

Account Set-up for Projects Involving Human Subjects, Animal Subjects, and/or Biohazardous Materials

Date: Novelution Proposal No: _____
 To: Associate Vice President, Research Integrity
 Associate Vice President, Sponsored Programs
 CC: Dean/Department Chair
 From: Principal Investigator Name:
 RE: Request to Initiate a Workday Account on Projects Involving Human Subjects, Animal Subjects, or Biohazardous Materials

Project Title:
 Sponsor Name:
 Project Period:

I have reviewed the Policy for Account Set-up for Projects Involving Human Subjects. Animal subjects and/or Biohazardous Materials policy and request an exception to the account set up policy based on the following detailed justification. I have also included a timeline detailing when the documentation will be submitted for the appropriate committee approval.

- A) The research being conducted involves: [choose all that apply]
 Animal subjects, Human subjects, or Biohazardous material at a later stage in the research; and/or
- B) A protocol has been submitted to the appropriate committee and is currently pending (Protocol #: _____), or has not been submitted and will be submitted by (Date: _____).

Justification: [Include additional sheets if necessary]

I further assure the Division of Research that I will not engage in any human subject research, animal subject research, and/or use of biohazardous material without first securing the appropriate committee approval. I understand that engaging in human subject research, animal subject research, and/or research involving biohazardous materials without the appropriate approvals violates federal regulatory policy that can result in findings of non-compliance and/or result in the suspension of the Workday account.

Principal Investigator: _____ Date: _____

Printed Name: _____ Date: _____

Approved By:

AVP, Research Integrity

AVP, Sponsored Programs

 Name: _____ Date: _____

 Name: _____ Date: _____