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.
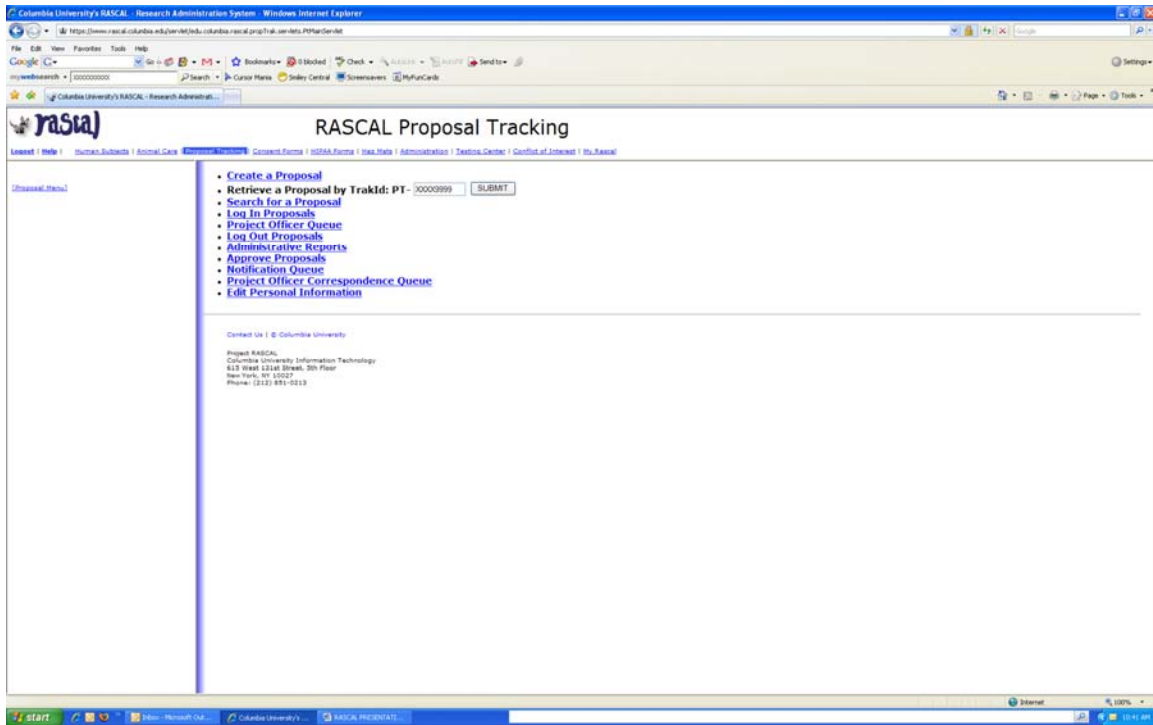
To create a Proposal Protrack Form:
1. Log into the RASCAL website (www.rascal.columbia.edu)
2. Select the **"Grants and Contracts Module"** from the drop down menu
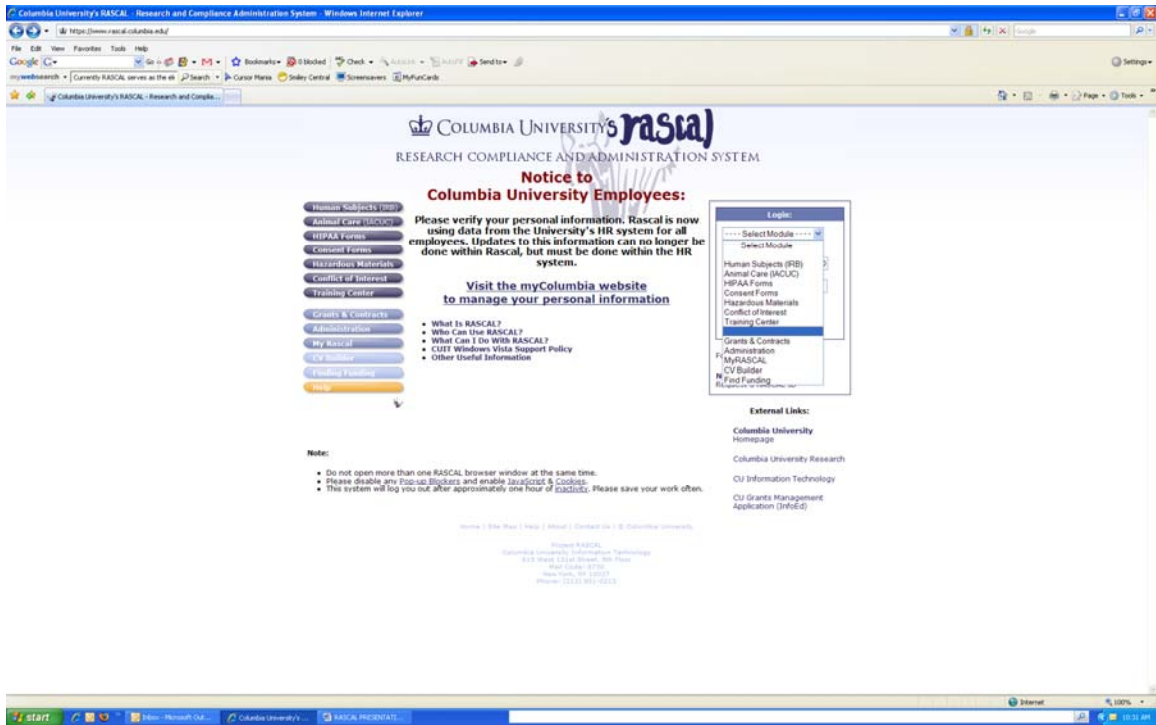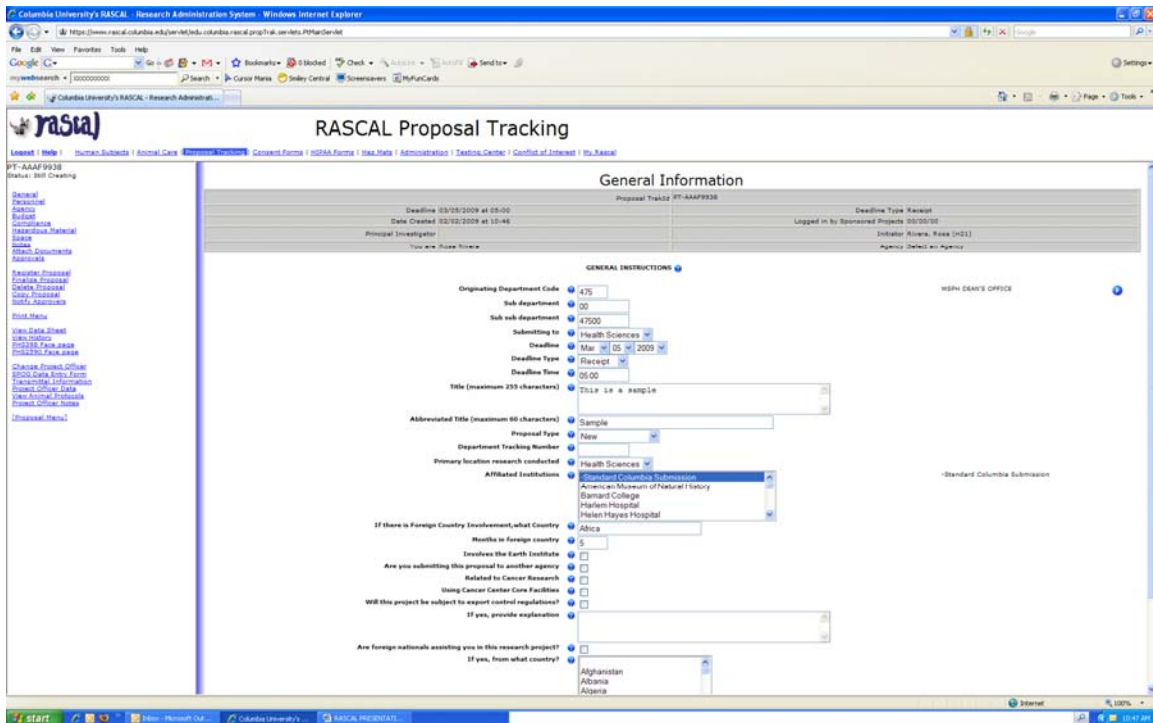

3. Enter User ID and Password (this is your uni and password)
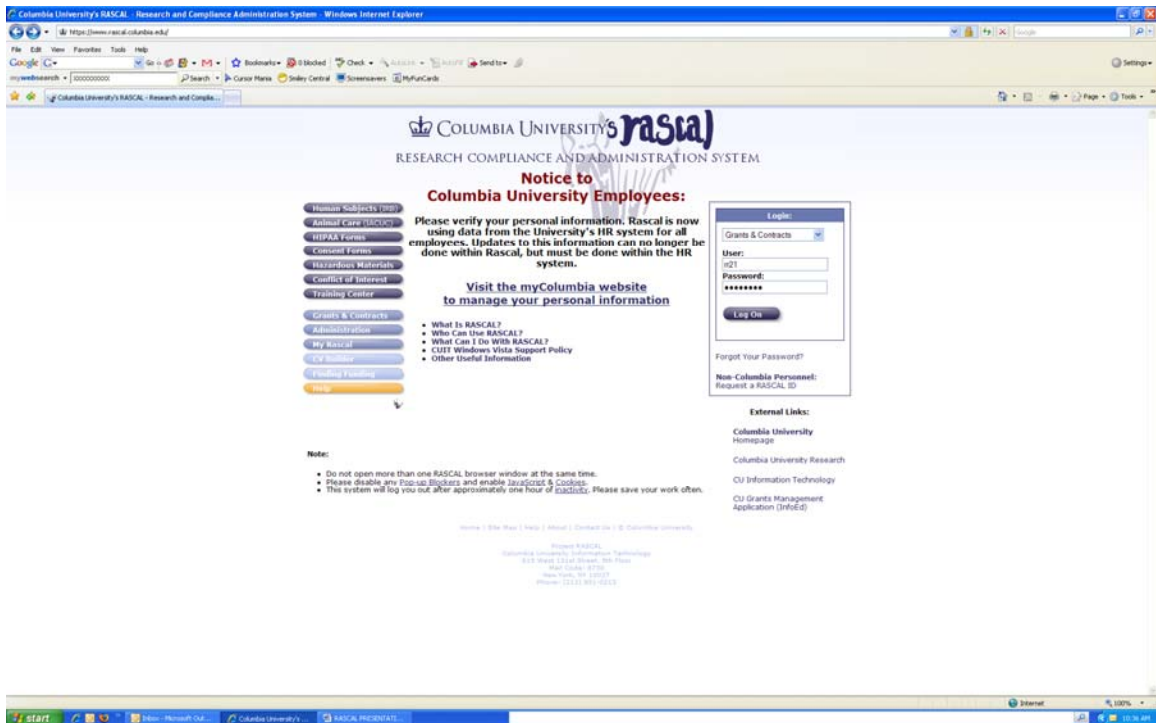
4. Click on **"Log On"**
5. Click on **"Create a Proposal"**

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 