QUEENS COLLEGE

INTERNAL APPROVAL CHECKLIST

If Other,
briefly describe here

No Yes

. . . .

. . . . *If yes, please complete a **Project Request Form** (attached)*

. . . . *If yes, please contact Biosafety Committee at 718.997.4195*

. . . . *If yes, please provide details in Comments section on Page 2.*

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. . . . *If yes, please contact OIT Help Desk at 718.997.4444.*

. . . .

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.

Certification

Comments:

Use of Facilities and Campus Grounds for Research

In alignment with QC's mission statement, Campus Facilities endeavors to enhance the teaching effectiveness of faculty and to encourage their research and creative work. Our division works diligently with productive scholars, scientists, and artists to ensure that the campus serves as a learning laboratory for students and researchers. Recognizing that the campus environment is a shared resource managed by professional staff, this process is in place to ensure that facility-related teaching, class, and research projects respect and protect this common good. Because projects often have impacts that are not anticipated--especially related to health and building code compliances and budget estimates--early consultation with Campus Facilities is highly recommended.

If a class or research project requires the modification of campus facilities and/or grounds, including alteration or replacement of any building system, the faculty in charge of the research or teaching project or the class sponsor must obtain the required approvals for use of the facility. (Prior approval of curriculum or a research focus is assumed to have been obtained from the appropriate campus authority.) The proposal also requires a designated responsible party within the department or building who has agreed to work with the faculty sponsor to coordinate administrative details. This could be departmental staff responsible for building maintenance and operations, or staff familiar with procuring campus services.

Examples of projects that require evaluation under this protocol are lab retrofits, community gardens, art installations, building materials testing, office lighting changes, tracking or modifying building controls or systems, etc., including undergraduate and graduate thesis work.

To initiate a consultation, the attached Project Request Form is required. The form is a PDF and can be filled out online. When completed, save a copy to your desktop and email to CFS.Projects@qc.cuny.edu with "Project Request" in subject line. The form can also be faxed to 718.997.2882 or sent via inter-department mail: Campus Facilities, Room KY 710.

PLEASE NOTE:
- All required signatures must be obtained from the requesting department before submitting this form.
- All requests are subject to review and approval by Campus Facilities.
- Previously selected projects that have received departmental approval will be given priority.
- Project completion may be affected by utility shutdowns, material procurement and available funding.

Thank you for your cooperation.

Zeco Krcic
Assistant Vice President
Campus Facilities

Buildings & Grounds
L-1 | 718.997.3520 phone | 718.997.2882 fax

Campus Planning, Design & Construction
Kiely Hall 710 | 718.997.2880 phone | 718.997.2882 fax

Environmental Health & Safety
L-1 | 718.997.2881 phone | 718.997.4112 fax

PROJECT REQUEST FORM

PRIMARY CONTACT INFORMATION

Office
Mobile

Office
Mobile

PROJECT INFORMATION

PROJECT BUDGET

PROJECT DESCRIPTION

PROJECT APPROVALS