

RESPONSIBLE CONDUCT OF RESEARCH (RCR)
UM RESOURCES FOR STUDENTS, FACULTY & STAFF

NOTE: This information is subject to frequent changes. Go to www.miami.edu/rcr to download the most recent version. Please send suggestions for additions or corrections to Reid Cushman, UM Ethics Programs' RCR Program Director at rcushman@med.miami.edu.

Can't find what you want in the alphabetic listing of organizations below? Look at the by-subject listing at the end of this document.

'Cane Watch

A "hotline" service for confidential or anonymous reports, via web form or telephone, maintained under contract for UM by EthicsPoint, Inc. Though described as primarily a utility for employees, reports may be made by anyone, on any kind of actual or suspected misconduct. See the [EthicsPoint FAQ](#) for more information. This service replaces the **Compliance Hotline**. **NOTE: This is not an E-911/emergency reporting service. Call 911 for emergency matters.**

- WEB: www.canewatch.ethicspoint.com (NOTE: EthicsPoint reporting site, not a UM site)
- TEL: 877-415-4357 (NOTE: EthicsPoint call center, not UM)

Billing Compliance, Office of

Ensures that UHealth providers, hospitals and clinics are in compliance with all applicable state and federal billing and documentation rules and regulations, including clinical research billing.

- WEB: www.ummg.med.miami.edu/x119.xml
- TEL: 305-243-5842

Clinical Research Initiation Service (CRIS)

Team-based approach offering a single point of contact for investigators and sponsors to accelerate study start-up, maximize collections, and ensure billing compliance after a clinical study is underway.

- WEB: <http://uresearch.miami.edu/cris>
- TEL: 305-243-7704

Collaborative Institutional Training Initiative (CITI) Program

Online training for researchers, including content on Animal Care and Use, Biosafety and Biosecurity, Export Control, Good Clinical Practice, Human Subjects Research, Information Privacy and Security, and Responsible Conduct of Research. **Free for UM affiliates, but registration required to access content. Correct entry of UM C-number during registration is required for course credit.**

- WEB: www.citiprogram.org
- TEL: 305-243-7970 (U.S. Help Desk)

Compliance Hotline

This service has been replaced by **'Cane Watch**.

Conflict of Interest

UM conflict of interest policy information, training resources, and contact information for staff in the UM Office of Research responsible for Col policies.

- WEB: uresearch.miami.edu/coi
- TEL: 305-243-4054

Core Facilities and Shared Resources

Coordinates use of specialized research expertise, facilities and instrumentation, on availability and/or fee-for-service basis, from resources on all UM campuses. Focused on biotechnology and clinical research, but with resources applicable to other research areas (e.g., computational resources, statistical consulting).

- WEB: uresearch.miami.edu/cores
- TEL: 305-243-1364

Disclosure Profile System (DPS)

Web site for reporting of outside activities and compensation for persons involved in the design, conduct or reporting of research, or any externally sponsored activities. See also **Conflict of Interest**.

- WEB: <http://www.miami.edu/dps>
- TEL: 305-243-0877 (DPS help line)

Environmental Health and Safety, Office of

Responsible for ensuring compliance with health, safety and environmental regulations, including support and training on occupational, biological and chemical hazards. For matters related to radioactive materials and radiation hazards, see **Radiation Control**.

- WEB: www.miami.edu/ehs
- TEL: 305-243-3400

Equality Administration

Responsible for promoting diversity in the workforce and student body; maintaining a work and learning environment free from discrimination, harassment, and retaliation; and handling complaints of unlawful discrimination, including sexual, racial, and any other types of prohibited harassment, as well as whistleblower retaliation complaints. See also **Faculty Affairs, Human Resources, and Student Affairs**.

- WEB: www.miami.edu/ea
- TEL: 305-284-3064 (Gables/Marine), 305-243-7203 (Medical)

Ethics Programs

Inter-disciplinary programs in and resources for Biomedical Ethics, Business Ethics, Clinical Ethics, International Ethics, as well as Research Ethics. Coordinates training to meet federally mandated Responsible Conduct of Research requirements. See also **Research Ethics Consultation Service**.

- WEB: www.miami.edu/ethics
- TEL: 305-243-5723

Export Compliance

UM export control policy information, training resources, and contact information for staff in the UM Office of Research responsible for EC policies.

