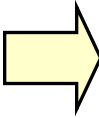
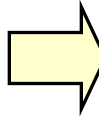


GETTING STARTED AT TEMPLE – NEW FACULTY
[Request TUID: contact omdalde@temple.edu](#)



[Access Net ID](#)
[Email Account](#)
[NIH Commons ID](#)



REQUIRED TRAINING:
 Before any research can be conducted, you are required to receive training/certification if your research involves:

- [Human Subjects](#)
- [Animal Subjects](#)
- [Recombinant DNA, Infectious Agents, and Other Biohazards](#)
- [Exposure to Environmental Health Risks and Radiation](#)
- [Use of Patient Data](#)
- [EHRs Training Programs](#)
- [Compliance Courses](#) CITI Training Initiative



OTHER REQUIREMENTS:
 Once you have been certified as a Temple research investigator, student, or trainee, you must obtain approval from our regulatory committees to perform studies with:

- [Human Subjects](#) (need IRB approval)
- [Animals](#) (need IACUC approval)
- [Recombinant DNA, Infectious Agents and Other Biohazards](#) (need IBC approval)

Other information for grant applications:
[Commonly Needed Information](#) (for grant applications)
[Fringe Benefits and F&A Rates](#)
[Industry-funded Clinical Trials](#)
[Postdoctoral salaries](#)

FORMS:

- [Advance Cost Center](#) (doc)
- [NIH certification form](#)
- [SPAF \(Sponsored Projects Administration Form\)](#)
- [Financial Disclosure Form](#)
- [Required Research Forms](#)
- [IACUC \(Animal protocols\)](#)
- [IBC \(Biohazards\)](#)
- [IRB \(Human Subjects\)](#)
- [IEHRS \(Environmental and Safety Services\)](#)
- [Chemical Safety](#)
- [Biological Safety](#)
- [Radiation Safety](#)
- [Laboratory Safety](#)
- [Laser Safety](#)
- [Materials Transfer Agreement](#)
- [Nanotechnology](#)
- [Occupational Safety](#) (transport dangerous materials)
- [Relinquishing statement](#) (from prior institution to be sent to NIH)
- [Subaward Agreement Forms](#)
- [Technology Transfer](#)
- [Waste Management](#)

TRANSFERRING A GRANT TO TUSM

[NIH Information for transferring grants](#)

[Relinquishing statement](#) from prior institution to be sent to NIH

[Instructions](#) for transferring a grant

NEW GRANT APPLICATION

[Electronic Research Administration](#) (eRA) see tutorial after login on to website

On eRA website search for funding, select appropriate RFA to automatically download forms

[Instructions and Form Files for PHS 398 paper submission](#)

Additional (NIH) information on [SF424 \(R&R\) Application and Electronic Submission Information for NIH](#)

For electronic SPAF:
Requirements for routing NIH grant:
 Completion of: Setup questions, Abstract, Personnel, Budget Justifications

For paper SPAF:
 All the above plus the [SPAF - paper spaf form](#) and the [NIH certification form](#) and if required the [financial disclosure form](#) must be completed and approval signatures obtained. **These are to be delivered to the SPAF office 10 days prior to deadline**

Additional links to non NIH funding:
[TRA - Sponsored Projects Administration](#)
[\(SPA\) - Links](#)

While the SPAF is being routed for signature continue working on the other sections of the grant proposal. Upload all documents required as per instructions.

Check that all sections are marked completed.

Select: Done- the grant is electronically routed for final approvals and to the SPA office for final submission to NIH.

If this is a paper submission, SPA will notify you (or your administrator) regarding pickup and mailing to appropriate agency.

TIP: To save this guide to your computer, go to "file > save as" in your web browser.

