



The City
University
of
New York

RESEARCHER HANDBOOK

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The City University of New York is committed to supporting the research and scholarly pursuits of the CUNY community. The Researcher Handbook has been developed to inform researchers about CUNY's various research programs and services and to provide information regarding policies to ensure that research at the University is conducted in accordance with the highest ethical standards. The University seeks to promote an active, creative research environment for CUNY faculty and students. The Researcher Handbook serves as a useful tool in achieving that goal, and should serve as a resource for the CUNY research community.

CHAPTER 1: OVERVIEW OF FACULTY RESEARCH FUNDING PROGRAMS

The CUNY Office of Research provides a number of programs that support the professional growth and advancement of junior, mid-career, and senior faculty members. These include internal seed grant programs for both the senior and community colleges, as well as a junior faculty fellowship program that provides annual awards to jump-start the research programs of promising junior faculty in the areas of science, technology, engineering and mathematics (STEM).

1. Interdisciplinary Research Grant Program

The [Interdisciplinary Research Grant](#) program seeks to support and encourage faculty researchers who will tackle global challenges or problems that affect the needs of urban populations. Applications that address specific challenges in ways that can be approached by combining expertise across disciplines (such as the natural sciences, social sciences and humanities) are encouraged. The submission deadline is usually in early March and award announcements are made in September. Application guidelines and further information are available at the [program webpage](#).

2. Community College Research Grant

The [Community College Research Grant](#) program has two goals: to promote pedagogical research and to support faculty-student mentored research projects. The program holds an annual professional development workshop and research symposium for community college faculty in January. The submission deadline is usually in early April and award announcements are made in September. Application guidelines and additional information are available at the [CCRG program webpage](#).

3. CUNY Advanced Science Research Center Joint Seed Program

The [CUNY Advanced Science Research Center Joint Seed Program](#) is designed to enable CUNY college faculty to forge productive research relationships with the permanent faculty and staff based at the Advanced Science Research Center. The program supports interdisciplinary research in the five ASRC program areas of nanoscience, photonics, structural biology, neuroscience, and environmental sciences. Program guidelines and additional information are available at the [Joint Seed program webpage](#).

4. Junior Faculty Research Award in Science and Engineering

The [Junior Faculty Research Award program](#), currently supported by the Alfred P. Sloan Foundation, aims to cultivate excellent junior researchers in STEM fields and ensure the promise of research-intensive, early-career, science and engineering faculty at CUNY. Applicants must be untenured and be nominated by a department chair or school dean. Each CUNY Junior Faculty Research Award winner receives a one-year \$50,000 award. Application instructions and additional information are available at the [JFRASE program webpage](#).

5. Travel Funds Program

The Office of Research has limited funds that can be made available to assist faculty with travel to funding agencies for specific purposes related to grant opportunities and project development. The application to request travel funds can be found at the [Travel Funds program webpage](#).

6. Bridge Fund Program

CUNY faculty who have run a consistently externally-funded research program but encounter a funding crisis due to a competitive renewal of their grant not being funded, may apply for bridge funds under specific circumstances. A complete list of the eligibility requirements and the application form are available at the [Bridge Fund program webpage](#).

7. The Professional Staff Congress-City University of New York (PSC-CUNY) Research Award Program

The Professional Staff Congress-City University of New York (PSC-CUNY) Research Award Program is funded by the Collective Bargaining Agreement between the City University of New York and the Professional Staff Congress/CUNY and is administered by the CUNY Research Foundation. The funding supports activities in the creative arts and all academically relevant research in the areas of natural science, social science, and the humanities. Additional information can be found on the [PSC-CUNY Research Award webpage](#).

8. The Diversity Projects Development Fund (DPDF)

The [DPDF](#) supports educational projects, scholarly research, creative activities and other programmatic initiatives that promote multiculturalism, diversity and inclusion, affirmative action and nondiscrimination for the University community.

