


Apply for or Renew a Controlled Substance Research License/Registration

To order, store, and administer controlled substances for use in research, you must apply for the following **in the order shown below for each applicable storage location**:

- A State of Michigan (SOM) **researcher** license
- A U.S. Drug Enforcement Administration (DEA) **researcher** registration

 You must use your SOM *permanent ID number* (received upon SOM license approval) to apply for the DEA researcher license.

This procedure contains information about and lists key information for the:


- [SOM application process](#)
- [DEA application process](#)
- [Renewal process](#)

Apply for a New License/Registration

State of Michigan Research License

The SOM license application includes the:

- Application form
- List of required **attachments**

 Near the top of the application, check the appropriate “schedule” box to select your license type.

Key Information: SOM Application

- **Business Name**= University of Michigan – Department Name
- **Business Address**= Building Name, Street Address, Room number (i.e., **the exact storage location**), City, State, Zip Code
- **Federal Employer Number**= 386006309 (University of Michigan)
- **Fee**= Check payable to “State of Michigan.” The fee amount is listed on the application.

Key Information: Fingerprinting

 You can no longer complete the fingerprinting requirement before your application is received by the SOM.

You will receive the following information from the SOM once your application has been received:

SOM License Application

[Fillable PDF](#) (enter data, then print, and mail to address in the application)

Questions: Department of Licensing and Regulatory Affairs Health Care Services (517) 335-0918.

- Live Scan Request Form
- Customer ID Number
- Instructions for fingerprinting

The following company is authorized to perform the fingerprinting processes required by the State of Michigan. Use the links to find company locations in Michigan, schedule and pay for an appointment, etc.

- IdentoGo (MorphoTrust USA) - <http://www.identogo.com/>

Always:

- Include U-M's **Agency ID Number** (71734k) when scheduling an appointment
- Bring the completed *Livescan Request Form* (provided by the SOM after your application is received) and valid form of photo identification (e.g., driver's license, state or federal identification) to the fingerprinting appointment

Attachment Tips

The table below lists tips to complete the *Information To Be Included...* section of the SOM license application. Compile this information in a separate document and attach it to the application for submission.

Information Section	Tips
Credentials	Attach an NIH biosketch (see sample), or other relevant curriculum vitae information.
Protocol	Briefly describe your overall research goals in a non-scientific manner As applicable, indicate if controlled substances are to be: <ul style="list-style-type: none"> • Used in animal research (for anesthesia/analgesia) • Used for in vitro or analytical research Indicate that all applicable protocols (animal or human subject) have been reviewed and approved by the appropriate University of Michigan regulatory committees.
Controlled substance list & dose	List all the controlled substances to be stored for research purposes at the location by: <ul style="list-style-type: none"> • Name • Estimated number of vials or containers by size • Concentration or powder • Dose (if used for anesthesia/analgesia in animal research) Example: Ketamine 4 x 10 ml vials, 100 mg/ml, Dose = 80-120 mg/kg (mouse).

Information Section	Tips
Storage & security	<p>Identify the <i>storage mechanism</i> to be used. For example:</p> <ul style="list-style-type: none"> • Locked safe/cabinet, bolted to immovable object, such as the floor • Separate storage from other drugs and materials <p>Describe the <i>security measures</i> to be used. For example:</p> <ul style="list-style-type: none"> • Limited, authorized (via screening process) access • Minimal traffic flow • Storage facility locked when not in use • 24/7 availability of the University of Michigan Department of Public Safety <p>Indicate that appropriate records will be maintained, including an authorized personnel list, inventories, and usage records.</p>
Staff/Persons	<p>List the names and job titles of the personnel who:</p> <ul style="list-style-type: none"> • Have access to the storage facility • May order and/or accept delivery of controlled substances
Supervisory Activity	For analytical laboratories conducting chemical analysis only. Biomedical researchers can ignore this section.

DEA Researcher Registration

The application process for a DEA researcher registration differs based on the controlled substance schedule:

- Schedule I: complete the *PDF version* of Form 225 **and mail** with the protocol form (found in [21 CFR 1301.18](#)) to the DEA per instructions included with the application.
- Schedules II-V: complete and submit Form 225 *online*.

Key Information: DEA Application

- **Business Activity** = Researcher (II-V) or Researcher (I)
- **Business Address** = Building Name, Street Address, Room number (i.e., **the exact storage location**), City, State, Zip Code
- **Mailing Address** (*if different than the storage location*) = Building Name, Street Address, Room number, City, State, Zip Code
- **Fee** = Select the *fee exemption checkbox*; enter your Department Chair or Research Associate Dean as the *Certifying Official*
- **State Controlled Substance Number** = permanent ID number (do not enter a clinical controlled substance number)

DEA Registration: Application Links

Application Forms:

[PDF Form 225 \(Schedule I only\)](#)

[Online Form 225 \(Schedules II-V only\)](#)

[Form 225 Instructions](#) (all schedules)

Questions:

[Detroit DEA Field Office](#) (contact information)

- **Order Forms=** (for Schedules I and II only) Select the checkbox for *DEA 222 Forms*

Approximately 4 – 6 weeks after submission, a DEA Investigator will contact the applicant to finalize the registration. Be prepared to provide additional information, such as protocol material provided with the SOM license application.

Additional Information

[DEA research category descriptions](#) outline the expected types of research activity based on controlled substance schedule.

Renew a License/Registration

Controlled Substance license and registration renewals are completed online.

- Initial State of Michigan research licenses expire on June 30, regardless of issue date. Subsequent renewals are valid for two (2) years. Renew your SOM license [online via My License](#).
- DEA research registrations must be renewed annually based on the initial approval date. Renew your registration [online via the DEA website](#).