Guide to Administration

Central Staff Directory & Emergency Contacts

EHS Central Admin Staff

Anastassia Amato-La Hoz 212-305-5321
Assistant to the Chair *Suite 1105*
Aa4977@cumc.columbia.edu

Camilo Day 646-317-1495
Faculty & Human Resources Coordinator *Suite 1105*
Cd3433@cumc.columbia.edu

Leyri Defrank-Paulino 212-305-7303
Administrative Coordinator *Suite 1105D*
Ld2554@cumc.columbia.edu

Nader Elmehdawi None
Projects Coordinator *Suite 1105F*
Ne2336@cumc.columbia.edu

Kiara Garcia 212-305-3464
Grants Financial Coordinator *Suite 1105*
Kg2833@cumc.columbia.edu

Andy Kim 212-305-2853
Grants Coordinator *Room 1105D*
Ak2873@cumc.columbia.edu

Mary McPoland None
Project Coordinator *Suite 1105F*
Mm6291@cumc.columbia.edu

Bernice Ramos-Perez 212-305-1675
Department Administrator *Room 1105B*
Br2005@cumc.columbia.edu

Emely Rodriguez None
Administrative Aide *Suite 1105*
Er3151@cumc.columbia.edu

Dagmara Safin 212-305-1537
Administrative Coordinator *Suite 1105*
Ds3690@cumc.columbia.edu

Raquel Sotelo 212-305-0507
Manager of Grants & Finance *Room 1105A*
Rm2580@cumc.columbia.edu

Erica Tyler None
Comms & Marketing Coord. *Off-campus*
Et2736@cumc.columbia.edu

Abby Welbourn None
Director, Special Projects *Off-campus*
Aj2730@cumc.columbia.edu

Elias Zambrano 212-305-3296
Faculty and Human Resources *Suite 1105C*
Ez2156@cumc.columbia.edu

Emergency Contacts

Security	212-305-8100
Emergency Fire/Smoke	212-305-7979
Biohazards	212-305-6780
Cardiac Arrest	212-305-9999
Medical Emergency	212-305-7979
Facilities (Emergency Only)	212-305-0303
Environmental Health and Safety	212-305-5603
Workforce Health and Safety	212-305-7580

General Contacts

5-HELP CUIMC Services & Support	212-305-4357
CUIMC HR	5-HELP, option 1
Office of Housing Services	5-HELP, option 2
Facilities Operations	5-HELP, option 3
CUIMC IT	5-HELP, option 5

Mailman IT: msph-tickets@cumc.columbia.edu

ServiceNow: columbia.service-now.com

Lighthouse: lighthouseapp.com/login

Jira: ehs722.atlassian.net/servicedesk/customer/portals

EHS Department Resource Site:
https://cumccolumbia.sharepoint.com/teams/EHSDepartment

EHS Faculty-only Resource Site:
https://cumccolumbia.sharepoint.com/teams/EHSFaculty-only

New Employee Information

EHS Associate Director of Faculty and Human Resources, Elias Zambrano (ez2156@cumc.columbia.edu), will provide you with a hire packet including information about your University Network ID (UNI), benefits, training, and resources at Columbia.

University Network ID (UNI)

EHS HR will provide you with your UNI, which is your main ID at Columbia. Activate your UNI and set a password at: cuit.columbia.edu/cuit/manage-my-uni. Select "Activate Your UNI or LionMail Account." Bookmark this page as it also contains guides to changing your password, setting up email auto responses, etc. The **University Network ID (UNI)** is a unique identifier assigned to each University student, faculty, researcher, or administrator, consisting of your initials and arbitrary numbers. Your UNI is used to provide access to Columbia University's systems and services, such as LionMail, Courseworks, library resources, computer labs, employee self-service (HR and benefits information), and University business and administrative systems. Access to these services may also be dependent on your University role, based on data from Student Information Systems (SIS) for students and from People @ Columbia (PAC) for employees. Additional approvals may also be provided by authorized administrators.

Orientation for New Employees/Faculty Members

All new employees attend orientation to learn about mandatory HIPAA training, work/life resources at Columbia, and receive guidance to select your benefits. The Columbia Human Resources website provides details on transitioning into your new role.

Benefits Package

Learn about benefits options at new employee orientation and complete your benefits enrollment online at my.columbia.edu once your hire is confirmed and your UNI is activated. Columbia's Benefits Department will send an email ~2 weeks after your start date alerting you that you can enroll online. Most benefits selections MUST occur within 30 days of your start date, and eligibility for some benefits require a waiting period depending on your position classification. Visit this link for more info regarding benefits and direct any questions to the Benefits Hotline at 212-851-7000.

Training and Disclosures

All new employees are required to complete different trainings and disclosures based on the scope of your position:

- Required for everyone: Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training and Security, Anti-Harassment, Discrimination and Title IX (AHDT) Training.
- Required for anyone involved in research: Conflict of Interest Annual Disclosure - Go to rascal.columbia.edu, login with your UNI/password, select *Conflict of Interest*, then select *Start a New Annual Disclosure Statement*, answer the questions and submit the disclosure.
- Use the Research Compliance Training Finder to identify further trainings required for your position, as well as the Columbia Enterprise Learning Management website for additional required trainings: https://elm.columbia.edu.
- Discuss with your supervisor about trainings and compliance specific to your work.

ID Card

Your Columbia ID card allows access to University facilities, services, and resources, including libraries and gyms. The Columbia University Medical Center Security Office asks that your ID card be always visible. The CUIMC ID Office is located in P&S at 630 W. 168th Street, Room 1-405C. If you are getting a Columbia ID for the first time, bring a photo ID and your UNI. Should you lose your ID, report it to Security immediately and request a new ID. ID cards must be returned at the end of your Columbia appointment.

Space and After-Hours Access

EHS has space in two main locations: 722 W. 168th Street in the Allan Rosenfield Building (ARB) on the 11th and 12th floors, and 630 W. 168th Street in the P&S/Black Building (BB) on the 16th floor. ARB 11th floor houses the central administrative office (Suite 1105), faculty offices, and our department's conference room (1102) and classroom (1101). ARB 12th floor is home to EHS' Children's Center, and P&S/BB has our laboratories and some offices. A floor map of EHS space can be found in the EHS Department Resource Site (See "EHS Overview" section for sharepoint site links).

In the ARB, stairwell entrances to the 11th and 12th floors, as well as entryways to the 11th floor 1105 administrative suite, the 1104 Climate and Health suite, and southern suite (after the kitchen/restrooms) are locked before 8am and after 7pm daily. The Black Building EHS space does not require additional access. In P&S, the entryway directly after the 16419 Conference Room to enter the 16420 and 16421 space is locked before 7am and after 6pm daily. Contact Elias Zambrano (ez2156) with your UNI, name, the nine-digit Card Number on the back of your ID, and your supervisor's approval (email) to request after-hours access prior to needing it.

Navigating Campus

- Mailman maps and directions: https://www.publichealth.columbia.edu/contact/maps-and-directions
- Guide to the CUIMC campus and surrounding community: https://www.cuimc.columbia.edu/about/campus-map

Computer and Telephone

Your supervisor will make initial arrangements for your computer and telephone if needed. Further information about IT support can be found in the *Information Technology* section. Details about phone use can be found in the *Operations* section.

Timesheets and Time Off Trackers

All timesheets and vacation records should be submitted to EHS HR in person (MSPH 11th floor, Room 1105C) with your signature and an authorized supervisory signature. More details can be found on the HR website, and instructions and samples for filling out the timesheet/ time off tracker can be found in the EHS Department Resource site (sharepoint). Please note that overtime/weekend hours must be initialed by supervisor.

- Bi-weekly timesheets for Support Staff and casual employees are due every other Wednesday.
- Officers of Administration time off trackers are due at the end of every month with backup documentation of approved requests (email correspondence or vacation request/sick days showing dates requested and supervisor approval).
- Officers of Research time off trackers are due annually on June 30th. Backup documentation is not required.
- Officers of Instruction do not submit time off trackers.

Direct Deposit and Getting Paid

You can enroll in the University's direct deposit payroll program online at my.columbia.edu under the Faculty & Staff tab. You'll need to provide your checking or savings account and bank routing number.

- Support Staff and casual employees are paid every other Friday.
- Officers are paid semi-monthly (15th and last day of month; business day prior if either fall on a weekend or holiday).

Checks should be picked up on the appropriate days from Elias Zambrano (ez2156) if you are not enrolled in direct deposit.

Getting Medical Attention or Reporting an Accident

CUIMC Workforce Health and Safety, located at the Harkness Pavilion 1st Floor (212-305-7580), is for all employees who require medical attention at work. If you experience a work-related injury or illness, alert your supervisor and Elias Zambrano (ez2156) ASAP.

Reporting Potential Security Problems

To prevent theft, it is important that unoccupied offices are kept locked and valuables stored out of sight. Should you see anyone suspicious, do not hesitate to call the MSPH security desk at 212-342-1905. In an emergency call 212-305-7979. To speak to a sergeant or report an incident, call 212-305-8100.

Emergencies and Preparedness

Columbia has many outlets for delivering news to employees and students during emergencies. Visit the Staying in the Know page to learn about and sign up for different platforms, including text message alerts. Familiarize yourself with Columbia's HR guidelines for Essential Functions in Case of a Campus Emergency.

School and Department Events and Updates

At the School level, *Transmission* is a weekly email summarizing events on the Mailman calendar. You can sign up for *Transmission* at the bottom of Mailman's events page.

Other recurring School events to be aware of, with announcements sent out via email from the Communications and/or Dean's office:

- **School Assembly (Monthly)** – Open to all Mailman faculty and staff, these important forums are for both information exchange and gathering as a community.
- **Dean's Seminar Series on Chronic Disease (Monthly)** – Open to the public, this seminar series focuses on one of today's greatest public health challenges: the global epidemic of chronic diseases, including cancer, diabetes, heart disease, hypertension, and the pandemic of obesity. To foster discussion and innovation across the Mailman community on key questions such as the role of prevention and health preservation, how to reduce disparities, determining which policies and interventions will be most impactful and at what points in the life-course, and how to set goals and measure progress, the School offers talks by thought leaders outside of and among the Mailman School faculty.
- **Dean's Grand Rounds on the Future of Public Health (Monthly)** – Open to the public, Grand Rounds is a community conversation on the science, education, and practice of public health. The series provides an intellectual space within which to explore national and global public health challenges and the innovative approaches needed to transform the public's health in the 21st century.
- **Dean's Holiday Breakfast (Annually)** – Open to all Mailman faculty and staff, this breakfast is usually held in December to celebrate the faculty and staff contributions over the past calendar year.
- **State of the School (Annually)** – Open to all Mailman faculty and staff, this event is typically held in early May to outline the status of various research and educational initiatives at the School, as well as announcing Staff Awards and Dean's Excellence Awards.
- **Commencement (Annually) –** By invitation only for faculty and staff due to limited seating, commencement day is usually held in late May as the official graduation day for Mailman master's and doctoral students. It is oftentimes surrounded by department and school events during "Commencement Week"

For details on Department events and communication, see "EHS Overview" section in this guide.