9. The Faculty Fellowship Publication Program (FFPP)

The [FFPP](#) is sponsored by the Office of the Dean for Recruitment and Diversity in order to advance CUNY's institutional commitment to diversity. This University-wide initiative assists full-time untenured CUNY faculty (assistant professors) in the design and execution of writing projects essential to progress toward tenure. These projects may include scholarly articles for juried journals and books for academic presses. This program provides 3 credit hours of course release time for the spring semester, a discipline-based writing group, and the guidance of a senior faculty member.

CHAPTER 2: POSTDOCTORAL DEVELOPMENT

The [CUNY Postdoctoral Program](#) aims to meet the professional development needs of CUNY postdoctoral associates and enhance their sense of community by organizing career workshops and inter-campus networking events, by providing competitive Travel Awards to subsidize travel to national conferences and professional meetings, and by providing an [online portal](#) for sharing news and information related to professional development.

CHAPTER 3: STUDENT RESEARCH

The University also supports and promotes undergraduate research as a high impact educational practice. The Office of Research maintains the [Undergraduate Research webpage](#), which functions as a portal to resources and opportunities for both faculty and students. Below are two programs that the University offers for *faculty who are interested in mentoring undergraduates*, or who have students who would benefit from an intensive research experience.

1. CUNY Summer Undergraduate Research Program

The [CUNY Summer Undergraduate Research Program](#), partially funded by the Alfred P. Sloan Foundation, offers an applied research experience conducted in the context of a 10-week summer program under the direct supervision of established CUNY research faculty. In addition to gaining hands-on laboratory experience, the small group of 20 undergraduates attends a series of seminars and workshops that support and expand their intellectual and professional understanding of interdisciplinary scientific research.

2. CUNY Research Scholars Program

[CUNY Research Scholars Program](#) provides funded laboratory experiences for Associate's Degree students over a one-year period. Students receive 400 hours of mentoring from faculty members and participate in programming offered on their campuses. Students receive a stipend and faculty mentors receive funds for supplies. Each year, the program culminates in a summer symposium in which students display and present their work to peers and mentors.

CHAPTER 4: SPONSORED RESEARCH

Sponsored research refers to research projects or activities that are sponsored or funded by external organizations, such as the US federal government, NY State, industry partners, and private organizations.

1. Preparing and Submitting a Proposal

Principal investigators (PIs) should submit their proposals to the [grants officer](#) of their respective college or school. The grants officer reviews the proposal and ensures that it complies with sponsor requirements and CUNY policies. Upon acceptance, the college grants officer submits the proposal to the sponsor on behalf of CUNY. Researchers who require assistance in preparing their proposals, including development of data management plans for NSF awards, should contact their respective college or school's grants officer.

Each individual CUNY college may have departmental requirements regarding the review and approval of proposals prior to submission to the grants officer. In addition, each grants office may have local deadlines for proposal submission in relation to the sponsor deadline. Researchers are encouraged to contact their college grants office well in advance of the proposal deadline to ensure compliance with CUNY and college policies.

2. Receiving and Managing Funds

PIs and their college administration are responsible for complying with the terms and conditions of all grants, contracts, and agreements. PIs are also responsible for complying with relevant federal regulations, state laws, and CUNY policies.

Researchers receiving federal funds are responsible for complying with the relevant federal agency's requirements for managing awards. The *two most common* sources of federal funding are the National Science Foundation (NSF) and the National Institutes of Health (NIH). Researchers receiving funds from the NSF must comply with the requirements set forth in the [NSF Award and Administration Guide](#). Researchers receiving funds from NIH must comply with [NIH's Award Management](#) requirements.

Researchers receiving grant funds are also responsible for complying with CUNY's Multiple Position Policy (see chapter 9 below) as well as applicable policies of the Research Foundation.

3. Post-Award Administration

The Research Foundation of CUNY (RF-CUNY) performs post-award administration in collaboration with the College Grants Officer. Detailed information regarding the services provided by RF-CUNY is available at <https://www.rfcuny.org/rfwebsite/research/Default.aspx>. These services should be provided by the RF and no other entity.

