

## Check List for New Researchers

Please provide a copy of this completed questionnaire to the incoming faculty member at the time of the offer of employment so that they have compliance requirements and contacts in hand.

		YES	NO
<b>Responsible Conduct in Research (RCR)</b>			
To access this site, you must register through the Office of Research <a href="http://research.utk.edu/training/online.shtml">http://research.utk.edu/training/online.shtml</a>			
<b>Export Controls</b>			
If you need information to determine if you have an export control issue, you will find information at <a href="http://www.research.utk.edu/exportcontrol/">www.research.utk.edu/exportcontrol/</a>			
<b>Environmental Health and Safety</b>			
<a href="http://research.utk.edu/training online.shtml">http://research.utk.edu/training online.shtml</a>			
<b>Radiological Materials</b>			
1.	<b>Will your research involve loose radioactive material?</b> If <b>YES</b> , you will need to complete the application for radioactive materials use found at <a href="http://www.utk.edu/radiationsafety">www.utk.edu/radiationsafety</a> and the basic radiation safety training course, which you may sign up for at the same website.		
2.	<b>Will your research involve sealed sources of radioactive materials?</b> If <b>YES</b> , you will need to complete the application for radioactive materials use found at <a href="http://www.utk.edu/radiationsafety">www.utk.edu/radiationsafety</a> and the Sealed Source Training module located at that site.		
3.	<b>Will your research involve x-ray machines or other radiation?</b> If <b>YES</b> , you will need to complete the application for use and possession of x-ray equipment found at <a href="http://www.utk.edu/radiationsafety">www.utk.edu/radiationsafety</a> and the training for x-ray users located at the same site.		
<b>Animal Subjects</b>			
1.	<b>Do you plan to use animals as part of your research?</b> If <b>YES</b> , you will need to submit a protocol to the IACUC (procedures listed @ <a href="http://iacuc.tennessee.edu">http://iacuc.tennessee.edu</a> ) and ensure that laboratory facilities are available for housing the animals.		
<b>Human Subjects</b>			
1.	<b>Do you plan to use human subjects as part of your research?</b> If <b>YES</b> , you will need to submit a protocol to the IRB (procedures listed at <a href="http://research.utk.edu/humansubjects">http://research.utk.edu/humansubjects</a> ).		
<b>Biological Materials</b>			
1.	<b>Do you plan to use recombinant DNA molecules as part of your research?</b> If <b>YES</b> , you will need to register this work with the UT Institutional Biosafety Committee. The registration form and a "user's guide" is available at <a href="http://biosafety.tennessee.edu">http://biosafety.tennessee.edu</a> or contact the Biosafety Officer at (865) 974-1938.		

2.	<p><b>Do you plan to work with any microbiological agents or toxins that are currently regulated or listed as “select agents” by the DHHS or USDA?</b></p> <p><i>If YES, you must contact Brian Ranger, Biosafety Officer at (865) 974-1938 as soon as possible!</i></p>		
3.	<p><b>Does your research involve work with agents that are infectious to humans, animals or plants?</b></p> <p>If <b>YES</b>, if agents are infectious to humans, or require a federal permit for interstate or international transfer you will need to register this work with the UT Institutional Biosafety Committee. The registration form is available under the forms link at <a href="http://biosafety.tennessee.edu">http://biosafety.tennessee.edu</a> or contact the Biosafety Officer at (865) 974-1938.</p>		
4.	<p><b>Does your research involve work with human-derived materials including blood products, tissues or cells?</b></p> <p>If <b>YES</b>, you will need to be included in the UT Bloodborne Pathogens Exposure Control Program which requires specific training and posting of your lab. The Biosafety Officer administers this program. Please contact (865) 974-1938 for further details.</p>		