Faculty Only

- A mailbox for you and your lab (if applicable) will be set up outside the ARB 1105 Admin Suite next to the kitchen.
- You can update your faculty profile on Mailman's website by emailing Erica Tyler (et2736).
- If you would like to order business cards, Columbia Print has an online ordering system. You will need the ARC chart string to complete your order.

EHS Overview

EHS is home to faculty members, researchers, postdoctoral fellows, graduate students (doctoral and master's), and administrative and research staff. Research and education take place in two main locations: 722 W. 168th Street in the Allan Rosenfield Building (ARB) on the 11th and 12th floors, and 630 W. 168th Street in the P&S/Black Building (BB) on the 16th floor. ARB 11th floor houses the central administrative office (Suite 1105), faculty offices, and our Department's conference room (1102) and classroom (1101). ARB 12th floor is home to EHS' Children's Center, and P&S/BB has our laboratories and some offices.

Our Department has some specific communication methods to be aware of:

- **Resource Sites (Administrators: Elias Zambrano, Bernice Ramos-Perez, Erica Tyler, Abby Welbourn)** – The main resource repository for EHS is located on two Sharepoint sites, part of Columbia's Microsoft Office 365 license:
    - EHS Department Resource site: This site is for all active EHS employees in the department. Active employees are automatically granted access to this site by central admin staff shortly within hire date. To access site, use your UNI credentials: https://cumccolumbia.sharepoint.com/teams/EHSDepartment
    - EHS Faculty-only Resource site: This site is for all faculty members with primary appointments in EHS. Faculty members are automatically granted access to this site by central admin staff shortly within hire date. To access site, use your UNI credentials: https://cumccolumbia.sharepoint.com/teams/EHSFaculty-only
- **Listservs (Administrators: Elias Zambrano, Nina Kulacki)** – EHS Listservs for different employee/student categories are used to share EHS-related email announcements for seminars, events, updated policies, and other business purposes. Staff and Faculty lists are managed and updated by EHS Associate Director of Faculty and Human Resources, Elias Zambrano, during the HR process when new team members join or leave EHS. Student, adjunct faculty, and alumni listservs are updated and maintained by Director of Academic Programs Nina Kulacki at the beginning and end of academic semesters.
- **"EHS Weekly" Events Email (Faculty lead: Regina Santella; Administrators: Erica Tyler, Abby Welbourn)** – This email outlines environmental events for the next two weeks and is issued every Monday morning during the academic year to EHS employees and other interested Columbia colleagues. Event details are collected by central admin staff from the Mailman calendar and key contacts from each of EHS' programs and centers (education, Children's Center, Climate and Health Program, NIEHS Center, Superfund, etc.) Active and new employees are automatically added to this email list by central admin staff within a month of hire date, and external colleagues can sign up using the 'subscribe' link in any EHS Weekly emailed shared by a colleague if interested in hearing about these events. If you would like an event included in this weekly email, see the "Event Promotion" section in this guide.
- **Monthly Chair Note (Faculty lead: Regina Santella; Administrators: Erica Tyler, Abby Welbourn) –** The chair of the department of EHS sends out a monthly email to highlight notable recent happenings to all active EHS employees, EHS alumni, and friends and colleagues of the department. Recent funding awards, research mentions in the news, special events, and other department updates are shared. You are encouraged to share highlights with Erica Tyler (et2736@cumc.columbia.edu).
- **Bi-annual Newsletter (Administrator: Nina Kulacki)** – Twice per year, the EHS Education Office produces an online newsletter highlighting semester achievements and happenings in the department. Recent and current newsletters are posted to the EHS Website. Each semester, an email will be sent out requesting updates and news to share in this newsletter.
- **Program- and Center-specific newsletters:** The Children's Center (CCCEH), Climate and Health Program (C&H), NIEHS Center (CEHNM), and the Superfund Program (SRP) issue various correspondence through emails, website announcements, and newsletters. Faculty leads and administrative contacts can be found on the Department Organizational Chart on the EHS Department Resource site. Details for each are shared with the Department listservs.

EHS hosts specific events that are open to the entire department. Please note that frequency of seminars and coordinating responsibilities change often. We will keep the information here as up-to-date as possible, but the most accurate information can be provided by the faculty leads or administrators listed below.

- **Weekly EHS Seminars** – During the academic year, EHS hosts weekly seminars to highlight EHS faculty, researchers and postdocs, and student research, as well as external colleague speakers. An email is issued by lead faculty and designee before the start of each academic semester to the department to request speaker volunteers (EHS students are prioritized), and seminar announcements and details are shared in the "EHS Weekly" events email you will receive each Monday.

- **Bi-weekly Environmental Epidemiology Climate Connections (E2C2) (Faculty Leads: Marianthi-Anna Kioumourtzoglou (EHS), Jeanette Stingone (EPI), and Robbie M. Parks (EHS); Administrator: Craig Kandell)** – During the academic year, EHS & Epidemiology co-lead a bi-weekly discussion group open to all faculty, researchers, staff, and students at CUIMC. E2C2 events are advertised in the "EHS Weekly" events email on Mondays. To receive direct email and calendar invites as separate announcements, you can request to join the mailing list from Craig Kandell (ckk7@cumc.columbia.edu).
- **Monthly Climate and Health Seminar Series (Faculty lead: Lewis Ziska; Administrator: TBD)** – During the academic year, the Center for Climate and Health hosts monthly seminars, which are advertised in the "EHS Weekly" events email on Mondays.
- **Monthly NIEHS-Columbia P30 Centers for Environmental Health in Northern Manhattan Seminar Series (Faculty lead: Matt Perzanowski; Administrator: Carolina Montes Garcia)** – The EHS NIEHS P30 Center hosts monthly seminars, which are advertised in the "EHS Weekly" events email on Mondays. To receive direct email and calendar invites as separate announcements, you can request to join the mailing list from Carolina Montes Garcia (cm3341@cumc.columbia.edu).
- **Biological and Molecular Mechanisms Working Group (Faculty lead: Matt Perzanowski)** – During the academic year, EHS hosts meetings every month in P&S for wet lab groups to discuss current projects, lab techniques, best practices, and space improvements to EHS wet labs. All laboratory staff and lab faculty members receive emails regarding these meetings.
- **Columbia Metals Working Group (Faculty Lead: Ana Navas-Acien, Administrator: Nancy LoIacono)** - Investigators in EHS, other departments across Columbia, and other institutions meet weekly to discuss ongoing and planned research related to metals and health. This is an interdisciplinary group. Presentations covering analytical chemistry, geosciences, epidemiology, toxicology, interventions and clinical trials, social sciences, policy and others are welcome. To receive direct email as separate announcements, you can request to join the mailing list from Nancy LoIacono (njl2@cumc.columbia.edu).
- **EV Working Group (Faculty lead: Diane Re; Administrator: Stacia M. Nicholson)** – EHS hosts a monthly virtual meeting (ZOOM) open to all departments across CUIMC for researchers working on or interested in extracellular vesicle research. A Teams channel allows members from the EV group an interactive and more collaborative experience. Contact Stacia Nicholson for more information (smn2182@cumc.columbia.edu).
- **Placenta Working Group (Faculty lead: Maya Deyssenroth)** – This forum convenes investigators across CUIMC engaged in placental research. These quarterly meetings draw researchers from CUIMC departments spanning OB/GYN, EHS, Neonatology, Neurology and Psychiatry to communicate novel methods, recent findings, and foster interdisciplinary collaborations. In addition to presenting on-going and planned projects, this shared space for clinicians and academic researchers has fostered various joint efforts, including informing the establishment of a perinatal biobank at CUIMC and cross-departmental pilot projects. For more information, contact Maya Deyssenroth (mk2583@cumc.columbia.edu).
- **Science Forum: Research Brainstorming Working Group (Faculty Lead: Tiffany Sanchez; Administrator: Anastassia Amato-La Hoz)** – During the academic year, EHS hosts a monthly discussion group for faculty, researchers, and postdocs to get feedback on their new research ideas and grant proposals. Presenters speak for 15-20 minutes about the project (idea can be at any stage of development/review) followed by a Q&A to get feedback from other attendees. To get on the schedule or receive a calendar invite, email Anastassia Amato-La Hoz (aa4977@cumc.columbia.edu).
- **Annual Sewell Lecture (Faculty Lead: Regina Santella; Administrators: Nina Kulacki, Anastassia Amato-La Hoz)** - Each spring, the EHS Department hosts an annual Granville H. Sewell Distinguished Lecture to honor individuals who have made outstanding contributions to environmental health sciences. The lecture series was established in 1993 in memory of Dr. Granville Sewell, who directed the educational programs in environmental health sciences at Columbia for more than 20 years. More details can be found on the EHS website, and announcements about the speaker and dates will be shared with the Department once finalized.

Commonly Used Acronyms

ARC	Accounting and Reporting at Columbia (financial system)
BIO	Biostatistics (department at Mailman)
CCCEH	Columbia Center for Children's Environmental Health (EHS NIEHS P50 Center)
CCHP	Columbia Climate and Health Program
CEHNM	Center for Environmental Health in Northern Manhattan (EHS NIEHS P30 Center)
CII	Center for Infection and Immunity (Center at Mailman)
CU	Columbia University
CUIMC	Columbia University Irving Medical Center
DA	Department Administrator
EH&S	Environmental Health and Safety
EHS	Environmental Health Sciences
EPI	Epidemiology (department at Mailman)
eSNAP	Electronic Streamlined Non-competing Award Process
FFR	Federal Financial Report
FOA	Funding Opportunity Announcement
FY	Fiscal Year
HPM	Health Policy and Management (department at Mailman)
HR	Human Resources
IC	Indirect Costs
IRB	Institutional Review Board
IT	Information Technology
M&IE	Meals and Incidental Expenses
MSPH	Mailman School of Public Health (722 W. 168th Street)
NOA/NGA	Notice of Award
OOA	Officer of Administration
OOI	Officer of Instruction
OOR	Officer of Research
P&S	Vagelos College of Physicians and Surgeons (630 W. 168th Street; location of some EHS labs/offices)
PA	Program Announcement
PAC	People at Columbia (Columbia's HR system)
PI	Principal Investigator
PopFam	Population and Family Health (department at Mailman)
PrIMER	*Pr*ogram to *I*nspire *M*inority Undergraduates in *E*nvironmental Health Science *R*esearch
RAPS	Recruitment of Academic Personnel System (employment/recruiting database for faculty positions)
RASCAL	Research Compliance and Administrative System
RFA	Request for Applications
RFP	Request for Proposals
RPPR	Research Performance Progress Report (NIH)
SMS	Sociomedical Sciences (department at Mailman)
SOW	Scope of Work
SPA	Sponsored Projects Administration
SPF	Sponsored Projects Finance
SSA	Support Staff Association
UNI	University Network Identification
VEC	Roy and Diana Vagelos Education Center (104 Haven Avenue)

Grant Proposals and Management

The 1105 Central Administrative Team supports PIs and researchers with grant proposal submissions and grant management once proposals are awarded. The grant management cycle is divided into Pre-award and Post-award:

- "Pre-award" = any part of the grant process that takes place before an award is received. This includes the initial proposal, resubmissions, responses to sponsors and Just in Time paperwork.
- "Post-award" = any part of the grant process that takes place after an award is received. This includes tracking and monitoring the grant budget (i.e., personnel effort and salary, subawards, supplies and services, etc.), submitting progress reports, and financial reports required by Columbia and the sponsor.