CHAPTER 5: RESEARCH COMPLIANCE

CUNY is dedicated to compliant and ethical conduct of research. The information below describes CUNY's research compliance organization, policies, and procedures that support the conduct of responsible research and also ensure compliance with applicable laws and regulations.

1. Responsible Conduct of Research

CUNY researchers are expected to conduct research in accordance with the highest ethical and professional standards. To promote responsible and ethical research, each CUNY college designates a [research integrity officer](#) (RIO). The RIO works in collaboration with the research compliance staff in the CUNY Office of Research, to provide training in responsible conduct of research and to implement relevant policies and procedures.

All CUNY researchers are required to complete on-line training in responsible conduct of research. Instructions for completing the on-line training are available at <http://www.cuny.edu/research/compliance/training-education/citi-training.html>. Ongoing training requirements for all researchers, and additional training requirements for student and post-doctoral researchers are described in CUNY's Policy on [Training in Responsible Conduct of Research](#). Upon completion of required training, researchers must submit their certificate of completion to their college's [research integrity officer](#), and provide a copy to the college grants officer.

Researchers should refer to the [responsible conduct of research web page](#) for current policies and procedures.

2. Human Research Protection Program (HRPP)

CUNY's HRPP is designed to ensure the protection of the rights and welfare of human subjects participating in research projects conducted by CUNY faculty, students, and staff. The HRPP is also responsible for ensuring compliance with applicable laws and regulations. Each CUNY college has a dedicated HRPP Coordinator, who provides guidance to researchers and facilitates the required review of human subject research. CUNY's HRPP currently includes four convened University Integrated Institutional Review Board (UI-IRB) panels and one University integrated expedited review panel.

All researchers engaged in human subject research are required to complete on-line training in protection of human subjects. Instructions for completing the on-line training are available at <http://www.cuny.edu/research/compliance/training-education/citi-training.html>. Upon completion, researchers must attach their certificate of completion to their profile in the on-line IRB application system.

Researchers should refer to the [CUNY HRPP web site](#) for current policies, procedures and IRB information.

a. IRB Related Research Agreements

CUNY may enter into a number of agreements related to human subject research. Signatory authorities for each of the agreements are defined in the [Signatory Authority for Research-related Agreements memorandum and webpage](#). IRB related agreements include:

i. IRB Authorization Agreements

Collaborative research projects involving human subject research generally require review by the Institutional Review Board (IRB) of record for each collaborating institution. IRB Authorization Agreements (IAA) are required for cases in which CUNY and its institutional collaborators have agreed to rely on either CUNY's, or the collaborating institution's, designated IRB for review of specified federally funded human subject research. These agreements include, at a minimum:

- institution name, Federalwide Assurance number, and IRB Registration number of the institution providing IRB review;
- institution name, Federalwide Assurance number, and IRB Registration number of the institution relying on the designated IRB;
- title of the research project in question;
- names of the principal investigators at each institution;
- compliance and record-keeping requirements for each institution.

ii. Independent Investigator Agreements

Independent Investigator Agreements (IIA) are required when CUNY agrees to allow an independent investigator to rely on CUNY's designated IRB for his/her collaboration in federally funded human subject research. These agreements include, at a minimum:

- name of the independent investigator;
- title of the research covered by the agreement;
- description of the independent investigator's role in the research;
- terms and conditions of relying on CUNY's IRB.

Researchers should contact the [research compliance staff](#) for information on obtaining these agreements.

b. Privacy and Confidentiality Protections

CUNY may also request Certificates of Confidentiality and Privacy Certificates on behalf of a researcher.

i. Certificates of Confidentiality

Certificates of Confidentiality (CoC) are issued by the National Institutes of Health (NIH) to protect identifiable research information from forced disclosure. These certificates allow the investigator and others who have access to research records to refuse to disclose identifying information about research participants in any civil, criminal, administrative, legislative, or other proceeding, at the federal, state, and local levels.

