

WELCOME!

To learn more about the Meyer Cancer Center and its leadership team, visit [meyercancer.weill.cornell.edu](http://meyercancer.weill.cornell.edu).

Administrative team:

**Jacqueline Gonzalez** jag3002@med.cornell.edu 646-962-6132

*Executive Assistant to Meyer Director Lewis Cantley*

**Julie Boyer** jub2005@med.cornell.edu 646-962-6134

*Associate Director for Administration*

* **Erick Herrscher** erh2011@med.cornell.edu 646-962-6167
* *Assistant Director for Research Administration*
* **Bo Wang**  bow2002@med.cornell.edu 646-962-6135

*Grants/Finance Administrator*

**Kate Carbonell**  kac2051@med.cornell.edu 646-962-6165

*Research Program Manager*

**Stacey Shackford**  sts2036@med.cornell.edu 646-962-6734

*Communications Director*

Full online directory

<https://onlinedirectory.weill.cornell.edu/>

Log-in and ensure your content is up-to-date

[myprofile.med.cornell.edu](http://myprofile.med.cornell.edu)

Go here to change your general directory details, and to modify your subscriptions to listservs

Research profiles: [VIVO](http://vivo.med.cornell.edu/) generates research profiles for each academic member. You can check and edit your profile here: <http://vivo.med.cornell.edu/support#h.82s4cn6c2qdk>

Physician profiles: The Physician’s Organization generates physician profiles on its recently relaunched site, [weillcornell.org](https://weillcornell.org/). Often referred to as ‘POPS,’ you can edit your profile here: <https://pops.weillcornell.org/login>. For additional information and support about physician resources (including EPIC, the electronic medical record system, and referring provider forms) visit the PO intranet: <http://intranet.cornellphysicians.com/>

Email

**{CWID@med.cornell.edu}**

* Web access to email: <http://o365.weill.cornell.edu/>
* How to set up email on your devices: <http://weill.cornell.edu/its/email-calendar/email/exchange/getting-started-in-office-365.html>
* Spam management guide: <https://its.weill.cornell.edu/guides/spam-management-guide>
* Meyer Cancer Center listserv: Send an email to sts2036@med.cornell.edu to receive regular updates about events, funding opportunities and news
* Other listservs: Weill Cornell Medicine hosts several optional listservs, including NEWS, COMMUNITY and ITS, which you can opt into at [myprofile.med.cornell.edu](http://myprofile.med.cornell.edu)
* To access Outlook and the network on your mobile phone, you will need your phone tagged by ITS. Submit a ticket [here](https://wcmcprd.service-now.com/myhelpdesk/), then go to the ITS Help Desk in the library next to the entrance of 1300 York Ave.
* Email signatures: [http://brand.weill.cornell.edu/](http://brand.weill.cornell.edu/downloads/templates/email/JOB_AID-WCMSignatureSetup.pdf)

File Transfers

<http://transfer.med.cornell.edu/>

VPN

If you need to work remotely and access systems that are behind our firewall, you will need to access the network via VPN.

Proper VPN Setup**:** <https://nexus.med.cornell.edu/pages/viewpage.action?pageId=18303257>

WebVPN: Go to <http://webvpn.med.cornell.edu> from an outside browser

Phone

* To reach an outside line, dial 9 – 1 – [the number]
* Extensions for WCM numbers starting with 212-746-xxxx can be dialed as 6-xxxx; for numbers starting with 646-962-xxxx, dial 1-xxxx
* Voicemail instructions: <http://weill.cornell.edu/its/pdf/Instructions/avaya-quickstart-guide.pdf>
* Call forwarding: To forward your landline phone calls to your mobile, submit a [support ticket](https://wcmcprd.service-now.com/myhelpdesk/). The feature is called 'EC500'. Once set up, you can enable and disable the feature from your landline.

