



Internal Transfer of Controlled Substances/Dangerous Drugs Request Form

Generally, Emory University [Policy 7.25](#), does not permit the transfer of Controlled Substances and Dangerous Drugs from one Researcher to another. The policy does, however, allow ORIC to review and approve requests on a case-by-case basis provided there are substantial reasons for the request and both researchers have active GBP/DEA licenses.

To submit a request, the Emory Researcher should complete this Internal Transfer of Controlled Substances/Dangerous Drugs Request Form and send it to the Office of Research Integrity and Compliance (ORIC) at oric@emory.edu. Requests will be reviewed on a case-by-case basis. The approval will not set precedence for an investigator or future research.

Request for Internal Transfer

Registrant Supplier Name:

Supplier Contact Information:

Address where drugs will be transferred from:

Registrant Purchaser Name:

Purchaser Contact Information:

Address where drugs will be transferred to:

Drug Information

Drug Name/Schedule/Strength/Concentration/Quantity to be transferred:

Drug Name /Schedule /Strength/Concentration/Quantity to be transferred:

Drug Name/ Schedule /Strength/Concentration/Quantity to be transferred:



License Information

Supplier GBP and/or DEA License number (attach copy of license(s)):

Purchaser GBP and/or DEA License number (attach copy of license(s)):

Justification

Reason/justification for exception request:

Please explain the specifics supporting the exception request:

Method of Transfer of Drugs (e.g. hand deliver, ship):

Describe storage location:

Requesting Researcher Name:

Requesting Researcher Signature:

Date:



RCRA: Internal Use Only

Request received on:

Transfer Plan and documentation review

Proper licensing and documentation requirements are met.

Name of ORIC Representative:

Signature of ORIC Representative

Date:

Request decision

Granted

Not granted

Name of Approver:

Signature of approver:

Date: