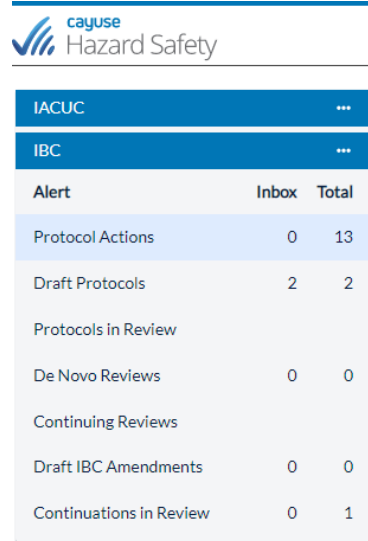## Starting and submitting your protocol:

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".

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".

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)

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

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

Scientific Goals

Experiment Safety Information

Safety Info

Complete this section for all agents y ou 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.

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 Deparmental 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, pleasse 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.