Other IT issues

<https://its.weill.cornell.edu/>

* Communications
* There are many outlets to publicize your research & activities, including the Meyer Cancer Center site & internal publications (newsletter, weekly events & funding round-up, annual report); the Weill Cornell site, press releases, social media.
* Please contact **Stacey Shackford** at sts2036@med.cornell.edu for support and guidance, and specifically for any of the following:
* **Publications**: Let us know ASAP about any upcoming or recently released publications. Weill Cornell’s Office of External Affairs requests as much lead time as possible (ideally 6 weeks) in order to prepare press releases and acquire approvals. They work with journals to ensure embargos are followed.
* **External press releases**: Please let us know about any releases being issued by funding sources, journals or other external organizations, as they are supposed to be vetted by the Office of External Affairs. Allow 7-10 business days, if at all possible.
* **Patient stories**: We are always keen to feature clinical successes and patient stories, for our website and to pitch to media. Please let us know of any leads. Release forms are also required.
* **Photography**: To schedule headshots or other lab photography/video needs. Release forms are required for any patients/students/non-staff. Photos for use on lab sites, presentations, or other purposes are available here: <https://goo.gl/photos/iBPMHgKk8mXuFcoA8>
* **External media**: Media conducting interviews on campus are required to be escorted by staff from the Office of External Affairs. Please let us know about any requests.
* **Scientific conferences**: Media support may be available for those presenting at major scientific conferences, such as ASCO, AACR, ASH, ASTRO. Let us know when your abstracts are accepted.
* Web
* The [Meyer Cancer Center site](http://meyercancer.weill.cornell.edu/) includes a member directory, research opportunities, funding opportunities, events, news, and program descriptions. To post job openings, change directory details or share news, please contact:
* **Stacey Shackford** at sts2036@med.cornell.edu
* **Building a lab website:** ITS has created a lab website template available to Meyer Cancer Center members for free, with an annual hosting subscription of $360. Information on how to set one up is [here](https://nexus.med.cornell.edu/display/wddkb/WCMC%2BResearch%2BLab%2BWebsite%2BDistro)
* **Social Media**: The Meyer Cancer Center social media channels include:
* Facebook: <https://www.facebook.com/meyercancercenter>
* Twitter: <https://twitter.com/MeyerCancer>
* Pinterest: <https://www.pinterest.com/meyercancercent/>
* YouTube: <https://www.youtube.com/channel/UCw5qv_KUVjBz-S3Kx0NuzPg>
* Please join our community, and let us know about any of your own social media activity so we can cross-promote our members!
* WCM also asks faculty and staff to register social media accounts with the Office of External Affairs at: <http://intranet.med.cornell.edu/social/>
* If you would like to learn more about starting a social media account, contact **Stacey Shackford** at sts2036@med.cornell.edu
* Branding
* Brand guidelines, templates and logos can be found here: <http://brand.weill.cornell.edu/>
* *Please consider using Meyer Cancer Center branded Powerpoint templates when giving presentations.*
* MCC assets can be found here:
* <http://meyercancer.weill.cornell.edu/members>
* **Journal citations**
* Standard affiliation: Sandra and Edward Meyer Cancer Center, Department of Medicine, Weill Cornell Medicine, New York City, NY 10065, USA. Electronic address: xxxy@med.cornell.edu.
* Additional affiliations: Institute for Computational Biomedicine, Weill Cornell Medicine, New York, NY. Institute for Precision Medicine, Weill Cornell Medicine, New York, NY. Sandra and Edward Meyer Cancer Center, Weill Cornell Medicine, New York, NY. xxxx@med.cornell.edu
* Questions should be directed to **Stacey Shackford**, sts2036@med.cornell.edu
* Events
* **Reserve a room:**
* To reserve a room across campus (including 2nd and 3rd floors of Belfer Research Building), contact Event Services at: <http://weill.cornell.edu/events/>
* To reserve a conference room on the 13th or 14th floor of Belfer Research Building, contact **Jacqueline Gonzalez** at jag3002@med.cornell.edu
* Information about other services, such as AV rental, video recording, online broadcasting, catering, etc, can be found here: <http://weill.cornell.edu/events/services/>