- WEB: www.miami.edu/exportcompliance
- TEL: 305-243-9545

Faculty Affairs

Oversees faculty appointments, promotions, and faculty career development; advises faculty members at all career stages, department chairs, and administrative offices on policies regarding recruitment of new faculty, retention, compensation, leaves of absence and other conditions of employment; and whistleblower protection. See also **Equality Administration, Human Resources, and Student Affairs**.

- WEB: www.miami.edu/faculty_affairs (Gables/Marine), www.facultyaffairs.med.miami.edu (Medical)
- TEL: 305-284-3386 (Gables/Marine), 305-243-6551 (Medical)

Faculty and Staff Assistance Program (FSAP/EAP)

Confidential support and assistance in resolving both personal problems and University workplace dilemmas. Students see **Student Affairs**, **Student Health**, and **Student Ombudsperson**.

- WEB: www.miami.edu/fsap
- TEL: 305-284-6604

Graduate School (Gables/Marine), Graduate and Postdoctoral Studies (Medical)

Information about graduate educational programs, scholarships, interdisciplinary activities. Responsible for the oversight of UM master's, doctoral, and postgraduate programs; also responsible for maintaining ethical and academic standards in graduate studies. See also **Student Affairs**.

- TEL: www.miami.edu/grad (Gables/Marine), www.biomed.miami.edu (Medical)
- WEB: 305-284-4154 (Gables/Marine), 305-243-1094 (Medical)

HIPAA Privacy and Security, Office of

Responsible for enforcement of health data privacy and security regulations deriving from HIPAA, and other federal and state laws. For matters related to educational information and FERPA requirements, contact **Registrar**.

- WEB: www.med.miami.edu/hipaa
- TEL: 305-243-5000 or 866-366-HUSH (toll-free)

Human Resources

Manages employment-related services, including recruiting, selection, retention and development, compensation and benefits. Responsibilities include employee whistleblower protection. See also **Equality Administration**, **Faculty Affairs**, and **Student Affairs**.

- WEB: www.miami.edu/hr (Gables/Marine), www.med.miami.edu/hr (Medical)
- TEL: 305-284-4083 (Gables/Marine), 305-243-6501 (Medical)

Human Subjects Research Office (HSRO)

Provides administrative support to UM's various Institutional Review Boards (IRBs), including training in IRB regulations. Contact information for UM's IRBs and their committee members are available on the HSRO site. See also **Institutional Review Boards (IRBs)**.

- WEB: www.hsro.miami.edu
- TEL: 305-243-3195

Institutional Animal Care and Use Committee (IACUC)

Responsible for oversight of research involving vertebrate animals, including review and approval of protocols, investigator and staff training, inspections and investigations.

- WEB: uresearch.miami.edu/iacuc
- TEL: 305-243-2311

Institutional Biosafety Committee (IBC)

Responsible for approval and subsequent oversight of all research protocols involving the use of recombinant DNA.

- WEB: www.miami.edu/rdna
- TEL: 305-243-9291

Institutional Review Boards (IRBs)

UM's four IRBs – three biomedical and one social-behavioral – are responsible for reviewing all research involving human subjects, to ensure compliance with state and federal requirements as well as UM policies. For listings of IRB members and contact information, see **Human Subjects Research Office**.

Intellectual Property Strategy and Licensing (formerly Office of Tech Transfer)

Information about and planning for copyright, patent and trademark issues arising out of individual or collaborative research projects.

- WEB: www.med.miami.edu/uminnovation/technologytransfer
- TEL: 305-243-4171

Medical Compliance, Office of

Responsible for oversight of UHealth and School of Medicine compliance including billing, health privacy and security. See **Billing Compliance, Office of; HIPAA Privacy and Security, Office of**.

Radiation Control, Division of

Ensures compliance with regulations regarding the use of radioactive materials and radiation-producing devices, including radiation monitoring and emergency response. For occupational, biological and chemical hazards, see **Environmental Health and Safety**.

- WEB: ihs.med.miami.edu/x38.xml
- TEL: 305-243-6369

Registrar, Office of the

Information about course registration, transcripts and other academic records. Student Consumer Information and FERPA privacy information.