EHS Pre- & Post-Award Clusters

Each PI in EHS is assigned an Administrative Coordinator and Bookkeeper to assist with overseeing their research portfolio. Assignment notification will be distributed in July and January of each fiscal year.

Sponsored Projects Administration Listservs

Sponsored Projects Administration (SPA) maintains several listservs to send announcements related to sponsored projects to Columbia faculty and research administrators. You can join these listservs here: https://research.columbia.edu/join-spa-listservs

MyGrants

MyGrants is a secure analytic dashboard to assist PIs in managing their research funded projects at-a-glance. MyGrants is licensed per-user. If you are a new PI, you will need to request to be provisioned. Please contact mygrants@columbia.edu.

To access MyGrants, you should go to mygrants.columbia.edu, select the Login button. Enter your UNI and select the **MyGrants for PI**. Your log in ID will be **UNI@adcu.columbia.edu**. Please note the 'adcu'. ADCU stands for the Active Directory domain that is providing the authentication. Your password will be your UNI password. Please note the first time you access MyGrants, you will have to reset your UNI password. Go to uni.columbia.edu to change your password. This will sync your password with the ADCU domain. You will only have to do this once.

PIVOT

Pivot (https://pivot.proquest.com/funding_main) connects researchers to financial support by leveraging the most comprehensive global source of sponsored funding opportunities, coupled with scholarly profiles to match researchers with financial partners and collaborators.

Grant resources on the following pages include PI responsibilities and timelines for Pre-Award and Post-Award, as well as FAQs for PIs and their grants.

For Principal Investigators

Pre-Award Grant Proposal Timeline and Responsibilities

STANDARD SPONSOR AND INTERNAL COLUMBIA SUBMISSION DEADLINES

Example using 10/5/21 NIH deadline:

DUE DATE	APPLICATION COMPONENTS	DEADLINE (Prior to Sponsor Due Date)
9/3/21 (Friday)	Finalized Budget to Admin Coord	1 month prior
9/21/21 (Tuesday)	Admin Paperwork to Admin Coord	10 business days prior
9/24/21 (Friday)	Admin Paperwork to SPA	7 business days prior
9/30/21 (Thursday)	Science to SPA	3 business days prior
10/1/21 (Friday)	Submit Full Application to Sponsor	2 business days prior
10/5/21 (Tuesday)	Sponsor Due Date	0 days

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

PI TIMELINE AND RESPONSIBILITIES

TIMELINE	PI RESPONSIBILITIES
2 – 3 months prior to sponsor due date	Meet with Admin Coordinator/Team to review RFA or sponsor specific requirements, internal and external deadlines, and delegate responsibilities.
	Meet with Admin Coordinator/Team to create preliminary budget. Provide list of investigators, consultants, collaborators, and subcontracts.
	Ensure all institutional compliance trainings/certifications have been completed and/or up to date.
	Responsible for writing the Science.
1 – 2 months prior to sponsor due date	Meet with Admin Coordinator/Team regularly to revise budget. The budget should be finalized 1 month prior to sponsor due date.
	Regularly and frequently work with the Research Team to revise the science, format of application, and incorporate investigator revisions, etc.
	Work with the Research Team to create list of appendices and collect appendix material.
	Work with the IRB on Single IRB requirements, if applicable.
2 – 4 weeks prior to sponsor due date	Regularly and frequently work with the Research Team to revise the science, format of application, and incorporate investigator revisions, etc.
10 business days prior to sponsor due date	Provide all administrative paperwork to Admin Coordinator.
7 business days prior to sponsor due date	Admin Coordinator to provide copy of application and send to SPA for review. PI to communicate and work with Admin Coordinator and Research Team on addressing comments provided by SPA.
3 business days prior to sponsor due date	Finalize all grant documents and submit science to Admin Coordinator. Review of full application image.
2 business days prior to sponsor due date	Final application should be approved by PI, ready for SPA sign off and submission to sponsor.

For Principal Investigators

Post-Award Timeline and Responsibilities

PI TIMELINE AND RESPONSIBILITIES

TIMELINE	PI RESPONSIBILITIES
Ongoing	Manage and conduct project's research to meet project goals including team oversight, purchasing, and tracking
	Monitor subawards
	Ensure all institutional compliance trainings/certifications remain active and up to date
	Review Mygrants dashboard for PI/Scope-I awards (https://mygrants.columbia.edu/)
Quarterly	Review grant attestations with Admin Coordinator to ensure that the expenses incurred are appropriate and directly related to the project account to which they were charged
	Review effort (https://www.finance.columbia.edu/content/documenting-personnel-costs-effort-reporting)
Annually	Work with your Admin Coordinator on any sponsor required progress reports
	Certify effort (https://www.finance.columbia.edu/content/documenting-personnel-costs-effort-reporting)

For Principal Investigators

FAQs for PIs and their grants

Pre-award proposal submission

I would like to submit a grant. What are my first steps? As soon as you know you want to submit a grant, let your Admin Coordinator know so you know what to prepare and when items are due for internal and sponsor deadlines.

What is EHS grant preparation timeline and responsibilities? There are three sets of deadlines to be aware of: 1) the main sponsor deadline 2) Mailman SPA deadline for final review and approval 3) EHS initial review and system input deadline. Review the "Grant Proposal Deadlines, Timeline, and Responsibilities" section in this Guide. Your Admin Coordinator will also advise you of these deadlines in the initial grant discussion.

What are limited submission funding opportunities? A limited submission is any funding program that limits the number of proposals that the agency will accept from an institution. In this case, the University runs an internal selection process to identify the institutional nominee(s). Limited submission competitions are announced via email, sent from limitedsubmissions@columbia.edu. Please add this address to your email client's Safe Sender list to ensure that you receive future correspondences.

What if the NIH deadline falls on a holiday or a weekend? When a standard NIH submission date falls on a weekend or Federal holiday, the application deadline is extended to the next business day. If the submission deadline shifts beyond the expiration date of the FOA, applicants submitting electronically may receive a warning message from Grants.gov. This warning will not keep your application from processing through Grants.gov.

What do I need to do if my NIH proposal exceeds $500K direct costs in any year? For applications requesting $500,000 or more direct costs for any year, applicants must seek approval from Institute/Center staff at least 6 weeks prior to the anticipated submission of any application. This policy does not apply to applications submitted in response to RFAs or in response to announcements that include specific budgetary limits. Your Admin Coordinator can assist in drafting a request for approval above the limit. SPA requires these requests have a detailed budget for the entire project period.

If I serve on an NIH study section, do I have the authority to submit proposals after the standard deadlines? An alternative submission policy is available for certain applications submitted listing as PD/PI individuals serving as appointed members of NIH chartered standing study sections, NIH Boards of Scientific Counselors, NIH Advisory Boards or Councils, or an NIH Program Advisory Committee. This policy allows applications to be submitted on a continuous basis, peer reviewed in a timely manner, and assigned to an Advisory Council per designated council round deadlines. This policy applies to R01, R21, and R34 applications that would normally be received on standard application submission dates (not special receipt dates). The cover letter portion of your proposal should include a statement about your eligibility for continuous submission.

What do I do when faculty in another department want to put me on a grant proposal? If a faculty member in another department plans to include you in a proposal, please provide their administrator with the name and contact information of your Admin Coordinator. The EHS Admin Coordinator will then work with that department to secure RASCAL approvals, salary confirmations, etc.

Post-award grant oversight responsibilities

What are the PI's responsibilities for oversight of grants and contracts? The University's Policy Library includes policies applicable to PIs of sponsored projects in the Sponsored Projects Handbook. As PI or Scope activity leader on a grant, MyGrants collates and displays financial and award information for the purpose of managing research grants, awards, and enabling financial projections throughout the award lifecycle.

When are progress reports due on my projects? For NIH awards, progress reports are generally due 2 months prior to the end of the current budget period. For NIH awards subject to eSNAP (Electronic Streamlined Noncompeting Award Process), progress reports are due 6 weeks prior to the end of the current budget period. PIs should confirm due dates at public.era.nih.gov/commons/ which will allow you to search progress report deadlines by institution name and then PI and award number. For non-NIH awards, the Notice of Award and/or subaward agreement should provide details and deadlines for submitting progress reports.

What materials are needed by SPA and/or the agency for my progress report? The required documents for progress reports vary depending on the award type, but generally include (at a minimum) the budget for the next budget period, RASCAL questionnaire, and scientific report. Your Admin Coordinator can determine what is required.

What is a Cost Transfer? Faculty and staff must make every effort to allocate sponsored project costs to the appropriate project(s) at the time the costs are incurred. However, in certain circumstances, it is permissible to transfer costs from one project to another ("Cost Transfer") when:

- There is a direct benefit to the project being charged; and
- The charge is allowable, reasonable, allocable and consistently treated; and
- The cost transfer is accompanied by appropriate documentation

Cost Transfers must be completed within 90 days following the end of the month in which the original charge was posted. You should familiarize yourself with the Cost Transfer policy and talk to your Admin Coordinator if you have further questions: http://policylibrary.columbia.edu/sponsored-project-cost-transfers

How often do I need to review effort distribution of personnel? Effort distribution should be reviewed by the Admin Coordinators on a bi-monthly basis, and updates need to be submitted via PAC. Your Admin Coordinator will meet with you in order to plan any adjustments or to find alternative funding sources, should you experience a lapse in salary funding.