l 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".**

9. Click on **"Agency"**
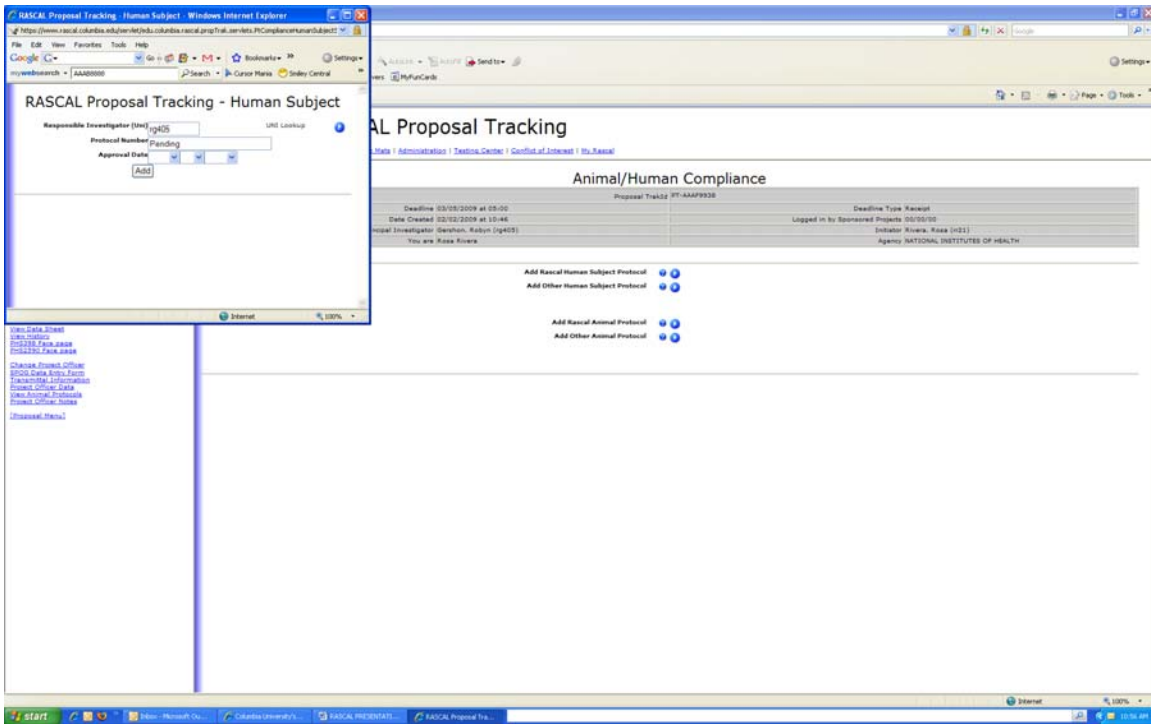10. Complete **i**nformation and click on **"Save"**

11. Click on **"Budget"**
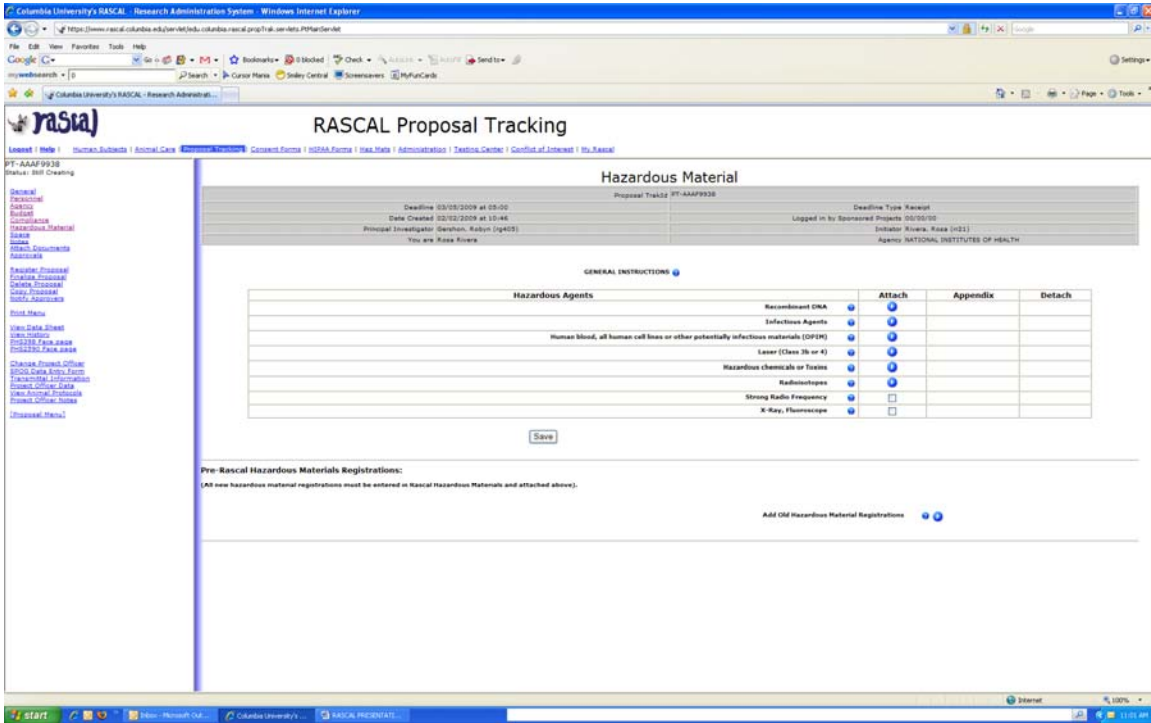12. Complete **i**nformation and click on **"Save**"
