

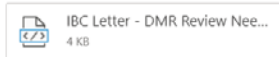
Online Review of IBC Protocols and Related Documents

Reviewing an IBC (Biosafety) Record in InfoEd

- Accessing the Summary Submission Page – Designated Member Review (pg. 2-3)
- Accessing the Summary Submission Page – Member Review of Requested Mods (pg. 4)
- Accessing the Summary Submission Page – Full Board Review (pg. 5-6)

Accessing the Summary Submission Page – Designated Member Review (e.g., Annual Review)

- 1) You will still receive a notice about a protocol that is awaiting your review in an email. The email will indicate who is serving as the DMR and when the review must be completed. It will also include an attached letter with a “Summary Submission Page” link for you to access the protocol directly.



Please see the attached document regarding a recent submission tied to an existing research protocol (S20-0004). This most recent submission is in need of DMR review. Although all are welcome to recommend a full board review, only one designated reviewer will need to provide approval if full board review is not needed.

Designated reviewer: Michele Crase
Submission type: Amendment
Deadline to respond: 1/31/2020

Please follow the directions in the attached document.

Thank you!

Notice of Designated Member Review

23-Jan-2020

Dear IBC Member,

The following IBC protocol involving the use of recombinant DNA and/or pathogenic substances in research is associated with a recent submission that requires review through the Designated Member Review process.

Title: Test Protocol
ORC#: S20-0004

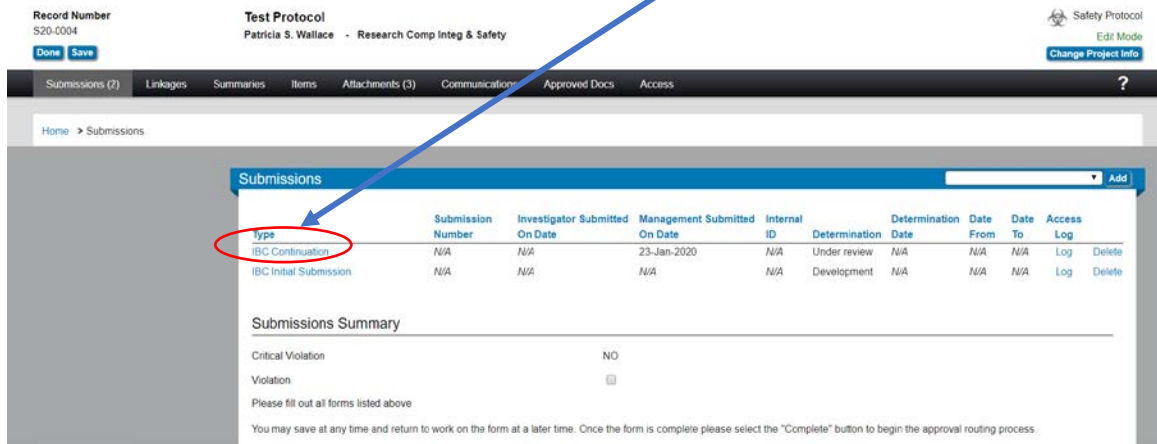
If you are the **designated reviewer (as indicated in the associated email)**, please review the most recent submission, and **respond to this email** to indicate if you approve it.

All other members should look over the most recent submission to determine if they believe it should be reviewed at a convened meeting. If you do not have any concerns, there is no need to respond, but **if you would like to have the submission reviewed at a convened meeting, please indicate this by responding to this email.**

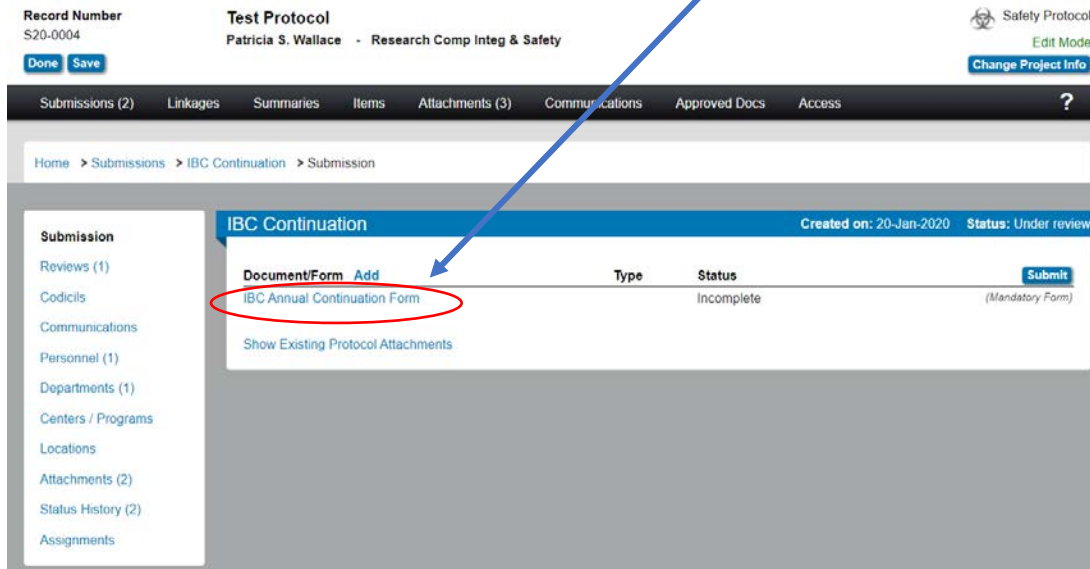
All feedback is needed by the date indicated in the associated email.