* **Advertise your event:**
* Add your event to the Weill Cornell Medicine events calendar at <http://events.weill.cornell.edu/> by clicking on “Submit an Event” on the upper right, above the calendar graphic.
* To have the event also appear on the [Meyer Cancer Center calendar](http://meyercancer.weill.cornell.edu/calendar), select “Meyer Cancer Center” as a department from the “Department” drop-down menu on the bottom of the event submission form (you can select more than one).
* To suggest a speaker for an upcoming Meyer Cancer Center Seminar Series event, contact **Kate Carbonell** at kac2051@med.cornell.edu . *Please note: these events are organized up to a year in advance.*
* To create an event poster and/or have it appear on lobby screens in Belfer and elsewhere, submit a request here: <http://weill.cornell.edu/events/services/request.html>
* To circulate an announcement via the WCMC-COMMUNITY listserv, send a text-only message to wcmc-community@med.cornell.edu
* Nuts & Bolts
* IDs and walking through doors
* **Weill Cornell Medicine Badge**
* Provides access to all WCMC facilities and campus buildings
* You will be instructed to obtain this ID from the Security Office during your orientation or onboarding meeting.
* Access within the Belfer Research Building is granted by **George Brendel** (gjbrend@med.cornell.edu). He is located at the security office in the lobby. Contact him and CC your manager to arrange a time to see him.
* Keep this ID on you at all times as it identifies you as a Weill Cornell employee within all WCM buildings and the NYP hospital
* Human Resources
* Access information on benefits, policies and other employee-specific information at the HR Intranet site: <http://intranet/hr/>
* **MyApps:** Several HR applications, such as Weill Business Gateway (employee self service, pay stubs, time cards, etc) and online courses are accessed here: <https://myapps.weill.cornell.edu>
* Emergency procedures
* Power outages, snow storms, zombie attacks, etc.
* Review Weill Cornell alerts and procedures at: <http://cornellemergency.org/>
* Finances
* **REIMBURSEMENTS PROCESS FOR PAYMENT, TRAVEL AND BUSINESS PURPOSES**
* For Payment, Business & Travel reimbursements totaling **more than** $**400**, receipts and back-up documentation should be submitted (scanned copies submitted via email are acceptable) to your assigned Grant Portfolio Manager along with the appropriate AP form ([**Payment Requisition Form**](http://intranet.med.cornell.edu/finance/static_local/pdf/Payment_Req_Form.pdf) or [**Travel and Business Expense Reimbursement Form**](http://intranet.med.cornell.edu/finance/static_local/pdf/TravelandBusForm.pdf)) for approval and submission to Accounts Payable via WCM’s finance system. *Please refer to the* [***Guidelines for Business Travel Expense Reimbursement***](http://intranet.med.cornell.edu/finance/static_local/pdf/Travel%20Business%20Expense%20Matrix.pdf)*under “Policies and Procedure” sections**for information on back-up documentation.*
* Reimbursements totaling **$400 or less** will be provided by petty cash via the Cashier’s Office (the payee goes to pick up the money from the Cashier’s Office after gathering receipts, acquiring original approval signature on the [**Payment Requisition Form**](http://intranet.med.cornell.edu/finance/static_local/pdf/Payment_Req_Form.pdf) regardless if expenses are travel related, however, may not be for an overnight stay, ­ and submits to the Cashier window).
* The Cashier’s Office is located on the 2nd floor in the Olin Hall building - 445 East 69th Street, New York, NY 10021.
* Hours of Operation: Monday-Friday, 10:00AM-12:00PM and 3:00PM-4:00PM
* **PURCHASING**
* **Supply Relationship Management (SRM via WBG Business Getaway)**
* **SciQuest** via the Weill Business Gateway is WCM’s main mechanism for direct procurement accessible to specific suppliers by hosted either catalogs or punch-out through using the system. The online purchasing catalogue offers more than 10,000 approved Weill Cornell vendors with an array of items and services for both office and scientific purposes, often with special Cornell pricing and discounts.
* In addition, outside of the Sciquest, the purchasing system will enable users to facilitate **Purchase Orders (PO)** to allow upload quotations from vendors and/or **Describe Requirement Line of Credit (LOC)** -used to buy goods from a vendor by setting up a one-time credit limit.
