Southern Illinois University
School of Dental Medicine
Research Handbook
2020
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DEAN’S MESSAGE
To the SDM Faculty Community:

As a professional school that promotes and teaches the principles of critical thinking and lifelong learning, it is incumbent upon us to thoughtfully embrace the concept of the teacher-scholar. Effective teaching is closely related to and is a product of continued engagement in scholarly activity. Perhaps a good way to relate the importance of scholarship to effective teaching is to share a few famous quotes:

- “The best way to predict the future is to create it.” – Abraham Lincoln
- “You can teach a student a lesson for a day; but if you can teach him to learn by creating curiosity, he will continue the learning process as long as he lives” – Clay P. Bedford
- “Tell me and I will forget; show me and I may remember; involve me and I’ll understand.” – Chinese Proverb

It is incumbent on each of us to remain actively engaged in scholarly activity for ourselves and for our students. Thank you for your continued efforts on behalf of the School of Dental Medicine, our students and our alumni.

Bruce E. Rotter, DMD, MS
Dean

MISSION AND VISION
The Office of Research at the Southern Illinois University School of Dental Medicine aims to act as a catalyst for excellence in scholarship. In alignment with the Mission and Vision of the Southern Illinois University School of Dental Medicine, the Office of Research strives to:

1) promote, encourage and support research and scholarship initiatives of faculty, staff and students
2) promote an environment that supports collaborative research among SDM, SIUE and extramural colleagues
3) ensure compliance with all appropriate university, state and federal regulations

The Southern Illinois University School of Dental Medicine Research Handbook is intended to assist faculty and students in their efforts to develop and manage their research projects. The handbook provides information about internal funding, external funding, research compliance protocols, and the ethical and responsible conduct of research. We look forward to working with you for success in your scholarship and research programs.

R. Duane Douglas DMD, MS, FACP
Interim Director
Office of Research
Southern Illinois University School of Dental Medicine
rodougl@siue.edu

OFFICE OF RESEARCH
618-474-7060 Phone/618-474-7071 Fax
INTERNAL FUNDING (SIU-SDM)
TYPES OF INTERNAL FUNDING (SIU-SDM)

- SDM Pilot Project
- SDM Advanced Investigation Award (AIA)
- SDM STimulus Award for Resubmissions (STAR)
- SDM Dean’s Student Research Fellowship (DSRF)
- SDM Supplemental Grant Award
- Alternative Research Projects:
  - SDM Research Project – No Funds Requested (NFR)
  - SDM Mentored Student Research Fellowships

CALL FOR RESEARCH PROJECTS

ALL RESEARCH conducted by SDM faculty (regardless of the type or source of funding or if unfunded) and changes to current/ongoing research projects MUST BE APPROVED IN ADVANCE by the SDM Research Committee. No scholarly activity points will be awarded for research activity which has not been pre-approved by the Research Committee.

The Research Committee will notify the SDM faculty of the availability of internal funding for Pilot Projects, Advanced Investigation Awards, STAR Awards, and Supplemental Grants with a Call for Research Proposals via email beginning in late August of each year.

The Research Committee will notify the SDM faculty of the availability of internal funding for Dean’s Student Research Fellowships with a Call for Research Proposals via email beginning in early January of each year.

Proposals should be sent to the Chair of the SDM Research Committee or to the SDM Office of Research via e-mail; Attention: Dr. Nathalia Garcia (migarci@siue.edu), Michelle Shatto (mshatto@siue.edu), or Dr. Duane Douglas (rodougl@siue.edu). You may also send a paper copy to the SDM Office of Research, Building 279, Room 1108 (Attn: Michelle Shatto).

Funds for Pilot Projects, Advanced Investigation Awards, STAR Awards, and Supplemental Grants receiving $500 for small equipment or clinic costs for patient care must be approved by the Research Committee by December of each year. Funds awarded for commodities or contractual services for approved projects must be expended prior to the budget cut-off date in the fiscal year the project was approved.

Collaborative projects will be given priority. Faculty members are encouraged to submit proposals for research related to the oral cavity/oral health. However, ongoing projects in other areas will be considered for funding.

All formats and forms for proposals are available on the Research page of the SDM’s website. To access the website, go to http://www.siue.edu/dental/about/research-scholarship.shtml. Please review carefully the application requirements and submission formats available on the SDM website.
SDM PILOT PROJECTS

The purpose is to provide seed money for initial investigations. Only full-time, tenure-track faculty members are eligible to apply as principal investigators. New investigators are encouraged to apply for these awards. Budget requests are limited to commodities, contractual services, and student wages. The recommended limit for individual projects is about $2,000. The level of funding for collaborative projects will be commensurate with the merit of the project and productivity of the P.I. A summary of the Pilot Project guidelines is listed below. For complete guidelines and required forms, please go to http://www.siue.edu/dental/about/research-scholarship.shtml

SDM PILOT PROJECT

SUMMARY

Submission may be a maximum of five (5) double-spaced, typed pages (excluding bibliography, curriculum vitae, and appendices)

The Proposal should have the following subheadings:

I. Cover Page (must be submitted on appropriate form)
   A. Must include abstract
   B. Must be signed by P.I., all co-investigators, and appropriate chairs
   NOTE: P.I. must be full-time faculty member. Part-time faculty members may be included as co-investigators

II. Introduction to Application
   A. Background
   B. Literature Review
   C. Preliminary Data (optional)

III. Specific Aims
   A. State the goals
      i. Specific Aim 1
      ii. Specific Aim 2
   B. Hypothesis
   C. Objectives

IV. Research Strategy
   A. Significance
   B. Innovation (optional)
   C. Approach
   D. Time table for conducting this project
   E. Anticipated results

V. Appropriate budget request form
   A. Pilot Project
   B. List the duties of the personnel and the students involved in the project

VI. Appendices
   A. Complete Bibliography
   B. Two-page (abbreviated) curriculum vitae for P.I. and each co-investigator
   Additional relevant information including photos, charts, graphs, etc. (Optional)

Approved by Research Committee May 2015
SDM ADVANCED INVESTIGATION (AIA) AWARDS

Projects will be evaluated primarily on their probability of resulting in a successful externally funded grant. Only full-time, tenure-track faculty members are eligible to apply as principal investigators. Investigators’ previous success in receiving internal or external grants is important. Team approaches are encouraged. Budget requests may include travel, student wages, contractual services, commodities and equipment (up to $500). The total recommended limit is about $5,000 for the entire project. Faculty may receive only one AIA to support a specific line of research. To be considered for funding, the PI must have submitted an abstract related to the specific line of work to IADR/AADR or an equivalent meeting OR have published data from a previous study on the specific research line. The SDM AIA Awards require submission of a proposal to an external granting agency before any future SDM funding will be considered. The level of funding for collaborative projects will be commensurate with the merit of the project and productivity of investigators. A summary of the Advanced Investigator Award guidelines is listed below. For complete guidelines and required forms, please go to http://www.siue.edu/dental/about/research-scholarship.shtml.

