***Western Carolina University***

***Institutional Biosafety Committee***

***Request for Review Form***

This form may be used to request review for a new project. Return the completed form and a copy of your CV to the IBC coordinator, [IBC@wcu.edu](mailto:IBC@wcu.edu)

All faculty are required to complete Vivid Biosafety and rDNA training prior to beginning experiments. Student researchers must complete Vivid Biosafety training. Contact the Safety Officer ([safety@wcu.edu](mailto:safety@wcu.edu)) to access training.

1. **Administrative Information**

Principal Investigator:

Department:

Telephone Number:

Office Address:

Project Title:

Beginning Date:

End Date:

Funding Source, if applicable:

a. Is this protocol for the use of rDNA in a classroom or laboratory setting?

Classroom

Laboratory (Skip to section 2)

b. If this is a classroom protocol, list the course information:

Course Number and Name:

Semesters Taught:

Undergraduate or Graduate:

c. If this is a classroom protocol, will the use of rDNA be solely to teach biological concepts/research methods or will it be used as part of an activity designed to generate new knowledge?

Biological concepts/Research methods only

Please briefly describe the activities students will be engaged in and list any commercial kits to be used. You do not need to complete the rest of this form:

New knowledge (go to section 2)

1. **Project Description**
   1. Provide a brief (one page) description of the project and experiments in non-technical language. Each experiment should be numbered:
   2. Please check all that apply to the experiments described:

Recombinant and synthetic nucleic acids (including DNA and RNA)

Purchase, creation, or use of transgenic plants

Purchase, creation, or use of transgenic animals

Deliberate transfer of a drug resistance trait to a microorganism not known to acquire that trait naturally if the acquisition would compromise the use of drugs to control disease agents in animals or agriculture.

Biohazardous agents (including fungi, protozoa, bacteria, viruses, prions)

Primate (including human) source material (ex. blood, body fluids, cell lines)

Biologically derived toxins with LD50 of less than 100 ng/kg body weight

Any biological material that requires a CDC import license or USDA permit

Planned introduction of genetically modified organism into the environment

* 1. For each experiment described in Section 2.a, fill in the table with relevant information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Experiment #** | **Organism Source of DNA** | **Nature of Inserted Sequences (list protein produced and any known toxicities)** | **Host** | **Vector** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. For each experiment described in section 2.a, fill in the table with containment information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Experiment #** | **Physical Containment**  **(BSL1 or BSL2)** | **Risk Group**  **(RG1, RG2, RG3, RG4)** | [**NIH Guidelines Section Citation**](https://osp.od.nih.gov/wp-content/uploads/2013/06/NIH_Guidelines.pdf) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Describe procedures that will be used to attain these containment levels:
  2. Describe the waste disposal practices, including frequency, for each experiment:
  3. Describe locations where experiments will be conducted and include a description of facilities in each location.

|  |  |  |
| --- | --- | --- |
| **Location (Building & Room #)** | **Description of Facilities** | **Is this space registered with the Safety Officer? (Y/N)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. List the name, title, and employee ID number (920-) of all individuals engaged in experiments. Note that if this is a classroom protocol, you do not need to list each student in the course.

|  |  |  |
| --- | --- | --- |
| **Name** | **WCU Title (faculty, staff, undergraduate, graduate)** | **WCU ID Number** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Describe the personnel training procedures for the following areas: basic laboratory safety, accident or spill procedures, and experiment specific training. List all relevant Standard Operating Procedures and the relevant Guidelines:
  2. Biosafety lab training conducted by the PI must be documented for each person engaged in research, including unpaid undergraduate. A training checklist is recommended to document in-lab training items (see example available on the IBC website). Describe how training will be documented of training and the location where the documentation will be available for review during labs inspections:

1. **Attach any relevant Materials Transfer Agreements or permits to this application.**
2. **Principal Investigator Statement**

The information above and on the attached pages is accurate and complete. I am familiar with and agree to abide by the relevant provisions of the current National Institute of Health (NIH) guidelines and other specific instructions from the NIH and IBC pertaining to this project.

By signing below, I agree to the following statements:

* I agree to adhere to WCU policy and the NIH guidelines regarding the shipment and transfer of recombinant DNA.
* I will immediately report an accident, spill, or loss of materials to the Office of Safety and to the IBC.
* I will submit an annual renewal form to the IBC for continuation of my project.

PI Signature Date