

MEMORANDUM

TO: NEW RESEARCHER

FROM: Julie Magnus
Administrative Secretary
Center for Biomedical Research
University of North Dakota

RE: New Principal Investigator Procedures

You must be approved by the IACUC Committee to conduct research at the Center for Biomedical Research (CBR). Please refer to the CBR web site for forms and information that you will need before beginning your research.

The web site is: <http://und.edu/research/biomedical-research/>

- 1) Training: You and any of your staff or students working with animals must complete the appropriate training modules. The memo, directions, and training completion affidavit are on the “Training” tab on the web site.
- 2) Required forms:
 - a) UND Office of Safety Occupational Health Risk Assessment Questionnaire
 - b) Researcher’s Emergency Number
 - c) Animal Care and Use Courses Completion for each staff member with the “Congratulations – You Passed!” printout attached for each course.
- 3) After the completion of section 2) I will activate your UND “U” Card so you can enter our facility. Also, you can let me know who you want to have access to your research animals. No UND cards will be programmed for the animal facility without your approval. I need the cards for about 15 minutes to activate them. I can also request access to CBR2 in the School of Medicine.
- 4) Animal Orders: Please fill out the animal order form from the CBR web page. We received weekly shipments from Jackson Labs. We receive animal orders the first Tuesday of each month from Envigo Labs. These are climate controlled truck deliveries year round. You also can order from Charles River Labs. CRL uses the airlines for their courier service and there are no guarantees that an Air Embargo will be in place if temperatures are too high or too low coming in to North Dakota. The pricing of animals can be found on their web sites.

All forms you may need are on the CBR web page. If you have any questions, please do not hesitate to call me. My hours are Monday through Thursday 8:00 a.m. to 1:00 p.m.

Sincerely,
Julie Magnus
Admin. Sec.
Center for Biomedical Research
Phone: 777-4493
Email: julie.magnus@und.edu