

RASCAL website: www.rascal.columbia.edu

- **What Is RASCAL?**

RASCAL is web-based application developed to simplify the University's research compliance and research administration processes. It is designed to help researchers and administrators manage ongoing research projects and related compliance activities here at Columbia.

- **Who Can Use RASCAL?**

Any Columbia University Employee who has a Columbia UNI (University Network ID) may use RASCAL.

Additionally, Columbia research employees may include additional non-Columbia personnel, when appropriate, as affiliates within their research projects. Individuals affiliated with a Columbia University research project may request a Login ID that is specific to the RASCAL web application. Once granted a RASCAL ID, a user may access RASCAL and perform tasks within RASCAL as if they possessed a Columbia UNI.

- **What Can I Do With RASCAL?**

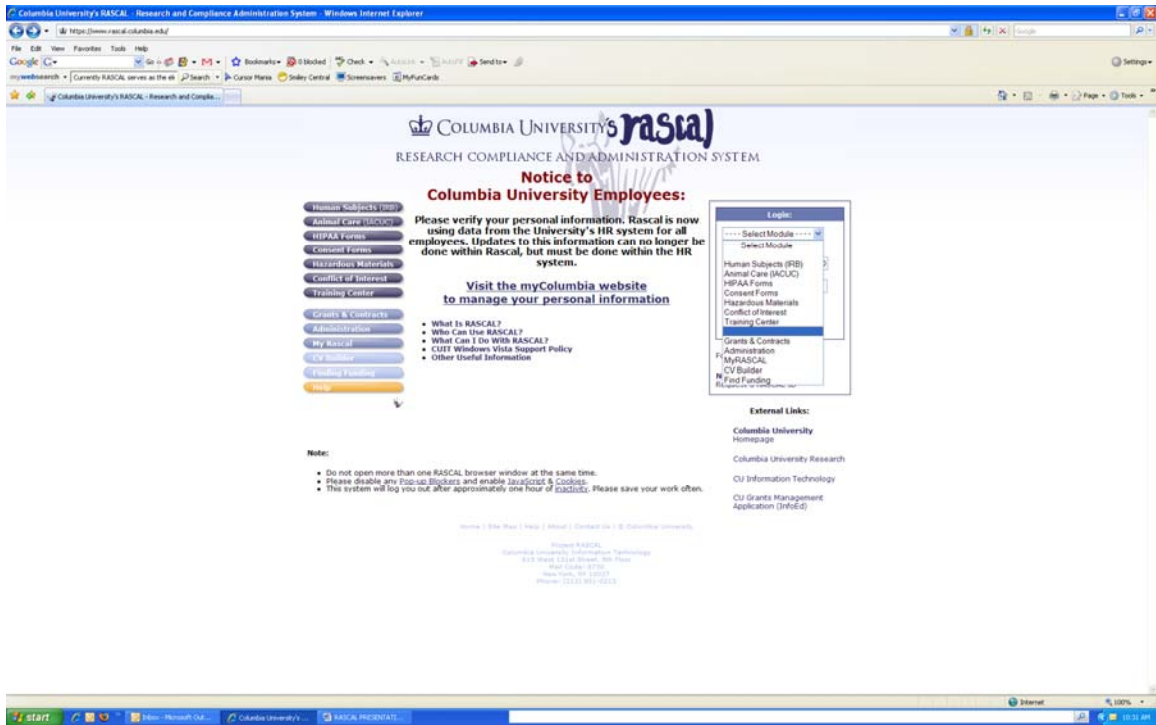
Currently RASCAL serves as the electronic system for:

1. Submission of Animal Care Protocols to the University's IACUC
2. Submission of Human Subjects Protocols to the IRB
3. Submission of Hazardous Materials appendices to the University's Safety Officers
4. Submission of HIPAA forms to the Privacy Office
5. Training and Certification for Environmental Health and Safety
6. Declaration and review of Conflicts of Interest
7. Submission of Grants coversheet for Clinical Trials
8. Submission of proposal information for departmental approval (approval routing system).

