

Getting Started with your Research at UNC – Printable Checklist

✓	Step One: Getting Started with UNC
	Obtain a PID Number: https://enterprises.unc.edu/pid/
	Set up your ONYEN and password: https://its.unc.edu/onyen-services/
	UNC Campus Orientation: https://www.unc.edu/visitors/
✓	Step Two: Getting Started with UNC’s Office of Animal Care and Use (OACU)
	Phone: (919) 966-5569, Email: iacuc@med.unc.edu , Website: https://research.unc.edu/iacuc/
	IMPORTANT! Contact OACU to start the New PI process: (919) 966-5569, iacuc@med.unc.edu
	ACAP (Applications, Amendments, Annual Renewals, Title/Funding Changes): https://acap.research.unc.edu/
	IACUC Meeting Dates and Application Submission Guidelines: https://research.unc.edu/iacuc/meeting-dates-submission-deadlines/ - Applications must be submitted by the 15 th of the month in order to be reviewed at the upcoming IACUC meeting
	Compliance Information and University Policy, Standards, Guidance, and Templates: https://research.unc.edu/iacuc/compliance/ https://research.unc.edu/iacuc/policies-procedures/
	PI Responsibilities: https://research.unc.edu/files/2019/09/P.I.-Responsibilities.pdf
	Required Online Forms (Research Profile, Lab Worker Form, Animal Handler Form, Online IACUC Orientation, and Online DCM Orientation): https://acap.research.unc.edu/iacuc_reg/
	Required Hands-on Classes and Lectures: Once required online forms have been completed, register for hands-on training and lectures (select “Office of Animal Care and Use” from the “Sponsor” menu): https://apps.research.unc.edu/events/
	LAC Information: https://research.unc.edu/files/2012/11/How-To-Become-A-Laboratory-Animal-Coordinator.pdf
	<ul style="list-style-type: none"> • OACU Grant Information: https://research.unc.edu/iacuc/grant-congruency/ • For transfer of grants and grant congruency - or - collaborations and animal work that will not be conducted at UNC-CH, contact the OACU Grants Manager: 919-966-5569 or iacuc@med.unc.edu, attention Grants Manger • Office of Sponsored Research (OSR): https://research.unc.edu/sponsored-research/ • Sponsored Programs Office (SPO): https://www.med.unc.edu/spo/
✓	Step Three: Getting Started with UNC’s Division of Comparative Medicine (DCM)
	Phone: (919) 962-5335, Website: https://research.unc.edu/comparative-medicine/

	Required Hands-on Classes and Lectures: Once required online forms have been completed, register for hands-on training and lectures (select “Office of Animal Care and Use” from the “Sponsor” menu): https://apps.research.unc.edu/events/
	DCM Animal Space, Cage Cards, Animal Ordering, Veterinary Services, Husbandry: https://research.unc.edu/comparative-medicine/
✓	Step Four: Getting Started with UNC’s Environment, Health and Safety (EHS)
	Phone: (919) 962-5507, Website: https://ehs.unc.edu/
	New PI Page: https://ehs.unc.edu/lab/pis/
	Lab Safety Plan: https://ehs.cloudapps.unc.edu/LabSafetyPlan/
	IBC: https://ehs.unc.edu/committees/ibc/
	IBC Schedule Forms: https://ehs.cloudapps.unc.edu/LabSafetyPlan/
	Hazard Forms (created from within the application in ACAP): https://acap.research.unc.edu/
✓	Step Five: Getting Started with UNC’s Core Facilities (if needed)
	UNC Core Facilities (if needed): https://www.med.unc.edu/corefacilities/