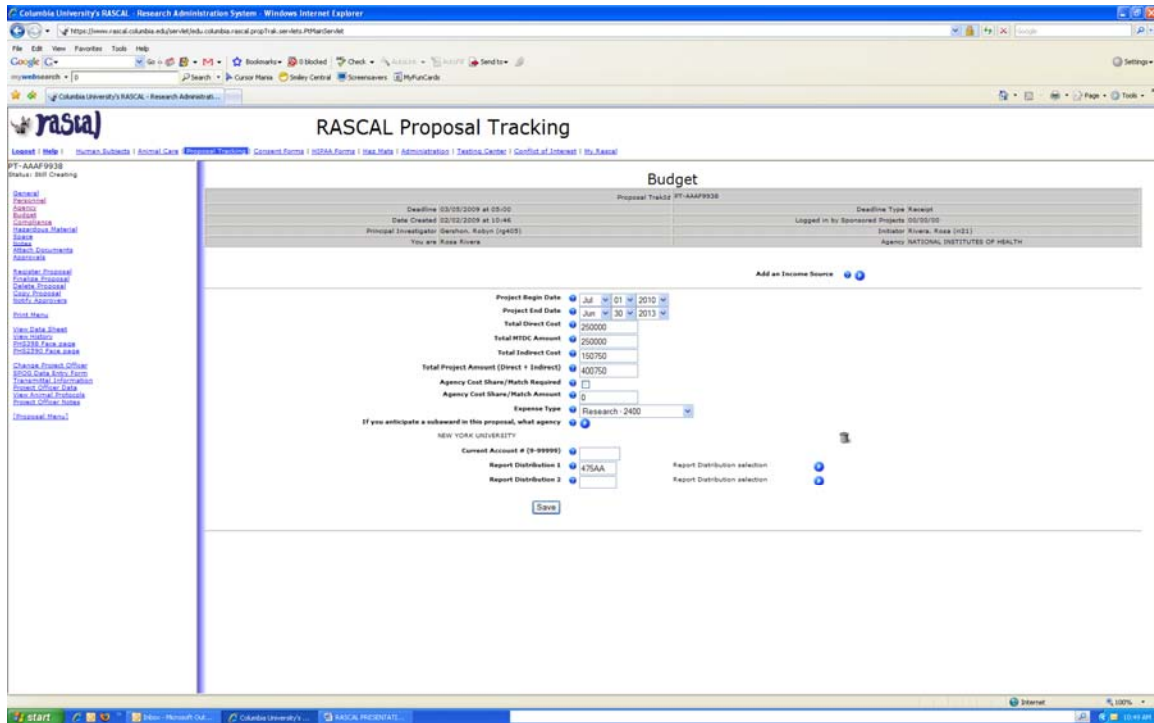
13. Click on **"Compliance"** if applicable
14. Complete **i**nformation and click on **"Add"**
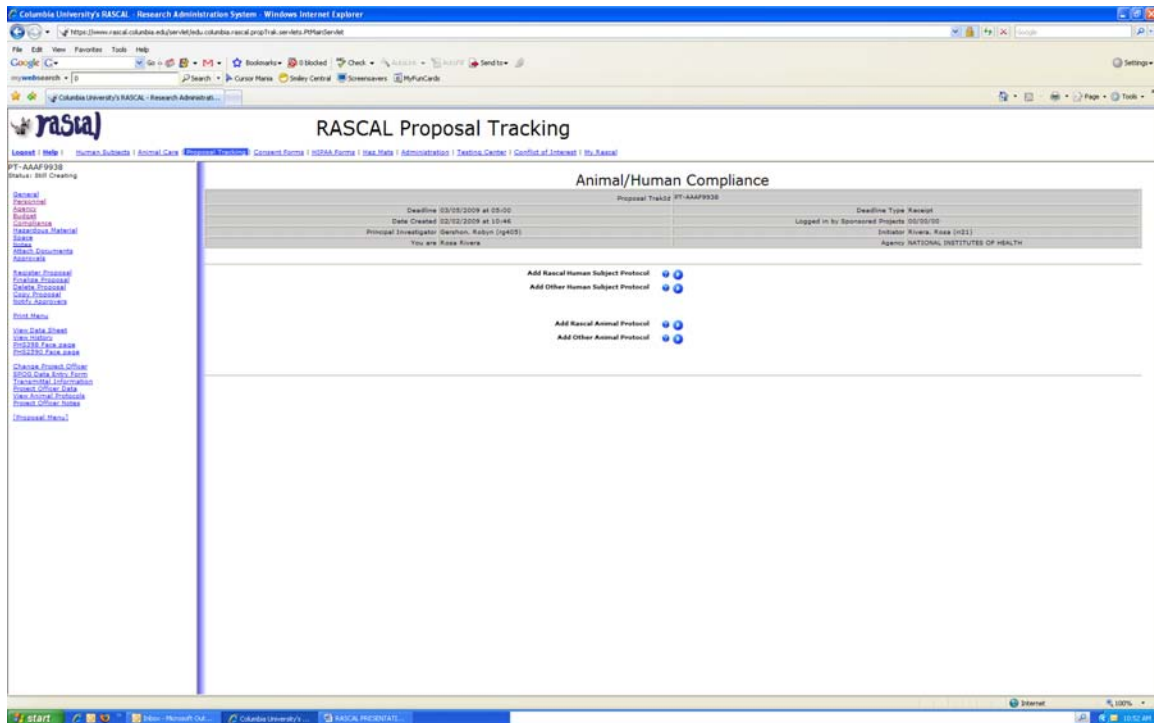
13. Click on **"Hazardous Materials"** if applicable
14. Complete **i**nformation and click on **"Save"**

15. Click on **"Space"**
16. Complete **i**nformation and click on **"Save**"

17. Click on **"Approvals"**
This is the person authorized to sign off on RASCAL for your Department and other Departments involved in the application.

