**New PI/Project Onboarding**

**Research Resource Assessment Worksheet**

This worksheet is designed to help investigators, department chairs, and deans (or dean’s designee) identify the anticipated research needs of new campus projects and to facilitate interactions with and feedback from the various facilities, safety, research, and compliance offices that will play a central role. The worksheet is **not** intended as a routing form, but rather to serve as the basis for efficiently assessing new research programs and connecting administrators and/or PIs with appropriate contacts. For External Users initiating the Facilities Use Application process, this form should be used as a basis for discussions with the Sponsor/Sponsoring Unit, and the intake meeting with major stakeholders.

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| **I. Contact Information** | | | |
| **PI Name/Project Manager** |  | | |
| **Phone** |  | **Email** |  |
| **Department/College/Unit(s)**  **OR**  **Sponsor (for External Users)** |  | | |
| **Chair/Unit Head** |  | | |
| **Phone** |  | **Email** |  |
| **Research Administrator &/or Business Manager** |  | | |
| **Phone** |  | **Email** |  |

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| **II. Project Description**  What is the project/research to be performed, the anticipated timeline of project development, and/or start date? |
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| **III. Facilities & Equipment** (For hazards see **Section V**)  What specialized physical plant components, modifications and/or equipment will be needed? | | |
| * Space design/construction/renovation * HVAC (elevated air change rate; 100% external exhaust; negative pressure) * Environmental control &/or monitoring (temp, Rh, toxic gas alarms)   • Specialized lighting system (light timer; full spectrum lighting; UV; light exclusion)  • Acoustic, electrical, or other isolation/shielding structures | * Autoclave * Fume Hoods, snorkels, dust collection systems, etc., * Additional sinks/other disposal methods; specialty plumbing * Anesthetic gas delivery/scavenging system * Distilled water * Emergency power, other specialized electrical * Enhanced security systems (restricted access, monitoring) * Accessibility (adjustable work surfaces, high contrast signage, etc.) | |
| **Laboratory Space Assigned -- Building(s), Room Number(s):** | |  |
| **Notes:** | | |
| ☐ **Not Applicable** | | |
| **Contacts:**  Facilities Management – <https://www.facilities.umd.edu/>  Executive Directors, Facilities Management – <https://facilities.umd.edu/team>  ADA Coordinator - [eslucio@umd.edu](mailto:eslucio@umd.edu)  College-level Academic Facility Officer  <https://svp.umd.edu/academic-planning/facilities> | | |

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| **IV. IT Infrastructure/Network**  Does this project require new &/or specialized IT infrastructure or network capabilities? |
| * Large scale computational solutions (data storage systems, data management and analysis) * Secure and compliant computing environment (e.g. HIPAA, FERPA, NIST 800 171) * High performance network (more than 1Gbps or more than 2-3 jacks per room) |
| **Notes:** |
| ☐ **Not Applicable** |
| **IT Contacts:**  DIT Compliance Team - [it-compliance@umd.edu](mailto:it-compliance@umd.edu)  DIT research solutions - [it-research-consult@umd.edu](mailto:it-research-consult@umd.edu)  Privacy team - [umd-privacy@umd.edu](mailto:umd-privacy@umd.edu)  College-level Academic Facility Officer  <https://svp.umd.edu/academic-planning/facilities>  **Other Resources:**  [UMD – Research Service Catalog](https://umd.service-now.com/itsc?id=sc_category&sys_id=d7adc1786f96e20051281ecbbb3ee4e7&filter=all&t=so)  [University of Maryland Data Classification Standards](https://umd.service-now.com/itsc?id=kb_article&article=KB0012438)  <https://svp.umd.edu/academic-planning/facilities>  [Get IT support](https://umd.service-now.com/itsc?id=) |

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| **V. Hazards** (Biological, Chemical, Physical, and Field)  Does this project involve hazards or hazardous waste removal? |
| **General ESSR Contacts:**  Laboratory Safety Group– [labsafety@umd.edu](mailto:labsafety@umd.edu)  Office of the Fire Marshal – <https://essr.umd.edu/fire>  **UMD PIs:** Request training through [www.umd.bioraft.com](http://www.umd.bioraft.com)  **Other Resources:**  General Requirements for Research Involving Hazards:  [UMD Research Safety Standard](https://essr.umd.edu/sites/essr.umd.edu/files/files/documents/UMD%20Research%20Safety%20Standard%20%26%20Procedures.pdf)  [ESSR Principal Investigator Safety Responsibilities](https://www.essr.umd.edu/principal-investigator-safety-responsibilities) |

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| 1. **Biological Hazards** |
| **Notes:** |
| ☐ **Not Applicable** |
| **Biosafety Contacts:**  ESSR Biosafety Group and Biosafety Officer –x53960; [biosafety@umd.edu](mailto:biosafety@umd.edu)  [www.essr.umd.edu/research-safety/biological-safety](http://www.essr.umd.edu/research-safety/biological-safety)  **UMD PIs:** Submit Biosafety Protocols through [www.umd.bioraft.com](http://www.umd.bioraft.com)  UHC Occupational Health – x48172  <https://health.umd.edu/medical-behavioral-health/occupational-health> |