**SDM ADVANCED INVESTIGATION AWARD (AIA) APPLICATION**

**SUMMARY**

Submission may be a maximum of ten (10) double-spaced, typed pages (excluding bibliography, curriculum vitae, and appendices).

The proposal should have the following subheadings:

I. Cover Page (must be submitted on appropriate form)
   A. Must include abstract
   B. Must be signed by P.I., all co-investigators, and appropriate chairs
      NOTE: P.I. must be full-time faculty member. Part-time faculty members may be included as co-investigators

II. Introduction to Application
   A. Background
   B. Literature Review
      Preliminary Data (Optional)

III. Specific Aims
   A. State the goals
      i. Specific Aim 1
      ii. Specific Aim 2
   B. Hypothesis
   C. Objective

IV. Research Strategy
   A. Significance
   B. Innovation (optional)
   C. Approach
   D. Time table for conducting this project
   E. Anticipated results

V. Appropriate budget request form
   A. AIA budget form
   B. AIA budget justification (optional)
   C. List the duties of the personnel and the students involved in the project

VI. Appendices
   A. Complete Bibliography
   B. Two-page (abbreviated) curriculum vitae for P.I. and each co-investigator
      Additional relevant information including photos, charts, graphs, etc. (Optional)

Approved by Research Committee September 2017
SDM STIMULUS AWARD FOR RESUBMISSIONS (STAR)

The STimulus Award for Resubmissions (STAR) is designed for full-time SDM faculty to receive funding to support research that shows significant potential for external funding. Specifically, the STAR mechanism will provide funds needed to support resubmission of external grant applications. Faculty may receive only one STimulus Award for Resubmissions to support any given external grant resubmission. In order to be considered for STAR funding, the PI must have submitted a grant application to an external funding agency AND received scores/ratings/reviews from the agency, and provide a timeline for resubmission of the external grant following completion of the STAR project. STAR funding support is available for only one re-submission per external grant application. After receipt of STAR funds, a PI must resubmit the external grant application to the funding agency. Subsequent funding through any internal SDM mechanism will be considered only after the PI has fulfilled at least one of the following: (1) obtained external funding in order to support his/her research AND/OR (2) published the data generated from STAR funds in a peer-reviewed journal. A summary of the STAR guidelines is listed below. For complete guidelines and required forms, please go to http://www.siue.edu/dental/about/research-scholarship.shtml.

SDM STIMULUS AWARD FOR RESUBMISSIONS (STAR) APPLICATION

SUMMARY

Submission may be a maximum of five (5) double-spaced typed pages (excluding bibliography, curriculum vitae, and appendices).

The proposal should have the following subheadings:

I. Cover Page (must be submitted on appropriate form)
   A. Must include abstract
   C. Must be signed by P.I., all co-investigators, and appropriate chairs
      NOTE: P.I. must be full-time faculty member. Part-time faculty members may be included as co-investigators

II. Copy of Submitted External Grant and Review Panel Comments/Summary Statement

III. Narrative
   A. Discussion of how the proposed work will address the program officer’s and review panel’s comments in order to improve likelihood of funding following resubmission

IV. Timeline
   A. Include a timeline for completion of the proposed project and a timeline for resubmission of the external grant

V. Budget
   A. STAR budget form (limit approximately $2,500 which can be used for: Commodities, Contractual Services, Student Wages, or Equipment (up to $500*))

   * In special circumstances, an investigator may request an equipment budget up to $1,000 (total budget limit for STAR shall not exceed $5,000). A budget justification must be provided for all equipment requests exceeding $500. Following review by the Research Committee, recommendations for equipment funding will be forwarded to the Dean for final approval.
   B. Budget justification (A budget justification must be provided for all equipment requests exceeding $500)
   C. List the duties of the personnel and the students involved in the project

VI. Appendices
   A. Complete Bibliography
   B. Two-page (abbreviated) curriculum vitae for P.I. and each co-investigator
      Additional relevant information including photos, charts, graphs, etc. (Optional)

Approved by Research Committee September 2017
SDM DEAN’S STUDENT RESEARCH FELLOWSHIP (DSRF)

Each year, funding is made available for student participation in summer research, mentored by SDM faculty. Research fellowships are awarded on a competitive basis as determined by merit of a submitted research proposal. The DSRF program is designed to introduce a student to research. A summary of the Dean’s Student Research Fellowship guidelines is listed below. For complete guidelines and required forms, please go to http://www.siue.edu/dental/about/research-scholarship.shtml.

DEAN’S STUDENT RESEARCH FELLOWSHIP (DSRF) PROGRAM

SUMMARY

☐ Submit Prospectus on DSRF Prospectus Form by December 11, 2020

☐ If invited by SDM Research Committee to submit Research Proposal, please submit your full application that includes all the following, by February 1, 2021.

1. DSRF Cover Sheet
2. Research Proposal (3 single-spaced pages only)
   A. Specific Aims
   B. Research Strategy
      a. Introduction and Background
      b. Significance
      c. Innovation (optional)
      d. Materials and Methods, including Statistical Analyses
3. Bibliography
4. DSRF Budget Request Form
5. Facility Use
6. Sponsor Statement (if more than one faculty sponsor, include individual statements for each sponsor)
7. Student Statement

Approved by Research Committee December 2016
SUPPLEMENTAL GRANT AWARDS

These awards are intended to provide additional money to investigators to assist in the completion or extension of a funded SDM grant. To qualify for a Supplemental Award, investigators must show evidence of productivity from the supplemented research project and they must justify the need for additional money to complete or extend the work. Supplemental Grants of up to $500 may be awarded to ongoing SDM Pilot Projects and $1,250 for ongoing SDM Advanced Investigation Projects. Investigators can only receive one supplement to each Pilot Project or Advanced Investigation Award.

