UAF IRBNet: Institutional Biosafety Committee
Instructions for Creating a New Project

IBC FORMS

Current versions of the IBC forms are available in IRBNet; just click on "Forms and Templates" under "Other Tools". You will also have access to the forms once you start compiling your package for IRBNet submission.

TERMS
- Project – The IRBNet term for what we've traditionally called an "IBC Registration"; the project includes your original submission (application form, personnel list, etc.) to the IBC as well as all subsequent modifications, reports, etc. Each project has a unique six digit IRBNet ID#.
- Package – The IRBNet term for each submission you make on a given Project. Your initial submission would be Package # 1. The next time you submit something related to the same project it would be considered Package # 2, regardless of whether it is a modification or a progress report. Packages are sequentially numbered. The package number follows the dash at the end of the six digit IRBNet ID#.
- Protocol – The IRBNet term for what we've traditionally called the "IBC Registration" form.
- Progress Report – The IRBNet term for what we've traditionally called a "Continuing Review".

NEW PROJECT SUBMISSION INSTRUCTIONS
- Log-in to IRBNet.
- Select "Create New Project"
- Enter the requested information – both required (indicated by a red asterix) and optional, as appropriate.
  - The Title should be Project specific and indicate something about the planned research activities.
  - Local Principal Investigator must a tenured, tenure-track, or emeritus faculty member (see UAF's Principal Investigator policy for more information). The principal investigator on sponsored research should in most cases be the principal investigator listed on the funding proposal/award. The principal investigator on graduate student projects must be their faculty advisor. Designation of anyone else as principal investigator must be approved by the Director, Office of Research Integrity.
  - Please list the research sponsor (funding agency) for this project. If the project is supported by departmental funds, for example class projects or start-up funds, you can list the department as the sponsor.
  - Internal Reference Number should be your UAF Proposal (S#), Grant (G#), or fund number.
- Once you hit "Continue" you will have created your project and it will show up as a work in progress on your "My Projects" page in IRBNet.
- Now you need to prepare the forms and other documents for your submission
  - Select "Forms and Templates" - Typically for new projects you will select the Protocol Registration. You can choose to open the form and start work on it immediately or save it to your computer or server so you can work on it later.
  - Once you are done with the document save it to your computer or server.
  - Repeat the two preceding steps until you have completed all of the forms you need to include for your new project submission.
  - Prepare any additional supporting documents (Permits, Standard Operating Procedures, etc.)
- Once you've prepared all of your document(s) you need to add them to your submission package by clicking the "Add New Document" button in step #2. (*Note: You do not have to add all of your documents at once, but please be sure to add all of the documents before you submit your new project for IBC review.*) All projects must include at least a Protocol Registration and Personnel List.
  - When you add a new document, please select the correct "Document Type" from the drop down window. The ones you will typically use are Protocol, Continuing Review / Progress Report, Amendment / Modification, and Other, but depending on your specific project other types may be appropriate.
  - The "Description" field will automatically fill in with the file name unless you choose to provide a description. We recommend using the file name or some other name that is meaningful to you

and the research team. (*Note: Remember, once submitted, these files will be saved as part of this specific project and can be read by anyone who has access to the project, so the name should be recognizable to all personnel.*):
- o Select "Browse" and find the correct file on your device or server.
- o Click "Attach"
- o This will take you back to the project overview page in the designer.
- o Repeat these steps until you have added all of the necessary documents.
- Once you have created your Project you have a few options on what to do next:
  - o Share –You can share the project with anyone who has an IRBNet user account regardless of whether or not they are affiliated with UAF.
    - ▪ If you are a student or staff member, the IBC requires that you give Full access to the Principal Investigator (typically your faculty adviser) on the project.
    - ▪ The IBC requires that all individuals listed as project personnel on a research or teaching project be given at least read access to the project in IRBNet. (*Note: The IBC may make an exception for students in a class or volunteers working in field situations where they will not have internet access. If you would like to request this, please let us know in the comments field when you submit the project.*) For each person you will have to indicate the type of access you want them to have: Full, Write, or Read.
  - o Sign – The Principal Investigator must sign the package before it is submitted. Other personnel do not have to sign unless instructed to do so by the PI.
    - ▪ Although IRBNet will allow someone to state that they are signing on behalf of another person, the UAF IBC requires that PIs authorize/sign all IBC submissions. If you are the principal investigator but would like to authorize someone (typically a senior post doc or staff member) to sign on your behalf contact the Office of Research Integrity (ORI).
  - o Submit – this sends the project to the IBC for review. The ORI will notify the PI if we receive an unsigned submission and will not initiate the review until the PI has signed off on the submission in IRBNet. The ORI will not typically return a submission for signature provided it comes from the PI's IRBNet account.
- Once you've submitted the project for review, IRBNet will inform you via email of any actions taken on your project (for example when the review is complete and when the committee decision letter is available). These notices will be sent to all individuals with full access to the project.