* Direct access can be granted to submit purchases via the Weill Business Gateway; however, attendance to SRM Training is required to initiate access. Majority of Enterprise Computing Group WBG Training classes are held at our Training Facilities at 575 Lexington Ave. (between 51st and 52nd, 9th floor). A certification exam is issued at the end of training for maintaining training records.
* **Procurement Card (P-Card)**
* WCM offers a P-Card option for the convenience of making purchases of goods and services particularly for circumstances of when lab supplies that are unavailable via the SciQuest system. A P-Card can be requested by completing a [**PCARD Application**](http://intranet.med.cornell.edu/finance/static_local/pdf/FY%2014%20Corporate%20Card%20Cardholder%20Application.pdf). Please keep in mind, there are per transaction and monthly dollar limits on the P-Card, as well as certain goods and services that are prohibited from payment by P-Card. It is good practice to refer to the P-Card [Procurement Card Policies and Procedures](http://intranet.med.cornell.edu/finance/static_local/pdf/a_Procurement%20Card%20Policy%20032013.pdf) for a list of blocked and preferred merchants.
* WCM offers a second P-Card option with travelling caveats. If you require a card that allows travel transactions, you’ll need to provide further details about how often you expect to travel, in which, a request with this information will be sent to the P-Card Administrator. WCM limits the number of “travel” cards distributed to a certain volume of business travel is expected.  Otherwise, one would pay out of pocket and be reimbursed for more infrequent travel.
* Prior to obtaining your P-Card, you will be contacted to complete a mandatory online training. The P-Card Training is offered via in-person by Enterprise Computing Group WBG at Training Facilities at 575 Lexington Ave. (between 51st and 52nd, 9th floor or by webinar). A certification exam is issued at the end of training for maintaining training records.
* **Please note:** To gain access to all modules of Weill Cornell Medicine’s Application systems including SRM/Purchasing system, Employee Self-Service, etc., all users are required to receive and pass a web-based training *Weill Business Gateway Navigation Course.*
* **Useful Finance forms, Policies & Procedures:**
* <http://intranet.med.cornell.edu/finance/forms/>
* [**Payment Requisition Form**](http://intranet.med.cornell.edu/finance/static_local/pdf/Payment_Req_Form.pdf)
* [**Travel and Business Expense Reimbursement Form**](http://intranet.med.cornell.edu/finance/static_local/pdf/TravelandBusForm.pdf)
* [**PCARD Application**](http://intranet.med.cornell.edu/finance/static_local/pdf/FY%2014%20Corporate%20Card%20Cardholder%20Application.pdf):
* [**Procurement Card Policies and Procedures:**](http://intranet.med.cornell.edu/finance/static_local/pdf/a_Procurement%20Card%20Policy%20032013.pdf)
* [**Guidelines for Business Travel Expense Reimbursement**](http://intranet.med.cornell.edu/finance/static_local/pdf/Travel%20Business%20Expense%20Matrix.pdf)
* [**Purchasing Policies and Procedures**](http://intranet.med.cornell.edu/finance/static_local/pdf/PROCUREMENT%20POLICIES1_a.doc)
* **Useful contacts:**
* Grants Portfolio Managers:
* Mariela Flambury - maf7012@med.cornell.edu, 646-962-6233
* Vera Vangler – vev7001@med.cornell.edu, 646-962-6234
* Seran Lee-Johnson - sel2016@med.cornell.edu, 646-962-6998
* General questions:
* Collaborative Administration, Finance, and Support (CAFS) – cafs@med.cornell.edu, 646-962-6705
* Popular Lab Vendors
* **VWR:**
* **MaryBeth McKenna -** VWR Sales Representative NYC (347) 331-7907
* marybeth\_mckenna@vwr.com
* **Eppendorf:**
* **Alex McCarten** (973)508-8388 McCarten.A@eppendorf.com
* **Denville:**
* **Douglas Saulnier** (917) 887-2616 doug@densci.com
* **Life Technologies:**
* **Smiti Khanna**
* Consumables Sales Representative (516) 286-2558
* smiti.khanna@thermofisher.com
* **Fisher:**
* **Sara Fleck**
* Research Sales Rep (646) 316-6357 sara.fleck@thermofisher.com
* **Corning:**
* **Alice Triger**
* Corning Account Manager (516)512-2691 trigera@corning.com
* **Bio-Rad:**
* **Brenda Chism**
* Account Manager 646-262-3337 brenda\_chism@bio-rad.com
* **Millipore:**
* **Sherry Swenson–** sherry.swenson@emdmillipore.com
* Laboratory set-up
* Training
* **Laboratory safety training**
