

How to Obtain a Controlled Substance Research License and Registration

To conduct research using Controlled Substances you will need both a State of Michigan Controlled Substance Research License and a U.S. Drug Enforcement Administration (DEA) Controlled Substance Researcher Registration.

The State of Michigan Controlled Substance Research License Number is required in order to get final approval from the DEA. Submit the state application first. Once you receive the State of Michigan license number then submit the federal registration to the DEA.

To obtain a research license follow these steps:

Step 1: Apply for the State of Michigan license

A. State of Michigan Application Form:

www.michigan.gov/documents/lara/lara_CSRResearchapp_0314_450204_7.pdf?20140519160150

There is an application fee for Schedule I, or II through V controlled substances. You must provide a personal or business check, or money order, **payable to the State of Michigan**. The current application fee is listed at the top of the application.

Note: A separate application is required for Schedule I controlled substances.

Your state license expires on June 30, no matter when in the year you apply. Therefore, we recommend you submit the application near the end of May/beginning of June, just before the new licensing period starts on July 1. Processing takes 6-8 weeks if forms are filled out correctly and all proper documents have been received by the state.

All renewals for CS licenses are good for two years. The Michigan Licensing Division will send you renewal information.

WSU Federal Tax ID #: 38 6028429

You will need the following supplemental information:

- Credentials to conduct the proposed research
- Protocol of the proposed research
- List of controlled substances & doses to be used
- Procedures for storage & security of drugs
- List of other staff/persons involved

Provide this information along with your application to the state licensing board:

- Approval letter from IACUC for animal protocol
- First page of completed IACUC protocol
- Summary of research in lay terms – use Section V of the IACUC application
- List of CS and doses to be used – copy & paste anesthetic procedures from IACUC application.
- Description on how you will store and secure your CS
- List of lab personnel who will be involved in protocol who may have access to CS

Canadian citizens or foreign nationals: If you do not have a US Social Security Number, leave that section blank on the Controlled Substances (CS) application. Provide a separate attachment with your current home address (if Canadian) or your last home address in your home country.

B. Criminal background check – Live Scan Fingerprints

After you submit your State of Michigan Application Form, the State of Michigan will send you a Live Scan Fingerprint Request Form.

Fingerprints must be done by **identoGO** fingerprinting sites **ONLY**. Schedule your appointment online at <http://www.identogo.com/FP/Michigan.aspx>

Step 2: Obtain a DEA Registration

Start this process once you have submitted your State of Michigan application. You will not receive final approval from the DEA until you have been approved by the State of Michigan, but you can speed the process up by submitting the application.

Drug Enforcement Administration Controlled Substance Registration New Applicant Form:
http://www.deadiversion.usdoj.gov/drugreg/reg_apps/index.html

Complete Form 225 for a research license

There is a cost for a DEA Registration, however, employees of the university qualify for the fee exemption. Your department chair can serve as the “Certifying Official”.

For More Information:

[State of Michigan Controlled Substance Research License Application](#)

[Drug Enforcement Administration Controlled Substance Registration Application](#)

[Federal Regulations: Title 21 Regulations and Codified CSA](#)

[Michigan Act 368 of 1978 Public Health Code: Article Seven Controlled Substances](#)

[Michigan Board of Pharmacy Administrative Rules: Controlled Substances](#)

[Controlled Substance Schedules](#)

[U.S. DEA Office of Diversion Control](#)

Questions? Contact Diane Gilbert at:

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