

# INTERNAL APPROVAL CHECKLIST

If Other,  
briefly describe here

No Yes

		<i>If yes, contact the QC Office of Regulatory Compliance</i>
		<i>If yes, please complete a <b>Project Request Form</b> (attached)</i>
		<i>If yes, please contact Biosafety Committee at 718.997.4195</i>
		<i>If yes, please provide details in Comments section on Page 2.</i>
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		<i>If yes, please contact OIT Help Desk at 718.997.4444.</i>

## RCR/COI/CITI Training

*If yes, provide a current copy of the certification for these trainings. If no, provide a projected date when the trainings will be completed in the Comments section on Page 2.*  
**PLEASE NOTE:** PIs are responsible for ensuring that all persons associated with a research project have taken appropriate RCR/COI/IRB and/or IACUC training.

## Export Controls

*If yes, certain licensing procedures must be followed. Our Export Control Officer and Office of Research and Sponsored Programs (ORSP) will assist the PI in the process.*  
**All certificates and registrations must be on file with ORSP at the time of grant submission.**

## Nepotism

**Are you responsible for the a) hiring or employment; b) supervision; or c) contracting of any family members related to this proposal? \***

\*<https://www.qc.cuny.edu/about/administration/Provost/ORC/Documents/QC%20Nepotism%20Info%20Sheet.pdf>

## Certification:

**Comments:**