ALTERNATIVE RESEARCH OPTIONS

SDM RESEARCH PROJECT – NO FUNDS REQUESTED (NFR)

The purpose is to provide an avenue for initial investigations that do not require funding. Only full-time, tenure-track faculty members are eligible to apply as principal investigators. New investigators are encouraged to apply. For the SDM Research Project NFR application, please go to http://www.siue.edu/dental/about/research-scholarship.shtml. Applications must follow the template provided for the SDM Pilot Project Award.

SDM MENTORED STUDENT RESEARCH FELLOWSHIP (MSRF)

The purpose of the MSRF is to provide an opportunity for additional dental students to be able to participate in a Research project during the summer semester. There are NO funds assigned through the MSRF program, but investigators can support student researchers through external funding that they have received, if approval for an MSRF is granted. Only full-time, tenure-track faculty can support students through the MSRF mechanism. Applications must follow the template provided for the DSRF program.

It is required that all research conducted at the SDM must be in compliance with the Policy on Academic Integrity in Scholarship and Research as documented in the Faculty Handbook. No funds will be released without appropriate clearances through IRB, IACUC, chemical hygiene, radiation safety, etc.

EVALUATION CRITERIA FOR SDM RESEARCH PROJECTS

The primary criterion is the merit of the proposal. Using this criterion, the SDM Research Committee reviews proposals according to the following:

I. The originality/creativity and significance of the proposed research,
II. The clarity and appropriateness of the research design and procedure,
III. The feasibility of the proposed research,
IV. The principal investigator’s prior record and potential for external funding.

If you have any questions regarding these projects, you may contact the Director of Research or any member of the Research Committee for assistance.
SDM GRANT ROUTING PROTOCOL – INTERNAL GRANTS

1. PI submits grant application to OOR.

2. OOR staff reviews application for completeness and submits to Research Committee for review.

3. Research Committee reviews application.

4. Research Committee recommends grant for funding or no funding.
   - Original cover page + full grant application is sent to the Dean's Office.
   - Copy of cover page and full grant application is sent to the Business Office.

5. After Dean indicates approval by signing the cover page, it is returned to the OOR.

6. Award memo is generated and sent to PI and all Co-Is.
   - Award memo is copied to Dean, Chair’s, Business Office (Holbert), and IT as needed.

7. Memo is sent to PI from Research Committee requesting additional information. After requested information is received from the PI, the application is reviewed again in Research Committee.
INTERNAL FUNDING (SIUE)
### 2020-2021 Competitive Grant Cycle

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Application Deadline</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep. 7, 2020</td>
<td>Distinguished Research Professor Award (academic rank)</td>
<td>Sep. 7, 2020</td>
<td><a href="http://www.siue.edu/funding/internal-funding/distinguished.shtml">http://www.siue.edu/funding/internal-funding/distinguished.shtml</a></td>
</tr>
<tr>
<td>Apr. 1, 2021</td>
<td>Concept Commercialization Award</td>
<td>Apr. 1, 2021</td>
<td><a href="http://www.siue.edu/funding/internal-funding/concept-commercialization-award.shtml">http://www.siue.edu/funding/internal-funding/concept-commercialization-award.shtml</a></td>
</tr>
<tr>
<td>Sep. 18, 2020</td>
<td>Hoppe Research Professor Award</td>
<td>Sep. 18, 2020</td>
<td><a href="http://www.siue.edu/funding/internal-funding/hoppe.shtml">http://www.siue.edu/funding/internal-funding/hoppe.shtml</a></td>
</tr>
</tbody>
</table>

### Special Research & Development Programs

- Any time: Competitive Applications Resubmission Incentive (CARI)
- Any time: Strategic University Research Clusters Initiative (SURCI)
- Any time: Student and Faculty/Staff Travel Awards
- Any time: Publication and Production Costs

### Support from other internal sources

- Institute for Urban Research (IUR): Research Fellows, Urban Scholars Program
- Illinois Education Research Council (IERC) Faculty Research Fellowships
- Undergraduate Research and Creative Activities (URCA) - through the Office of the Provost
- Graduate Student Research Support
- Meridian Awards (for community outreach programs) - through the SIUE Foundation
- Excellence in Undergraduate Education - through Faculty Development Council and Office of the Provost

Please ensure that you forward your Grant Application, Appropriate Compliance Forms and the completed Grant and Contract Routing Form to the Office of Research (Attn: Dr. Duane Douglas, 279). All required forms are available at [http://www.siue.edu/funding/internal-funding/research%20.shtml](http://www.siue.edu/funding/internal-funding/research%20.shtml) For any assistance, please contact Michelle Shatto (x: 7060) or Dr. Duane Douglas (x: 7065).
COMPREHENSIVE FLOW CHARTS FOR INTERNAL FUNDING

(A) Original Research Idea - Is it preliminary?

YES
- SDM Pilot Project Award
- SDM Pilot Project Award (NFR)
- SIUE STEP Award

NO
- SDM Advanced Investigation Award
- SDM Stimulus Award for Resubmissions (STAR)
- SIUE Vaughnie Lindsay Award

(B) Extension of existing research project

SDM Supplemental Grant Award

SDM Advanced Investigation Award

SDM Stimulus Award for Resubmissions (STAR) (to support a scored/evaluated external grant)

SIUE CARI Award (to support a scored/evaluated external grant)

SIUE ART Award

SIUE Vaughnie Lindsay Award

(C) Student Research

SDM Dean's Student Research Fellowship

SIUE URCA Program (only undergraduates)
EXTERNAL FUNDING
SDM GRANT ROUTING PROTOCOL – EXTERNAL GRANTS

PI submits grant application to OOR and submits application in Kuali Research (KR).

OOR staff reviews application for completeness and submits to Research Committee for review after Peer Review Panel.

Research Committee reviews application and summary from Peer Review Panel.

Research Committee recommends grant for submission to external agency.

Research Committee requests more information from PI.

KR cover page + full grant application is sent to the Dean's Office. Copy of cover page and full grant application is sent to the Business Office.

After Dean indicates approval by signing the cover page, it is returned to the OOR.

Memo is generated and sent to PI and all Co-Is indicating permission to submit. Memo is copied to Dean, Chair/s, Business Office (Holbert), and IT as needed.

After award is received, OOR will get award memo from PI and send to Dean, Chair/s, Business Office (Holbert), and IT as needed.