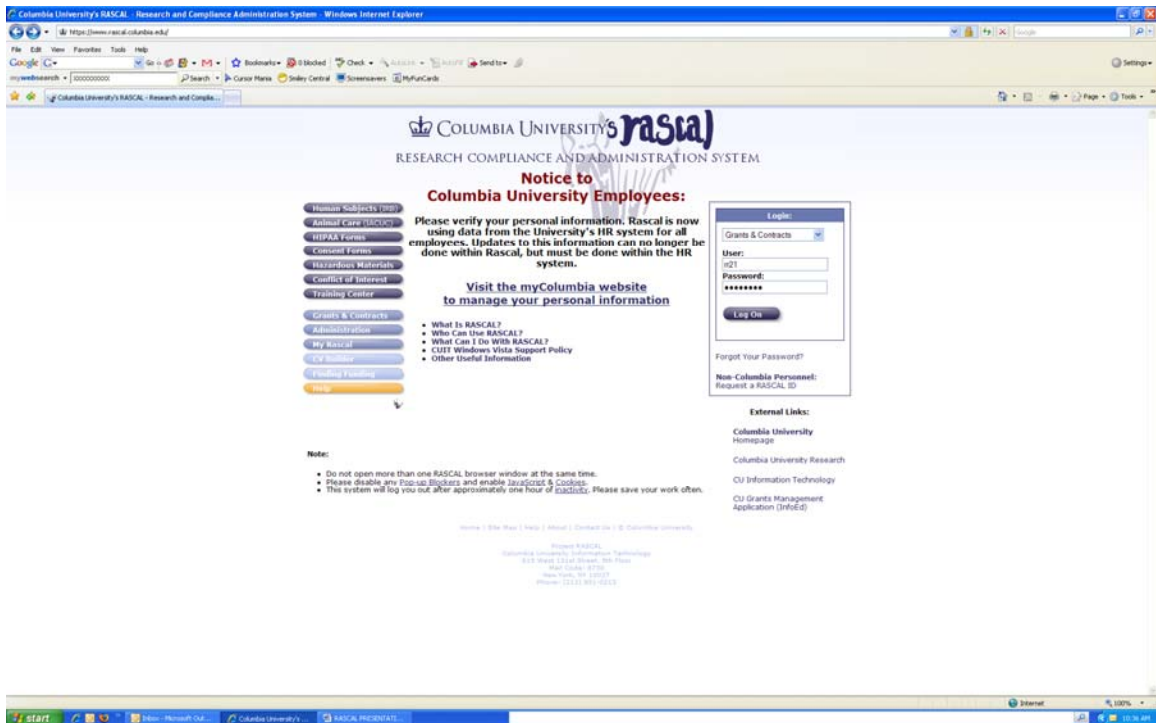
If you have access to log into RASCAL (see question above) you will be able to create protocols, create appendices, fill out a conflict of interest disclosure, access available training and associated certification tests, and create HIPAA forms. If you need special administrative access you should access the administration section of Rascal to find out more about requesting additional access.

To create a Proposal Protrack Form:

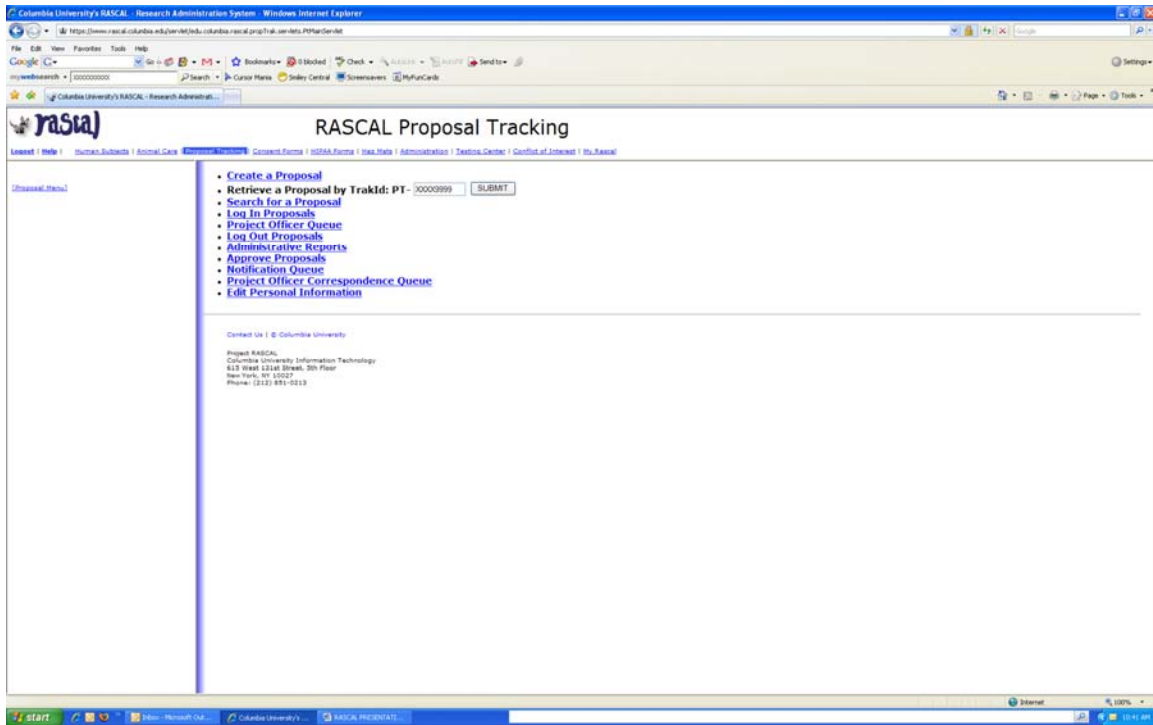
1. Log into the RASCAL website (www.rascal.columbia.edu)
2. Select the “Grants and Contracts Module” from the drop down menu