The NIH application for a certificate of confidentiality includes assurances that must be signed by both the Principal Investigator and the Institutional Official (IO). The designated IO for CUNY is the Vice Chancellor for Research. All requests for an IO signature on CoC applications must be forwarded to a [Research Compliance Administrator](#), who will conduct a congruency review between the IRB approved protocol and the CoC application. Once the congruency review is complete, the research compliance staff will obtain the required institutional signature and return the completed application to the principal investigator.

Researchers should refer to the [NIH Certificates of Confidentiality Kiosk](#) for additional information.

ii. Privacy Certificates

The National Institute of Justice (NIJ) has developed specific procedures to document applicants' understanding of their obligations under confidentiality regulations. Privacy Certificates are required by the National Institute of Justice for all NIJ funded research. The Privacy Certificate is designed to assure that the applicant understands his/her responsibility to protect the confidentiality of research and statistical information.

Privacy Certificates include assurances that must be signed by both the Principal Investigator and the individual with primary responsibility for ensuring compliance. The individual holding this primary responsibility at CUNY is the Vice Chancellor for Research or his/her designee. All requests for signatures on Privacy Certificates must be forwarded to a [Research Compliance Administrator](#), who will obtain the required signatures.

Researchers should refer to the [NIJ Privacy Certificate Guidance](#) for additional information.

3. Conflict of Interest

CUNY's conflict of interest policies and procedures are designed to ensure, to the extent possible, that any financial interests and/or conflicts of commitment are managed in a manner that prevents bias in the design, conduct, reporting, or regulatory review of research.

Each CUNY college has an appointed [college conflicts officer](#) (CCO). The CCO works in collaboration with the research compliance staff in the Office of Research to implement CUNY's conflict of interest policies and procedures.

Researchers are expected to disclose any financial conflicts of interest using the [significant financial interest disclosure and supplement forms](#). Completed forms must be submitted to the [college conflicts officer](#) and copied to the college grants officer. Researchers are also expected to disclose any conflicts of commitment to the research integrity officer at their college. In addition, conflicts related to research

involving human subjects should be disclosed to the HRPP, and conflicts related to research involving animal subjects should be disclosed to the IACUC.

Researchers should refer to the [conflict of interest web page](#) for current policies, procedures and disclosure forms.

4. Export Control

Researchers may be affected by US export control regulations when they are:

- i) in possession of export controlled materials or data in hard or soft (digital) copy;
- ii) giving access to laboratories containing export controlled materials, equipment, and data to non-US persons;
- iii) participating in international collaborations with individuals or organizations in embargoed countries;
- iv) teaching and/or traveling abroad;
- v) hosting foreign nationals.

Researchers are encouraged to use the [Preliminary Evaluation Form](#) to assess whether they may be affected by export control regulations.

High-risk areas include: computer science (including high performance computing); cryptography; material science; electro-mechanical engineering; semiconductor research; space science & launch related research; oceanographic research; atmospheric research; astronomy; bio-engineering; robotic research, sensors & detectors; nuclear physics & engineering; infectious diseases, microbiology & pathology; and antiquities research.

Each CUNY college has an appointed [export control administrator](#) who works in collaboration with the research compliance staff in the Office of Research to ensure compliance with export control regulations.

Researchers should refer to the [export control web page](#) for current policies, procedures and guidance documents.

5. Animal Welfare

CUNY colleges with animal facilities have institution-specific policies and procedures that allow for the humane treatment of animals; local Institutional Animal Care and Use Committees (IACUC); and adequate resources to support the animal programs. CUNY faculty, staff and students who plan to use animals for any research or educational activities must contact their college animal facility staff to learn about the local animal program policies and procedures.

CUNY researchers engaged in research involving animals in the wild are also required to comply with applicable animal welfare policies and procedures. Researchers at CUNY colleges without an animal program, who are engaged in

research involving animals in the wild, should contact the [research compliance staff](#) in the Office of Research to obtain guidance and appropriate IACUC approval.