Memo is sent to PI from Research Committee requesting additional information. After requested information is received from the PI, the application is reviewed again in Research Committee.
HOW TO SUBMIT AN EXTERNAL GRANT

1. Follow agency guidelines to find the application deadline date. Check if this date is a postmark or electronic submission receipt date. Contact Diane Cox at the Office of Research and Projects, SIUE, at extension 5886 to discuss a plan for your submission or send an email to siueresearch@siue.edu to ask for assistance.

2. Make sure your proposal and budget match the agency guidelines. For help with proposal and budget development, please contact Diane Cox as early as possible in the development process. An ORP Research Associate will be assigned to assist with the proposal development and entry into Kuali Research.

3. Obtain training to access and upload all documents to Kuali Research portal http://www.siue.edu/funding/external-funding/kuali-research.shtml. Contact Diane Cox, extension 5886, or your assigned Research Associate for assistance.

4. Negotiate budget items, such as released time or matching funds, with your department chairperson and/or Dean.

5. Complete the grant application on Kuali Research portal. Be sure to obtain the signatures of your co-investigators and chairperson(s). Your assigned Research Associate can assist with this. Your assigned Research Associate will enter your budget for you in Kuali Research, ensure budget correctness and compliance with the funding announcement guidelines.

6. Once your application is complete within the Kuali Research portal have these signatures, please notify the SDM Office of Research (Michelle Shatto; x: 7060; 279) AT LEAST 15 WORKING DAYS BEFORE THE AGENCY DEADLINE.

7. For all electronic submissions to NSF or Grants.gov your assigned Research Associate will assist you in completing all required forms.

8. Following review and approval through the Research Committee and the Dean, please submit the full proposal via Kuali Research portal to the SIUE ORP AT LEAST TEN(10) DAYS BEFORE THE AGENCY DEADLINE DATE so your proposal can begin the routing process for approval.

For finding funding sources: Diane Cox, x: 5886

For budget questions: Diane Cox, x: 5886

For human subject, animal care, or other compliance questions: Linda Skelton, ext. 2958

For assistance with the Kuali Research portal: Michelle Shatto, x: 7060 or your assigned ORP Research Associate
COMPLIANCES
ANIMAL CARE

The policies related to the care and use of animals in teaching and research for Southern Illinois University Edwardsville are governed by the Institutional Animal Care and Use Committee (IACUC). An overview of SIUE’s Animal Care and Use can be found at https://www.siue.edu/compliance/animal-care-use/index.shtml.

Animal Care and Use Concerns:

To help ensure that laboratory animals receive humane care and use of treatment in accordance with the highest ethical standards, laws, regulations and policies governing animal research, the SIUE IACUC will review and, if warranted, address any animal-related concerns raised by the public or SIUE employee. The IACUC will review each concern in a timely and systematic manner and, when necessary, take prompt, appropriate corrective actions.

Contacts:

IACUC Chair: Luci Kohn, lkohn@siue.edu, 618-650-2394
IACUC Administrator: Linda Skelton, lskelto@siue.edu or 618-650-2958
Institutional Official: Jerry Weinberg, jweinbe@siue.edu or 618-650-3010

Directions for submission of the IACUC Animal Care Protocol through the Kuali Research Portal can be found at https://www.siue.edu/compliance/animal-care-use/protocol-submission-guidelines.shtml.

List of forms (See “Animal Care” under Compliance Forms):

1. Animal Welfare Assurance Document (Includes guidance on Health Histories & Evaluations)
2. Animal Care Protocol (Online through Kuali Research)
3. Continuing Review (Online through Kuali Research)
4. Online Training and Certification for Animal Care

As part of the SIUE Occupational Health and Safety Program for the care and use of animals in research, all SIUE faculty, staff and students who have, or plan to have, regular contact with live vertebrate laboratory or wild animals, must complete a medical history evaluation. This evaluation, which includes an immunization history, must be completed by a physician or a licensed health care provider and filed with the Institutional Animal Care and Use Committee (IACUC) before engaging in any contact with animals. This requirement is in response to rules set forth by the Office of Laboratory Animal Welfare (OLAW), agency within the U.S. Department of Health and Human Services
What to do?

1. Complete the following documents found under “Compliance Forms/Animal Care at https://www.siue.edu/graduate/funding-compliance-forms.shtml.
   a. Health History Evaluation and Vaccination History

A portion of this form must be completed and signed by your doctor or licensed health care provider. The remainder of the form must be completed and signed by you. If you have not received the required vaccinations, go to your Doctor or healthcare professional to get the vaccinations.

   (i) Letter of explanation for your Doctor

   Give a copy of this letter to your doctor or licensed health care provider.

   (ii) Waiver & Release of Liability, & Covenant not to Sue

   This form must be filled out and signed by you.

   (iii) Vaccination Declination

   This form should only be used if you decline the vaccinations.

2. Send the completed documents to Linda Skelton in the Office of Research and Projects at campus box 1046, drop them by at Suite 2202, Rendleman Hall, or send scanned originals to lskelto@siue.edu.

Additional Resources:

Policy on instructional and research animal welfare can be found on the animal care research policies page http://www.siue.edu/policies/1m10.shtml

NIH website for researchers and institutions http://grants.nih.gov/grants/policy/air/researchers_institutions.htm
**BIOHAZARDOUS MATERIAL**

**Procedures to Follow Regarding Biohazardous Material Use:**

1. Read the SIUE "Policy on Biohazardous Material Use"
   [http://www.siue.edu/policies/1m3.shtml](http://www.siue.edu/policies/1m3.shtml)

2. If you believe that you may intend to do the types of activities covered by the Institutional Biosafety Committee (IBC), read the definition below and compare to your planned use of biological materials.

   Any biological material or organism which:
   
   - is, or has significant probability of, becoming infectious AND pathogenic (bringing disease) to humans, animals, or plants, OR
   - contains or produces recombinant DNA, OR
   - contains or produces a toxin with an LD50<100ng/kg body weight, OR
   - is a select biological agent or toxin as published in lists at CDC and Animal, Plant Health Inspection Service (APHIS),
   - is, or derives from, human or non-human primate, blood, body fluids, or unfixed tissues
   - is a regulated plant pest as published in APHIS of the United States Department of Agriculture (USDA)

   If your planned activity type is covered by policy and it includes the use of Biohazardous Materials, then you must do a professional Risk Assessment and complete an IBC Risk Assessment form. For all activities with biohazardous materials whether covered by the IBC or not, please consult the Emergency Management & Safety Department for other requirements [http://www.siue.edu/emergencymanagement/contact.shtml](http://www.siue.edu/emergencymanagement/contact.shtml).