What is the effort reporting process and how do I certify my effort? Effort reporting is the federally mandated process by which the salary charged to a sponsored project is certified as being reasonable in relation to the effort expended on that project. All Officers of Instruction and Officers of Research other than postdocs ("Faculty") who receive sponsored project funding or apply effort to any sponsored projects are required to certify their own effort annually. PIs are required to certify the effort of postdocs, graduate students and staff funded by their grants. Effort certification is completed once per year via effortreporting.columbia.edu. After PIs certify, the DA processes all employees. (Note: effort reporting can be reviewed quarterly but can only be certified annually.)

What should I be looking for when I review my grant attestations? Grant attestations and the backup documentation from ARC (Columbia's accounting system) are available quarterly but should be reviewed monthly by the Admin Coordinator and the PI to ensure that the expenses incurred are appropriate and directly related to the project account to which they were charged. You can review all your sponsored project accounts through Webviewer: finance.columbia.edu/content/quarterly-financial-review

The Office of the Controller performs regular audits of grant attestations; therefore, it is critical to comply with this process and to review the attestations in a timely manner.

How do I ensure that I spend all of my grant funds before the end of the budget period? You should meet with your Admin Coordinator regularly to develop and update a plan for spending project funds. All expenses for which current budget period funds are to be used must be reflected in the accounting system well in advance of the end of the budget period; therefore, it is critical to provide your Admin Coordinator with enough time to process purchase orders, invoices, and reimbursements before the end of the budget period.

When can I rebudget grant funds and what is the process for rebudgeting? Rebudgeting authority varies from project to project. Check with your Admin Coordinator to inquire about the process for reallocating funds from one expense category to another.

How do I know if I have automatic carryover authority? The Notice of Award or subaward agreement for a sponsored project will generally indicate whether prior authorization is required to carry over an unobligated balance from one budget period to the next. If prior authorization is required, an official request to the agency should be prepared, including a budget for how the carryover funds will be spent as well as a detailed justification.

How soon after the end of a budget period do I need to request carryover? Carryover should be requested as soon as possible after the Federal Financial Report (FFR) is generated by SPF.

Financial Administration

Columbia's Financial System

Accounting and Reporting at Columbia (ARC) is Columbia's financial transaction and reporting system used by your Admin Coordinator on a daily basis for your sponsored projects and department financial management.

PIs have access to the following platforms to give a comprehensive overview of financial transactions on their accounts:

- ARC finance.columbia.edu/content/learn-about-arc: provides details of daily financial transactions on each account
- Webviewer finance.columbia.edu/content/quarterly-financial-review: provides electronic access to automated reports on a monthly and quarterly basis for sponsored projects
- Mygrants mygrants.columbia.edu/: displays financial and award information for the purpose of managing research grants, awards, and enabling financial projections throughout the award lifecycle

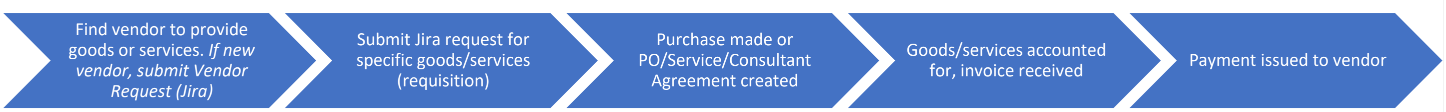
While we do our best to cover as many relevant topics as possible here, Columbia's Finance website is an exhaustive source of information on how money is spent and managed. Your Admin Coordinator should always be your first point of contact when you have a question about a specific transaction or activity, but feel free to browse the policies that guide how we handle financial activity.

- Columbia University Finance Website
- Procurement Services
- Sponsored Projects Finance Website

From Purchase to Payment

The majority of financial transactions in the Department involve receiving goods or services for payment. To purchase or pay for most goods and services, you will first submit a request ticket with supporting documents to the EHS Jira Service Desk (referred to as Jira), our Department's internal request system for purchasing, payment, and general financial transactions. Jira tickets then route to the appropriate central administrative team member for review and approval. Once initially approved at the department level, information from your ticket and supporting documentation will be submitted to ARC for official processing within the University.

The diagram below outlines the general steps involved before a purchase can be made through when a payment is issued:



Export Control and Sanctions

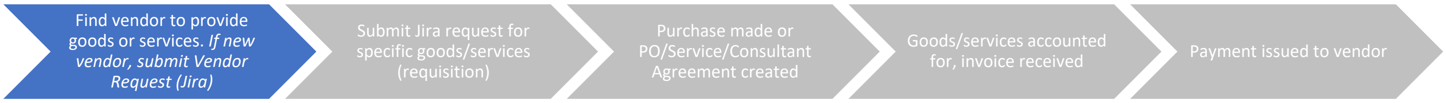
If your research or work involves any country or personnel involvement outside of the U.S., you should be familiar with Columbia's export control regulations, as well as sanctioned countries:

- *Export Control:* Export control regulations control the conditions under which certain technology, commodities and software can be transmitted overseas to individuals, including U.S. citizens, or to a foreign national on U.S. soil. For details on regulations, deemed exports, research type, etc. please see: research.columbia.edu/export-controls

- *Sanctions:* Various countries are subject to U.S. economic and trade sanctions. Any proposed transaction, contract, collaboration, purchase, or other transaction in, or involving, a sanctioned country or an entity (whether governmental, non-profit, or commercial), or individual based in a sanctioned country, should be discussed in advance with your Admin Coordinator. More information: research.columbia.edu/economic-sanctions-and-restricted-parties

You should contact Michelle Avallone (mla25@columbia.edu) for prior approval for the purchase of goods, service contracts, consultant and subawards that involve non-U.S. entities. This approval is to be provided to the Admin team during your purchase request in Jira or proposal workflow with your Admin Coordinator.

Vendor Management



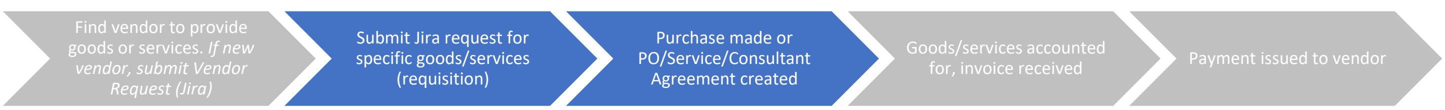
An individual or business must be an approved Columbia vendor in order to begin a purchasing transaction (except P-Card) and to receive a payment of any kind through Columbia's financial system. This means that before we can think about processing a payment for a supplier, they need to complete tax documents and, if applicable, wire transfer information that can be independently verified by the University.

The process is different for individuals and organizations depending on their employment affiliation and citizenship:

- **Columbia employees**: No tax documents are required because Vendor Management can confirm the information with personnel records. However, a new vendor profile must still be completed.
- **Individuals who are not Columbia employees**: a copy of a W9 or W8 tax form is required. W9 forms are required for all U.S. citizens or permanent residents and include the submission of a social security number. W8 forms are required for all foreign individuals. *Note: there is no way to add an individual as a Columbia vendor without one of these documents.*
- **Domestic businesses:** ranging from small LLCs to other research universities, a copy of an organizational W9 is required. The W9 should list the legal name of the business, as well as the name under which the business operates (DBA name) and should be signed by the authorized representative. For foreign businesses, a W8 is required.

To create a vendor, submit a Vendor Request Ticket in Jira (ehs722.atlassian.net/servicedesk/customer/portals). The process to create a new vendor can take anywhere from a few business days for a University employee to a couple of weeks for a foreign research institution. As soon as you believe you'll need a new vendor created, please submit a ticket in Jira to start the process.

Purchasing and Procurement



PIs and staff should never purchase supplies with their personal funds for two reasons: 1) Columbia is a tax-exempt organization, therefore we cannot reimburse for sales tax, and 2) not all supplies can be paid for with grant funds and therefore might not qualify for reimbursement. Ordering supplies through University-wide partnerships ensures that no sales tax is incurred, and all supplies are reviewed prior to purchase to confirm they are allowable expenses.

Purchases and Supplies <$2,500 – P-Card

The EHS Central Admin team has access to University Purchasing Cards (P-Cards) to use for small purchases and expenses for PIs like general office supplies and conference registrations. Faculty with laboratories in P&S and Black Building can also request a P-Card for their lab supply orders. The P-Card for labs is to be assigned to a full-time lab research staff from the PI's team. The faculty is to contact Bernice Ramos-Perez (br2005@cumc.columbia.edu) or the grant administrator for more information.

Prior to requesting a purchase via P-Card, make sure you are familiar with Columbia's Export Controls policy if the item you are purchasing is going to another country. This information can be found earlier in this *Financial Administration* section under the *Export Control and Sanctions* subsection.

P-Cards cannot be used for travel expenses or a number of other restricted commodities. For a complete list of items that *cannot* be charged to the P-Card, see Appendix A in the P-Card Policy: policylibrary.columbia.edu/files/policylib/imce_shared/Purchasing_Cards.pdf

To place an order for supplies <$2,500 look up the items on the vendor website, obtain a quote from the vendor (except Amazon or Staples), and submit a P-Card Jira ticket (ehs722.atlassian.net/servicedesk/customer/portals) with the item, item number, and quantity, and what project to charge. Once the Jira ticket is received, your Admin Coordinator will approve the charge to your account, and the Administrative Aide will submit the order.

Supplies >$2,500 – Purchase Orders (PO)

Purchasing lab supplies or non-capital equipment (<$5,000) that cannot be charged to a P-Card require the use of a purchase order (PO) before payment can be issued to a vendor. At minimum, a PO allows Columbia and the vendor to agree upon a specified price, terms of deliverables, and payment timetable. PO requirements differ depending on the type of service being contracted, the amount of money allocated, and the risk both to the University and to the vendor. Prior to requesting a purchase via PO, make sure you are familiar with Columbia's Export Controls policy if the item you are purchasing is going to another country. This information can be found earlier in this *Financial Administration* section under the *Export Control and Sanctions* subsection. In order to start the PO process, you need:

- An approved Columbia vendor
- An approved funding source
- A quote

To place an order for Supplies or Goods >$2,500, refer to the documents needed in Chart 1 below and submit a Purchase Order (PO) ticket in Jira (ehs722.atlassian.net/servicedesk/customer/portals). Once the Jira ticket is received, your Admin Coordinator will approve the charge to your account, and the Bookkeeper will submit a purchase requisition in ARC. Additional documents may be needed based on the category code (see note in Chart 1 description below) and additional approvals may be needed if the purchase requires approval from the Environmental Health and Safety Office.

For Capital Equipment (>$5,000), additional approvals are required prior to purchase. To place an order for Capital Equipment >$5,000, submit an Equipment ticket in Jira (ehs722.atlassian.net/servicedesk/customer/portals). Once the Jira ticket is received, your Admin Coordinator will approve the charge to your account, and the Administrative Aide will submit a purchase requisition in ARC.