6. Biosafety

a. Institutional Biosafety Committee

CUNY Researchers engaged in research utilizing recombinant or synthetic nucleic acid molecules must contact their college Institutional Biosafety Committee (IBC) for information on local policies and procedures to ensure compliance with [NIH Guidelines](#) and all other applicable laws and regulations.

Researchers who engage in activities involving infectious agents, other hazardous agents (e.g. carcinogens), radioactive materials, or transgenic animals are required to contact their respective college's research administration office to obtain information on college-level oversight of such activities.

b. Select Agents and Toxins

Select agents and toxins are those biological agents and toxins that are identified as having the potential to pose a severe threat to public health and safety, animal health and safety, plant health and safety, or to the safety of animal or plant products. Select biological agents or toxins are listed in the following regulations:

- US Department of Agriculture regulations at [7 CFR 331.3](#) and [9 CFR 121.3](#)
- US Department of Health and Human Services regulations at [42 CFR 73.3](#)

Possession, use, or transfer of select agents or toxins requires prior registration with the Centers for Disease Control and Prevention, the Animal and Plant Health Inspection Service of the US Department of Agriculture, or both. Researchers who plan to work with any select agents or toxins are required to contact their respective college's [Environmental Health and Safety \(EHS\) Officer](#) prior to possessing, using, or transferring select agents or toxins.

Researchers should refer to the [Federal Select Agent Program](#) for additional information.

c. Dual Use Research of Concern

The United States Government has issued a [Dual Use Research of Concern policy](#) that establishes regular reviews of federally funded *life sciences research that, based on current understanding, can be reasonably anticipated to provide knowledge, information, products, or technologies that could be directly misapplied to pose a significant threat with broad potential consequences to public health and safety, agricultural crops and other plants, animals, the environment, materiel or national security.*

Federal regulations require ongoing institutional review and oversight for such research. Each CUNY college administration is responsible for ensuring compliance

with this policy, as it pertains to the research being conducted at the respective college. College administration may contact the [research compliance staff](#) in the Office of Research for guidance.

CHAPTER 6: RESEARCH AGREEMENTS

CUNY collaborates with numerous research partners, including other academic institutions, industry partners, and non-profit organizations, to perform both funded and unfunded research activities. This chapter defines various types of research agreements. Signatory authorities for each of the agreements are defined in the [Signatory Authority for Research-related Agreements memorandum and webpage](#).

As part of research or licensing activities, it may be necessary for CUNY to exchange proprietary information or materials with non-CUNY organizations. This exchange is generally limited to information or materials relating to unpublished research, or inventions that are yet to be patented. Such exchange of proprietary information or materials must be formalized in an agreement that defines who has ownership rights to the information and materials being exchanged, and how the information or materials will be used and protected. The most common type of agreements used for this purpose are described here.

1. Non-Disclosure Agreements (NDA)

Non-disclosure agreements, also known as confidentiality agreements, allow for sharing of confidential information with non-CUNY organizations. These agreements specify the purpose for which the confidential information may be used, and prohibit disclosure to third parties.

The primary recipient or discloser of confidential information must request review and approval of an NDA by contacting the CUNY [Technology Commercialization Office](#).

a. NDA for Private/Consulting Work

From time to time an individual CUNY faculty, staff member, or student doing consulting or other private, non-CUNY work for an outside organization may be asked to sign an NDA or other agreement in order to receive confidential information in connection with such non-CUNY work. An individual entering into such an agreement does so at his or her own risk and is not authorized to name CUNY as a party or bind CUNY in any way with respect to such work and receipt of confidential information.