   Note that it may be useful to consult the "Agent Summary Statements" in Section VIII of the Centers for Disease Control manual "Biosafety in Microbiological and Biomedical Laboratories." Keep in mind however that these agent summaries, while useful, are NOT a complete listing of biohazardous materials, nor the definitive word on risk assessment for those biohazardous materials.
CONFLICTS OF INTEREST

Procedures governing the management of Southern Illinois University Edwardsville’s (SIUE’s) Policy on Conflicts of Interest and Commitment-1Q9 pertaining to projects funded by any sponsor that requires disclosure of conflict of interest (COI), which includes all federal agencies, shall be managed by The Graduate School in accordance with applicable federal regulations. These procedures may be modified by The Graduate School as necessary to remain compliant with appropriate rules and regulations with notification of changes sent to the Graduate Council and appropriate other governing bodies. Disclosures, whether for Financial Conflict of Interest (FCOI), other COI or Conflicts of Commitment (COM) completed through Create Disclosure Section of the Kuali Research Portal. Instructions for completing disclosures can be found in PDF form or in an Online Tutorial.

Procedures: No activity can be conducted until the Kuali Research Proposal including all disclosures have been completely routed and approved.

Definition: Investigator is defined as “the project director or any other person regardless of title who is responsible for the design, conduct, or reporting of a project funded by the sponsor, which may include collaborators, subcontractors, and consultants.”

Disclosure, Review and Monitoring Requirements: The Lead Investigator is responsible for assuring all investigators as defined in the Policy on Conflicts of Interest and Commitment-1Q9 have completed a disclosure in Kuali. This may include disclosing for:

- Reason 1. An FCOI disclosure is required annually for all investigators receiving funding from certain sponsors and at proposal submission to those sponsors.
- Reason 2. COI disclosure is required when an employee might use their influence or authority within SIUE to advance their own or an immediate family’s personal interest. COC disclosure is required when any outside activity undertaken by an employee is sufficiently demanding to interfere with their SIUE obligations.
- Reason 3. You must disclose if you are in a position in which you supervise or have influence over another SIUE employee with whom you have a close personal relationship. Nepotism
- Reason 4. Full-time faculty who disclosed a COC must annually report the amount of time actually spent on non-university employment during the past year.

All Investigators on the project are responsible for submitting a completed SIUE Financial Conflict of Interest Disclosure to the Graduate School via Kuali to disclose his or her significant financial interests (SFIs) as well as those of the Investigator’s spouse and dependent children that are related to the Investigator’s institutional responsibilities and that meet or exceed the regulatory definition of SFI. Investigators must submit their Disclosure no later than at the time of application for projects funded by any sponsor that requires disclosure of FCOI, which includes all federal agencies.
If the Investigator plans to work on existing projects funded by any sponsor that requires disclosure of FCOI, which includes all federal agencies, the Investigator must submit a Disclosure prior to beginning the work.

Disclosure must be updated at least annually during the period of the award.

Investigators must file an updated Disclosure within 30 days of discovering or acquiring a new SFI. An SFI includes any reimbursed or sponsored investigator travel related to his or her institutional responsibilities. Reimbursed or sponsored travel includes travel which is paid on behalf of the investigator but not reimbursed directly to the investigator.

Each Investigator is required to complete appropriate training, such as through the CITI Program Financial Conflict of Interest (FCOI) online course which can be completed within Kuali Research Portal or at this web address https://www.siue.edu/compliance/training/, prior to engaging in activities related to any grant from a sponsor requiring FCOI disclosure.

This training is required every 4 years or immediately for supported investigators if:

- SIUE revises its COI policy that affects requirements of investigators
- the Investigator is new to SIUE
- the Investigator is not in compliance with the policy or management plan

Further details regarding SIUE’s COI policy can be found at https://www.siue.edu/funding/external-funding/kuali-research.shtml
The term "export controls" refers to a set of federal laws and regulations. These laws and regulations are used to restrict both physical and nonphysical exports of items that could contribute to the military potential of international adversaries, to advance U.S. foreign policy goals, and to protect the U.S. economy and promote trade goals.

Please see SIU’s Policy on Export Control and the SIU Export Control webpage. Note the following available resources.

Noncompliance with export controls requirements carries significant institutional AND personal risks. This portion of the website provides information to assist you with maintaining compliance. In addition see SIUE’s Policy on Export Control and Scholarship - 1M7. 

Most SIUE personnel only encounter export control when traveling internationally. When traveling internationally for SIUE business (e.g., presenting at a conference), complete and submit the Temporary Export License Exception Form prior to your departure.

However, other activities must be evaluated for export control purposes. These activities include:

- outbound shipments to foreign destinations
- laboratory access to controlled equipment and technical data that does not fall under the FRE (explained below)
- international collaborations
- teaching/lecturing abroad
- hosting foreign national visitors (non-US persons)
- activities subject to publication restrictions
- activities restricting the participation of foreign nationals
- activities involving restricted or export-controlled information.

Report violations of export control requirements to the director of Export Controls.

For SIUE personnel involved in research or externally sponsored projects, use the Export Requirement Questionnaire and Decision Tree-- Is My Research Subject to Export Control Laws? to help determine if your activity falls under export control regulations. There are three exclusions as follows.

1. Fundamental research exclusion (FRE)
You stay outside the regulations when conducting research that is considered “fundamental” or non-restricted. You must have the intention of publishing or otherwise broadly disseminating the research to maintain this exclusion. The FRE allows foreign national researchers at the University to access EAR-controlled items and data for purposes of basic and applied research. However, some fundamental research is informed by background information that is export controlled and must be protected. Non-research activities as well as restricted research are not protected by the FRE.

2. Public domain exclusion

You stay outside the regulations when you share technical data or information with foreign person inside or outside of the U.S. if that data or information:

- has already been published
- is available in libraries or through newsstands, bookstores, subscriptions, or free web sites
- has been disclosed in published patent applications.

3. Educational exclusion

You stay outside the regulations when teaching:

- general science, math, and engineering commonly taught at schools and universities
- information conveyed in courses listed in course catalogues.

**Clean Laptop Program**

As of February 1, 2019, all SIUE faculty and staff traveling to any of the following countries must use the [SIU Clean Laptop Program](#).

Your SIU issued laptop computer SHALL NOT be transported to any of the below countries.