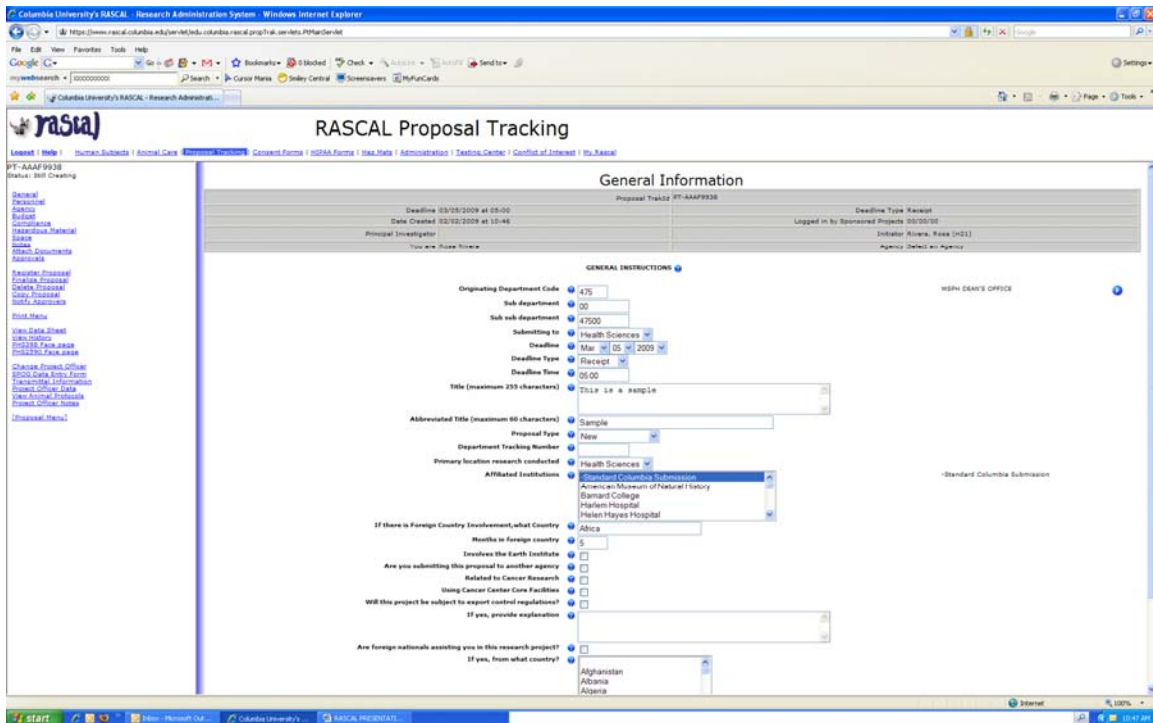
3. Enter User ID and Password (this is your uni and password)



4. Click on **“Log On”**
5. Click on **“Create a Proposal”**



6. Complete General Information and click on **“Save”**



Note: That the system assigns a PT number. It is located at the left upper corner underneath the words “logout | Help”.

7. Click on **“Personnel”**
8. Enter the Uni and Role for all Columbia University personnel listed in the application. Click on **“Add”** and than **“Save”**.

The image displays two screenshots of the RASCAL Proposal Tracking system interface.

Top Screenshot: Personnel Page

The page title is "Personnel" for Proposal Tracker PT-AMF9338. It shows a table for Principal Investigators that is currently empty. Below the table is a form to add personnel with the following fields:

- Number of postdoctoral fellows:
- Number of postdoctoral fellows:
- Number of budgeted administrative/clerical:
- Number of postdoctoral research scientists:
- Number of graduate research assistants:

Bottom Screenshot: Add/Edit Personnel Dialog and Personnel Page

The "Add/Edit Personnel" dialog box is open, showing the following information:

- Enter UNI (do not enter a name):
- UNI Lookup:
- What is this person's role:
- Role Lookup:
- EDI/View:
-

The "Personnel" table now contains one entry:

UNI	Name	Role	EDI/View	COI Date	Dept.	Modify	Remove Lead PI Status	Delete
4263	Robin Garmon	Principal Investigator	EDI	11/07/2008	481	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

Below the table, the same personnel addition form is visible, with the "Add" button highlighted.