Chart 1. Items to upload for Purchase Orders and Service Agreements: Requirements to create a Purchase Order/Service Agreement vary depending on vendor type, funding source, and dollar amount. Use the table below to determine what Scenario (A-G) your request falls under. Please note that additional documents may be required depending on the category code for goods and services. Additional documents are outlined here: https://www.finance.columbia.edu/content/goods-and-services-catalog.

	Vendor Type					
	Vendors are broken into 2 categories: Preferred and Non-Preferred. Preferred vendors have an annually negotiated contract with Columbia so the University receives special pricing, whereas Non-Preferred Vendors are ones not often used and do not have a special contract. Each category requires different supporting documents for a purchase or agreement. To determine if your vendor is Preferred or Non-Preferred: use the search box here: http://finance.columbia.edu/purchasing-guide.					
	PREFERRED VENDOR (UwPA)			**NON-PREFERRED VENDOR**		
Funding Source	*$ Amt*	*Scenario*	*Items to Upload*	*$ Amt*	*Scenario*	*Items to Upload*
SPONSORED PROJECT	Any dollar amount	A	1. One quote	$0 - $9,999	B	1. One quote
				$10,000 - $249,999	C.1	1. Two quotes
						OR
					C.2	1. One quote 2. Single/Sole Source Form 3. Competitive Sourcing Price Analysis (Sponsored)
				≥$250,000	D.1	1. Three Public Requests for Qualifications (RFQs) or Requests for Proposals (RFP)
						OR
					D.2	1. One quote 2. Single/Sole Source Form 3. Competitive Sourcing Price Analysis (Sponsored)
NON-SPONSORED PROJECT	Any dollar amount	E	1. One quote	$0 - $9,999	F	1. One quote
				$10,000 - $249,999	G.1	1. Two quotes
						OR
					G.2	1. One quote 2. Single/Sole Source Form 3. Competitive Sourcing Price Analysis (Non-Sponsored)
				≥$250,000	G.1	1. Three Requests for Qualifications (RFQs) or Requests for Proposals (RFP)
						OR
					G.2	1. One quote 2. Single/Sole Source Form 3. Competitive Sourcing Price Analysis (Non-Sponsored)

Service Agreements

Researchers collaborate with other research institutions frequently for specific tasks that we either don't have the capacity to do here at Columbia or would be best handled by an outside group with established expertise. Services like assay analysis, blood collection and testing, large-scale data analysis are among the many that EHS faculty members contract out to third parties.

Prior to setting up a Service Agreement, make sure you are familiar with Columbia's Sanctions policy. This information can be found earlier in this *Financial Administration* section under the *Export Control and Sanctions* subsection.

If you have selected your preferred vendor without soliciting quotes from other vendors, you will also need to submit a single source justification to explain why this vendor is being used.

In many instances, the vendor will have their own preferred service agreement document that they will insist upon using. We cannot agree to use non-Columbia agreements unless they have been thoroughly vetted by the Purchasing Department. If the vendor insists that their own agreement is used, the timeline for approving the purchase order will be extended and there will likely be negotiation between Columbia and the vendor.

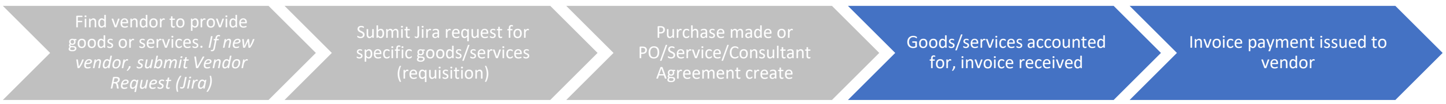
To create a Service Agreement, refer to the documents needed in Chart 1 above and submit a Service Agreement ticket in Jira (ehs722.atlassian.net/servicedesk/customer/portals). Once the Jira ticket is received, your Admin Coordinator will approve the charge to your account, and the Administrative Aide will submit the request to ARC.

Consultants

Consultants are used for a variety of reasons, ranging from individuals to organizations and incorporated entities, and frequently appear on grant proposals. Depending on the consultant type and scope of work, different documents are needed to create a Consultant Agreement. Prior to setting up a Consultant Agreement, you should be familiar with Columbia's Sanctions policy. This information can be found earlier in this *Financial Administration* section under the *Export Control and Sanctions* subsection. You should not ask your consultant to perform any work until your contract has been fully approved. It can take several weeks for the process to be completed.

To create a Consultant Agreement, submit a Consultant ticket in Jira (ehs722.atlassian.net/servicedesk/customer/portals). Once the Jira ticket is received, your Admin Coordinator will approve the charge to your account, and the Administrative Aide will submit the request to ARC.

Payments



Once the vendor has been approved and the purchase is made or the agreement has been processed, the last step in the procurement cycle is payment. Like everything else in the financial system, there are a number of different types of payments, and we run through the main categories here.

Invoices

Invoices are final bills for goods or services received in the Department. Invoices are received generally by mail or email and often sent to the person who placed the order or who the order was placed on behalf of. Invoices are processed in ARC using the vendor name, amount due, invoice number found on the invoice, and if applicable, a PO number. A PO number will be required in ARC if the order was initially placed using a PO (e.g. a consultant invoice or a Fisher Scientific invoice for lab supplies).

To pay an Invoice, submit an Invoice Payment ticket in Jira (ehs722.atlassian.net/servicedesk/customer/portals). Invoices must be approved by the PI or designee (by signing invoice or via email confirmation) to confirm goods and services were received as expected. Once the Jira ticket is received, your Admin Coordinator will approve the charge to your account, and the Administrative Aide will submit your invoice for processing in ARC.

Reimbursements

We reimburse employees for business and travel related expenses, and we also reimburse non-employees for a variety of reasons. The documents required for employee vs. non-employee reimbursements differ slightly, but the guiding principles are the same. A comprehensive overview of reimbursements is included in the next section of this guide.

Other Finance Topics

Petty Cash and Pay Cards

If a researcher is working with participants to collect data for a study, Petty Cash, Pay Cards and TruCentive e-gift cards are three options to provide incentive to participants for their time in support of the study aims. Because having a large amount of cash on hand is a liability for the University, there are a number of policies that regulate the ordering of Pay Cards, TruCentive e-gift cards, the creation of Petty Cash accounts, and the management of the funds once they are available.

- Petty Cash: Petty cash accounts are generally restricted to $2,500, and the Petty Cash custodian (the person responsible for reconciling the account, keeping receipts and cash, and submitting replenishments) must be a full-time Columbia employee. Information can be found here on how to open and manage a Petty Cash fund. If you want to open a Petty Cash account to support your research activities, please reach out to your Admin Coordinator.
- Pay Card Program: Participants are compensated via a prepaid debit card, reducing or eliminating the need for Petty Cash. Cards can either be one-time load anonymous cards (no personal information) or unlimited load registered cards (participant name, address, phone required). If you want to use Pay Cards for your research activities, reach out to your Admin Coordinator.
- TruCentive E-Gift Cards Program: TruCentive is an incentive delivery platform that helps you deliver over 250 e-gift card options to study participants. Delivery is available by email/mobile. If you want to use TruCentive e-gift cards for your research activities, reach out to your Admin Coordinator.

Reimbursements

"The University reimburses travelers for necessary and reasonable business expenses incurred while traveling. Reimbursable expenses must conform to federal and state law and the restrictions placed upon sponsored projects."

All employee and non-employee reimbursements must abide by Columbia University's reimbursement policies. The University requires that business and travel reimbursements be submitted within 10 business days of the trip and no later than 120 days after the date of expenditure. Late submissions outside of the 120 days will not be processed for reimbursement unless the traveler can provide documentation proving extenuating circumstances leading to the late submission of the expense, which could also be considered taxable beyond the 120-day limit. Frequent travel is not an adequate justification.

Receipts and Proof of Payment

Original receipts must be provided for all expenses. A receipt may take many forms (i.e. cash register receipt, copy of order form, web receipt or confirm). A receipt must identify 1) the date of purchase, 2) the vendor name, 3) an itemized list and unit price of purchased items, and 4) the total amount. For missing receipts, payee justification is required, and a Missing Receipt Affidavit must be completed.

Proof of payment is required to demonstrate that payment was tendered. This information is usually included on the original receipt. Examples of this may include notation of "Cash tendered", "Paid", a zero-balance due, evidence of debit/credit card payment (card statement) may be provided.

Employee Reimbursement: Concur

To submit an employee reimbursement, you will need: access to Concur through the Travel and Expense Portal, an event flyer/invitation, proof of transactions on a credit/debit card statement if the payments are not made with cash, and itemized, original receipts.

The University uses the Concur travel and business expense system, which integrates travel authorizations, travel bookings, and expense reports and reimbursements into one application. Columbia's Travel and Expense Portal is where you can login to Concur to submit requests, but it also provides valuable travel and expense related information, guidance and links to job aids to help you with different processes. Before you can book travel or request a reimbursement using Concur, you will need to set up your Concur Profile using this training guide.

The Concur system can be accessed from any device, including cell phones. The Setting Up and Installing Concur Mobile, TripIt, and ISOS Apps job aid will provide guidance on how to set up:

- Concur Mobile - the ability to book travel, capture receipts, and approve requests and expense reports from your mobile device
- TripIt Pro - provides itinerary monitoring with real-time flight alerts, flight check-in reminders, terminal, and gate reminders as well as airport maps and step-by-step navigation
- International SOS (ISOS) - provides one-click dialing to the closest ISOS Assistance Centre for immediate help; mobile-friendly medical and security information to prepare for trips, with deeper content a tap away; latest medical and security alerts, delivery travel advice before and during trips

To submit an Employee Reimbursement, log into Concur through the Travel and Expense Portal: To create a report, a user (or preparer delegate) creates a new report from Concur Expense, selects whether the report is for a business or travel expense. Business expenses reimburse employees for conducting university business, such as meals. Travel expenses reimburse employees for travel related expenses (air, hotel, meals, transportation, etc.). In addition to determining the type of report, the user must identify the business purpose and accounting information.

After creating the report, the user will add expenses. If the trip was booked through Concur Travel, then the booking and expense information will be available to the user to select and add to the report if paid through a corporate card or the Columbia Central Pay method. Otherwise, the user will add an expense, select the type, add the necessary details, enter the amount, etc. and upload the receipt. If an itemized receipt cannot be provided, supplemental approval must be requested from MSPH Finance and reimbursement is not guaranteed.

Student or Guest Travel Booking and Expense

Users that have the "Travel Arranger" role in Concur can book travel for students and guests (collectively referred to as "Non-Profiled Payee") directly in Concur.

The Travel Arranger books travel the same way as other bookings but selects "booking for a guest" while searching for flights, hotels, etc. from the Concur Online Booking Tool. After selecting items for the itinerary, the Travel Arranger enters the personal details of the guest into the reservation and complete the payment process.

