsored Research Agreements* (SRA)
- Academic Collaborations
- Academic CDAs
- Academic DUAs
- MTAs
- Service and Testing Agreements*

*Agreements that include a greater commercial opportunity or include fee-for-service with for-profit entities may involve both BCM V and OOR, but BCM V will lead. OOR and BCM V will cooperatively manage Testing Agreements (that do involve the right to publish) with a for-profit partner.

Sponsored Programs Office (SPO)

All MTAs, DUAs, CDAs and Academic Research Collaborations

mta@bcm.edu

Office of Clinical Research (OCR)

Industry Sponsored Research Agreements and Testing Agreements

mta@bcm.edu and copy cta@bcm.edu

Industry-funded opportunities, collaborations and co-development opportunities start with BCM Ventures

BCM Ventures is the commercial engine of the College, created to support the translation of academic knowledge and intellectual assets for the benefit of society. We foster a culture of commercialization and engage with industry to identify market opportunities for collaborative ventures.



Contact bcmventures@bcm.edu or your BCM V team member (licensing associate) for more information.

BCM V IS RESPONSIBLE FOR



- IP management and protection
- Idea and invention disclosures
- Patents and licensing
- Fee-for-service agmts. with for-profit entities
- All commercial activities, including but not limited to: collaborations, co-development ventures, start-ups, venture funding, commercial drug discovery, commercial medical device development (list not inclusive)

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