The following are required of both Master’s and Advanced Certificate students:

1. **K30 Advanced Certificate/MS Program Requirements** – Complete, sign, date and upload
2. **Meningitis Information Response Form** – Complete, sign, date and upload
3. **WCGS Registration Forms** – Complete and upload
4. **NIH eRA Commons** username

**The Following Items are Required of Master’s Degree Students:**

5. **CTSC Data and Safety Agreement** – Download this document from the Supporting Documents page in ePAR, sign, and re-upload the signed version. This *required* document represents the PI’s agreement to abide by certain regulatory requirements, including (where applicable) patient safety, acknowledgement of the CTSC grant in publications resulting from work that benefited from CTSC resources, and the sharing of data collected or software developed with CTSC support.

Items #6 - 9 are only required if applicable. No studies involving human subjects or animals may be conducted, and research proposals will not receive final approval, until the CTSC is provided with a copy of the official IRB/IACUC letter of approval. Investigators are encouraged to submit IRB and/or IACUC protocols early in order to avoid significant delays in project initiation.

6. **IRB/IACUC Approval Letter**
7. **IRB/IACUC Application**
8. **Consent and/or Assent Forms** – Human subject studies only.
9. **Animal Subjects Research** – If you propose the use of vertebrate animals at any time during the project period, address the following five points. In addition, when research involving vertebrate animals will take place at collaborating site(s) or other performance site(s), provide this information before discussing the five points.

   I. Detailed description of the use of animals in the work previously outlined in the experimental design and methods section. Identify species, strains, ages, sex, and numbers of animals to be used.

   II. Justify the use of animals, choice of species, and numbers used. If animals are in short supply, costly, or to be used in large numbers, provide additional rationale for their selection and numbers.

   III. Provide information on veterinary care.

   IV. Describe procedures for ensuring the discomfort, distress, pain and injury will be limited to that which is unavoidable to conduct scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing drugs and comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain and injury.

   V. Describe any euthanasia method to be used and the reasons for its selection. State whether this method is consistent with the following recommendations of the Panel on Euthanasia of the American Veterinary Medical Association. If not, present a justification for not following recommendations.

Questions? Email: ctsc_k30@med.cornell.edu