After the trip or if a Non-Profiled Payee incurred business expenses, the Non-Profiled Payee can submit expenses to the hosting PI for reimbursement. The Non-Profiled Payee must use the worksheet provided by Columbia University to collect expenses and receipts for entry into Concur.

EHS will create a Non-Profiled Payee expense report, enter the expenses along with the form and receipts and submit for payment. In order to receive payment, the Non-Profiled Payee must be setup as a vendor in ARC. All current students will automatically be added as vendor in ARC. EHS will have to set up non-student guests as vendors.

University Reimbursement Policies for Employees and Non-employees

Food and Alcohol

In order to be compliant with University rules, the traveler cannot exceed the following pre-tax, pre-tip thresholds:

- $25 Breakfast
- $35 Lunch
- $75 Dinner

Alcohol cannot under any circumstances be charged to grants. Alcohol consumed on its own, without a meal, is not reimbursable.

Gratuities

The University will reimburse gratuities up to a maximum of 20% of the pre-tax cost when reasonable (e.g., restaurants, ground transportation, bellhops). Any gratuities above that will not be reimbursed.

Travel Arrangements

The traveler must obtain approval from the PI prior to making travel arrangements. It is preferred that the traveler book travel through Columbia's Travel Agency *World Travel* through the Concur platform. If arranged independently, the traveler is responsible for booking at the lowest price and using economy/coach fare, which is particularly important when the trip will be charged to a sponsored grant. Please note that travel insurance is a non-reimbursable expense.

If the traveler is not the sponsored project PI, they must obtain the PI's written approval that their reimbursement is allowable prior to booking any travel. PIs can provide approval by sending confirmation via email, which will then be attached to the Concur reimbursement or travel advance as part of the supporting documentation.

The Department will not reimburse the cost of expenses that fall outside of the time frame shown on the event attended. This includes costs of lodging, local transportation, meals and change of airfare beyond the minimum days required for business purposes. If the traveler knows in advance that they want to arrive early and/or stay extra days, then they must provide an airfare comparison quote generated at the same time the extended itinerary is booked. Airfare/rail fare may be reimbursed when the total cost is clearly documented and demonstrated to be equal to or lower than it would have been for the dates required for business travel.

Fly America Act

In order to comply with restrictions on sponsored grants, it is required that travelers fly on a US owned airline. Be careful of "code-sharing" agreements between two or more airlines as certain flights in the reservation system may show under the name of the other airline, which could violate the U.S. Flag Carrier Rule. See the full policy, as well as exceptions to this requirement here: https://universitypolicies.columbia.edu/content/fly-america-act

Moving Expenses

Moving expenses need to be pre-approved by a hiring supervisor and discussed with the Department Administrator. Relocation expenses are treated as taxable income to the employee.

Non-reimbursable Expenses

Below is a brief list of frequently requested non-reimbursable expenses. If you have a question regarding the allowability of an expense not listed here, check the Travel Expense Policy and/or reach out to your Admin Coordinator before making any purchases: https://travel-expense.finance.columbia.edu/content/policies

- Airline or VIP club membership dues or one-day admission fees
- Airphone usage
- Baby-sitting
- Barbers and hairdressers
- Clothing or toiletry items
- Internet charges at home
- Excess baggage costs related to personal property
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Frequent Flyer Miles (Travelers will not be reimbursed for airline tickets purchased, partially purchased or accommodations and upgrades obtained using frequent flyer miles)
- Travelers will not be reimbursed for credits issued by an airline from personal travel used to purchase airline tickets for business travel
- Credit card and Airline Rewards program/points
- Gift cards as a payment mechanism should not be used for travel and business expenses as they will not be reimbursed
- Helicopter services for local travel/entertainment
- Laundry or cleaning expenses on trips lasting five (5) days or less, unless emergency circumstances are documented
- Loss or theft of cash advance money or airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Luggage and briefcases
- Magazines, newspapers, personal reading materials
- Medical expenses while traveling
- Mini-bar alcoholic refreshments
- Movies
- "No show" charges for hotel or car service
- Online auction sites
- Personal entertainment
- Pet care
- Recreational expenses
- Saunas, massages, spa visits
- Shoeshines
- Souvenirs or personal gifts
- Snacks
- Tips in excess of 20 percent

Operations

Office Supplies

Office supplies should be purchased through the EHS Jira Service Desk. See details in the *Financial Administration* section.

Keys and ID Swipe Access

ARB office keys are maintained by Bernice Ramos-Perez (br2005) in the ARB 1105 Suite. P&S office and lab locker keys are maintained by Lisa Hu (lh2736). All keys must be returned when your Columbia appointment ends.

In the ARB, stairwell entrances to the 11th and 12th floors, as well as entryways to the 11th floor 1105 administrative suite, the 1104 Climate and Health suite, and southern suite (after the kitchen/restrooms) are locked before 8am and after 7pm daily. The Black Building EHS space does not require additional access. In P&S, the entryway directly after the 16419 Conference Room to enter the 16420 and 16421 space is locked before 7am and after 6pm daily. Contact Elias Zambrano (ez2156) with your UNI, name, the nine-digit Card Number on the back of your ID, and your supervisor's approval (email) to request after-hours access prior to needing it.

Requesting Meeting Space

The Mailman School uses RobinPowered Room Reservation Software to book classrooms, conference rooms, events spaces, and short-term desks in our buildings.

EHS currently maintains four meeting spaces, three in ARB and one in P&S. In ARB there is the 11th floor classroom (Room 1101), 11th floor conference room (Room 1102), and 11th small conference room (Room 1100A), and in P&S there is the 16th floor conference room (Room 16419).

Please follow the directions below to request the following rooms on Robin:

- Classroom 1101
- Conference Room 1102

Additional EHS Spaces not found on Robin:

- EHS Small Conference Room 1100A
    - Contact Brandy Coleman (bc2892) directly
- Black Building's 16th Floor Conference Room
    - Book 60-minute time slots via Google calendar
    - Contact Carolina Montes Garcia (cm3341) directly for longer bookings

Where do I find the reservation portal and how do I log in?

Access Robin via the link below. Use your *CUIMC email credentials* to login.

- https://dashboard.robinpowered.com/msph/login

Find a room by using the gray ribbon along the top of the dashboard to:

- Select your building (*ARB*)
- Select preferred floor (*11th*)
- Select your meeting date and start time*
- Potentially available spaces in Classroom 1101 and Conference Room 1102 will appear:
    - EHS Spaces have the "Create Request" feature which requires approval to book.
    - Click "Create Request" to send an email to the room administrator Brandy Coleman (bc2892) and you will receive an email when it is approved/denied.

**Note:* We can only book rooms 2 weeks in advance for standard meetings, with the understanding that some locations are reserved for classes and special events. Last minute requests for space are often difficult to accommodate.

Additional Helpful MSPH Resources

- There are many ways to review availability and book desks and space for meetings/classes/conference rooms. You can watch a video guide to booking desks and spaces.
- Visit: https://support.robinpowered.com/hc/en-us to learn additional tips and tricks.
- "How to" Guide to Robin
- Space Reservation & Use Guidelines
- Setting Reservation Priorities

For troubleshooting and Robin Training please reach out to
Simon Mak at msphav@cuimc.columbia.edu

Requesting Audiovisual Equipment

If you need A/V equipment or technical assistance with set-up for a meeting/event, submit a request through msph-tickets@cumc.columbia.edu.

If EHS personnel need Mac or Dell computer adaptors for the EHS conference rooms/classroom, contact Anastassia Amato-La Hoz (aa4977).

Catering and Ordering Refreshments for Meetings

Refreshments should be ordered by the host of the event/meeting. Before placing any food order, be sure to get pre-approval from your Admin Coordinator. You should note on the room request that you plan to provide refreshments so that central admin team can ensure that the room reserved for you allows food.

The host of the event/meeting is responsible for contacting Mailman Facilities for event clean-up. To submit a clean-up request, call 5-Help or submit a work order online to Mailman Facilities. Prompt clean-up is essential, as rooms may be booked for other events immediately afterward.

The Department has accounts with the following establishments for EHS members to order from:

- Carrot Top
- Mike's Bagels
- Tasty Deli

Each of these establishments has its own preferred method for processing orders. Department Administrative Coordinator Nader Elmehdawi (ne2336) can provide guidance as to how best to work with a given establishment.

Printing, Copying, and Scanning Documents

The main Department printer is located on the 11th floor in 1105 and has functions to print, copy, and scan in black and white, as well as color. Copier codes are given to faculty and central administrative staff. To obtain a code, please see Nader Elmehdawi in 1105.

Especially large print or scan jobs can be provided by outside vendors. See CU Preferred Vendors procurement: finance.columbia.edu/purchasing-guide

Sending/Receiving Mail

Only business mail can be processed by Department Administrative Coordinator. No personal mail or packages may be accepted. Per federal law, any item over 13 ounces must be brought to the local post office.

Fed Ex domestic and International air bills are available on the 11th floor from Nader Elmehdawi (ne2336) and the 12th floor in CCCEH from Darrell Holmes. Internal EHS Department interoffice mail is picked up and delivered daily for ARB. Mailboxes outside of the 1105 Admin Suite are assigned to each faculty member and each lab group to receive incoming mail.

General Maintenance Requests/Complaints

Submit a work order via e-mail or phone (5-HELP) to make a report or request regarding the following:

- Heating/cooling, power, broken items, signage, keys/locks, leaks, add-ons, trash/recycling, paint, hanging boards/art, shelving installation, routine cleaning, lighting, pest control, furniture replacement/removal, noise complaints, carpet shampoo, telephone etc.
- Some Facilities related requests will require Admin Coordinator approval/project info. If your work order requires a chart string, contact Nader Elmehdawi (ne2336) for assistance.

New or Changed Office Space

All space requests should be submitted directly to the Department Chair and Bernice Ramos-Perez (br2005). Bernice Ramos-Perez will coordinate all approved office and desk assignments.

Recycling

Each office is equipped with a small blue container for recycling paper. These should be emptied into the large blue recycling receptacles on each floor. Shredded paper must be bagged. Cardboard boxes should be placed NEXT to the receptacle.

Telephones

Visit the CUIMC Telecommunication website: cumc.columbia.edu/it/phone/ for a comprehensive explanation of telephone features (including voicemail set up), charges, and instructions. EHS covers landline office phone costs for fulltime faculty. Faculty should contact Nader Elmehdawi (ne2336) for assistance with set up, repairs, and other assistance. Individual PIs are responsible for telephone costs for their team and should submit requests for team member phone set up, repairs, installations, disconnections, etc. directly to Telecommunications after obtaining a chart string from your Admin Coordinator. Telecommunications requests have a standard turnaround time of up to two weeks with some exceptions. Telephone billing is managed through the 1105 Admin team and questions about billing should be directed to Bernice Ramos-Perez (br2005).