9. Click on “Agency”
10. Complete information and click on “Save”

RASCAL Proposal Tracking

Agency

Proposal Title: PT-AAAP9938

Deadline: 03/05/2009 at 05:00
 Data Created: 02/12/2009 at 10:46
 Principal Investigator: Sherman, Robert (94603)
 You are Kuba Rioska

Deadline Type: Receipt
 Logged in by Sponsored Projects: 02/05/09
 Initiator Name: Kuba (143)
 Agency: Select an Agency

Select an Agency

Mailing Address 1
 Mailing Address 2
 Mailing Address 3
 City
 State
 Postal Code
 Country

Program # / Area / RFP
 Current Award Number
 Agency Contact Name
 Agency Contact Email or URL
 Agency Contact Phone
 Agency Contact Fax

Number of Agency Copies Required
 Informal Advance Copies Sent
 If flow thru, what the originating agency is
 Country of origin of Funding Agency

Save

RASCAL Proposal Tracking

Agency

Proposal Title: PT-AAAP9938

Deadline: 03/05/2009 at 05:00
 Data Created: 02/12/2009 at 10:46
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 Initiator Name: Kuba (143)
 Agency: Select an Agency

Select an Agency

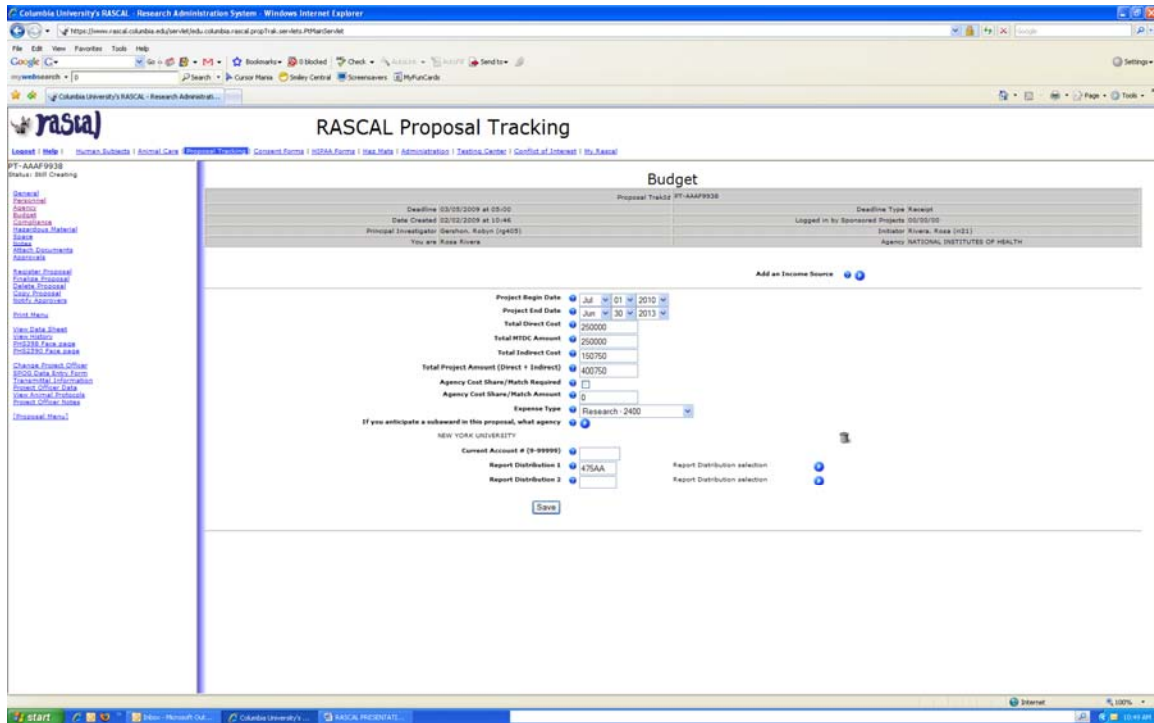
Mailing Address 1: NATIONAL INSTITUTES OF HEALTH
 Mailing Address 2: 6701 Rockledge Drive
 Mailing Address 3: Room 1040-MSC 7710
 City: Bethesda
 State: MD
 Postal Code: 20892-7710
 Country: United States

Program # / Area / RFP: PA-07-070
 Current Award Number
 Agency Contact Name: John Smith
 Agency Contact Email or URL: jsmith@mail.nih.gov
 Agency Contact Phone: 301-443-0000
 Agency Contact Fax: 301-443-1111