18. Complete **i**nformation and click on **"Add"** and than **"Save"**

19. Click on **"Register Proposal"** and than **"OK"**

20. Click on **"Notify Approvers"** and than **"OK"**
All approvers will get an email notification requesting they log into RASCAL and approve the Protrack form. Attached is a sample of the email notification**.**
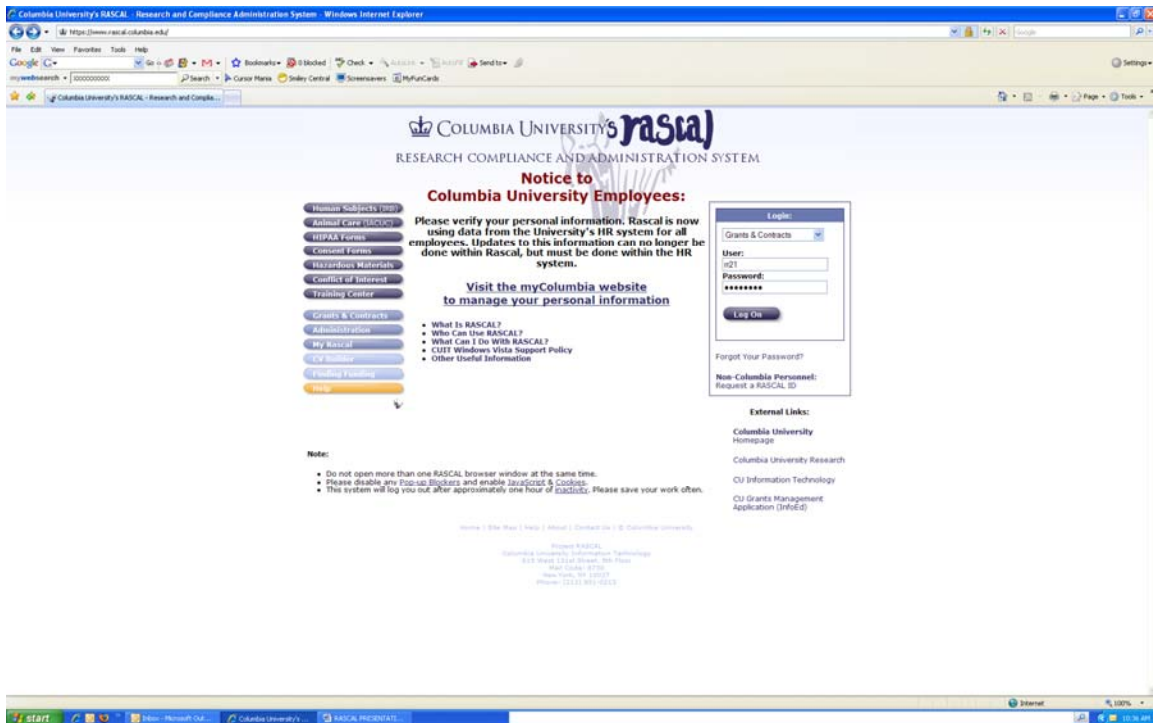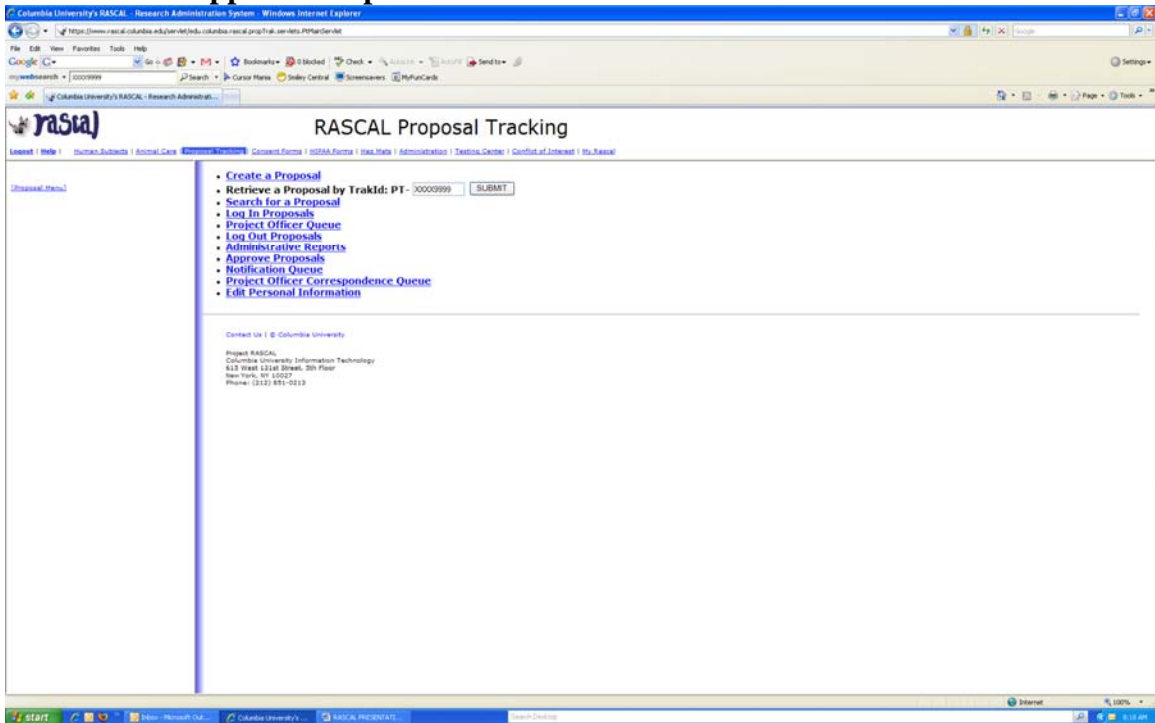
To approve a Proposal Protrack Form:
1. Log into the RASCAL website (www.rascal.columbia.edu)
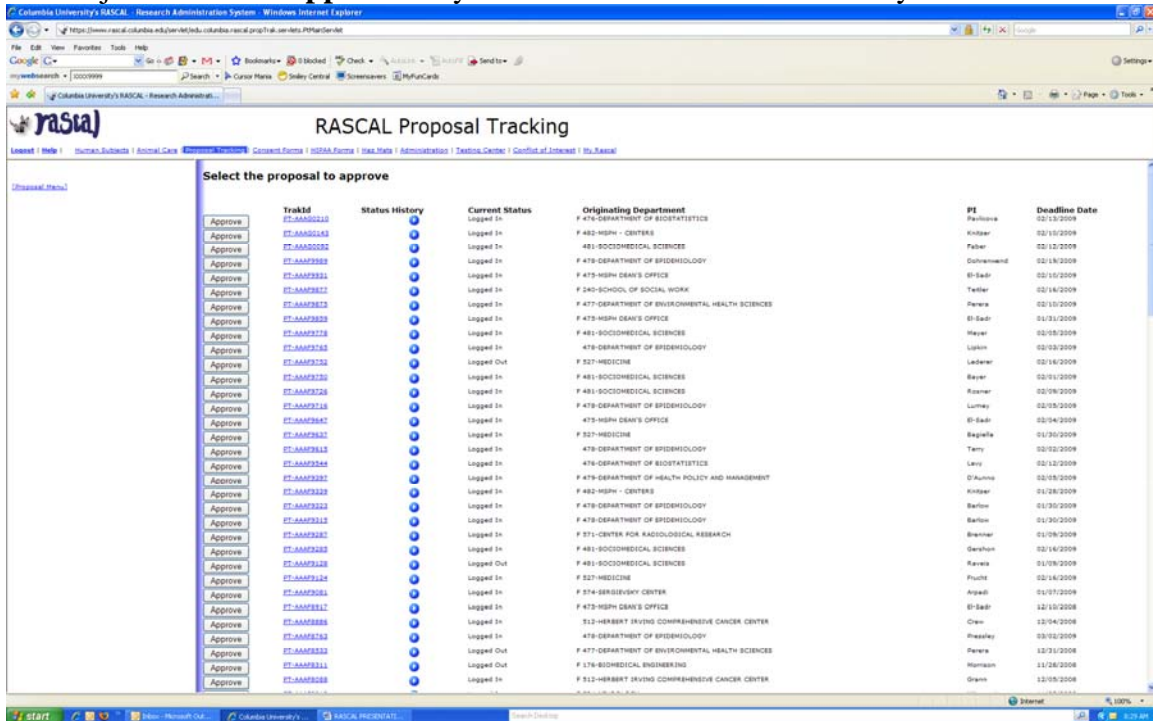2. Select the **"Grants and Contracts Module"** from the drop down menu
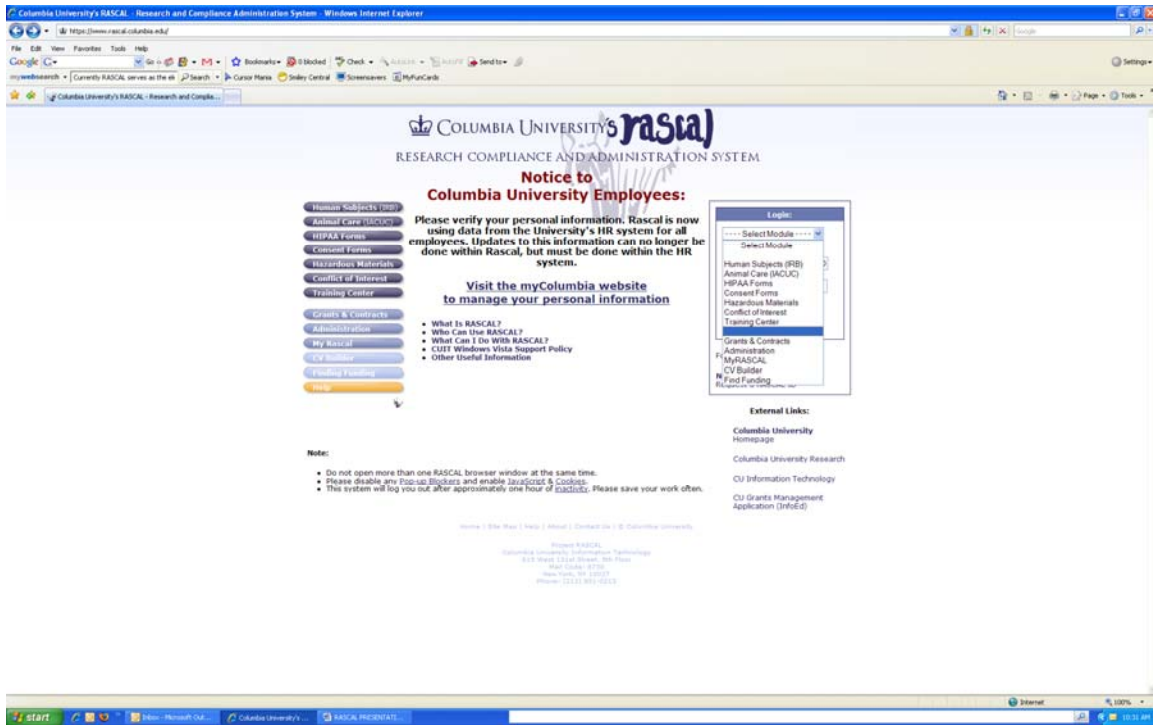
3. Enter User ID and Password (this is your uni and password)

4. Click on **"Log On"**

5. Click on **"Approve Proposals"**

6. You will than get a list of proposals waiting to be approved.

7. You can click on **"TrakId"** to view a summary and than click on **"Approve"** or just click on **"Approve"** if you do not want to view a summary.

8. Click on **"Approve"**