

CU Boulder Instructions for DEA Form 225 (Application for Research License)

1. To apply for your NEW Research DEA license... go to this web site:

<https://www.deadiversion.usdoj.gov/> This website is also accessible through the following CU Office of Research Integrity website: <https://www.colorado.edu/researchinnovation/research-administration/compliance/controlled-substances/registration-controlled-substance-use>

2. In the green box under “Registration Support” – click on NEW APPLICATION

3. You will be taken to a page with a list of “Available Options” – click on NEW REGISTRATION

4. Read through sections 1 -6

5. Then go to the Select Your Business Category

6. Click on “Researcher” under form 225

7. Scrolled below this section, to “Select One Business Activity” – Under the Select Activity dropdown menu – select the type of Research DEA Registration you need – there are two options:

- a. Researcher II-V (this is for researchers using controlled substances under schedules II-V)
- b. Researcher I (this is for researchers using controlled substances under schedule I)

8. The click CONTINUE

9. This will take you to the online application

- a. Put the DEA Researcher license under your name
- b. For the business address – this should be the address where the controlled substances will be stored. It will be the address printed on the license. It needs to be a physical address – not a PO box. This will be where your controlled substances are shipped.
- c. Use your CU office phone and email.
- d. You can put your office address for the mailing address

10. The application will ask for a TAX IDENTIFICATION NUMBER. CU's TAX ID NUMBER is: **84-6000555**

11. For the Drug Schedules – click all of the schedules you would have the potential in purchasing for your research needs (Schedule II through Schedule V) OR (Schedule I). If you have questions about what schedule your controlled substances are, please consult the DEA's Orange Book, which lists all currently controlled substances and their schedule (https://www.deadiversion.usdoj.gov/schedules/orangebook/a_sched_alpha.pdf) or contact the Office of Research Integrity, Controlled Substances Program: thomas.heddleston@colorado.edu

12. The application will ask you for your State License Number – The State of Colorado no longer issues state licenses to researchers, thus unless you have a license to prescribe, leave Section 3 (State Licenses) blank. The second entry in section 3 should also be left blank, since the State of Colorado does not issue State Controlled Substance Licenses.

13. The application will ask you a series of YES and NO questions – answer accordingly

14. The application will ask you if you are FEE EXEMPT – Check YES (CU personnel are State employees and are not required to pay the registration fee. Check the "exempt" box.

15. The application will ask for a Certification of Fee Exemption – indicate the following as the certifying institutional official: Dr. Jon Reuter, Associate Vice Chancellor of Research Integrity, 99 UCB, 303-735-5809, Jon.Reuter@Colorado.edu

16. The application will ask you to electronically sign the form.

17. Once the application is complete and submitted – you will be able to print a copy of what you have submitted. Please print this copy for your records.

18. Once the DEA receives and reviews your submitted application, a DEA Diversion Investigator will contact you and ask you to provide any necessary additional information (this typically includes a summary of your research protocol, SOP for acceptance, delivery, and receipt of controlled substances; SOP for handling drug thefts and losses, SOP for controlled substance reverse distribution, approval from either the IACUC or IRB, and other details).

19. After the DEA Investigator has received all required additional information, they will schedule an in-person Inspection to review security details (locked storage) and inspect the location where controlled substances will be used.

20. Annual Renewal is required:

(<https://apps.deadiversion.usdoj.gov/webforms2/spring/renewalLogin?execution=e2s1>)