- WEB: www.miami.edu/registrar
- TEL : 305-284-2294

Research Compliance, Office of

Responsible for oversight of UM research, including regulatory requirements related to conflict of interest, export control, and research misconduct. Provides training to investigators and staff on research compliance topics; conducts audits, inquiries and investigations of research practices. For anonymous reporting, see **'Cane Watch**.

- WEB: uresearch.miami.edu/compliance
- TEL: 305-243-4054

Research Ethics Consultation Service

Resource for UM affiliates who find themselves confronting an ethical issue or question during the development, conduct, analysis or reporting of research. Consults are confidential to the extent permitted by law and UM policy. For anonymous reporting, see **'Cane Watch**.

- WEB: www.miami.edu/recs
- TEL: 305-243-5723

Research Integrity Officer (RIO) / Institutional Official (IO) / Vice Provost for Research (VPR)

Ultimately responsible for compliance with regulations related to federally-sponsored research, including investigations of allegations of scientific misconduct. At UM, the RIO/IO is the Vice Provost for Research. See also **'Cane Watch**.

- WEB: uresearch.miami.edu/integrity
- TEL: 305-243-4054

RCR resources

Web links to UM and external resources related to the Responsible Conduct of Research. Ethics Programs site includes most recent version of this list.

- WEB: www.miami.edu/rcr (Ethics Programs), uresearch.miami.edu/rcr (Office of Research)

Regulatory Support and Quality Assurance, Office of

Promotes quality improvement in research by offering standardized auditing and monitoring, educational training and regulatory support for clinical research. See also **Research Compliance**.

- WEB: uresearch.miami.edu/?p=376
- TEL: 205-243-4215

Research Education and Training, Office of

Offers a range of seminars on topics such as conflicts of interest, export control.

- WEB: uresearch.miami.edu/edu
- TEL: 305-243-5092

Scientists and Engineers Expanding Diversity and Success (SEEDS)

Focused on support of women and under-represented minorities in science and engineering, but provides resources for all students. Support primarily directed to students in the College of Arts and Sciences, School of Marine and Atmospheric Sciences, College of Engineering, and School of Medicine.

- WEB: www.as.miami.edu/seeds/
- TEL: 305-284-3988

Security

Contact point for any emergency situation, and for reporting of clear criminal acts whether an emergency or not (e.g., assault, theft). For non-emergency reporting of research-related issues, such as research misconduct, see **'Cane Watch** for anonymous reporting, or other listings in this document.

- TEL: 911, 305-284-6666 (Gables), 305-243-6000 (Medical)

Student Affairs

Responsible for all aspects of student learning and student life at UM, including education of students in areas such as: community living, social intelligence and responsibility, ethical behavior, citizenship skills, social justice, leadership skills, coping with adversity, health and wellness, diversity, and adaptive skills for living. See also **Equality Administration, Faculty Affairs, Graduate School, and Human Resources**.

- WEB: www.miami.edu/student-affairs
- TEL: 305-284-2211 (see additional numbers on [Contact Information](#) page)

Student Health and Wellness

Health and Counseling Center provides health services to undergraduates and graduate students. Faculty and staff see **Faculty and Staff Assistance Program (FSAP/EAP)**.

- WEB: www.miami.edu/student-health
- TEL: 305-284-9100

Student Ombudsperson

Part of University Troubleshooters Program, a service of UM Student Life. Available for guidance on any aspect of student life, including grade appeals, class withdrawals, financial assistance, clarifications of UM policies or procedures, conflicts with faculty or staff. See also **Student Affairs, Student Health and Wellness**. Non-students see **Faculty Affairs, Human Resources, and Equality Administration**.

- WEB: www.miami.edu/ombudsperson

- TEL: 305-284-4922

Undergraduate Research and Community Outreach

Provides mentored research experiences to UM undergraduates in all disciplines. Outreach in the community through support of research at Miami Dade College and in the public/private K-12 school systems. Places students with research mentors.

- WEB: www.miami.edu/ugr
- TEL: 305-284-5058

Whistleblowers

For anonymous or non-anonymous reporting, see '**Cane Watch**. For general resources for students, faculty and staff, see **Student Affairs, Faculty Affairs, Human Resources, and Equality Administration**.

- WEB: www.miami.edu/policies/hr/WhistleblowerProtectionStatement.pdf
- TEL: See information at web page

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