- IRAN
- SYRIA
- SUDAN
- NORTH KOREA
- CUBA
- UKRAINE (Crimea Region)
- CHINA
- RUSSIA
For additional assistance, visit the FAQs. [http://siusystem.edu/academic-affairs/export-controls/faqs.shtml](http://siusystem.edu/academic-affairs/export-controls/faqs.shtml).

Export control regulations are complex and implemented by three federal agencies. For more in depth information regarding export controls, you can visit the agencies’ websites below.

U.S. Commerce Department, Export Administration Regulations (EAR)

U.S. State Department, International Traffic in Arms Regulation (ITAR)

U.S. Treasury Department, Office of Foreign Assets Control (OFAC)
**DRONES**

If you want to fly a drone or other unmanned aerial/aircraft system (UAS) on property owned by SIUE or for University business, you must obtain permission. SIUE’s policy [http://www.siue.edu/policies/6f4.shtml](http://www.siue.edu/policies/6f4.shtml) outlines permitted uses, including recreational and hobby. See below for more specific information.

To fly a drone or other UAS on property owned by SIUE or for University business anywhere in the world, you must:

- obtain University approval
- register the UAS with the FAA (If the drone or UAS is property of SIUE, it must be registered through the SIU System. Otherwise, you register it yourself.)
- pass the initial aeronautical knowledge exam at an FAA-approved knowledge testing center.

To become a certified drone/UAS pilot visit: [https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot/](https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot/)

The nearest testing center to SIUE is:

Southwestern Illinois College
4950 Maryville Rd.
Granite City, IL
(618)931-0600

Anyone planning to operate a UAS on or in University property, or for University-related purposes not on University property, must submit a request to operate the UAS to the Associate Provost for Research (APR). [The request form is located at [http://www.siue.edu/compliance/drones/index.shtml](http://www.siue.edu/compliance/drones/index.shtml).]

To fly a drone or other UAS for recreational activities not associated with SIUE business, see section III B of University Policy 6F4 [http://www.siue.edu/policies/6f4.shtml](http://www.siue.edu/policies/6f4.shtml). The request form is located at [http://www.siue.edu/policies/pdf/16%20Facility-Use%20License%20Agreement%20rev%202020160518.pdf](http://www.siue.edu/policies/pdf/16%20Facility-Use%20License%20Agreement%20rev%202020160518.pdf).
HUMAN SUBJECTS [https://www.siue.edu/compliance/human-subjects/](https://www.siue.edu/compliance/human-subjects/)

Research involving human subjects must be reviewed and approved by the Institutional Review Board (IRB) before any aspects of the research commence. SIUE has 2 IRBs; the Social Behavioral IRB (SBIRB), and the Clinical IRB (CIRB). Both IRBs are composed of faculty scientists, faculty non-scientists, and a non-SIUE affiliated member from the community, all of whom work together to protect the rights, welfare and wellbeing of human subject research participants.

**COVID-19 Updates**

The SIUE Office of Research and Projects (ORP) has published University Guidance to Investigators During COVID-19 for Human Subject Research that provides guidance for face-to-face human subject research (HSR) on campus and for research field work, in accordance to Governor Pritzker's Restore Illinois plan and the University’s plan for phasing in general operations. Those guidelines can be found here under "Human Subjects."

Additionally, all Investigators conducting any face-to-face research studies involving interviews, focus groups, etc., must have each participant fill out the [Research Participant Safety Acknowledgement Form (COVID-19)](https://www.siue.edu/compliance/human-subjects/).

If you have any questions, please feel free to reach out to the office of Research and Projects at irbtraining@siue.edu.

**STEP 1 IRB Submission**

**Determine if your project requires IRB review:** Consider the following two definitions. If your project fits both definitions, you will need IRB review:

1. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.
2. Human subject means a living individual about whom an investigator conducting research obtains data.

When starting a project that involves interacting with or collecting data about people (e.g. surveys, interviews, and or data collection), it is not always clear whether or not you are conducting human subjects research (HSR) which requires approval by the Institutional Review Board (IRB). All projects that involve human subjects must be vetted by the IRB to determine review before the project can begin. The Graduate School’s Office of Research & Projects has developed a screening method within the Kuali electronic protocol system which will help to determine if your project requires IRB review and approval. As you develop your protocol within Kuali it will determine your need for IRB review and the type of review.

Log into the [Kuali Online IRB Protocol System](https://www.siue.edu/compliance/human-subjects/) to create and submit your protocol. An [online tutorial](https://www.siue.edu/compliance/human-subjects/) is available.
Complete this step and submit a protocol early because IRB determination and review may take multiple weeks. The following approximation timelines are provided but note that it is impossible to determine exactly how long a review will take:

- exempt review 1-3 weeks
- expedited review 3-6 weeks
- full board review 4-8 weeks or longer.

IRB Review Committees: The Clinical IRB (CIRB) will review projects from Dental Medicine, Kinesiology, Nursing, and Pharmacy. All other areas of study will be reviewed by the Social Behavioral IRB (SBIRB).

**STEP 2 Training**

If the IRB Administrator determines your project requires IRB review, all investigators on the project are required to complete mandatory human subjects training before the IRB can approve the protocol.

**STEP 3 Submit your Protocol to the Research Committee**

**STEP 4 Insurance**

If student-initiated (student PI) research could result in the physical, mental, or emotional harm of a person or physical damage to property, the student will need to obtain insurance and provide proof of that insurance to the Compliance Coordinator prior to protocol approval.

The SIU Risk Management Office provides information regarding potential sources of insurance and the required coverage.

For questions, contact SIU Legal Counsel (Jennifer Wagner at jennwag@siue.edu or 618-650-2455) or SIU Risk Management at 618-536-3331.

**STEP 5 Investigator Responsibilities**

Investigators must carry out the research as specified in your approved IRB protocol. Log into the Kuali Online IRB Protocol System if the following occur:

1. You would like to propose changes to your approved project. These changes must be submitted to the IRB for approval before they are implemented. In the Kuali protocol, click “Amend” and describe your changes in the Justification section and make other necessary changes within the protocol. Submit these changes to the IRB for review and approval.

2. You were instructed by the IRB to submit an annual report.
3. You were instructed by the IRB to submit a completion report.

STEP 6 Other

**Unanticipated Problems and/or Serious Adverse Events** must be reported to the IRB in a timely manner by contacting the IRB by email at irbtraining@siue.edu.

**Related Resources for Human Subjects Research**

- SIUE Federal Wide Assurance Document
- SIUE Human Subjects Handbook

**TRAINING AND CERTIFICATION**

The University of Miami’s CITI Program provides online training for matters related to the ethical conduct of research. Training courses are available in topics related to Animal Care and Use, Biosafety and Biosecurity, Export Control, Human Subjects Research, Good Clinical Practice, Responsible Conduct of Research, and Financial Conflicts of Interest. Completion of the computer-based training program meets the certification requirements for a period of three or four years for all faculty, staff, and students at SIUE who engage in research.

**All faculty and students engaged in research must maintain current training and certification. Non-compliance may compromise faculty/student access to research laboratories.** If you have any questions, please contact Dr. Duane Douglas (Bldg. 273, ext. 7065 rodoug@siue.edu).

When you have successfully completed the training course, you will be awarded a Certificate of Completion. A copy of the Certificate must be submitted to the SDM Office of Research (Attn: Michelle Shatto, Bldg. 279), and must be included with any protocols submitted to the SIUE institutional review committees.
RESPONSIBLE CONDUCT IN RESEARCH (RCR) TRAINING
AND INDIVIDUAL DEVELOPMENT PLAN POLICY

The Graduate School oversees the implementation of SIUE's RCR and IDP Policy, which is shown below. Faculty are required to email a list of their funded/research students to Dr. Duane Douglas at rodoug1@siue.edu.

Policy:

All undergraduate, graduate and dental students, and postdoctoral researchers are expected to abide by established professional norms and ethical principles in the performance of their scholarly activities. Those individuals who are paid by internal or external research grants (not including URCA Associates or Assistants) will complete Graduate School approved, Responsible Conduct of Research (RCR) training and certification https://www.citiprogram.org/. The SDM Office of Research and the SIUE Graduate School will retain all documentation related to the training.

Per the National Institutes of Health’s (NIH) “Requirement for Instruction in the Responsible Conduct of Research,” each recipient of an applicable NIH grant will develop with his/her mentor a plan to meet the required contact hours of instruction. This plan must be filed in the Office of Research and Projects (ORP).

When individuals are supported from an external sponsor, the project PI is responsible for ensuring completion of all requirements and maintenance of relevant records and is responsible for providing documentation when requested, such as for internal and external audits.
UNIVERSITY POLICIES

Various University Policies related to Research and Scholarly Activity can be found at the following links:
1) Faculty Code of Ethics and Conduct http://www.siue.edu/policies/1q1.shtml
2) Academic Integrity https://www.siue.edu/policies/3c2.shtml
   http://www.siue.edu/policies/1q5.shtml
3) Research and Export Control http://www.siue.edu/policies/1m4.shtml
   https://www.siue.edu/policies/1m8.shtml
4) Externally Sponsored Research https://www.siue.edu/graduate/forms/externally-sponsored-projects.shtml
   https://www.siue.edu/policies/1m2.shtml
5) Responsible Conduct in Research Training and Individual Development Plan
   https://www.siue.edu/compliance/research-integrity/responsible-conduct-research-overview.shtml
6) Conflicts of Interest http://www.siue.edu/policies/1q9.shtml
7) Biohazardous Material Use http://www.siue.edu/policies/1m3.shtml
8) Protection for Human Subjects http://www.siue.edu/policies/1m9.shtml
9) Instructional and Research Animal Welfare https://www.siue.edu/policies/1m10.shtml
10) Intellectual Property https://www.siue.edu/policies/1l15.shtml
11) Externally Sponsored Industry Projects http://www.siue.edu/policies/1m2.shtml
SCIENCE BUILDING 279:

ROOM ASSIGNMENTS AND EQUIPMENT LIST
# SCIENCE BUILDING 279: ROOM ASSIGNMENTS

## LOWER LEVEL

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Name or Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Animal Quarters</td>
</tr>
<tr>
<td>0002</td>
<td>Glassware, Histology Slides, and Microscope Storage</td>
</tr>
<tr>
<td>0003</td>
<td>Anatomage Learning Lab</td>
</tr>
<tr>
<td>0010</td>
<td>Utility</td>
</tr>
<tr>
<td>0011A</td>
<td>Autoclave Room</td>
</tr>
<tr>
<td>0011B</td>
<td>Animal Preparatory and Supplies Storage</td>
</tr>
<tr>
<td>0011C</td>
<td>Chemical Storage</td>
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## FIRST FLOOR

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<th>Room Number</th>
<th>Name or Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1105</td>
<td>Gross Anatomy – Preparatory room</td>
</tr>
<tr>
<td>1106</td>
<td>Gross Anatomy Laboratory</td>
</tr>
<tr>
<td>1108</td>
<td>Office Support Specialist: Ms. Michelle Shatto</td>
</tr>
<tr>
<td>1109</td>
<td>Lab: Dr. Duane Douglas (Director, Office of Research)</td>
</tr>
<tr>
<td>1110</td>
<td>Lab: Kathryn Carter</td>
</tr>
<tr>
<td>1111</td>
<td>Hatton Room</td>
</tr>
<tr>
<td>1114A</td>
<td>Men’s Restroom</td>
</tr>
<tr>
<td>1114B</td>
<td>Anatomy Storage Room</td>
</tr>
<tr>
<td>1115</td>
<td>Utility</td>
</tr>
<tr>
<td>1116</td>
<td>Utility</td>
</tr>
<tr>
<td>1117A</td>
<td>Women’s Restroom</td>
</tr>
<tr>
<td>1117B</td>
<td>OOR Storage Room</td>
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## SECOND FLOOR