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| 1. **Chemical Hazards** |
| **Notes:** |
| ☐ **Not Applicable** |
| **ESSR Contacts:**  ESSR Laboratory Safety Group and Chemical Hygiene Officer – x53960; [labsafety@umd.edu](mailto:labsafety@umd.edu)  ESSR Environmental Affairs and Regulated Waste Management System – x53960; [envaffairs@umd.edu](mailto:envaffairs@umd.edu)  <https://www.essr.umd.edu/research-safety/laboratory-safety/chemical-safety>  <https://www.essr.umd.edu/environmental-affairs>  **UMD PIs:** Request training through [www.umd.bioraft.com](http://www.umd.bioraft.com)  UHC Occupational Health – x48172  <https://health.umd.edu/medical-behavioral-health/occupational-health> |

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| 1. **Physical Hazards** (e.g., Radiation, Lasers, Pressure Vessels, Electrical Hazards, Mechanical Hazards) |
| **Notes:** |
| ☐ **Not Applicable** |
| **ESSR Contacts:**  ESSR Radiation Safety Officer – x53960; [radiationsafety@umd.edu](mailto:radiationsafety@umd.edu)  ESSR Laser Safety – x53960; [lasersafety@umd.edu](mailto:lasersafety@umd.edu)  [www.essr.umd.edu/research-safety/radiation-safety](http://www.essr.umd.edu/research-safety/radiation-safety)  UHC Occupational Health – x48172  <https://health.umd.edu/medical-behavioral-health/occupational-health> |

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| 1. **Field Hazards** (Urban and/or Remote Field Travel, Use of UMD Farms, Scientific Diving, Boating) |
| **Notes:** |
| ☐ **Not Applicable** |
| **ESSR Contacts:**  ESSR Field Research Safety – x53960; [labsafety@umd.edu](mailto:labsafety@umd.edu)  ESSR Boating Safety Officer – x53960; [boatsafety@umd.edu](mailto:boatsafety@umd.edu)  ESSR Diving Safety Officer – x53960; [divesafety@umd.edu](mailto:divesafety@umd.edu)  <https://www.essr.umd.edu/research-safety/field-research-safety>  <https://www.essr.umd.edu/research-safety/scientific-diving>  UHC Occupational Health – x48172  <https://health.umd.edu/medical-behavioral-health/occupational-health>  UHC International Travel Clinic – x48115  <https://health.umd.edu/medical-behavioral-health/international-travel-clinic> |

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| **VI. Human Subjects** |
| **Notes:** |
| ☐ **Not Applicable** |
| **Human Subjects Contacts:**  IRB Office email: [irb@umd.edu](mailto:irb@umd.edu)  Privacy team - [umd-privacy@umd.edu](mailto:umd-privacy@umd.edu)  <https://research.umd.edu/irb>  **UMD PIs:** Submit Human Subjects protocols through [www.IRBNet.org](http://www.IRBNet.org)  Training: <https://about.citiprogram.org/en/homepage/>  UHC Occupational Health –x48172  <https://health.umd.edu/medical-behavioral-health/occupational-health> |

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| **VII. Conflict of Interest** |
| **Notes:** |
| ☐ **Not Applicable** |
| **COI Contacts:**  General COI Office email: [coi@umd.edu](mailto:coi@umd.edu)  Conflict of Interest in Research  –  Beth Brittan-Powell      x51459   [ebrittan@umd.edu](mailto:ebrittan@umd.edu)  [www.research.umd.edu/coi](https://research.umd.edu/coi)  **ALL PIs:**Submit COI/FCOI through <https://usmd.kuali.co/coi/>  Conflict of Interest Mini-Course:  Register and enroll in the Conflict of Interest Mini-Course through [**CITI**](https://about.citiprogram.org/). Click on View Courses, select Add a Course, and scroll to Question 5: Conflict of Interest Mini-Course. |

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| **VIII. Animals** (field studies, laboratory studies, teaching activities) |
| **Notes:** |
| ☐ **Not Applicable** |
| **Animal Research Contacts:**  IACUC Office email: [iacuc@umd.edu](mailto:iacuc@umd.edu)  Dept of Laboratory Animal Resources: [dlar@umd.edu](mailto:dlar@umd.edu)  On-call Veterinarian: **301-458-5047**  [www.research.umd.edu/iacuc](http://www.research.umd.edu/iacuc)  General IACUC Office email: [iacuc@umd.edu](mailto:iacuc@umd.edu)  University Attending Veterinarian – 301-458-5082 (c)  **ALL PIs:** Submit Animal Study Protocols through [www.IRBNet.org](http://www.IRBNet.org)  PI/Animal User Training scheduling  UHC Occupational Health– x48172  <https://health.umd.edu/medical-behavioral-health/occupational-health>  College-level Academic Facility Officer  <https://svp.umd.edu/academic-planning/facilities> |

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| **IX. Export Control** |
| **Notes:** |
| ☐ **Not Applicable** |
| **Contacts:**  <https://research.umd.edu/eco>  Office email: [export@umd.edu](mailto:export@umd.edu)  Office Phone: x54212 |

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| **X. College/Department -Specific Information and Contacts** | |
| **Research Administration** | |
| **Departmental Administrative Contact:** |  |
| **College Administration Contact:** |  |
| **Compliance Officer:** |  |
| **IT Manager:** |  |
| **Applicable Core Facility Manager(s):** |  |
| **Other Administration** | |
| **Human Resources:** |  |
| **Payroll:** |  |
| **Graduate Studies Office:** |  |
| **Notes:** | |
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