If you need to place long distance calls (US domestic, tri-state, international, or Caribbean), please see Bernice Ramos-Perez (br2005) to have an authorization code assigned to you.

Shredding Unwanted Material

There is a small office shredder located in the 1105 Administrative Suite for documents of 15 pages or less. The Department also has a secure locked bin in the 1105 Suite for materials needing to be shredded. We recommend using the secure locked bin for all large shredding jobs. An outside contractor collects material from the bins once they are full.

Information Technology

Information Technology policy, oversight, and support on the CUIMC campus is provided by the Columbia University, CUIMC, and Mailman School IT offices and their associated technical support teams. All EHS personnel must know and comply with governing CU policies: https://secure.cumc.columbia.edu/cumcit/secure/policy/

Structure of IT Offices at Columbia

We have three different IT offices that oversee different sectors of the University:

- Columbia University (CUIT) handles IT policies and services offered across the University
- CUIMC IT handles IT policies and services specific to the medical campus
- Mailman School IT handles Mailman-specific IT issues.

Call 5-help first!

Computer questions and problems should always, with very few exceptions, be first directed to the CUIMC 5-help team at 212-305-4357 or Mailman IT at msph-tickets@cumc.columbia.edu. When you call 5-HELP or email msph-tickets, a service representative creates a ticket through a system called ServiceNow. If IT can resolve it remotely, the ticket is recorded and closed. If they can't resolve the problem remotely, an IT technician will reach out directly to the user to arrange a time for in-person service.

Classroom or Meeting Support

For classroom or meeting support, email msph-av@cumc.columbia.edu. For issues with tech during active classes or meetings, call 646-438-5925.

Where to Direct Students for IT Support

Student can contact IT for support at 212-305-4357 or 5Help@cumc.columbia.edu. Students can also visit CUIMC IT's Student Support Center.

IT QUICK REFERENCE CHART

IF YOU NEED TO...	
REPORT A SOFTWARE OR HARDWARE PROBLEM	Email msph-tickets@cumc.columbia.edu to create ServiceNow ticket
REPORT A SUSPICISIOUS EMAIL	Forward the email to spam-abuse@cuimc.columbia.edu, cc: es2222@cuimc.columbia.edu
REPORT A VIRUS, RAMSONWARE, OR MALWARE	Email msph-tickets@cumc.columbia.edu, cc: el3162@cumc.columbia.edu immediately, shut down your computer until contacted
LEARN ABOUT CURRENT SYSTEM OUTAGES OR DELAYS	cumc.columbia.edu/it/
REQUEST A DOMAIN AND AN OFFICE 365 EMAIL ACCOUNT	EHS HR will set all new employees up with a domain and Office 365 account, but other requests should go to 5help@cumc.columbia.edu
RESET YOUR PASSWORD FOR YOUR UNI OR DOMAIN ACCOUNT	cumc.columbia.edu/it/howto/domain/mypassword.html
REQUEST O OR P DRIVE ACCESS	Two steps: 1) Email msph-tickets@cumc.columbia.edu to create ServiceNow ticket, 2) Email supervisor approval to Bernice Ramos-Perez (DA must approve ServiceNow ticket)
REQUEST YOUR COMPUTER BE MAPPED TO A LOCAL PRINTER	Email msph-tickets@cumc.columbia.edu to create ServiceNow ticket
GET ADVICE FOR HARDWARE SPECIFICATIONS	Email msph-tickets@cumc.columbia.edu to create ServiceNow ticket or request quote from Lighthouse
PURCHASE HARDWARE	Submit a ticket through Lighthouse
PURCHASE SOFTWARE	For Adobe Acrobat Pro or Adobe Acrobat Creative Cloud, submit order through Lighthouse. For all other software, submit request in Jira.
PURCHASE ZOOM PRO	Request an upgrade to a basic account at cuit.columbia.edu/zoom

Zoom Pro

Zoom Basic accounts are limited to creating meetings 40 minutes or less in length. Zoom Pro allows users to create meetings for unlimited lengths of time. To upgrade to a Zoom Pro account, submit a ticket at cuit.columbia.edu/zoom. You must create a Basic account before requesting an upgraded account.

Business Productivity Tools

- MS 365 (Office, Outlook, Visio, PowerBi and many other MS applications)
- Note that Google Workspace is not permitted due to the sensitivity of data

Backing Up Computer Data

Your work computer is confirgured to back-up your documents to our MS OneDrive. To ensure that your files are regularly syncing as they should, make it a practice to login to MS 365 Online with your CUIMC email credentials when you start work.

Collaboration Tools and Shared Storage

File sharing is necessary for collaboration. Different platforms can be used for different types of shared resources: Columbia-approved secure resources include the following for:

- Secure resources for *sensitive data storage*: OneDrive (1 TB, sharing with CUIMC colleagues only), Sharepoint (sharing with CUIMC colleagues only), Teams (sharing with CUIMC colleagues only), O-Drive (20 GB personal work storage on CUIMC's internal network), P-Drive (shared work storage on CUIMC's internal network), and Box (sharing beyond CUIMC, reach out to 5Help@cumc.columbia.edu to learn more about subscriptions)
- Other resources for sharing research data: LabArchives or Electronic Research Notebook, High Performance Computing (HPC), and Amazon Web Services (AWS)

If you want to set up your own server for a project or use a cloud service with your team, register the system with CUIMC IT's RSAM Database. You can reach out to Elizabeth Tashiro (es2222@cumc.columbia.edu) anytime for guidance.

Security Protocols and Awareness

IT Policies apply to all individuals who access or control Columbia University information resources. CUIMC has implemented strict security precautions and governing policies to protect CUIMC data and electronic information. This means that we are required to ensure the following:

- All desktop and portable devices (laptops, tablets, flash drives, smart phones, hard drives) are inventoried and encrypted.
- All computers are configured to receive operating system patches and have active anti-virus software protection installed.
- Employees and students know how to develop strong passwords, use Multi-Factor Authentication, and #encrypt in emails containing sensitive data.
- Employees and students know how to navigate and report phishing and unwanted messages
- Employees take Security Essentials training when hired and annual HIPAA training

Offsite Protection

If your schedule has you largely offsite, please reach out to msph-tickets@cumc.columbia.edu to discuss how best to keep your device up-to-date.

Ordering New Devices

Reach out to your supervisor or mentor to begin the process. They will coordinate your purchase with Mailman School IT, which ensures that your order meets University standards, your data is migrated to the new device, and you have all the required software. Your old device will be decommissioned. The department will then decide if the old device will be repurposed for someone else, or, if it is out of warranty, permit it to be purchased by an employee or donated. Employees may not purchase their own computer online. All school devices must be enterprise-level computers, which are not sold retail, and have hardware designed to provide the most robust security.

VOIP Desk Phone Support

Instruction guides can be found on the EHS Department Resource Site. If you are not onsite regularly, you can forward your desktop phone to your cell phone. Report an issue with your desktop phone at 212-305-4357, Option 6.

Points of Contact for IT Issue Escalation

- Project Support: Ed Lopez, Director of Client Services, el3162@cumc.columbia.edu
- Device Support (Including phones): Steve Siew, IT Operations Manager, ss6699@cumc.columbia.edu
- Server/RSAM Support: Ed Arnold-Berkovits, ea2124@cumc.columbia.edu
- High Performance Computing: Rebecca Yohannes, ry111@cumc.columbia.edu
- AV Support: Simon Mak, sm3797@cumc.columbia.edu
- All: Elizabeth Tashiro, Associate Dean of IT, es2222@cumc.columbia.edu

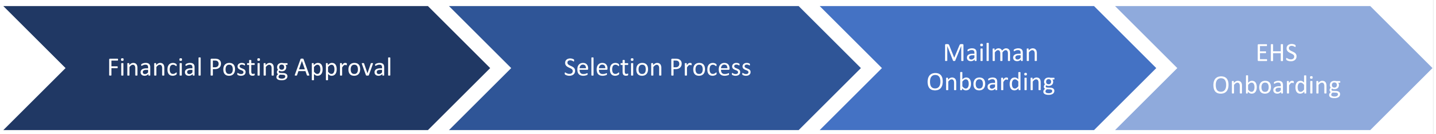
Training for Classroom Technology

Training for Mailman School of Public Health's Classroom technology is available for interested faculty, TAs, and support staff. Reach out to Simon Mak (sm3797@cumc.columbia.edu) to coordinate.

Human Resources

The Associate Director of Faculty and Human Resources Elias Zambrano (ez2156) has primary responsibility for all human resources functions. However, other members of the Administrative team play critical roles when new employees or visitors join or leave the EHS Department. Admin Coordinators must always confirm funding for any new hire or salary increase. Office space and access to appropriate supplies, resources, and listservs, are just a couple of the different tasks completed by the central administrative team.

HIRING STAFF: THE 10 BASIC STEPS



1. PI consults with Admin Coord. to review job title, position type, salary, and funding. Admin Coordinator confirms funding
2. PI gives HR Request Form and Job Description to EHS HR
3. EHS HR reviews documents with EHS DA, and submits request to MSPH HR/Salary Review for approval
4. Job goes live on TalentLink/ASR, EHS HR provides instructions for PI to review applicants and discuss space options
5. PI screens applicants, arranges and documents interviews, identifies candidate, and notifies EHS HR
6. EHS HR reconfirms salary and start date, and submits finalist package to MSPH HR for approval
7. Candidate is contacted with contingency offer
8. Clearance received to proceed with hiring
9. Candidate accepts and meets with EHS HR to begin Mailman onboarding: I-9 process, tax forms, internal Columbia forms, etc.
10. EHS HR emails core EHS onboarding team to begin onboarding tasks. PI sets up training plan, orders supplies, discusses configurations with IT, etc.

Hiring Individuals

The hiring process involves multiple approvals needed at the Department, School, and CUIMC levels. EHS HR can provide you with additional information about the different employment categories, as some hires will require medical surveillance, Joint Commission with New York Presbyterian (any employees providing service at NYP must be compliant with regulations), and additional certifications depending on the nature of the work. It is important that you notify your Admin Coordinator as far in advance as possible to allow for review and approval at each stage. Refer to the Department Resource site to review the Hiring Workflow and corresponding forms needed for the initial paperwork request.

Casual Employees

Casual employees are short term, non-exempt, hourly (non-salaried) employees, not eligible for benefits, and are not allowed to work remotely or from home/other locations. All Casuals (except Columbia students) need to complete background check to be hired.

