

CHECKLIST OF MATERIAL TO ACCOMPANY A FAES/CRIS PROJECT

1. Project Statement

Upon project approval, unit leaders from each participating Unit must sign the Project Statement Transmittal Form or email Linda Lilley and inform her of approval of the project. The Project Statement Transmittal Form must be completed and sent to the Dean's office to document the three or more scientists who have reviewed the project.

The Project Statement must be sent in electronic format (PDF, Microsoft Word or WordPerfect) to the Office of the Dean for Research via e-mail or on a disk. This will facilitate uploading your project to the Internet.

CRIS forms AD-416, AD-417 and the Assurance Statement must be completed online. Each participating unit should complete a separate set of forms. Signed forms should be sent to the Dean's office along with appropriate forms listed below. You will receive a letter notifying you when your project is approved.

An approved copy of the project statement will be returned to all participating units, if desired. Send an original Project Statement with cover sheet and a copy for each participating unit if you desire signed copies.

For questions, contact Linda Lilley at 352/392-3150 (suncom 622-3150) or lilley@ufl.edu.

2. CRIS AD-416 and 417 Forms

Each participating Unit must submit a set of completed, signed forms. The direct web site for CRIS Forms Assistance is <http://cwf.uvm.edu/cris/>, and the password is seashell. These forms are completed using the Web Fill-In forms and printed for signatures by your unit head.

Complete instructions and links for the web forms assistance are located at <http://research.ifas.ufl.edu/projects> under "FAES/CRIS Project Forms".

3. USDA Form CSREES-2008 (formerly 662) Assurance Statement

This is a **required form** and is completed using the Web Fill-In form and must be signed by the Unit Leader. In addition to the form, provide the following backup material as appropriate.

- a. Recombinant DNA or RNA Research if Applicable: If the project involves recombinant DNA or RNA and is not exempt, attach evidence it has been approved by the Biosafety Committee (<http://www.ehs.ufl.edu/bio/Files/RDNA.DOC>).
- b. Animal Care: If box "b" on the Assurance Statement is checked, attach a copy of the Animal Use Approval Form signed by the University Veterinarian (<http://www.iacuc.ufl.edu/>).
- c. Protection of Human Subjects: If box "c" is checked on the Assurance Statement, attach evidence that it has been approved by the Human Subjects Committee (<http://irb.ufl.edu/>).
- d. Biohazards: If the project involves potential biohazards, attach evidence it has been approved by the Division of Environmental Health and Safety. (www.ehs.ufl.edu/bio).