VERAS Guide - IBC Protocol Form

Introduction

Welcome to the Vandals Electronic Research Administration System (VERAS) Institutional Biosafety Committee (IBC) module! This manual provides basic information about the Study Assistant module and will guide you through the process of creating an IBC Protocol application and submitting it to the IBC. As you navigate the IBC Protocol Study application please contact the IBC ((208)-885-7258 or ibc@uidaho.edu) if you have any questions.

Please Note: application questions with a red asterisk * are required for submission and sign-off. Validation checks at the end will take you back to any items missed for completion.
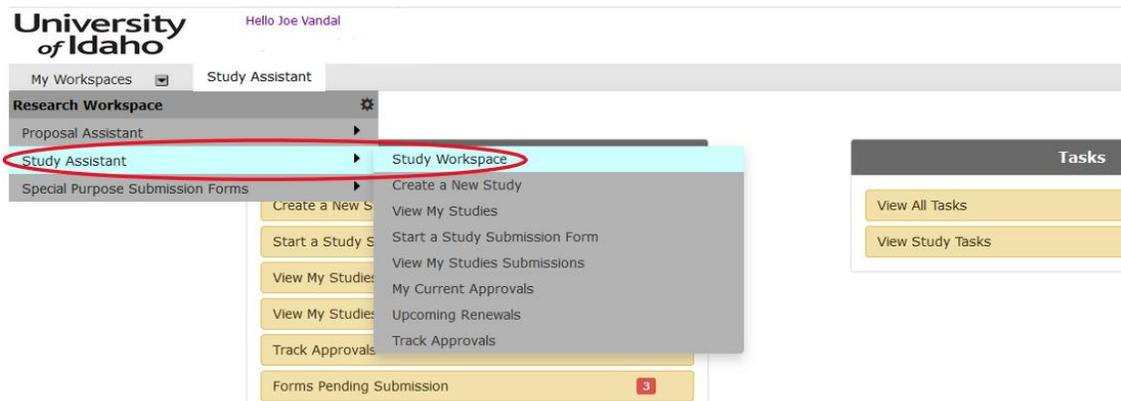
Let's get started!

Login

https://veras.uidaho.edu/, use your UI Network ID and password to login.
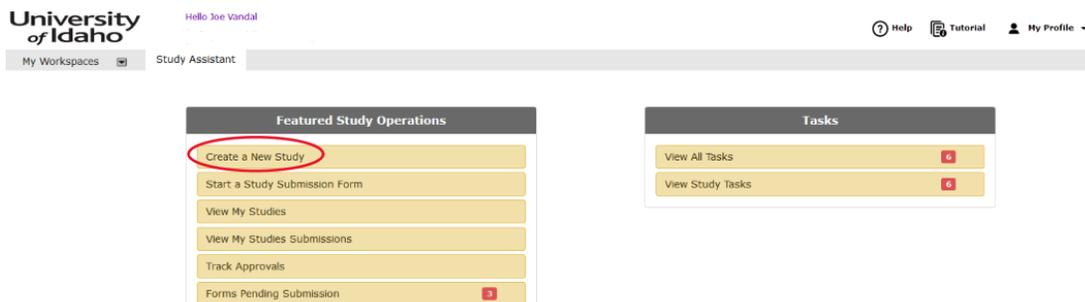
My Workspaces

You will need to work under the Study Assistant workspace. If you are not there, place your cursor over "My Workspaces", then highlight and select Study Assistant.

Create a New Proposal

The **Featured Study Operations** panel includes the commonly used functions. To start a Study Application, select "Create a New Study"

Then select the study application you want to complete. In this case we are asking you to complete the "Study Application – IBC"

VERAS Guide - IBC Protocol Form

Once initially saved, your protocol will be assigned an IBC Protocol number. Please Note: You must create a draft IBC Study Application/protocol form first before you try to create any additional study submission forms.

The following tabs and buttons are available throughout the proposal application:

Study Application Sections:

To progress through the sections, complete the questions in each section then press

 .
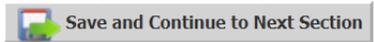
Key Personnel

- Add the PI, Lab Manager, and any other personnel you want to have access to the protocol. All personnel that will be handling Select Agents or Export Control items will need to be included in the protocol.

  o When adding personnel to a study, select [Setup Study Personnel], enter the search criteria then click [Find User/Search Directory]. Then select the folder icon:
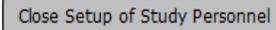

  o Complete the Personnel Study Role. Note: Anyone listed as a "Study Contact" will receive system autogenerated notices (e.g. clarifications/stipulations sent from the committee, approvals, reminder notices to renew, etc.) for the protocol.

VERAS Guide - IBC Protocol Form

- o After adding all personnel, select [Close Setup of Study Personnel] .
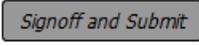- o To delete personnel, select ❌ left of the name:

General Information
- Complete the application to the best of your ability.
- The items selected in Section 7 *Project Information* will populate the additional sections that appear in the protocol form. You must select all the categories that apply to your research.
- On the top right of your screen, you can select ⑦ Help for additional guidance documents and to download the *Biological Agents Addendum Template*.

Validation Check
- All incomplete, required elements will display in red.
- To proceed to sign-off, click on each element, update item, then click on 'Validate and Save'.

Initial Review Submission Packet
- In this section, a summary of the submission is displayed.
- You can also attach additional documents.
- Select "Save and Continue to Next Section" when finalized, then [Signoff and Submit] to submit application.

VERAS Guide - IBC Protocol Form

Signoff and Submit

- A summary of the submission will be displayed.
- For your personal record, you can save the submission into a single pdf document:
  - Checking the boxes under the 'Include in PDF Packet' column for each document you want to be include in the single pdf.
  - Create the single pdf by selecting the 'Printable Version' icon.
- Under the *IBC Principal Investigator Agreement*, select 'Approve' and submit your application by clicking on the 'Save Signoff' button

  - Once you have done this your submission will be sent to IBC for review.
  - The status of your application will show 'Pending - Submitted for Initial Review'

Note: Other study roles may author any of the IBC forms. Instead of seeing the approve and signoff as above, other study roles besides the PI, will need to select "Notify PI to Signoff." The PI will receive an email and home screen task notification to review and signoff on the submission. The PI must signoff on the submission before it is sent to the IBC for review and approval.

Please note these instructions are for completing an IBC Protocol. Additional instructions for completing the *IBC Additional Submission Forms* (Biosafety Manual, Toxin Template, etc.) are available on the IBC website as well as in the ⑦ Help .

IBC Approval

The University of Idaho's Institutional Biosafety Committee (IBC) has three steps that need to be completed before you receive IBC approval, which include:

1. **IBC protocol form** - submitted as the VERAS Study application and will be reviewed during a monthly IBC meeting.
2. **IBC Biosafety Manual** – which will include the Biosafety Manual and Biohazard Inventory Form. This will be submitted through VERAS under Study submission form *IBC - Biosafety Manual* and will be reviewed and approved by the Biosafety Officer.
3. **Lab inspection/review** – unless otherwise instructed, lab reviews will be conducted in-person by the Biosafety Officer. In VERAS you will be sent the final Lab Inspection/Review report.

Please contact the IBC ((208)-885-7258 or ibc@uidaho.edu) if you have any questions.