Casuals are paid bi-weekly and must submit bi-weekly timesheets. Regular Casual (anyone except Columbia students) can work up to 40 hours weekly at a regular hourly rate. Excess of 40 hours must be paid to the casual at 1.5x the hourly rate. All Casuals (except Columbia students) can only work a maximum of four months or 560 hours, whichever comes first. Columbia Student Casuals can work up to 20 hours during the school semester and can work up to 40 hours during winter and summer break if they are not enrolled in any classes.

If you need to hire a casual employee, fill out and review the HR Request Form with your Admin Coordinator at least 4 weeks prior to arrival.

Support Staff Association (SSA)

Support Staff Association (SSA) employees are regular, salaried employees, entitled to benefits if working at least 20 hours weekly, and members of the 1199 United Healthcare Workers East Union. Many of their employment conditions are governed by the Collective Bargaining Agreement between 1199 and Columbia.

Scope of work includes clerical and research duties and salary grades for SSA employees are fixed/non-negotiable. SSA employees are paid bi-weekly and must submit bi-weekly timesheets. They are also eligible for 1.5x overtime pay if their work week exceeds 35 hours. Policies regarding raises, performance evaluations, and disciplinary procedures for SSA employees differ from other employment categories, per the negotiations of the Collective Bargaining Agreement.

If you need to hire an SSA, fill out and review the HR Request Form with your Admin Coordinator at least six weeks before you start searching candidates during the recruitment stage.

Officers of Administration (OOA)

Officers of Administration are regular, salaried employees, entitled to benefits if working at least 20 hours weekly.

Scope of work may include administrative assistance and management, supervision of other employees, financial oversight, and other duties requiring independent judgment. Starting salaries fall into a range based on pre-determined job grades that are commensurate with the employee's experience. Officers are paid semi-monthly and submit monthly vacation accrual reports instead of timesheets. OOA hires, promotions, and increases all require multiple levels of review and approval both within and outside the Department.

If you need to hire an OOA, fill out and review the HR Request Form with your Admin Coordinator at least six weeks before you start searching candidates during the recruitment stage.

Postdoctoral fellows, Officers of Research (OOR), and Officers of Instruction (OOI)

If you are interested in hiring a Postdoc, Officer of Research, or Officer of Instruction, discuss further with your Admin Coordinator.

Visitors, Interns, and Research Volunteers

There are many different types of visitor appointments and designations at Columbia. If you would like to invite or host a visitor, use the Visitor Chart on the HR Request Form to discuss your needs further with your Admin Coordinator. All Visitors must be registered using this form: https://www.columbiaeye.org/sites/default/files/CU%20-%20Visitor%20Registration%20Form.pdf

Salary Increases and Promotions

If a supervisor is interested in securing a promotion or salary increase for a staff member, review the Promotion section of the HR Request Form with your Admin Coordinator to confirm available funding prior to notifying EHS HR. EHS HR will work with the supervisor to develop the necessary documentation, which will be subject to approval from the Chair, MSPH HR, and CUIMC HR.

Tracking Staff Attendance and Vacation Time

SSA and OOA employees wishing to take vacation must submit a request to their supervisor at least one month prior to the beginning of the requested vacation period. More details can be found on the HR website, and instructions and samples for filling out the timesheet/time off tracker can be found in the EHS Department Resource site. Overtime hours must be approved by the supervisor.

- *Casual and SSA employees:* must submit bi-weekly timesheets. Timesheets are to be signed by the employee's direct supervisor. Employees deliver signed timesheets to EHS HR by 5:00 pm every other Wednesday.
- *OOA:* submit monthly vacation accrual forms. These forms record all vacation, personal, and sick days taken each month. Accrual forms are to be signed by the employee's direct supervisor. Employees deliver signed forms, along with back up of email approval showing approval of days requested, to EHS HR by the first working day of every month.

- *OOR:* submit yearly vacation accrual forms. These forms record all vacation, personal, and sick days taken each month. Accrual forms are to be signed by the employee's direct supervisor. Employees deliver signed forms to EHS HR by June 30th each year.

Essential Personnel during Emergencies

Review the HR guidelines for *Essential Functions in Case of a Campus Emergency*:
universitypolicies.columbia.edu/content/guidelines-establishing-essentialnon-essential-personnel-case-campus-emergency

As stated in the policy, essential personnel are required to report to work during an emergency unless they are specifically excused. Once you have determined what essential functions exist in your area of supervision and the essential personnel necessary to carry out those functions, please assure that this information is communicated to all. If you would like to designate a unionized support staff member as essential personnel, discuss with Elias Zambrano (ez2156) so that appropriate steps can be taken with Labor Relations.

Evaluating Employee Progress and Development

All Officers of Administration must be given a yearly performance appraisal. The Department asks all supervisors to conduct these during the months of April and May. PIs evaluate each staff member's performance and identify goals for the coming year, and each employee is able to review the evaluation before it is given to the Department. Annual salary increases are dependent on performance evaluations being completed by the Department and Mailman School's deadlines. More information:
https://humanresources.columbia.edu/content/performance-management-managers

SSA employees must receive a one-time probationary performance review at the end of their fourth month of employment. Although there is no yearly performance appraisal for SSA employees are required, it is recommended for supervisors to informally conduct performance appraisals yearly.

Advanced Notifications Requirements

Columbia University requires advanced notice for certain employee categories prior to employee resignations or terminations. Use the Advanced Notifications chart in the Department Resource site as reference for the timing and type of notification required.

Visiting Faculty and Scholars

Research scholars who join the Department from outside the US often have a range of special requirements, including visa, insurance, and housing. The following detailed steps are designed to guide the sponsoring faculty member(s), the Admin Coordinator, and the prospective visitor through the process. Regardless of length of stay, all visitors who will be spending time in the Department must be registered with Human Resources, per University policy.

This section is coming soon.

Event Promotion

EHS sponsors a large number of events, including seminars, special lectures, poster sessions, trainings and workshops, and social gatherings. To assure that relevant audiences are aware of events, see below for an overview of the tools available to promote your event:

Mailman Calendar

All EHS events that are open to others outside the department are encouraged to be listed on the Mailman Calendar. This calendar is available to the public but allows you to select a specific audience if the event itself is not fully open to the public (e.g., students, faculty and staff only, etc.). Visit the EHS Department Resource Site (sharepoint) to see a list of department event calendar administrators.

***EHS Weekly* Department Email**

The Department sends out *EHS Weekly*, a weekly email during the academic year, on Monday mornings to highlight upcoming EHS-related events in the next two weeks. Event information is needed by the Wednesday to be included in the following Monday's email.

To include your event:

1. Submit your event to the Mailman calendar (above) to create a link online
2. Email Erica Tyler (et2736) and Abby Welbourn (aj2730) with your event information (event title, date and time, location, speaker name and talk title)

Department Listservs

The Department has separate email listservs for faculty, staff, and students for internal notices about EHS seminars, special lectures, meetings, announcements, and social events.

To send announcements via the Department listservs, contact Elias Zambrano (ez2156) or Nina Kulacki (njk2128).

Social Media

EHS has a public Facebook page and LinkedIn page to share news, events, photos, and updates.

To include your update on EHS social media, email Erica Tyler (et2736) with the details.

Digital Signage Boards

Digital signage boards (e-boards) are located on ARB 11th and P&S 16th floors to show digital flyers of upcoming events. Several templates that align with Columbia branding best practices and match the specific dimensions for optimal viewing are available for our Department. Contact Erica Tyler (et2736) or Abby Welbourn (aj2730) for templates. You can also find the templates on the EHS Department Resource Site (sharepoint).

To include your flyer on the EHS boards, email Erica Tyler (et2736) the powerpoint file with the correct naming convention Date(mmddyy)_Event_YourName, proper dimensions (8.5" wide x 11" high), and Columbia branding.

To display the e-board flyer in the main Mailman lobby, email the powerpoint file to mailman-signage@columbia.edu.

Training and Career Development

EHS aims to assure that officers of administration and support staff members have opportunities to grow and improve in their jobs and to enhance their future career options. As such, staff members are encouraged to explore the numerous training resources available at Columbia:

- **humanresources.columbia.edu/learning-development** - Columbia Learning and Development provides all employees access to LinkedIn Learning as well as a variety of in-person and online courses to build proficiency in numerous software applications, as well as personal effectiveness skills such as supervision, coaching, and leading meetings. Classroom-based courses are offered at the Studebaker Building at 615 West 131st Street.
- **finance.columbia.edu/content/finance-training** - Columbia's Finance Division offers training in financial systems, specific functions such as travel and business expenses and reimbursements, purchasing, and budgeting/accounting, IRB and pre- and post-award grants management.
- **library.cumc.columbia.edu/programs** and **library.columbia.edu/** - The Columbia libraries offer a number of classroom-based software courses from Systematic Reviews to Intro to GIS. Employees are encouraged to make use of them.

Faculty Resources

Several University, Medical Campus, and Mailman research and career development resources are available for early-career researchers or new faculty members in EHS.

Columbia-wide Resources

- **Researchers new to Columbia University:** Lists out the training and resources available at the University
- **Funding and Grantsmanship for Research and Career Development Activities:** Links to ~40 presentations focused on types of support, review processes for specific agencies, identifying funding, planning NIH R01, planning career development grants, understanding the extramural grant review panel, different databases to search.

CUIMC Resources

- **CTSA Reach for the R01**: Course offered twice yearly (Spring, Fall) at The Irving Institute for Clinical and Translational Research. Requirements for eligibility, Chair approval, and application must be met to participate in workshop as there is a limited capacity.
- **CUIMC Research Development Page:** Lists many pages of resources available for research including
    - handbooks (sponsored projects, animal research, radiation safety, research compliance training, shared research computing, animal use, office of research administration, effort reporting, RASCAL, InfoEd, Conflict of Interest, IRB, etc.)
    - Grant Writing resources listing classes available
    - Mentoring resources- includes training and book recommendations
    - Local external services and organizations- small list of people and organization s that can assist with grant writing locally

Mailman School of Public Health Resources

- **Grant Resources:** Identify funding opportunities, organizational forms, collaborating groups/centers available, basics for applying to NIH grants
- **Research Resources Office Training Programs:** Upcoming presentations and links to past presentation material
- **Funding Resources:** Lists and links to different federal and non-federal funding agencies

EHS Resources

- **EHS Department Resource site:** this site is for all active EHS employees in the department. Active employees are automatically granted access to this site by central admin staff shortly within hire date. To access site, use your UNI credentials: https://cumccolumbia.sharepoint.com/teams/EHSDepartment
- **EHS Faculty-only Resource site:** this site is for all faculty members with primary appointments in EHS. Active employees are automatically granted access to this site by central admin staff shortly within hire date. To access site, use your UNI credentials: https://cumccolumbia.sharepoint.com/teams/EHSFaculty-only