

## Laboratory Services Approval of Contracts and Grants

**Summary/Purpose:** The Laboratory Services Approval Policy on Contracts and Grants details the steps that must be followed to satisfy the training and laboratory safety procedures to receive approval for funded or non-funded research.

### Contracts and Grants

#### *Laboratory Services Approval*

Always begin any grant proposal by visiting with The Office of Research.

This page only details the role Laboratory Services plays in the grant application process.

**The Laboratory Services Department** monitors the biological, chemical, occupational, and radiological safety of the campus. The Department publishes manuals related to these safety issues; provides training and educational materials to faculty, staff, and students, as appropriate; reviews and approves research protocols related to these issues before research commences; and signs the *UM Transmittal Sheet* to indicate researchers' compliance with UM and federal regulations in proposals that are submitted to external sponsors for support.

The **University Safety Manuals**, including the Biological, Chemical, Diving, Occupational, and Radiological Safety Manuals, list all University policies and procedures for the conduct of research in the laboratories of the University. Copies of the manuals are located on the Web, in departmental offices, in appropriate laboratories, and in the Laboratory Services Department.

### Safety Training Courses

Current University policies state that **before any work is begun, safety training is required** of anyone using chemicals, biological agents, or radioactive isotopes and/or radiation sources. In addition to the safety training, safety examinations must be passed in the areas of chemical, biological, and radiological safety. For those persons working with pathogens, DNA, and human body parts and fluids, additional safety training is required. Researchers should contact the Laboratory Services Department regarding time and availability of training courses.

***Note: Subsequent University policy may require additional safety training and/or safety examinations. Before beginning any work, the Principal Investigator should contact the Laboratory Services Department for current policies and requirements.***

### Review and Approval of Research Protocols

The Laboratory Services Department review and approval is **required** on research protocols involving biological, chemical, occupational, or radiological safety, **prior to the start of the research**. Research protocols involving carcinogenic materials, biological or chemical hazards, radioactivity, or radiation must be submitted to Laboratory Services for approval. Laboratory

Services will review protocols and proposals, and will forward these materials to the Institutional Review Board (IRB) for their approval.

**Research Involving Human Blood or Tissue, Recombinant DNA, Pathogens**

Research involving pathogens, DNA, and/or human body parts and fluids requires approval of the **Institutional Biosafety Committee (IBC)**, an institution-wide committee. If you are using human blood, other fluids, or tissue in your research, you must, in addition to the IRB application, contact the Institutional Biosafety Committee (IBC), IBC@olemiss.edu, for review and approval of the research protocol. The researcher must submit the IBC Memorandum of Understanding and Agreement, and a copy of the approved research protocol to Laboratory Services for approval. **Final IRB approval is contingent upon IBC approval.**

***Note: The Laboratory Services Department must sign the UM Transmittal Sheet if research proposed for external funding involves any of the above-mentioned environmental safety issues. Researchers should coordinate review with the Laboratory Services. Failure to process the protocol review and receive approval may delay the processing of the proposal or the start-up of the project.***