

### 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: \_\_\_\_\_