You may access the protocol record by clicking on this link [Summary Submission Page](#). You will land on a Submission Page where all past submissions tied to this protocol record are stored. Please click on the most recent submission (it should be labeled as "under review") in order to access the materials associated with the submission. Feel free to contact the Office of Research Compliance, Integrity, and Safety (815-753-9282) if you have any questions.

- 2) Select “Summary Submission Page” in the letter to access the specific submission (for example, annual review or amendment) being referenced in the email. To access the relevant document(s) to be reviewed, click on the appropriate submission from the list of submissions under the word “Type” in the Submissions box.



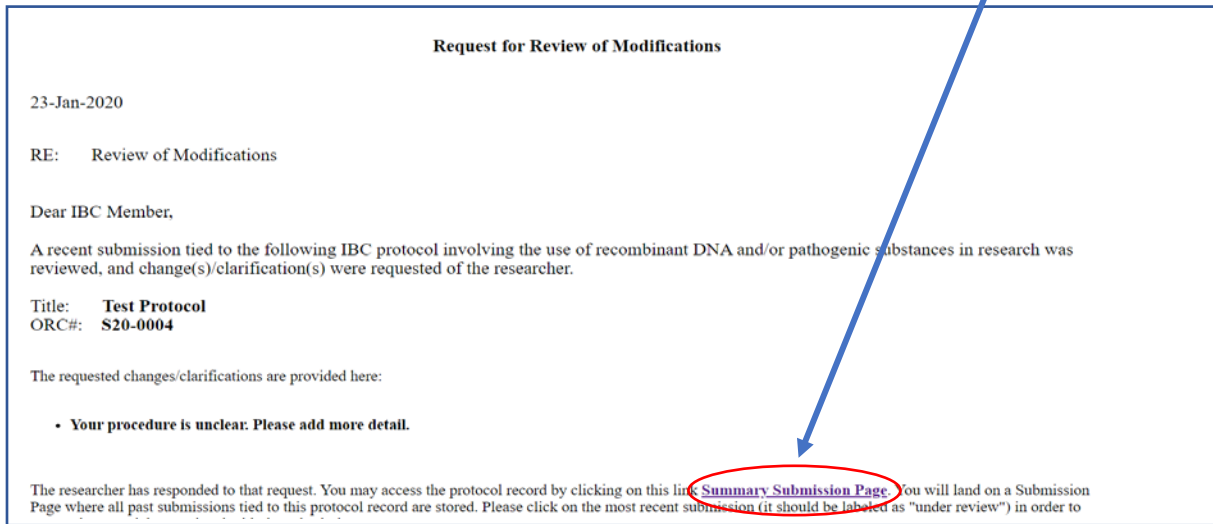
- 3) Within the specific submission, click on the attached documents listed under “Document/Form” in the central box to review each item.



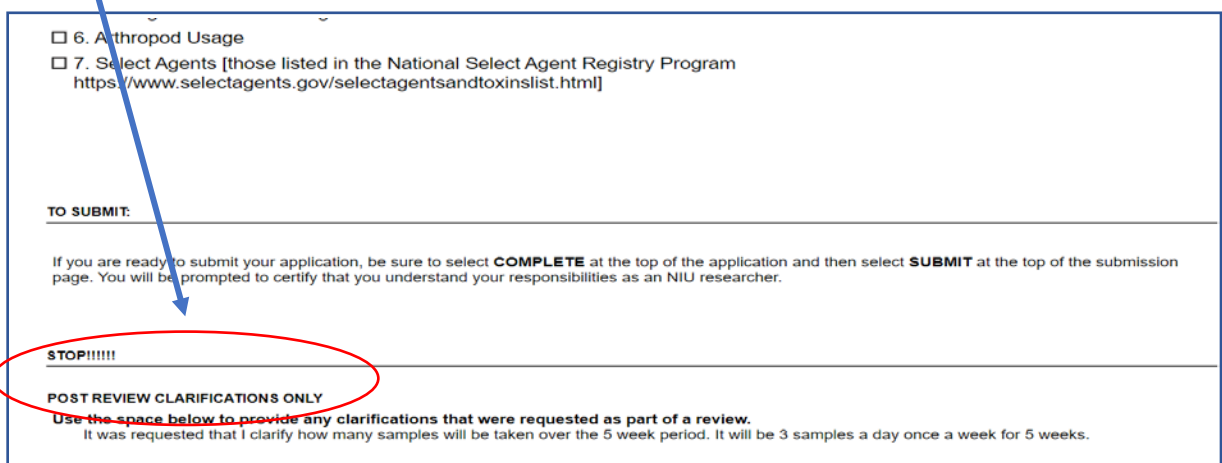
- 4) If you are not the DMR, you will either determine that everything is fine and ready for approval (in which case you do nothing – just close out of the protocol), or you will determine that there are issues with the submission and you’d like to see it reviewed by the full board (in which case you respond to the original email indicating this).
- 5) If you are the DMR, respond to the original email by the deadline date included in the original email to indicate if you approve the submission or if you’d like to see it reviewed by the full board.

