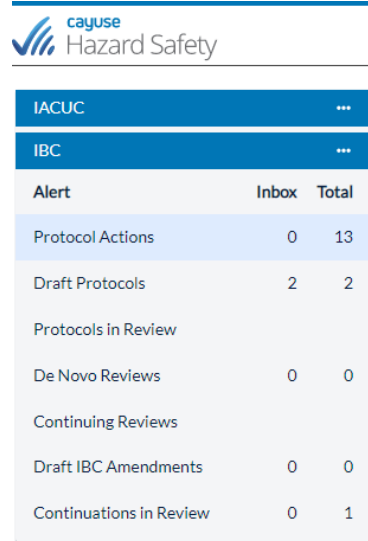


## Starting and submitting your protocol:

Once you have logged into Hazard Safety, to the left of your screen should be an actions box like the one below. If you click on “Protocol Actions” you should see a tab that says, “start a new IBC application”.



The screenshot shows the Hazard Safety navigation menu. At the top is the logo for 'cayuse Hazard Safety'. Below it are two main menu items: 'IACUC' and 'IBC', both with three dots to their right. Under the 'IBC' menu item is a table with columns for 'Alert', 'Inbox', and 'Total'. The table lists several categories with their respective counts.

Alert	Inbox	Total
Protocol Actions	0	13
Draft Protocols	2	2
Protocols in Review		
De Novo Reviews	0	0
Continuing Reviews		
Draft IBC Amendments	0	0
Continuations in Review	0	1

Protocol Actions   Draft Protocols ×

+ Start a New IBC Application

! Copy IBC Protocol to New Protocol

✎ Start IBC Amendment

📄 IBC Versions Preview

Q Find ↻

⏪ << Page 1 of 1 >> ⏩ 20 ▾

PI ↕	Protocol #	Version	Protocol Title	Approve Date	Review Date	Expiration Date
Sample, Tiffany	IBC-00001055	1	test	07/18/2021	07/18/2023	07/18/2024

Clicking “start a new IBC application” brings you to the next page which asks you whether to start your application or to return home. Click “Start a new IBC Protocol”.

Start a New IBC Application

### Start a New IBC Protocol Application

Biosafety Protocols must be approved by the Institutional Biosafety Committee (IBC) or the Biological Safety Office (Administrative Review) prior to the initiation of research.

Approval is valid for the duration of the research proposed in this application, but MUST be amended as needed and renewed annually

For assistance in completing this form, please visit our site at <https://support.cayuse.com/>

📄 Start a new IBC Protocol

🏠 Home Page

After you have started your protocol, it will take you to the “options” page, read through and select Yes or No to all the questions. (Only select yes on the questions that are applicable to your project)

Start a New IBC Application IBC-00001167 1

Table of Contents Options

### IBC Protocol Application Options

For purposes of this registration, biohazardous materials are defined as any organism known to or suspected of causing infection in humans, and a toxin is a proteinaceous poison, which is highly toxic to humans. Experiments using biohazardous materials and toxins should be determined using the [BMBL](#), and the [NIH rDNA Guidelines](#). Additional information for infectious agents can be found in the [American Biological Safety Association \(ABSA\)](#) website. **The Principal Investigator (PI) is responsible for completing the appropriate parts of this document.** The PI is also responsible for notifying EHS & RM when work with any potentially infectious material is terminated or when other significant changes occur, such as changes in protocol, personnel or relocation of the laboratory.

Choose Options Funding Sources

Choose Biosafety options

Recombinant and Synthetic Nucleic Acid Molecules (e.g., bacterial/mammalian expression plasmids, replication incompetent viral vectors, chemically synthesized nucleic acid molecules)  
Yes  No

Whole Animals/Animal Material (e.g., introduction of biologicals/chemicals into animals, use of animal cell lines and/or tissues)  
Yes  No

Human & Non-Human Primate Material (e.g., blood, fluids, tissues, primary/established cell lines)  
Yes  No

Microorganisms/Potentially Infectious Material (e.g., viruses, bacteria, yeast, fungi, parasites, prions)  
Yes  No

Biological Toxins (e.g., cholera toxin, pertussis toxin, diphtheria toxin, tetrodotoxin)  
Yes  No

1 ?

After the page has been completed, scroll down to the bottom of the page, and hit save changes (you must do this after you complete each page). Once you have saved your responses, move onto the next page.

Read the questions and continue filling out your protocol page by page. Don't forget to only answer the questions that are applicable to your project.

