

**Initiating Human Embryonic Stem Cell Research
at the University of Connecticut:
Investigator Information and Checklist**

All projects funded by the Connecticut Stem Cell Research Fund and all human embryonic stem cell research conducted at the University of Connecticut and its research arms must receive written ESCRO approval before research begins, regardless of source of funding or the NIH-status of the hESC lines.

OSP/ORSP will NOT release funds for Human Embryonic Stem Cell Research until it receives a copy of the final ESCRO approval letter.

RECOMMENDED SEQUENCE OF STEPS

1. Submit Supplemental hESC research form to ORSP/OSP

a. **UCHC:** Investigators and subcontracted researchers must submit “Supplemental Routing Form for hESC Research” to ORSP regardless of source of funding, including internal and private funding. (See <http://resadm.uchc.edu/orsp/forms/>)

b. **Storrs:** Investigators and subcontracted researchers must submit “Attachment for Human Stem Cell Research” to OSP only in the case of funding external to the Storrs campus. (See <http://www.osp.uconn.edu/forms.php#uconn>)

2. Notify and consult with the ESCRO for ethically controversial projects or use of hESC from sources other than the UConn-Wesleyan Core. Investigators planning projects involving ethically controversial activities are urged to consult with the ESCRO as early as possible. Projects in this category include those that generate or destroy human blastocysts or blastocyst-like entities, implant human neuro-progenitors into animal models, or implant hESC or hESC derivatives into nonhuman blastocysts. Contact the ESCRO office at (860) 486-2215.

3. Initiate the lab equipment inventory and tagging process. (Contact Julie Schwager at UCHC (Schwager@uchc.edu) or Robin Graves-Hoagland at Storrs (robin.hoagland@uconn.edu) to obtain the form.)

4. Submit applications to the IBC, ACC/IACUC, and IRB as required by University, federal, and State laws and policies. These reviews may be conducted in parallel with ESCRO review. ESCRO approval requires documentation of approval by all other required research oversight committees. **Plan your time-table with the schedules of these committees in mind.**

5. Complete the hESC Fiscal and Research Compliance Tutorial available online at <http://www.escro.uconn.edu> . All research personnel must pass the tutorial prior to ESCRO approval.

6. Submit the completed and signed ESCRO Protocol Application form (available at www.escro.uconn.edu) **and a copy of the grant proposal to the ESCRO Office.** For assistance call (860) 486-2215, e-mail anne.hiskes@uconn.edu, or e-mail dana.howard@uconn.edu . The protocol application is due in the ESCRO office 10 days before the meeting at which it will be reviewed.

7. Submit the completed and signed State Verification Form to the ESCRO office which will forward the signed form and copy of the final ESCRO approval letter to the Department of Public Health. Click on “Forms” at www.escro.uconn.edu

DOCUMENTATION CHECKLIST

ESCRO approval requires receipt of the following documentation. The PI is responsible for providing these documents to ESCRO. ESCRO sends copies of the final approval letter and the State Verification form to OSP/ORSP and the Commissioner of Public Health as required by Connecticut law for all hESC research.

- ___ Completed and signed ESCRO protocol application form (the form is available on the ESCRO website at www.escro.uconn.edu)
- ___ Copy of the grant proposal (if applicable)
- ___ IBC approval from the committee(s) of the campus(es) where the research will take place (for use of rDNA or any hazardous biological agent)
- ___ IACUC/ACC approval from the committee(s) of the campus(es) where the research will take place (for any use of animals)
- ___ IRB approval (for any donations of human gametes, embryos, or somatic cells; for procurement of any hESC linked with donor identifying information.)
- ___ hESC cell line documentation of provenance for any cell lines not obtained from the UConn-Wesleyan Core. Contact the ESCRO for details.
- ___ Documentation of relevant protocol approvals from the institutions of any non-University of Connecticut Collaborators
- ___ State of Connecticut signed and completed Verification Form (Obtained from the ESCRO Website at www.escro.uconn.edu) [ESCRO will mail this form w/ a copy of your ESCRO Approval letter to the Commissioner of Public Health]
- ___ Documentation that capital equipment to be used with hESC has been inventoried and tagged. (PI obtains forms from research Finance at UCHC (contact Julie Schwager at schwager@uchc.edu) or from Robin Graves-Hoagland at Storrs (robin.hoagland@uconn.edu at Storrs)
- ___ Completion of hESC Fiscal and Research Compliance Tutorial by all PIs and staff who work with hESC projects. Tutorial is available at <http://www.escro.uconn.edu>

The following are not required to receive ESCRO approval, but are required prior to initiating work with any hESC lines or human embryos/gametes.

- ___ Each pre-existing hESC line in storage, culture, or use is covered by a valid MTA or SLA.
- ___ Each individual who thaws or cultures hESC has appropriate prior scientific training or experience with hESC (experience with mESC is not sufficient).