

Checklist 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.

Responsible Conduct in Research (RCR)

- For areas of Research Integrity at the University of Tennessee, see <http://research.utk.edu/compliance>. You may seek training through the Office of Research and Engagement's website at <http://research.utk.edu/training-workshops/>.

Export Controls

- If you need information to determine if you have an export control issue, you will find information at <http://exportcontrol.utk.edu/>

Environmental Health and Safety

- Does your research involve activities with hazardous substances (e.g. Chemicals, carcinogens, explosives, etc.)?
- Does your research relate to activities that involve significant physical hazards (e.g. Noise > 85 dBA, high pressure, altitude, electrical, or sub-radiofrequencies)?

Please contact the Department of Environmental Health and Safety for more information and training opportunities: <http://www.ehs.utk.edu/>

Radiological Materials

- Will your research involve radioactive materials, x-ray machines or high-powered lasers?

If YES, you will need to fill out the application form at <http://radiationsafety.utk.edu/> and then contact the Radiation Safety Department for appropriate training at radiationsafety@utk.edu

Animal Subjects

- Do you plan to use animals as part of your research?

If YES, you will need to submit a protocol to the IACUC (procedures listed at <http://iacuc.utk.edu/>) and ensure that laboratory facilities are available for housing the animals.

Conflict of Interest

- All new and current employees must submit an outside interest disclosure form. This form can be accessed through <https://iris.tennessee.edu/oid-help/>, conflict of interest training is available online through CITI (<https://research.utk.edu/training-workshops/online/citi/>) or in person. All researchers engaged in PHS sponsored research must complete conflict of interest training every 4 years, and it is strongly encouraged for all faculty, staff, and students engaging in research regardless of funding status as a best practice.

Human Subjects

- Do you plan to use human subjects as part of your research?
If YES, you will need to submit a protocol to the IRB (procedures listed at <http://irb.utk.edu/>).

Biological Hazards

The following categories of biological hazards are subject to oversight by the Biosafety Program. If you plan on using any of these materials, you must contact the Biosafety Office at (865) 974-1938 or utbiosafety@utk.edu for instructions on registering the materials with the Institutional Biosafety Committee (IBC) and required training. Please see <http://biosafety.utk.edu> for additional information.

- Recombinant or synthetic nucleic acid molecules, including transgenic plants and animals
- Infectious agents affecting humans, animals, or plants
- DHHS/USDA Select Agents & Toxins
- Biological toxins with an LD50 < 100 ng/kg in mammalian systems
- Human or nonhuman primate blood, body fluids or tissues, including established cell lines
- Novel nanoparticles conjugated to biological effector molecules (e.g. those that target nucleic acids, proteins, or otherwise affect cellular physiology)
- Venomous animals or toxic plants

Minors Policy

- Does your research involve minors or work with minors?
If YES, see "Programs for Minors Sponsored by a University Unit" at <http://www.utk.edu/policycentral/minors/>