

Triggered by: System-generated, automatically sends email when a DEA registration will expire in 3 days.

Recipients: Registrant

Email Subject Line: Your DEA registration will expire soon # [CSR number]

eRAM Action Required.

You are being contacted because your DEA registration will expire within three days.

Your DEA registration will expire on [DEA Registration Expiration Date]. **If your registration is not renewed by this date, you can no longer acquire, use, or store controlled substances.**

Possession of a controlled substance without a valid DEA registration could result in fines or criminal prosecution. The DEA online renewal application is included below.

DEA Registration Number: [DEA #]
Expiration Date: [DEA Expiration date]

IMPORTANT: If you intend to allow your registration to expire, contact the UMOR Controlled Substance Monitors **immediately** and before the registration expiration date. You will need to obtain and follow detailed disposal instructions, or notify the UMOR Controlled Substance Monitors if you have no controlled substances.

Next Steps:

1. If you plan to renew, and have not already done so, submit a renewal application to the DEA.
Go to:
 - <https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/renewalAppLogin.jsp>
2. Update your UM CSR (Controlled Substance Registration) with new expiration date.
 - Registrant: [Registrant name]
 - Open your [link to CSR workspace]
 - Click 'Update CSR Information'
 - Enter the new registration expiration date
 - Click 'Ok' at the bottom of the page to confirm your changes
3. If do not plan to renew, contact the UMOR CS Monitors immediately. Contact information is below.

For Questions:

Contact the UM Office of Research (UMOR) Controlled Substance Monitors

Phone: Kelli 734-764-2003

Email: cs-monitors@med.umich.edu

This is an eRAM system message.