Start a New IBC Application

IBC-00001167 1

Table of Contents



- Options
- Protocol Overview
- Whole Animal Work
  - Creating Tg Animals
  - Breeding Tg Animals
- R/sNA
  - NIH Guidelines
  - Synthetic Experiments
  - Hazardous Procedures
  - Additional Detail
- Facilities
- Inactivation/Decon/Disposal
- Transport/Shipping
- Personnel
- Procedures Overview
- Experimental Safety
- Submit Protocol
- Attachments
- Cancel Draft Protocol
- Preview Protocol
- Agents on IACUC Protocols

## Protocol Overview

The IBC has the authority to review any aspect of this study. Please review the [General Biosafety Manual](#) in conjunction with completing this application.

### Overview

Protocol Title \*

Scientific Benefits

Rich text editor toolbar for Scientific Benefits: Undo, Redo, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Color, Background Color, Table, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Clock, Omega, Horizontal Line, Undo, Print, Eye, Search.

System Font 10pt Paragraph

Scientific Goals

Rich text editor toolbar for Scientific Goals: Undo, Redo, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Color, Background Color, Table, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Clock, Omega, Horizontal Line, Undo, Print, Eye, Search.

System Font 10pt Paragraph

- Table of Contents ?
- Options
- Protocol Overview
- Whole Animal Work
  - Creating Tg Animals
  - Breeding Tg Animals
- R/sNA
  - NIH Guidelines
  - Synthetic Experiments
  - Hazardous Procedures
  - Additional Detail
- Facilities
- Inactivation/Decon/Disposal
- Transport/Shipping
- Personnel
- Procedures Overview
- Experimental Safety
- Submit Protocol
- Attachments
- Cancel Draft Protocol
- Preview Protocol
- Agents on IACUC Protocols

## Experiment Safety Information

### Safety Info

Complete this section for all agents you are working with on this registration. If a question does not apply to your research, indicate by including NA in the field provided.

Describe the Agent \*

xdrg

Discuss the routes of exposure and hazards in the typical laboratory or healthcare setting \*

zxdrg

Describe the signs and symptoms of exposure \*

gzdrg

Describe the potential acute and chronic outcome of exposure including cancer risks \*

zdrg

Once your protocol is completed and you have gone over your responses, all the boxes should be green (like the photo above). Click on the “submit protocol” tab.

Table of Contents ?

- Options
- Protocol Overview
- Whole Animal Work
  - Creating Tg Animals
  - Breeding Tg Animals
- R/sNA
  - NIH Guidelines
  - Synthetic Experiments
  - Hazardous Procedures
  - Additional Detail
- Facilities
- Inactivation/Decon/Disposal
- Transport/Shipping
- Personnel
- Procedures Overview
- Experimental Safety
- Submit Protocol
- Attachments
- Cancel Draft Protocol
- Preview Protocol
- Agents on IACUC Protocols

## Submit Protocol

Before submitting your IBC protocol form to the IBC office for review, please do the following:

1. Verify that all boxes in the “Table of Contents” at left are indicated with a green check.
2. Attach a copy of your signed [Departmental Approval Form](#) at the bottom of this page.
3. Read the PI assurance statement carefully. Then, in agreement, type YES as your electronic signature.
4. Finally, click on the “Submit Protocol” link at the bottom.

**Note:** Whereas associates can and may write the protocol, only the PI can actually submit it to the IBC for review and approval. As the PI, please review the protocol.

### Submit Protocol

Do you certify? (Yes/No) ?

<< Previous page

Attach File

File	Description	Created On	Created At
Delete			

Page 1 of 0

Submit Protocol

Read the instructions, download a copy of the Departmental Approval Form, complete the form, get your Chair’s signature, and upload the signed form to your protocol (see attach file button in this section). Type yes in the box to certify. Click “submit protocol” at the bottom of the page.

After you have submitted your protocol. You should be able to see it in the “protocols in review” tab.

Site: NTM Site 1 Role: Researcher Staff Members PI Group: Sample, Tiffany

IACUC ...

IBC ...

Alert	Inbox	Total
Protocol Actions	0	13
Draft Protocols	2	2
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De Novo Reviews	0	0
Continuing Reviews		
Draft IBC Amendments	0	0
Continuations in Review	0	1

Protocol Actions
Protocols in Review x

Preview Protocol

Find ↻
Page 1 of 1

Submitted	PI	Protocol #	Date Sent	Time Sent	Title	From	To	Action
<b>▼ New - 1 Protocol(s) Submitted</b>								
09/14/2022	Sample, Tiffany	IBC-00001167	09/14/2022	16:43:30	sdf	PI	IBC Office	Initial Submission

Find ↻
Page 1 of 1