Accessing the Summary Submission Page – Member Review of Requested Modifications Following a Full Board Review

- 1) As with DMR, you will still receive a notice about a protocol that is awaiting your review in an email. The email will provide a link for you to access the protocol directly. The email will be very similar to the one described above. The letter will include a clickable Summary Submission Page link as described above.



- 2) When you click on the link, you will be sent to the Summary Submission Page. As described above, click on the relevant submission to find the document(s) to be reviewed. Keep in mind that if clarifications were requested, you will find them at the bottom of the application below "STOP!!!!!!".



- 3) Respond to the original email to indicate whether or not you approve the protocol with the modifications.

Accessing the Summary Submission Page – Full Board Review

- 1) You will still receive the meeting agenda in an email, but the protocols under review will no longer be attached. The agenda will provide links for you to access each protocol directly. The “Submission Page” links will appear next to a “Link to Protocol:” label in each agenda entry.



NORTHERN ILLINOIS UNIVERSITY

Office of Research Compliance, Integrity & Safety

Division of Research & Innovation Partnerships

IBC Meeting Agenda

Institutional Biosafety Committee
Friday, January 24, 2020
in La Tourette 401
at 1:00 pm

Meeting Items

Review of Minute Review of the minutes from the October 16, 2019 meeting.

General Discussion and Announcements Updated submission process using InfoEd.
Presentation by P. Wallace.

Convened Review

Triennial Review

1. Protocol Number : **S14-0002**
Protocol Title : “BacMam autophagy sensors for radiation studies in human cancer cells”
Link to Protocol : [Submission Page](#)
PI : Linda Yasui
Department : **Biological Sciences**

Continuing Review

1. Protocol Number : **S19-0004**

- 2) Click on the link in order to access the Submission Page for the specific submission under review. The page that appears will include the relevant document(s) to be reviewed under the heading “Document/Form”.

Record Number: S20-0004
 Test Protocol
 Patricia S. Wallace - Research Comp Integ & Safety

Safety Protocol
 Edit Mode
 Change Project Info

Done Save

Submissions (3) | Linkages | Summaries | Items | Attachments (5) | Communications | Approved Docs | Access

Home > Submissions > IBC Initial Submission > Submission

Submission
 IBC Initial Submission
 Created on: 20-Jan-2020 Status: Modifications Requested

Document/Form	Type	Status	Submit
IBC Initial Application	Initial application	Incomplete	(Mandatory Form)

Submission
 Reviews (1)
 Codicils
 Communications
 Personnel (1)
 Departments (1)
 Centers / Programs
 Locations

- 3) If you open the eform application associated with the submission, you will need to expand the application after you open it in order to see the full document. Do this by clicking on the small square at the top right of the form that appears to the left of the X. Please note, it may take several seconds for the document to expand and update.

https://northernillinois.infoedglobal.com/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=3E34CAD9-9EFD-43C9-9BB9-51B8F09B6728...
 northernillinois.infoedglobal.com/ComplianceNet/SharedSystems/EForms/Form.aspx?ObjectFormId=3E34CAD9-9EFD-43C9-9BB9-51B8F09B6728

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Close Print Save

Updated By: Patricia S. Wallace @ 23

IBC INITIAL APPLICATION

1. IBC ADMINISTRATIVE INFORMATION

2. PROJECT BACKGROUND TO SUBMIT

STOP!!!!

ALL PAGES

IBC INITIAL APPLICATION

DO NOT USE THE PRINT BUTTON AT THE TOP OF THE FORM
 To print, select "control" (or "command") P - then use "More Settings" in order to select "Minimum" margins

Note: This document can be saved and worked on at different time points. Only click "complete" when the document is ready to be submit click "complete", you may unclick it if more work is needed, but it must be clicked in order to click "submit" on the main page. Also, please that you may cut and paste content from other sources into any extended response boxes.

ID#: 520-0004
 Title: **Test Protocol**
 PI: Wallace, Patricia S.

- 4) If you would like to save the document so that you can access it outside of InfoEd, use Control P (or Command P on a Mac) in order to save the document as a PDF. On the print/save page, go into More Settings, and change the Margins option to Minimum in order to ensure that all of the content is visible. [FYI: Using the Print button within the eform will result in a PDF with very small font and sections separated as new pages.]
- 5) When you are done, exit all of the opened documents, and click "Done" in the top left corner of the Submission Page rather than using the X in the upper right corner. If you fail to click "Done", others may not be permitted to access the documents.