* <http://weill.cornell.edu/ehs/training/laboratory_safety.html>
* This training is in compliance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens and Laboratory Standards and Environmental Protection Agency hazard waste disposal regulations. Participation is required on an annual basis under OSHA regulations for all laboratory workers including: graduate students, medical students, principal investigators, physicians, post-doctoral fellows, and lab technicians. Researchers are required to complete Laboratory Safety training on an annual basis (365 days).
* **C-14 Certificate of Fitness (FDNY)**
* <http://weill.cornell.edu/ehs/training/c14_laboratory_certificate_of_fitness.html>
* In New York City, whenever a laboratory is in operation, a C-14 Laboratory Certificate of Fitness holder must be present. This is a Fire Department of New York (FDNY) requirement. Laboratories for each principal investigator must have a sufficient number of staff with C-14 Laboratory Certificates of Fitness to provide coverage for all times when the laboratory is in operation.
* **Biological Material and Dry Ice Shipments**
* <http://weill.cornell.edu/ehs/training/biological_material_and_dry_ice_shipments.html>
* Participation is required once every two years for all employees, graduate students, medical students, principal investigators, physicians, nurses, technicians and post-doctoral fellows packaging, preparing, shipping documents, shipping or transporting biological materials, patient specimens, and/or dry ice.
* **Radiation Safety**
* <http://weill.cornell.edu/ehs/training/radiation_safety.html>
* Required for all researchers and laboratory personnel handling OPEN sources of radioactive materials. Researchers and laboratory personnel are required to complete Radiation Safety Refresher training on an annual basis (365 days)
* Chemical Inventory
* **ChemTracker**
* <http://weill.cornell.edu/ehs/safety/chemtracker_chemical_inventory_system.html>
* WCMC is required to maintain an inventory of all hazardous chemicals on campus. The college provides reports annually on the types, quantities and storage/use locations at WCMC. Supervisors of all locations storing and/or using hazardous chemicals must maintain a chemical inventory on the web-based ChemTracker Chemical Inventory System.
* Lab Coats
* Information about how to order lab coats can be found at this link:
* <http://weill.cornell.edu/ehs/safety/laboratory_coats.html>
* Clinical Trials
* The Joint Clinical Trials Office has comprehensive information on initiating and conducting clinical trials at its “Researchers Toolbox”: <http://jcto.weill.cornell.edu/investigators/study-activation-and-conduct/researchers-toolbox>
* Working with animals
* <http://intranet.med.cornell.edu/research/rarc/index.html>
* Protocol Access
* All animal users must be added to a RARC approved animal protocol.
* <https://wcmc.mskcc.org/EnCCoMPass>
* RARC staff contact information can be found at:
* <http://intranet.med.cornell.edu/research/rarc/adm/personnel.html?name1=Staff+Contact+Information&type1=2Active>
* Online module training
* <http://intranet.med.cornell.edu/research/rarc/edu_tra/online_training.html>
* Investigators must complete modules I, II, and III
* Printed certificates of completion must be dropped off at the RARC office
* New Employee Health Screen
* Employee health is located at 1315-1319 York Ave.
* Bring “WCMC Facility Access Authorization Form”
* <http://intranet.med.cornell.edu/research/rarc/gui_for/forms/wmc_fac_acc.pdf>

Belfer Research Building

Loading dock: (646)-962-6110 Locksmith: (212) 746-1838

EH&S: (212) 746-6201 Housekeeping: (212) 962-9912

ITS Help desk: (212) 746-4878

Reserving a room and lab equipment:

Contact **Jacqueline Gonzalez** at jag3002@med.cornell.edu to be added to the online scheduling system.

Loading Dock

Contact Information:

* **Matt Wallace** – Receiving Supervisor - 646-962-6110
* **George Brendel** – Director of Operations - 212-746-1089

The loading dock delivery address is:

“Lab name”

413 E. 69th St.

Floor 4 Rm BB-4xx

New York, NY, 10021

Dry Ice Delivery: Dry ice is available at the loading dock. To sign up for delivery service, contact **Matt Wallace** for the paperwork. Once the paperwork is submitted and processed, your service will begin until cancelled.

Laboratory grade ethanol: 190 and 200 proof ethanol is can be purchased from the loading dock. Contact **Matt Wallace** for the paperwork.