2. Material Transfer Agreements (MTA)

Material transfer agreements are required for the exchange of proprietary materials, i.e. materials that are not commercially available, with non-CUNY organizations for research purposes. Examples of materials requiring a MTA include biological materials, chemicals, physical materials, and materials or equipment developed by CUNY. Individuals involved in the exchange of proprietary materials must contact the [Technology Commercialization Office](#) to either request a MTA for sending materials to a non-CUNY organization, or submit for review and approval a MTA issued by a non-CUNY organization

3. Data Use Agreements

Data use agreements allow access to structured or unstructured data that may be restricted or otherwise not in the public domain. Data use agreements are most commonly used to access research, financial, student, or healthcare data. At a minimum, these agreements will address the following concerns: who may have access to the data; the purpose for which data may be used; how the data may be treated, stored or used; and any statutory limitations on the use of the data.

Researchers receiving data from non-CUNY organizations should contact their College's designee for research agreements in order to obtain or receive review and approval of a data use agreement.

a. Restricted Data Use Agreements

CUNY's [Information Technology Security Procedures](#) limit access to Non-Public University Information (as defined in the Procedures) held on CUNY files and systems. Data received by CUNY under a restricted data use agreement is almost always held in a CUNY college file or system and is therefore subject to the Procedures. Under the Procedures, access is limited, in general, to full-time and regular part-time employees of CUNY and its related entities, and CUNY adjunct faculty. Other individuals, including most students, who need access to the data, must receive an IT security waiver. The CUNY college should work directly with University Chief Information Security Officer on obtaining this waiver.

4. Data Transfer Agreements

In accordance with CUNY [Intellectual Property Policy](#), intellectual property, including research data, resulting from research conducted by CUNY faculty, staff and other Members of the University (as defined in the Policy) is, in general, owned by CUNY. Therefore, when a Member of the University leaves CUNY, or wishes to give access to CUNY data to a non-CUNY individual or organization, a Data Transfer Agreement must be in place. Data transfer agreements are required when data owned by CUNY is being transferred to another individual or institution. This includes instances when a CUNY faculty member leaves CUNY for employment at another institution, and wishes to take research data to the new institution in order to continue his/her research efforts. Data transfer agreements identify the recipient of the data, the permitted uses, any intellectual property or commercialization limitations, and publication rights.

Researchers who wish to transfer data to non-CUNY individuals or organizations must contact the [research compliance staff](#) in the Office of Research to obtain or receive review and approval of a data use agreement.

5. Use of CUNY Facilities

Certain collaborations may benefit from CUNY granting access to CUNY facilities to an outside organization or individual. Use of CUNY facilities requires a written agreement between CUNY and the external user that includes, at a minimum, the following: the CUNY facility to which the external organization or individual will

have access, the names of the individuals who will be granted access, the activities to be carried out in the facility, the period of use, the fees to be paid, and appropriate indemnification and insurance provisions.

Researchers who wish to grant access to CUNY facilities to non-CUNY individuals or organizations, including faculty start-ups and other faculty-related companies, must first notify their college administration, who will work with the Office of General Counsel to develop a facility use agreement for signature by CUNY. Researchers are not permitted to independently enter into or sign a facilities use agreement regarding CUNY facilities.

CHAPTER 7: TECHNOLOGY INNOVATION, COMMERCIALIZATION & ENTREPRENEURSHIP

One of the University's goals is to cultivate and sustain an environment that supports faculty innovation and entrepreneurship. The University provides a variety of training and logistical support services for faculty members who are interested in technology transfer and entrepreneurial ventures. For more information about this programming visit the [entrepreneurship page](#) of the CUNY Office of Research website.

