Overview

This guide is for researchers starting a new protocol, completing the form and submitting the protocol to the IBC office for review.

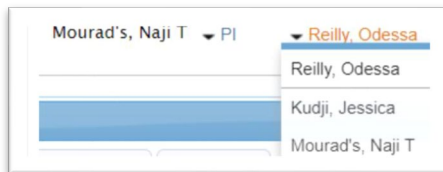*Supported Browsers*

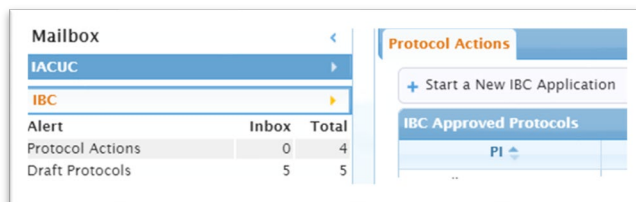Chrome, Safari, and Firefox

Creating a New Protocol

1. Confirm that the Researcher Staff Members/PI role is selected.

2. Confirm that the correct PI is chosen for the protocol. The name showing in Orange will be the PI on the IBC protocol. If you are not part of another PI group, the system will only show your name.
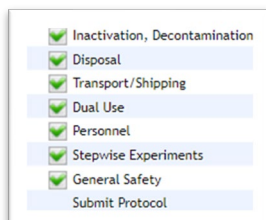

3. Click on *+Start a New IBC Application* from the *Protocol Actions* alert tab.

4. Click on *Yes* and then click on *Start a new IBC Protocol*

5. Options Page: the questions here will populate additional pages for the form once saved. Complete this page.

6. As pages are completed, a green check mark will display in the table of contents. When all pages are completed, submit the protocol for review.

Best Practices for Completing the Protocol form

Understanding Dictionaries

The IBC form uses dictionary lists to manage information from the following categories. These lists are maintained by the IBC office. If you cannot find an item, please contact the IBC office for assistance:

1. Funding
2. Agents
3. Cells/Cell Lines
4. Toxins
5. Facilities/Rooms
6. Personnel (All personnel must register by contacting the IBC Office before they can be added to a protocol. If you would like a person listed on your protocol to have access to your protocol, ask the IBC Office to add them to your **PI Group**.)

Using Tables or Grids

Some sections allow you to enter information that is displayed in a table. Items added often have *hidden* questions. To open a row in a grid, click on the row and click **Edit**.

+ Add from my Personnel List	+ Add Personnel	✎ Edit Personnel	🗑 Delete Personnel	
Personnel				
Name ⌃	**Business Role**	**Phone**	**Email**	
Mourad, Naji T	Executive		john.farley@cayuse.com	
Josway, Sarah	IACUC Staff		sarah.josway@cayuse.com	
◄				
⟳		◄◄ ◄ Page 1 of 1 ►► ►► 100 ⌄		

TIP: On the personnel page, you will automatically see the name of the PI and the name of the person who created the protocol. **THESE RECORDS MUST BE EDITED TO ADDRESS ADDITIONAL QUESTIONS.**

TIP: When adding agents or toxins, start typing the name of the agent. If the agent name does not display, contact the IBC office. It may need to be added to the list of agents available for selection in the system.

Toxins
Toxin
b
Bacillus anthracis
Brucella abortus
Burkholderia mallei