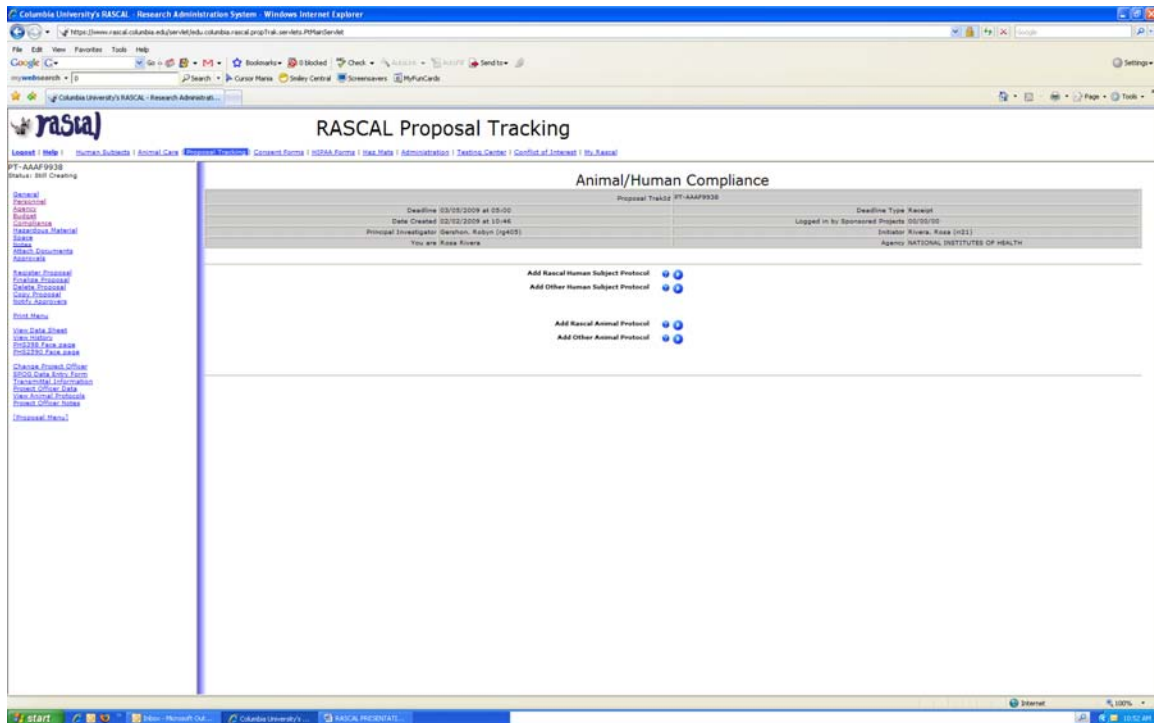
Number of Agency Copies Required: 2
 Informal Advance Copies Sent
 If flow thru, what the originating agency is
 Country of origin of Funding Agency: United States

