



New Faculty Checklist

(This Checklist does not need to be submitted.)

The intent of this checklist is to help incoming faculty new to the University of Notre Dame navigate regulatory compliance and University procedures as they establish their laboratories. Research requiring approvals from a University committee or Risk Management and Safety are identified and appropriate contact information is provided. Understanding the requirements and starting the approval process prior to arrival helps to facilitate the prompt start-up of research programs at the University of Notre Dame.

| Consideration | Yes | No | Action/Contact |
|--|-----|----|---|
| Grant Transfers | | | Contact Director, Pre-Award, Notre Dame Research, 574-631-7432 |
| Material Transfer Agreement (MTA) | | | Contact: Director, Research Contracts and Awards, Notre Dame Research, 574-631-7432 |
| Transfer equipment from another institution | | | <p>Develop an inventory of the laboratory equipment - including but not limited to:</p> <ul style="list-style-type: none"> • Refrigerators/Freezers • Incubators • Biosafety cabinets • Centrifuges • Lasers • Machine shop equipment (band saws, drill press, lathe, etc.) • Hoists/Lifts/Rigging Equipment • Signed documentation from former institution regarding ownership <p>If potential for biohazard, chemical or radiological contamination, there shall be a decontamination certification - including but not limited to:</p> <ul style="list-style-type: none"> • Biosafety cabinet • Centrifuges • Cell sorters • Incubators • Vacuum pumps <p>Equipment inventory should be sent to Department Coordinator at least four (4) weeks prior to shipment. Contact: Procurement Services, 574-631- 4289.</p> |
| Transfer chemicals, biohazards (viruses, bacteria, fungi, parasites, cell lines, blood and tissues) and select agents. | | | <p>Forward inventory of all materials to be moved to the University of Notre Dame to Risk Management and Safety at least three (3) weeks prior to shipment. Shipping of chemicals, biohazards, and</p> |

| | | | |
|---|--|--|--|
| | | | select agents may require that a DOT trained/licensed transporter package and ship. Contact EHS at originating institution or, Chemical Hygiene Officer, Risk Management and Safety 574-631-5037. |
| Research work involving Drug Enforcement Agency (DEA) controlled substances. | | | DEA license required materials require proof of Indiana and DEA license with Notre Dame as address. Contact: Laboratory Safety and Occupational Health Specialist, Risk Management and Safety, 574-631-5037. |
| Transfer Radioactive Materials or Radiation Producing Equipment | | | Radioactive materials or Radiation Producing Equipment must meet the University of Notre Dame's Radiation License requirements. Conduct an inventory of all materials to be moved to campus and forward to Radiation Safety Specialist at least three (3) weeks prior to shipment: <ul style="list-style-type: none"> • Liquid Scintillation Counter • X-Ray units • Sealed and Non-Sealed Radioactive Sources • Lasers Contact: Radiation Safety Specialist Risk Management and Safety, 574-631-5037 |
| Research work involving rDNA, biohazards including but not limited to viruses, bacteria, human cell lines, mammalian embryonic stem cells and/or Select Agents. | | | This research work requires an approved University of Notre Dame Institutional Biosafety Committee (IBC) protocol. Forms can be found at https://research.nd.edu/our-services/resource-library/ Scroll down to Compliance. Contact: Risk Management and Safety, 574-631-5037 |
| Research work involving human subjects | | | This research requires an Institutional Review Board (IRB) approval. IRB Submission Process Contact: Notre Dame Research, 574-631-1030 |
| Research work involving animals | | | Work involving animals requires an approved Notre Dame Institutional Animal Care and Use Committee (IACUC) protocol. Animal research submission process . Further, all shipments of animals to Notre Dame must be coordinated through the |

| | | | |
|--|--|--|---|
| | | | <p>Freimann Life Science Center.</p> <p>Contact: Director, Freimann Life Sciences Center, 574-631-6085</p> |
| <p>Research work involving radioactive material or radiation producing machines</p> | | | <p>This research requires approval from the University's Radiation Control Committee.</p> <p>Application to become a Responsible Investigator</p> <p>Contact: Radiation Safety Specialist, Risk Management and Safety, 574-631-5037.</p> |
| <p>Research work involving explosives, Investigative New Drug, importing vectors or plants</p> | | | <p>Any other government agency licenses, permits, including but not limited to Food and Drug Administration (FDA), Alcohol, Tobacco and Fire Arms, (ATF), US Dept. of Agriculture (USDA), Indiana Dept. of Natural Resources (DNR)</p> <p>Contact: Risk Management and Safety, 574- 631-5037.</p> |
| <p>Research involving other special concerns (not covered above) that the University should be made aware of</p> | | | <p>If so, please contact Department Safety Coordinator or</p> <p>Risk Management and Safety, 574-631- 5037.</p> |