1. Technology Commercialization Office (TCO)

The TCO is the central processing office of new technology and software disclosures for all CUNY colleges. The TCO staff evaluates new inventions for their commercial applications, develops a protection and marketing strategy, files patents and registers copyrights when appropriate, facilitates the transfer of CUNY intellectual property, and supports the formation of spinoff companies. As such, the TCO is responsible for crafting various agreements, from option and licensing agreements to nondisclosure and confidentiality agreements. Faculty or staff who have questions regarding the [CUNY Intellectual Property Policy](#) or other issues related to their IP, or who wish to create a license agreement, should contact staff at the [Technology Commercialization Office](#) to discuss.

a. New Technology Disclosure (NTD)

The [New Technology Disclosure form](#) is the first step in the process of documenting a new invention or discovery. The purpose of the NTD is to record what was invented and the conditions under which the invention was made. Pursuant to the CUNY IP Policy, researchers must submit an NTD whenever they have conceived or developed a new and useful technology or idea, obtained unusual and promising research results, or otherwise created or obtained intellectual property that is or may be owned by CUNY pursuant to the IP Policy.

Researchers required to submit an NTD should contact the Technology Commercialization Office staff in the Office of Research.

b. License Agreements

CUNY protects its intellectual property in different ways, mostly using the laws of patents, copyrights, and trademarks. Obtaining a patent for an innovation creates a concrete means for granting rights to that innovation to a commercial entity. In other cases, an original, tangible work product, like a software program, textbook or other creative work, is immediately protected under copyright law upon its creation without any government filing. As with the patented innovation, rights to this copyrighted work can then be granted to a commercial partner, using a license agreement. These types of license agreements are the contractual basis under which CUNY is compensated for use of the licensed CUNY IP.

The Technology Commercialization Office also handles Nondisclosure Agreements and Materials Transfer Agreements. Please see Chapter 4 on Research Agreements in this document for the definition and discussion of these forms.

2. Innovation and Entrepreneurship Resources and Programming

a. CUNY Hub for Innovation and Entrepreneurship

The CUNY Hub for Innovation and Entrepreneurship, a [NYSTAR-designated Innovation Hot Spot](#), is a business incubator designed to promote faculty entrepreneurship and start-up companies. The Hub has been established by CUNY to promote and support faculty entrepreneurship, create educational and career opportunities for students, and foster collaborations with business and industry, through the business incubator model. More information about the facilities and services provided by the Hub can be found at the [CUNY Hub for Innovation & Entrepreneurship website](#).

b. Entrepreneurship Training Programs

Below are two programs currently offered by the University to support faculty-led innovation and entrepreneurship.

i. New York City Regional Innovation Node

The [New York City Regional Innovation Node](#) (NYCRIN) offers commercialization training and support to university innovators. NYCRIN provides NSF I-Corps training—utilizing the Lean LaunchPad method—to cohorts of faculty investigators, students, and industrial mentors who are interested in pursuing the development of spinoff companies based on their inventions. More information about the program and how to apply can be found at the [NYCRIN website](#).

ii. PowerBridgeNY - New York City Clean Energy Proof-of-Concept Center

CUNY, in partnership with New York University Polytechnic School of Engineering (NYU-Poly), receives funding from the New York State Energy Research and Development Authority (NYSERDA) for a Proof of Concept Center (POCC) dedicated to helping New York State inventors and scientists turn their high-tech, clean-energy ideas into successful businesses. PowerBridgeNY offers faculty innovators grants of up to \$150,000. For more information about the grant program and educational and networking events, visit the [PowerBridgeNY website](#).

CHAPTER 8: RELEVANT CUNY POLICIES

1. Computer Use Policy

CUNY researchers are required to comply with the [CUNY Policy on Acceptable Use of Computer Resources](#), including without limitation section 12, regarding protection of confidential research information.

2. Cost Share

CUNY discourages voluntary cost sharing, i.e. the voluntary contribution to sponsored project or program costs. Therefore, cost sharing is only permitted when it is required by a sponsor, or when a prior exception has been granted by the Vice Chancellor for Research. Details regarding this policy are outlined in the memo from Vice Chancellor for Research.

3. Crowdfunding

Many researchers are exploring the option of crowdfunding as a source of extramural support for research. The University is in the process of developing policy and guidance related to the use of crowdfunding for research. In the interim, it is important for researchers to note that, when seeking crowdfunding, researchers are required to comply with all applicable University policies and procedures, including but not limited to policies on intellectual property, conflict of interest and human subject protection. Researchers interested in seeking crowdfunding to support their research activities must contact the [research compliance staff](#) in the Office of Research for more information or guidance.