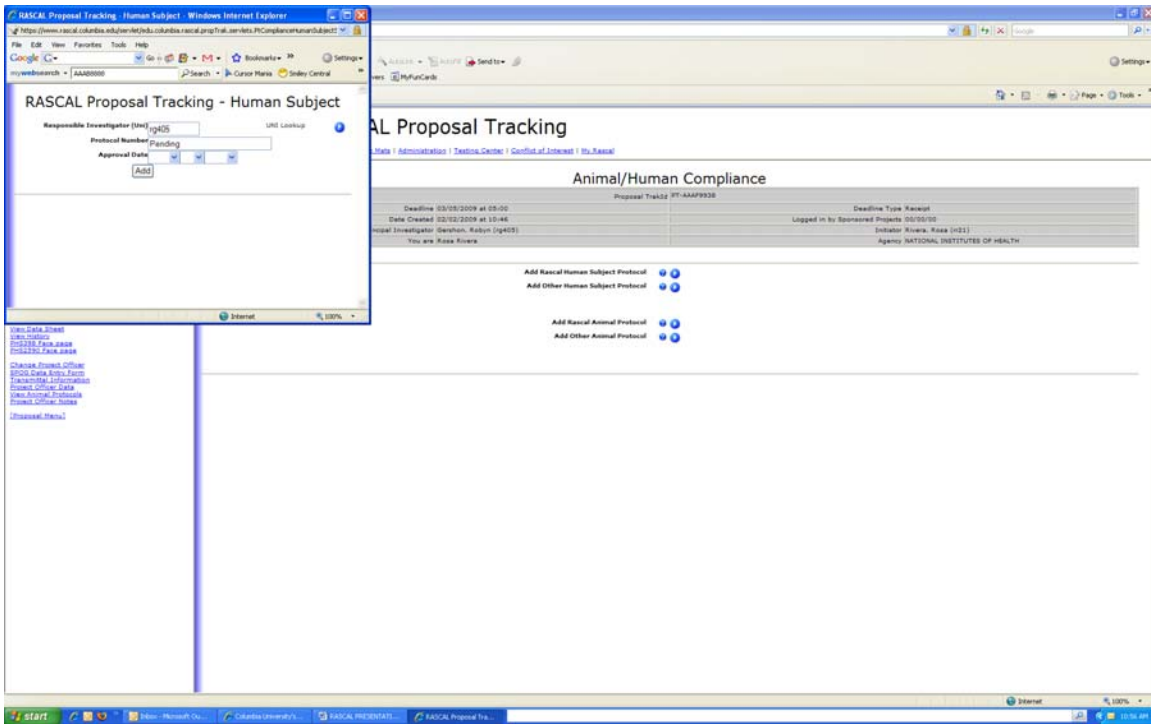
Save

11. Click on **“Budget”**
12. Complete information and click on **“Save”**

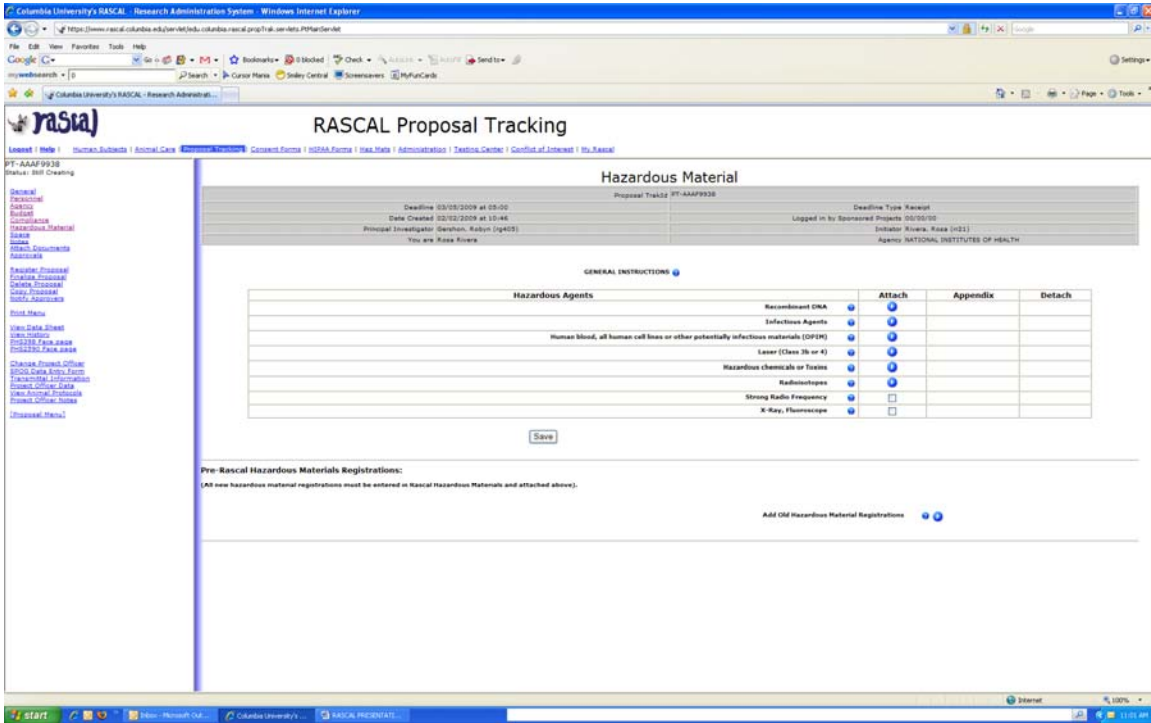


13. Click on **“Compliance”** if applicable
14. Complete information and click on **“Add”**