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<tr>
<th>Room Number</th>
<th>Name or Assignment</th>
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<tbody>
<tr>
<td>2202</td>
<td>SDM Cell Culture Core</td>
</tr>
<tr>
<td>2203</td>
<td>Lab: Dr. Achint Utreja</td>
</tr>
<tr>
<td>2204</td>
<td>Lab: Dr. Dan Welch</td>
</tr>
<tr>
<td>2205</td>
<td>Lab: Vacant</td>
</tr>
<tr>
<td>2206</td>
<td>Lab: Dr. Jasbir Upadhyaya</td>
</tr>
<tr>
<td>2207</td>
<td>SDM Molecular Biology Core – DNA/RNA</td>
</tr>
<tr>
<td>2208</td>
<td>Lab/Office: Donald Reed</td>
</tr>
<tr>
<td>2209</td>
<td>Lab: Vacant</td>
</tr>
<tr>
<td>2210</td>
<td>Sample Storage Core – Freezers and Liquid Nitrogen</td>
</tr>
<tr>
<td>2211</td>
<td>Document Storage</td>
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<tr>
<td>2212</td>
<td>Lab: Dr. Barb McCracken</td>
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<tr>
<td>2213</td>
<td>Histology Core</td>
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<td>2214</td>
<td>Advanced Imaging Core Suite</td>
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<tr>
<td>2214A</td>
<td>Fluorescent Microscopy</td>
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<tr>
<td>2214B</td>
<td>Confocal Microscopy</td>
</tr>
<tr>
<td>2214D</td>
<td>Scanning Electron Microscopy</td>
</tr>
<tr>
<td>2215</td>
<td>Student Office and Printing</td>
</tr>
<tr>
<td>2216</td>
<td>Molecular Biology Core – Protein</td>
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<tr>
<td></td>
<td>Materials Testing Core</td>
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<tr>
<td>2217</td>
<td>Cold Room</td>
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<td>2218</td>
<td>Vacant</td>
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<tr>
<td>EQUIPMENT NAME</td>
<td>LOCATION</td>
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<tr>
<td>----------------</td>
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<tr>
<td>Animal facilities</td>
<td>001 and 011C</td>
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<tr>
<td>Sterilization: Laboratory Autoclaves</td>
<td>011A</td>
</tr>
<tr>
<td>Anesthesia Equipment</td>
<td>011C</td>
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<td>Ultraviolet Crosslinker CL1000</td>
<td>2202</td>
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<tr>
<td>Water bath/Shaker</td>
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<tr>
<td>Autoflow Tank Switch x2</td>
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<tr>
<td>Nikon Eclipse E600 Brightfield, Phase and Fluorescence Microscope interfaced with a Leica DSV Digital Camera</td>
<td>2202</td>
</tr>
<tr>
<td>Eppendorf Refrigerate Centrifuge 5810R</td>
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</tr>
<tr>
<td>2 Biological Laminar Flow Hoods</td>
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<tr>
<td>CO₂ incubators</td>
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<tr>
<td>Flaming/Brown Micropipette Puller</td>
<td>2204</td>
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<tr>
<td>Olympus Upright Microscope BX51W1</td>
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<tr>
<td>Dissection Microscope</td>
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<td>Sonomicrometer</td>
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<tr>
<td>Digidata 1440A System</td>
<td>2204</td>
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<tr>
<td>Vibratome Sectioning System 3000</td>
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<tr>
<td>Precision System Osmette II</td>
<td>2206</td>
</tr>
<tr>
<td>BMG Omega Microplate Reader</td>
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<td>PCR Machine Genius</td>
<td>2207</td>
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<tr>
<td>Eppendorf Vacufuge plus Concentrator</td>
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<tr>
<td>Nu Aire Laminar Flow Workstation</td>
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<td>Eppendorf 5417 R Microcentrifuges</td>
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<td>Eppendorf Mastercycler ep Gradient PCR System</td>
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<td>Qiagen Rotor Gene Q</td>
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<tr>
<td>Nanodrop</td>
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<td>Homogenzer Pro200</td>
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<tr>
<td>Thermo Fisher Revco UXF-80º C Freezers</td>
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<td>Thermolyne Locator 4</td>
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<td>Laboratory Dishwasher</td>
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<td>Anaerobic Chamber</td>
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<td>Spiral Biotech Autoplaters</td>
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<tr>
<td>Bacterial Incubators</td>
<td>2212</td>
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<tr>
<td>Ultrasonic Water Bath</td>
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<td>Vibra cell Sonicator</td>
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<td>Fisherbrand AccuWash microplate washer</td>
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<td>Gene Mate Incubated shaker</td>
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<td>Vibratome Cryostate</td>
<td>2013</td>
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<td>Reitechart Ultracuts</td>
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<td>Leica Jung RM2065</td>
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<td>Pelco Microwave DFR-10 with Pelco Steady Temperature</td>
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<td>Beckman Avanty J301 Centrifuge with Rotors</td>
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<td>Ultimate XL (teeth cutting)</td>
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<tr>
<td>Upower UPS00 (teeth cutting)</td>
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<tr>
<td>Equipment</td>
<td>Location</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Sorvall Glass Knife Maker</td>
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<tr>
<td>Microtome Knife Sharpener</td>
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<tr>
<td>Anatech CDS 2.2 Carbon Deposition System</td>
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<td>Anatech Hummer Sputtering System</td>
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<tr>
<td>Leica Critical Point Dryer (for SEM procedures)</td>
<td>2214</td>
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<tr>
<td>Olympus FluoView FV1000 Confocal Microscope</td>
<td>2214A</td>
</tr>
<tr>
<td>Hitachi SU6600 Scanning Electron Microscope (SEM) with EDX x-ray microanalyzer</td>
<td>2214D</td>
</tr>
<tr>
<td>Biotek µQuant Microplate Spectrophotometer for Microplate Reading (ELISA assays)</td>
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<td>Chemidoc Touch Imaging System</td>
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<td>Eppendorf 5810R Centrifuges</td>
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<td>UV gel electrophoresis light</td>
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<td>Gene Mate Orbital Shaker</td>
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<td>Buehler IsoMet 1000 Precision Saw</td>
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<td>Ultra Tester Bond Strength Testing Machine</td>
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<tr>
<td>Micro Climate Environmental Stimulation Chamber</td>
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<tr>
<td>Walk-in refrigerator</td>
<td>2217</td>
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<tr>
<td>Mettler Microbalances</td>
<td>Multiple locations: 1109, 2204, 2212</td>
</tr>
<tr>
<td>-20° C freezers</td>
<td>Multiple locations: 1109, 2204, 2206, 2208, and 2212</td>
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</table>
ORDERING PROCESS

The Office of Research will order all commodities, contractual services and equipment for all approved research projects. To place an order, click on the following link to complete the order form: Research Supply Order Form [https://www.siue.edu/dental/about/research-scholarship.shtml](https://www.siue.edu/dental/about/research-scholarship.shtml). An example of the order form can be found below.

Submit the completed order form along with a quote (if available) to Dr. Duane Douglas in the Office of Research via email (rodoug1@siue.edu). (Note: If compressed gas is needed for your project, you must inform the Office of Research by Wednesday to get delivery that same week.) ***All supplies and services must be ordered before the annual budget cut-off.***

The Office of Research will maintain a budget for each approved research project and will provide budget updates to the Principal Investigator after orders are placed.

If you have any questions, please contact the Office of Research at 618-474-7060.