4. Grant-Supported Employees, Interns and Volunteers

When on a CUNY campus, or conducting research on behalf of CUNY, non-CUNY personnel are obligated to comply with CUNY policies, including policies on non-discrimination, accommodation of individuals with disabilities and sexual misconduct.

Researchers who hire personnel to assist with or to conduct research should consult with the Director of Human Resources at their campus and/or the CUNY Research Foundation, whichever is applicable. Researchers must comply with all applicable federal, state and local regulations and CUNY policies in hiring and managing personnel. Additional information is available at the [CUNY human resources web site](#).

5. Intellectual Property

The CUNY [Intellectual Property Policy](#) defines the ownership, distribution and commercialization rights associated with the products of research, authorship and invention by the University community; and defines policies and procedures for managing such products.

The CUNY IP Policy applies to CUNY full-time and part-time faculty, staff, and graduate students engaged in faculty-directed research, as well as individuals compensated by grant funds made available to CUNY by or through the CUNY Research Foundation, who create intellectual property (1) while making Substantial Use of CUNY resources, (2) as a direct result of CUNY duties, (3) pursuant to the terms of an agreement to which CUNY is a party, or (4) in the course of or related to activities on grants or contracts administered by the Research Foundation on behalf of CUNY.

6. Laboratory Safety

a. Best Practices

CUNY's Office of Environmental, Health, Safety and Risk Management publishes a [Laboratory Safety Manual](#), which addresses compliance with Occupational Safety and Health Administration (OSHA) regulations and provides best management practices.

b. Research Laboratory Safety and Compliance Training

Research laboratory safety and environmental compliance training is required by various Federal, State, and City rules and regulations. This training is offered by the college [Environmental Health and Safety Officers](#) and intended to promote safety and minimize risks in the laboratories. Depending on the type of research, individuals may need to attend or complete more than one training module. Training requirements can be met through a combination of classroom and online training sessions. Researchers are asked to contact their college's EHS Officer with specific questions. Specific training descriptions are provided below.

i. Laboratory Safety

This training is required for all Principal Investigators, postdoctoral researchers, laboratory technicians, visiting scientists, college staff, graduate students, and undergraduates working in research laboratories. It includes campus and site-specific information on laboratory and fire safety, hazardous materials and waste management, and biosafety, among other topics. Attendance is required upon the initial assignment to a laboratory. Periodic refresher training is also required and may be obtained either through a class, online module, or a combination of both.

ii. Radiation Safety

This training is required for researchers and anyone who wishes to work with radioisotopes, irradiators, sealed sources, or radiotracers. The training offered at the CUNY colleges must cover regulatory compliance, the disposal of radioactive waste, and emergency response procedures among other topics.

iii. Hazardous Materials Shipping

This training requirement applies to individuals who ship regulated hazardous material, including dry ice. The training covers the applicable US Department of Transportation (DOT) rules and International Air Transport Association (IATA)

requirements, as well as the potential hazards, packaging requirements, and required documentation. It also explains how to properly prepare and label sample shipments (including packages with dry ice) in accordance with the regulations.

7. Multiple Position Policy

CUNY's [Multiple Position Policy](#) precludes faculty members from earning compensation above their annual salary for work performed at CUNY, including grant funded research, except in limited circumstances. Faculty members who believe they are entitled to direct compensation from grant funds must receive approval from the Chair of their Department and from the Provost's Office at their campus.

8. Openness in Research

CUNY is committed to the free exchange of knowledge through education and research publications that contribute to the public interest. The University believes that it can best fulfill these commitments within an open intellectual environment that allows for the free exchange of information. CUNY's [policy on openness in research](#), addresses issues related to the University's involvement in classified research and its policy on accepting publication restrictions.