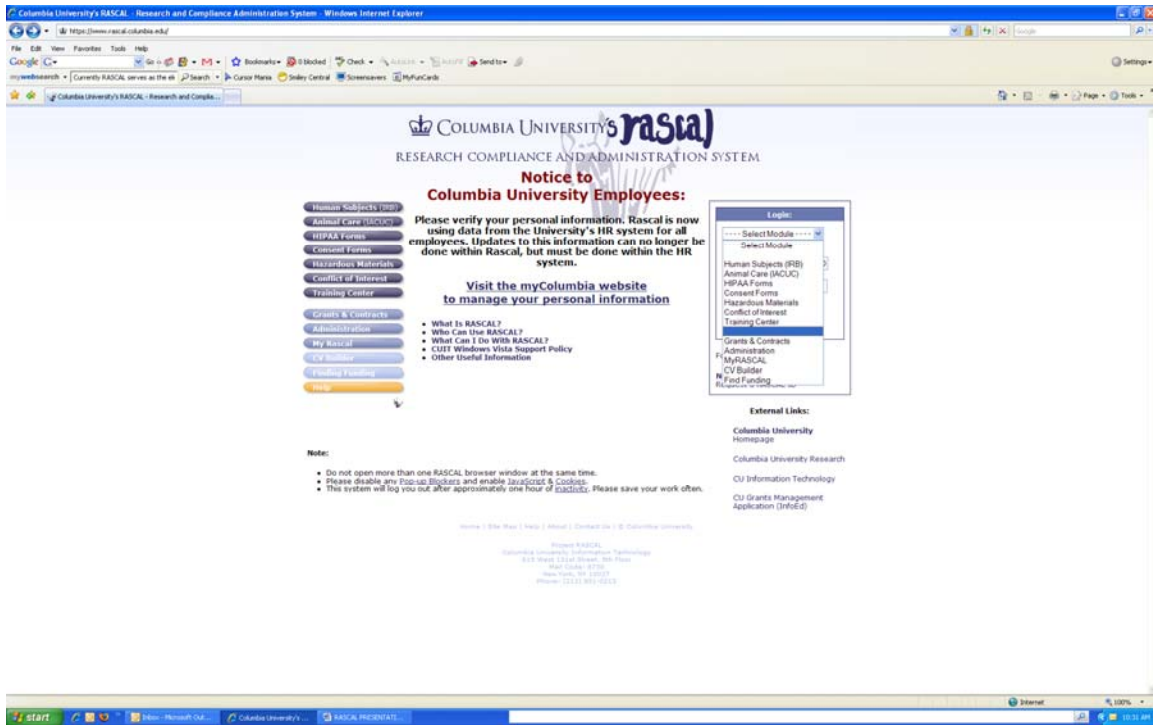


13. Click on **“Hazardous Materials”** if applicable
14. Complete information and click on **“Save”**

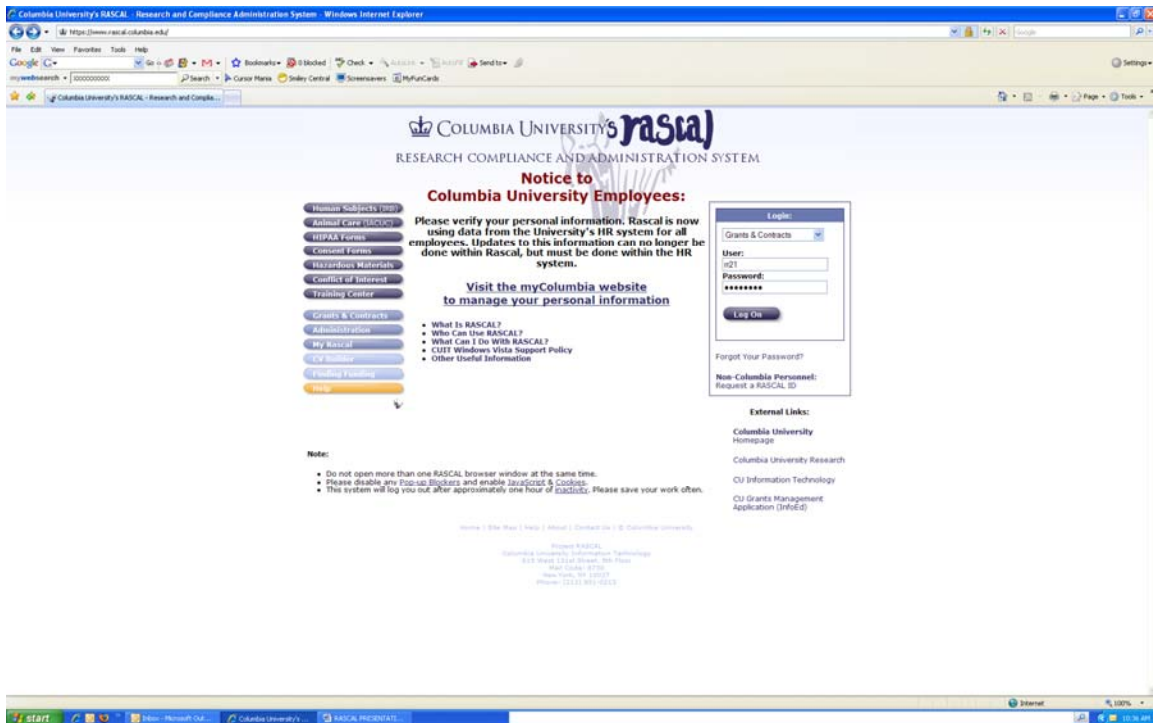


To approve a Proposal Protrack Form:

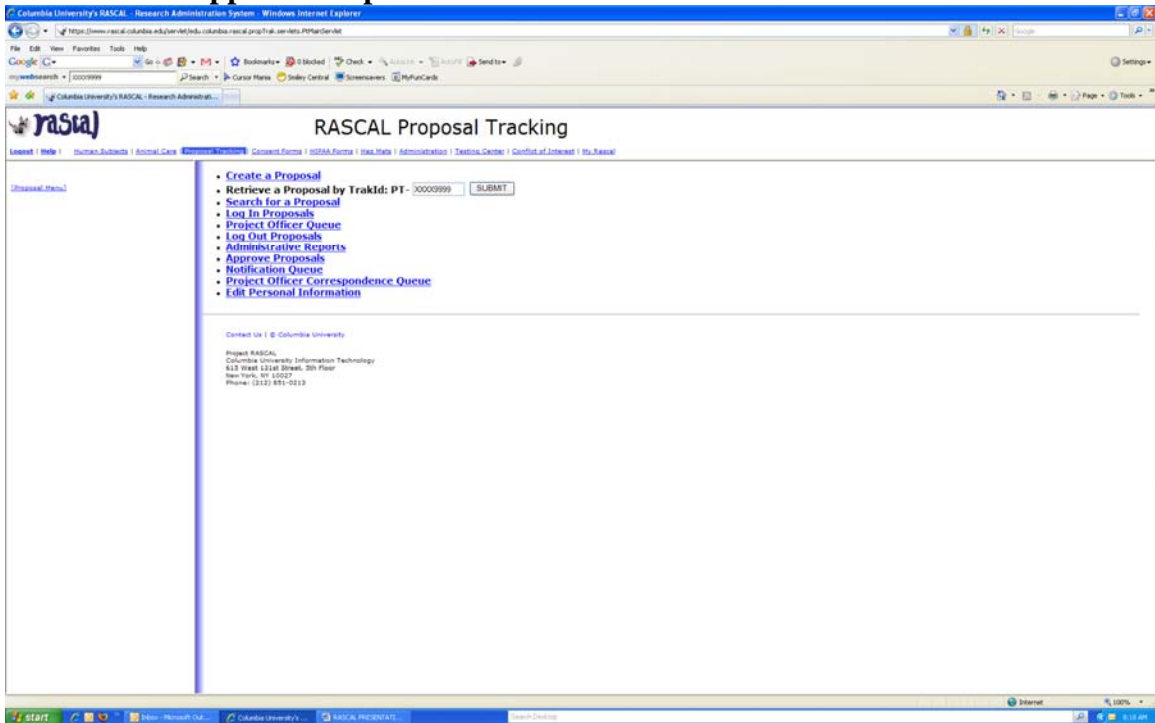
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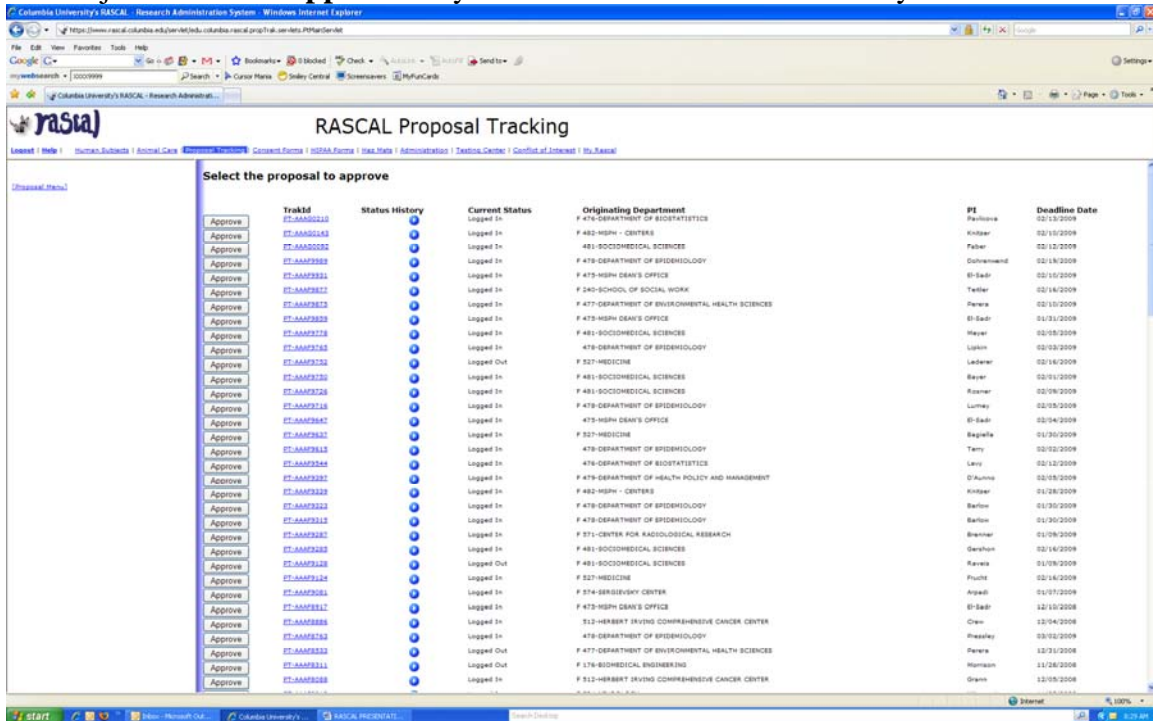
3. Enter User ID and Password (this is your uni and password)



4. Click on “Log On”
5. Click on “Approve Proposals”



6. You will then get a list of proposals waiting to be approved.
7. You can click on “TrakId” to view a summary and then click on “Approve” or just click on “Approve” if you do not want to view a summary.



8. Click on “Approve”

The screenshot shows a web browser window displaying the RASCAL Proposal Tracking system. The browser's address bar shows the URL: https://www.rascal.columbia.edu/jsp/submit_columbia_rascal_proposal_form_PDFHeader.do. The page title is "RASCAL Proposal Tracking".

The main content area is titled "Certification for Columbia University Department Chairpersons/Deans". It contains the following text:

Please certify that:

- I have reviewed this proposal and take responsibility for ensuring that the necessary space, personnel, facilities, and other project specific resources detailed in the proposal (if any) attributable to my area will be available for the project. I've recommended that the proposal be approved.
- If the salary requested for any investigator in my area is not commensurate with the percentage effort, that my area will be responsible for the difference (Health Science principal investigators cannot be listed for less than 5% effort and salary on grants requesting over \$50,000 in direct costs without appropriate linkage (see contracts within agency/foundation policy).

At the bottom of the form, there are two buttons: "Approve" and "Cancel".

The browser's taskbar at the bottom shows the Windows Start button, several open applications, and the system tray with the date and time (6:00 AM).